




Javits Program Project Director's Meeting for FY 2022 Cohort of Grantees

December 6, 2022

Jacob K. Javits Gifted and Talented Students
Education Program

Summary of Comments on Javits Program Project Director's Meeting for FY 2022 Cohort of Grantees

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 Number: 1 Author: Presenter Notes Subject: Presentation Notes Date: 1/30/2023 9:08:46 AM


Welcome to the FY 2022 Cohort of Grantees - Javits Program Project Director's Meeting!

Thank you so much for taking the time to attend this meeting and we hope that the information that you receive will be helpful to you succeeding with completing your Javits Projects and managing your federal grant.

Housekeeping Rules

Please remember the following:

- MUTE your phones and computers (use the “mute” on your device or press *6)
- Do NOT utilize the HOLD function—this will place the entire call on hold. Simply hang up and dial back in when you’re able
- Use the chat feature to ask questions
- Sit back, relax, and enjoy the meeting!

 Number: 1 Author: Presenter Notes Subject: Presentation Notes Date: 1/30/2023 9:08:47 AM


Before we get started, let's review a few housekeeping rules. We have quite a few attendees and it's important that we are courteous to each other.

Welcome and Updates

OWRE Director – Jennifer Todd

Javits Program Updates –
Michelle Georgia, AIG Group
Leader



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Jennifer – is our Director for OWRE

Michelle – is the Group Leader for Academic Improvement Group which includes the Javits Program, Striving Readers Comprehensive Literacy (SRCL) Program and Comprehensive Literacy State Development Grants (CLSD) Program

Meet the Javits Team

The Javits Team is within the Office of Academic Improvement Group, organized under the Office of Well-Rounded Education in the Office of Elementary and Secondary Education (OESE)

- Michelle Georgia —Group Leader, Academic Improvement Group
- M. Jeanette Horner-Smith—Javits Program Officer/Team Leader
- Gay Ojugbana—Javits Program Officer
- Charm L. Smith—Javits Program Officer


Office of Well-Rounded Education

- Jennifer Todd —Director, Office of Well-Rounded Education, OESE



Please use the link in the Chat Box to respond to the Ice Breaker.


Link: <https://ideaboardz.com/for/FY%202023%20Javits%20PD%20Meeting%20IceBreaker/4751507>

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With the holidays fast approaching, what would be one wish you would provide to gifted and talented students to meet their educational needs?

Agenda

- Here and Now: ED Grants Management Policy
 - Tameika Holly, Management and Program Analyst, U.S. Department of Education, Grants Management and Policy Division
- Expectations of Performance Management
 - Jeanette Horner-Smith, Javits Program Team Leader
- Managing your Javits Budget
 - Charm L. Smith, Javits Program Officer
- New Grantee Peer-to-Peer Information Sharing For Successful Grant Projects (Panel)
 - Gay Ojugbana, Javits Program Officer, Panel Moderator
 - Panel from Milwaukee Public Schools, University of Connecticut, Florida Atlantic University, University of Hawaii, and St. John's University)
- Tools and Resources for Successfully Managing Grant Projects
- Office Hours – The Javits Team

 Number: 1 Author: Presenter Notes Subject: Presentation Notes Date: 1/30/2023 9:08:48 AM

The agenda for the meeting is as follows:

First, you will hear from our Grants Management Policy Division, Tameika Holly, who will provide an overview of federal grants administration and financial management in Here and Now: ED Grants Management Policy.

Then the Javits Team will discuss key information on Expectations of Performance Management, Managing your Javits Budget, and end with a panel discussion for new grantee peer-to-peer information sharing for successful grant projects.

We realize that some of the FY 2022 grantees have previous Javits grants so we plan to tap into their knowledge and experiences to allow the novice Javits grantees to hear and learn in order to develop their own strategies for success.

And last, we will provide some helpful tools and resources that will allow you to successfully manage your grant projects follow by a segment of Office Hours.

