

BOARD OF EDUCATION OF WICOMICO COUNTY

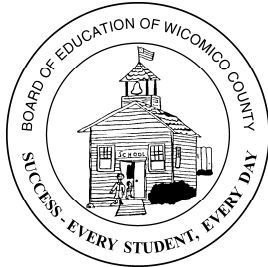
GRANT PROCEDURES MANUAL

Revised October 2008

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BOARD OF EDUCATION OF WICOMICO COUNTY



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October 22, 2008

MESSAGE FROM THE SUPERINTENDENT

The Board of Education of Wicomico County, in its effort to meet the three strategic priorities of high student achievement, safe learning environment, and effective and efficient operations, encourages staff to identify and secure funding from a variety of sources to enable us to reach our objectives. In an era of increasing needs and limited state and local funding, every effort must be made to enable Wicomico County to obtain the resources necessary to help all students reach their potential.

This Grant Procedures Manual has been revised and updated to reflect current information and to streamline the internal grant approval process. Please use the manual as a guide to help you develop the most effective proposal possible in your pursuit of educational funding.

Because of the need to update some of this information periodically, this manual is being made available in PDF form on the WCBOE website under the "For Staff" section. If you choose to print the manual, we recommend that you store it as part of the Administrators & Supervisors Handbook, Section 2, Fiscal Management.

Good luck in your quest for funding for Wicomico County schools and thank you for your hard work and commitment to our students. Thank you.

Respectfully,

John E. Fredericksen, Ph.D.
Superintendent

It is the policy of the Wicomico County Board of Education to provide equal educational and employment opportunities regardless of age, gender, race, color, religion, national origin, disability or sexual orientation.

OBJECTIVES

This manual of policies and procedures has been developed to assure adherence to established accounting and compliance procedures of the Board of Education of Wicomico County (WCBOE), the Maryland State Department of Education (MSDE), and other grantor organizations. This manual was designed to:

- A. Standardize the grant application process at WCBOE;
- B. Give access to information and rules for grant proposal development and compliance;
- C. Provide a clearly delineated set of policies and procedures for WCBOE grant applicants;

If there are any questions regarding this manual or the proposal development, submission, or reporting process, contact the WCBOE Grants Specialist or Finance Department.

KEY PERSONNEL

Superintendent	Dr. John Fredericksen	ext. 4596
Assistant Superintendent for Instruction & Student Services	Thomas Field	ext. 4599
Assistant Superintendent for Administration	Charlie Bounds	ext. 4513
Comptroller	Bruce Ford	ext. 4520
Grants Accountant	Jonathan Bailey	ext. 4524
Grants Specialist	Deana Morris	ext. 4532
Director of Facility Services	Brian Foret	ext. 4519
MIS Coordinator	Scott Keasey	ext. 4512
Coordinator of Educational Technology	Carl Dragwa	ext. 4483
Director of Curriculum and Professional Development	Ruth Malone	ext. 4560
Director of Elementary Education	Margo Handy	ext. 4559
Director of Secondary Education	Kim Miles	ext. 4584
Director of Special Education	Bonnie Walston	ext. 4507
Coordinator of Assistive Technology	Joe Benamati	ext. 4551
School Improvement Coordinator	Linda Stark	ext. 4478
Secretary to the Superintendent	Maria Curtis	ext. 4495
Secretary to the Comptroller	Joyce Phillips	ext. 4530
Instructional Data Analyst	Daryl Jones	ext. 4514

GRANT APPLICATION/SUBMISSION/REPORTING PROCESS

1. NOTICE OF AVAILABILITY OF FUNDS or Requests for Proposals (RFP)

Grant opportunities are issued by government or private sources through a Request for Proposals (RFP) or grant announcement which might be posted on a website, listed in an educational publication, or circulated through some other means. These listings usually have a specific purpose for use of the funds. If you have a project that corresponds to the announced purpose, you can apply for these funds. Conversely, you can identify a project that your school or department wants to implement and then research funding possibilities for that project. The WCBOE Grants Specialist can help in this research. Upon deciding to write a grant proposal in response to an RFP or for funding from a source you have researched, notify your Director or principal to obtain preliminary approval to proceed with the process. Also notify the Grants Specialist.

ELEMENTS OF AN RFP

The list below includes the information usually contained in an RFP issued by MSDE. Some or all of this information, as well as other items, may also be included in federal RFPs and grant announcements from foundations, corporations, or other sources.

