



Policy Statement

The Board of Education of Howard County is committed to excellence in teaching and learning. To that end, the Board encourages the pursuit of outside funding in the form of grants to assist in the research and development of new programs or to support existing programs which seek to improve student learning and teaching.

The Board believes that seeking and accepting funding through public and private sources when it furthers the priorities of the Howard County Public School System (HCPSS) is appropriate. The Board encourages any federal, state, and private grant procurement efforts that are aligned with the values and key strategies of the HCPSS.

The Superintendent is directed to develop regulations and procedures to implement this policy.

Original Approval: June 14, 2001

I. Definitions

- A. Grant - funding and other resources provided from a government agency, foundation, corporation, or other external source that requires a written proposal for a particular purpose over a specific period of time. A grant can be newly awarded or provide continuation of funding from year to year. Grants can be awarded non-competitively or through a competitive selection process.
- B. Request for Proposal (RFP) - any document distributed by a granting agency that solicits a written proposal for funding or other resources. An RFP typically provides guidance on the preparation and content of the expected response.
- C. Indirect Costs - those costs of an institution that are not readily identifiable with a particular project or activity, but are necessary to the general operation of the institution and the conduct of its activities. Examples of indirect costs include the operation and maintenance of buildings or equipment, and general administrative salaries and expenses.
- D. Direct costs - those costs specifically related to a proposed project. Examples of direct costs include materials required by the project, and salaries of project staff.
- E. Restricted Funds Program Financial Report - a formal financial report that must be filed with a granting agency, usually on an annual basis.
- F. Proposal Manager - the individual who is responsible for managing the proposal or grant application development process through final delivery. This individual may also be the designated project manager once the grant has been funded.

II. Regulations

- A. The grants approval and procurement process extends only to HCPSS offices, departments, divisions, and schools; the grants approval process does not extend to funds or other types of donations raised by or given to community-based organizations including parent-teacher associations (PTAs), booster clubs, school foundations, and independently chartered student organizations. Funds from these sources and other types of donations may be subject to HCPSS Policy 4020, Fund Raising or HCPSS Policy 4010, Donations.

- B. The indirect rate for grant proposals without restricted rates will be determined annually by the Superintendent.
- C. All new grant proposals over a specified level of funding will require Board of Education approval prior to the acceptance of grant funds. This amount will be determined periodically by the Superintendent and the Board of Education.
- D. All continuation grant proposals and new grant proposals not requiring Board of Education approval will be reported to the Board of Education as Information Items.
- E. The Superintendent/designee has signature authority for all grant proposals submitted to outside funding sources by employees of the HCPSS.
- F. The Superintendent /designee will maintain a file of all grants that are awarded to the HCPSS.
- G. The Superintendent/designee will provide an annual grants report to the Board of Education to include a listing of all grants, financial data, and status information regarding the success of each initiative and future direction.
- H. All grants that meet one or more of the following criteria must be fiscally managed by HCPSS Grants Accounting:
 - 1. Funding request is equal to or exceeds the amount specified as requiring Board of Education approval.
 - 2. Funding sources require restricted funds program financial reports.
 - 3. Grant requires cash, in-kind matching funds, or commitment of HCPSS resources.
 - 4. Grant funds are used for salaries, substitute teachers, or workshop wages.

I. Procedures for New and Continuation Grants

A. Seeking Grant Funds

1. Grant Support Services is responsible for researching funding opportunities which may be identified in a variety of ways including:
 - a. identifying possible funding opportunities through outreach and involvement with professional and community organizations and through relationships with federal and state agencies and private funding sources,
 - b. obtaining grant funding opportunity information or needs assessment data from HCPSS school and central office based staff,
 - c. providing grant research resources and training in the use of those resources for HCPSS staff.
2. Grant Support Services will obtain grant applications and/or guidelines from funding sources to distribute to appropriate staff.
3. The responsible administrator, after receiving information about a funding opportunity and deciding to pursue it, will appoint a proposal manager. The proposal manager and Grant Support Services staff, if needed, review the terms and conditions of the Request for Proposal (RFP). The proposal manager will coordinate the involvement of program and other staff in project planning and in preparing the grant proposal.
4. Grant Support Services will facilitate initial contact between the funding source and HCPSS staff, however, the proposal manager is the primary HCPSS contact with the funding source
5. The proposal manager will complete the HCPSS Intent to Submit a Grant Proposal and the New Initiatives Worksheet, with assistance from Grant Support Services staff. The proposal manager should allow two weeks to obtain the necessary approvals. The proposal manager obtains approvals for new and continuation grant proposals as follows:

School-based Grant Proposals	Central Office Grant Proposals
<ul style="list-style-type: none"> • Principal 	<ul style="list-style-type: none"> • Coordinator (if applicable)
<ul style="list-style-type: none"> • Elementary, Middle, or High School Director 	<ul style="list-style-type: none"> • Director

