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## **GRANTS POST-AWARD PROCEDURE (GRT-P004)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This process outlines the steps taken once the grant award letter or other notification is received by the Grants Review Committee or a CMCSS Grantee.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Grant Program Director (GPD)
- 2.2 Senior Accountant (SA)

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer

### **4.0 DEFINITIONS:**

- 4.1 **Grants Review Oversight Committee (GROC)** is responsible for district oversight of all Grants. Oversight Committee members include the Chief Financial Officer, the Accountability Coordinator, and the Director of Schools.
- 4.2 **Grant Compliance Program Director (GCPD)** is responsible for the management, implementation, and compliance of the grant award. This responsibility requires EDGAR Compliance and Training; knowledge of purchasing/accounts payable policies and procedures; and knowledge of CMCSS Business Practices (i.e., Requests for Proposals, Contracts, Approvals, Assurances, Reimbursements, Draw Downs, etc.).
- 4.3 **Senior Accountant (SA)** will provide fiscal support to the Accountability Director. The (SA) will review the grant proposal and will assist in the budget development and address budgetary concerns (i.e., contract obligations, spending categories, etc.), work with the GCPD to create a calendar/timeline for programmatic, budgetary, and evaluation reporting, establish the accounts for the approved grant budget, collaborate with GCPD ensuring timely disbursement and remittance of grant funds, and have financial and budgetary information (i.e., Object Codes, Contractual Agreement, etc.) available for reference and identification.

### **5.0 PROCEDURE:**

- 5.1 Grants Review Oversight Committee or a CMCSS Grantee receives the award letter or other notification of a grant award.
- 5.2 Accountability Director or Grants Review Oversight Committee contacts the Director of Communications for a public announcement of the grant award. (No announcement should be made until the grant award letter has been received by the Grants Review Oversight Committee or a CMCSS Grantee, and the Business Affairs Department's Senior Accountant (SA) is notified.)
  - 5.2.1 The public announcement should include, but is not limited to, the following:
    - School(s) and/or department(s)
    - Amount of the Award



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- Partner(s) in the project
  - An abstract of the project; goals and objectives; and expected outcomes
- 5.2.2 The Accountability Director submits award letter and approved grant budget to the SA.
- 5.2.3 To ensure compliance, accurate reporting, fiscal management, and project adherence the GCPD will collaborate with the SA to:
- 5.2.3.1 Create a Spending Plan based on the approved grant budget;
  - 5.2.3.2 Create a calendar/timeline for programmatic, budgetary, and evaluation reporting with the SA.
  - 5.2.3.3 Identify specific needs/requirements of the grant award (i.e., contracts, technology requirements, etc.).
- 5.2.4 SA ensures object codes align with the grant budget for adherence to purchasing/accounts payable policies and procedures.
- 5.2.5 No purchases, requisitions, scheduling, or any other grant supported activities may be initiated until the SA notifies the Accountability Director and the Grants Review Oversight Committee.
- 5.3 For school-based grant awards, the Accountability Director contacts the school's SIP Administrator to include the grant funding as a part of the school's total spending package on the School-Level Spending Plan.
- 5.4 Accountability Director begins monitoring for compliance of the grant award.
- 5.5 Prior to renewal or grant continuation, an evaluation is conducted by the Grants Review Oversight Committee and Business Affairs Department to determine impacts of the grant-funded program.
- 5.6 Amending the Budget – Federal Grant Funding
- 5.6.1 Federal Projects Director or designee submits an amendment/change request in ePlan. This notifies CFO at the district of the change for review and approval.
  - 5.6.2 Once approved by the CFO, the amendment is submitted through ePlan to TDOE and submitted to the Director of Schools and/or the Board for review and approval, as necessary. Once all necessary approvals are in, the Senior Accountants will update the budget(s) in Munis to match ePlan.
  - 5.6.3 For Title I-A, school budget amendments are submitted by the principal and/or bookkeeper to the Federal Projects Director and Assistant Director of Federal Projects for approval. Once approved by the program office, the amendment request is forwarded to the CFO for approval. Once approved by the CFO, the Senior Accountants office updates in Munis and notifies the principal(s)/bookkeeper.



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**6.0 ASSOCIATED DOCUMENTS:**

6.1 Award Letter or other notification of grant award

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Grant documentation	Current fiscal year kept in Accounting Office, moved to vault for one year, then to storage room	6 years	Recycled	Secured building, vault & storage room

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/2/13		Initial Release
9/1/23	A	Made several changes throughout to reflect feedback and recommendations from consultants who updated Uniform Grants Guidance.
10/17/23	B	Deleted the role of Program Evaluator from the procedure.

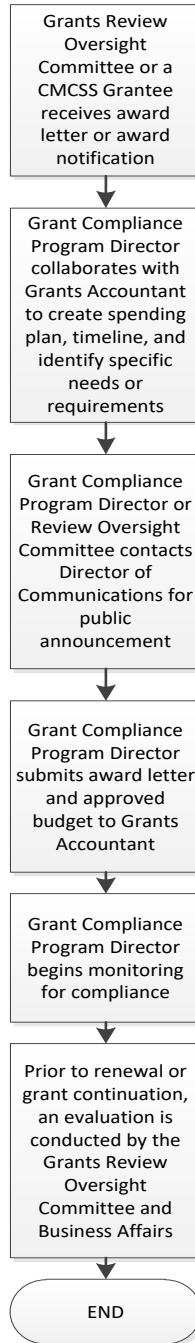
**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.



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**\*\*\* End of Procedure \*\*\***