Here and Now: ED Grants Management Policy

Tameika Holly,
Management and Program Analyst, U.S. Department of Education, Grants
Management Policy Division

Javits Programmatic: Expectations of Performance Management

- Adhere to all requirements outlined in your approved Javits Project application package
- Follow and Report on Performance Measures
 - Goals, Objectives, and Timeline
- Get to know your Program Officer and Communicate frequently to stay on track with meeting programmatic requirement
 - Email, Phone Calls, Schedule meetings
- Ask Questions

Number: 1 Author: Presenter Notes Subject: Presentation Notes Date: 1/30/2023 9:08:48 AM

Thank you again for joining us this afternoon for the FY 22 New Grantees Project Director's Meeting.

During this segment of the meeting, I will be discussing and interacting with you about Javits Programmatic requirements.

Beginning with Expectations of Performance Management.

As part of the requirement for your grant award, you are expected to adhere to all requirements outlined in your approved Javits Project application package as well as your Grant Award Notification (GAN). It contains a lot of information therefore be sure to frequently refer back to it when necessary.

Next expectation is following and reporting on performance measures.

Key elements include project goals, objectives, and timeline. These elements are outlined in your application and should not be changed since they were approved.

Any modifications to project goals and objectives would change the scope of the project.

However, we understand that things happen (such as the pandemic) and timelines may need to be revised. In cases where challenges occur, the most effective approach is to obtain technical assistance from your program officer. Keep them in the loop to ensure challenges are mitigated as quickly as possible.

It is expected that you get to know your Program Officer and communicate frequently to stay on track with meeting all programmatic requirements.


Your PO will be in constant communication with you for providing deadlines for reports, updates, and announcements. I will speak more about reporting requirements in a few minutes.

You may contact your PO by email, phone calls, and even scheduling meetings. It is incumbent on you to contact them and they will be happy to assist you with challenges or if you have questions and need guidance.

No question is a silly question so be sure to ask!

Knowledge Check

- Where can you find information about your Javits Project?
- Who do you contact to obtain technical assistance and find answers pertaining to your Javits grant?

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Participants are asked to put responses in chat box. Javits team will monitor responses.

Question 1: Where can you find information about your Javits project.

Information about projects can be found in your approve grant Application Package. We encourage you to refer back to your application to stay on track in meeting project goals and objectives. The projects have been peer reviewed for approval.

Question 2: Who do you contact to obtain technical assistance and find answers pertaining to your Javits grant? Include your grant name and contact name of person or persons if you know.

Your Program Officer

Responses to Knowledge Check

- **Question 1: Where can you find information about your Javits project.**
 - Information about projects can be found in your approve grant Application Package. Be sure to refer back to your application to stay on track in meeting project goals and objectives.
- **Question 2: Who do you contact to obtain technical assistance and find answers pertaining to your Javits grant?**
 - Your Program Officer
 - Include your grant name and contact name of person or persons if you know.

Meet Your Program Officers

PR Award No.	Grant Name	Location	Program Officer
S206A220009	Florida Atlantic University	Boca Raton, Florida	Gay Ojugbana
S206A220010	Milwaukee Board of School Directors	Milwaukee, Wisconsin	Gay Ojugbana
S206A220014	Ball State University	Muncie, Indiana	Gay Ojugbana
S206A220015	Purdue University	West Lafayette, Indiana	Charm L. Smith
S206A220019	St. John's University, New York	Queens, New York	Jeanette Horner-Smith
S206A220026	The School District of Osceola County, Florida	Kissimmee, Florida	Gay Ojugbana
S206A220031	Eastern Michigan University	Ypsilanti, Michigan	Charm L. Smith
S206A220037	Educational Service Unit 2	Fremont, Nebraska	Gay Ojugbana
S206A220038	Purdue University	West Lafayette, Indiana	Charm L. Smith
S206A220040	University of Connecticut	Storrs, Connecticut	Charm L. Smith
S206A220047	Austin Independent School District	Austin, Texas	Gay Ojugbana
S206A220048	Independent School District 271	Bloomington, Minnesota	Gay Ojugbana
S206A220049	University of Hawaii	Honolulu, Hawaii	Jeanette Horner-Smith

