Grant Procedures & Reference Manual

Office of Grants and Program Accountability

Department of Financial Management

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Introduction and Overview

The Rochester City School District's grants team is comprised of the Office of Grants and Program Accountability and the Department of Financial Management. These two departments work collaboratively to support the entire grants lifecycle, from initiation and planning through program implementation, monitoring, and closeout.

Vision

Inspiring opportunities for equity through the pursuit and good stewardship of grant funds

Mission

The Office of Grants and Program Accountability will enact comprehensive systems of supports to research and pursue funding opportunities that will effectively resource high-quality educational programs that promote equity, as aligned with the priorities and goals of the Rochester City School District.

The Office of Grants and Program Accountability (OGPA) is the primary resource to access grant funds in the Rochester City School District (RCSD). OGPA actively seeks grants from federal, state, local, foundation, and corporate funding sources to support District programs. Grants may be discretionary in nature, awarded through a competitive application process, or formula-based and appropriated by an act of Congress or the State Legislature. OGPA grant developers facilitate grant writing teams that include school and/or Central Office staff. Upon the award of a grant, OGPA supports program leads to make sure activities are implemented with fidelity and completed on time and within budget. The Department of Financial Management (DFM) works collaboratively with program staff to provide assistance with the financial requirements of grant awards and to support compliance with the RCSD's fiscal policies and procedures.

While OGPA plays an active and ongoing role in the development and implementation of large, Districtwide grant programs, staff are also available to support school-based staff who wish to pursue smaller, school-specific grant opportunities.

RCSD Grants Team

Office of Grants and Program Accountability (OGPA)

Central Office, 2nd Floor, East

Central Office, 2nd Floor, East
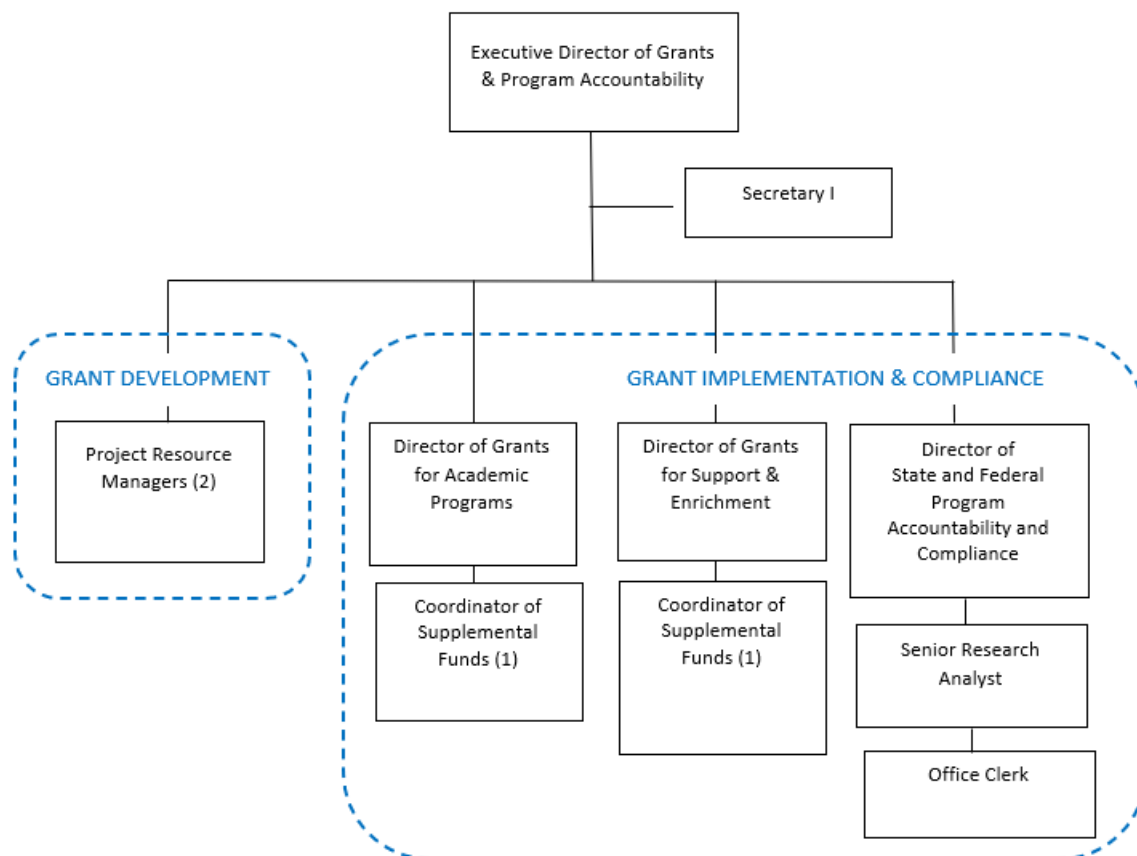
Coordinator(s) of Supplemental Funds

