Welcome to...

Your Life as an ED Grantee

Grantee - Grantor Partnership

- ED's approach to grants administration stresses cooperation and partnership
- A partnership requires a close working relationship between grantee and program officer to understand requirements and work together to help the project succeed
- Please feel free to be in touch with your program officer via phone or e-mail

Let's start with communication…

- Your chief contact at ED is your program officer.

- Our point of contact is the project director you identified in your approved application.

  - The project director is the only individual who has authority to represent you on issues related to your grant.

  - Other individuals may be included on a ListServ or monitoring calls, but the Project Director is the individual whose name is on the line

Where do I go for help if my partner is not immediately available?

- Your Approved Application
- Program Legislation – Authorizing Statute and Appropriation
- Program Regulations
- EDGAR
- OMB Circulars
- Departmental Bulletins and Directives
- Local Policies
- Other Contacts in AIPG
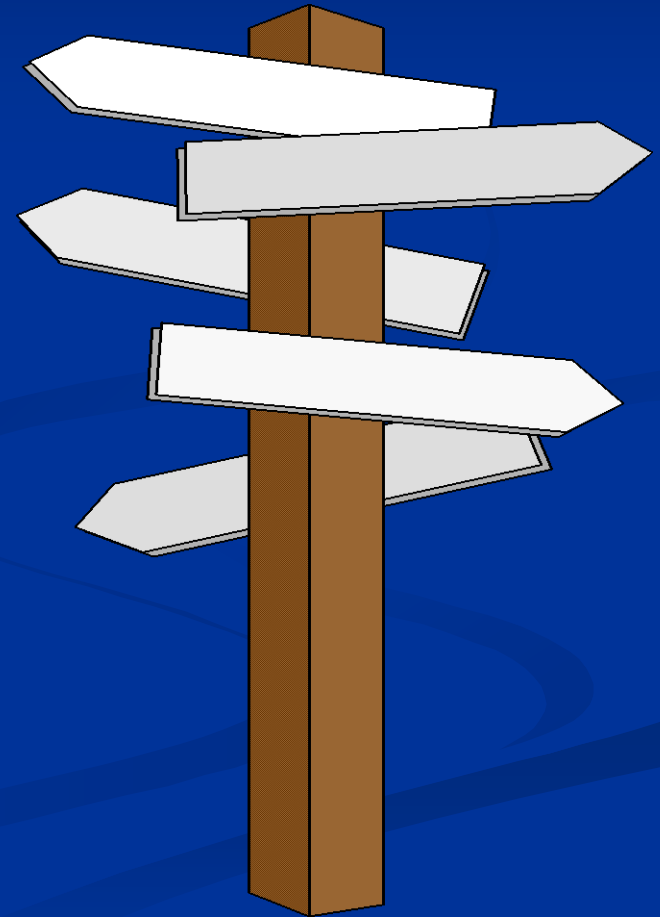
Finding Common Ground

- Budget Period vs. Performance Period

- Grant Year vs. Grant Period

- Funding for the "out years" or "Continuation Funding"

- Carryover

- Fourth Year

- Grant Number vs. PR Award Number – should be included on ALL correspondence

Prior Approval is Required for:

- Changes in key personnel
- Changes in project scope, objectives, and contracts
- Operation of a project for more than 3 months with a key position vacant
- Allowing key personnel to devote substantially more or less time to the project then in the approved application

Key Project Staff

- There is no definition in EDGAR

- If key staff were not listed in block 4 of your Grant Award Notification, identify key staff and their level of effort with your program officer

- ED must approve key staff--please supply:

  - names

  - resumes

  - level of effort
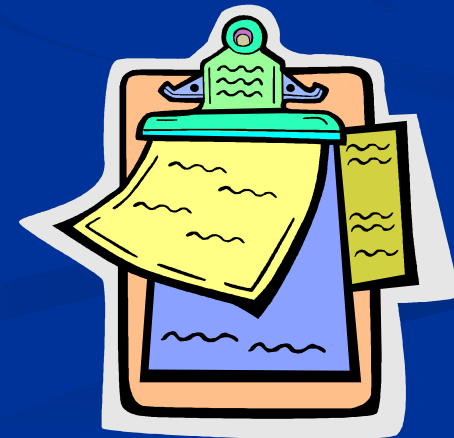
Determining key personnel
Does the staff member...

- have direct bearing on the outcome of the project?

- bear substantive responsibility for achieving the objectives of the project?

- possess the reputation, knowledge, or skills on which the project's work is based?