Javits Programmatic: Performance Monitoring

- **Importance of Monitoring:**
 - **Requirement for Federal Grants**
 - **Meet Project Milestones**
 - **Maintaining Internal Controls**
 - **Partnerships**

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Next, I will talk to you about performance monitoring.

Monitoring is a requirement for all federal grants therefore monitor is an ongoing effort throughout your grant performances and budget period.

We monitor projects for ensuring project milestones are met. The first year of your grant is important to set the stage for planning each of your milestones in your project. We recommend reviewing your project timeline and refer back to it as often as necessary to see where you are and staying on track.

As a part of monitoring, you will report on performances through annual reports that will be discussed later in this presentation.

Performance monitoring should be conducted you, the grantee, in maintaining internal controls. Having internal controls in place will reduce risk in processes that could otherwise lead to challenges with your grant.

For instance, if you have a partnership with your grant project to complete certain project activities you should be monitoring them. As the holder of the Javits grant, the work that the partner is doing could impact project performances, annual reporting, and ultimately the project as a whole.

Javits Programmatic: Performance Reporting

- **Federal Requirements:**
 - **Annual Performance Reports (APRs)**
 - **Ad Hoc APRs (Supplemental data)**
 - **Final Performance Reports (FPRs)**

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As Tameika mentioned in her presentation, Performance Reporting is a federal requirement.

All grantees are required to submit annual performance reports (APRs) so I will speak from the perspective of the Javits Program.

In the APR, you will report on progress in meeting goals and objectives.

In the next slide, I will provide an example of the performance elements in the report.

The Ad Hoc APR is a report of supplemental information that was not included in the APR.

Please note that the APR and Ad Hoc APR reports will cover progress with your project for the complete year in which the grantee is reporting on.

For example, FY 22 grantees, who are in Year 1 of performances, will report on performances that was conducted from September 1, 2022 to August 31, 2023 in the two report.

At the end of your grant period, you will provide a final performance report of your project.

Parts of the Annual Performance Report (APR) (524b Form)

- Part I– Cover page
- Part II – Performance (Project Status Chart)
 - Two types of performance measures established for the grant program:
 - GPRA / PROGRAM: Measures established for reporting to Congress under the Government Performance and Results Act; and
 - PROJECT: Measures established by the program office for the particular grant competition.
 - Budget form
- Part III – Additional Information
- Note: APRs will be submitted through G5

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Part I is the Grant Performance Report Cover Page and must be completed and signed by the certifying official.

Part II is the Project Status Chart. This section of the form is for reporting on actual performances in meeting project goals and objectives. This information is based on targets established in the approved project applications.

Section A -- Performance Objectives Information and Related Performance Measures Data

Section B -- Budget Information (Budget form will be discussed later in the presentation.

Include actual carryover amounts based on funds in G5

Section C - Additional Information

Part III is for Additional information as it relates to performances and progress of your grant project.

Javits FY 2022 Cohort GPRA Measures

- (1) The number of students newly identified as *gifted* and *talented* under the program;
- (2) The number of *underserved students* newly identified as *gifted and talented* under the program;
- (3) The percentage of students newly identified as *gifted and talented* under the program who were served under the program;
- (4) The percentage of *underserved students* newly identified as gifted and talented under the program who were served by the program;
- (5) Of the students served under the program who were in tested grades, the percentage who made gains on State assessments in mathematics;
- (6) Of the students served under the program who were in tested grades, the percentage who made gains on State assessments in science;
- (7) Of the students served under the program who were in tested grades, the percentage who made gains on State assessments in reading;
- (8) The number of teachers and other *educators* who received services that enable them to better identify and improve instruction for *gifted and talented* students.

