SUBJECT: Relating to the Federal Grants Revolving Fund

REFERENCE: Section 302A-1405, HRS

ACTION REQUESTED: Annual Report to the Legislature

DOE REPORT:
Introduction: Section 302A-1405, HRS requires DOE to annually report to the Legislature on the status of the federal grants search, development, and application revolving fund including but not be limited to a list of the grant applications to the federal agencies and the grant awards received. Refer to Attachment A: Introduction, Pages 2-6.

Findings: See Attachment B: Findings, Page 6

RECOMMENDATIONS: The Department recommends that these funds continue to be used for the intended purpose, to search for discretionary grants and develop program applications to secure additional revenues for the Department. In addition, the Department shall continue efforts to build capacity to effectively administer and report on grant funds. The Department shall monitor the revolving fund deposits to ensure there are sufficient funds available to support these initiatives.
Attachment A: Introduction

DOE REPORT: Introduction:
The revolving fund revenues are derived from indirect costs reimbursements from federal discretionary grants. The following table shows the breakdown of allocations and expenditures for Fiscal year 2014-15.

<table>
<thead>
<tr>
<th>Funds</th>
<th>Allocation</th>
<th>Expenditures*</th>
</tr>
</thead>
<tbody>
<tr>
<td>A (Personnel Services)</td>
<td>$1,061,568.00</td>
<td>$787,818.00</td>
</tr>
<tr>
<td>A1 (Other Personnel Services)</td>
<td>$450,633.08</td>
<td>$271,711.00</td>
</tr>
<tr>
<td>B (Other Current Expenses)</td>
<td>$778,289.92</td>
<td>$421,556.00</td>
</tr>
<tr>
<td>C (Equipment)</td>
<td>$89,000.00</td>
<td>$15,813.00</td>
</tr>
<tr>
<td>TOTAL*</td>
<td>$2,379,491.00</td>
<td>$1,496,898.00</td>
</tr>
</tbody>
</table>

*Figures were rounded to the nearest dollar.

“A” and “A1” funds were used for 16 temporary positions (i.e., Grant Resource Developer, Grant Writers and Administrative) to build capacity in the Department to seek, secure, monitor and report on grant funds. “B” and “C” funds were used for general office supplies and equipment (i.e., monthly maintenance fees, office supplies, office equipment, Complex Area grant fund requests, in-service training travel, etc.)

The 16 positions coordinated the following grant search and development initiatives and capacity building efforts:

(1) Direct Assistance with Grant Applications

The Grant Management Team (GMT) provides HIDOE faculty and staff with a range of grant-related assistance including grant search, proposal development, budget development, editing and federal discretionary grant submission at the school, complex, and department levels. The assisted projects included:

Federal Grant Applications Submissions

1. U.S. Department of Health and Human Services Center for Mental Health Services Substance Abuse and Mental Health Services (SAMHS): "Now is the Time" State Educational Agency Grants (CFDA# 93.243)—HIDOE Office of Curriculum Instruction and Student Services (OCISS) ($1,948,290, year 2 continuation grant, awarded)

2. Department of Defense Education Activity (DoDEA), Military-Connected Academic and Support Programs (MCASP): Promoting K-12 Student Achievement at Military-Connected Schools (CFDA# 12.556)—Radford Complex ($1.5 million, for 4 year project, awarded)

3. Department of Defense Education Activity (DoDEA, Military-Connected Academic and Support Programs (MCASP): Promoting K-12 Student Achievement at Military-Connected Schools (CFDA# 12.556)—Campbell Complex ($1.5 million, for 4 year project, awarded)
4. U.S. Department of Education Institute of Education Sciences (IES): Statewide Longitudinal Data System (CFDA# 84.372A)—Office of Strategy, Innovation and Performance (OSIP), Data Governance & Analysis Branch (DGA) ($6,642,010 for 4 year project, awarded)

5. U.S. Department of Health and Human Services Centers for Disease Control and Prevention (CDC): Promoting Adolescent Health through School-Based HIV/STD Prevention and School-Based Surveillance (CFDA# 93.079)—HIDOE Office of Curriculum Instruction and Student Services (OCISS) ($64,283, awarded)


8. U.S. Department of Education Institute of Education Sciences (IES): Education Research, Development and Dissemination (CFDA# 84.305)—McKinley Community School for Adults, Needs Analysis of GED Classrooms ($39,158, not awarded)