Other Requests for Changes

- Changes in Certifying Representative should be sent to your Program Officer – a resume is not required; this person signs off on the APR and Final Reports

- Changes in address – should be sent with and indication of who this address change effects

- Changes in DUNS – should be sent with an explanation of why the change is necessary

Date Changes
aka – no cost time extensions

- Require prior notification to the Program Office
  - Minimum amount of time is 10 days before the end of your program period
  - An idea of plans should be indicated in 3rd APR, so program staff can follow up while reviewing documents and notifying Program Managers
  - Do not assume that it has been granted, keep an eye out for your new Grant Notification, check e-grants or contact your Program Officer
- Are processed in bundles, so turn around is not specific - be patient, but follow up

Budget transfers

- You can transfer funds within your budget without our approval unless…

- The transfer changes the scope of your project or its objectives.

    - Example: A project that included a reading program for 9th graders wants to use the funds instead for internships for seniors.

    - Example: A project wants to serve different, more, or fewer schools or students than indicated in its application.

Budget transfers (cont'd)

- You also need our prior approval if you intend to use the funds for certain costs, such as:
  - Foreign travel (outside of North America and U.S. territories)
  - "Equipment" purchases not in the approved application – The Department defines equipment and an item with a unit cost equal or greater to $5,000 or the capitalization level established established by your organization for financial statement purposes, whichever is lower
  - Memberships in civic and community, social organizations

Budget transfers (cont'd)

- Please consult with your Program Officer and keep them informed about budget transfers
- Don't be afraid to ask if you're unsure whether a cost is allowable
- Send updated budgets to insure the grant file is updated

Reporting Requirements

- Performance Reports are annual, online and use the Department's generic form

- An interim report is required to assist staff in making decisions regarding continuations (April). You need to finalize this data in the supplement (July).

- Details on reporting and e-grants is discussed in tomorrow morning's session

- Remember - nothing should be a surprise to your program officer

Reporting Requirements

- Final Report – Due within 90 days from the end of your Project Period
  - Same day as the final day to draw down funds
  - Due for all projects to discuss all years of the grant – use narrative sections to assist in presenting your progress over the grant cycle
- Uses the same form as the APR – ED 524
- If there are unexpended funds, a written statement that allows these funds to be returned to the government should be included

Telephone Monitoring

- In addition to the written performance reports, grantees will meet quarterly with their program officers over the phone or in person, if possible

- This communication is required for the programs' monitoring plans, so insure that contact information is current

- Follow up documentation after the call will be sent to the grantee and included in the grant file

- Post-award conference calls will be conducted for new and continuation awards – memo included in handouts

Program Income

- Grantees who anticipate earning program income need to be aware that tracking it is just as important as tracing federal funds
- Program income must be used for expenses of the project during the grant period in which it is earned
- Grantees with program income should complete an SF269 to report on program income

- DISCLOSING FEDERAL FUNDING:
    - In press releases, RFP's, etc. grantees are required to make clear they have received $XXX,XXX in funding from ED

Multiple Grants

- It is allowable for an organization to hold multiple grants with the same program, however be aware:
  - The grants cannot have the same purpose, serve the same population, or duplicate other sources of Federal funding for the same population or purpose
  - Those working on multiple grants must track their time and meet the obligations outlined in the approved applications
  - Conditions could be placed on the awards to insure there is no duplication of services
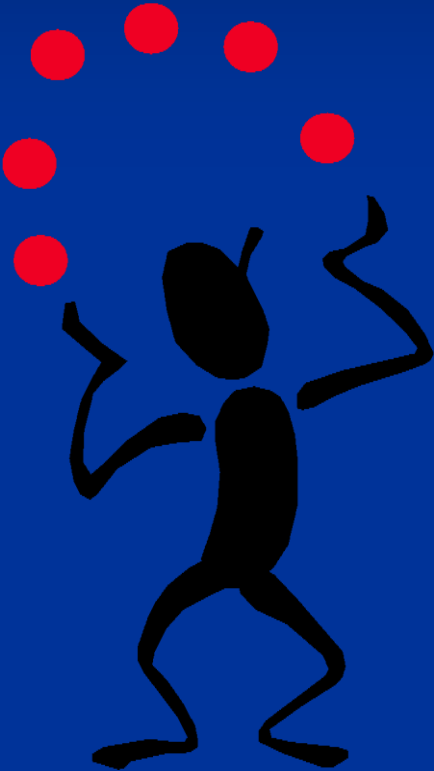
Multiple Grants – Can I reapply?

- There is no prohibition for reapplying to fund a grant or another grant with a different purpose
- Every effort should be made to close the existing grant on schedule prior to starting a new grant
- The new grant funding could be reduced if there is substantial carryover
- There are no guarantees of funding

Legislative Requirements

- NCLB and other requirements mandate that the Alaska Native and Native Hawaiian Education programs:
  - Not exceed 36 months
  - Limit Administrative Costs to 5% of the total grant award
  - Work in concert with local education agencies, even if these students are not directly served by the project funded
  - Address the unique educational needs of these populations
  - Report on project and GPRA progress

Most Important

Please do not hesitate to call your program officer...