

NEWSLETTER

**GRANT DEVELOPMENT
 DEPARTMENT STAFF:**

Angela A. Brooks
 Senior Manager

Robert Pabst
 Senior Grants Administrator

Jene Washington
 Grants Administrator

Julia Roman
 Grants Administrator

Melissa Jackson
 Grants Administrator

Lourez Williams-Clemons
 Grant Developer

Emilia Chairez
 Administrative Assistant II

Message from Angela A. Brooks, Sr. Manager

On behalf of the Grant Development Department, Happy Spring 2021!!!

Although this is a very different spring season than 2020, the Grant Development Department is still here ready to fulfill our mission: to provide high-quality support and assistance to grant-seekers to maximize the amount of funding available to support all phases of the educational process.



Breaking News:

The Grant Development Department (GDD) has a new training module on OneSource. It is interactive and features information to let you know who we are and the services we offer to assist all schools and departments in the district. The OneSource course title is "Welcome to the Grant Development Department", Course number 1446014.



Grant Spotlight:



2021-2022 Teacher Leadership, Cycle 2

Amount awarded: \$70,000

Grant period: March 1, 2021 – July 31, 2022

Texas Education Agency has awarded \$70,000 to the Office of School Leadership to implement the 2021-2022 Teacher Leadership, Cycle 2 grant program. This grant is designed to facilitate teacher leadership in three different areas including teachers as instructional leaders (grant pathway #1), National Board Certification (grant pathway #2), and policy leadership (grant pathway #3). LEAs could apply for one of the three pathways. The HISD Teacher Career Pathways department chose Pathways #3 to provide teacher leadership training specific to policy and advocacy through the development of a year-long Teacher Policy Fellowship program. The funds will be used for extra duty pay, stipends and professional contracted services. The grant period is from March 1, 2021 through July 31, 2022.



Reminders, Revisions and Updates for Department Managers, Grant Managers, and School Administrators

For all grant- and donation-related questions, please contact the Grant Development Department!

- To process a donation, the [Donation Intent Form](#) and [Donation Letter](#) needs to be completed. In order to process a grant, an [Intent to Apply for a Grant Form](#) must be completed. These forms must be received in the Grant Development Department by Monday, 2:00PM, to be processed by the end of the week.
- When a department or school receives a donation or grant check, it must be delivered in person or by mail within 14 days (minimum) to the Grant Development Department.
- Grant management includes compliance with Allowable and Unallowable expenses according to the program guidelines of the grant. The Grant Development Department will assist with effective grant management. **(See examples in chart on Page 3)**
- Grantees must comply with all grant expectations including spending funds as the grant project specifies in a timely manner within the grant period.
- Indirect funds cannot be used to purchase items from an awarded grant.
- ProCards **cannot** be used to purchase items using grant funds.
- Items must be ordered and posted at least 45 days before grant period ends.
- If an amendment is needed for your grant, please do not wait until the last minute. Ideally this should be completed at least 100 days prior to the grant end date.
- Fixed Assets or Capital Assets – Definition: Tangible items having a useful life expectancy of at least two (2) years, are controllable, not consumed because of use, and have a unit cost of at least \$5,000. The value of the asset is depreciated over the useful life of the asset. Fixed assets are tracked in the school, by the Grant Development Department and SAP fixed asset ledger/TIPWEB-IT through Controller’s Office. If a donation involving a fixed asset is received by an HISD Department or campus a Donation of Fixed Assets form must be completed. This form can be found on the Controller’s Office webpage. Any questions please contact the Grant Development Department.
- Goods/services should be confirmed after items have been delivered or services have been rendered and not sooner. Specifically, consultant services should be confirmed after services have been rendered and validations to confirm hours worked must be in place. Please contact Accounts Payable if clarification is needed regarding when to confirm goods/services. Accounts Payable – AccountsPayable@houstonisd.org or 713-556-6426

