



## The Office of Grant Monitoring & Compliance Standard Operating Procedures

### Contact Information

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Office of Grant Monitoring & Compliance  
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## Introduction

The Office of Grant Monitoring and Compliance (OGMC) was established July 1, 2018. The school division is awarded millions of local, state and federal funds each year. These funding streams work in concert with the goal to provide a challenging and appropriate education for each student of the Richmond City Public School System. The Office of Grant Monitoring and Compliance works collaboratively with the Academic Office, Operating Office, Talent Office, Wellness Office and Engagement Offices to streamline communication regarding fiscal and academic interests.

The OGMC also works collaboratively with the Virginia Department of Education (VDOE) to foster the execution of federal, state and locally awarded grants. This collaboration between the Local Education Agency (LEA) and the State Education Agency (SEA) supports the timely submission of reports and required documentation to strengthen the compliance and monitoring efforts of the Richmond City Public School System.

## Memorandum of Understanding between Richmond City School Board and the Virginia Board of Education

The Chairperson of the Richmond City School Board and the Superintendent of Richmond City Public Schools signed the Memorandum of Understanding (MOU) between Richmond City School Board and the Virginia Board of Education on August 16, 2017. The MOU outlines the work required to improve student achievement. The MOU is in effect until all schools (44) are identified as Fully Accredited. The MOU outlines five areas that must be addressed to move the division towards 100% of the schools being Fully Accredited. The five areas are as follow:

1. Academic and Student Success
2. Leadership and Governance
3. Operations and Support Services
4. Human Resources Leadership
5. Community Relations and Communications

The Office of Grant Monitoring and Compliance must work in conjunction across each of the 5 areas to function efficiently. Please refer to ([Appendix A](#)) to review the Memorandum of Understanding.

As a result of the MOU, the Office of Grant Monitoring and Compliance is required to receive requisitions from all Offices to process requests and ensure that all payments are processed and reimbursements are submitted in a timely manner as related to the designated grants listed below.

Grant Title
Early Intervention Reading Initiative
Title I - Regular Year/Carry Over
Project Graduation Academic Year
Title III - LEP Grant/ IY
Title IV B- 21stCCLC
Title IV A- Enrichment
Title II -Eisenhower
School Improvement

As a result of significant improvement in our processes, VDOE-OSQ has allowed RPS to continue with the aforementioned process without prior approval from the SEA. The Office of Grant Monitoring and Compliance will monitor the spend down of those grants and provide feedback and guidance accordingly.

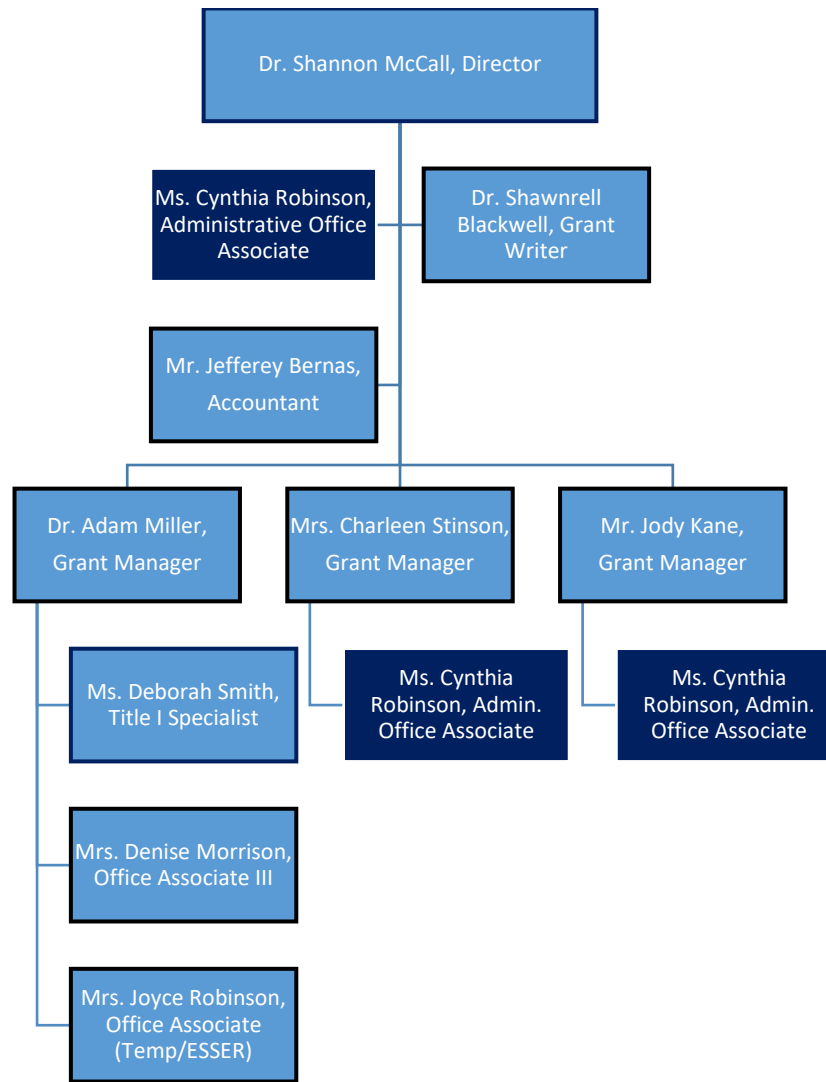
## **Mission & Vision**

To monitor spending practices to ensure that all expenditures are allowable and aligned with the parameters of the approved grant (the strategic plan for which grant funds were earmarked) with regards to local, state and federal awards.

## **The Team**

The team collaborates with various stakeholders to monitor the implementation of grant funding to the division in excess of \$250 million dollars with the addition of COVID-19 Relief Funding. To these ends the Office of Grant Monitoring and Compliance Team performs the following tasks:

- Train applicable stakeholders on grant development
- Develop and maintain standard operating procedures for pre and post grant award phases
- Track grant balances, maintains records and corresponds with stakeholders via various modalities
- Collaborate with stakeholders to support the execution of identified grant activities to facilitate timely spenddown of awarded funding.
- Obtain competitive and formula-based grants from federal, state, and local agencies
- Monitor the implementation and expenditure of awarded funds to ensure compliance with state, local and federal parameters of the secured grant.



*Figure 1- The Office of Grant Monitoring and Compliance Organization Chart*

Each **Grant Manager** is responsible for weekly tracking of expenditures of each assigned grant. All expenditures must be necessary and reasonable and aligned to ensure the proper execution of the grants. The Grant Managers report to the team during weekly team meetings. The Virginia Department of Education (VDOE) has identified grants via the MOU between the Richmond School Board and the Virginia Board of Education that are subject to VDOE oversight and stringent monitoring. Those grants are flagged and given special attention with regard to monitoring.

Grant Manager A/B-Adam M.	Grant Manager C - Jody K.	Grant Manager D - Charleen S.
<ul style="list-style-type: none"> <li>•Title I, Part A*</li> <li>•Title III, Part A *</li> <li>•<b>ARP</b>-Before &amp; After School/Unfinished Learning/ Summer Grant</li> <li>•<b>ESSER III</b> - ARP</li> <li>•<b>CSLFRF</b> - Ventilation Replacement - Improvement</li> <li>•<b>ARP</b>- Homeless (CFIT)</li> <li>•<b>ARP</b> - School-based Health Workforce</li> <li>•<b>ARP</b> - Recruitment &amp; Retention</li> <li>•<b>ARP</b>- Continued Education Support</li> <li>•<b>ARP</b>-Mentor Teacher</li> <li>•CEIS Grant</li> <li>•Title X, Part A -McKinney Vento</li> <li>•School Security Equipment Grant</li> <li>•School Security Officer Grant</li> <li>•Exceptional Education Grant -611</li> <li>•Exceptional Education Grant - 619</li> <li>•Exceptional Education Grant - Preschool</li> </ul>	<ul style="list-style-type: none"> <li>•<b>School Improvement Grants*</b></li> <li>•<b>SIG Mini Grants*</b></li> <li>•<b>Perkins [CTE]*</b></li> <li>•Individualized Student Alternative Education Program [ISAEPP]</li> <li>•Integrated English Literacy and Civics Education [ELLCE]</li> <li>•Project Graduation</li> <li>•Jobs for Virginia</li> <li>•Laura Bush Foundation</li> <li>•Coaches In The Classroom</li> <li>•Loads of Love Grant</li> <li>•School Construction Assistance Program (SCAP)</li> <li>•Walmart &amp; Coca-Cola Grant</li> <li>•National School Lunch Equipment Grant</li> <li>•Algebra Readiness</li> <li>•Whirlpool TFA Laundry Care Center Grant</li> </ul>	<ul style="list-style-type: none"> <li>•Title II, Part A* [Eisenhower]</li> <li>•Title IV, Part A* [Enrichment]</li> <li>•Title IV, Part B* [21stCCLC]</li> <li>•STEM Recruitment &amp; Retention</li> <li>•Extended School Year Planning Grant</li> <li>•Middle School Corp Teachers</li> <li>•Mentor Teacher Program</li> <li>•VPSA Grants</li> <li>•VDOE Prioritized Aspiring Educator Grant</li> <li>•Early Childhood Education-Provisional Licensure</li> <li>•Early Intervention Reading Initiative (EIRI)</li> <li>•K12 Innovation Planning Grant</li> <li>•Stronger Connections</li> <li>•Teachers In Action</li> <li>•Principals In Action</li> </ul>

*Figure 2- Assigned grants monitored by each Manager*

The OGMC utilizes the talents of a Grant Writer and an Accountant to ensure that the grant applications are professional, accurate and address the intended goals of the applicant. They also assist with monitoring grant implementation and compliance with an emphasis on the Virginia Department of Education monitoring protocols and expenditure criteria.

