

CHAPTER 7.00 - BUSINESS SERVICES

GRANT MANAGEMENT

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- I. The Superintendent shall seek grant funds to expand the financial capabilities of the District and provide additional resources to enhance educational opportunities and to support student learning and performance.
- II. All grant monies awarded to the District shall be used in accordance with applicable federal and state laws and rules, grantor rules, and School Board policies.
- III. For projects utilizing federal funds, the District shall adhere to the requirements of OMB Uniform Administrative Requirements. In the event that state requirements are more stringent than federal requirements, state mandates shall be followed.
- IV. The Superintendent shall review grant opportunities, authorize the development of proposals and develop procedures for grant administration that include but are not limited to:
 - A. Application process for grant funds including School Board approval;
 - B. Procurement of materials and equipment;
 - C. Standard of conduct including conflict of interest;
 - D. Property control;
 - E. Cash management;
 - F. Record maintenance;
 - G. Financial reporting;
 - H. Protection of personally identifiable information; and
 - I. Internal evaluation of accomplishments as related to program goals.
- V. Grant Administration

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- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of the Federal awards, and School District policies and procedures.
- B. The Superintendent and/or Board Chairman are authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- C. Written amendments that change the original scope of the grant shall be promptly presented to the Board for approval.
- D. Employee positions established through using grant funding shall terminate when the related grant funding ceases.
- E. The department handling each grant will confirm closure of all grants to the Superintendent.
- F. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. Each draw of Federal monies shall be aligned with the District's payment progress (whether reimbursement, cash advance, or a combination). When funds are permitted to be drawn in advance, all draws will be equal in magnitude as closely as administratively feasible, to the magnitude of the related program expenditures. When restricted, such monies will be used to supplement programs and funding and not to supplant or replace existing programming or current funding.

VI. Financial Management

The financial management of grant funds shall follow all applicable Federal, State, local and grantor rules, regulations, and assurances, as well as District policies and administrative procedures.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.

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- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to the Federal awards and be supported by source documentation including the:
 - 1. authorizations
 - 2. obligations
 - 3. unobligated balances
 - 4. assets
 - 5. expenditures
 - 6. income and interest
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes. The District must:
 - 1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
 - 2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;
 - 3. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the Federal award;
 - 4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
 - 5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

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- G. Recordkeeping and written procedures to the extent required as may be required by Federal, State, local and grantor rules, and regulations pertaining to the grant award and accountability, including, but not limited to, the following areas:
1. cash management
 2. allowability
 3. conflict of interest
 4. procurement
 5. equipment management
 6. conducting technical evaluations of proposals and selecting recipients
 7. compensation and fringe benefits
 8. travel
 - a. Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. The travel authorization paid for with Federal funds must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.
 - b. Transportation costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered under the grant are allowable. Costs that are readily identified with the items involved may be charged directly as transportation costs or added to the cost of such items. Outbound freight, if reimbursable under the terms and conditions of the Federal award, should be treated as a direct cost. When identification with the materials received cannot readily be made, inbound transportation cost may be charged to the appropriate in-direct cost accounts if the non-Federal entity follows a consistent, equitable procedure in this respect.

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STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, 1001.51, 1008.385, 1010.01, F.S.
2 CFR 200, 20 USC 7906

HISTORY: ADOPTED: _____
REVISION DATE(S): _____
FORMERLY: NEW