The School Board of Miami-Dade County, FL
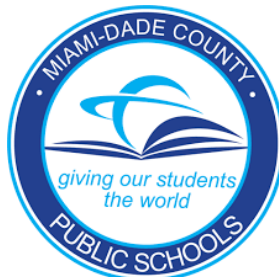
Office of Grants Administration (OGA)

Grants Management Manual

January 2025

Miami-Dade County Public Schools

Office of Grants Administration

Mission Statement

The mission in the Office of Grants Administration (OGA) is to assist District, Regional Centers, and School-site personnel in securing and managing external funding designed to enhance the educational experiences of students. To accomplish this, the office offers a myriad of services in grant development and financial monitoring.

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Introduction

INTRODUCTION

Congratulations!

You have been successful in receiving the grant for which you applied and are truly to be commended. **With the award of a grant come many responsibilities.** The Office of Grants Administration (OGA) wants you, as the manager of a grant-funded program, to be as successful in implementing your grant as you were in receiving it. To that end, this handbook presents basic information about the implementation of a grant and provides references which should enhance your effectiveness in the daily operation and management of your project. This handbook is your reference source for the grant administration process within Miami-Dade County Public Schools (M-DCPS).

Note: This manual has been updated to reflect the implementation of the Office of Management and Budget new guidance for Federal Awards referred to as the "Uniform Guidance" and codified under the Code of Federal Regulations under 2 CFR 200 titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)." See the following link: http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2331902184faa3af75eddd011b2028fd&n=pt2.1.200&r=PART&ty=HTML

SUGGESTION

As you read through this handbook, make notes in the margins, highlight segments that you feel will be useful to you, and write questions beside material that is not clear to you or that you feel you want to pursue further. **Use this handbook as a guide. Read ALL sections; re-read any or all parts if necessary. It is designed to be a working document.** As pertinent information, updates, and memoranda become available, they will be distributed for you to insert in the appropriate section of the handbook.

Role of the Office of Grants Administration (OGA)

The role of OGA is to serve as the liaison for the School Board, the Superintendent, and project managers in all official business with federal, state, and/or other agencies that provide funds for special projects.

Therefore, even though your school or office may be responsible to another work location (Region Office, Division, Bureau, or Office of M-DCPS) for administrative purposes, OGA is required to oversee certain policies, rules, regulations, and protocol that apply to the operation of your grant-funded project.

Staff within OGA is responsible for aiding in securing supplemental funds and for providing technical assistance in financial monitoring and compliance of grant-funded programs. For the responsibilities pertaining to each unit, please see **Appendix A**. The office maintains information regarding existing and pending legislation and communicates this information to appropriate departments, personnel, and the community. It also provides the technical assistance necessary for the development of grant applications, proposals and grant amendments, as well as for their implementation once funded. The staff is responsible for grant award negotiations, and enforces regulations, policies, and restrictions. In addition, OGA guarantees local commitments, submits reports, maintains documents for auditing purposes, and serves as a liaison with various community agencies, non-public schools, universities, and non-profit organizations that may partner with M-DCPS on grant programs.

Responsibilities of Grant Recipients

Grant recipients **ARE RESPONSIBLE** for knowing and conforming to:

- All federal and state legislation, regulations, terms and conditions pertaining to the grant.
- The objectives, activities, outcomes, evaluation plan, and budget specified in the project proposal.
- The program and financial reporting requirements of the funding agency.
- The policies, procedures, regulations, and by-laws of The School Board of Miami-Dade County, Florida; and
- The provisions of all current union contracts in force in M-DCPS.

See **Appendix B**, for a detailed list of the responsibilities of a project manager.

SUGGESTION

Allow *ample time* for the completion of all procedures (e.g., personnel hiring, purchase orders, Board Agenda Items, contracts) related to the implementation of your grant. Whatever time you determine to be ample, add a week to it. Why? Many M-DCPS departments are part of the process; because of this, the process can be complex and time-consuming.

Steps to Be Taken Before Implementing Your Project

Steps to Be Taken Before Implementing Your Project

Step One – Review Your Proposal

You have been provided with a copy of your project proposal or grant application as approved by the funding agency, the approved budget, a copy of the terms and conditions pertaining to project implementation and reporting requirements.

SUGGESTION

Keep all grant-related documents and this handbook in a binder.
Study these documents carefully!

When you complete your study, you should be able to answer the following questions:

What population does the project serve?
What administrative and supervisory staff is provided? What qualifications, duties, and/or constraints are specified?
What are the classifications, distribution, and location of other project-funded personnel (e.g., teachers, teacher aides, counselors, clerks)?
How is the project budget distributed? Will funds roll over or should all funds be spent within the project period?
What are the project manager's responsibilities and limits of authority?
What are the formal reporting requirements? What program reports are to be prepared? Reporting due dates? Who is to prepare them? Who is to receive them?
Is an advisory council required? What are the selection criteria? What is the composition? How many meetings are required?
What constraints are placed on project operations? By whom?
What, if any, parameters are placed on the activities proposed?
What auditing is required? Who is to conduct the audit? When is the audit to be conducted?
What types of documentation must be collected throughout the duration of the project?
Will a proposal for refunding be submitted? What procedures are involved?
Is the project performance-based? If yes, what are the deliverables? What are the reporting   requirements and due dates for deliverables?
What are the requirements and conditions for evaluation?
Is there a required Match?
Are we subcontracting part of the program? If we are, it needs to be clearly stated in the proposal for funding agency's approval.

Some of these questions may be applicable to your project; others may not. **The intent here is to make it clear that the Project Manager is responsible for ALL facets of the project.** To facilitate a project successfully, the Project Manager must be thoroughly familiar with the details of the project, with its extent and/limitations, with any governing regulations, and with the proper process for implementing each phase of the project.

Step Two – Familiarize Yourself with Relevant Documents

The reference documents cited below will be of value to you as you plan for implementation and day-to-day project management. If feasible, you may want to obtain a copy of each; if you do not, you should know how to access the document. All documents can be found online.

Board Policies, The School Board of Miami-Dade County, Florida
https://go.boarddocs.com/fl/sbmd/Board.nsf/Public?open&id=welcome

E-Handbooks / Manuals
http://ehandbooks.dadeschools.net/ehome.asp?Page=Main

Procedures Manual Procurement Management (Procurement Management)
http://procurement.dadeschools.net/PDF/procurement_procedure_manual.pdf

Payroll Processing Procedures Manual (Payroll Department)
http://ehandbooks.dadeschools.net/policies/64.pdf

Manual for Property Control (Office of Accounting)
http://ehandbooks.dadeschools.net/user_guides/158.pdf

Purchasing Card Program Policies and Procedures Manual (Accounts Payable Section)
http://ehandbooks.dadeschools.net/policies/72.pdf

Administrative Procedures Manual for Labor Relations and Personnel Management (Personnel Management and Services)
https://hrdadeschools.net/apps/pages/index.jsp?uREC_ID=369479&type=d&termREC_ID=&pREC_ID=689840

TRVL Electronic Travel Approval Reimbursement System Manual
http://ehandbooks.dadeschools.net/user_guides/30.pdf

Labor Contracts (Office of Labor Relations)
https://hrdadeschools.net/apps/pages/index.jsp?uREC_ID=369479&type=d&termREC_ID=&pREC_ID=689829
   a. **United Teachers of Dade (UTD)**
   b. **Confidential Exempt Personnel (CEP)**
   c. **American Federation of State, County, and Municipal Employees (AFSCME)**
   d. **Dade County School Administrators Association (DCSSA)**
   e. **Dade County Schools Maintenance Employee Committee (DCSMEC)**
   f. **Fraternal Order of Police (FOP)**
   g. **Managerial Exempt Personnel (MEP)**

Forms Management (M-DCPS Records and Forms Management)
http://forms.dadeschools.net/

FM-7531 Grant-Related Contracts (Document Checklist) - http://forms.dadeschools.net/webpdf/7531.pdf.