The **Grant Writer** utilizes various search engines to ascertain grants that are aligned with the division’s strategic plan. Proposals are generated that contain brief descriptions of the grant opportunities. This

information is forwarded to the relevant Chief Officers and related stakeholders to obtain permission to pursue. The Grant Writer then collaborates with various offices to generate the document for submission. The Grant Writer and/or the OGMC Director will secure needed signatures and submit grant applications to the grantor.

The **Accountant** is assigned the responsibility of managing the fiscal aspect of Title I Part A and School Improvement Grant (Carryover and Current) budgets following the expenditure process in an effort to garner reimbursements from the state. The intellectual capital of the accountant is utilized in the building of the Title I applications as it pertains to creating the salary differential documents, ensuring compliance regarding required set-aside expenditures, and adherence to the fiscal nature of the education department’s general administrative regulations.

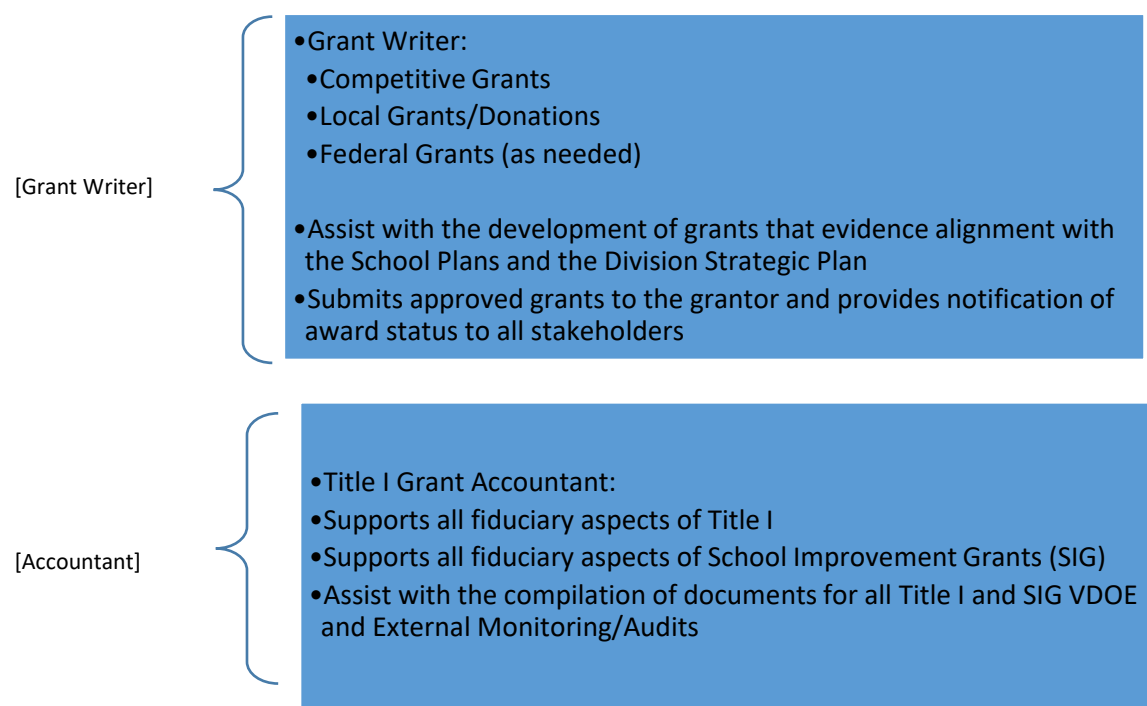
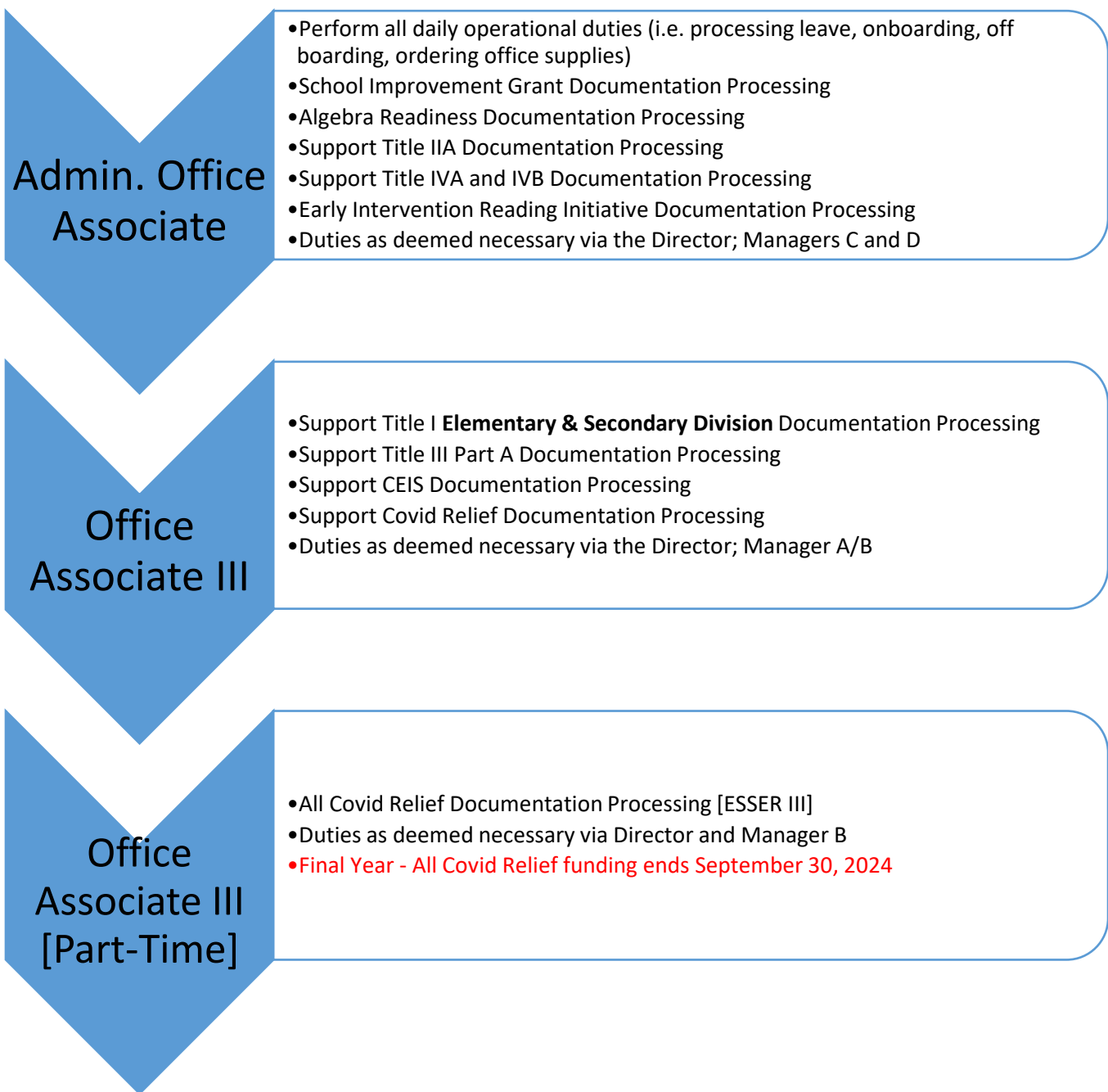


Figure 3- Grant Writer and Title I Accountant’s Roles/Responsibilities

**The Title I Specialist** focuses on ensuring Title I compliance. The specialist supports the provision of equitable services to privates schools and monitors the development and execution of parent and family engagement events specifically designed to provide parents/guardians with strategies to assist their child(ren) in the core academic areas. The Title I Specialist works as a partner with the Title I Grant Manager to make sure that all facets of Title I programming funded with Title I dollars are accompanied by supporting documentation as required by the VDOE.

The **Office Associates** are integral components of the Grant Monitoring and Compliance Team. The processing of documentation to ensure efficient grant expenditure execution is a most important responsibility of the Office Associates [Figure 4-The Roles/Responsibilities of the Office Associates]. The Office Associates are well versed on procedures as outlined via the Virginia Department of Education, as communicated via the Office of School Quality, and the Office of Federal Programs [ESSA]. This team is responsible for ensuring that requisitions aligned with the parameters of the grants are submitted as purchase orders with the required information in order to secure reimbursement approval from VDOE.



