

Division of Administration

Grants Administration Process Updates

To: All Staff

From: Jahantab Siddiqui
Chief Administrative Officer

In accordance with [Policy 4000: Grants](#), the Office of Grants within the Division of Administration has outlined the following procedures related to spending grant funds within the school system.

1. The Grant Manager is responsible for managing the implementation of the grant in compliance with the terms of the **grant agreement** and applicable federal, state, and local laws.
2. The grant agreement must be **fully finalized**, and the grant award must be **fully approved** by HCPSS leadership (and the Board of Education, if applicable), prior to the setup of the award in Workday, and prior to any obligation or spending down of grant funds, including any purchases, hiring of staff, payments of salaries or wages, or third-party contracts.
3. When a **Notice of Grant Award (NOGA)** serves as the grant agreement, it must be reviewed by the Offices of Grants, Accounting and Budget, and must be fully finalized (signed assurances) prior to the setup or spending of grant funds.
4. Grant awards that utilize a **memorandum of understanding (MOU)** or agreement with an outside entity for implementation and/or fulfillment of the grant must be reviewed by the following HCPSS Offices, and then must be fully finalized prior to the setup or spending of grant funds:
 - A. Offices of Accounting and Budget
 - B. Office of Grants
 - C. Office of Partnerships
 - D. Office of General Counsel
 - E. Office of Purchasing (when a third-party contract is referenced in the agreement)
5. The Grant Manager must ensure that the terms of the grant agreement are not changed without the **written authorization** of HCPSS leadership and the grantor organization. The Grant Manager will inform the appropriate division management and work with the Offices of Grants, Accounting and Budget on any proposed fiscal and program changes.
6. The Board of Education must approve any grant award equal to or above \$100,000 prior to the finalization of the grant agreement and setup of the grant award.

All staff must adhere to the procedures described above to comply with Policy 4000: Grants.

The Office of Grants has created a [Grants Administration Canvas Community](#) to support Grant Managers through all phases of the grant life cycle. Grant Managers are encouraged to join this community. Additionally, any staff who have questions about these processes or need additional support are encouraged to contact Annette Bartlett, HCPSS Grants Administrator.

JS/bh