FM-7532 Routing of Contracts Paid with Grant Funds - http://forms.dadeschools.net/webpdf/7532.pdf.

FM-2453 M-DCPS Agreement form for Contracted Services - http://forms.dadeschools.net/webpdf/2453.pdf.

In addition to referring to these documents, you may want to speak with other Project Managers. Generally, they will be willing to assist you and can prove to be valuable resources. Your OGA liaison will be able to suggest individuals that you may contact but remember that your OGA contact person is your primary source for information and help.

Step Three – Familiarize Yourself with Procedures Related to School Board Agenda Items

Submitting and Reporting Grant Awards

All M-DCPS personnel are to contact staff in the Office of Grants Administration (OGA) at 305 995-1706 prior to generating any paperwork leading to the submission of a grant application. Contact with OGA staff is critical to ensure district-wide coordination of grant submissions and because funding agencies frequently limit the number of submissions per school district.

OGA staff will support the grant development process as follows:
- facilitate the development of a grant proposal which supports Infinite Possibilities the 2021-2026 Strategic Plan.
- coordinate the grant submission process.
- confirm funder's eligibility requirements.
- develop a letter of commitment or letter of support from the Superintendent, if appropriate.
- link the grant writer(s) with collaborative partners, if appropriate.
- provide the grant writer(s) with technical assistance including budget preparation; and
  ensure that District procedures are followed according to an established timeline.

All grants are affected by this requirement, including those submitted on-line and those involving partnerships with an outside agency acting as fiscal agent. Teacher mini-grants administered by the Foundation for New Education Initiatives, Inc. and The Education Fund, and teacher scholarships/fellowships that are awarded directly to the teacher are exempt from these procedures. All grant funds awarded to the District, schools and/or Miami-Dade County Public School employees must be reported to the OGA.

Grant awards and donations must be reported to the School Board. Pursuant to **School Board Policy 6110** – Grant Funds, OGA must take all grant awards of $250,000 and above to the Board for approval. Grant awards under $250,000 must be reported to the Board on a quarterly basis. In addition, pursuant to School Board Policy 7230 – Gifts to the School District, donations, or gifts of money over $50,000 must be approved by the Board prior to being accepted. All equipment that is donated or a gift with a value of greater than $50,000 in aggregate requires Board approval.

Please refer to **School Board Policy 7230** – Gifts to the School District for special category requirements for goods donated to school and/or district sites.

School Board Approval

School Board Rule 6110, **Grants Funds,** requires that all grant awards be approved by The School Board of Miami-Dade County, Florida (https://go.boarddocs.com/fl/sbmd/Board.nsf/Public?open&id=welcome). A Board item will be submitted to the Board seeking acceptance of grant awards of $250,000 and above. The Board item will include a description of the funding source, an overview of the program funded by the grant award, a

summary of program expenditures, the source and details of any required matching funds, and a detailed description of contracts to be awarded using the grant funds.

A quarterly report listing grant awards under $250,000 will be transmitted to the Board by the Office of Grants Administration. Schools, Region Centers, and District-level offices shall provide, at a minimum, the funding source, the amount of the grant award, the purpose of the grant-funded program, the length of time the program will be in existence, any required matching funds, and in-kind contributions associated with the grant-funded program.

Before you can establish a budget in the SAP system and before you can access your funds, The School Board must approve your grant award. In addition, some projects may include items (e.g., a contract) that require Board approval. To obtain approval, it is necessary to prepare an Agenda Item to be presented to the School Board. The Board Item is initiated by the Project Manager and sent to the OGA contact person who will assist in the approval process. Call your OGA liaison; this person is your primary guide in the process of preparing Board Agenda Items. **Each item must be prepared according to a prescribed format, and it is imperative to adhere strictly to all timelines.** Your familiarity with the procedures related to the development of a Board Agenda Item will expedite the process.

Agenda Preparation Meeting

Agenda Items must be reviewed at the Superintendent's Agenda Preparation meeting prior to being presented at various committee meetings. This gives a very short turnaround time for revision should any be needed. All grant Board Items are presented under OGA, not the department implementing the grant project.

Preparation of Board Agenda Items

Board Items consist of the following required documents (see **Appendix C** for samples):

- Board Item – Completed by OGA

- Back-up Information – Complete each section with additional information that is not included in the Board Item; required for Board presentation.

- If the grant requires contracts over $50,000, they require Board approval and must be included as a highlighted item on the Board Item. Make sure to make the OGA Administrator working with you aware that it exists,

The Office of Grants Administration provides sample Board Items and required documents on its website at https://www.dadegetsgrants.net/board-items.

Board Items Requesting Approval/Renewal of a Contract

School Board Rule 6320, **Purchasing,** requires that when contracting for **professional services** as defined by the rule, one of the following Procurement methods be used: (1) Awarded Bids, or (2) Request For Quotes (RFQ). The Policy requires School Board approval for contracted services and purchases more than $50,000 and allows for exceptions that are delineated in the Policy. However, subparagraph N. provides for the following exception, "A contract for commodities or contractual services may be awarded without competitive solicitations if State or Federal law, a grant or a State or Federal agency contract prescribes with whom the Board must contract or if the rate of payment is established during the appropriations process." Therefore, for evaluation services, if a contractor is selected from the approved List of Prequalified Consultants, Pursuant to Request for Proposals No. ITB-15-086-YWP Program Evaluation Consultant Services and is written into the grant application or proposal, a Board Item is not necessary. **(Appendix D)**

School Board Rule 6320 also provides for exceptions from the formal bidding process for professional services defined as sole source, specific expertise, or as otherwise determined by the Professional Services Contract Committee. These School Board Rules are applicable to grant funds and contracts for service that are written into grant applications.

School Board Policy 6110, **Grant Funds**, raises the threshold to $250,000 for grant awards requiring the submittal to the Board seeking acceptance of grant awards of $250,000 and above. Please note that grants awarded for less than $250,000 which include contracted services in the amount of $50,000 or greater, require Board approval. In addition, the department responsible for the grant award must generate the contract as well as the Board Item. Therefore, **the project manager must process a Board Item to enter any contracts over $50,000 which is written into grant awards of $249,000 or less.** *OGA can take the contract on the same Board Item the grant is approved on if all requirements are met at the time the grant Board Item is prepared and the assigned OGA administrator is notified with ample time.*

In addition, the following MUST be followed:

Step 1 – Check to see if the required item is available on the M-DCPS Catalog or the Stores and Mail Distribution (S & MD) Stock Items catalog. These catalogs are available through the Procurement tab on the System Application and Products (SAP) Portal. If so, complete the purchasing through the SAP catalogs.