Name of Grant Program:	MSDE's name for the program
Authorization:	Authorizing statute information
Dissemination Date:	Date RFP is announced
Deadline for Receipt of Applications:	Due date for proposals
Purpose:	General purpose of program
Priorities:	Specific priorities for this funding cycle
Target Populations:	Recipients of program services
Eligible Applicants:	What entities are eligible to apply for or receive the grant
Total Funds Available:	Total amount to be awarded this cycle

Range of Grant Awards:	Range in which budget request must fit
Estimated Number of Grants:	Number of awards to be made
Estimated Average Grant Amount:	Ballpark figure for grant awards
Length of Grant:	Duration of the project period
Estimated Program Start Date:	Date when funds will become available
Matching Requirement:	If any in-kind or cash match is required
Fund Use:	Any limitations on use of funds
Deliverables:	Details of deliverables, if any
Proposal Requirements:	Content of the proposal; limitations; scoring criteria
Submission Requirements:	Number of copies to be submitted; format; instructions for submission
Proposal Review:	Information on the review process
Reporting Requirements:	Information about reports that grantees will have to submit, if funded
Audit Requirements:	Information about required financial audits
Project Monitor:	Name, title, and phone number of person who can answer questions regarding the RFP
Technical Assistance:	Details of briefing for applicants, if one is to be provided

2. PROPOSAL DEVELOPMENT AND PROPOSAL NARRATIVE

A proposal to obtain grant funds for a project should be developed in collaboration with the personnel who will be involved in the project's implementation. In writing the proposal, carefully follow the guidelines and format included in the RFP or grant application package. An overview of the proposal narrative is provided below. Contact the Grants Specialist if you would like assistance in developing the proposal. **NOTE: Schedule your work on the proposal to allow time for the internal approval requirements (See # 5 and 6, below) to be completed before the proposal due date.**

PROPOSAL DEVELOPMENT

Identify a Problem and Funding Source – A request for funding must relate to an identified need or problem within the school or school system. Obtain agreement from your colleagues/supervisor that this is a need that should be addressed. If you are responding to a Request for Proposals (RFP), be sure you can demonstrate that you have a need that the grant will help to meet. If you are searching for funding from various sources, be sure that your request fits the guidelines of the grantors you plan to approach.

Develop the Proposal – Involve others who will be affected by the project in the development of the proposal. Follow the guidelines provided by the funding source in writing your proposal. If you have questions, contact the grantor for clarification. The major elements in most RFPs and the items that should be included in proposals where there are no guidelines or format are outlined below. The Grants Specialist can provide assistance in this process.

- **Statement of Need:** Describe the need for the project and support it with appropriate quantitative and qualitative data. Sources for this data may include the Maryland School Report Card (www.mdreportcard.org); school and school system data on enrollment, percentage of Free and/or Reduced Meals (FARM) students, and disciplinary information; and outside sources such as the Census Bureau and Local Management Board (LMB). Qualitative data may be available from surveys, evaluation forms, and reports. Contact the Grants Specialist or Instructional Data Analyst for data assistance.
- **Goals and Objectives:** The goals and objectives should relate to the need that was identified in the previous section. A goal is a broad and long-term target while the objectives are more short-term. Both goals and objectives should be measurable, realistic, and outcome oriented, indicating a change in status such as an improvement in reading test scores or a decrease in office referrals for a target population.

- **Plan of Operation:** A detailed plan of operation should identify what strategies and activities will be implemented during the grant period to reach the objectives. Support your choice of strategies with reference to evidence indicating that these have been successful in this or other school-systems or with the targeted population. Often this section will also include a management plan, a timeline, and a listing of key personnel. Sometimes those elements are included in a separate section.
- **Evaluation:** The proposal should include both ongoing and final evaluations. The evaluations should be designed to demonstrate the effectiveness of your program and be linked to the goals and objectives. Describe the process for data collection and the personnel who will conduct the evaluation. Include a plan for dissemination of the results.
- **Budget:** The budget section usually consists of a detailed budget narrative and a completed budget form. The budget must correspond to the program narrative. Consult with the Grants Specialist in the Office of School Improvement regarding budget development.
- **Submit the Proposal:** After complying with all internal grant approval procedures, be sure to meet the grantor deadlines and include all required attachments. Submit the exact number of copies of the proposal the funder requires, in the format specified.

