

**Amherst Public Schools, Pelham Public Schools, Amherst-Pelham Regional School District**

***GRANT ADMINISTRATION GUIDELINES***

It is the responsibility of the Office of Program Development and the Business Office to provide financial and procedural oversight on all grants. This means ensuring that: 1.) Grants fall within the mission of the schools; 2.) Grants are in full compliance with applicable state and federal laws, regulations and audit requirements. As such, the Program Development Office and Business Office have developed grant administration guidelines and operational procedures, which serve as the district's official policy on these matters. The Executive Director of Program Development provides programmatic oversight for all grant initiatives. The Grants Manager monitors and processes all finances as well as regulatory components of district grants, [Note: Given the legislative and regulatory process associated with Federal and State granting agencies, further changes to these guidelines and procedures are inevitable.].

The intent of these guidelines is to establish an effective and efficient means of grant administration and to facilitate all aspects of the process, to include grant applications, grant amendments, annual end of project closings, and external audit review. While the Program Development and Business Offices maintain general oversight, it is also the responsibility of each Grant Writer/Coordinator to be aware of and to follow those requirements as set forth both in the grant documents and in the district's policy.

All questions, correspondence, grant documentation and procedural issues should be directed to Leah Carver, District Grants Manager at 362-1822 or [CarverL@arps.org](mailto:CarverL@arps.org) .

***PROCEDURAL GUIDE LINES***

Grant Writer- Responsible for collaborating with administration (district/school/department) to ensure the specifics and content are both appropriate and in line with the systems broader goals and objectives. Completed grant applications should be forwarded to the Office of Program Development for technical review and redirection for final approval signatures. Typically this person is also the Grant Coordinator once the grant is approved.

Business Office - Reviews the original grant application and amendments for technical accuracy (addition errors, inclusion of sufficient retirement, Medicare allocations, etc.) If errors are found, the grant will be returned to the originator for appropriate changes. Upon final review and approval, the grant will be forwarded to the Superintendent for signature. The Office of Program Development and the Business Office also maintain comprehensive files on each grant for audit and state reporting purposes.

Executive Director of Program Development - Will review all grants, sign, and forward to the Superintendent for his/her signature. A copy of the signed grant will be on file in the Business Office. Any grant submitted which has not been first reviewed by the Program Development Office will not be signed until said review has taken place.

Department of Education/Funding Agency Award Notification - An award notification form will be sent by the Department of Education/Funding Agency to the Superintendent and/ the Executive Director of Program Development. The Massachusetts Department of Education also posts all competitive grant awards on its' Internet site. A copy of all Award Notification letters must be immediately forwarded to the Program Development Office.

Amendment Approvals - Amendment Approval Notification will be sent to the Superintendent and/or to Executive Director of Program Development by the Department of Education/Funding Agency. A copy of the Amendment Approval must be immediately forwarded to the Program Development Office, for budgetary line item adjustments into MUNIS.

Other Correspondence - Copies of correspondence relating to significant aspects of the grant should be forwarded to the Program Development Office so that the grant files are complete for auditing purposes.

## **Grant Submission Procedures:**

### **1. Grant Application DOE Notification**

Following are the procedures for processing new grant applications for submission to the Department of Education.

The Superintendent's Office will receive the "Consolidated Request for Proposals" grant application package from the D.O.E. An electronic booklet is also sent directly to the Superintendent at the same time. It will have all information included for the submission of both entitlement and competitive grants. The superintendent also receives a report showing the grant entitlement \$ amounts that are awarded to each school district. This governs the amount to be requested in our grant applications. This information is generally available by May 1<sup>st</sup> each year. It is also posted on the Massachusetts Department of Education website, <http://www.doe.mass.edu/>.

The Executive Director of Program Development will coordinate the distribution of application packages and the fixed timetable for completion of applications, business office review (superintendent's signature), and submission to DOE.

The booklet is also used by the Business Office to verify that the grant application has in fact been properly completed and includes each required component. Grant writers/coordinators should carefully review application for accuracy and completeness (all budget pages, narrative, and required forms) prior to submitting to the Program Development Office for final review.

The "Proposal" booklet: includes all information, forms, submittal due dates, and DOE contacts for each grant. All forms are also available for downloading directly from the Massachusetts Department of Education website.