Step 2 – If the required item is not found on any of the catalogs, identify a minimum of three (3) vendors, one of whom should be a certified Minority – and Women-owned Business Enterprises (M/WBE) vendor and solicit quotes (verbal quotes must be documented). A list of certified M/WBE vendors is available on the Office of Economic Access website: https://oeea.dadeschools.net/#!/fullWidth/273

Step 3 – The following procurement procedures should be followed:

Procurement by **micro-purchases**. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate **dollar amount of which does not to exceed $3,000**. (or $2,000 in the case of acquisition for construction subject to the David-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases amount qualified suppliers. Micro-purchases may be awarded without soliciting quotations if the non-Federal entity considers the prices to be reasonable.

Procurement by **small purchase** procedures **($3,000 to $150,000)**. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

Procurement by **sealed bids** (formal advertising) **more than $150,000**. Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest bid.

Procurement by competitive proposals is normally conducted with more than one source submitting and offer, and either a fixed prices or cost reimbursement type of contract awarded.

Procurement by noncompetitive proposals is procurement through solicitation of a proposal form (RFP) from only one source and may be used only when item is available from only a single source and some other circumstances apply as per the Uniform Guidance.

Exclusion to Board Policy 6320

For certain categories of professional services contracts, Board Policy 6320, Section F, provides for exclusion to the rule. **The following exclusion to this rule applies:**

1. Contracts for legal services by the School Board Attorney and attorneys supervised by the School Board Attorney, architects, land surveyors and engineers, non-public school placements and other services/goods for which selection procedures are provided in Florida Statues, State Board rule, or other Board Policy.

The Board may make further exceptions to this rule on a case-by-case basis.

1. Agenda Items requesting School Board approval/renewal of a contract for which the bidding or request for proposal process was not followed must be submitted to the Professional Services Contracts Committee for approval. The purpose of this committee is to grant or deny exceptions to following the request for proposals or bids process. The committee, subject to the legal requirements of the Sunshine Law, meets only once a month. Originators of Board Items related to contracts need to plan accordingly.

See Section page 26 of this handbook for information on the Professional Services Contracts committee.

If approval is granted by the Professional Services Contracts Committee for an exception, then the Agenda Item should include a statement indicating this approval. *Example: "The committee established by Board Policy 6320 has reviewed this contractual agreement on _____, 202_ and recommended that an exception to the rule regarding bids or Request for Proposal be granted as the contractor has specific expertise in this field."*

Other bases for exceptions may be "sole source" or "as otherwise determined by the committee."

Step Four – Develop Planning Documents

The development of planning documents and the review of other documents will help you to be an effective and an efficient project manager. These are identified and described in this section.

Budget Plan

Look at the budget section in the copy of your project as approved by the funding agency. Review what you proposed considering the actual dollars you received.

Between the time that you submitted your proposal and the time the grant award was made, changes may have occurred which would impact your budget. **Do not make budget adjustments without seeking this assistance.** Submit the Budget Transfer Form which accompanies your grant information packet. A Budget Transfer Form in Excel format is available on the OGA website at:

https://www.dadegetsgrants.net/financial-reporting-tools
(Appendix E: Budget Transfer Form)

SUGGESTION
Consult with your OGA contact before making **any** changes in the budget. Always use the Budget Transfer from provided on the OGA website. The Budget Transfer form must be signed by project manager.

Supervision/Implementation Plan

Review your project proposal again. It may contain a sequence of events/activities and/or a timeline that seemed appropriate when you wrote the proposal. As you review it now, considering current conditions, needs, and parameters, the sequence or timeline may be inappropriate or inadequate.

Keep well-documented records and files of **all** phases of your project. Careful record keeping and documentation throughout your project will help you prepare for site visits, audits, and an efficient close-out. Determine exactly what will be required of you to close out your grant, including when reports (financial and programmatic) are due and to whom. Collect pertinent data as you go, and, by keeping up, you will not have to catch up. This will significantly reduce PANIC as you near the end of your project. Make sure to keep very careful records of all grant-related documents, particularly payroll and budget documentation. Grants are monitored and/ or audited on a regular basis and any of these documents could be requested during an audit or monitoring period.

SUGGESTION

If you have been appointed to manage this project after its beginning date, and someone else has performed some activities (e.g., hiring personnel, initiation of requisitions), it is important that you gather and review all pertinent documents as quickly as possible to move forward to make sure all appropriate documentation is being kept and continues to be kept.

Chronological Timeline: The Project Calendar

This type of listing can be extremely useful. In addition to listing events and activities with their deadlines (or due dates), you should also record when you **intend to begin** upcoming activities. By doing this, you will be prepared to meet deadlines, to develop any materials you need to distribute in plenty of time to have them on hand, and to prepare reports ahead of time. Should you need additional information or experience a problem, allowing ample time will enable you to be an efficient manager.

Schedule a meeting with your OGA contact to review your supervision/implementation plan. Take with you all other materials you have prepared, such as:

- Your budget plans.
- A request to establish a position for any full-time personnel to be hired.
- Your chronological timeline: the project calendar.
- Drafts of School Board Agenda Items (one for School Board approval of your grant award and one for a contract, if applicable to your grant).
- A list of those segments of your grant and any activities for which you plan to keep files and documentation; and
- Any other material that you feel pertains to the operation of your project.

Having all your materials together for this conference will enable your OGA contact to be of great assistance to you in coordinating all of the pieces of your project with all of the administrative and time constraint requirements. Your OGA contact will make suggestions to you that will help to ensure the success of your project and your success as a project manager.

Step Five – Proceed with Your Project

After you have reviewed your Supervision/Implementation Plan with your OGA contact, you are ready to set it in motion.

The remainder of this handbook provides you with information and references that will assist you in the implementation and day-to-day operation of your grant-funded program. The handbook, however, is not all-inclusive. Occasionally, you will need more information than is provided here.

Ask questions; seek help. Do not proceed based on "I think this is what I should do." Find out the correct procedure. The Office of Grants Administration staff is your partner and has an interest in the success of your project.

Implementing Your Project

Implementing Your Project

This section will familiarize you with the policies, regulations, and procedures involved in acquiring what you need (e.g., personnel, supplies, equipment, contracted services) to implement your project. In addition, it contains information that you will need to know concerning purchasing, retention of records, forms management, and managing your current budget.

Good organization and careful planning are essential to the successful management of a grant. As a grant manager, you undoubtedly want to devote the bulk of your time and effort to the concept and the content of your grant and not to the administrative details that are required by the funding agency and/or the school system.

Using this handbook and the suggestions contained in it can help you get better organized, save some time on the management aspect, and permit you to be able to devote more time to seeing your program goals and objectives carried out.

It is your responsibility to keep your Office of Grants Administration (OGA) contact informed about the progress you are making and about any problems you are encountering.

Budget

It is important to understand every facet of your project, to comply with every rule and regulation, and to meet every deadline; however, one of the most important aspects of your project is managing your resources. It is critical that you monitor your budget carefully and regularly and that you oversee the expenditure of all funds. To monitor your budget and to expend your funds, the OGA has many resources available to all program managers. OGA's Financial Reporting Unit (FRU) has staff experienced in budgeting, accounting, payroll, and procurement.