Two Coordinators of Supplemental Funds provide support for grant administration, implementation, and monitoring. The Coordinators help schools and Central Office departments navigate internal systems to access funding and implement progress monitoring systems to evaluate the impact of grant funds.

Director of State and Federal Program Accountability and Compliance

The Director of State and Federal Program Accountability and Compliance supports required compliance activities as related to all grant programs, such as internal program monitoring visits and desk audits, external compliance-based activities (including consultation with non-public schools and agencies that participate in RCSD grants), and required stakeholder

engagement activities. This position also leads implementation of program evaluation and research of grant-funded projects within the RCSD.

Director of Grants for Academic Programs / Support & Enrichment Programs

The Director of Grants for Academic Programs and the Director of Grants for Support and Enrichment Programs work with school leaders, program directors, and Central Office staff to maximize grant resources directed to program improvement and student achievement. These Directors provide support in the areas of grant development, administration, implementation, and monitoring.

Executive Director of Grants and Program Accountability

The Executive Director of Grants and Program Accountability oversees the development and implementation of grants throughout the District, ensuring alignment with the District's strategic plan and grantor priorities and requirements.

Office Clerk

The OGPA Office Clerk provides additional clerical support to OGPA staff along with school staff, particularly out-of-District schools that participate in RCSD grants. The Office Clerk processes invoices, purchase orders, claim vouchers, and teacher time sheets for these non-public schools. OGPA's Office Clerk also supports Parent Liaisons and Home School Assistants from in-District schools and helps them access school grant funds.

Project Resource Manager(s)

Two Project Resource Managers provide technical assistance for grant development, including but not limited to interpretation of grantor requirements, writing support for Districtwide applications, budget development, and project management.

Senior Research Analyst

The Senior Research Analyst supports both grant pursuit and grant monitoring. This position researches evidence-based best practices to be implemented as a result of grant awards, and provides leadership in conducting program evaluation of grant-funded projects, including return-on-investment analyses and program continuation recommendations.

Secretary I

The OGPA Secretary provides support to all members of OGPA following established District and departmental procedures. The Secretary assists with document creation and processing, electronic records management, scheduling, and other key activities.

Department of Financial Management (DFM)

Central Office, 1st Floor, West

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│Specialists(3)│ │Administrator│ │              │ │Administrator│ │    (TES)     │
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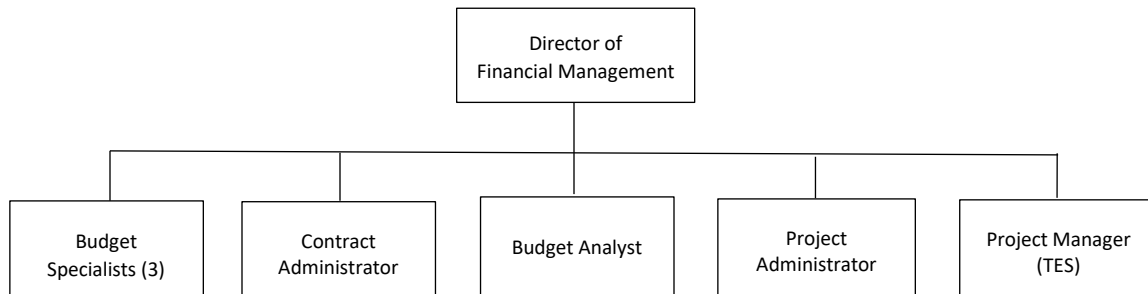
Budget Analyst

The Budget Analyst monitors, projects, and reports grant revenue; submits requests to grantors for revenue collection; and prepares year-end financial reports for grants. The Budget Analyst also prepares cash flow reports and provides support for the District's annual Single Audit.

