

## Grant Protocol - Application & Award

1. The Business Office will review the grant budget for the following items:
  - [Grant Checklist](#) is filled out and attachments are submitted.
  - Stipends and salaries PDF form is filled out if applicable.
2. The Assistant Superintendent of Finance & Operations or the Finance Manager will sign off on grant once the [Grant Checklist](#) is complete.
3. The Superintendent will sign off on the grant and it will be forwarded to the Federal DOE/MA DESE/MA EEC by the Business Office. A signed copy of the grant will be filed with the Business Office.
4. Notice of the grant approval will be given to the Business Office/Grant Coordinator.
5. Once the grant approval/entitlement award letter is received from the Federal DOE/MA DESE/MA EEC, the Business Office will set up the new grant in MUNIS through the Town Accountant's Office.
6. Amendments throughout the year should follow (1) grant protocol steps:
  - Grant Coordinator to the Business Office to Federal DOE/MA DESE/ MA EEC.
  - Copy of signed amendment filed with the Business Office.
  - Copy of approved amendment filed with the Business Office.
  - Last grant amendment should be filed through Grantium or GEM\$ no later than April 1st.
7. Closing out grants both State, Federal and Local
  - State grants end June 30<sup>th</sup>.
  - Federal Grants end June 30<sup>th</sup> with a provision to rollover funds into Year 2. A Multi-Year Delegation Form must be filed with the DESE during March/April prior to year end.
  - Private and Local grants conclude per the date given in the Grant Award Notification.
8. The Business Office will submit the FR1 to the Federal DOE/MA DESE/ MA EEC and the Department of Early Education and Care. All other grant final reporting will be completed per instructions of the grantor.
9. An A-133 Audit of Federal grants will be performed by an independent auditing firm during November-February of each year for prior year Federal Grants. All other grants will be audited as requested or instructed by the Town Auditor.

## Grant Final Reporting Protocol

1. State and Local grant expenses/stipends should be expended or encumbered by June 1<sup>st</sup> of each Fiscal year. All grant funding is subject to the same Cash Management, Procurement and sub-recipient protocols as outlined here in the Financial Management Procedures.
2. Federal grant expenses/stipends should be expended or encumbered by June 30.
3. Grant Expenditures:
  - a. The Weymouth Public Schools is responsible for administering the grant consistent with the grant terms and conditions. Federal funds must be administered in a manner consistent with the cost principles contained in EDGAR and 2 CFR Part 200 – the Uniform Administrative requirements, Cost Principles and Audit requirements for Federal awards. The Assistant Superintendent of Finance & Operations is responsible for ensuring compliance with EDGAR and 2 CFR Part 200.
  - b. Each grant has its own specific allowable and unallowable costs, however, Weymouth Public Schools adheres to the federal cost principles when developing and administering the individual grant budgets. Business Office Administration and staff ensure adherence to all Federal, State and Local procurement, financial and allowable cost guidelines through review and approval of all grant expenditures prior to procurement. Each Grant Coordinator must be aware of and adhere to their grant allowable cost protocol.
4. Unit Salaries will be paid until the end of the fiscal year through payroll.
5. The final grant amendment should be filed no later than April 1st or a date specified by DESE.
6. All Federal Title grants and the Special Education 240 IDEA grant conclude on June 30<sup>th</sup> with a provision to rollover funds into Year 2 (Multi-year Delegation).
7. All Federal Title grants and the Special Education 240 IDEA grant must file a Multi-Year Delegation form with the DESE during March/April, prior to year end, in order to be eligible to delegate prior year funds into the next grant cycle.
8. The Business Office will submit the FR1 to DESE/EEC by Aug. 30th for State grants; November 30<sup>th</sup> for all Federal grants. All grants must be expended or encumbered for the entire award; with the exception of Federal grant and the

Special Education 240 IDEA grant awards that are eligible for Multi-Year Delegation.

9. An A-133 Audit of Federal grants will be performed by an independent auditing firm during November-February of each year for prior year Federal Grants. All other grants will be audited as requested or instructed by the Town Auditor.

Please see Appendix A-Federal & State grant manual (p.37) for more information.

## **Purchasing Frequently asked Questions**