Grant Award Letter from Grantor

A grant award is generally sent to M-DCPS by the funding agency; it is used as the basis for the development of the Budget Create and the School Board Item. This budget structure is established by your office in conjunction with OGA when your request for funding is submitted. The grant award letter includes details regarding the budget, the amendment process, the interim and final reports, and conditions of the grant. Review this letter carefully as it contains important information.

If the award notification has been made directly to the project site, contact OGA to help prepare of the budget create and to manage the project. We are here to assist you!

At this time, it may be a good idea to make an outline of the contents of the grant award letter or to highlight those segments that concern the requirements, the expectations, and the restrictions or parameters of the grantor. Pay particular attention to any regulations regarding the budget. A regulation may relate to transferring funds within your budget. For example, if there is an indication that you may move up to 5% of the funds, do not move more than 5%. Exceeding the allowable amount may cause an audit exception.

Revision of budget and program plans

(a) The approved budget for the Federal award summarizes the financial aspects of the project or program as approved during the Federal award process. It may include either the Federal and/or non-Federal share (see §200.43 Federal share) or only the Federal share, depending upon Federal awarding agency requirements. It must be related to performance for program evaluation purposes whenever appropriate.

(b) Recipients are required to report deviations from budget or project scope or objective and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with this section.

(c) (1) For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for one or more of the following program or budget-related reasons:

(i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval)
(ii) Change in a key person specified in the application or the Federal award.
(iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
(iv) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with Subpart E—Cost Principles of this part or 45 CFR part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR part 31, "Contract Cost Principles and Procedures," as applicable.
(v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
(vi) Unless described in the application and funded in the approved Federal awards, the sub awarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in §200.332 fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
(vii) Changes in the approved cost-sharing or matching provided by the non-Federal entity.
(viii) The need arises for additional Federal funds to complete the project.

(2) No other prior approval requirements for specific items may be imposed unless an exception has been approved by OMB. See also §§200.102 Exceptions and 200.407 Prior written approval (prior approval).

For Federal through State Grants/Projects you will also have to comply with section B of FDOE Green Book http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/project-application-amendment-procedur.stml

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NOTE
No funds received for any grant may be co-mingled or transferred from one program to another.

OGA FRU Grant Transmittal Packet

In your grant award package is a completed Grant Transmittal Form. An explanation of each segment of the form is given here and is followed by a sample.

General Information

At the top of the sheet is the following information:

Program Number	M-DCPS SAP program number assigned to your project
Project Manager	M-DCPS person responsible for project implementation
OGA contact	Name of the person in OGA who your primary contact for non-financial information and assistance is
Project Title	Name of your M-DCPS project
Grant Title	Official name of the grant (from the funding agency)
Grant Award Number	Number the funding agency assigned to your project (if applicable)
Funding Source	Agency which provides the funds for your project
CFDA	Catalog of Federal Domestic Assistance – Assigned number for federal programs
Statute	Law creating the funding for your project (if applicable)
Dates	Length of time of your project; funding period
Grant amount	Amount of funding awarded to your project

Descriptions of the other sections of the sheet follow:

I.   Budget Action

The Budget Action indicates the type of project, source of funding, and the attachments included in the Grant Transmittal Packet. The attached Budget Create (**ENTR**) lists how the money is allocated so that you can access it to pay personnel and purchase what you need to implement your project. This categorizing of funds is known as a budget structure. The budget structure that appears on this sheet was based on the budget that was submitted to the funding agency and approved by them. The budget structure consists of the following segments:

FUND	The overall categories into which monies are allocated (e.g., General Operating Fund)
FUNDS CENTER	The number of the work location at which the project is based
COMMITMENT ITEM	The specific object identified for spending (e.g. salaries, fringes, supplies)
FUNDED PROGRAM	Used only for construction project numbers. Use NR unless otherwise informed.
FUNCTIONAL AREA	Combination of the program number and function code: e.g., **49190000-510000**. The **PROGRAM NUMBER** is the 8-digit number assigned by Contracted Programs Accounting. The **FUNCTION** is the 6-digit number that denotes the area in which the money is used (e.g., Basic Instruction K-3, Instructional Staff Planning)

If allowed by the funding agency, **indirect costs** are charged to the project budget. These costs, applicable only to federal and federal through state grants, are charged to the project by M-DCPS to cover administrative expenses. The rate is determined on an annual basis and is approved by the State of Florida. The Indirect Cost is listed as a separate line-item budget (Funds Center 1990400, Commitment Item 579200, Function 720000). Project managers do not have access to indirect cost amounts. For updated Indirect Cost Rates, please visit OGA's Useful Forms webpage at https://www.dadegetsgrants.net/useful-resources-for-grants and see the most up to date **Fringe Calculator** worksheet.

At this time, review the budget that was approved by the grantor; compare it with the budget on the OGA Grant Award Information Sheet. If there any discrepancies, please notify the OGA Financial Reporting Unit (FRU) immediately. Other attachments include the grant award letter, approved budget, Board Item, and additional information as appropriate.

II.   Procedures Section of Grant Transmittal Form

Number 1 - indicates the date by which all funds must be expended and the date by which all requisitions must be submitted. The timeframe between a requisition and payment is approximately three (3) months.

Number 2 - indicates the approval chain for your shopping carts. These people must approve your shopping cart or fund reservation after the person at your worksite authorized to do this enters it into the system. The user ID's indicated here by cost factor must follow the usual approval chain required on shopping carts for your work location. The Approval Chain Memorandum is available on the OGA website at: https://www.dadegetsgrants.net/financial-reporting-tools

Number 3 provides information to transfer funds within the grant budget.

Funds may be transferred within the budget if needed, BUT ONLY if the grantor permits it and ONLY TO THE EXTENT authorized by the grantor.

To transfer funds from one object to another within your program, complete the Budget Transfer form and submit it to the OGA Financial Reporting Unit. **Appendix E** contains a sample of this form. A Budget Transfer form in Excel format is available on the OGA website at:

https://www.dadegetsgrants.net/financial-reporting-tools

III.   Reporting Requirements

It is the responsibility of all project managers to **maintain records and/or other evidence of the achievement of project objectives.** Your OGA contact will guide you in the preparation of your performance report. Each type of grant will require its own set of guidelines for content, format, and frequency of submission. Deadlines are indicated in these sections.

Financial Reporting Tools

It is important for you to maintain accurate records so that your budget balances are in accord with those that are recorded in the General Ledger. All grants require that an official budget report be prepared, signed, and submitted to the funder by Contracted Programs Accounting.

For foundations/corporation grants, the budget report may be required to be submitted as part of the performance report. In this case, your OGA contact will guide you. Refer to **Section III** of your Grant Transmittal Form for deadlines.

- **Grants Availability Report (GAR)**

The Grants Availability Report is available through the SAP financial reporting system under grants. The report displays the budget, encumbrances, expenditures, and available balance for your project for the current fiscal year as of the date the report is being run. A sample of the report and a description of the items listed on the report can be found in **Appendix F**. Please contact the OGA person assigned to the grant to address questions

that you might have regarding your grant budget. Access to download the GAR is given by your Quad A Administrator.