Budget Specialists

Three budget specialists (Senior Budget Analyst, Senior Management Analyst, Manager of Financial Reporting, or comparable position titles) support the grant development and implementation teams. These staff develop grant budgets and budget amendments, monitor grant spending from initiation through closeout, and promote sound financial management of RCSD's grant funds following federal, state, and District regulations. The budget specialists also provide support to leadership in the development of grant-related fiscal strategies.

Contract Administrator

The Contract Administrator provides financial monitoring for the assorted budgets in the Department of Equity, Inclusion, and Social-Emotional Learning (EI&SEL), including both grant funds and general funds. The Contract Administrator also provides support for the Department of EI&SEL's contract management activities.

Director of Financial Management

The Director of Financial Management facilitates all activities within the Department of Financial Management, including all aspects of grant budgeting, management of daily budget and accounting activities related to grants, and facilitation of all grant-related financial reporting.

Project Administrator

The Project Administrator maintains grant information in the PeopleSoft financial management system, assists with the preparation of financial reports, coordinates document mailing, and monitors processing of purchase orders and invoices to help ensure timely grant spend-down.

Project Manager (TES Staffing)

The Project Manager provides financial support and monitoring of the District's funding from the three federal funding pools related to the COVID-19 pandemic: the Coronavirus Aid, Relief, and Economic Security (CARES) Act; the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act; and the American Rescue Plan (ARP) Act. The Project Manager also assists with special projects as assigned.

Grant Monitor

The Grant Monitor is another key member of the grant team. This role may be filled by an OGPA team member, or a program staff member may serve in this capacity. The Grant Monitor will be identified at the time of grant award. The responsibilities of each Grant Monitor will vary but will likely include the following activities among others (additional details on the activities are described in the following section, *Grant Lifecycle*). The Grant Monitor will:

- Submit the electronic "Intent to Submit" or "Intent to Partner" form and monitor its leadership approval to ensure completion
- Lead the development of the initial project concept and serve as the content area expert for the grant application
- Work with the OGPA/DFM grant team to complete the FS-10 and other budget forms (e.g., FS-10A budget amendment) and ensure DFM approval is secured before budget forms are submitted to the Superintendent for signature
- Provide programmatic input for the Women- and Minority-Owned Business Enterprise (M/WBE) utilization plan
- Be the primary point-of-contact for both internal and external communication
- Work with the assigned OGPA compliance director to create a project implementation plan that will guide work throughout the grant period
- Monitor program implementation and grant spend-down, ensuring that activities are implemented with fidelity, on time, within budget, and in compliance with granting terms (including M/WBE spending)
- Request that the budget specialist set up budget and account codes as needed
- Secure written authorization from the grantor/program officer to transfer funds from one budget account code to another
- Work with OGPA staff and the Legal Department to develop contracts and/or Memoranda of Understanding with service providers
- Be familiar with Board of Education and Finance Department processing deadlines and approve purchase requisitions, travel vouchers, and Personnel Authorization forms for additional pay
- Inform grant-funded staff about requirements for Personnel Activity Reports (PARs) and resolve disputed/unapproved PARs
- Coordinate project evaluation, including but not limited to, data collection and reporting
- Prepare and submit all reports as required by the grantor, including interim reports, annual program reports, and/or M/WBE reports
- Track financial reports (e.g., FS-10F) with DFM

Grant Lifecycle

Initiation

Grant Research

OGPA staff regularly monitor grant funding forecasts, public listservs, and funder solicitations to identify new grant opportunities for which RCSD is eligible to apply. OGPA uses the Grant Feasibility Analysis (Appendix A) to evaluate new grant opportunities and match possible funding sources with identified District needs as articulated in the District's Strategic Plan and District Comprehensive Instruction Plan (DCIP). Please contact an OGPA team member if you would like information on a specific grant or have a project that needs funding.