The "overview and submission" information will show when the grants are due, how many copies are required, if any statistical information is required, and the name and phone number of the DOE contact for each grant.

Each grant will be identified by the *FUND CODE* number (3 digits). This number remains constant from year to year as an ID# for each grant. There will be a write-up outlining the grant purpose, priorities, project duration, contact person and phone number. Grant writers will use this information to complete the application narrative and to project the detail grant expenditure budget.

### **2. Grant Application Review**

A. All grant applications submitted in the name of the school department **MUST** be given to the Program Development Office for subsequent forwarding to the Massachusetts Department of Education (DOE) or other granting agency. **DO NOT** under any circumstances forward an application directly.

The Program Development Office will review all applications for accuracy and completeness, keep a copy for legal record and auditing purposes, and forward multiple copies to the DOE for review.

NOTE: The Program Development Office will direct all reviewed applications to the Superintendent for final approval and signature

B. The following are the procedures for processing new grant applications for submission to Other Non-DOE Funding Agencies (public or private).

School personnel who intend to submit a grant application in the name of the school department (by system, building or employee) or for which the school department will be fiscal agent or a beneficiary,

must first notify the Executive Director of Program Development, in writing, briefly outlining the specifics of the grant. This is intended to resolve any potential issues prior to submitting the completed grant application.

All grant applications **MUST** be given to the Program Development Office for subsequent forwarding to the public or private Non-DOE granting agency. Please **DO NOT** under any circumstances forward an application directly.

The Program Development Office will review all applications for accuracy and completeness, keep a copy for legal record and auditing purposes, and forward-required copies to the funding agency.

C. Grant Origination Form: (Copy attached on next to last page of Grant Admin. Guidelines)

Grant writers must affix a routing sheet to the application package when forwarding the grants for review and processing.

### **3. Grant Awards**

What the Program Development Office does once your grant has been awarded:

- Setup approved grants: The Balance Sheet and Revenue and Expense Report accounting records are created and the approved Budget is entered into MUNIS. A copy of the established budget will then be sent to Grant Administrators/Coordinator. It is the responsibility of the Grant Coordinator to monitor the budget and to keep expense lines from being overdrawn.

Process any Approved Amendments: Changes will be reflected in the Current Budget. A copy of the Revised Budget will be forwarded to the Grant Coordinator.

Setup Personnel Spreadsheets to monitor all expenses: These expenses include Payroll, Medicare, Health Benefits, and Retirement contributions. Administrators will be notified of any problems that would require their attention and/or an amendment. Monitor Revenue and Expenses: Through the use of MUNIS accounting reports.

- ● ●NOTE: All Grant Award Notifications or Grant Payment Notifications must be forwarded to the Program Development Office as soon as received. A copy of the notification is necessary in order for the business office to set up the accounting records and to authorize the expenditure of any funds.

### **4. Grant Budget Reviews**

The Program Development Office's "Grants Manager", Leah Carver is responsible for periodically conducting budget reviews. At least twice a year (January and March) a MUNIS "Year to Date Budget Report" will forwarded to each grant Administrator/Coordinator. The Business Office's Administrative Grant Coordinator may also be contacted at anytime to run an updated report of grant expenditure lines. NOTE: It is the responsibility of those in charge of the various grants to review account balances and expend all lines in accordance with grant guidelines.

**\*\*IMPORTANT\*\***

***AFTER REVIEWING THE MARCH "YEAR TO DATE BUDGET REPORT":***

**ALL GRANT COORDINATORS MUST NOTIFY THE PROGRAM DEVELOPMENT OFFICE, IN WRITING, OF ANY GRANT LINES. WHICH WILL NOT BE FULLY EXPENDED BY THE ESTABLISHED GRANT DEADLINES.**

## 5. Grant Amendments

It is the primary intent of an amendment to modify a grant to reflect changes in either/or the focus or application of funds so as to maximize the benefits to be obtained by the applied funding. As grants generally close at the end of a fiscal (July) or school year (August) it is essential that an amendment be both submitted and approved in a sufficient time to allow for the expenditure of all funds and the final closing and submission of the end of project reports. The current Department of Education requires that an amendment be approved a minimum of 30 days prior to a planned change in expenditures.

