

Huntingdon Special School District Procedures Used Before Receiving Federal Grant Award Letters Effective June 2015

Huntingdon Special School District has set up the following procedures to be used prior to receiving federal grant award letters:

1. The initial planning phase for federal grant award letters includes reviewing the past year's grant award, if applicable.
2. Depending upon the federal grant being discussed, those involved in the planning include:
 - a. Supervisor (Program Director) responsible for the grant award, if applicable
 - b. Federal bookkeeper
 - c. Director of Schools
3. Topics discussed by the planning committee include:
 - a. Preparation of the budget to include assignment of applicable account numbers/line items
 - b. Review of the grant objectives to include the budgeting of the moneys involved in the grant
 - c. Responsibilities of the persons involved in the grant
 - d. Review of the past year's grant to evaluate the effectiveness of the program and see what, if any, changes will be made to the current year's grant. (The state of Tennessee has done an outstanding job in assisting with this step as past year's budgets are uploaded into ePlan for the current year. If the past year's budget is effective, all that has to be changed is the current year dollar figures.)
 - e. Discussion upon whether or not a needs assessment is appropriate for the current year or are the past needs assessments still valid. (Needs assessments measure the effectiveness of the program and provide input from stakeholders as to what should be updated, or not updated, in the program)
 - f. Examine current inventories of equipment to make sure equipment is up-to-date and whether or not new equipment needs to be procured.

4. Personnel responsible for the activities listed above are included in the organizational chart provided below:

**Huntingdon Special School District
Organizational Chart for Federal Grant Approval**

Federal Grant	Titles I, II, VI	Perkins	Special Education	Pre-K
District Person Responsible	Federal Program Director	District CTE Director	District Special Education Supervisor	District Pre-K Supervisor
District Approving Authority	Director of Schools	Director of Schools	Director of Schools	Director of Schools
TN Core	Regional Consolidated Compliance Consultant	Regional CTE CORE Consultant	Regional Consolidated Compliance Consultant	Regional Consolidated Compliance Consultant
State of Tennessee	TDOE CPM	TDOE Perkins Basic Reviewer	TDOE CPM	TDOE CPM