Intent to Submit / Intent to Partner

Regardless of whether the grant will support a large, Districtwide initiative or a small, school-based project, the grant development process begins with the submission of an Intent to Submit or an Intent to Partner form. The Intent form summarizes basic information about the proposed project in an online Google form and will document leadership support and approval to begin grant development work once signed by the Superintendent. Both forms are accessible through the "Grants and Donations" folder in ROConnect. The Intent to Submit form (form preview in Appendix B) is used for applications to be developed and implemented by RCSD staff. The Intent to Partner form (form preview in Appendix C) should be completed when the District or a school is named as a participant in a grant application that will be submitted and led by a non-District agency (e.g., community-based organization, institution of higher education, BOCES). Requests for grants are coordinated to avoid RCSD schools and community partners from competing against each other for the same funding.

The RCSD staff member recommending the grant project (Originator) is responsible for initiating the Intent to Submit or Intent to Partner process before starting grant development work or engaging in any formal or informal partnerships. The steps of the Intent process are:

1. Complete and submit the appropriate form in ROConnect, ensuring that the correct supervisor name is entered so that the automated system routes the subsequent approval emails correctly. (Originator)
2. Inform the Originator's Principal or Director that they will receive an email from "ogpa@rcsd121.org" with a subject line that includes "Request for Principal/Director Support" on the same day the initial form was submitted. (Originator)

3. Indicate first-level support for the application by following the instructions included in the email. (Principal/Director) If the Originator is also the Principal/Director, they must complete this step also.
4. Inform the Chief/Deputy to whom the Principal/Director reports that they will receive an email from "ogpa@rcsd121.org" with a subject line that includes "Request for Chief Support" on the same day first-level support was submitted. (Originator or Principal/Director)
5. Indicate second-level support for the application by following the instructions included in the email. (Chief/Deputy)
6. Secure final approval to proceed with the grant application process as indicated by the Superintendent's signature on the Intent form. (OGPA)
7. Distribute and file the signed Intent form. (OGPA)
8. Proceed with grant development activities. (Grant Application Development Team)

The Originator will receive email notification after each approval and should monitor these emails closely to ensure timely completion of the Intent process. If approval is delayed at any step, it is the responsibility of the Originator to follow up with the supervisor and remind them that their prompt action is needed.

The Intent to Submit or Intent to Partner form should clearly state if District matching funds are required and how the match will be achieved. The CFO must also sign off on applications requiring RCSD matching funds before grant development work can begin.

Planning

Application Development

Upon receipt of the approved Intent to Submit form for a large grant or a multi-school project, an OGPA grant developer and DFM budget specialist will be assigned to the project and support grant development. The scope of the proposed project and application requirements will determine the level of OGPA support provided. OGPA services may include any or all of the following:

- Assistance in the identification of a grant application development team
- Preparation of a work plan that drives the grant development process, including persons responsible for meeting due dates
- Use of a logic model to guide project development
- Writing the program narrative based on project content and implementation plans provided by the project/content experts
- Completion of grant forms, including budget-related forms

- Collection of supplemental application materials
- Review of the application package
- Securing required signatures
- Submission of the final application

When a school or community partner is preparing an application for a smaller, school-specific grant, work should begin after the appropriate Intent form has been approved by the Superintendent. OGPA and the school's assigned budget specialist are available to provide guidance and support for these applications, but school staff are expected to complete the application process themselves. If OGPA support is requested, contact the Executive Director of Grants and Program Accountability.

Project Budget

The Grant Monitor is responsible for preparing the project budget with the assistance of the grant development team. All budgeted costs must be described clearly and align with a project objective/activity. The budget specialist will provide assistance with current cost rates and must review the final grant budget form before it is sent to the Superintendent for signature.

Unless explicitly prohibited by the grantor, all proposed budgets should include the indirect cost associated with the project as determined by the rate negotiated by the United States Department of Education and the New York State Education Department. All benefits associated with salary costs should also be included, unless directed otherwise in the application instructions. DFM can provide the current indirect cost and benefit rates to be used. Please note that yearly variation in rates do occur and care should be taken to include the most recent rates for benefits and indirect costs.

Women- and Minority-Owned Business Enterprise (M/WBE) Compliance

Many New York State grants have requirements for using Women- and Minority-Owned Business Enterprise (M/WBE) vendors to secure grant services and supplies. If required, the grant application instructions will state the minimum M/WBE participation goal. The grant developer will provide guidance on creating the M/WBE Utilization Plan and work with RCSD's Director of Procurement and Supply to complete all required forms. The Director of Procurement and Supply will sign the forms and return them to OGPA for submission with the application package.