3. BUDGET DEVELOPMENT

Along with the proposal narrative, a project budget must be developed. The Grants Specialist will assist you in developing a project budget and will provide you with a budget template in Excel that is tailored to your specific grant if necessary. The budget can be developed while you are working on the grant narrative so it is important to consult with the WCBOE Grants Specialist. Be sure to allow sufficient time for consultation on the budget development process for review and approval by the Grants Accountant and Comptroller. Every item in the budget should be referenced in the proposal narrative.

The budget narrative should indicate the purpose of the expense, the source providing the cost figure, the unit cost, the number of units and related computations, and the total amount requested. Some funding sources also require matching funds to be shown in the budget narrative and forms. The budget narrative must be organized within the budget categories required by the funding source, as indicated in the RFP or grant application. Make sure that all items included in the budget are referenced in the proposal narrative.

The rates needed for use with budget narratives can be provided by the Grants Specialist and/or Grants Accountant to ensure the most up to date information is used. All grants over \$5,000 should include indirect charges.

4. ASSURANCES STATEMENT

Many grantors (including MSDE and other government entities) require an "Assurances" statement, which must be signed by the Superintendent. All assurance certification statements must be reviewed closely to avoid any misunderstanding between WCBOE and the grantor. The Assurances for the grant will be provided with the RFP. Be sure to review all pages of the RFP for documents that must be signed.

5. INTERNAL APPROVAL PROCESS – COMPETITIVE GRANTS

- a. Discuss the proposal idea with the Grants Specialist who may be able to provide you with potential funding sources for your idea. Work with the Grants Accountant to develop the budget.
- b. Prior to submitting the proposal to the funding source, the internal approval process must be completed as described below. Allow 5 workdays for budget review and to obtain all required signatures.
- c. Form needed: Grant Impact and Approval Form (See Appendix)
- d. Attach a copy of the proposal (keep the original for sending to the funding source) to the Grant Impact and Approval Form. Take it to the Grant Specialist who will sign it and check who else must sign the Form. Obtain all required signatures.
- e. If the proposal is for more than \$25,000, prepare a one-page abstract to present to the Board at a meeting or work session prior to submitting the proposal to the funding source. Consult with the Grants Specialist about this step. The abstract MUST be submitted to the Board of Education through the Grants Specialist.
- f. The last signature needed on the Grant Impact and Approval Form is the Comptroller's (after everyone else has signed it). Once all signatures are completed, the Comptroller's secretary will inform the person who submitted the form that it has been approved and signed. The proposal can then be sent to the funding source. The Comptroller's secretary will provide copies of the signed forms to the person who submitted the form and to the Grants Specialist and will give the full set of documents to the Grants Accountant.
- g. The Grants Specialist will inform the Board on a monthly basis of all competitive grant proposals submitted for funding.

6. INTERNAL APPROVAL PROCESS – NON-COMPETITIVE and FORMULA GRANTS

- a. The program supervisor (e.g., Title I Supervisor, Special Education Supervisor, Early Childhood Supervisor) should discuss the grant with the appropriate director.
- b. Form Needed: Grant Impact and Approval Form. (See Appendix)
- c. Prior to submitting the proposal to the funding source, the internal approval process must be completed as described below. Allow 5 workdays for budget review and to obtain all required signatures.
- d. Attach a copy of the proposal/grant paperwork to the Grant Impact and Approval Form and obtain the Director's signature. (Keep the original for sending to the funding source.) The Director will check who else must sign the form. The Supervisor will obtain all required signatures.
- e. For grants not included in the Master Plan complete both Parts I and II of the Grant Impact and Approval Form. The last signature needed on the form is the Comptroller's (after everyone else has signed it). Once all signatures are completed, the Comptroller's secretary will inform the person who submitted the form that it has been approved and signed. The proposal can then be sent to the funding source. The Comptroller's secretary will provide copies of the signed forms to the person who submitted the form and to the Director and will give the full set of documents to the Grants Accountant.

7. GRANT AWARD

The Superintendent or project director will be notified of the outcome of the proposal review process – the granting of the award or a denial of the request. Once you are informed of the outcome of the grant request, submit the Proposal Outcome Report (see Appendix) to the Grants Specialist and if the proposal is funded provide a copy of the grant award letter and copies of all budget and reporting forms to the Grants Accountant.

NOTE: Do not expend any money from your grant until you have received a copy of the grant award letter. In order to expend these funds, you must obtain the grant account numbers from the Grants Accountant.