Part I of ED-524b: Cover Page



U.S. Department of Education Grant Performance Report Cover Sheet (ED 524B)

OMB No. 1894-0003
Exp. 07/31/2024

Check only one box per Program Office instructions.

☐ Annual Performance Report ☐ Final Performance Report

General Information

1. PR/Award #: _____ 2. Grantee NCES ID#: _____
(Block 5 of the Grant Award Notification - 11 characters.) (See instructions. Up to 12 characters.)
- 3 Project Title: _____
(Enter the same title as on the approved application.)
4. Grantee Name (Block 1 of the Grant Award Notification.): _____
5. Grantee Address (See instructions.) _____
6. Project Director (See instructions.) Name: _____ Title: _____
Ph #: () _____ - _____ Ext: () _____ Fax #: () _____ - _____
Email Address: _____

Reporting Period Information (See instructions.)

7. Reporting Period: From: ____/____/____ To: ____/____/____ (mm/dd/yyyy)

Budget Expenditures (To be completed by your Business Office. See instructions. Also see Section B.)

8. Budget Expenditures

	Federal Grant Funds	Non-Federal Funds (Match/Cost Share)
a. Previous Budget Period		
b. Current Budget Period		
c. Entire Project Period (For Final Performance Reports only)		


Indirect Cost Information (To be completed by your Business Office. See instructions.)

9. Indirect Costs

- a. Are you claiming indirect costs under this grant? ☐ Yes ☐ No
If yes, please indicate which of the following applies to your grant?


- b. ☐ The grantee has an Indirect Cost Rate Agreement approved by the Federal Government:
The period covered by the Indirect Cost Rate Agreement is from: ____/____/____ to: ____/____/____ (mm/dd/yyyy)
The approving Federal agency is: ☐ ED ☐ Other (Please specify): _____
The Indirect Cost Rate is _____ %
The Type of Rate (For Final Performance Reports Only) is: ☐ Provisional ☐ Final ☐ Other (Please specify): _____

- c. ☐ The grantee is not a State, local government, or Indian tribe, and is using the de minimus rate of 10% of modified total direct costs (MTDC) in compliance with 2 CFR 200.414(f).

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Instructions will be provided to complete each part of the ED 524b form.

This is an example of the cover page that you are required to complete.

Part II of ED-524b: Project Status Chart - Section A



OMB No. 1894-0003
Exp. 07/31/2024

U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart

PR/Award # (11 characters): _____

SECTION A - Performance Objectives Information and Related Performance Measures Data (See Instructions. Use as many pages as necessary.)

1. Project Objective ☐ Check if this is a status update for the previous budget period.


1.a. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

1.b. Performance Measure	Measure Type	Quantitative Data					
		Target			Actual Performance Data		
		Raw Number	Ratio	%	Raw Number	Ratio	%
			/			/	

Explanation of Progress (Include Qualitative Data and Data Collection Information)

ED 524B

Page 1 of 3

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This is an example of Section A of the form for updating the Project Status Chart.

Part II of ED-524b:
Project Status
Chart -
Sections B & C




U.S. Department of Education
Grant Performance Report (ED 524B)
Project Status Chart

OMB No. 1894-0003
Exp. 07/31/2024

PR/Award # (11 characters): _____

SECTION B - Budget Information (See Instructions. Use as many pages as necessary.)


SECTION C - Additional Information (See Instructions. Use as many pages as necessary.)

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Example of Sections B and C of the form for providing additional information.

If you have any questions about the 524b form please contact your program officer for guidance.

Knowledge Check

As part of the federal requirement, what reports are you required to report on and how often should reports be submitted?

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Read Question and ask participants to put responses in chat box. Javits team will monitor responses.

As part of the federal requirements, what reports are you required to report on and how often should reports be submitted?