Application Submission

RCSD's Superintendent of Schools (or official designee) is the only person who can approve and sign a grant application, whether it is for a large, Districtwide grant or a smaller, school-based

grant. OGPA and DFM have a weekly Superintendent signing meeting to secure final application/document approvals and signatures. All application materials must be submitted to the grant developer prior to this scheduled meeting to allow time for a complete review prior to the Superintendent's approval. The grant developer will communicate this internal due date to the team.

The signed and approved package will be returned to the grant development team to complete submission as directed in the application instructions, whether electronically or by hard copy mailing. If OGPA prepared the grant application, they will be responsible for completing application submission. An OGPA team member will email electronic copies of the full application to the Central Office or school staff working on the application and will ensure that the final application documents are filed in the OGPA and DFM records management systems.

If the application was prepared by school-based personnel, the school will be responsible for submitting the application on time and maintaining records for the required retention period. Unless informed otherwise, an Intent to Submit form that has been signed by the Superintendent can serve as final District-level approval for school personnel to submit a completed, school-specific grant application.

Award Notification

The grantor may send the announcement of a grant decision to the Superintendent, Executive Director of Grants and Program Accountability, Director of Financial Management, Grant Monitor/program expert, or staff member who submitted the online application. Regardless of recipient, all award decisions should be shared with OGPA who will make sure all key project stakeholders are informed of the award details. Some grantors may provide a preliminary announcement of a pending grant award through an email or memo to the Superintendent prior to receipt of the official Grant Award Notification (GAN) or grant agreement.

When the official award notification is received, a DFM staff member will enter the grant budget information into PeopleSoft, RCSD's financial management system, and open the grant for spending. The budget specialist assigned to the grant will set up account codes so spending can commence.

If the grant was not awarded, OGPA will ask the funder for a copy of the reviewer comments. This feedback will be used for ongoing improvement in the District's grant development process and help improve the quality of future applications.

Program Implementation

Pre-Implementation Activities

No grant funds should be expended prior to the official notification of a grant award, but it is often advisable to conduct planning activities because of tight project timelines and delays in award notification. RCSD's Legal Department can initiate the development of memoranda of agreement or contracts before a grant is awarded. Other planning activities might include the preparation of job descriptions for grant-funded positions or working with the Purchasing Department to identify possible vendors using their processes to request proposals and collect bids.

Implementation Plan

When a grant is awarded, OGPA will transition responsibility from the grant developer to staff whose expertise includes implementation and compliance. An OGPA Director of Grants, either for Academic Programs, Support and Enrichment Programs, or ESSA-Funded Program Compliance, will be assigned to provide support to the Grant Monitor and grant implementation team. A Coordinator of Supplemental Funds may provide additional targeted support for funding streams such as federal relief funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act; Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act; and American Rescue Plan (ARP) Act. (Please visit RCSD's website for Relief Funds for additional information on the federal stimulus funding streams.)

The specific needs of each grant will determine the level of OGPA support provided. While primary responsibility for the following activities will be with the Grant Monitor, the OGPA compliance director assigned to the grant will serve as a training and support resource for the following:

- Creation of the project implementation plan
- Progress monitoring to ensure programmatic and fiscal compliance
- Development of financial documents, such as annual budgets (e.g., FS-10), budget amendments (e.g., FS-10A), and Purchasing Department proposal and bid requests
- Communication with RCSD's Legal Department to develop contracts and Memoranda of Agreement (MOA)
- Support for evaluation activities (either internal or external)
- Completion of interim and/or annual program reports
- Completion of M/WBE reports

The OGPA compliance director and the Grant Monitor will work together to ensure the proposed grant program is implemented with fidelity, on time, within budget, and in alignment

with all compliance requirements. Together with the budget specialist, the grant implementation team should expend all grant funds by the end of the award period. The OGPA compliance director will consider several factors, such as the total award amount, historical grant spending trends, and project complexity before creating the project implementation plan. Large, comprehensive grants may need an implementation plan that outlines project goals, tasks, deadlines, and performance metrics, while smaller grants may require only mid- and/or end-of-year check-ins to monitor spend-down.