*Figure 4- The Roles/Responsibilities of the Office Associates*

## The Processes and Protocols Associated with **Monitoring and Compliance**

### **Monitoring and Tracking:**

#### ❖ **Meetings/Collaboration**

The Office of Grant Monitoring and Compliance (OGMC) team members are required to attend weekly team meetings to discuss the following areas as they relate to assigned responsibilities/assignments:

- Status of Grant Funds Selected by the Office of School Quality for Review/Approval
- Virginia Department of Education Correspondences including Superintendent Memos

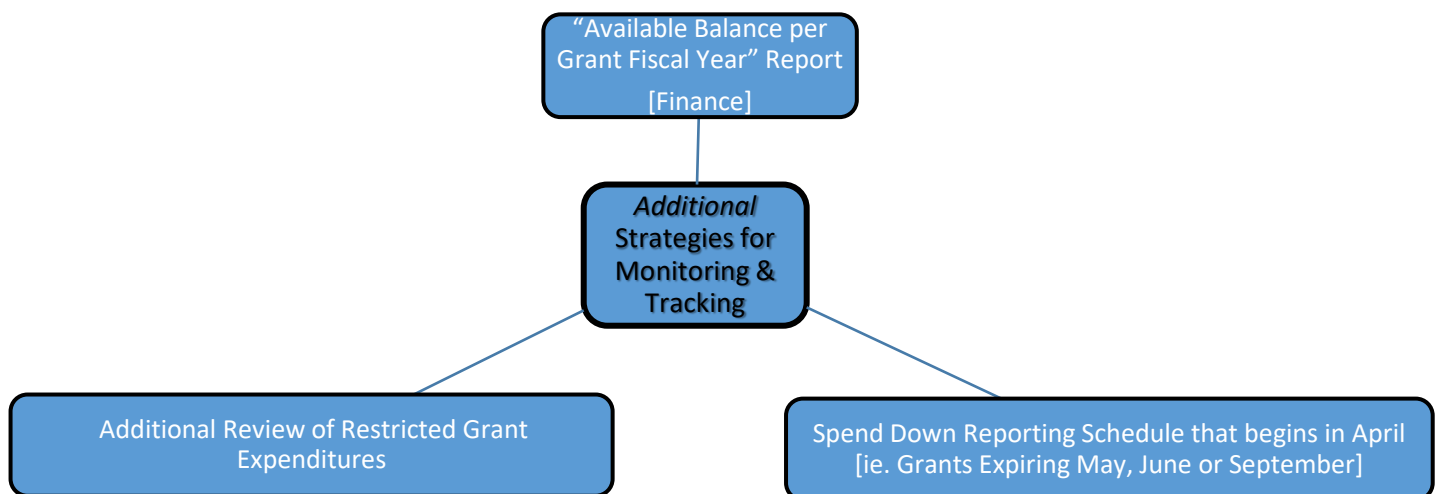


- Status of Corrective Action Plans
- Grant Development Opportunities
- Status of Grant Proposals
- Time and Effort Reporting
- Outstanding Encumbrances/Purchase Orders
- Status of Expenditures Associated with each Title I Part A School
- Status of Expenditures Associated with Assigned Grants
- Status of Expenditures, Amendments and Reimbursements Associated with Assigned Local, State and Federal Awards

The minutes/notes derived from these meetings are shared with the Executive Director of Budget and Finance in an effort to promote communication, stronger compliance to regulations and to foster efficiency of grant funding expenditures. The Executive Director of Budget and Finance shares pertinent information with the Chief Operating Officer to further assist with monitoring, compliance, and alignment of expenditures according to Grant Award Notifications (GANs) and the parameters set forth within individual grants.

Each Grant Manager facilitates meetings with budget holders according to a tiered system. This system is based on the complexity and status of the assigned grant. Grant Managers schedule weekly meetings for grants that require the greatest attention (Tier 3). These grants are often Federal Entitlement Grants. These grants also require the Grant Managers to conduct meaningful consultation with Private Schools. Title I Part A, Title II Part A, Title III Part A and Title IV Part A are entitlement grants. School Improvement Grants (SIG) are also considered Tier 3 grants. There are grant monitoring meetings scheduled monthly (Tier2) and each semester (Tier 1) for less intensive grants. Technical assistance is provided to all schools and budget holders regardless of Tier.

To further support the monitoring and tracking efforts of the Office of Grant Monitoring and Compliance, the finance team provides the “Available Balance per Grant Fiscal Year” Report for team analysis. This report also includes information pertaining to the VDOE Office of School Quality (OSQ) selected grants for review/approval. These grants are closely monitored and considered restricted grants. The report is instrumental in our efforts to support budget holders as they spend down all grant funding awarded to Richmond Public Schools. The spend-down reporting schedule begins in April when a concerted effort is put forth to facilitate the expeditious and intentional expenditure of funds as it relates to the corresponding expiration date [May, June or September]. Targeted support is provided to the grant holders to ensure alignment and adequate expenditure of funding within the life of the grants.



*Figure 5- Strategies to Support Monitoring and Tracking*

### ❖ **Inventory Tracking**

The Office of Grant Monitoring and Compliance collaborates with Technology Services and Library Media Services to tag materials purchased with federal funding. Once materials are received, the office must track the surplusage, transferring and discarding of non-consumable materials and supplies secured with federal funding. Designated personnel must complete the Surplus Discard Transfer Form and return the signed document to the Office of Grants Monitoring and Compliance. Please refer to ([Appendix D](#)) for the Surplus Discard Transfer Form template.

### ❖ **Destruction of records**

The Office of Grant Monitoring and Compliance utilizes the Library of Virginia's timeline for the destruction of records. All records scheduled for destruction will be destroyed no later than the end of the fiscal year in which the retention period expires. Additional information regarding the timeline can be found on the [Library of Virginia's website](#)

## **Compliance & Regulations:**

### ❖ **Time & Effort and Attestation Reporting**

The Office of Grant Monitoring and Compliance (OGMC) requires employees partially funded via entitlement funding to complete Time and Effort Reporting. This is to ensure that the ratio of funding from a source other than the LEA is commiserate with the implementation of duties to attain the goals as outlined within the identified funding source beyond the LEA. Time and Effort reports are submitted to the OGMC monthly for personnel that is funding via a grant source and the LEA. The Attestation Form is received by the OGMC each semester for personnel who are funded 100% via a grant funding source. The Attestation Form declares that 100% of the work completed by the employee is to support the goals and objectives as outlined within the awarded grant.

### ❖ **Supplement vs. Supplant**

[Reference the Virginia Department of Education's *Spending Handbook*-  
[http://www.doe.virginia.gov/federal\\_programs/esea/title3/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title3/index.shtml)]

Funds must add to (supplement) and not replace (supplant) federal, state, and local funds. Questions to consider ascertain whether entitlement funding can be used without violating the supplement, not supplant, provisions:

1. What instructional programs and/or services are provided to all students?
  - Funds cannot be used to pay for instructional programs and/or services that are to be provided to all students (ex. using Title I funding to pay for the program/service for Title I schools when the entire division is using the program/service). This would be an example of supplanting.
2. What services are divisions required to provide by other federal, state, and local laws or regulations?
  - The Local Education Agency (LEA) must use its funding for services required by federal, state and local laws/regulations. Entitlement funding is in addition to. If supplemental funding were exhausted/non-existent, the division would be able to meet the requirements as delineated by federal, state and local laws/regulations.
3. Was the program/service previously provided with federal, state, and/or local funds?
  - This must be considered when utilizing entitlement funds. Note that this question is not pertinent to the utilization of Title I Part A funding if the division has a process for allocating level funding to all

schools within the division such that all additional funding to schools would be supplemental. This is however a question to be addressed if using Title I Part A to expend the funding set aside for “division” expenditure.

### ❖ Stakeholder Engagement

[Referenced the Virginia Department of Education’s *Spending Handbook*-  
[http://www.doe.virginia.gov/federal\\_programs/esea/title3/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title3/index.shtml)]

LEAs must engage in meaningful consultation with a wide array of stakeholders when designing their grant programs. They must also engage in continuing consultation with stakeholders to improve activities and coordinate activities with other activities conducted in the school division. Continued consultation is necessary in order to monitor the implementation efforts of the strategies outlined within the grant to ensure that activities are meeting the needs of the students and align with the parameters of the grant. It is imperative that stakeholders not only include RPS personnel but also community members and most importantly, the parent.

In carrying out consultations, USED suggests LEAs consider the following activities:

- Conduct outreach to, and solicit input from relevant stakeholders during the design and development of plans for grant funding to ensure that there is diverse representation of educators from across LEA, especially those who work in high-need schools and in early education.
- Be flexible when consulting with stakeholders, especially educators, by holding meetings or conferences outside the hours of the school day or by using a variety of communications tools, such as electronic surveys.
- Seek out diverse perspectives within stakeholder groups, when possible, and ensure that consultation is representative of the LEA as much as possible.
- Make stakeholders aware of past and current uses of grant funds, and research or analysis of the effectiveness of those uses, if available, as well as research or analysis of proposed new uses of funds, in order to consider the best uses for schools and districts to support teacher and school leader development.
- Consider the concerns identified during consultation, and revise uses of grant funding when appropriate.

### ❖ Scope of Work Documentation

The Office of Grant Monitoring and Compliance requires the submission of a Scope of Work (SOW) outlining a description of the work to be provided to the division from vendors who are included in grants during the pre-writing stage of the application. This will allow the division to explore procurement and VDOE-OSQ ramification prior to the submission of grants for review and approval. The utilization of the SOW will ensure that the division and the partner have agreed upon the services to be rendered to the division. This document will make sure that all stakeholders include Budgeting and Finance, Academic Office, and the Office of Grant Monitoring and Compliance are working in concert. Please refer to (*Appendix B*) to review the Scope of Work template.

### ❖ Stipend and Payroll Processing

Hourly stipends paid with federal funding should be aligned with the rate of pay as outlined in the most recent School Board approved RPS Salary Schedule. The Office of Grant Monitoring and Compliance provides the designated point of contact with the budget code and the hourly rate as identified within the parameters of the Federal grant. The point of contact collaborates with the Talent Office to ensure all employees slated to receive the stipend are readied for payment when the point of contact enters the hours worked. The Office of Grant Monitoring and Compliance will monitor the reduction of funding as employees are compensated to ensure this

aspect of the grant is executed in a timely and allowable manner. The Department of Finance disseminates the **Districtwide Payroll Processing Schedule** annually. This document provides the information needed to determine when stipend information must be submitted to finance for processing and the date on which the employee should expect compensation.