- **Cliff Report**

This report displays the complete budget and status of your project funds from the date of inception. The project manager can obtain the Cliff Report **(Appendix G)** by contacting their FRU contact.

Financial Projections

FRU unit prepares and sends **Budget vs. Actual** financial projections for each program every month. In addition to including all actual expenditures and pending purchases, the projection includes expected salary expenditures for the fiscal year based on current fulltime employees. This is a great tool to assist in planning how to optimize your project resources.

A minus (-) figure in the AVAILABLE BALANCE column indicates that you will need to complete and process a Budget Transfer form – if allowed. **BEFORE** you allow a negative amount / overspent an object line, be certain that your grant permits you to do this. Although addressed in the PURCHASING section (3.3), the need to allow for shipping, handling, and higher prices must be mentioned here. Making such allowances will prevent over-expenditures in non-salary objects. Negatives in projected salary objects require prompt attentions since this might require personnel adjustments or a request for amendment to the grant program.

A large AVAILABLE BALANCE at the beginning of your project is normal; when you are about halfway through the grant period, you should have spent and/or committed between one half and three-fourths of your funds; when about three-fourths of the time has elapsed, you should have spent or committed all of your funds.

- **Position Control List**
Under Human Resources in SAP, you can access the Position Control List (PCL). The report lists occupied, vacant, and obsolete positions by location. **(Appendix H)**

If your appointment as project manager came after the program budget was developed, you should schedule a meeting with your OGA FRU contact to review the budget to understand how it was developed and why certain designations were used.

Amendments to the Grant

If a budgetary or a programmatic amendment can be requested (this will be indicated in the grant award letter from the grantor), the amendment request **must** be submitted to OGA. For example, if your project was delayed and you need to extend the grant period to complete the activities or if you need an object code that is not in your approved budget, you must request permission to amend your project.

State or federal through state grant amendments must be submitted on Form DOE 150 (**Appendix I)** from the State the State of Florida Department of Education. You will also need DOE form 151 (**Appendix J)** if requesting budget changes.

All amendment requests need to be submitted to your OGA Contact for processing. Grants from other sources vary in their procedures for requesting an amendment. Please consult your OGA contact for specifics. These forms are available on the OGA website at https://www.dadegetsgrants.net/useful-resources-for-grants.

Hiring of Grant- Funded Personnel

The selection of employees for a particular location (assignment) is the responsibility of the site administrator. All procedures used for employment, assignment, reassignment, transfer, layoff, and recall of personnel must conform to current Miami-Dade County Public School Board policies and regulations. **Under no circumstances** should any person be employed prior to obtaining assurance from the Office of Personnel Management and Services that the person has met all the requirements for employment and has been approved by the appropriate individual(s). For more information, please refer to the Office of Human Resources.

Full-Time and Part-Time

All requests to establish grant funded positions must be authorized by the Grants Administration Office or by the Title I (T-I) Office for Title I (T-I) grant funded positions, **in order to ensure that positions are in agreement with the grant approved budget and reconciled with existing grant positions**. The request is then sent to Budget Management to create the structures in the payroll table and which then send the request To the HR department   so that a Position Authorization Control (PAC) position number may be established. Should you need to advertise any of the positions, contact the Office of Personnel Management and Services for instructions. The search for individuals who meet project qualifications, who are able to perform the duties specified, who understand the project goals, and who give evidence of working cooperatively with others may be time-consuming but searching for the right individual(s) will pay a large dividend. At the school site, consult with the administration for the proper interview and hiring procedures to follow.

Consult with the individual in your school or office who has authorization to hire. To activate the employment of the personnel you have selected, the **Request for Personnel Action (RPA)** must be completed through the electronic hiring system.

Before a person can be hired full-time, a position must exist in Budget. When you discuss the budget with your OGA contact, be certain to request that such a position be established. The PAC will then appear on the Position Control List. You will need to supply your contact person with the appropriate Job Code and the title so that a PAC can be opened. Then the PAC will be available when you are ready hire the person.

Pay rates must be consistent with M-DCPS policies. All employees are required to sign in on the official M-DCPS site daily payroll attendance application. Should your grant require a separate sign-in form, please work with your OGA staff contacts to develop one. A sample can be found in **Appendix K**.

SUGGESTION

Be sure that project employees are signing in under the correct personnel assignment ID connected to your grant.

REMINDERS:

Regular teachers employed on an hourly basis can work <u>ONLY</u> during times that are not part **of their regular workday hours (i.e., before/after school hours and weekends).**

Stipends

Full-time certified employees who attend district-approved in-service education programs at a time other than the regular workday hours shall be compensated at a daily rate stipulated by the UTD contract.

Payroll

Part of your responsibility as a project manager is to be certain that all payroll procedures are followed. Those are described in the Payroll Processing Procedures.

To be sure that employees are paid on time, it is imperative that the time sheet is (1) verified and signed by the employee and by the administrator or the designated person in charge and (2) accurately entered on the **SAP Payroll System** no later than the date indicated in the Payroll Processing Schedule.

Position Control List (PCL)

Under Human Resources in SAP, you can access the PCL. The report lists occupied, vacant, and obsolete positions by location. Reconcile the positions authorized in your program against the positions listed in the PCL under grant positions. If discrepancies are noted, please notify your OGA FRU contact staff. Allow reasonable time for the update and check the PCL list to ascertain those changes requested were made.

Payroll Expenditures Verification

The **SAP Payroll Certification report** lists employees' names, gross pay and fringe benefits associated with those payments. The **SAP Payroll Distribution report** also lists employees' names, number of days/hours worked and gross pay. Please verify the accuracy of the information in those reports. If there any discrepancies, make sure that a payroll correction is done as soon as possible **(Appendix L).**

SUGGESTION

Make notes any time you speak with someone about any phase of your grant. Include the date, the time, the phone number, the name of the person(s) with whom you spoke, and the information you were given. Keep these notes for reference and as part of your documentation.

Time and Effort Report Certifications

The School Board of Miami-Dade County Public Schools has a substitute system approved by our cognizant agency, the Florida Department of Education.

Time and Effort certifications are a federally mandated certification for all personnel paid in full or partially from federal, federal through state or federal through local funds. If any salary or any part of a salary is paid from federal grant funds, all activities, and the number of hours (time-on-desk) devoted to those activities must be documented. The Time and Effort certifications are generated through the SAP system three times each year covering a four-month period through the fiscal year: July 1 to October 31, November 1 to February 28, and March 1 to June 30. **(Appendix M)** The worksite administrator must certify the accuracy of this documentation via the link in their Universal Work List on the SAP system. The Certifications need to be approved by the administrator having firsthand knowledge of the work performed. **The approval of the time and effort cannot**

be delegated to a non-administrator or to a site administrator not having payroll approval role (This requirement does not apply to private sector grants. They may, however, have similar requirements to justify expenditures.) Since this report is maintained electronically, no paper report is generated. However, an Excel spreadsheet version of the electronic report can be generated if requested. Contact your FRU OGA staff member assigned to request the report.

Manual Time and Effort Payroll Certification Report

Certain transactions such as a transfer of expenditures of salaries for Federal programs require a manual Time and Effort Report Payroll Certification. Your FRU OGA staff contact will provide you with the form. It is to be signed and returned to OGA in order to complete the transaction.