Once a grant application is approved, the Grant Monitor should become familiar with the District's grant-related processes, timelines, and federal compliance requirements to make sure yearly grant objectives are achieved. Some of these critical processes/dates are below.

- RCSD's Board of Education identifies its deadlines for Board resolutions at the start of every school year and posts them on its BoardDocs website.
- The M/WBE Utilization Plan outlines the M/WBE vendors that Grant Monitors should use to make purchases. It is advisable to complete M/WBE purchases as soon as possible to ensure the M/WBE spending goals are met.
- The grant requisition process typically closes 90 days before the annual closing date for the grant period. All requisitions for grant expenditures should be entered before this deadline.
- RCSD's Federal Funds Procedural Manual provides information on compliance processes related to the Federal Uniform Grant Guidance (2 CFR, Part 200, or UGG).

Award Payment

Grant funds are received through various processes, depending on the grantor. Some grant payments are received with the initial award announcement, while others are paid using a reimbursement process. The specific process should be described in the grant application instructions and/or award agreement. The fully approved Intent to Submit form helps to ensure that grant funds are deposited into the correct budget account in a timely manner. For foundation grant awards and other small, one-time grants, hard copy check is the preferred payment method so than banking information is not transmitted through email or other non-secure methods. Checks should be sent to RCSD's Accounting Department at 131 West Broad Street, Rochester, NY 14614 to minimize processing time and expedite access to grant funds.

Should a check be sent to a school or an employee, the school secretary must contact the Department of Safety and Security to schedule a courier pickup for delivery of the check to the Accounting Department (no hand deliveries). For additional details on courier pick-up, see Page 11 of the Accounting Department Procedures and Reference Manual.

Monitoring

Financial Management

A budget specialist will be assigned to each awarded grant and will work with the Grant Monitor to analyze expenditures and help ensure full grant spend-down. Unique project codes will be used to track expenses on the General Ledger. DFM and other budget staff will monitor all grant expenditures to ensure they agree with the approved grant budget (original or amended) and fall within the eligible grant period to minimize/eliminate disallowance of expenses by the grantor. In the event of disallowed costs, either upon internal or external monitoring, the department that incurred the disallowed costs must cover the expenses out of its operating budget. Once an alternate budget line has been determined to cover the disallowance, the associated Executive Cabinet supervisor of the department is required to provide approval. If budget amendments are needed, the budget specialist can help provide the needed financial information. Assistance with invoicing and vouchering may be available, and the DFM Budget Analyst will submit the financial documents required to obtain grant revenue. All grant funds must be encumbered in alignment with the procurement deadlines set and published each year by the Division of Finance. Re-opening of grants will only be considered in the event of viable extenuating circumstances, and only if the department requesting the re-opening of the grant has enough general funds to cover the associated expenditures in the event of a disallowance.

If the salary and/or additional hourly/overtime pay of an RCSD employee is funded by a grant, time and effort reporting may be required. Most employees whose positions are included in a grant budget must complete a Personnel Activity Report (PAR) in PeopleSoft to certify the actual time they spend on grant-related activities. It is the responsibility of the Grant Monitor to inform grant-funded employees about the PAR requirements. Impacted staff will receive monthly reminders via email that includes the PeopleSoft link.

Project Evaluation

The OGPA compliance director assigned to the grant will facilitate internal monitoring throughout the grant funding period. This monitoring will include regular meetings to review progress on project activity implementation, grant spend-down, and data related to meeting project goals.

Most grants include a formal project evaluation to determine if program objectives were met, and an evaluation plan will be included as part of the application. Requirements may require that an external evaluator conduct a rigorous research evaluation of grantor-identified metrics, or it may be sufficient for RCSD's Office of Accountability to complete a less formal analysis of District-selected metrics. It is the responsibility of the Grant Monitor, with the support of the

OGPA compliance director, to ensure that the project evaluator receives the data needed to complete evaluation activities on schedule.

Reporting

The details of the required grant reporting, including content, frequency, and due dates, will be described in the application instructions and/or award letter. These reports will address the programmatic outcomes of the project, use of grant funds, and M/WBE compliance. The Grant Monitor, with the support of the OGPA compliance director, is responsible for the timely submission of the programmatic and M/WBE reports. The Department of Financial Management (DFM) is responsible for completing and submitting all final financial reports (e.g., FS-10F).

