

**Grant Manual**

**Revised Fiscal Year 2019**

**Howard County Public School System**

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Grant Objectives

The Board of Education of Howard County encourages the attainment of external funding from federal, state, or private entities that are aligned with the values and key strategies of the Howard County Public School System (HCPSS). The Board, in its commitment to excellence in teaching and learning, advocates for the pursuit of outside funding in the form of grants to support existing programs which seek to enhance teaching and student learning or grants for research and development of new programs.

The Grants Management key personnel are responsible to the Superintendent, Howard County Public School System, The Board and to the granting agencies for the financial and regulatory administration of all state and federal financial assistance to the District.

Board of Education Policy 4000 - Grants provides guidelines on procedures, standards, and responsibilities when managing a grant award and serves as the framework for seeking and administering grants.

## Key Personnel/Grant Management Team

Dr. Michael J. Martirano Superintendent of Schools

Jahantab Siddiqui Chief Administrative Officer

Doug Pindell Director of Purchasing

Justin Benedict Technology Office

Caroline Walker Title I Grant Manager

Juliann Dibble Title II Grant Manager

Terrell Savage Special Education Grant Manager

Marty Cifrese 21st Century Grant Manager

Kevin Lee Homeless Grant Manager

Jennifer Harwood Infants and Toddlers Grant Manager

Maha Abdelkader English Language Acquisition Grant Manager

Liz Crammond/Mary Schiller Bright Minds Grant Manager

# Grant Management Team Responsibilities

Grant Support Services under the Deputy Superintendent and the Office of Grants, Policy and Strategy works closely with the HCPSS community to assist in the full range of grant origination and management.

**Grant/Project Manager** supports system-level priorities in the securing of external funding, and offers a range of services:

* Providing assistance for the preparation of grant applications
* Research funders
* Reviewing grant proposals
* Guidance on State, Federal report compliance
* Submitting all state and federal grant applications

**Grant Manager/Applicant** - the individual authorized by HCPSS to prepare and submit a grant proposal, report on, or prepare materials in response to a Request for Proposal or other grant attainment requirements. They are responsible for the planning, implementation, and management of the grant program from the application to approval and utilization, in compliance with the grant agreement and applicable federal, state and local laws. Their overall responsibilities include but are not limited to:

* Assist in evaluating/monitoring the fiscal administration of the grant program including preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state/grantor.

**Program Manager (Principle)** – Person responsible for day-to-day operation of the grant, under the direction of the grant manager.

**The Grant Fund Accountant** report directly to the Accounting Manager in Division of Administration. Through collaboration with the Superintendent/designee, the Division of Administration and Budget will support grant managers with financial performance matters and ensure compliant financial grant performance and is responsible for:

* Reviewing all grant applications that have a financial reporting or compliance requirement prior to submission for approval by the Superintendent
* Creating award and budget in Workday
* Exercising budgetary control of grant funds
* Providing overall financial support and compliance monitoring to include:
  1. Maintaining an adequate internal control structure to ensure compliance with applicable

laws and regulations related to the state and federal regulations

* 1. Coordinating formal agency audits or interim reviews of grants by federal or state agencies
  2. Providing support and guidance to campus and central administrative offices for the

effective administration and financial management of grants.

Other Responsibilities

* Compliance reporting
* Provide training on budgeting, travel reimbursements, etc.
* Approval of all purchases/alignment with needs
* Quarterly/end of year reporting
* G-Card application approval
* Reconciliation of accounting records with expenditure reports.

# Standards

The Board will approve the following prior to the acceptance of funds:

1. Grant awards for amounts equal to or above $100,000.
2. Grant awards that require the processing and/or sharing of HCPSS student data with an entity

outside of the HCPSS, except for those that are required by state and federal regulations, per Policy 3060 Student Data Governance and Privacy.

The Superintendent/designee will:

1. Approve all grant awards less than $100,000.
2. Per Maryland State Department of Education (MSDE) requirements, the Superintendent will sign all

grant proposals to be submitted to the MSDE.

1. The Superintendent will sign all grants that include the addition of a full-time equivalent position.
2. The Superintendent/designee will annually determine the rate for Federal Insurance Contributions Act (FICA) indirect costs (for grant proposals without restricted rates) upon approval by the Maryland State Department of Education. Other indirect costs will be determined by either the

funder or the requirements of the project.