Purchasing

When ordering goods, **REMEMBER** that prices fluctuate, including shipping and handling costs. **Monitor** these **fluctuations** through the Grants Availability Report and adjust your budget accordingly to avoid over-expenditures of budget.

Miami-Dade County Public Schools buys certain items in bulk through a bidding process and thus obtains a better price. Work with the person at your site who has responsibility for purchasing. Also work with the buyer in charge of the commodity and/services you are buying. That individual can give you valuable advice about what item to purchase from which vendor. For a staff listing of Procurement Department Buyers and their purchasing assignment, please visit https://procurement2.dadeschools.net/#!/fullWidth/5316.

Federal funded grants and projects:
Must comply with the Code of Federal Register (CFR) section **Title 2 Part 200 Section E Cost Principles**
http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2331902184faa3af75eddd011b2028fd&n=pt2.1.200&r=PART&ty=HTML

Allowability of cost criteria

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

A) Be necessary, reasonable, and allocable.
B) Conform to limitations or exclusions set in the principles or the Federal award.
C) Be consistent with policies and procedures that apply to both federal and non-Federal funds.

Reasonable Costs: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost
Allocable Costs: A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.

When is advertising allowable:
Allowable for programmatic purposes including:
- Recruitment
- Procurement of goods
- Disposal of materials
- Program outreach
- Public relations (in limited circumstances)
- Exercise care as "promotional items" are prohibited under state law unless specifically authorized by Statute

The following are <u>not</u> allowable:
- Alcohol
- Entertainment
- Fines and Penalties
- Lobbying
- Advertisement that promotes the organization
- Religious worship, instruction, or proselytization
- Construction, remodeling, repair, operation, or maintenance of religious facility
- Unless specifically authorized, acquisition of real property or construction
- Purchase of goods and services to be used after the end of the project period

NOTE
Goods purchased with grant funds are to be used solely to implement the goals and objectives of the grant.

The SAP Budget/Finance/Purchasing System

The SAP Budget/Finance/Purchasing System is an integrated computerized system, which automates the financial/procurement process of Miami-Dade County Public Schools. Utilizing the online computer network, all work locations of the district are linked with the various offices, divisions, and departments of the Office of Financial Affairs. Budget allocations are established and maintained, shopping carts/fund reservations are created and routed for approval, purchase orders are generated, receipt or return of goods transactions are processed, and invoices are paid.

The SAP Budget/Finance/Purchasing System automates administrative work and reduces the paperwork generated by requisitions, change orders, requests for quotations, purchase orders, and receiving. It reduces the dependence on paper, yet efficiently documents the entire procurement function.

The SAP Budget/Finance Purchasing System is an interactive, real-time system that performs the following functions:

- Provides up-to-the-second information on all purchasing activity; allows immediate response to changes in prices.
- Checks the availability of funds at the time a requisition is entered.
- Provides automated requisition approval.
- Allows tracking the status of a Shopping Cart at every step, Purchase Order, receipt, Invoice, and payment; and provides historical information at the category/item-level for management reporting and analysis.

This manual serves two purposes. For new users, it is a **step-by-step guide;** for experienced users, it is a **reference** tool. For you, as a project manager, it is a source of detailed information should you wish to understand the intricate workings of the system. Most of the information project managers need to know has been excerpted and included in this handbook, which also can be accessed online at https://ehandbooks.dadeschools.net/user_guides/old/54a_MSAF/MSA.htm Remember, the person at your worksite has the authorization to access the system will input the information for you.

Available Funds Inquiry

You must be sure that sufficient funds are available **before** inputting a requisition for processing. CHAPTER 2 of this manual provides more detail on how to access the **Grants Availability Report (GAR)** Refer to the **manual for SAP Budget Finance Purchasing System**.

Initiating Shopping Carts

Instructions for the creation of shopping carts and/or fund reservations can be found at https://collaborationportal.dadeschools.net/departments/9410/training/erpwu/FT/default.aspx

Tips to expedite the approval of Shopping Carts and/or Fund Reservations:

- Check the GAR to make sure that enough funds are available before beginning a procurement function.
- Upload copies of quotes, contracts, sole source letters, board agenda items or any other support documentation to each Shopping Cart or Fund Reservation.
- Make sure that the correct funding structure is being used before sending the carts/fund reservations for approval.
- Create individual lines for contracted services that require a schedule of payments to facilitate payments by Accounts Payable.

NOTE
Object 5510 is the default Object number on the SAP system for Shopping Carts. Make sure to check the Object numbers before finalizing Shopping Carts to avoid delays in payment when goods are received.

Special Shopping Carts

The following contains specific procedures for initiating distinct types of Shopping Carts and describes special circumstances that may be associated with requisitions. Of particular interest to project managers may be the following:

- "No Substitute" Items – There may be instances when goods or equipment must be ordered for which there can be no substitution; for example, may be only one piece of equipment which I interface with the existing equipment. To order items with a "No Substitute" condition, special approval must be requested by using FM-0469 Rev. (02-91). Procedures Procurement Management. "Request for Approval of 'No Substitute' Purchase Specification," which is available online at http://forms.dadeschools.net. Additional information can be obtained in Procedure 12-2.

- Annual Periodical – Magazine subscriptions to the current authorized vendor are accepted for no more than one year.

- Non-State Adopted Textbooks – Use a current catalog or call the vendor to ensure correct pricing.

- Federal/State Funded Orders – A special code, **FED** (for federal fund usage), or STA (for state fund usage), must be placed in the first four (4) positions of the item Description in line 0001 only.

- Media Programs – Grant Funds – A special code, **MED** (for Grant fund usage), must be placed in the first four (4) positions of the item Description in the line 0001 only and.

- Cost Supplement Shopping Cart - Whenever a Shopping Cart total must be increased by 10%, review the shopping cart and, if increase is acceptable, change the price(s) and rerouted for approval. If the price increase is unacceptable or no funds are available, reduce the quantities, change prices.

General Authorization (GA) Purchases and Internal Fund Purchases

- The **Procurement Management Services Procedures Manual** (http://procurement.dadeschools.net/PDF/procurement_procedure_manual.pdf) contains specific procedures for initiating two district types of purchases: General Authorization Requisitions. For Internal Funds purchases please refer to the Manual to the Internal Fund Accounting chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://api.dadeschools.net/WMSFiles/145/School%20Based%20Budg-System/15.pdf
As a project manager, you will input General Authorization Purchases only.

- Information concerning Professional Services Contracts is also included in this chapter and should be reviewed if you plan to enter any contracts. Refer to the Procurement Management Services Procedures Manual.

Receipts and Returns

- As soon as you receive goods, take the enclosed packing slip to the person at your worksite who works with purchasing. Keep a copy for your records. If a shipment is damaged or unacceptable for any reason, notify the purchasing individual at your worksite. Provide whatever assistance is required. You may be asked to provide information should a **Discrepancy Report** need to be prepared.

YTD Allotment – commitments – encumbrances – expenditures = available balance

An example follows:

YTD Allotment (Annual Budget)$500
- -   Commitment-100
- -   Encumbrances-100
- -   Expenditures-100
- =   AVAILABLE BALANCE $200

- "**Open PO List**" This report shows all open Purchase Orders for a work location. Identify those that are yours and verify the information against your records. OGA staff will also forward the list to you for your grant program.