Closure

Financial Closeout

At the end of the grant period, a DFM staff member will complete the final financial report that shows the expenses for the grant period and will submit the final claim for revenue. Upon acceptance of the final reports by the grantor, the grant will be closed out.

Record Retention

Supporting documentation for grants and grant contracts should be safely maintained for a minimum of six (6) years after receipt of the final payment unless stated otherwise in the program requirements. Audit or other litigation will "freeze the clock" until the issue is resolved, at which point the retention period will resume. Documents must be available for inspection if required. Schools are responsible for storing records for grant records for applications submitted by school staff.

Other Sources of Funding

Awards

There are numerous awards that recognize the accomplishments of students, staff, and schools. Individuals may make nominations following the award guidelines. If assistance is needed when completing an application, OGPA is available as a resource.

Crowdfunding

Per RCSD's Superintendent's Regulation 1810-R, crowdfunding activities may be permitted in the District, but only upon the recommendation of the appropriate School Chief and with specific approval from the building administrator and Superintendent. Approval must be secured in writing before publishing the campaign request online to ensure student safety and that proper accounting processes are followed. Postings may not reflect negatively upon the District, its students, staff, programs, or services and may not include identifiable student images without prior parental permission. Only crowdfunding services with a rating of three (3) or more stars on Charity Navigator may be used.

Please see Superintendent's Regulation 1810-R (Appendix D) for additional information.

For additional information, contact the Director of Procurement and Supply in the Purchasing Department.

Donations / Gifts

All donations intended for the District must be submitted to the Accounting Department. Funds will be deposited into a school-based activity funds checking account only when the donor specifies that the donation is intended for a school's extracurricular club.

If an outside individual or agency gives the District or a school a donation with a value of $1,500 or more, a gift resolution form must be prepared and submitted to the Board of Education in accordance with Board of Education Policy 1810. The school principal or Central Office administrator who wishes to accept the $1,500 or more donation should complete and submit the online Intent to Accept a Donation form (form preview in Appendix E). This Google form will collect all information needed for the gift resolution and can be found in the "Grants and Donations" folder in ROConnect.

For additional information, please refer to the Accounting Department Procedures and Reference Manual or contact the Accounting Department.

Grants from Outside Agencies

RCSD may be the beneficiary of a grant awarded to an outside agency (local college, community-based organization, etc.) either as a formal sub-awardee or as a recipient of supplies and/or services. For all such grants, an Intent to Partner form should be completed and signed by the Superintendent (or designee) prior to RCSD being officially including in the proposed project (see Pp. 8-9).

The agency applying for the grant may request a 1) letter of support expressing general project support, 2) letter of intent outlining more specific details of the collaboration, or 3) formal Memorandum of Agreement (MOA). Only the Superintendent may sign these letters or MOA. Requests for Letters of Support and Letters of Intent must be submitted to OGPA with the signed Intent to Partner form and a draft of the requested letter. At least two (2) weeks is needed for processing of Letters of Support/Intent. If an MOA is required, the RCSD originator should work directly with the Legal Department to create the MOA. A minimum of six (6) weeks is required to process an MOA, and a copy of the signed Intent to Partner form must accompany the MOA request.

If the grant is awarded, either RCSD or the outside agency/grant recipient may require additional documentation for the partnership.

For assistance in navigating next steps when accepting funds, services, or supplies provided by an outside agency's grant award, contact the Executive Director of Grants and Program Accountability.

Scholarships

College scholarship information, including school-specific scholarships, is available from school principals or the student's school counselor. Additional information can be found on the RCSD website at https://www.rcsdk12.org/Page/1195

The Rochester Children's Scholarship Fund (RCSF), founded in 1916, gives financial incentives to selected RCSD students in grades 9-12. Students are identified through a formal application process that considers academic performance (i.e., grade point average), character, and financial need. The application and other program details can be found at www.rcsf.info.

Definitions

Crowdfunding

Crowdfunding is an internet-based request for resources from individuals and organizations to support activities that enhance the educational program. Crowdfunding typically collects small amounts of money from a large number of individuals to finance a project or to fundraise for a specific cause. Crowdfunding campaigns may raise funds for supplemental supplies and equipment or for a specific classroom or school activity.   Some examples of crowdfunding are DonorsChoose and GoFundMe.

