SEED MD Federal Grant Management Process
Policy #003.1
Revised 8/26/2024

Objective: The grant management process aims to ensure effective utilization, compliance, and reporting of federal grants received by The SEED School of Maryland. This process involves collaboration between the Head of School, Chief of Staff, Federal Grants Manager, Staff Accountant, and Grants Accountant to facilitate the seamless management of grants.

1. Grant Development
   - At the beginning of the budget process, the Federal Grants Manager, Dr. Marsha Koger meets with each director (no later than August) to review their operating budgets and what items and positions they would like to see included in the federal grant budget narrative. The Federal Grants Manager also meets with the Head of School Kirk A. Sykes and Chief of Staff Ms. Robinson to review items to be included in the budgets.
   - The Federal Grants Manager participates and attends all SEED strategic planning meetings to ensure budget items are aligned with SEED MD's program needs, assessments, and outcomes.
   - A mandatory Title I meeting is held with the families and SEED MD community in September, in collaboration with the Family & Community Engagement Coordinator.
2. Grant identification and application
   - The Federal Grants Manager develops grant proposals that meet specific criteria. The Federal Grants Manager writes a proposal and/or grant application, budget narrative, and a C-125.
   - The Staff Accountant assists in the financial aspects of the proposal, including budget development, and cost estimation. Budget salaries are discussed with the Human Resources Manager, Chief of Staff, Head of School, and Staff Accountant. The Staff Accountant ensures FICA and benefit costs are included in the budget narrative.
   - The proposal and budget narrative are approved by the Head of School, Chief of Staff and Program Director. The Head of School signs the final copy and a copy is sent to the Chief of Staff for her records. The Staff Accountant reviews and signs the financial documents (C-125s).
   - The Federal Grants Manager submits the proposal and budget narrative to the specific Program Officer at MSDE.
   - MSDE Program Officers review and sometimes edit the proposals.
   - Proposal are submitted in September and October.
3. Federal Grants
   - Currently, SEED MD has Title I (Title I carryover), Title II (Title II carryover), Title IV (two Title IV carryovers), Community Schools ($650,000), Fine Arts Initiative ($2,000),

Nutrition ($10,000 - one-time), Equipment ($40,000 - one-time), McKinney-Vinto ($30,000) and ESSER III (one-time).
- SEED MD receives these grants once a year, spanning over two years (27 months) — most end September 30th.

4. Grant Award and Setup:
   - Upon receiving a grant award, the Federal Grants Manager notifies the Staff Accountant and Grants Accountant about the award details.
   - The Grants Accountant ensures the grant is properly set up in the financial system workbook, and records the award in the accounting records with the unique MSDE grant code.
5. Budget Management
   - The Federal Grants Manager and the Grants Accountant monitor actual expenditures against the approved budgets, ensuring compliance with grant guidelines and regulations.
   - The Federal Grants Manager and Chief of Staff work with program directors on budget spenddown.
   - If necessary, the Federal Grants Manager assists in budget modifications and amendments, following proper approval processes.
   - The Federal Grants Manager writes and submits interim and final reports and is the primary liaison with each MSDE representative for the Title grants.
   - The Federal Grants Manager reports to the Chief of Staff. The Federal Grants Manager keeps the Chief of Staff abreast of all grant activities
6. Expenditure Tracking and Compliance:
   - The Grants Accountant Lorpu Gweama keeps track of grant spending, updates the workbook, submits the final spend-down report on Fridays, and works with the Federal Grants Manager on invoicing. Invoicing is done quarterly on each grant.
   - The Grants Accountant keeps an electronic copy on the S drive and physical backup of all grant documents. The Grants Accountant maintains accurate and up-to-date records of grant-related expenses, ensuring appropriate allocation and coding to specific grants.
   - The Grants Accountant matches the invoice amount with MSDE budget narratives. Once Ms. Gweama does the invoicing, Ms. Kyle and Dr. Koger review it for accuracy. Dr. Koger sends it to MSDE. Ms. Gwaema uploads the invoice to the S drive.
   - Michelle Kyle, Staff Accountant, oversees and manages Lorpu Gwaema. Ms. Kyle signs off on all invoices before they are sent to MSDE. Ms. Kyle manages the MSDE portal and trial balance reports for grant spending. These two tasks have transitioned to Ms. Gwaema. Ms. Kyle also pulls all salary reports for invoicing to MSDE.
   - Federal Grants Manager works with the directors on grant spend-down, meeting with them individually or as a group. The federal grants manager signs off on all Purchase Orders related to grant funding. Directors also approve all expenses before Purchase Orders are sent to the Federal Grants Manager. Each department director has a support person to assist with all of the processes for purchase orders. Internal monitoring is tracked on the workshop and invoice workbook. The Federal Grants Manager and Grants Accountant meet twice weekly to review these documents and coordinate invoices.
   - The Federal Grants Manager sets up and coordinates all MSDE monitoring visits. Also,

the Federal Grants Manager looks for additional grant opportunities. (For example, MEERS ($350,000) and Federal Government earmark ($510,000).

7. Reporting and Documentation:
   - The Federal Grants Manager works with program directors and other staff to compile necessary data and prepare accurate financial reports required by the granting agencies.
   - The Federal Grants Manager reviews and approves the financial reports before submission.
   - The Federal Grants Manager and Grants Accountant maintain comprehensive documentation of all grant-related activities.
   - Any compliance issues or discrepancies are reported to the Federal Grants Manager and relevant stakeholders for resolution.

Grant Funded Positions:

Staff Positions

Title I

Senior Data Analyst
Cyber Lab Director (historically)
Two Instructional Coaches
Two Title I assistants
Teacher Support Liaison
Federal Grants Manager – 60%

Title IV

Nutrition & Data Information Coordinator (80%)/Operating budget

Community Schools

Community schools coordinator
Community schools assistant coordinator
Fitness instructor
Assistant fitness instructor
Educational schools nurse
Federal Grants Manager (40%)