Allowable and Unallowable Use of Grant Funds*

ALLOWABLE COST IN ACCORDANCE WITH GRANT REQUIREMENTS (EXAMPLES)	UNALLOWABLE COST IN ACCORDANCE WITH GRANT REQUIREMENTS (EXAMPLES)
<p>Payroll Costs (6100) *Always consult Grant and/or Program Guidelines</p>	<p>Payroll Costs (6100) The following employee payroll costs are not allowed:</p> <ul style="list-style-type: none"> • Personal liability insurance • Employer contributions to voluntary retirement plans such as 403(b) or 401(k)
<p>Professional Services (6200) Professional services are delivered by an independent contractor (individual, entity, or firm) that offers its services to the public. Such services are paid on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in areas that supplement the expertise of your organization.</p>	<p>Professional and Contracted Services (6200) A consultant shall not be used in the conduct of this application if the services to be rendered by such consultant could have been rendered by the subgrantee's employees. Grant funds may not be used for the following:</p> <ul style="list-style-type: none"> • Training or technical assistance on grant writing or obtaining grant funds • Fundraising activities or training on fundraising
<p>Supplies and Materials (6300) General supplies and materials include consumable items. They are not capitalized. These items have a relatively low unit cost (though they are often used in large quantities) but are necessary for carrying out program activities or administration of the grant program.</p>	<p>Supplies and Materials (6300) Grant funds may not be used for the following:</p> <ul style="list-style-type: none"> • Supplies and materials, including electronic devices, for personal use. Must be used only for grant-related activities. • Costs associated with awards banquets, ceremonies, celebrations, and social events • Cell phones for personal use • Gifts or items that could be construed as a gift • Souvenirs, memorabilia, or promotional items (such as T-shirts, caps, tote bags, key chains, or imprinted pens)
<p>Other Operating Costs (6400) The following costs do <i>not</i> require specific approval on the grant schedule for Other Operating Costs (6400).</p>	<p>Other Operating Costs (6400) Grant funds may not be used for the following:</p> <ul style="list-style-type: none"> • Out-of-state training when the same type and quality of training is available in state

ALLOWABLE COST IN ACCORDANCE WITH GRANT REQUIREMENTS (EXAMPLES)	UNALLOWABLE COST IN ACCORDANCE WITH GRANT REQUIREMENTS (EXAMPLES)
<ul style="list-style-type: none"> • In-state travel for employees (out-of-state travel requires written prior approval) • Conference and workshop fees for in-state travel for employees • Transportation for participants or parents to or from grant activities <p>*Always consult Grant and/or Program Guidelines</p>	<ul style="list-style-type: none"> • Gifts or items that can be construed as a gift • Souvenirs, memorabilia, or promotional items (such as T-shirts, caps, tote bags, key chains, or imprinted pens) • Door prizes (movie tickets, gift certificates, amusement park passes, and other similar items may be donated by others, but not purchased with grant funds)
<p>Rules Regarding Capital Outlay (6600) The maximum capitalization level that an applicant may use is \$5,000 per unit. All capital outlay requires specific approval from TEA. All capital outlay, regardless of cost, must be excluded from the calculation of indirect costs.</p>	<p>Capital Outlay (6600) Unless specifically permitted in the authorizing statute and approved by TEA in the grant application, the following costs are unallowable:</p> <ul style="list-style-type: none"> • Land purchase and improvements to land • Construction, renovation, or remodeling Ground leveling, site preparation, foundation, plumbing, wiring, and sidewalk for a portable building are considered construction costs. Therefore, these costs are unallowable to be charged to the grant.

*Source: TEA Budgeting Costs Guidance Handbook



Upcoming Grant OPPORTUNITIES

Here are a just **few** to check out, for more opportunities check out the recently updated **Grant Forecaster** on the Grant Development Department's webpage (remember, you must be signed in to myHISD)!

- **Discovery Education, Inc. & 3M Young Scientists – STEM – April 21**
<https://mccartheydressman.org/teacher-development-grants/>
- **Fuel Up to Play 60 - Environment and STEM - April 28**
<https://www.fueluptoplay60.com/funding/general-information>
- **Voya Unsung Heroes - April 30**
<https://corporate.voya.com/corporate-responsibility/community-investment/childrens-education/voya-unsung-heroes>
- **Colocation America - May 1**
<https://www.colocationamerica.com/stem-grant>
- **Dollar General Literacy Foundation- May 16**
<https://www.dgliteracy.org/grant-programs/#youth-literacy-grants>
- **Harbor Freight Tools for Schools – May 20**
<https://hffforschoolsprize.org/>
- **Entergy Charitable Foundation Grant – August 1, literacy & after school enrichment**
<https://www.entergy.com/csr/giving/>
- **American Honda Foundation (AHF)– August 1, STEM focus**
<https://www.honda.com/community/applying-for-a-grant>





Who's Who in HISD's Grant Development Department



Angela A. Brooks
Senior Manager

Angela A. Brooks has over 20 years' experience in grants and contracts administration/government compliance in Federal, State and Local agencies. Prior to joining and leading the Grant Development Department, Angela worked closely with HISD elementary, middle, and high school campuses and departments, as a Grants Administrator in External Funding, on their Title I and IV grants. She also coordinated HISD Summer School regarding Title I. Angela has a Bachelor of Science in Political Science from Sam Houston State University – Huntsville, TX, and a Master of Public Administration from the University of Baltimore - Baltimore, MD. Angela is married and has two daughters— “her miracles”—in elementary school.