9. 21st Century Community Learning Center Grant: 2014-15 SY Application for NCLB, Title, Part B—Kaimuki-McKinley-Roosevelt Complex Area ($200,000 per year for 5 years, not awarded)

10. National Science Foundation (NSF): Innovative Technology Experiences for Students and Teachers (CFDA # 47.076)—Office of Strategy, Innovation and Performance (OSIP), Policy, Innovation, Planning and Evaluation (PIPE) Branch, Hawaii Future Ready Learning Project ($2,000,000 for 3 year project, not awarded)

11. USDA Food and Nutrition Services (FNS): 2015 Professional Standards Grant (CFDA# 10.547)—Hawaii Child Nutrition Program (HCNP) ($149,954, not awarded)

**Non-federal Grant Application Assistance**

12. Koanlani Fund of the Hawaii Community Foundation—Kaiser Complex to develop Common Core-based curriculum to implement International Baccalaureate Programme, K-12 ($10,000, awarded)
13. Office of Hawaiian Affairs: OHA Grant Solicitation, OHA 16-04 Education—HIDOE Office of Hawaiian Education, to support grade 5-12 kula kaiapuni teachers’ development of Hawaiian Language Arts assessments ($500,000 for each of 2 years, not awarded)

14. Office of Hawaiian Affairs: OHA Grant Solicitation, OHA 16-05 Culture—HIDOE Office of Hawaiian Education. The Hopena A’o Learner Outcomes Project in partnership with the Malama Honua World-Wide Voyage to increase awareness of the contributions of our indigenous population to the field of education ($400,000 for each of 2 years, not awarded)

(2) HIDOE Grants Management System (GMS):

- The online Grants Management System (GMS) consisting of the public Website and the internal Project Site continues to provide a searchable database of vetted funding opportunities and grant writing resources, documentation, tutorials, and relevant links updated daily. The Grants Management System also serves as the Department’s single point of contact for federal and nonfederal grant submissions.

- The Grants Management Team (GMT) also acts as the Department’s Authorized Organizational Representative (AOR) for the purpose of submitting federal grants through the Grants.gov portal. As the Department’s AOR, the grant staff reviews grant applications for inclusion of allowable indirect costs and to ensure appropriate Department approvals.

- In addition, the GMT regularly emails the Communications and Community Affairs Office to alert HIDOE staff to Contests, Scholarships, Professional Development and other grant opportunities through the searchable databases on the HIDOE main Website and postings on social media.

- The Grant Management Team (GMT) also provides support to HIDOE partnerships with Institutes of Higher Education and nonprofits whose grant awards benefit HIDOE.

(3) Capacity Building Grant Program

The purpose of the Capacity Building Grant (CBG) Program is to support grant-writing efforts by HIDOE teachers and administrators. There are several categories of CBGs.

1. Grant awards up to $1,000 are allocated to school level grant writers by competitive application to defray grant writing costs, i.e., hiring substitute teachers, printing, postage, travel, hiring consultants, coordination of a writing team, or grant writer training, and must culminate in a written and submitted grant proposal that has been accepted by the funder. For SY 2014-15, Kaiser High School Grade 11 English Teacher/Department Head for the Meta Project—Putting Students at the Center of Language Arts received $400 for
development and submission of a grant application to the McCrhtey
Dressman Education Foundation, $10,000, not awarded

2. The Complex Area Grant Writer Pilot project aims to increase funding
opportunities at the local level. Grant awards were allocated to the Campbell-
Kapolei Complex ($64,500), the Pearl-City-Waipahu Complex ($65,000),
Leilehua-Mililani-Waialua Complex ($58,703) and the Kaimuki-McKinley-
Roosevelt Complex ($65,000). These funds enabled each complex to
contract with grant writers to pursue targeted opportunities to meet identified
complex level needs. The Grant Management Team provided initial training
and ongoing technical assistance.

