



ADMINISTRATIVE PROCEDURE

GRANT ASSISTANCE (Special Projects)

3230

Procedure No.

December 10, 1973

Date

- I. **PURPOSE:** To provide for review and control of all forms of Grant Assistance offered the Prince George's County Public Schools, including presentation to the Board of Education prior to contract acceptance and establishment of the related staff responsibilities.
- II. **POLICY:** When the Prince George's County Public Schools are eligible to receive any form of Grant Assistance or otherwise benefit from another organization receiving such Grant Assistance, a determination must be made that, (1) the proposed Grant Assistance Project is not in conflict with existing statutes, by-laws, rules or regulations promulgated by Article 77 of the Annotated Code of Maryland, the by-laws of the State Board of Education, or the policies of the Board of Education; (2) at least 30 days written notice of the intent to apply for a Grant Assistance Project is provided to the Board of Education (except where the remaining time for project application will not allow 30 days, in which case the Board of Education will be notified of the circumstances as soon as possible); (3) the notice thus provided to the Board will briefly describe the purpose of the project and identify the source of funding; and (4) the project must operate to contribute to the educational opportunities of the designated clientele of the Prince George's County Public Schools. (See Board Policy 3230 as amended 9/6/73)
- III. **INFORMATION:** Grant Assistance projects may be offered by Federal Agencies, State Agencies, business or private sources to the Prince George's County Public Schools, with or without special restrictive performance requirements. In general, it is desirable to accept such offers of Grant Assistance; however, it is incumbent upon the Board that the requirements of law, statutes, rules and pertinent regulations are met together with ensuring the proper security of certain student information. To meet these responsibilities, the Board will review each Grant Assistance Project in advance of actual application; will be advised of the acceptance of such Grant Assistance awards; will be given a status review 30 days before expiration of Grant Assistance awards; and upon termination of such awards, will receive a summary report of what was accomplished. The basic staff responsibilities in this area are as follows:

Federal and State
Programs Services Officer

Coordinates all matters of Grant Assistance procurement up to the point of receipt and acceptance of the Grant Assistance Award by the Superintendent of Schools.

Assistant Superintendent
(for functional matter
of the Grant Assistance
project)

Plans, manages, and controls all matters of the Grant Assistance Award from point of acceptance by the Superintendent to close-out of the project at expiration.



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Assistant Superintendent,
Budget, Management, and
Finance

Provides guidelines and procedures to ensure positive control over the receipt and disbursement of Grant Assistance Award funds, and the collection of information required to meet financial requirements.

IV. **DEFINITIONS:** The following definitions apply to the content of these Administrative Procedures:

Grant Assistance: Resources provided to the Prince George's County Public Schools by other than Board of Education sources, in the form of funds, personal services, or materials, and which carry restrictions of the grantor as to how such resources are to be used.

Resources: Funds furnished, personnel or services furnished, facilities or materials furnished, loaned, or otherwise provided.

Special Project: Classification for budgetary and accounting purposes assigned to Grant Assistance Awards within the Prince George's County Public Schools – provides account and internal program identity.

V. **PROCEDURES:** The following procedures apply to all forms of Grant Assistance Award projects:

A. **SEARCH AND IDENTIFICATION OF GRANT ASSISTANCE PROJECTS:**

1. Federal and State Programs Services Officer:
 - a. Keeps abreast of legislation and other information of Grant Assistance Award availability to the Prince George's County Public Schools; seeks out eligible projects.
 - b. Verifies that the identified Grant Assistance Award prospect meets policy criteria of Paragraph I, and that there is no legal or other policy conflict as reviewed by the attorney.
 - c. Obtains assurance from Budget Director that matching County funds are available, where required by terms of Grant Assistance project.
 - d. Ensures salaries and job titles involved are approved by the Assistant Superintendent for Administration and Personnel.
 - e. Presents a brief of the eligible project to the Superintendent and his Executive Council for approval to proceed with the application.



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B. PREPARATION OF THE APPLICATION:

1. Federal and State Programs Services Officer coordinates all matters of application; prepares time phased schedule of application events.
 - a. Prepares draft of application.
 - b. Arranges with Assistant Superintendent having implementing responsibility for furnishing such input data and information as may be required.
 - c. Clears application with attorney as to legal and policy matters.
 - d. Clears with Assistant Superintendent for Budget, Management, and Finance as to funding and accounting.
 - e. Clears with Assistant Superintendent for Administration and Personnel as to personnel and salary matters.
 - f. Presents to Superintendent for approval and signature.
 - g. Prepares brief for the Board at least 30 days in advance of deadline for making application; if time does not permit, arranges for Board notification at the earliest possible date.
 - h. When approved by Board, application may then proceed.

C. FORWARDING OF APPLICATION:

1. Federal and State Programs Services Officer forwards copy to attorney for clearance as to any possible legal or policy conflict.
2. Acts as point of contact for all matters concerning the projects; follows up application, where appropriate.

D. RECEIPT OF GRANT ASSISTANCE AWARD:

1. Federal and State Programs Services Officer forwards copy to the attorney for clearance as to any possible legal or policy conflict.
2. Superintendent signs accepting the project (or rejects, if circumstances and events dictate).
3. Superintendent advises Board that Grant Assistance Award has been accepted (or rejected, if such is appropriate).

E. IMPLEMENTATION: The Assistant Superintendent having management responsibility will:



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1. Coordinate the overall implementation.
2. Ensures all personnel are actually employed through the regular Personnel Division, utilizing existing procedures.
 - a. Provides for personnel to be employed for a period not longer than the Grant Assistance Award period.
 - b. When Grant Assistance Award period terminates, makes effort to retain personnel by transfer to vacant positions where qualified.

F. CONTINUATION OF GRANT ASSISTANCE AWARD:

1. The Federal and State Program Services Officer arranges for preliminary evaluation of project performance in meeting its objectives, and recommends to the Superintendent as to the project's continuation.
2. Superintendent recommends to the Board at least 30 days before the deadline date for application for continuing Grant Assistance Award contract for the new period.
3. The Superintendent signs the Grant Assistance Award continuation documents as appropriate in acceptance of the new contract period.

G. OVERALL MONITORING OF GRANT AWARD PROJECTS: The general monitoring function will be accomplished by the Federal and State Programs Services Officer as to:

1. Compliance with Grant Assistance Award contract terms, project description, scope of services and administrative requirements.
2. Application of internal controls to ensure operational integrity and effectiveness.
3. Required reports and contacts with the grantor's office are made.

VI. REPORTS: The Federal and State Program Services Officer will prepare a regular monthly summary report showing the current status of all Grant Assistance Award contracts and applications, listing both active and inactive contracts, and making pertinent recommendations. Distribution of this summary report will include the Superintendent and his Executive Council members.



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- VII. **RELATED PROCEDURES:** There are no other Administrative Procedures bearing on this subject as of date.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Division of Budget, Management, and Finance, and regular review and updating will be accomplished in December of each year. Questions should be referred to the Division of Budget, Management, and Finance.
- IX. **CANCELLATIONS AND SUPERSEDURES:** These procedures specifically cancel the Administrative rules under Procedures 3230, date 8/26/71, which should be discarded. All other memoranda on this subject of an earlier date than these procedures are also to be considered as superseded.
- X. **EFFECTIVE DATE:** December 10, 1973.

Approved by:
Carl W. Hassel
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, and 6