

No-Cost Extension (NCE): the Transition Year

The PD's Perspective- Things to Keep in mind

During your NCE you will notice that anxiety is higher for many of the stakeholders involved in your SS/HS initiative. Staff will be anxious to know whether their positions will be continuing. Building administrators will be anxious to know if they are going to be able to keep these valuable services. Partners will be anxious to know what the partnership will look like after grant funding ends.

As the PD you have the ability to shape the transition, ease anxiety and leave a legacy. By carefully shaping the NCE year and transitioning effective functions, you can set a healthy and positive tone throughout the transition process.

Keep the focus on sustaining effective functions, not programs

Keeping the focus on sustaining functions rather than programs allows for increased flexibility during the NCE to adjust to changing environments and situations that might otherwise “derail” a sustainability plan. This will allow you to have a “plan B” or “plan C” that can adjust to tightening budgets, changes in the economy, partnership involvement etc.

Transition your staff

Keep your staff informed about the transition process and the status of their positions. For positions that are going to be sustained, begin the transition process early in the NCE (if not before). Identify who their “new” supervisors are going to be and work to transition supervision gradually to build a trusting relationship. (* NOTE: This also allows administrators to get used to supervising and evaluating additional staff.)

Transition your partnership

Work with your partners to define what the partnership is going to look like after funding goes away. Determine who is going to take the lead role. If your position is going away, or you are not going to be in your same position, identify the new point of contact for your partners and help them to build that relationship. (Your partners have likely gotten used to working with you and you have a strong relationship with them, they will likely be nervous about having to work with someone new.)

Transition your partnership (cont.)

Make sure your MOA's are updated to reflect revised roles, responsibilities etc. extending beyond grant funding. Build into the MOA's time to meet and assess new agreements to make sure they are working. (Plan ahead for "bumps in the road".)

Work with your evaluators

Make sure to keep your evaluators involved during the NCE and plan ahead to give them plenty of time to get data back to you in time to wrap up services and your final report. Also plan for ongoing evaluation for functions that are going to continue. Help your partners develop a continuing evaluation plan if they are taking over services. Make sure that someone in your district can continue collecting data on SS/HS functions. This will help with future sustainability efforts and when applying for additional grant funding.