6. After approval at the Director level, the Intent to Submit a Grant Proposal form and the New Initiatives Worksheet will be forwarded to Grant Support Services for submission to the Assistant/Associate Superintendents for review. Assistant/Associate Superintendents must review grant proposals that meet any of the following criteria:
 - a. Grant proposal requests \$50,000 or more in funding,
 - b. Funding sources require restricted funds program financial reports,
 - c. Grant requires cash, in-kind matching funds, or commitment of HCPSS resources,
 - d. Grant funds will be used for salaries, substitute teachers, or workshop wages.
7. Grant Support Services will forward a copy of the Intent to Submit a Grant Proposal form and the New Initiatives Worksheet for each grant proposal to Academic Support Services for review.
8. The Superintendent will make the final decision to approve a grant proposal in cases when Assistant/Associate Superintendents do not reach unanimous agreement.
9. Grants Accounting staff provides guidance to the proposal manager on costs of the proposed project, including indirect expenses. All personnel costs are to be paid at rates shown in the HCPSS approved budget. On proposals that will require Grants Accounting financial management, the proposal manager is responsible for reviewing the budget with Grants Accounting and obtaining any necessary accounting approvals. Grants accounting must fiscally manage any grant that meets one or more of the following criteria:
 - a. Grant proposal requests \$50,000 or more in funding,
 - b. Funding sources require restricted funds program financial reports,
 - c. Grant requires cash, in-kind matching funds, or commitment of HCPSS resources,
 - d. Grant funds will be used for salaries, substitute teachers, or workshop wages.
10. The proposal manager and Grant Support Services staff may request letters of support from community organizations to be included in the grant proposal. These letters are the responsibility of the proposal manager and must be reviewed along with the grant proposal.
11. After all approvals have been obtained, the proposal manager, with guidance from Grant Support Services, will prepare the final grant proposal for the Superintendents' signature, arrange for duplication, and submit the grant

proposal to the funding source and, if required, to the State Single Point of Contact.

12. If the grant proposal requests \$50,000 or more in funding, the proposal manager, with guidance from Grant Support Services and Grants Accounting, will prepare a Board of Education report requesting approval to accept grant funding. This report can be prepared and presented after the grant proposal is submitted to the funding source, but must be submitted and receive approval prior to acceptance of any grant funding.
13. If the grant proposal does not require Board of Education approval, Grant Support Services will present it to the Board of Education as an Information Item.

B. Receiving and Administering Grant Funds

1. Upon receiving grant funding, the project manager:
 - a. is responsible for all staff assigned to the project,
 - b. ensures that the tasks and terms set forth in the grant are completed in accordance with the budget and timeline,
 - c. ensures the quality and timeliness of products, reports, financial statements, and other materials to be delivered under the terms of the grant,
 - d. coordinates with other HCPSS staff in the completion of required evaluations, reports, billings, and audits.
2. For grants at or over \$50,000, the HCPSS will accept grant funds only if the Board of Education has approved the grant proposal.
3. All grant funds administered by Grants Accounting must be made payable to The Howard County Public School System. The project manager will submit a copy of the notice of grant award along with a copy of the approved budget from the grant proposal to Grants Accounting so that an account can be created.
4. All grant funds administered by schools must be made payable to that individual school. The principal is responsible for receiving grant funds, overseeing the project, accounting for grant funds, and ensuring that financial and program reports are completed and submitted to the funding source. If a grant is for a group of schools, the designated project manager is responsible for overseeing the project, accounting for grant funds, and ensuring that financial and program reports are completed and submitted to the funding source.

5. Unless otherwise specified, the tenure of all positions funded by grants is conditional upon continued grant funding. The project manager should work closely with the Human Resources to provide guidance to temporary and permanent employees about their rights and responsibilities regarding employment with HCPSS upon termination of the grant.
6. The project manager will ensure that the terms of the grant are not changed without the written authorization of HCPSS and the funding source and will inform the appropriate management and Grants Accounting of any proposed fiscal and program changes.
7. In cooperation with Grants Accounting, the project manager will oversee the continuation of a multiyear project and the proper termination of a completed project by ensuring that grant funds are expended. Otherwise, the project manager will seek written authorization from the funding source to extend the life of the grant.
8. Standard HCPSS procurement procedures are to be followed.

C. Termination of Grants

1. When the Grants Accounting office monitors project spending during the life of the project, they will provide notice of termination to the project manager 90 days before the scheduled conclusion of the grant funding. Grants Accounting will also provide a final financial report to the funding source as required. The project manager is responsible for completing any final project status reports.
2. When a school monitors spending during the life of the project, the principal is responsible for completing all final financial and project status reports.

II. Cooperation with Non-HCPSS Organizations

A. Collaborative Grants

1. School level administrative or central office program area directors will review collaborative grant proposals that fall within their areas of responsibility, in all instances in which a school or the central office partners with an outside organization that is serving as the lead or fiscal agent.
2. School level administrative or central office program area directors will review grant proposals that fall within their areas of responsibility, in all instances in which the HCPSS will provide facilities, administrative services,

or other resources as in-kind contributions in collaboration with an outside organization that is serving as the lead or fiscal agent.

3. Assistant/Associate superintendents will review all collaborative grants (mandated or otherwise) with other school districts when the HCPSS is not the lead or fiscal agent.

B. Letters of Support

- 1 HCPSS staff may issue letters of support for proposals submitted by outside organizations for projects that benefit HCPSS students, families, and communities.
2. All letters of support that commit HCPSS resources will be reviewed by Grant Support Services and signed by the Superintendent of Schools.