Donation / Gift

A donation (or gift) is voluntarily given to the District, a school, or an employee who represents the Rochester City School District. It is acquired without compensation or cost to the District or the employee. Gifts or donations can be monetary or non-monetary (e.g. books, professional service, furniture, equipment, scholarships, or memorials).

FS-10

The FS-10 is a budget form specific to the NYS Education Department (NYSED) and is often used to refer to a project budget. RCSD's budget management system is set up using budget codes based on this NYSED form. Budget forms for other grantors may use other spending categories, and every grant application should use the form required by the grantor. Other NYSED budget forms are the FS-10A (budget amendment) and FS-10F (final budget report).

Grant

A grant is funding received from an organization or individual for a specific project, program, or purpose through an application process and typically has specific accounting, evaluation, and reporting requirements.

Grant Monitor

The Grant Monitor oversees project implementation and ensures the approved project plan is implemented with fidelity. The Grant Monitor collaborates with budget analysts to monitor grant spending to ensure all grant expenditures are in compliance with grant terms (including M/WBE compliance) and completed before the end of the project period; initiates budget amendments; and prepares and approves purchase requisitions, travel vouchers, and Personnel Authorization forms for additional pay. The Grant Monitor often served as the content expert during the grant development process. Please see an extended list of Grant Monitor responsibilities on P. 7.

Grantor

The grantor is the agency that opens the grant competition and makes the grant award.

Grantee

The grantee is the organization that prepares the grant application and receives the grant award.

Local Education Agency (LEA)

A Local Education Agency, or LEA, is a public board of education that controls the community's public elementary and secondary schools. The Rochester City School District is an LEA.   RCSD may also be considered a local government for purposes of grant eligibility.

Match / Matching Funds

Matching funds are funds that a grantee must contribute to a project to be eligible for the grant. Most grants do not require matching funds. If a match is needed, details will be included in the application instructions and will state whether the match must be in cash or if in-kind cost contributions are allowable. The match may be expressed as the percent of the award amount or of the total project budget. In some instances, the grantor may require verification of the matching funds at the time of application.

Personnel Activity Report (PAR)

A Personnel Activity Report (PAR) is an after-the-fact certification of the actual time and effort dedicated to allowable grant activities by an employee whose pay with benefits (salary and/or additional hourly/overtime) are charged to the grant (usually a federal grant).   In the event of a grant audit, auditors will examine PAR documentation.

Request for Proposal

The Request for Proposal, or RFP, is the instructional guidebook for a grant application. Some funders call this document a Request for Application (RFA), Notice Inviting Application (NIA), Notice of Intent (NOI), Notice of Funding Opportunity (NOFO), or other name. Many grantors will also post Frequently Asked Questions (FAQs) that provide additional details on the grant requirements.

Supplement, Not Supplant

Grants often have a supplement, not supplant requirement. If this requirement is in place, 1) the grant must be used only to supplement existing activities and funding and not to replace them, and 2) grant funds cannot be used to support required or mandated activities. OGPA can provide guidance on the interpretation of this rule if needed.

501(c)(3) Non-Profit Organization

501(c)(3) refers to a section of the U.S. Internal Revenue Code of 1986 that allows federal tax exemption to non-profit organizations. RCSD is a non-profit organization and eligible to apply for many grant opportunities, but it is a ***not*** an IRS Code 501(c)(3) organization. RCSD's tax-exempt status is confirmed as a governmental unit within Sections 170(b)(1)(A)(v) and 170(c)(1) of the Internal Revenue Code. Most RFPs include a section that provides information on eligible applicants, and some grantors may have an eligibility quiz on their website.   If 501(c)(3) status is required to apply for a grant, it may be possible to partner with another non-profit agency. If you have questions about the District's eligibility for a specific grant, contact OGPA.

Appendices

Appendix A: Grant Feasibility Analysis

Appendix B: Intent to Submit Form Preview

Appendix C: Intent to Partner Form Preview

Appendix D: Crowdfunding / Superintendent's Regulation 1810-R

Appendix E: Intent to Accept a Donation Form Preview

NOTE: *Please use the links provided to access the most current versions of the documents.*