Complex Area grant writers submitted multiple grant applications to local
foundations and businesses such as the Hawaii Community Foundation,
Mockingbird Foundation, Chevron Hawaii, Verizon Foundation, and Lowe’s
Charitable Foundation. They also provided research support for Complex
Area Superintendents to meet with prospective donors. Examples of grant
applications submitted by the four complex areas include:

a. HMSA Foundation—Leilehua-Mililani-Waialua Complex, for
continuation/expansion funding for the ‘Ike Pilialoha School-based
Behavioral Health Program at Wahiawa Elementary/ Middle school
($300,000, not awarded)

b. P-20 Castle Early College Grant—Pearl-City-Waipahu Complex, to
provide high-school-based early college courses, Waipahu High School
($183,000, awarded)

c. P-20 Partnership for Education—Pearl-City-Waipahu Complex, for HI
Common Core project, My Voice, My Choice, My Future (Natural
Resources Pathway), Waipahu High School ($12,327, awarded)

d. 21st Century Community Learning Center Grant: SY 2014-15 Application
for NCLB, Title, Part B—Campbell-Kapolei Complex ($1,000,000 for each
complex area, no award)

e. Department of Defense Education Activity (DoDEA), Military-Connected
Academic and Support Programs (MCASP): Promoting K-12 Student
Achievement at Military-Connected Schools (CFDA# 12.556)—Campbell
Complex ($1.5 million, for 4 year project, awarded)

3. At the Superintendent’s request, $4000 in Capacity Building Grant funds were
allocated to the HIDOE Office of Hawaiian Education to contract a grant writer
for development of Office of Hawaiian Affairs Grant Solicitations

4. Outreach

The Grant Management Team (GMT) strives to build collaborative
relationships within the Department, and with the nonprofit community and
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER
sister state agencies to identify funding opportunities that are consistent with the Department's goals. Efforts to build awareness of the Grant Management System (GMS) and the technical assistance with grant applications included the following activities:

1. Presentation about the importance of quality data in grant proposals at the Data Governance Training on Student Privacy, Data Requests, Data Quality and Grants Management workshop for registrars and SASA/clerks, March 16, 2015.

2. Exhibit table at the Hawaii Environmental Education Alliance (HEEA) conference June 24, 2015.

3. Ongoing response to requests from community organizations and HIDOE staff for information on partnerships, funding opportunities, general questions about grant reporting and management issues.

4. Attendance at the Data Use Workshop on March 24, 2015 sponsored by P-20 and facilitated by Institute for Evidence-Based Change (IEBC), a nationally-recognized nonprofit organization helping education stakeholders use data and information to make informed decisions, improve practice and increase student success.

5. Participation in training provided by the DGA’s K12 Longitudinal Data System (LDS) team. The GMT will now have access to the LDS and will be able to direct HIDOE staff to additional data resources needed for grant applications.

Attachment B: Findings

The Finance and Infrastructure Committee on Budget and Fiscal Accountability continues to closely monitor federal grant funds administered by the Department.

The revolving fund initiatives have effectively increased grant search and development efforts.

The Department has identified the need to strengthen communication, coordination, administration, allocation, fiscal reporting and compliance monitoring of federal grant funds.

The Department plans to utilize the revolving fund positions and resources to:

- Enhance the federal funds monitoring tools and fiscal reports.
- Implement training on the Grants Management System, which will track discretionary grant applications, and the subsequent grant awards received.
- Provide enhanced technical assistance to grant applicants using the Grants Management System (GMS) powered by HIDOE’s SharePoint 2013 platform.
- Provide technical assistance to increase the Department’s capacity to seek, secure, monitor and administer grant funds.
- Develop tools and offer training opportunities for staff to enhance appropriate and timely expenditure of federal funds, maximize resources, minimize lapsed
funds, and ensure programmatic and fiscal compliance.

• Increase awareness of:
  o external grant opportunities through the HIDOE website and social media, Superintendent’s Education Update, the GMS public website and outreach activities, and
  o HIDOE Grant Management Team, along with tools, resources, and information available.
  o Gather feedback and suggestions from school-level personnel on what types of information, guidance, and resources would be most helpful.
  o Continue the Capacity Building Grant program to provide monetary subsidies for grant writing efforts.
  o In consultation with the Procurement Office, clarify contracting issues for hiring grant writers for targeted projects in order to develop a list of state certified vendors.
  o Increase outreach activities in order to build strategic relationships with the funding community, nonprofits and state agencies.
  o Streamline access to HIDOE data, research, evaluation, and FERPA compliance information essential to proposal development and project implementation.