1. Funding Opportunity Identified

2. Funding Opportunity Disseminated

3. Decision Made to Submit Proposal

4. School Selection Required?
   - yes
     - Area Superintendent Approval/Selection Obtained
   - no

5. Letter of Intent Required?
   - yes
     - Letter of Intent Submitted to Funder
   - no

6. Does the Proposal Request $250k a Year or More?
   - yes
     - Grant Review Council Approval Obtained
   - no

7. Is Private School Participation Required?
   - yes
     - Private School Consultation Conducted
   - no

8. Does Proposal Contain Research Activities?
   - yes
     - Review By IRB Chair to Determine Exception or Review
   - no

9. Proposal Developed

10. Final Proposal Reviewed and Signatures Obtained

11. Grant Proposal Submitted

12. Board Item for Grant Proposal Prepared and Submitted
The twelve-step process outlined below provides an overview of the process currently followed for the development, submission and approval of competitive grants proposals in the Broward County Public Schools. This process was first implemented in the 2002/2003 School Year.

1. A competitive funding opportunity (RFP) is identified by the Grants Administration & Government Programs (GA&GP) Department or by an individual school or department.

2. The funding opportunity and program information/summary (RFP) is prepared and disseminated to schools/departments by GA&GP and assistance is provided upon request.

3. The decision is made by a school/department to develop a grant proposal based on District Strategic Plan Objectives and/or School Improvement Plans and the school/department notifies GA&GP.

4. If school selection is needed for a departmental grant, approval of the Area Superintendents is required. GA&GP prepares a transmittal to Area Superintendents and documents their school selection decision.

5. If a Letter of Intent is requested by the funding agency, GA&GP prepares and submits the required notification.

6. If the grant proposal requests $250,000 or more, Grant Review Council (GRC) review and approval is necessary, prior to submission of the grant proposal. GA&GP assists the grant developer with the GRC forms and submits the transmittal to the GRC members. The GRC meets and reviews the proposal and grant budget. GA&GP ensures that any changes required by GRC are incorporated into the grant proposal that is submitted to the funder.

7. If private school participation and consultation is required for the grant project (Federal only), GA&GP assists the grant developer in communicating and consulting with private schools to determine their interest in participating in the grant project. (Data on private schools from GA&GP's Annual Survey of Nonpublic Schools is used to identify eligible private schools in Broward County.)

8. If the proposed grant activities is for Federal funds and Federal Human Subject Regulations are applicable, the District’s Institutional Review Board (IRB) must make a determination whether the proposed grant activities are exempt or will need formal review by the IRB subsequent to submission of the grant proposal.

9. The school/department develops the grant narrative and grant budget, and GA&GP provides assistance upon request.

10. The grant final narrative and grant budget are reviewed and approved by GA&GP and required signatures (usually the Superintendent of Schools) are obtained.

11. The grant proposals to the Federal Government are submitted electronically by GA&GP through the Grants.gov portal or eGrants portal. On-line submission of non-Federal grant proposals are completed by the school or department. Hard copy proposals are submitted by GA&GP on behalf of schools and by district departments.

12. The consolidated grant Board Agenda Item is prepared by GA&GP reflecting all grant applications submitted and is transmitted (through ELT) for final School Board approval.

April 2008
The time from when a competitive grant funding opportunity is identified until the date the grant proposal must be submitted (Step 1. through Step 10.) can vary from as little as 12 working days to 25 working days.

PROCESS FOR REVIEW AND APPROVAL OF INCREASES OR DECREASES IN FORMULA GRANT FUNDING ALLOCATIONS

Increases in Formula Grant Funds

In the event the amount of an approved formula grant budget is increased for any reason (additional allocation, roll forward allocation, etc.) Grant Managers must allocate such funds to allowable program activities which increase direct services or direct allocation to schools. In such cases, no funds may be used to cover District expenses.