### ❖ **Equitable Services**

The LEA holds timely and meaning consultation meetings with private schools at various points throughout the school year to make sure private schools are provided equitable and effective programming should they elect to take part in these equitable services opportunities. Each year RPS provides private schools with an “Intent to Participate” form to determine whether or not they are interested in participating in the equitable services programs. RPS is required to consult with designated private schools during the development of the Title I, Title III, and the Title IV grant applications. The meaningful consultation with private schools is essential to ensuring a streamlined process to make certain equitable services are provided to eligible private school children, their teachers, and their families. If private schools determine timely and meaningful consultation has not occurred, RPS has a protocol to address such concerns pursuant to §§ 1117 and 8501 of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA), where a private school official has the right to file a written complaint with the state education department ombudsman asserting that a school district did not engage in consultation that was meaningful and timely, did not give due consideration to the views of the private school, or did not make a decision that treats private school students equitably.

Therefore, Richmond Public Schools (RPS) has established the following Complaint, Resolution and Appeal Process for nonprofit private officials, school students, teachers and families (“complainant”). If the complainant believes that timely and meaningful consultation has not occurred, or has a grievance and the complainant has discussed their concerns with the respective grant manager responsible for coordinating the consultation and provision of services between the two entities, the complainant has the right to file a formal written complaint with the Director of Grant Monitoring & Compliance.

Upon receipt of the complaint, the Director will immediately acknowledge and begin to investigate the complaint. The Director will schedule a Mediation Meeting to be held within 10 days from receipt of the written complaint. The meeting between the private school staff and the RPS staff will provide a forum where the Grant Manager has the opportunity to respond to the concerns of the non-public/private school in an effort to remedy the situation. Next steps will be based on the outcome of the meeting. If the complainant does not feel that the issue has been resolved through the RPS complaint process or RPS fails to resolve the complaint within the thirty (30) day time frame, the complainant can appeal to the State’s Ombudsman.

Please refer to ([Appendix E](#)) for a copy of the VDOE Equitable Services Complaint form.

## **Expenditure of Restricted Grant Funds**

The Memorandum of Understanding (MOU) requires *the OSQ staff to review and approve planned uses and actual expenditures of selected state and federal funds. Approval from OSQ staff is required before purchase orders or contracts involving selected state and federal funding can be executed and requests for reimbursements can be made.* However, due to progress made in this area, OSQ has allowed the RPS Chief of Staff (COS) to assume those responsibilities. To these ends, the Virginia Department of Education –Office of School Quality (OSQ) requires the RPS COS to pre-approve the following prior to the release of federal funding to support the initiative.

1. **Job Descriptions**- Job descriptions must be approved before positions can be posted. After job descriptions are approved by COS, a **Personnel Control Number (PCN)** is assigned to the job

description. Upon approval, the position is posted for hiring and the Office of Grant Monitoring and Compliance is informed of the approval and posting then federal funding is readied to compensate the new hire once the position is filled.

2. **NEW Instructional Programs** The COS must pre-approve instructional programs that will be utilized within the division. This is imperative for those programs that are to be supported using restricted federal funding. The approval of the program is communicated to the programmatic team, the programmatic team then provides the contract to the procurement office for vetting to ensure compliance with RPS procurement regulations. Once the contract is approved through procurement, the programmatic designee informs the Office of Grant Monitoring and Compliance to move forward with the processing of the purchase order to secure services or materials and eventually pay the vendor.
3. **NEW Professional Development**- Due to the connection between professional development, instructional delivery and student achievement, the COS must grant prior approval to utilize restricted federal funding to support new professional development requests. The programmatic team provides a detailed description of the technical assistance. Once the COS communicates approval of the professional development to the programmatic team, the programmatic team then communicates the status to the OGMC and the purchase order(s) are generated accordingly. Permission to Attend forms and justification questions are submitted to the Office of Grant Monitoring and Compliance. Upon receipt, review and trouble-shooting, the documents are shared with the programmatic designee for **level 1** approval. Next, the OGMC designee provides the level 1 approved documents for Chief Officer **level 2** approval signature. The documents are then returned to the OGMC in order for a purchase order to be fully processed.

Requisitions ([Appendix F](#)) and Permission to Attend ([Appendix C](#)) requests, utilizing Federal Funding that has been selected by the Office of School Quality for review, must be entered into AS400 to generate Purchase Orders.

The Virginia Department of Education's Office of School Quality (VDOE-OSQ) requires that all Purchase Orders have the following information:

- The Grant Award Number
- The name/names of the attendees/vendors for which the PO has been generated (Who).
- The title of the event, timeframe (start/end); conference and the number of attendees, participants. Purchase orders for events must contain the number of attendees per the RSVP along with the vendor information (What).
  - a. Professional Development – at minimum 6 hours for meal expenditures
  - b. Parent/Family Engagement Workshops- Please refer to Guidance ([Appendix G](#))
- The date (When).
- The location of the event, conference, vendor (Where).
- The justification for the expenditure (Why).
- The alignment of the expenditure with the Division's Strategic Plan (How).
- The Division-Level Approver and the accompanying approval date
- The Contract and/or RFP number where applicable

The justification document, containing the six required questions, must be completed by the attendee requesting permission to attend a conference before processing can ensue.

Once the Purchase Order is *approved* by the purchasing department, the designated school personnel is contacted by the Office Associate.

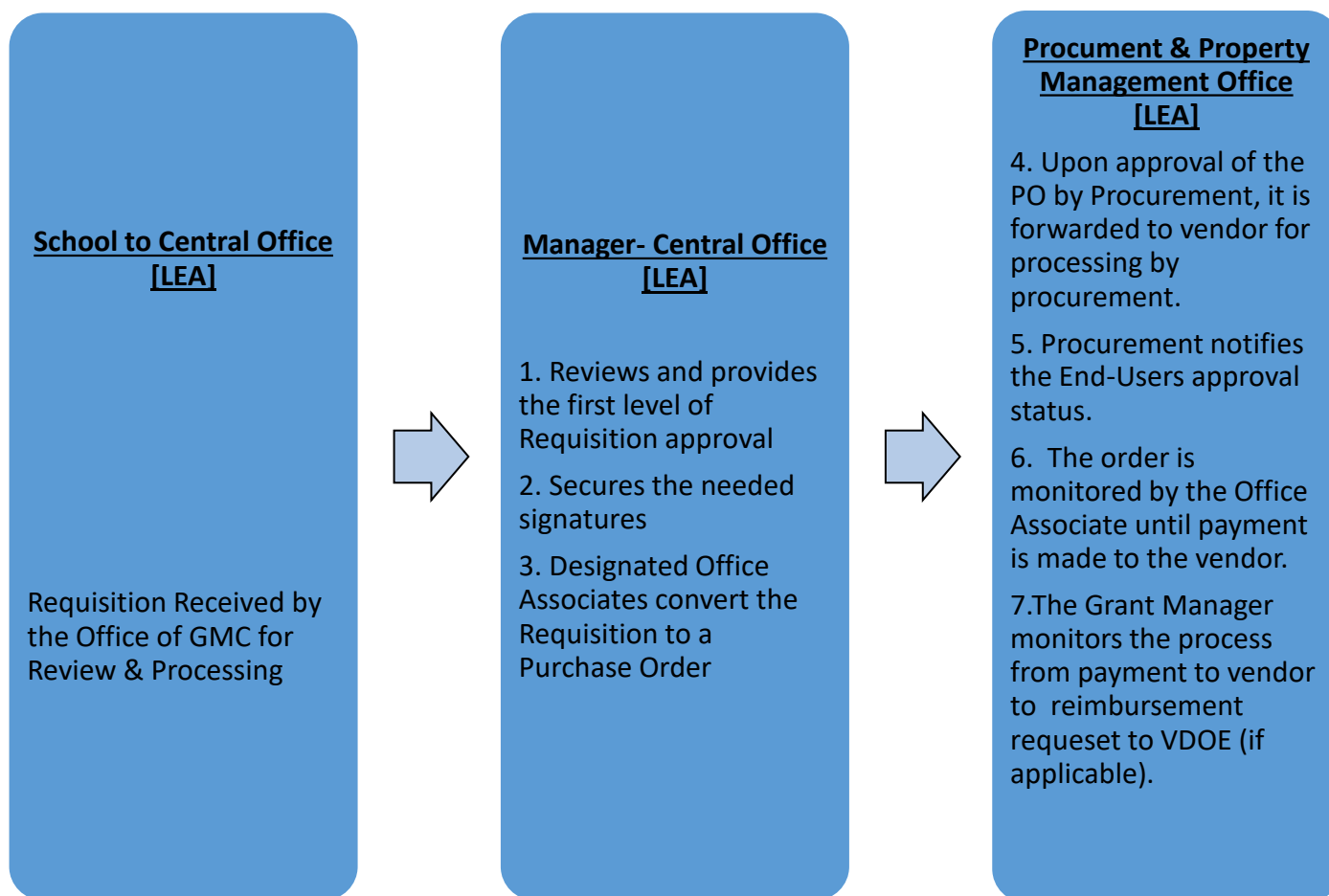


Figure 6- The Office of Grant Monitoring and Compliance Processing of Requisition Flow- Chart

## Documentation Associated with Expenditure of Awards

### Grant Award Notification (GAN):

The Superintendent, Chief Operating Officer (COO), the Chief of Staff (COS) and/or Grant Writer forwards all Grant Award Notifications (GAN) correspondences to the Director of the Office of Grant Monitoring and Compliance. The GAN is an official communication indicating the division has been selected as a grant recipient. The GAN outlines the parameters of the fiscal award resulting from the grant being awarded to the division. Once the GAN is received, the OGMC Director notifies the appropriate Manager who will be responsible for the management of the grant. The Grant Manager then moves forward with collaborating with Budget and Finance to set up the award within the LEA's AS400 system for the tracking of expenditures. The Grant Manager also collaborates with finance to set up the award in the Online Management of Education Grant Awards (OMEGA) system, if applicable, prior to creating the budget in AS400. The Grant Manager contacts the budget holder to schedule meetings according to the nature of the grant being monitored. All received GANs are filed in the Office of Grant Monitoring and Compliance.

