

RENUMBERED FROM POLICY 6111 - VOL. 9, NO. 1

GRANT AWARD

Funds received by the Board as grants are to be used by the grantee only for the specified activities delineated in the grant award contract or other grant document and are subject to all accounting procedures required by Federal, State and County board policies and regulations. The approved budget may not be changed without written approval from the grantor. Changing budget line items assigned to the grant account requires submission and approval of a budget transfer request.

Upon receipt of a grant award, the grant document must be provided to the Chief School Business Official for assignment of a project code, initialed and then returned to the Superintendent for his/her signature. The original grant award document must be signed by the appropriate Board official and returned to the grantor with copies to the Superintendent and Chief School Business Official.

The project director of the grant, in conjunction with the Finance Office, shall set up a project worksheet on WVEIS. It is the responsibility of the project director to record the project code to each purchase orders and invoice. The project director will be provided with a monthly financial report by the Chief School Business Official, with a copy to the Superintendent. The project director may access detailed project information at any time on the WVEIS system.

It is the responsibility of the project director to monitor the obligation period and the date for liquidation, as well as any grantee responsibilities set forth in the grant contract/document. The project director shall report in writing any discrepancies or failures to comply with the requirements of the grant to the Superintendent and the Board President immediately upon his/her having knowledge of the same. As a check and balance, the Finance Office shall notify the project director three (3) months prior to the end of the obligation date.

Each grant shall be included in the audit performed on behalf of the Board annually and shall be subjected to any additional audit requirement set forth in the grant contract/document.

Training shall be provided to the project director regarding grant management, compliance with the laws, regulations, policies and appropriate standards of conduct.