

**Jordan School District**  
**Grant Process for State and Federal Grants**

**Individuals / Groups Desiring to Apply for a State or Federally Funded Grant:**

- 1) No employee will apply for a state or federally funded grant (including all STEM Action Center grants) without first having one of the authorized administrators listed below agree to “own or sponsor” the grant:
  - a. Shelley Nordick – Teaching and Learning Administrator
  - b. Stacy Evans – Teaching and Learning Staff Assistant
  - c. Jason Skidmore – Career and Technical Education Director
  - d. Nancy Ward – Educational Support Services Consultant
  - e. Kim Lloyd – Special Education Director
  - f. Jill Durrant – Child Development Center Specialist
  - g. McKinley Withers – Health and Wellness Specialist
  - h. Jana Cruz – Nutrition Services Director
  - i. Herb Jensen – Transportation Director

These administrators may not accept “ownership or sponsorship” of a grant that does not fall within the scope of their District assignment. If a department head other than those listed above desires to accept a state or federal grant, they should communicate with the Business Administrator.

- 2) If there are any currently approved and operating grants (as of March 2019) that do not have a formal “owner or sponsor” the grant applicant should find one immediately. If none can be found – please contact the Business Administrator.
- 3) The process for an “owner or sponsor” to agree to “own or sponsor” the grant should be simple but in writing. An email exchange is sufficient.

**“Owners or Sponsors” of Grants:**

- 1) “Owning or sponsoring” a grant means the above-listed administrator will:
  - a. Be familiar with and be in compliance with all local, state, and federal laws, rules, and guidelines relating to the management of state and federally funded grants.
  - b. Approve and track all expenditures for the grant in Skyward.
  - c. Ensure indirect charges are budgeted and charged to all allowable grants.
  - d. Monitor the grant’s budget to ensure actual spending matches the proposed spending in all categories understanding that:
    - i. Any over spending which occurs on the grant will be paid from other budgets managed by the administrator;
    - ii. Any under spending which occurs on the grant is a breach of the agreement between the grantor and the grantee and can jeopardize future funding opportunities; and
    - iii. Consistent over or underspending of grant funds could result in a loss of authorization to apply for future funds.
  - e. Oversee the collection, security, management, and expungement or destruction of all student-related grant data during and after the grant cycle to ensure that all data

collected is managed in accordance with federal and state student data privacy laws including FERPA, COPPA, R277-287, and Utah Code section 53A-1.

- f. Assist with any and all local, state, or federal agency audit, review, or monitoring functions on financial, evaluative data, student data privacy or other matters related to the grant.
  - g. Commit their own and their staff's time and budgets necessary to successfully fulfill the obligations and liabilities undertaken by accepting the grant.
  - h. Provide all matching funds required of the grant and provide all documentation to substantiate the use of matching funds.
- 2) Once an authorized administrator agrees to "own or sponsor" the state or federally funded grant, they may contact the Grant Consultant for assistance in organizing, editing, and submitting the grant.
  - 3) Once the grant proposal is complete, it must be formally approved by the "owner or sponsor" who is then responsible for obtaining requisite signatures from the Business Administrator and Superintendent well in advance of the due date to allow time for adequate review and signing.
  - 4) Once the grant is awarded, the "owner or sponsor" must immediately inform both Accounting and the Grants Consultant so the grant may be properly tracked.
    - a. The Grants Consultant will need:
      - i. The award date
      - ii. The amount awarded
      - iii. The beginning and end date of the grant
      - iv. The name of the "owner or sponsor" of the grant
    - b. Accounting will need:
      - i. The state / federal assigned accounting codes
      - ii. The federal CFDA number (Catalog of Federal Domestic Assistance)
  - 5) Any questions, concerns, audits, compliance issues, or reporting requirements regarding the grant will be addressed by the grant "owner or sponsor." Accounting and the Grants Consultant may be able to help, but it is the "owner or sponsor's" responsibility to see that evaluations, reimbursement requests, and reporting occur in accordance with timelines and rules agreed upon in the grant proposal.
  - 6) Reimbursements for the grant are initiated and requested by the "owner or sponsor" and approved by the "owner or sponsor" with signatures or initials. Accounting must verify and approve all reimbursement requests to validate that they match the official accounting records of the District. Once Accounting has verified the information, Accounting will sign-off or initial the request and then it can be forwarded to the Business Administrator for final signature or submission. Note – Federal reimbursements should be made at least quarterly. The larger the grant amount, the more often reimbursement requests should be made.
  - 7) An annual summary of grants will be presented to the District Grants Committee in the spring. Grant "owners and sponsors" need to be prepared to provide information to the Grants Consultant regarding any grants they "own or sponsor."
  - 8) "Owners and sponsors" should annually evaluate the cost and benefit of their grants. If the cost exceeds the benefit, the grant should be discontinued.