The Compatibility and Accessibility Checklist must be completed prior to the purchase of any technology products that are included in the grant. See Coordinator of Assistive Technology for assistance with this checklist.

8. GRANT CHANGE/AMENDMENT

Most grantors have specific procedures to follow for budget and program amendments. The U.S. Department of Education and MSDE require budget changes to be submitted no later than 45 days prior to the end of the grant period. The MSDE Grant Change Request form must accompany every request for an amendment or change to an MSDE grant. This form will serve as the transmittal for all correspondence involving the grant after award. Because the grantor will monitor adherence to the original budget submission, it is imperative that the project director review the financial progress on a monthly basis. The Project Director/Coordinator should contact the Grants Accountant in the finance department to assist with this task. Failure to monitor on a regular basis could result in not obtaining approval for a budget amendment in a timely fashion, denial of the request, or over-expending the grant.

9. PROGRESS REPORTS, FINAL PROGRAM REPORTS, AND FINANCIAL REPORTS

Each grantor organization has its own reporting requirements. Grant reporting requirements are usually sent to the project director with the grant award announcement or shortly thereafter. These guidelines must be followed and all reports must be submitted on schedule in order to retain grant funding. The project director writes and submits all program reports. The Finance Office will develop all required financial reports. The project director/coordinator must inform the Finance Office of when reports are due. MSDE has developed procedures for grant monitoring but each MSDE division will decide the frequency of review for the grants it awards. Progress report schedules vary so it is important to note the report schedule provided by the funder so that all reports are completed by the due date.

** Please Note: You should contact the grantor's Grant Manager or Program Coordinator if any questions arise. If you are uncertain as to the contact person for the grantor, contact the WCBOE Grants Specialist for assistance.*

10. FINANCIAL REPORTS AND FISCAL PROGRAM REVIEW

Financial reports are often required by funders and are also often requested as part of the progress and/or annual reports. Specifically, MSDE has developed standardized forms for this purpose. The WCBOE Finance Department is responsible for submitting all financial reports to the grantor.

Grantors will perform fiscal reviews of projects at their own discretion. MSDE performs "Desk Monitoring" and "Onsite Monitoring" reviews. Other grantors have developed their own procedures for fiscal review. Be sure to follow the guidelines specific to your grant. Do not hesitate seek assistance when questions arise.

APPENDIX

INTERNAL APPROVAL AND OUTCOME FORMS

Grant Impact and Approval Form (3 pages)

Proposal Outcome Report

Compatibility and Accessibility Checklist for Technology-based
Instructional Products (2 pages)

BOARD OF EDUCATION OF WICOMICO COUNTY

GRANT IMPACT AND APPROVAL FORM

Complete Part I of this form for all competitive and non-competitive grant proposals and Part II for all grant proposals over \$1,000.

Part I

Grant Name _____

Prepared By _____ Date _____

Funding Source: MSDE___ USDOE___ Other _____

Date Due to Funding Agency _____ Duration of Project _____ to _____

Amount of Grant \$ _____ Match Required: Yes___ (Cash \$ _____ In-Kind___) No___

Renewal___ New Grant___ School(s)/Facility to be Affected _____

Synopsis of Grant – (For grants over \$25,000 also attach a one-page abstract.)

___ **For Competitive Grants:**

Reviewed by Grants Specialist (Signature) _____ Date: _____

___ **For Non-Competitive/Formula Grants**

Reviewed/Approved by Director (Signature) _____ Date _____

Signatures Required: (As determined by the Grants Specialist or Director, above)

___ Facilities Director (for facilities, computers, or technology services)

___ MIS Coordinator (for administrative software)

___ Educational Technology Coordinator (for educational software and hardware)

___ Professional Development Director

___ Principal

___ Supervisor

___ No Signatures Required

___ Part II Required

If the person whose signature is required is unavailable, the form should be signed by that person's supervisor.

FACILITY:

Requirements: (Provide quantities, if known. Facility Requirements Form may be requested.)