The person at your worksite who handles purchases will be able to help you read and understand these reports and will tell you how you can be of assistance.

Professional Services Contracts

If the project budget contains funds for purchased services such as for a consultant or for a rental (Objects 5310, 5360, and 5390), it is necessary to enter into a contractual agreement for the services specified in the project proposal. Your OGA contact will help you prepare the contract. **Under no circumstances** should you allow a service to **begin prior** to the **approval** of a contract.

You must submit all contracts to OGA for approval and processing. M-DCPS has specific procedures for the development and processing of contracts. **It is imperative** that you become thoroughly familiar with the procedures, that you are aware of all time constraints, and that you adhere strictly to all procedures and timelines. Failure to allow sufficient time to process your request for a purchased service or failure to adhere to all procedures may mean that you will not receive the service you need.

Paying Contracts

Contracts are typically paid using Shopping Carts or Funds Reservations/Check Requests on the SAP system. The amount of the contract determines the approvals necessary before payment can be made.

LEVELS OF REQUIRED APPROVAL
Purchase, Stores & Distribution, and General Authorization Requisitions

Description of Purchase Requisitions	LEVEL (1)	LEVEL (2)	LEVEL (3)
Estimated Total Up to 5,999.99	Work Site Administrator	NOT REQUIRED	NOT REQUIRED
Estimated Total $6,000.00 and $24,999.99	Work Site Administrator	Administrative Director OR ACCESS Director	NOT REQUIRED
Estimated Total $25,000.00 and above	Work Site Administrator	Administrative Director OR ACCESS Director	Superintendent's Cabinet

For more information concerning the fiscal management of these contracts please refer to the
Financial Reporting Tools section of our website.

Recent Board Items

Recent Board Items mentioning a recent grant award and related grants will be required by the School Board Attorney's office during the vetting process. OGA takes all grants awarded over $250,000 and corresponding contracts to the School Board under Agenda Item E-201. To access these Items, please note the date the grant award was taken to the Board.

To access School Board Meeting Archives, please **click here**.

For Subrecipient contracts: It must comply with Section 200.331- Requirements for pass-through entities, see link below, and it needs to be clearly identified in the program proposal and approved by funding agency.

http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2331902184faa3af75eddd011b2028fd&n=pt2.1.200&r=PART&ty=HTML

SUGGESTION

Include all dates and activities related to contracts in your Supervision/Implementation Plan. In fact, prepare working drafts of your contracts and take them with you when you meet with your OGA contact to review your Supervision/Implementation Plan.

The time required to process contracts is extensive:

- Send (Mail Code #9616, SBAB Room #760) or deliver the contract a minimum of three (3) weeks **before** the starting date of the requested service; and
- Allow seven (7) weeks **before** the starting date of the service if the amount is $10,000 or more. (Such contracts require School Board Approval.)

School Board 6320, Professional Services Contacts; Board Policies are available online at
https://go.boarddocs.com/fl/sbmd/Board.nsf/goto?open&id=D8BP4Q62D4CD

Also, refer to the **Procurement Management Procedures Manual**.

- Definition and Requirements
- Procedure for Professional Services Contracts of $10,000 or less
- Procedure for Professional Services Contracts in Excess of $10,000 Procedure for Partial Payment for Professional Services
- Procedure for Complete Payment for Professional Services
- Instructions for Preparing the "Transmittal For Agreement Form for Contracted Services"
- "TRANSMITTAL FOR AGREEMENT FORM FOR CONTRACTED SERVICES"
- Instructions for Preparing the "Agreement Form for Contracted Services"
- "AGREEMENT FORM FOR CONTRACTED SERVICES"
- Instructions for Preparing the "Payment Request for Contract Services"
- "PAYMENT REQUEST FOR CONTRACTED SERVICES"

After the contract forms have been approved, processed, and returned to you:

- Obtain the contractor's signature on the Agreement prior to the starting date; and
- Obtain the contractor's signature on the Request for Payment form when services are satisfactorily completed. The originator will then sign in two places on the same form and will submit the form to Accounts Payable with all originals: or,
- If Partial payment is to be made, follow the same except that you will need to submit two copies of the requisition with the amount changed. The original requisition is to be sent when the final payment or full payment is requested.

NOTE

The dates, the dollar amount, and any service commitments, which appear on contracts, request for payment forms, etc., must **not** be changed.

Approval by the Board Attorney

All contracts must be approved by the Board Attorney. More time must be allowed for any contracts that do not use the standard Miami-Dade County Public Schools forms. OGA will forward all contracts to the Board Attorney for review.

Professional Services Contracts Committee

Board Policy 6320, Professional Services Contracts Committee establishes the Professional Services Contracts Committee, which is charged with the responsibility of reviewing and considering requests for exceptions to the rule.

The exceptions can be considered based only on the three areas authorized by rule:
1. **Sole Source** - The services are exclusively available from the specific company, institution, or individual.
2. **Specific Expertise -** The company, institution, or individual possesses unique and specific expertise that cannot be contracted from other sources.
3. **As otherwise determined by the committee** - It is within the best interest of the school system to contract with the specific company, institution, or individual.

It is the responsibility of the originator of the proposed contract to identify the area under which the Professional Services Contract committee should consider the request for waiver. In addition, the originator needs to prepare a memorandum with detailed information to the committee. **It is the responsibility of the originator to present a clear rationale for providing a waiver to Board Policy 6320**. Your OGA contact can also assist you as needed.

The meeting of the Professional Services Contracts Committee is subject to the Sunshine Law. Accordingly, due public notice is required for all meetings of the committee. In each instance when the committee meets to take official action, reasonable notice must be given which will enable members of the public to attend the meeting.

All administrators/departments requiring action by the committee are requested to have their items placed on the agenda at such time and in such manner as established by the chairperson of the committee. Consult your OGA contact for the meeting calendar.

NOTE

If you have a contract requiring bids or if you are using the request for proposals process, then there is no need for your contract to be reviewed by this committee.

Other Types of Expenditures

Travel/Field Trips and Transportation

Your grant may include opportunities for you and/or someone else who is part of your project to travel to a conference, to a convention, and/or to another school. Perhaps the implementation of your grant requires participation in field trips.

Travel Guidelines

If any travel is performed, it is necessary to adhere to provisions of Board Policies 6550; this rule established the guidelines for in-county and out-of-county travel. Board Policies are available online at http://www.dadeschools.net/schoolboard/rules/. All M-DCPS Travel Policies and Procedures must be adhered to. The **M-DCPS Travel Policies & Procedures Manual** published by the Payroll Office can be found at http://ehandbooks.dadeschools.net/policies/100.pdf.

In-County Travel

In addition to local requirements, guidelines from the Bureau of the Comptroller, Florida Department of Education, state that the base of operations for in-county travel purposes can only be changed if the employee is reassigned to a new work location. Temporary assignments (regardless of the length of time) cannot change an employee base of operations for in-county travel computations.

Only the mileage traveled during the workday that exceeds the commuting mileage between the employee's home and his/her permanent base of operations can be claimed (i.e., compensated).