Robert Pabst
Senior Grants
Administrator

Robert Pabst is a Senior Grant Administrator in the District's Grant Development Department. He has almost 21 years of experience in HISD, with all those years in the HISD Grant Development Department. Robert's grant experience has enabled him to provide leadership and technical support to schools and departments within all phases of the grant development process. He earned his bachelor's degree in political science from the University of Houston. In his spare time, he enjoys spending time with his daughter, son, family, friends, and two dogs. He also enjoys concerts, festivals, and road trips.



Jene Washington
Grants Administrator

Born and raised in Houston, Texas, Jene is a proud product of HISD schools. She attended Lockhart Elementary School, Miller Junior High School and Yates Senior High School. Jene graduated from two HBCUs, Spelman College (B.A.) and Texas Southern University (M.A., Ed.D.). Jene joined HISD in 1992 in the Alternative District, Special Education Department as a Special Education Coordinator. She joined the Grant Development Department in 2008 as a Grant Coordinator and later as a Grants Administrator. She lives by her favorite saying: “We don't know everything, but what we do know, has the ability to radically change lives” and continues to enjoy every minute of the work and difference the department is making to benefit students and employees of the District

 <p>Julia Roman Grants Administrator</p>	<p>Julia Roman is one of the newest members of the Grant Development Department team. She has been employed with Houston Independent School District for seven years. Julia graduated from South University in Florida, with a bachelor's degree in Legal Studies. While in school, she worked as a mediator liaison for the Palm Beach County Bar Association and volunteered in the Florida Guardian ad Litem (GAL) program, an agency that advocates for its local community. As a Grant Administrator, Julia wants to use her knowledge and skills to contribute to the progress of the department.</p>
 <p>Melissa Jackson Grants Administrator</p>	<p>Melissa Jackson is an experienced Grants Administrator with a background of working in both academic and social services/non-profit settings. Served as a school counselor for eighteen years focusing on academic advising and college & career readiness. As a Grant Administrator, assisted non-profits with strategic planning, outcome measures, locating funding and compliance with grant requirements. Melissa has a B.S. in Family Social Services and a M.S. in Counselor Education. She is relatively new to the Houston area, and lives in Kingwood with her husband and two fur babies.</p>
 <p>Lourez Clemons Grant Developer</p>	<p>Lourez is also the newest member of the Grant Development Department team. She has been employed with HISD for 24 years. Lourez has worked in different capacities over the years, gaining experience from the Student Transfer Department (17 years), Easter Elementary School (2 years), and the External Funding Department (3 years). She earned her Bachelor's degree in Business from the University of Phoenix. Lourez is a proud mother of two daughters and enjoys spending time with her family, reading, going to museums, and watching her favorite TV shows.</p>
 <p>Emily Chairez Administrative Assistant II</p>	<p>Emilia Chairez is the Grant Development Department's Administrative Assistant. She has worked for HISD for 22 ½ yrs. She has four sons and loves to spend time with family. In her free time, Emilia enjoys listening to music, watching movies, and any outdoor activities.</p>



IMPORTANT LINKS:

Grant Development Department website:

<https://HoustonISD.sharepoint.com/sites/DEPTS/Grants/SitePages/Home.aspx>

Grant Development Department General email: GrantDevelopment@HoustonISD.org

Grant Administrators Assigned to HISD Schools:

<https://HoustonISD.sharepoint.com/sites/DEPTS/Grants/SitePages/Home.aspx>

Grant Forecaster:

<https://HoustonISD.sharepoint.com/sites/DEPTS/Grants/SitePages/Home.aspx>

Grant Budget Planning Template:

<https://HoustonISD.sharepoint.com/sites/DEPTS/Grants/SitePages/Grant%20Budget%20Planning%20Template.aspx>

Intent to Apply for Grant form:

<https://HoustonISD.sharepoint.com/sites/DEPTS/Grants/Shared%20Documents/Intent%20to%20Apply%20for%20Grant%20Form.pdf>

Donation Processing Procedures:

<https://HoustonISD.sharepoint.com/sites/DEPTS/Grants/SitePages/Donation%20Processing%20Procedures.aspx>

Grant Processing Procedures:

<https://HoustonISD.sharepoint.com/sites/DEPTS/Grants/SitePages/Grant%20Processing%20Procedures.aspx>

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