

Effective November 10, 1998

Revised April 23, 2002

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1. Purpose

To establish procedures for approving grant program summary awards and awarding and approving individual subgrants provided by State/Federal funding sources.

2. Scope

This procedure will apply to all State/Federal programs administered by the Department to local school districts and other subgrant recipients.

3. Reference

Authorizing State Legislation, EDGAR Part 76, GEPA, SAM 2720, 3000, and USDA Programs: 7th Code of Federal Regulations Part 3015

4. Form

Grant Program Summary for State or Federal Funding, Notification of State or Federal Subgrant Award

5. Procedures

- a. The Office assigned to administer the State/Federal program or grant must follow its application review procedures as detailed in the Office grants management handbook. Review procedures specific or unique to the program must be adhered to. Generally, a written review of applications with specified criteria is included in the process along with the Office recommendations for final funding decisions.
- b. Applications to be funded must have a budget document displaying the proposed costs of items by object category. The Department approved form in Rules of Practice 825 should be used. The budget should be part of the approved application and signed by the Director or the person designated as the project coordinator/director.
- c. The Office or Department must have approved State legislation or Federal funding prior to initiating the subgrant award. Before issuing a subgrant award, the funding must be included in the appropriate work program/budget account/category. The Office responsible for the program should work with Fiscal Services staff to insure the appropriate work program authority exists. The original Federal grant award Notice shall be forwarded to Fiscal Services. A grants management/disbursement process should be maintained by Director or designated staff.

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- d. Grant Program Summary for State or Federal Funding
 1. This form is used to summarize the overall grant award, and to obtain Deputy Superintendent approval.
 2. The Program Officer and Fiscal Agent must be assigned. The Director or Assistant Director of Fiscal Services is the Fiscal Agent.
 3. The following items should also be noted on the Summary:
 - a. Program name and title
 - b. Project number
 - c. CFDA number
 - d. State Fiscal Year
 - e. Funding type: formula, competitive or combination
 - f. State or Federal grant award
 4. A summary description of the grant program including purpose of awards, goals of the program and evaluation and data collection requirements must be included.
 5. The Program Summary must have additional attachments.
 - a. A list of pertinent assurances for the program; and
 - b. A list of sub-grantees along with their individual funding allocations, which will include the method of calculation for the particular funding type (formula or combination); or
 - c. The evaluation criteria to be used for application review (competitive).
- e. Notification of State or Federal Subgrant Award
 1. Upon approval of the Grant Program Summary, the Office should create a subgrant award for each recipient by completing Sections 1 through 10 and Section 12. The Program Officer will sign the subgrant where indicated in Section 11 of the Notification of State or Federal Subgrant award.
 2. The project number should be in the following format yy-ggg-sssss, where yy is the two digit Fiscal Year, ggg is the three digit Grant Code, and sssss is the five digit School Code (use xx000 for District level grants).
 3. The original of the subgrant is then forwarded to the Fiscal Agent in the Fiscal Services Office. Fiscal Services will review that funds are available for the project indicated by the budget account number, category, job number, legislation, common accounting number or other authorizing identification for State or Federal grants. Each subgrant form submitted to the Fiscal Agent must include a copy of the budget.
 4. The Director or Assistant Director of Fiscal Services will approve and sign in Section 11 the original of the subgrant. A copy is maintained in Fiscal Services, and the original is returned to the originating Office.
 5. Upon securing the approvals and signatures noted above, the Office will transmit a cover letter from the Program Officer under the authority of the

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STATE OR FEDERAL SUBGRANT AWARD

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Superintendent of Public Instruction announcing the award to the receiving agency. The letter should indicate whether the funds are State or Federal. If State funds are being awarded, include the Legislative bill number and purpose/intent. If Federal funds are being awarded, include the public law number, CFDA number and other identifying information. Included in the transmittal should be the original subgrant award, a copy of the approved application and a copy of the approved budget. The Office should retain a copy of the subgrant award, the original application and the original budget in files established for the project(s).

Approved: _____

Keith W. Rheault, Ph.D
Superintendent of Public Instruction