Office of Grants, Awards, and Planning

The Office of Grants, Awards, and Planning serves as the district's **strategic integrator** for all external funding. The office operates **across the entire district** to ensure proposals, awards, and funded projects are:

- Aligned with district priorities,
- Compliant with state and federal regulations, and
- Sustainable beyond the funding period.

By breaking down silos and working with departments and schools, the Office of Grants, Awards, and Planning ensures coordinated planning, compliance oversight, and sustainability. Serving as the district's **clearinghouse for all grants and awards**, the Office protects against compliance risks, maximizes funding opportunities, and supports a **districtwide culture of accountability and success.**

Core Functions of the Office of Grants, Awards, and Planning

The work of the office is organized into **eight core functions**.

1. *Pre-Award Planning, Proposal Development, and Opportunity Scanning*
    - Researching and disseminating funding opportunities, coordinating proposal timelines, and ensuring alignment with district priorities.
2. *Proposal review, Approval, and submission Management*
    - Reviewing RFPs, RFAs, SGAs, or NOFAs; securing authorizer/Primary initiator (PI) approvals via email; and ensuring proposals meet compliance and quality standards before submission.
3. *Award Acceptance and Conditions Management*
    - Managing documentation and awards notices, terms, and conditions; securing required approvals; coordinating with designated authorizers or district acceptance.
4. *Fiscal Oversight, Compliance Enforcement, and Award Tracking*
    - Monitoring financial accountability, enforcing compliance with federal, state, and district regulations, and tracking all awarded grants to prevent duplication or conflict.
5. *Cross-departmental Alignment and Collaboration*
    - Partnering with Finance & Budget Operations, Human Resources, Teaching & Learning, and other divisions to ensure clear responsibilities, integrated planning, and sustainability

6. *Implementation Oversight and Monitoring of Funded Projects*
    - Ensuring funded programs are executed as approved; monitoring performance, timelines, and expenditures; and documenting amended project activities.
7. *Sustainability and Strategic Resource Planning*
    - Supporting long-term district initiatives by aligning grant work with strategic plans, building capacity, and maintaining continuation or scale-up beyond the funding period.
8. *Risk Mitigation, Audit Readiness, and Reporting*
    - Maintaining transparent records, supporting internal/external audits, resolving conflicts of interest, and helping ensure the district is always audit-ready.

Submission Procedures

- The Office of Grants, Awards, and Planning is the **districtwide clearinghouse** for all grants and awards and must be notified before work begins on any proposal or project.
- Principals and Executive Directors approve the pursuit of all proposals or projects.
- Departments and schools **must report all grant and award activity** -whether pursued to completion or not- to the Office of Grants, Awards, and Planning. The Office will report information as needed to the Office of the Superintendent.
- Departments and schools must not commit to partnerships with external organizations or entities without prior approval of their Executive Director and clearance through the Office of Grants, Awards, and Planning.

Internal Review and Approval- Purpose

Review and vetting ensure the Office of Grants, Awards, and Planning checks all proposals for compliance with:

- District policies,
- State and federal regulations, and
- Oversight requirements tied to funded projects and awards.

Proposal Review, Vetting, & Submission Guidance

Technology-Related Proposals

- Schools and departments requesting technology resources in proposals must have all software and devices approved by the district's Digital Resources Adoptions Process (DRAP) before applying.
- Request must come from a building principal or department director (not directly from teachers, coaches, assistants).

Funding Opportunities for $1500 or More (Vetting Required)

- A **Primary Initiator (PI)**- usually the principal, coordinator, or director- must be designated, even if another staff member is preparing the proposal.
- The PI should share funding information with their Executive Director and contact the Office of Grants, Awards, and Planning to review the RFP, RFA, SGA or NOFA.

- The PI must email the Office of Grants, Awards, and Planning to request a review, confirm if competing opportunities exist, and secure clearance to move forward. If duplicate proposals arise, the Office of Grants, Awards, and Planning will resolve conflicts based on recommendations to the Superintendent.
- **Only final proposals must be vetted**. Informal and preliminary drafts should not be vetted.

Funding Opportunities Less Than $1500

- Proposals under $1500 do not require routing but **must still be communicated** to the Office of Grants, Awards, and Planning.

General Submission Requirements

- Schools and departments must send all grant-related documents (Letters of Support, Award Notices, Award Agreements, Final Proposals, etc.) to the Office of Grants, Awards, and Planning.
- Approval from Executive Directors, designated authorizers, and Primary Initiators will be secured via **email confirmation per proposal**.
- Proposals and reports should be emailed to the Office of Grants, Awards, and Planning for review, evaluation, and editing at least **8 business days before** the external deadline.

Grant Information Dissemination

To ensure equity and transparency, the Office of Grants, Awards, and Planning disseminates information about new and competitive funding opportunities through:

- *District Channels*: Announcements in *School Leaders Weekly Briefing* and other official district communications.
- *Digital Platforms*: Updates posted to Office of Grants, Awards, and Planning Twitter/X account (Rcsd1G) and department webpage.
- *Targeted Notifications*: Memorandums and direct communications to principals, teachers, Executive Directors, and relevant administrative units.

This multi-channel approach ensures departments and schools are informed consistently about available opportunities, deadlines, and eligible requirements.

Grant Announcements and Districtwide Communication

The Office of Grants, Awards, and Planning manages how grant opportunities and awards are communicated internally and externally.

- *Opportunity Announcements*: The Office of Grants, Awards, and Planning reviews all competitive opportunities and issues announcements within five business days of receiving clearance from Executive Directors.
- *Award Announcements*: Schools and departments must forward official award notices to the Office of Grants, Awards, and Planning within **three business days** of receipt. The Office will acknowledge the award, update district records, and release a districtwide announcement within **seven business days**.

- *Transparency and Recognition*: Significant awards will be highlighted through district communications to recognize departments/schools and demonstrate fiscal stewardship to the community.