### Permission to Attend Conferences Forms:

Conferences and requests associated with professional development and travel utilizing grant funding must be received by the Office of Grant Monitoring and Compliance at least **45 days** in advance. If lodging and/or flight is required, **60 days** advance submission is recommended in order to secure pre-payment of expenses.



1. Upon receipt of the Permission to Attend packets, the Office of Grant Monitoring and Compliance will review to ensure that the Permission to Attend packet is complete with all supporting documentation attached.
2. If the packet is complete, then the Office Associate forwards the packet to the assigned Grant Manager for approval. The Grant Manager serves as the Budget Holder. His/her task is to confirm alignment of the conference with the federal grant parameters and the availability of funding, to assign the budget code and to ensure all signatures are present with the exception of the Cabinet level signature.
3. If the Grant Manager approves the Permission to Attend Form, it is then forwarded to the Director of the OGMC to secure the designated Leadership Team Member's (Cabinet) final signature.
4. The signed Permission to Attend Form will be forwarded from Director to the designated Grant Manager within the Office of Grant Monitoring and Compliance. The corresponding Purchase Orders are generated by the Office Associates.
5. The Purchase Order is electronically forwarded to the Purchasing Department for approval and dissemination to the vendor.

Please refer to ([Appendix C](#)) for Conference Permission to Attend Protocol.

### **Parental Engagement & Other Event Requests:**

Request for Parental Engagement and other events must be received by the Office of Grant Monitoring and Compliance at minimum **30 days prior to** the scheduled event. The advance receipt of the request allows the OGMC to make sure the service provider is an approved RPS vendor. If the service provider is not an RPS vendor, the 30 day window allows time for the OGMC to adhere to division protocol to assist with establishing the provider as an RPS vendor in order for them to provide the desired service. Adherence to the 30 day timeframe also allows for the timely processing of payment by the Finance team immediately following the provision of the service. Please note: **Attendee Sign-in** sheets must be submitted to the Office of Grant Monitoring and Compliance within 5 business days following the event in order that the Title I Accountant can request reimbursement from VDOE for the expenditures associated with the event.

### **Justification -“New” Personnel, Vendors, and/or Initiatives within Restricted Entitlement Grants:**

The Programmatic team completes the justification document concerning the need for the procurement of new personnel, vendors and/or initiatives. The Programmatic designee submits the justification to the Chief Academic Officer or the Chief of Staff for their review and approval.

If an amendment is needed. The assigned Grant Manager will submit the amendment which will in turn require approval by the VDOE Federal Programs designee. Once the amendment is approved, the position may be posted, or the purchase order may be generated accordingly. To reiterate, once the amendment is approved the **purchase order** is generated and purchasing sends the approved PO to the vendor.

### **Procurement Process**

The Office of Grant Monitoring and Compliance adheres to guidelines of the Richmond City Public School's Office of Procurement and Property Management procedures. The procurement process launches immediately upon the requested utilization of a vendor contract over \$4,999.99. Purchase orders over \$4,999.99 that require VDOE-OSQ approval must be vetted by VDOE-OSQ and then an official purchase order can be keyed for

further review via the MOU approval/denial process. *Purchases that are \$5,000.00 and above require collaboration with Procurement which in some cases can exceed **90 days** to fully process a request.*

The Procurement Process/Purchasing Procedure reference below can be accessed on the Procurement and Property Management Department on the Richmond Public School's Homepage at <https://www.rvaschools.net/Page/1476> :

- **Under \$5,000 (\$4,999 and under)**-Awarded directly to vendor - competition where practicable and Contracted vendors will be used when feasible.
- **\$5,000-\$9,999**- Telephone or Written Quotes to three (3) bidders/offerors (Competition is at the discretion of the Purchasing staff. Price quotations from minority-owned businesses, women-owned businesses, or business located in the City of Richmond are encouraged.)
- **\$10,000-\$49,999**- Four unsealed Bids/Proposals - The Purchasing Department is solely responsible for obtaining quotes on behalf of the departments/schools. Competition must be sought from a minimum of four valid sources, written or electronically, utilizing an Informal Invitation for Bid or Informal Request for Proposal. Purchasing staff shall include a minimum of one vendor located in the City of Richmond or one vendor who is considered to be a minority-owned or women-owned business, unless circumstances make this impossible.
- **\$50,000 above**-Mandatory Formal Invitation for Bids/Request for Proposals - When the estimated sum of an individual purchase or the estimated aggregate or sum of all phases reaches or exceeds \$50,000, competition must be sought, written or electronically, utilizing an Invitation for Bid or a Request for Proposal. Purchasing staff shall include a minimum of one vendor located in the City of Richmond or one vendor who is considered to be a minority-owned business or women-owned business, unless circumstances make this impossible. In addition, the solicitation is advertised in the local newspaper.

**Furthermore, if the Programmatic team selects vendors that must go through procurement, the Programmatic designee must collaborate with the designated Grant Manager and the designated Procurement representative in an effort to promote an efficient turnaround with regard to the vetting process.** The Programmatic designee must inform the designated Grant Manager once the vendor contract has been approved via procurement so that a Purchase Order can be generated by the Office of Grant Monitoring and Compliance This process must occur before the vendor is directed to deliver services to RPS.

For this reason, the Office of Grant Monitoring and Compliance is requesting that all vendors complete the SOW. This will enable all parties to note next steps as it pertains to adherence to procurement regulations.

### **The Processes and Protocols Associated with **Securing Grant Awards****

The Office of Grant Monitoring and Compliance seeks to increase grant resources to enhance educational and enrichment opportunities for RPS students. The process begins with the development of a synopsis by the Grant Writer that is submitted to the Chief Officers to ensure the grant in question is aligned with the objectives of the division's strategic plan. Upon approval of the synopsis by the Chief Officer and other stakeholders, the writing of the grant commences.

Grants that are approved for pursuit are compiled with input from various stakeholders. The Grant Manager, the Grant Writer and the designated team members from the Chief Officer(s), collaborate to move through the pre-writing and post-writing process. The status of the grants are communicated to all stakeholders following



feedback from the grantor. If the grants are awarded, the Grant Award Notifications (GAN) are forwarded to all division level stakeholders. The OGMC works directly with the programmatic team designee(s) and the Budget and Finance team to set up all budgets associated with the awarded grant prior to implementation.

## **Richmond City Public Schools' School Board Policies Relevant to OGMC**

### **POLICY 3-2.1**

#### **ANNUAL OPERATING BUDGET**

##### **Budget Transfers**

The division superintendent's approval is required for all budget transfers. The School Board approval is required on any request for budget transfers in excess of \$10,000. All budget transfers, including transfers for less than \$10,000, shall be presented to the School Board or a committee thereof. All budget transfers presented to a committee shall be immediately forwarded to the School Board.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-89 through 22.1-124, 15.2-2500 through 15.2-2513; Virginia Administrative Code, 8 VAC 20-210-10, 8 VAC 20- 521-10, et seq., Richmond City Charter, Section 6.14.  
Recodified: March 19, 2018

### **POLICY 3-3.11**

#### **NON-LOCALLY FUNDED PROGRAM/COMPETITIVE GRANTS**

In order to further the goals and objectives of the school division, the School Board may seek sources of revenue to supplement the funds provided through local, state and federal appropriations.

To promote efficiency in developing proposals and making application for specially funded programs, the division superintendent shall establish administrative procedures for the preparation of proposals and their review. The division superintendent shall ensure that none of the conditions of acceptance is in conflict with the policies of the School Board, the objectives of the division, or state or federal law.

The division superintendent may submit proposals or application for grants prior to approval by the School Board. No such application or proposal shall be binding on the School Board without its approval.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §22.1-78.  
Recodified: March 19, 2018

### **POLICY 3-3.13**

#### **GIFTS, DONATIONS, GRANTS AND BEQUESTS**

##### **Oversight and Approval**

The division superintendent or his/her designee shall be responsible for seeing that any gifts, bequeaths, donations, grants, and/or bequests to any individual Richmond Public School or the School Board shall be properly administered in compliance with Virginia law.

Gifts of money or materials of more than \$1,000 in value may be accepted by a school or student activity only with the written approval of the principal.

### **Monetary and Substantial Value Gifts**

Gifts of money or materials in excess of \$1,000 shall be remitted to the Director of Finance.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §22-1-126.

Recodified: March 19, 2018

### **POLICY 3-3.17**

#### **TRAVEL AND EXPENSES**

The School Board encourages attendance and participation by school personnel at professional meetings, conferences and other functions that contribute to professional growth and improvement. Requests for reimbursement from School Board funds for costs associated with attending such professional growth opportunities will be honored only for travel approved in advance by the division superintendent or his/her designee and for which a statement of travel, with supporting documents, is submitted prior to and at the conclusion of the trip, as appropriate. The division superintendent or his/her designee shall develop authorization and reimbursement procedures, criteria and forms.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-67, 22.1-78, 22.1-122, 22.1-253.12:5, 22.1-296.

Recodified: March 19, 2018

### **POLICY 3-3.4**

#### **PURCHASING**

#### **Authority to Sign Contracts**

Authority to sign contracts, and contract amendment, for purchases up to \$50,000 shall be given to the manager of purchasing and controls or his/her designee(s). Contracts, and contract amendments, in excess of \$50,000 but less than \$250,000 shall be signed by the chief financial officer/chief operating officer and/or division superintendent or his/her designee.