*At least 120 DAYS prior to the grant termination date*, each Grant Coordinator will receive a notice from the Business Office summarizing the financial status of line items (Current Budget, Expended, Encumbered and Available Balance). At that time the grant should be reviewed to determine, its intent as currently written, its accomplishments to date, its current budget status, any planned expenditures through the end of the grant, and the need for any amendments so as to fully expend the grant. **NOTE:** for grants ending in August the review should take place at least **150 days\*\*** prior to the grant termination date to better guarantee the full utilization of funds.

The Massachusetts Department of Education requires that they approve all amendments in advance of the actual expenditure of funds. All Grant Budget Amendments must be submitted 90 days prior to the termination date of the given grant. This will ensure that amendment approvals will be received, expenditures made and all paper-work completed prior to the grant termination date. The schedule is as follows:

## 6. Grant Ending Date

### Final Amendment Submittal Date

**Grant End Date: June 30, XXXX    Amendment Request Date: April 1, XXXX**

**Grant End Date: August 31, XXXX    Amendment Request Date: April 1, XXXX**

With proper planning all grant funds should be fully expended (no outstanding encumbrances) by the end of the project date. This will allow the Business Office to process and file the End of Project Financial Report and return any unexpended funds by the required due date.

## 7. Purchase Orders: (General)

All purchase orders should be completely filled-out. If there are questions pertaining to the proper completion of a given Purchase Order, please call the Accounts Payable department for assistance. Louise Lavigne @ 362-1816 is responsible for the Amherst-Pelham Regional School District Accounts Payable and Jane Fitzgerald @ 362-1820 is responsible for the Amherst and Pelham Accounts Payable. The following details the makeup and distribution of component parts of the purchase order:

GREEN Copy

To be retained by individual filling-out Purchase Order. For historical record keeping purposes.

WHITE Copy

To be sent to vendor to formally place order. Sent by Business Office.

PINK Copy

This copy shall serve as a receipt document; upon receipt of materials the individual items and quantities should be recorded and the PINK or a copy of it should be immediately forwarded to Accounts Payable. (If the order is complete, please indicate it by signing and dating on the applicable line). Accounts Payable will then match the pink and yellow P.O. copies with the invoice and make payments accordingly. If partial payments are made, the pink copy will be sent back to the original requestor pending additional receipts.

## YELLOW Copy

To be retained by Business Office until order is entirely filled. After P.O. completion, the yellow copy is sent back to original requestor for record keeping purposes.

End Date for Issuing Purchase Orders:

Final Purchase Orders must be submitted 45 days prior to the termination date of the grant. The intent is to insure that both shipments and invoices are received prior to the grant termination date, and that all payments are processed no later than fifteen days after the termination date. The schedule is as follows:

**Grant End Date: *June 30, XXXX*      Final Purchase Order Date: *May 15, XXXX***

**Grant End Date: *August 31, XXXX*      Final Purchase Order Date: *July 15, XXXX***

### IMPORTANT NOTES:

\* All Purchase Orders must be signed both by a grant coordinator and a Business Office representative prior to forwarding to a vendor. Exceptions are very difficult to accommodate at year end. Please plan ahead and avoid the risk of returning unused grant funds.

\* Any invoices or shipping document received directly by a grant administrator/coordinator is to be forwarded immediately, along with the PO receiving copy, to the Business Office in order to ensure prompt payment.

\*POs issued during the final 60 days of the grant **MUST SPECIFY** that shipment and invoicing is required by a specific date (Grant Termination Date) after which the PO and ANY BACKORDERS are CANCELLED. If there is any question as to the receipt of materials/invoicing by the required close out date, follow-up with the vendor.

\* All invoices **MUST** be received **NO LATER THAN 10 DAYS** after the termination of the grant! Any purchase orders open after the 10<sup>th</sup>-day limit **WILL BE CANCELLED!** **ALL PAYROLL INFORMATION** (including timecards and additional activity contracts) **MUST** be received no later than 10 days after grant termination date. Exceptions are very difficult to accommodate at year end. Please plan ahead and avoid the risk of returning unused grant funds.

### **8. Additional Activity Contracts:**

All Additional Activity Contracts must be filled out completely prior to submission. If there are questions pertaining to the proper completion of these contracts, contact the Payroll Department for assistance. Please note that all Additional Activities Contracts submitted should include an approximation of hours worked at a specific hourly rate that substantiates the Total Amount to be paid. It is important to note that an AAC must be signed and authorized by all parties before work begins. A copy is included with this procedural document.