- Space: New Alterations Portables Classrooms Offices Other
- Building Systems: New Modify Electrical HVAC Fire/Security Other
- Services: New Extended Hrs. Custodial Maint'nce. Transp. Tech. Other
- Communication/Connectivity: Telephone Computer Network Internet Other
- Furniture/Equipment: Office Student Desks Copier Printer Hardware Other
- Program/proposal budget covers all above requirements
- Other/Comments _____
- Approved Not Approved (Provide Reason) _____

Facilities Director's Signature _____

MIS and/or EDUCATIONAL/ASSISTIVE TECHNOLOGY:

- Software and/or installation of software or hardware required. Describe _____
- Compatibility & Accessibility Checklist Completed Checklist required at time of purchase
- Program/proposal budget covers all above requirements
- Other/Comments: _____
- Approved Not Approved (Provide Reason) _____

MIS or Educational Technology Coordinator's Signature _____

STAFF DEVELOPMENT:

- Staff development will be needed. Describe _____
- Program/proposal budget covers all requirements
- Other/Comments _____
- Approved Not Approved (Provide Reason) _____

Director of Professional Development's signature: _____

PRINCIPAL:

Comments: _____
 Approved Not Approved (Provide Reason) _____

Principal's Signature: _____

SUPERVISOR:

Comments: _____
 Approved Not Approved (Provide Reason) _____

Supervisor's Signature: _____

If Part II is not required, the grant may be sent to the funding source after all required signatures are obtained on Part I. Send a copy of the completed form to the Grants Specialist with the date that the grant was sent.

Part II - Grant Impact and Approval Form – For all proposals over \$1,000

All “Assurance” statements required by the grantor have been reviewed closely and signed off by the Superintendent.

Original signatures required:

Budget Developed by _____ Date _____

Grants Accountant’s Approval _____ Date _____

Departmental Director’s Approval _____ Date _____

Superintendent’s Approval _____ Date _____

For Grants over \$25,000:

Abstract presented to Board of Education by _____ Date _____

Comptroller’s Approval _____ Date _____

The Comptroller will sign this form after all other signatures have been obtained. Only after the Comptroller signs the form, may the grant proposal be submitted to the funding source. The Comptroller’s secretary will notify the person submitting the form that all signatures have been obtained and the grant proposal can be sent, and will send copies of the completed form to the person who submitted it, to the Grants Specialist, and, with all paperwork, to the Grants Accountant.

BOARD OF EDUCATION OF WICOMICO COUNTY
PROPOSAL OUTCOME REPORT

Title of Proposal_____

School or Division_____

Funding Source_____

Date Response Received_____

Outcome: ____Approved ____Declined

If approved, amount of grant \$_____

Grant Period: From_____ to _____

Grant Contact Person_____

Submit this form with a copy of the letter from the funding source to:

Deana Morris
Grants Specialist
Annex 3, Room 10
E-mail: demorris@wcboe.org
Tel: (410) 677-4532
Fax: (410) 677-4418

Compatibility and Accessibility Checklist for Technology-based Instructional Products

Note: This Checklist must be completed prior to the purchase of any instructional software, on-line resources and/or computer-based equipment in the school system.

Product Name: _____
Vendor: _____
Administrator: _____

Evaluation of Network Compatibility

- _____ Product is compatible with network
- _____ Product is not compatible with network but can be used as a stand alone
- _____ Product is not compatible with network
- _____ Additional consultation with Coordinator of Educational Technology required.

Evaluation of 508 Compliance

- _____ Product meets compliance standards
- _____ Product meets compliance standards with hardware modifications
- _____ Product meets compliance standards with software modifications
- _____ Product cannot be modified to meet compliance standards
- _____ Additional consultation with Coordinator of Assistive Technology required

_____ Approved _____
Signature – Coordinator of Educational Technology _____
Date

_____ Approved (508 Compliant) _____
Signature – Coordinator of Assistive Technology _____
Date

_____ Recommended for Purchase _____
 (Non-508 Compliant) Administrator Signature _____
Date

- Indicate reason:
- _____ Approved with Modifications
 - _____ Fundamentally alters the nature of instructional activity
 - _____ Result in undue financial and administrative burdens on the public agency
 - _____ Does not meet other specifications; please list as an attachment

In order to comply with Section 508 an alternate method of delivery must be established for products that do not meet Accessibility Standards. Please develop and describe an alternative method of instruction that will allow students with disabilities access to curricular content that is to be delivered through this technology-based instructional product. Please attach a copy of your Alternate Access Plan to this form and return it to the Office of Instructional Technology.

Compatibility and Accessibility of Technology-based Instructional Products Checklist – page 2

To be completed by the Assistive Technology Coordinator for each technology request and printed on the BACK of the request form.

Accessible Features	Non- Accessible Features	Adaptations	Modifications	Alternate Solutions