PATERSON PUBLIC SCHOOLS

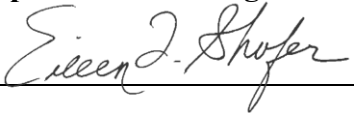## Standard Operating Procedure
Revised

Subject: Federal Funding Requests	Effective Date: January 31, 2022	Page(s): 1 of 3
Department: Federal Programs	Approved: Eileen F. Shafer, M.Ed. Superintendent of Schools	Superintendent's Signature:

I.   Purpose:
To establish a procedure to monitor and track federal funding requests, approve programs/ projects based on needs assessment and availability of funds, submit board actions and other pertinent documentations for board approval, and fully comply with Federal grant guidelines inclusive of School Improvement Allocations (SIA) funds regarding the administration of grant which includes federal procurement guidelines.

II.   Authority:
Superintendent of Schools

III.   Terms and Conditions:

   a. Action steps required for requesting federal funding:
   - Administrator requesting funds will be required to identify the need for funding and complete the Department of Federal Programs' digital Needs Assessment Form.
   - The Department of Federal Programs and appropriate cabinet level administrator will review and evaluate the digital Needs Assessment Form to ensure the requesting administrator provides:
      1. Description of the need(s)
      2. Listing of qualitative and quantitative data sources which were identified and analyzed to determine the need(s)
      3. Listing of identified student population/grade span/inclusive of student subgroup(s) for program participants
      4. Root cause(s) analysis of selected need(s)
      5. Evidence-based intervention(s) identified to address the need
         ➢ Uniform Resource Locator (URL)
         ➢ Evidence source
      6. Project/program description
      7. Project/program student growth goals that are measurable and quantifiable
      8. Project/program implementation plan inclusive of specific dates, times and schedule
      9. Funding allocation and budget calculation

b. Determine which programs are approved based on the needs assessment, availability of funds, and administrative approval:
- Appropriate cabinet level administration and Department
- SIA incudes NJDOE involvement in the approval process

c. The Department of Federal Programs will notify program/project administrators of approval status:
- Notification of approval or denial within 10 days
- The Department of Federal Programs will reconcile the availability of funds

d. The Department of Federal Programs will prepare approved program/project budget(s) for grant submission to the NJDOE for state approval:
- Needs Assessment Form information and data is inputted into grant application
- Budgetary amounts aligned to the program/project descriptions, and the correct account codes will be inputted into the budget submission

e. Steps to complete the Board of Action Packet(s) for Board approval:
- Program/project administrators are required to implement the procurement process to ensure that Federal Funding guidelines for procurement are followed:

This chart reflects the QPA threshold of $44,000

Description of Goods/Services	Amount*	Procurement Method
Goods and Services	Less than $6,600	One (1) quote
Goods and Services	$6,600-$43,999	Three (3) Quotes
Goods and Services	$44,000 or more	Bid/RFP or **Cooperative Purchase
*District-wide aggregate amount may change the procurement method. Administrators are encouraged to contact the Purchasing Department for federal procurement guidance. ****Cooperative procurement rules change frequently. Please verify eligibility with the Purchasing Department.**		

f. Contract/vendor agreement
- Year one: Department of Purchasing will draft the initial year contract/vendor agreement for the RFP of Bid process outlining the services requested
- Subsequent year: Program/project administrators will draft the renewal contract/vendor agreement(s) yearly
- All draft contract/vendor agreement(s) are sent to the Legal Department for approval
- All contract/vendor agreement(s) will be submitted to the Legal Department for approval. Upon approval, the Purchasing Department or the program/project administrator will submit it with the Board Action Packet(s) to the Department of Federal Programs.

    g. Program/project administrators prepare board action(s) and program summary(ies) and submit to the Department of Federal Programs to review and approve. If approved, the Department of Federal Programs will authorize accounts, sign, create the requisition, and submit the board action.

- Program/project administrators must include in the board action(s)
    1. Title of program, dates of program
    2. Alignment to the Strategies plan
    3. Program/project description
    4. Method of procurement (bid, rfp, quotes)
    5. Total cost
- Program/project administrator must include in the program summary(ies)
    1. Program/project title and administrator
    2. Program/project goals
        ➢ Program/project measurable
    3. Prior year program evaluation data, if available

    h. After board approval, the Administrator Assistant from the Department of Federal Programs will request copies of the approved Board Resolution, Program Summary(ies), contract/vendor agreement for the Department of Federal Programs to keep on record and execute the program/project request.

V.   **<u>Dissemination:</u>**

Cabinet Level Administrator, Assistant Superintendents, Principals and Central Office Administrators