Response: Annual reports: APR and Ad Hoc Reports; these reports are submitted annually.
I will discuss the timelines for these submissions next.

FPRs are submitted at the end of your grant period only.

Response to Knowledge Check


As part of the federal requirements, what reports are you required to report on and how often should reports be submitted?

- Annual Performance Reports: APR and Ad Hoc Reports; these reports are submitted annually.
- Final Performance Report (FPR) are submitted at the end of your grant period only.

FY 2022 Cohort: APR Submission Timelines

- APR – Deadline is May 31, 2023
 - Reporting Period: September 1, 2022 – April 30, 2023
- Ad Hoc – Deadline is October 31, 2023
 - Reporting Period: May 1, 2023 – August 31, 2023

Submission Notifications and Instructions
provided in a Dear Colleague Letter

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Read timelines on slide and discuss the importance of the reporting period for each report.

Notifications and instructions will be sent in March 2023



Time for Questions and Answers



Managing Your Javits Budget

- **Budgets Submissions and Amendments**
 - **524b Budget form**
- **Use of funds**
 - **Allocable, Allowable, Reasonable**
- **Large available balances and drawing down funds**




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 5 FY 17 Awardee:	Carryover Amount from Year 4	Change Amount for Year 5 (Increase/Decrease)	Year 5 Allocations	Final Revised budget FY 17 Awardee for Year 5	
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).

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Example of Budget Revisions form for revising budgets that will be used in the next budget year
See narrative example for explaining all revisions to the budget

Budget Submissions and Amendments


- APR – Deadline is May 31, 2023
 - Reporting Period: September 1, 2022 – April 30, 2023
- Ad Hoc – Deadline is October 31, 2023
 - Reporting Period: May 1, 2023 – August 31, 2023
- 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
 - Budget revisions are submitted with Ad Hoc APR (supplemental) reports

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Please adhere to the required due dates of project budget revisions as noted on the current slide. Grantees are allowed to make as many budget revisions as necessary as long as the revisions fall within the Federal Cost Principles of being “allocable (permitted or not specifically prohibited), allowable (necessary for project success), and reasonable (costs incurred by a prudent/good judgment person)” and fall within the project’s overall scope. Budget revisions must include a budget narrative explaining how funds in each line item will be expended and the grant’s reasoning for any budget line reallocations. If funds are reallocated from one line item to another, the grantee must explain how the absence of the intended funds for the projected expense will not have a negative effect on the project’s goals and objectives.

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.



Large Available Balance and Drawing Down Funds

- Large amounts of unobligated funds at end of budget period
- Excessive or infrequent drawdown of funds
- Poor record keeping and fiscal accountability



Time for Questions and Answers



Time for a Break




Reconvene in 10 minutes
Return at 3:22pm (ET)



New Grantee Peer-to-Peer Information Sharing For Successful Grant Projects

Moderated by:
Javits Program Officer, Gay Ojugbana

 Number: 1 Author: Presenter Notes Subject: Presentation Notes Date: 1/30/2023 9:08:55 AM

Good afternoon everyone. Welcome to this year's "New Grantee Information Sharing Session." In this session, we have asked our seasoned new grantees of the most recent Javits cohort to share helpful tips with our novice new grantees.

Information Sharing – Panel Discussion

Continuing Javits grantees share experiences with new grantees

- Novice Javits grantees
- Seasoned Javits grantees

Lessons learned from project goals and objectives


- Challenges grantees experienced with project performance

Project Bright Spots

Meet the grantees

Our Seasoned New Grantees:

- Florida Atlantic University
- Milwaukee Public Schools
- Purdue University
- St. John's University
- University of Connecticut
- University of Hawaii Systems

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Listed onscreen are our seasoned grantees, some of whom will be sharing their knowledge with our novice grantees.

