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Chief of Academics and Chief of Administration

Grant Procedures -  
Federal Funds

To: All Staff

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This circular clarifies HCPSS grant procedures and responsibilities to ensure that they comply with the MSDE grant conditions. Specifically, in accordance with MSDE grant Part B Passthrough and Part B Discretionary funds, “The recipient shall implement all required actions(s), the submission of progress and financial reports within established timelines, including any action(s) resulting from monitoring and evaluation activities and/or complaint investigations.”

## **Grant Procedures and Responsibilities**

### **Interim Progress Reporting**

The Grant Manager will:

1. Complete interim and/or mid-year progress reports by the deadlines set forth by the MSDE for each grant award.
2. Use their project records to narrate how the goals and outcomes are being met as planned, or if they are not being met, explanations for these shortcomings must be provided.
3. Run a report of expenditures, using either the HCPSS Grants Budget to Actual report or the Grants Analysis report from Workday, to report total expenditures to date. If help is needed to complete this field, the Grants Accountant will provide support as requested.
4. Note the need for a grant amendment when anticipated.
5. Sign the report under the Grant Project Manager field and submit the completed C-1-25-C report to Grant Support Services to be circulated for review/signatures per the Routing Procedure.
6. Submit the fully signed Interim Progress report to the MSDE by the reporting deadline.

### **Final Progress Reporting**

The Grant Manager will:

1. Complete the Final Progress reports by the deadlines set forth by the MSDE for each grant award.
2. Use their project records to narrate how the goals and outcomes were met as planned, or if they were not met, an explanation for the shortcoming must be provided.

3. Run a report of expenditures, using either the HCPSS Grants Budget to Actual report or the Grants Analysis report from Workday, to confirm that the awarded funds were spent down within the period of performance. If the award was not fully expended, an explanation of remaining balances must be provided. If help is needed to complete this field, the Grants Accountant will offer support as needed.
4. Contact the Grants Accountant to confirm completion of the Final AFR.
5. Sign the report under the Grant Project Manager field and submit the completed C-1-25-C report to Grant Support Services to be circulated for review/signatures per the Routing Procedure noted above.

WJB/JS/rg