# Grant Application/Approval Process

The grant applicant will submit an Intent to Submit a Grant Proposal form to the Superintendent/designee prior to completing a grant application for any amount. **All HCPSS grant applications must complete an Intent to Submit a Grant Proposal.**

1. Grant managers will complete all reports required by the grant and maintain comprehensive records for a minimum of five years.
2. The Division of Administration and Budget will ensure compliant financial grant performance.
3. Principals or designated school-based administrators will submit an annual report to the Superintendent/designee of all grants awarded to the school during the fiscal year.
4. The Superintendent/designee will annually present a grant summary report for all grants received during the fiscal year to the Board.
5. MSDE Grants Approval/Routing
   1. Grant Manager/Application submits completed application packet to the Grant/Project Manager for review. The grants application packet must include all relevant grant documentation, including but not limited to the following:
      1. Intent to Submit Grant Proposal Form b. C-125
6. Budget narrative
7. Recipient Assurance
   1. The Grant/Project Manager will confirm receipt of all required documents, initiate the Business Accountably Form and circulate the application packet for the appropriate Central Office approval signatures:
      1. Grants Fund Accountant - Reviews application packet and confirms C-125 has been prepared correctly and forwards to the Accounting Manager for addition approval
      2. Accounting Manager – Reviews/Approves application packet
      3. Chief Administrative Officer – Review/Approves application packet, sign C-125 where applicable
      4. Superintended - Review application packet, and sign C-125 and Recipient Assurance, where applicable
   2. Grant/Project Manager will notify the Grant Manager/Applicant of completed application packet.
   3. Grants Manger/Applicant is responsible for sending completed and signed application packet to MSDE for approval.
8. Other Grants Approval/Routing
   1. Grant Manager/Application submits completed application packet to the Grant/Project Manager for review. The grants application packet must include all relevant grant documentation, including but not limited to the following:
      1. Intent to Submit Grant Proposal Form
      2. Grant Proposal/Application
      3. Grant Description, Request for Proposal (RFP), and Terms and Conditions from the grantor
      4. Budget Narrative
   2. The Grant/Project Manager will confirm receipt of all required documents, initiate the Business Accountably Form and circulate the application packet for the appropriate Central Office approval signatures (same as above)
   3. Grant/Project Manager will notify the Grant Manager/Applicant of completed application packet.

#:

(*internal use only*

### INTENT TO SUBMIT A GRANT PROPOSAL FORM

(For all Grant Applications/Proposals)

**Step 1:** Complete **all** information requested.

Proposed Grant Applicant/Manager: School/Office:

Phone: Email:

Proposed Grant Project/Program Name:

Amount Requested: Funding Source/Name: Proposal Due Date: Grant Start/End Dates: Check One: New Award \_Continuation Award\_

**Submit the following materials with this form:** Check One: Federal State \_Other

Grant Proposal/Application

Grant Description, Request for Proposal (RFP), and Terms and Conditions from the Grant Funder

Budget Narrative

**Check all that apply:**

Proposal requires additional commitment of HCPSS resources, such as in-kind services, matching funds, or sustainment of funds.

Proposal request includes funding for salaries and/or workshop wages. (If yes, include 7.65% for FICA for all salaries/wages.)

Proposal requires an evaluation component and/or reporting obligations (i.e., quarterly, annually).

Funding request is $100,000 or more. (If yes, the grant applicant/manager must prepare a Board report requesting approval to accept grant funding.) See HCPSS Policy 4000.

**Remember the following as you are completing your proposal:**

For FY17, include 1.35% restricted indirect cost on all MSDE grant applications **OR** the current HCPSS recommended federal

negotiated rate for all other grant applications. Please contact Craig Blackwell, Accounting Analyst, at ext. 6712 for the current rate. For non-MSDE grants the indirect rate is 7.96%.

**Step 2:** Pre-Approvals at School/Program/Office Level (Obtain written approvals from the following individuals)

**I understand and agree that I will comply with all of the reporting and other requirements of this grant.**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Signature | Date |  | Print Name |
| **For School-based Grant Proposals:** |  |  | **For Central Office-based Grant Proposals:** |

**I understand and agree that I will comply with all of the reporting and other requirements of this grant.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Principal’s Secretary/School Bookkeeper | Date |  | Coordinator | Date |
| Principal’s Signature | Date |  | Director | Date |

**Step 3:** Approvals at Central Office Level

**Send this form along with a copy of all materials identified above to Pierre van Greunen, Purchasing Officer, at Central Office:** [**Pierre\_VanGreunen@hcpss.org.**](mailto:Pierre_VanGreunen@hcpss.org)

(1) Purchasing Officer (2) Grants Accountant

Department of Budget & Finance

1. Grant Project Manager

Grant Support Services If checked, grant award funds must be sent to the Office of Accounting at Central Office for management.