> For example:
> Miles traveled during workday=50
> From home to base of operation=20 (Round-trip miles)
> Claimable miles=30

Out-of-County Travel

The appropriateness of all proposed out-of-county travel is judged according to its relevance to the employee's assignment within the grant. Documentation of the appropriateness of proposed travel must accompany each request submitted as well as other supportive evidence such as written invitations to participate and program agendas. Request for out-of-county travel should be kept to a minimum.

Travel Expense Request

The Electronic Travel Approval Reimbursement System can be accessed to process travel expense reimbursements. The **TRVL Electronic Travel Approval Reimbursement System manual** published by the Office of Accounting – Payroll Department can be accessed at http://ehandbooks.dadeschools.net/user_guides/30.pdf.

After receiving approval for the travel from the administrator to whom you report, assist in whatever way you can the person at your site who inputs the travel.

Additionally, only those travel requests which reflect Miami-Dade County Public Schools priorities and have a direct impact on the instructional program will be approved, regardless of the source of funding.

Field Trips

The use of school buses is limited by law to providing services only for those activities that are part of the educational programs of the Miami-Dade County Public Schools. See Board Policy 2340 Field Trips.

In addition, transportation may be arranged through an outside vendor. For a list of approved transportation companies, please visit the Office of **Procurement Management Services** online at https://dot.dadeschools.net/#!/fullWidth/3335.

Furniture, Fixtures, and Equipment

Only the equipment specified in your project may be purchased with project funds. Should you find that you need a particular piece of equipment that is not specified in your proposal or that is not available from some other source, you will need to prepare rationale for the purchase of the equipment. This can be a rather complex and lengthy procedure since it may require approval from OGA **and** from your funding agency. Under no circumstances should you obtain this equipment **on any basis** prior to the approval. (NOTE: the purchase of equipment may not be allowed for some projects.) You should research the regulations governing your project to determine what constraints, if any, apply.

You must **prepare and maintain an up-to-date inventory** of all equipment used by your project. Refer to the **manual from the Office of Accounting – Property Control** to determine your responsibilities and the procedures to be followed about all equipment transactions, including the lending and the transferring of assigned equipment. M-DCPS buys many items in bulk and gets discounted rates. Items purchased in bulk include furniture, fixtures, audio-visual equipment, and computer hardware and software. (https://induction.dadeschools.net/Assistant%20Principal%20Induction%20Academy/File%20Sharing/files/Property%20Control.pdf)

Cost Sharing/Match

Cost sharing or matching means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute).

Voluntary committed cost sharing means cost sharing specifically pledged on a voluntary basis in the proposal's budget or the Federal award on the part of the non-Federal entity and that becomes a binding requirement of Federal award.

Third-party in-kind contributions means the value of non-cash contributions (i.e., property or services) that—

(a) Benefit a federally assisted project or program; and

(b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award

Program managers need to submit a schedule detailing the breakdown and calculations for match being claimed. In addition, the program manager is responsible for keeping supporting documentation for the cost claimed, like payroll certifications and invoices.

Criteria for Cost Sharing/Match-Must comply with Title2-Part 200 section 200.306

1) Are verifiable from the non-Federal entity's records.
2) Are not included as contributions for any other Federal award.
3) Are necessary and reasonable for accomplishment of project or program objectives.
4) Are allowable under Subpart E—Cost Principles of this part.
5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs.
6) Are provided for in the approved budget when required by the Federal awarding agency; and
7) Conform to other provisions of this part, as applicable.
8) Unrecovered indirect costs, including indirect costs on cost sharing or matching may be included as part of cost sharing or matching only with the prior approval of the Federal awarding agency.

Use of Procurement Credit Card

The procurement Credit Card is used for small purchases of items that are permissible under entitlement grants guidelines (Title I, Title II, Title III, and IDEA). If you plan to use this cost-effective way to purchase items, you must adhere to the procedures described in the District purchasing card manual. All purchases for less than $1,000 must be made with the procurement credit card except for items in the shopping cart or those items not allowed by the **Procurement Card manual**. Consult with your OGA FRU contact if you are not clear about your responsibilities for attending training and/or authorized purchases.

Culminating Activities

Closing Out the Project

Your already know the date that your project will end. At the beginning, as you are preparing your Supervision/Implementation Plan, you will need to include this date and to determine the exact dates as well for the termination of all phases of your project. For example:

- What is the last date for submitting requisitions?
- What is the last date for paying all invoices?
- What is the date for the last payroll roster?
- What is the date for submitting the final program report?

Whatever these dates are, give yourself an extra two weeks to meet the deadlines. It is better to close out early than to have a problem arise that will prevent you from fulfilling your obligations before the termination date.

As you gather data throughout the time span of your grant, be certain that it is accurate and complete. Ask yourself, "How would an auditor view the accuracy and the completeness of the data?"

SUGGESTION

Allow yourself ample time to prepare the evaluation materials. Preplanning and frequent monitoring throughout the time span of the project and through documentation conducted on an ongoing basis you should be provided with ample and accurate information to use to prepare the final report.

What should be documented? **Everything!** As you collect material to document the various segments of your grant, ask yourself, "Would an auditor determine that the documentation was comprehensive?" **You are accountable for the correctness and completeness of all records maintained in connection with your project and as required by the funding agency and State laws and regulations.** An audit of your project, depending on the origin of the funds, may be conducted by one source or by more than one source.

The grant itself will specify what activities are to be conducted as part of an audit. These might include, but are not limited to, the following:

a. Data collection
b. Evaluation
c. Interim report(s) (financial and/or programmatic); and
d. Final report (financial and/or programmatic).

SUGGESTION

Never rely on another grant recipient to tell you what is required for your grant. Requirements vary from one funding source to another - even those that may come from a common source. Other grant recipients can be helpful in sharing their experiences and in suggesting types of documentation to gather, it but the final responsibility for adhering to the guidelines and parameter of your grant is YOU.

If you have questions, consult this handbook. If the proper procedure still is not clear to you, call your OGA contact person.

Developing a Refunding/ Continuation Proposal

To Re-apply or Not to Re-apply? That is the question!

After your project has begun and you have seen how it is progressing at the mid-point of the project period, ask yourself if services are necessary or beneficial beyond the time designated in your current grant. Does the current funding agency offer this as an option?

Is there a deadline for indicating your interest in re-applying? What steps must you follow to re-apply? Your OGA contact will assist you in deciding and in preparing a re-funding or continuation proposal.

To be re-funded, you may need to collect supporting data, conduct a needs assessment, supply evaluation data, garner community support, and/or engage in some other time-consuming activities. By including these activities in your Supervision Implementation Plan, you will be able to complete them along with the activities related to your current project.

Review and approval of your re-funding/continuation proposal is required at several administrative levels. This process involves a considerable amount of time. At various stages, changes to your proposal may need to be made.

What if the agency that originally funded your project does not offer the possibility of re-funding? If you feel that you have an excellent project and that during its implementation there is evidence that it is meeting its stated goals and objectives, you may want to research other funding sources. The OGA Grant Development Unit has software to research specific funding source based on the focus of the project services and outcomes.

It is the sincere hope of everyone in the Office of Grants Administration that your experience as a Project Manager has been a positive one, that you have grown professionally as a result, that those involved in your project have benefited, and that your future experiences in the educational milieu will be rewarding to you and to those with whom you come in contact.

Thank you for all your efforts in connection with your grant!

Appendices