Reductions in Formula Grant Funds

In the event the amount of an approved formula grant budget is decreased for any reason (reduction in allocation) the Grant Manager must reduce the grant budget by reducing District expense. No reduction may be made in the amount budgeted for direct services or direct allocation to schools.

Increases/Reductions of $200,000 or Less

If the increase or decrease of an approved formula grant budget is $200,000 or less, the proposed increase or reduction in grant budget is subject to the review and approval of the Director of Grants Administration & Government Programs prior to the preparation of a budget amendment and submission to the funding agency.

Increases/Reductions of More than $200,000

If the increase or decrease of an approved formula grant is more than $200,000, the proposed increase or reduction in the grant budget is subject to the review and approval of the Grant Review Council or the Budget Forecast Committee, dependent on which entity initially approved the formula grant proposal, prior to the preparation of a budget amendment and submission to the funding agency.

PROCESS FOR REVIEW AND APPROVAL OF INCREASES OR DECREASES IN COMPETITIVE GRANT FUNDING AWARDS

Competitive grant awards may sometimes be less than the amount originally requested, but rarely, if ever, are more than the amount originally requested. In the event a competitive grant award is reduced by the funder, the reduced grant budget is subject to the review and approval of the Director of Grants Administration & Government Programs prior to the preparation of a budget amendment and submission to the funding agency.
Guidelines for Including Project Directors/Coordinators
In New Competitive Grant Applications

A) When the Request for Proposal (RFP), authorizing legislation, or regulations for the competitive grant program has a specific requirement for a project director/coordinator, or assigns rating points for “the extent of time commitment of a project director (principal investigator, project coordinator, core management team), to the project,” one (1.0) project director/coordinator position may be included in the grant budget.

B) When the total grant project period is for 18 months or less, and there are significant required deliverables to be developed and/or implemented (Training modules, online courses, manuals, curriculum packages, website development, training delivery), one (1.0) project director/coordinator position may be included in the grant budget.

C) For competitive grants which do not meet criteria A) or B) above, and which request an annual budget of $250,000 per year or less, no project director/coordinator may be requested.

D) For competitive grants which do not meet criteria A) or B) above, but which request from $250,001 to $500,000 per year, up to 50% (.50) of a project director/coordinator may be included in the grant budget.

E) For competitive grants which do not meet criteria A) or B) above, but which request $500,001 or more per year, one (1.0) director/coordinator position may be requested.

F) If a waiver to the staffing criteria above is required, the grant developer with the consent of their ELT member will include the waiver request explaining and providing justification for the waiver with the standard forms provided to the Grant Review Council. The Grant Review Council will consider the waiver during the grant review process and determined if the waiver should be granted.
Guidelines for Including Support Staff  
In New Competitive Grant Applications

A) Competitive grants below $500,000 per year, no additional support staff (0 staff) permitted

B) Competitive grants from $500,001 to $1,000,000 per year, 50% of a clerical or fiscal support position permitted (.5 of a position).

C) Competitive grants from $1,000,001 to $1,500,000 per year, 100% of a clerical or fiscal support position permitted (1 position).

D) Competitive grants from $1,500,001 to $2,000,000 per year for projects, 100%, of a clerical/fiscal position, plus 50% of a second clerical/fiscal position. (1.5 positions.)

E) Competitive grants from $2,000,001 and above per year, 100% of two clerical/fiscal positions (2.0 positions).

F) Based upon the criteria outlined above, competitive grant budgets may include salary and fringe benefits based on the criteria above.

The job responsibilities and experience needed for the clerical position should be clearly specified and a job description selected that meets the specific demands of the position. Clerical pay grades ranging from 10 -18, with the attendant calendars, should be considered based on the responsibilities and need.

G) If a waiver to the staffing criteria above is required, the grant developer with the consent of their ELT member will include the waiver request explaining and providing justification for the waiver with the standard forms provided to the Grant Review Council. The Grant Review Council will consider the waiver during the grant review process and determined if the waiver should be granted.

Approved by Budget Forecast Committee May 2008