

Javits Program Project Director's Meeting



Day 2 – October 28, 2021

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Jacob K. Javits Gifted and Talented Students
Program

Javits Program Project Director's Meeting



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Opening Remarks
& Opening
Icebreaker

Jennifer Todd, Director, Office of Well-Rounded
Education

Day 2 Agenda

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- **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

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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.



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Questions and Answers



FY 2021 Financial Reporting Requirements

Gay Ojugbana, Javits Program Officer, U.S.
Department of Education



Grants Administration

“Questions and Answers”

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.

Grants Administration

“Questions and Answers”

Question #3

What should my next budget submission include?



Budget Reporting Requirements - Answer

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.

Financial Reporting Requirements

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► 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



Example Budget Revisions Form ED 524b

U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION Javits Gifted and Talented Students Education Program (Javits)					Date of Submission:
Name of Institution/Organization:			PR/Award Number:		
Budget Categories	Allocated Amounts Year <u>5</u> FY <u>17</u> Awardee:	Carryover Amount from Year <u>4</u>	Change Amount for Year <u>5</u> (Increase/Decrease)	Year <u>5</u> Allocations	Final Revised budget FY <u>17</u> Awardee for Year <u>5</u>
1. Personnel	10,000	4,000	8,000	10,000	18,000
2. Fringe Benefits					
3. Travel					
4. Equipment					
5. Supplies	10,000	4,000	(4,000)	10,000	10,000
6. Contractual					
7. Construction					
8. Other					
9. Total Direct Costs (lines 1-8)					
10. Indirect Costs					
11. Training Stipends					
12. Total Costs (lines 9-11)					

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**

Questions and Answers



If you have additional questions that were not answered please contact your Program Officer.

Contact Your Javits Team

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- Gay Ojugbana— Program Officer
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- Michelle Georgia — Group Leader
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Thank you for joining the 2021 Project Director's Meeting!

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