All contracts, and contract amendments, over \$250,000 and/or contracts regarding capital expenditures, and contract amendments regarding the same regardless of amount, shall be signed by the division superintendent or his/her designee after the approval of the School Board. For the purposes of this policy, capital expenditures contracts are defined as contracts to acquire or upgrade buildings, machinery, equipment or vehicles.

For the purposes of this policy, contract amendments are amendments to the existing contract which substantially modify the terms and financial obligations thereunder. This section is to be read in conjunction with any applicable state and federal laws.

## **Reporting of Contracts to the School Board**

All contracts in excess of \$25,000, regardless of type and term, must be reported to the School Board at the next appropriate meeting in written form in a format agreed upon between the division superintendent and the School Board. If a contract term is month to month, the contract payment amount should be annualized to determine if the contract meets the reporting requirements of this provision. Any contract amendments for previously executed and/or approved contracts shall also be included on the written report.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-4303 (E) - (H), 2.2-4312, 2.2-4321, 2.2-4352, 2.2-4360, 22.1-296.1.

Recodified: March 19, 2018

## **POLICY 4-3.4**

### **RELATIONS WITH FEDERAL PROGRAMS AND AGENCIES**

Funds will be actively sought from public and private sources that augment the efforts of Richmond Public Schools toward the attainment of its goals and objectives. Priority shall be given to seeking the funds which fulfill identified immediate needs of the student population. Funds shall be accepted under conditions whereby there are no short or long-range commitments which cannot be fulfilled by Richmond Public Schools.

All applications for federal projects and major revisions in existing projects shall be presented to the division superintendent's staff for approval. Upon approval by the funding agency, the project shall be submitted to the School Board for acceptance.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-78.

Recodified: April 30, 2018

### VIRGINIA BOARD OF EDUCATION RICHMOND CITY SCHOOL BOARD

#### MEMORANDUM OF UNDERSTANDING

##### Statutory Authority

The Standards of Quality (SOQ) require local school boards to maintain *Fully Accredited* schools and to take corrective actions for schools that are not *Fully Accredited*.

Further, the SOQ provides the Board of Education with the authority to seek school division compliance with the SOQ.

##### § 22.1-253.13:8 Compliance with SOQ

....When the Board of Education determines that a school division has failed or refused, and continues to fail or refuse, to comply with any such Standard, the Board may petition the circuit court having jurisdiction in the school division to mandate or otherwise enforce compliance with such standard, including the development or implementation of any required corrective action plan that a local school board has failed or refused to develop or implement in a timely manner.

##### § 22.1-253.13:3, Standard 3. Accreditation, other standards and evaluation.

...When the Board of Education determines through the school academic review process that the failure of schools within a division to achieve full accreditation status is related to division-level failure to implement the Standards of Quality or other division-level action or inaction, the Board may require a division-level academic review. After the conduct of such review and within the time specified by the Board of Education, each school board shall submit to the Board for approval a corrective action plan, consistent with criteria established by the Board setting forth specific actions and a schedule designed to ensure that schools within its school division achieve full accreditation status. If the Board determines that the proposed corrective action plan is not sufficient to enable all schools within the division to achieve full accreditation, the Board may return the plan to the local school board with directions to submit an amended plan pursuant to Board guidance. Such corrective action plans shall be part of the relevant school division's comprehensive plan pursuant to § 22.1-253.13:6.

##### Period of Enactment of the Memorandum of Understanding (MOU)

The Memorandum of Understanding (MOU) between the Richmond City School Board and the Virginia Board of Education will be in place until all schools are *Fully Accredited*. The MOU will be subject to annual review and revisions by the Virginia Board of Education.

For purposes of this MOU, the Richmond City School Board and the central office staff will adopt five key priorities and implement corrective action plan essential actions to comply with the five key priorities and the Standards of Quality in order to improve student achievement.

1. Academics and Student Success
2. Leadership and Governance
3. Operations and Support Services
4. Human Resource Leadership
5. Community Relations and Communications

**The following are responsibilities of the Virginia Board of Education and Department of Education (VDOE):**

The Director of the Office of School Improvement (OSI) will serve as the Superintendent of Public Instruction's designee. OSI staff will be assigned to Richmond City Public Schools to provide on-site support and monitoring of the implementation of the MOU and the corrective action plan.

1. The Director of the Office of School Improvement (OSI) will coordinate with OSI staff, division staff, and other VDOE offices to provide technical assistance in support of the MOU and corrective action plan.
2. The State Superintendent of Public Instruction and the State Board President will meet with the Local Board President at least twice per year to facilitate communication and regular updates. Other members of the State Board and local Board may be invited to meet in addition to these meetings at the discretion of the State Board. If additional meetings are held, all shall be conducted according to applicable Open Meeting Laws.
3. OSI staff will meet every two months with the Division Superintendent and appropriate staff to review progress in implementing the corrective action plan and to review quarterly data, including but not limited to, the following data points: student attendance, teacher attendance, student discipline reports, student transfer data, student intervention participation and progress by intervention type, number and quality of teacher observations and walkthroughs conducted per month, and local assessment data in English, mathematics, history, and science. OSI staff may request additional data. Feedback on the steps taken by Richmond City Public Schools to implement the essential actions in the corrective action plan will be communicated by OSI staff via a written bi-monthly report provided to the Superintendent of Public Instruction, the Director of the Office of School Improvement, the Division Superintendent and the Richmond City School Board. Specific next steps will be developed as needed.
4. OSI staff will provide administrative oversight over processes, procedures, and strategies that are implemented in support of the MOU and funded by federal and state funds.
  - 4a. OSI staff will review Richmond City School's planned uses of local funds and will provide feedback to the Superintendent of Richmond City Public Schools on a quarterly basis. Any concerns resulting from this review and subsequent feedback will be reported to the Director of OSI.
  - 4b. OSI staff, in consultation with the Director of the Office of School Improvement, will review and approve planned uses and actual expenditures of state and federal funds. Approval from OSI staff is required before purchase orders or contracts involving

state and federal funding can be executed and requests for reimbursements can be made.

5. OSI staff will work closely with school and division personnel to implement instruction aligned to the Standards of Learning. OSI staff will review all recommendations regarding new or modified instructional programs and/or professional development. Recommendations must be submitted to OSI staff no less than 10 business days prior to purchase or submission to the local board for approval. Approval from OSI staff is required before purchase orders or contracts involving state and federal funding can be executed and requests for reimbursements can be made. Any proposed new or modified instructional program must be aligned with the results of a division or school-specific asset mapping exercise.
6. OSI staff will provide administrative oversight over processes, procedures, and strategies that are implemented in support of the MOU, through the corrective action plan, in the areas of human resources, operations and support services, and community relations and communications.
7. Modifications to the Memorandum of Understanding may be made by the Virginia Board of Education as a result of evidence of progress, evidence of lack of progress, or the identification of additional needs.

**The following are responsibilities of the Richmond City School Board and Richmond City Public Schools:**

1. Should a vacancy occur in the position of Division Superintendent, the Richmond City School Board will provide the Superintendent of Public Instruction and the President of the Virginia Board of Education the names and credentials of its top three finalists to fill a vacancy of Division Superintendent or Interim Superintendent at least 5 business days prior to making an offer to the preferred candidate. The credentials of applicants must include experience in leading successful school and division turnaround efforts as evidenced by a multi-year trajectory of improved student achievement outcomes on the Virginia Standards of Learning tests or comparable state-mandated assessments in school divisions outside of Virginia.
2. The Richmond City School Board will direct the Division Superintendent and appropriate staff to meet every two months with the Office of School Improvement to review (1) artifacts that serve as evidence of the implementation of the required actions detailed in the corrective action plan; and (2) quarterly data that serve as evidence of progress made towards the attainment of the goals of the corrective action plan. Data points to be reviewed include, but are not limited to, the following: student attendance, teacher attendance, student discipline reports, student transfer data, student intervention participation and progress by intervention type, number and quality of teacher observations and walkthroughs conducted per month, and local assessment data in English, mathematics, history, and science. OSI staff may request additional data. Feedback on the steps taken by Richmond City Public Schools to implement the essential actions in the corrective action plan will be communicated by OSI staff via a written bi-monthly report provided to the Superintendent of Public Instruction, the Director of the

Office of School Improvement, the Division Superintendent and the Richmond City School Board. Specific next steps will be developed as needed.

3. The Richmond City School Board will direct the Division Superintendent to provide OSI staff documentation on planned uses of local funds. OSI staff, in consultation with the Director of the Office of School Improvement, will review and approve planned uses and actual expenditures of state and federal funds. Approval from OSI staff is required before purchase orders or contracts involving state and federal funding can be executed and requests for reimbursements can be made.
4. The Richmond City School Board will direct the Division Superintendent to consult with OSI staff on all recommendations regarding new or modified instructional programs and/or professional development no less than 10 business days prior to purchase or submission to the local board for approval. Approval from OSI staff is required before purchase orders or contracts involving state and federal funding can be executed and requests for reimbursements can be made. Any proposed new or modified instructional program must be aligned with the results of a division or school-specific asset mapping exercise.
5. The Richmond City School Board will direct the Division Superintendent to consult with OSI staff on processes, procedures, and strategies that are implemented in support of the MOU, through the corrective action plan, in the areas of human resources, operations and support services, and community relations and communications.
6. The Richmond City School Board will approve a corrective action plan for the essential actions identified in the MOU and submit this plan to the Virginia Board of Education for review and approval at a time to be determined by the President of the Virginia Board of Education and Superintendent of Public Instruction. The Richmond City School Board will show evidence that the plan was shared with stakeholders for feedback and this feedback was acted upon in the corrective action plan submitted to the Virginia Board of Education for approval.
7. The Richmond City School Board will direct the Division Superintendent to provide the local board monthly updates on the steps taken to complete the essential actions in the corrective action plan. The agenda and supporting materials will be submitted to the Virginia Department of Education Office of School Improvement on the next business day following the local board monthly update.
8. The Division Superintendent will direct appropriate division staff to participate in OSI required technical assistance and other professional development identified by the Office of School Improvement, when invited, to support the implementation of strategies for improving student achievement in low-performing schools. The Division Superintendent will ensure that appropriate division staff implement with fidelity actions/next steps resulting from all technical assistance provided as a result of the MOU.
9. The Richmond City School Board and the Division Superintendent will appear before the Virginia Board of Education, as requested, to provide reports and answer questions about the implementation of the MOU and the corrective action plan.