Please allow at least one week for this process. Once this signed approval form is returned to you, you may submit your application to the grant funded

# Award Set-Up

The Grants Fund Accountant is responsible creating the grant award, and budget in Workday.

#### Spending is not permitted until the award is in place. No grant award will be set up in Workday without the following:

1. The Grants Manger/Applicant is responsible for ensuring that copies of Notice of Grant Award are send to the Grant/Project Manager and the Grants Fund Accountant, for Workday entry.
2. For all other grants the Grant/Project Manager will provided a copy of the completed grant packet, including the grant award letter, to Grant Fund Accountant, for Workday entry. A copy should also be sent to the Grants Manger/Applicant.

# Budget Amendments

1. MDSE grant amendments should be submitted to the Grant/Project Manager for review and signature circulation. The Grant Manager/Applicant must include the following forms:
   * Revised C-1-25 Grant Budget
   * C-1-25- A Budget Amendment
   * C-1-25- B Grant Change Request
2. The Grant/Project Manager will confirm receipt of all required documents, initiate the Business Accountably Form and circulate the application packet for the appropriate Central Office

approval signatures

1. Grant/Project Manager will notify the Grant Manager/Applicant of completed budget amendment forms

Grants Manger/Applicant is responsible for forwarding the signed forms to MSDE for approval and ensuring that copies of Notice of Grant Award are send to the Grant/Project Manager and the Grants Fund Accountant, for Workday entry.

1. For all other grants, the Grant Manager/Applicant responsible for contact the grantor to determine the specific requirements of a budget amendment request or to get direct approval. The Grant Manager/Applicant is responsible for ensuring that copies of all supporting documents are forwarded Grants Fund Accountant, for Workday entry.

# Reporting

The Grant Fund Manager is responsible for the financial management\* of the grant funds in all of the following cases:

* If salaries/staff wages are included in the grant budget
* If the grant award is from The Horizon Foundation or Chesapeake Bay Foundation
* Grants awarded from Federal, State, and Local Government grants
* In most cases, if the grant award is at or above $1,000, then the HCPSS Grants Accounting Office is responsible for the financial management of the grant funds. In these cases, the funds are housed at and disbursed from Central Office

1. MSDE Interim Reporting
   1. Monthly reporting is the responsibility of the Grant Fund Accountant
      1. Online interim AFR reporting is the reporting is the responsibility of the Grant Fund

Accountant

* + 1. Manual reporting/invoicing
       1. Grant Manager/Applicant is required, match up receipts to GL Details from Workday (HCPSS Grants Budget to Actual by Ledger Account) and submit copies to Finance Department to prepare invoice
       2. Grant Fund Manager is responsible for submitting invoice, receipts and GL Detail

list from Workday to MSDE for payment

* 1. Quarterly
     1. Grant Manager/Application is responsible to completed the C-1-25-C interim progress report and submit to Grant/Project Manager for review
     2. The Grant/Project Manager is responsible to confirm all answers have been completed,

initiating the Business Accountably Form and circulate the report for the appropriate Central Office approval signatures

* + 1. As part of the approval process the Grant Fund Manager is responsible to confirm the accuracy of reported expenditures to date
    2. The Grant/Project Manager will notify the Grant Manager/Applicant of completed

interim report

* + 1. Grants Manger/Applicant is responsible for ensuring completed and signed interim report is forwarded to MSDE for approval

1. MSDE Annual/Final Reporting
2. Online annual AFR reporting is the reporting is the responsibility of the Grant Fund Accountant
   1. annual expenditure reports on MSDE's AFR site are due within 90 days of the end date of the fiscal year for all MSDE grants
   2. final expenditure report on MSDE's AFR site are due within 90 days of the end

date of the grant

1. Grant Manager/Application is responsible to completed the C-1-25-D final report and submitting to the Grant/Project for the appropriate Central Office approval signatures
2. The Grant/Project Manager will notify the Grant Manager/Applicant of completed final report and the Grants Manger/Applicant is responsible for ensuring completed and signed

final report is forwarded to MSDE for approval

1. If the grant award is at or above $1,000, schools/program areas are responsible for reporting grant funds to the Grants Fund Accountant on an annual basis.
2. If the grant award is at or above $5,000, schools/program areas are responsible for

submitting an annual grants update report to the Grant/Project Manager

1. For all other grants the Grant Manager/Applicant responsible for any interim and final reporting required by granting organization. Reporting should be completed according to the grant terms and send directly to the granting organization.

\*Financial management includes the receipt of award funds, disbursement of award funds, and all grantor required reports.

#### Resources

<https://www.hcpss.org/policies/4000/4000-grants/>

<http://www.marylandpublicschools.org/about/Pages/Grants/index.aspx>