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**LEGISLATIVE REPORT**

**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 2-4.

**Findings:** See Attachment B: Findings, Page 5

**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.

  
Kathryn S. Matayoshi  
Superintendent  
Department of Education

2-18-15  
Date

## 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 2013-2014.

<b>Funds</b>	<b>Allocation</b>	<b>Expenditures*</b>
<b>A (Personnel Services)</b>	<b>\$917,593</b>	<b>\$799,583</b>
<b>A1 (Other Personnel Services)</b>	<b>\$348,750</b>	<b>\$225,687</b>
<b>B (Other Current Expenses)</b>	<b>\$1,108,148</b>	<b>\$116,440</b>
<b>C (Equipment)</b>	<b>\$5,000</b>	<b>\$9,880</b>
<b>TOTAL*</b>	<b>\$2,379,491</b>	<b>\$1,051,590</b>

\*Figures were rounded to the nearest dollar.

"A" and "A1" funds were used for six 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. The positions coordinated the following grant search and development initiatives and capacity building efforts:

**(1) HIDEO Grants Management System (GMS):**

The online Grants Management System (GMS, consisting of the Website and the 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 Grant 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.

**(2) Direct Assistance with Grant Applications**

The GMT provides HIDEO faculty and staff with a range of grant related assistance including grant search, proposal development, budget development, editing and submission at

the school, complex, and system wide levels. The assisted projects included:

1. U.S. Department of Education Office of Elementary and Secondary Education (OESE): School Counseling (ESSC) Program (CFDA # 84.215) – HIDOE Office of Curriculum Instruction and Student Services for Kau Keaau Pahoia and Nanakuli Waianae Complex Areas (\$1,199,578, not awarded)
2. U.S. Department of Education Office of Postsecondary Education (OPE): Fulbright-Hays Group Projects Abroad Program: Short Term Projects Overseas Programs (CFDA # 84.021) – HIDOE Office of Curriculum Instruction and Student Services and Office of Communications and Corporate Affairs (\$100,000, not awarded)
3. U.S. Department of Education Office of Elementary and Secondary Education (OESE): School Climate Transformation State Educational Agency Grant (CFDA # 84.184) – HIDOE Office of Curriculum Instruction and Student Services (\$3,044,505 for a 5 year project, awarded)
4. U.S. Department of Education Office of Elementary and Secondary Education (OESE): Advanced Placement (AP) Test Fee Program (CFDA# 84.330) – HIDOE Office of Curriculum Instruction and Student Services (\$104,030, awarded)
5. U.S. Department of Education Office of Elementary and Secondary Education (OESE): Native Hawaiian Education Program (CFDA # 84.362) - Kihei Elementary School, Maui Complex (\$477,320 for a 2 year project, not awarded)
6. USDA Food and Nutrition Service Farm to School Grant Program (CFDA # 10.575) - Waipahu High School, Waipahu Complex (\$95,270, award pending)
7. USDA Food and Nutrition Service Team Nutrition Training Grant FY2014 (CFDA# 10.574) – Hawaii Child Nutrition Program (HCNP) (\$19,993, awarded)
8. U.S. Department of Labor (DOL) Employment and Training Administration: *Youth CareerConnect* Program

(CFDA# 17.274) - HIDOE Office of Curriculum Instruction and Student Services (\$9,345,058, not awarded)

9. Centers for Disease Control and Prevention - Promoting Adolescence through School-Based HIV/STD Prevention and School-Based Surveillance (CFDA# 93.079) - HIDOE Office of Curriculum Instruction and Student Services (\$321,417 for a 5 year project, awarded)
10. National Institute of Standards and Technology --NIST Summer Institute for Middle School Science Teachers Program (CFDA# 11.609) - HIDOE Office of Curriculum Instruction and Student Services Nina Fujimoto, Kaimuki Middle School 7-8<sup>th</sup> grade science Randall Shinn, Ilima Intermediate School 7-8<sup>th</sup> grade science (\$8,000, awarded)
11. Center for Mental Health Services Substance Abuse and Mental Health Services --"Now is the Time" Project AWARE State Educational Agency Grants (CFDA # 93.243) - HIDOE Office of Curriculum Instruction and Student Services (\$9,741,450 for a 5 year project awarded)

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

Grant Management Team members also assisted the Data Governance Office (DGO) Research Team with review of the high volume of research applications, provided feedback on the development of grant review rubrics, and suggested ways to streamline the review process.

### **(3) Capacity Building Grant Program**

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

- a. 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.

- b. Grant awards of \$25,000 were allocated to the Campbell-Kapolei Complex Area and to the Pearl-City-Waipahu Complex Area through the Complex Area Grant Writer Pilot Program. 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.
- c. At the Superintendent's request, \$6,283 in Capacity Building Grant funds were allocated to Waipahu High School, to hire a grant writer to complete the application for USDA Food and Nutrition Service Farm to School Grant Program (CFDA# 10.575).
- d. At the Superintendent's request, \$20,000 in Capacity Building Grant funds were allocated to the Office of Strategic Reform for grant writing services, of which \$6,805 was spent for grant writer services to apply for funding for the Castle Redesign Initiative.

**(3) Outreach**

The Grant Management Team (GMT) strives to build collaborative relationships within the Department, and with the nonprofit community and 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. HSTA Oahu Teacher Institute (2 grant writing workshop sessions)
2. Grant writing session as part of the quarterly Department of Health training for the DOE Physical Education Resource Teachers.
3. For the third year, provided a grant writing session for graduate students in the Master of Education in Teaching Program at the University of Hawaii- Manoa

**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 new 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:
  - external grant opportunities available (grants website, newsletter, outreach), and
  - DOE Grants Team, along with tools, resources, and information available.
- Gather feedback and suggestions from school-level personnel on what types of information, guidance, and resources would be most helpful.
- Continue the Capacity Building Grant program to provide monetary subsidies for grant writing efforts
- Increase outreach activities in order to build strategic relationships with the funding community, nonprofits and state agencies.
- Streamline access to HIDOE data, research, evaluation, and FERPA compliance information essential to proposal development and project implementation.