# GRANT ORIGATION FORM

General Grant Information:  
(Circle one)

**REGION**            **AMHERST**            **PELHAM**

GRANT WRITER: \_\_\_\_\_

TELEPHONE /EMAIL ADDRESS: \_\_\_\_\_

\$\$ AMOUNT REQUESTED: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

DESCRIPTION:

NAME OF FUNDING SOURCE : \_\_\_\_\_

FUND CODE: \_\_\_\_\_

***Instructions:***

This form is used as an internal control sheet for all grants (Federal, State, Private) which are being submitted under the jurisdiction of the school department(s) or for which the School Department shall be the fiscal agent

***All grants are submitted for review and approval at least 1 week prior to the grant due date.***

The CONTENT/OBJECTIVE of the grant was reviewed by Administration.

ADMINISTRATOR: \_\_\_\_\_ Date: \_\_\_\_\_

The FINANCIAL / BUDGET pages were reviewed by District Grants Manager

GRANTS MANAGER: \_\_\_\_\_ Date: \_\_\_\_\_

**Superintendent's signature will only be affixed based upon review and receipt of signatures as per sections (A) and (B) of the above.**

SUPERINTENDENT: \_\_\_\_\_ Date: \_\_\_\_\_

*Return fully signed Grant Origination Form and Grant Application to Business Office for processing/submission.*

[2] Grants signed by the Superintendent will be forwarded to the granting Agency by the Program Development Office.

# SCHOOL DISTRICT ADDITIONAL ACTIVITIES CONTRACT

Subsequent to the appropriate submittal and approval of this agreement, the following shall be the contract of record for the individual so named, who shall satisfactorily perform all duties and responsibilities associated with the assigned activity.

**INSTRUCTIONS:** 1. Complete following in its entirety. 2. Obtain Employee signature. 3. Forward to Business Office for review and final authorization signatures. **NOTE:** Incomplete forms or forms requiring revision for rate or other compliance issues will be returned for corrective action. **No work is to be performed** until employee is in receipt of a signed final authorization copy as forwarded by the Business Office.

Amherst-Pelham	Amherst Public	Pelham Public
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Name: _____	Signature _____
Employee # _____	OR Social Security # _____ Date : _____

***Service Performed:***

**(Briefly identify services / duties / end products (i.e., reports) required to be performed / delivered and / or evaluation criteria)**

***Work Schedule:***

	----- <u>Dates</u> -----	<u>Total # Days</u>
Extend Current Daily Schedule _____ hrs per day from _____ to _____		_____
Extend Current Contract Year _____ hrs per day from _____ to _____		_____

During school vacation week(s) / other (identify dates / hours):

**Rate: For employee Additional Activities all hourly and/or daily rates MUST be based on current employee contract rates.**

\$\$ / Hour: **OR** \$\$ / Day: \_\_\_\_\_ Total Amount: \$\$ \_\_\_\_\_

Employee Grade: \_\_\_\_\_ Step: \_\_\_\_\_ **(Round Total Amount to nearest whole dollar)**

General Ledger Account to be charged: \_\_\_\_\_

(ORG Code) (OBJECT Code)



***Payment Schedule: (Must be received in the business office two weeks prior to requested payday.)***

One Payment: Pay Date: **ASAP (ref \*\*)**

Two Payments: Pay Date: \_\_\_\_\_ Amount: \$\$ \_\_\_\_\_

Pay Date: \_\_\_\_\_ Amount: \$\$ \_\_\_\_\_ (ref \*\*)

**\*\*Contract completion payment: (Final Payment requires signed authorization, to be forwarded to payroll at least 2 weeks prior to scheduled payroll. Contractee should be notified if date of payment will differ from above).**

**Payment Authorization (Final Payment):** All services and reports have been provided in accordance with the contractual expectations outlined above and final payment is hereby authorized:

\_\_\_\_\_ Pay Date: \_\_\_\_\_

(Supervisor's Signature)

**Approvals: (please sign and forward to the appropriate System Administrator for final approval)**

(A.) Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(B.) Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Special Note for Grants: Grant Coordinator must sign approval for processing)*

(C.) Administrative / Personnel Signature: \_\_\_\_\_ Date \_\_\_\_\_