Meet the grantees

Our Novice New Grantees:

- Ball State University
- The School District of Osceola County
- Eastern Michigan University
- Educational Service Unit 2
- Austin Independent School District
- Independent School District 271

Listed onscreen are our novice grantees with whom our seasoned grantees will be sharing their knowledge.



Advice for Successful Implementation at the Onset of Award

Panelist:

- Del Siegle - University of Connecticut
- Elisa Calabrese - Florida Atlantic University
- Susan O'Brien - Milwaukee Public Schools
- Seokhee Cho - St. John's University

Our seasoned new grantees will expound on the advice they have for successful implementation at the onset of award.

1

Advice for Mitigation Strategies in Successfully Overcoming Challenges with Successful Recruitment and Retention of Project Personnel



Panelist:

- Del Siegle - University of Connecticut
- Elisa Calabrese - Florida Atlantic University
- Susan O'Brien - Milwaukee Public Schools
- Seokhee Cho - St. John's University


Our seasoned new grantees will expound on the advice for mitigation strategies in successfully overcoming challenges with successful recruitment and retention of project personnel.

One thing you are Most
Proud of in what you
have been able to
accomplish with your
previous or current
Javits award!



Panelist:

- Del Siegle - University of Connecticut
- Elisa Calabrese - Florida Atlantic University
- Susan O'Brien - Milwaukee Public Schools
- Seokhee Cho - St. John's University

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Our seasoned new grantees will expound on one thing they are most proud of in what they have been able to accomplish with their previous or current Javits award.

See Information Sharing Presentation by panelist.

Time for Questions and Answers




Resources

- ED Javits Website - <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/well-rounded-education-programs/jacob-k-javits-gifted-and-talented-students-education-program/>
- EDGAR (Parts 75-79 and 81-99) – <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>
- Uniform Guidance - <http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>
- Indirect Costs - <http://www.ed.gov/about/offices/list/ocfo/fipao/abouticg.html>
- Grantmaking at ED – <http://www.ed.gov/fund/grant/about/grantmaking/index.html>
- Grants Policy Bulletins - <http://www.ed.gov/policy/fund/guid/gposbul/gposbul.html>
- ED Online Grants Training Courses - <https://www2.ed.gov/fund/grant/about/training-management.html>

Valuable Resources are provided on this slide.



Our Javits Team is
available to provide
Technical
Assistance when
needed!


 Number: 1 Author: Presenter Notes Subject: Presentation Notes Date: 1/30/2023 9:08:58 AM

I would now like to introduce our team for obtaining technical assistance.



Javits Program Staff Office Hours

- Chat with your Program Officer
- Respond to Questions
- Receive Technical Assistance
- Schedule Additional Time to Meet with your Program Officer

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During Staff Office Hours you will be able to participate in the activities on this slide.

Javits Program Staff Office Hours

Contacts	Hours of Availability
Jeanette Horner-Smith, Javits Team Leader Email: Mildred.Horner-Smith@ed.gov	Tuesdays, 2:00pm – 3:00pm (ET)
Gay Ojugbana, Program Officer Email: Gay.Ojugbana@ed.gov	Mondays, 11:00am-12:00pm (ET)
Charm L. Smith, Program Officer Email: Charm.Smith@ed.gov	Tuesdays, 9:00am – 10:00am (ET)


Visit the Javits Webpage to view Javits [Staff Office Hours](#).

Your Feedback is Important

We want to hear from you!

Please click on the link in the Chat Box to access the Idea Boardz and submit your responses.

<https://ideaboardz.com/for/FY%202023%20Javits%20Project%20Directors%20Meeting%20Voluntary%20Feedback/4751481>

 Number: 1 Author: Presenter Notes Subject: Presentation Notes Date: 1/30/2023 9:08:59 AM
FY 2023 Javits Project Directors Meeting Voluntary Feedback

What Went Well?

What Didn't Go Well?

What Can Be Improved?



Thank you for joining the FY
2022 Cohort of Grantees
Javits Program Project
Director's Meeting!

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

- The Javits Team