10. All members of the Richmond City School Board and the Division Superintendent will participate at a minimum annually in board and superintendent professional development provided by the Virginia School Board Association (VSBA) which focuses on their respective roles and responsibilities for school improvement (or for improving student achievement in challenged schools). The plans for this professional development will be developed by the VSBA and the agenda will receive prior approval from the Director of the Office of School Improvement. Meeting minutes that include the identification of next steps for implementation of the professional development will be sent to the Director of the Office of School Improvement, and will be reviewed at the bi-monthly meetings between the Division Superintendent and the Director of OSI.
11. The Richmond City School Board will permit an OSI selected representative to meet with the local board in an ex-officio, non-voting, member capacity should the division fail to have all of its schools *Fully Accredited* by the beginning of the 2025-2026 school year. The OSI selected representative will assume the same rights and responsibilities of all other School Board members and will be expected to attend both public and closed session meetings.

#### **Additional Consequences for Non-Compliance**

Legislation by the 2016 General Assembly provides the Board with the following authority:

If the Board of Education has required a local school board to submit a corrective action plan pursuant to § 22.1-253.13:3, *Code of Virginia*, either for the school division pursuant to a division level review, or for any schools within its division that have been designated as not meeting the standards as approved by the Board of Education, the Superintendent of Public Instruction shall determine and report to the Board of Education whether each such local school board has met its obligation to develop and submit such corrective action plan(s) and is making adequate and timely progress in implementing the plan(s). Additionally, if an academic review process undertaken pursuant to § 22.1-253.13:3, *Code of Virginia*, has identified actions for a local school board to implement, the Superintendent of Public Instruction shall determine and report to the Board of Education whether the local school board has implemented required actions. If the Superintendent certifies that a local school board has failed or refused to meet any of those obligations, the Board of Education shall withhold payment of some or all At-Risk Add-On funds otherwise allocated to the affected division pursuant to this allocation for the pending fiscal year. In determining the amount of At-Risk Add-On funds to be withheld, the Board of Education shall take into consideration the extent to which such funds have already been expended or contractually obligated. The local school board shall be given an opportunity to correct its failure and, if successful in a timely manner, may have some or all of its At-Risk Add-On funds restored at the Board of Education's discretion.



### Authorizations

I (We) have reviewed and understand the work required to implement the requirements of the Memorandum of Understanding (MOU) for the purpose of improving student achievement in Richmond City Public Schools.

<b>Printed Name:</b> _____ <b>Title:</b> Chairperson, Richmond City School Board <b>Signature:</b> _____ <b>Date:</b> _____	<b>Printed Name:</b> _____ <b>Title:</b> Superintendent, Richmond City Public Schools <b>Signature:</b> _____ <b>Date:</b> _____
<b>Printed Name:</b> _____ <b>Title:</b> President, Virginia Board of Education <b>Signature:</b> _____ <b>Date:</b> _____	<b>Printed Name:</b> _____ <b>Title:</b> Superintendent of Public Instruction <b>Signature:</b> _____ <b>Date:</b> _____

---

## Scope of Work

Click here to enter text.

Name of School Division: Richmond City Public Schools

Name of School & Address: Click here to enter text.

Vendor Name: Click here to enter text. Vendor Contact Information: Click here to enter text.

Period of Performance: Click here to enter a date. TO Click here to enter a date.

1. Tasks/Services to be provided on-site by the Vendor to address the identified needs:  
(Please include purpose, Scope, milestones, deliverable, & Schedule)  
**[Type text]**
2. Total Cost, calculated as follows:
  - a. Total Price of Vendor for duration of services: \$ **[Type text]**
  - b. Monthly Invoice Amount: \$**[Type text]**
  - c. Number of Months Included in the Period of Performance \$ **[Type text]**
  - d. Payment Terms **[Type text]**

*\*All Materials & supplies must be supplied by Vendor, unless otherwise agreed upon. Agreement must be in writing.*

**Availability of Funds:** It is understood and agreed that the school division shall be bound hereunder only to the extent of the funding available, or which may hereafter become available for the purpose of this agreement.

\_\_\_\_\_/\_\_\_\_\_  
(Vendor Signature) (Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

## Appendix C



### Office of Grant Monitoring & Compliance Permission to Attend Form

<b>Employee Name</b> <b>School/Office</b> <b>Employee Vendor Code</b> <b>Protocol form attached?</b> <span style="background-color: #f8d7da; padding: 2px 5px;">No</span>	<b>Meeting Name</b> <b>Meeting City/State (or Virtual)</b> <b>Meeting Date/s</b>																		
<b>TRAVEL</b>																			
<b>Quote or proof of mileage attached?</b> <span style="background-color: #f8d7da; padding: 2px 5px;">No</span> <b>Depart Date:</b> <b>Return Date:</b> <b>Confirmation #:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Airplane</td><td style="text-align: right;">\$</td></tr> <tr><td>Personal Car</td><td style="text-align: right;">-</td></tr> <tr><td>Train</td><td style="text-align: right;">-</td></tr> <tr><td>Bus</td><td style="text-align: right;">-</td></tr> <tr><td>Cab, luggage, other travel expenses (est.)</td><td style="text-align: right;">-</td></tr> <tr><td><b>Total Travel</b></td><td style="text-align: right;">-</td></tr> </table>	Airplane	\$	Personal Car	-	Train	-	Bus	-	Cab, luggage, other travel expenses (est.)	-	<b>Total Travel</b>	-						
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<b>Total Travel</b>	-																		
<b>LODGING</b>																			
<b>Reservation attached?</b> <span style="background-color: #f8d7da; padding: 2px 5px;">No</span> <b>Name of Hotel:</b> <b>Vendor Code:</b> <b>Address:</b> <b>Reservation #:</b> <b>Local Fund Code:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Nightly Rate</td><td style="text-align: right;">\$</td></tr> <tr><td>Total</td><td style="text-align: right;">-</td></tr> <tr><td>Nights</td><td style="text-align: right;">-</td></tr> <tr><td>Tax/Fees</td><td style="text-align: right;">-</td></tr> <tr><td><b>Total Lodging</b></td><td style="text-align: right;">-</td></tr> </table>	Nightly Rate	\$	Total	-	Nights	-	Tax/Fees	-	<b>Total Lodging</b>	-								
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Tax/Fees	-																		
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<b>MEALS</b>																			
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Meals included in event			Additional meals requested																
Breakfast	Lunch	Dinner	Breakfast	Lunch	Dinner														
<b>REGISTRATION</b>																			
<b>Registration &amp; Agenda attached?</b> <span style="background-color: #f8d7da; padding: 2px 5px;">No</span> <b>Name of Vendor:</b> <b>Vendor Code:</b> <b>Confirmation #:</b>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Registration</td><td style="text-align: right;">\$</td></tr> <tr><td>Additional Fees</td><td style="text-align: right;">-</td></tr> <tr><td><b>Total Registration</b></td><td style="text-align: right;">-</td></tr> </table>	Registration	\$	Additional Fees	-	<b>Total Registration</b>	-												
Registration	\$																		
Additional Fees	-																		
<b>Total Registration</b>	-																		

EMPLOYEE SIGNATURE

Date

Signature

\*(1)

APPROVED/DENIED

Date

(Employee's Principal or Manager)

\*(2)

APPROVED/DENIED

Date

Director Approval

**For Central Office Use ONLY**

Vendor Name	Vendor Code	Fund	Function	Org	Program	Object	
							Registration
							Lodging
							Meals
							Travel

\*(3)

APPROVED/DENIED

Date

Budget Holder (Manager)

\*(4)

APPROVED/DENIED

Date

Cabinet Approval

**\*All 4 signatures required prior to travel**

**Total Expense**

\$

-

Advance payment request must be submitted to Grants Office 60 days prior to conference (non-local), or 45 days prior (local).

**Department:**

- |  |   |
|--|---|
| <input type="checkbox"/> Academic Operations                 | <input type="checkbox"/> Student Supports & Interventions |
| <input type="checkbox"/> Curriculum & Instruction            | <input type="checkbox"/> Career & Technical Education     |
| <input type="checkbox"/> Exceptional Education               | <input type="checkbox"/> Early Childhood Education        |
| <input type="checkbox"/> Strategic Initiatives & Innovations | <input type="checkbox"/> Teacher & Leader Pathways        |
- 

**Conference Permission to Attend Protocol**

**Prior Approval Checklist**

Please note the required justification question that must be addressed in their entirety before attendance to a conference is considered. Please use the following checklist indicating that these questions have been addressed. Please include justification with your Permission To Attend (PTA) request form. Answering the questions below does not guarantee approval to attend a conference. All current PTA policies and procedures still apply.

**ATTACH THIS CHECKLIST TO YOUR PTA**

- ☐ Submit 1-page description of the conference along with PTA (Back of checklist)

I have included answers to the following questions:

- ☐ What is the conference, who is providing it and why is it considered a quality conference?
- ☐ Who is attending and why?
- ☐ What is the data that tells you this conference is necessary and how does it align to your goals?
- ☐ What specific sessions will be attended?
- ☐ What are the plans to bring the knowledge back into action once back at school?
- ☐ What data do you see changing as a result of this?

