Javits Program
Project Director’s Meeting

Day 2 – October 28, 2021

Jacob K. Javits Gifted and Talented Students Program
Javits Program Project Director's Meeting

Opening Remarks & Opening Icebreaker

Jennifer Todd, Director, Office of Well-Rounded Education
Day 2 Agenda

➢ Addressing the Social and Emotional Assets and Needs of Underrepresented Gifted and Talented Students (See presentation)

➢ Overview of Federal Grants Administration and Financial Management

➢ FY 2021 Financial Reporting Requirements

➢ Showcase Session: Managing Funds Awarded under the Javits Program (See Presentation)
Overview of Federal Grants Administration and Financial Management

David Downey – Management Analyst, Grants Policy and Training Division, U.S. Department of Education
Administering your ED Grant: A primer for Directors

U.S. Department of Education
Office of Finance and Operations
Grants Policy & Training Division
Topics for discussion

- Regulations, resources, and guidance
- Mitigating risks and challenges
- Grantee professional development
Tools of the Trade

- Program statute and regulations
- Grant related laws and executive order
- Education Department General Administrative Regulations (34 CFR)
- 2 CFR § 200—Uniform Guidance
- Grant Award Notification (GAN)
- Approved application
ED’s Computer Based Training

https://www2.ed.gov/print/fund/grant/about/training-management.html

- Internal Controls
- Indirect Costs
- Formula Grants Training
- Discretionary Grants Training
- Cash Management
- Protection of Human Subjects in Research
- Subrecipient Monitoring—coming soon
- Allowable Costs—coming soon
- Procurement—coming soon
- Check grant award terms, conditions and attachments
- Establish strong internal controls and follow them
- Document and maintain your records
- Cite the proper regulations to support decisions
- When in doubt, contact your ED Program Officer

Winning Reminders
ED’s Primary Concerns

- Large amounts of unobligated funds at end of budget period
- Excessive or infrequent drawdown of funds
- Poor recordkeeping and fiscal accountability
- Increasing levels of risk
- Project goals not met
What ED Looks For

- Annual substantial progress met
- GPRA performance measures met
- Timely, accurate reporting
- Demonstrated recordkeeping & fiscal accountability
Best wishes
Administering your ED Grants.

U.S. Department of Education
Office of Finance and Operations
Grants Policy & Training Division
Questions and Answers
FY 2021 Financial Reporting Requirements

Gay Ojugbana, Javits Program Officer, U.S. Department of Education
Question #1:
When is my next budget submission due?
Budget Reporting Requirements - Answer

Answer #1:

- For FY17, FY19, and FY20 grantees - budget submissions are due no later than November 16, 2021.

- For FY 18 Grantee – budget submission is due no later than December 30, 2021

Budgets are submitted as a part of your grant’s annual performance report (APR)
Grants Administration

“Questions and Answers”

Question #2

How should my next budget submission be submitted?
Budget Reporting

Requirements - Answer

Answer #2

Budget submission should be submitted in G5 by the due date as a part of your grant’s APR submission.
Question #3

What should my next budget submission include?
Answer #3: Budget submissions should include:

- Currently approved budget,
- Any increase and/or decrease of funds per line item for any reallocations, as well as any funds being carried over per line item
- The final amount of funds per line item after accounting for any carryover or reallocations.
- Budget submission should include a budget narrative noting:
  - Details of your budget submission, including why funds are no longer necessary to support their original purpose and how the new use of funds will support the goals and objectives of the grant for any reallocation of funds.
Budget Revisions

- Work with your Program officer when revising budgets
- Budget revisions must be:
  - Consistent with the project goals and objectives
  - Must NOT change the scope of project.

Actual Revised Budgets Due Dates:

- FY 17 Grantees: Year 5 budgets – November 16, 2021
- FY 18 Grantee: Year 5 budget – December 30, 2021
- FY 19 Grantees: Year 3 budgets – November 16, 2021
- FY 20 Grantees: Year 2 budgets – November 16, 2021
### U.S. DEPARTMENT OF EDUCATION
**BUDGET INFORMATION**

**Javits Gifted and Talented Students Education Program (Javits)**

<table>
<thead>
<tr>
<th>Name of Institution/Organization</th>
<th>PR/Award Number</th>
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<tr>
<th>Budget Categories</th>
<th>Allocated Amounts</th>
<th>Carryover Amount from Year 4</th>
<th>Change Amount for Year 5</th>
<th>Year 5 Allocations</th>
<th>Final Revised budget FY 17 Awardee for Year 6</th>
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<tbody>
<tr>
<td>1. Personnel</td>
<td>10,000</td>
<td>4,000</td>
<td>8,000</td>
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<td>2. Fringe Benefits</td>
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<td>3. Travel</td>
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<td>4. Equipment</td>
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<td>5. Supplies</td>
<td>10,000</td>
<td>4,000</td>
<td>(4,000)</td>
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<td>6. Contractual</td>
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<td>7. Construction</td>
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<td>8. Other</td>
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<td>9. Total Direct Costs (lines 1-8)</td>
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<td>10. Indirect Costs</td>
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<td>11. Training Stipends</td>
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<td>12. Total Costs (lines 9-11)</td>
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In addition to the budget, please provide a budget narrative. The budget narrative should provide an itemized and detailed justification for how the funds will be spent in this performance period. The narrative should be organized by federal budget line item.

**Example of Narrative:**
For Personnel, $4,000 was carried over from year 4 due to late hiring of Data Assistant. The $4,000 was carried over into year 5. Another $4,000 was reallocated from line item (Supplies) to cover the cost of an additional part time Data Assistant due to increased data entry responsibilities.

For line item (Supplies), a reduced number of testing material was needed due to changeover to electronic testing therefore $4,000 was carried over and reallocated to line item (Personnel).
ReCap of Reporting Dates and Deadlines

Annual Performance Reports (APRs) & Actual Budget Revisions

❖ FY 17 Grantees: Year 4 APR / Year 5 Budget – November 16, 2021
❖ FY 18 Grantee: Year 4 APR / Year 5 Budget – December 30, 2021
❖ FY 19 Grantees: Year 2 APR / Year 3 Budget – November 16, 2021
❖ FY 20 Grantees: Year 1 APR / Year 2 Budget – November 16, 2021
If you have additional questions that were not answered please contact your Program Officer.
Contact Your Javits Team

- M. Jeanette Horner-Smith, Ph.D. — Team Lead
  - Mildred.Horner-Smith@ed.gov / 202-453-6661

- Gay Ojugbana — Program Officer
  - Gay.Ojugbana@ed.gov / 202-260-1461

- Charm Smith — Program Officer
  - Charm.Smith@ed.gov / 202-205-5724

- Michelle Georgia — Group Leader
  - Michelle.Georgia@ed.gov / 202-453-5501
Thank you for joining the 2021 Project Director’s Meeting!

Best wishes in completing your Javits Project while fulfilling federal grant requirements.