



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

Jorge E. Diaz, *Superintendent*

Grant Fiscal Procedures (Special Project Fund)

Types of Grants:

- a. Entitlement Grants Examples: Carl Perkins, Carl Perkins Post- Secondary, Title IA, IDEA.
- b. Competitive Grants Examples: Inmate Ed and any other grants applied for during the school year that is not an entitlement grant.

● General Information:

- All grants must be Board approved prior to applying for a grant.
- Any salary information needed should be requested from the business office.
- The application needs to be approved by the Assistant Business Administrator (ABA) prior to being submitted. Please forward your application packet to the ABA's Office at least a week prior to the board meeting you are requesting board approval. This process is being done to ensure the accuracy of salary and other line items are being charged correctly to the proper budget lines and to avoid any budget modifications later on for errors.
- A special cover sheet must be completed at the inception of all grants and sent to the Business Office. (One has been attached)
- Board Resolutions must be done for the following: acceptance of application, acceptance of funds, budget amendments, and salaries funded through grants (which will be done by the Business Office once the information is provided).
- Once an application has been filed:
 - The allocations for salaries will be inputted into Systems 3000 Payroll by the Business Office prior to the first pay date so this information must be given to us immediately.
 - The ABA will assign account numbers and enter the budget into Systems 3000 so that expenditures can start being tracked. This information will be provided to the grant manager.
 - For entitlement grants, the grant manager can start ordering items prior to the award of acceptance of funds but for competitive grants purchasing should not be done until the grant has been awarded. All requisitions can be given to the ABA for review. Please make sure that all requisitions are properly filled out and have the proper documentation such as three quotes, state contract or cooperative purchasing information.

- **Fiscal monitoring :**

- The ABA will provide the grant manager a monthly budget report highlighting any over expenditures. Also a monthly purchase order will be provided with any old P.O.'s highlighted.
- For any interim financial reporting, the ABA will provide the financial information to the grant manager but it is the responsibility for the grant manager to file these reports. The ABA will be available for assistance if needed and will review the information prior to submitting. A copy of the report must be given to the Business Office for our files.
- The ABA will file all EWEG grant reimbursements. This will be done on a monthly basis once the grant has been final approved by the State. We will only ask for reimbursement on items that have been paid. It's important to follow up with the State on getting your grants approved quickly so that we are not out of pocket for these expenses for a long period of time.

- **Project close out:**

- Final financial report must be filed with the State or Local Agency. This information will be provided by the ABA to the grant manager.
- All outstanding purchase orders must be liquidated within 90 days of the end of the grant period. The ABA will be monitoring the purchase orders through - out the grant period and will notify the grant manager of any old purchase orders so these could be resolved early on rather than at the very end of the grant period.