---

Signature

---

Date

**Conference Description:**

## Appendix D

PLEASE LIST "SURPLUS", "DISCARD AND TRANSFER" ITEMS SEPARATE FORMS. RETURN ALL FORMS TO DESIGNATED FEDERAL GRANT MANAGER.

SURPLUS – ITEMS NO LONGER NEEDED BY THE LOCATION AND DECLARED SURPLUS.

DISCARD – ITEMS THAT ARE OBSOLETE OR IN POOR CONDITION OR BROKEN BEYOND REPAIR AND NO LONGER FUNCTIONAL

TRANSFER – "USABLE" ITEMS BEING "TRANSFERRED" FROM ONE LOCATION TO ANOTHER.

TO: \_\_\_\_\_  
(Procurement Designee/ Grant Department Designee)

DATES: \_\_\_\_\_

FROM: \_\_\_\_\_  
(School/Department)

LOCATION CODE: \_\_\_\_\_

The following property now located at \_\_\_\_\_ is no longer needed and is hereby declared as follows (Please check only one):

☐ **Surplus**

☐ **Discard**

☐ **Transferred to** \_\_\_\_\_ (Location Code)

RPS#	DESCRIPTION – MAKE/MODEL	SERIAL#	QUANTITY	ROOM#	CONDITION *

\*CONDITION – New, Fair, Poor

Purchased with Federal Funds (Please check only one): ☐ YES ☐ No \_\_\_\_\_

☐ **SURPLUS**

Authorized Signature: \_\_\_\_\_ *Surplus* received by: \_\_\_\_\_

School/Department POC \_\_\_\_\_ Location Code \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

☐ **TRANSFER**

Authorized Signature: \_\_\_\_\_ *Transfer* received by: \_\_\_\_\_

School/Department POC \_\_\_\_\_ Location Code \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

☐ **DISCARD**

Authorized Signature: \_\_\_\_\_  
School/Department POC \_\_\_\_\_

Title: \_\_\_\_\_

**RPS** RICHMOND  
PUBLIC SCHOOLS



**Complaint Form for Equitable Services to Private School Students and Teachers  
Elementary and Secondary Education Act and CARES Act Programs**

This form should be used when a private non-profit school and a public Local Education Agency (LEA) fail to reach agreement on a specific issue dealing with the provision of equitable services for eligible private school students, teachers, and/or parents under applicable federal Elementary and Secondary Education Act (ESEA) programs (ESEA Sec. 1117; 8501) or the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136).

Before any party files a complaint, all parties must have made reasonable efforts to resolve the dispute themselves. Only after these efforts have been made should a complaint be filed by submitting this form to the Virginia Department of Education's Ombudsman at [Equitable.Services@doe.virginia.gov](mailto:Equitable.Services@doe.virginia.gov).

**Section I: Contact Information**

Name of person filing complaint:

Title/Position of person filing complaint:

Name(s) of private school(s):

Street address(es) of private school(s):

Email of person filing complaint:

Phone number of person filing complaint:

**Section 2: Local Educational Agency (LEA) Information**

Name of LEA complaint is against:

Street address of LEA:

Contact name of LEA representative:

Email of LEA representative:

Phone number of LEA representative:

**Section 3: Covered Programs**

Indicate which program(s) or specific titles for which the complaint is being made:

Title I and VIII programs (ESEA sections 1117 and 8501):

- ☐ Title I, Part A – Improving Basic Programs Operated by LEAs
- ☐ Title I, Part C – Education of Migratory Children
- ☐ Title II, Part A – Supporting Effective Instruction
- ☐ Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement
- ☐ Title IV, Part A – Student Support and Academic Enrichment Grants
- ☐ Title IV, Part B – 21<sup>st</sup> Century Community Learning Centers

**Section 4: Basis of Complaint**

- 1) What federal statutory or regulatory requirements that apply to equitable services do you feel have been violated? (Please attach any supporting documentation.)



- 2) Please describe the issue(s), including dates and any steps you have taken and people you have contacted from the LEA to resolve the issue and their response(s). Please attach any supporting documentation.
- 3) Please describe the solution or the action you feel would resolve this problem.
- 4) Are you willing to participate in further discussion with the LEA facilitated by the state Ombudsman to try to resolve your concerns?

### **Section 5: Signature**

Typing your name serves as your electronic signature.

Signature:

Date:

Submit the completed and signed form to the Virginia Department of Education at the address below and provide a copy to the LEA. In lieu of mailing the form, it may be emailed to the Virginia Department of Education Ombudsman at [Equitable.Services@doe.virginia.gov](mailto:Equitable.Services@doe.virginia.gov) and submitted electronically via email to the LEA representative.

**Virginia Department of Education  
Office of ESEA Programs  
P.O. Box 2120  
Richmond, Virginia  
23219**

## Appendix F

### GRANTS OFFICE PURCHASE REQUISITION



DATE	GRANT	FY
DEPARTMENT	DEL. LOC.	
SCHOOL		
REQUESTED BY		
CONTACT PERSON		
SUPERVISOR SIGNATURE		

VENDOR CODE	
VENDOR NAME	
VENDOR ADDRESS	
VENDOR EMAIL:	
VENDOR PHONE:	
VENDOR FAX:	
CONTACT PERSON:	

#### JUSTIFICATION

QTY	STOCK #	DESCRIPTION	UNIT COST	TOTAL
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
Total				-

#### FOR CENTRAL OFFICE USE ONLY

FUND	FUNCTION	ORG	PROG	OBJ	TOTAL

GRANT MANAGER'S SIGNATURE -

Form version 7/11/23

## 2023-24 Title I Parent and Family Engagement Funds Guidance

**Title I Part A** funds are set aside for identified schools to deliver meaningful activities/workshops to meet the needs of the parents and families to support the academic success of their student(s). Schools should make every effort to communicate the purpose of Title I funding. Families should be given the opportunity to participate in regular meetings to formulate suggestions and to participate, as appropriate, in decisions about the education of their students. The school must respond to any such suggestions as soon as practicably possible. Title I funds are used to ensure all students meet challenging state academic content and student academic achievement standards, resulting in the improvement of the overall education of students in a schoolwide Title I school.

To utilize funding for parent engagement, schools must adhere to the following criteria:

Schools must have at minimum two (2) Parent Family Engagement Events each school year. One of which must be the “Title I Annual & Back to School Night Meeting”	The “Title I Annual & Back to School Night Meeting” <b>must</b> be advertised to promote learning about Title I and a school’s specific program. <i>Ex. The purpose of the Title I Annual &amp; Back to School Night Meeting is to inform parents of participating children about the Title I program and their right to be involved in their child’s education, as well as the school’s operations for the year.</i>
	All other Title I Parent Family Engagement events should have a programmatic purpose aligned to schoolwide plans and the Title I application measurable objectives. <i>Ex. To build parents’ capacity to improve student achievement and provide assistance, materials, and training, as appropriate, in understanding topics to improve their students’ achievement.</i>
	These events must be included within the <b>Continuous School Improvement Plan (CSIP)</b> . The CSIP must contain a detailed description of the event, including the justification to be forwarded to VDOE if the event is approved. The <b>justification</b> should be copied from the CSIP and uploaded into LINQ to be evaluated during the requisition/PO approval process <b>BEFORE</b> the event.
Each Title I PFE event must have an <b>agenda</b> .	The agenda should: <ul style="list-style-type: none"> <li>clearly outline the time allotted for the Title I academic sessions;</li> <li>briefly describe how each Title I session supports the improvement of instruction</li> </ul>
	The <b>agenda</b> must be uploaded into LINQ for evaluation during the requisition/PO approval process <b>BEFORE</b> the event.
	The Agenda for the “Title I Annual & Back to School Night” Meeting must include the following information and evidence of how the information was shared: <ul style="list-style-type: none"> <li>Information about the school’s curriculum</li> <li>The academic progress of students and how they are progress monitored</li> </ul>

	<ul style="list-style-type: none"> <li>• The school's SOL performance</li> <li>• Information about Title I, Part A 1% set aside and a parent's role in determining the distribution of funds</li> <li>• Information about the schoolwide Parent and Family Engagement Policy</li> <li>• The <a href="#">Title I Presentation</a> is linked on each school's "About Us" page.</li> <li>• Family Question &amp; Answer Period</li> </ul>
	<p>The Agenda for the other PFE events must include:</p> <ul style="list-style-type: none"> <li>• Clear demarcation of Reading, Math, and/or Science activities and timeframes for each session to occur during the event</li> <li>• The activities/workshops/presentations must reflect the Title I content as aligned in the CSIP and the Title I application.</li> </ul>
Attendance for all participants must be recorded.	<p>Sign-in sheets should reflect the roles of each participant (e.g., staff, parent, student). Include the school, the date of the activity, and the name of the Title I activity/content.</p>
	<p>A <b>sign-in sheet</b> must be submitted to the grant's office no more than one week <b>AFTER</b> the event.</p>
	<p><b>An exit survey</b> must be conducted at the conclusion of the event. The Exit Survey and its results must be submitted to the grant's office no more than one week <b>AFTER</b> the event, preferably at the same time the sign-in sheet is submitted.</p>

**\*Please note:** **80%** of the funding used for the Parent Family Engagement event should be used for resources to support the workshop/event that is exclusive of food purchases. **20%** of the funding used for the Parent Family Engagement event can be used to purchase light refreshments/snacks. In order to strengthen the reasonableness of the purchase, *please limit costs to no more than \$15/attendee*, which aligns with our RPS per diem for conferences. Please note that purchasing food items may be denied by VDOE, and a local budget code may be requested for the expenditure.