



## **STANDARD OPERATING PROCEDURE 4.4**

### **PROCEDURE TITLE: Federal Programs and Consolidated Grants Process**

**Department: FISCAL**

**Proposed by: Director of School Improvement**

**Effective Date: 09/01/2013**

#### **PURPOSE**

The FEDERAL PROGRAMS AND CONSOLIDATED GRANTS MONITORING PROCESS governs the monitoring of individual school's federal programs allocations and includes technical assistance regarding reporting and effective utilization of funding by providing staff expertise and guidance to partner schools.

Federal programs address the diverse needs of Ohio's schools and student population. They include programs that were affected by ESSA or subsequent legislation such as Title I and its many parts including School Improvement, Title IIA, Title III, Title IV, School Improvement 1003g and IDEA Part B and ECSE.

#### **SCOPE**

The FEDERAL PROGRAMS AND CONSOLIDATED GRANTS MONITORING PROCESS applies to all staff who participate in federal program administration and monitoring and all staff who attend governing authority meetings of St. Aloysius sponsored schools.

#### **PROCEDURE**

1. The process begins with monitoring school federal grant applications and project cash requests. Governing Authorities and School Leaders will receive an email reminder in November and March, as necessary, regarding grant applications statuses and if they have not requested quarterly project cash requests.
2. CSS provides technical assistance and support when necessary to the schools' business manager/staff or treasurer to help ensure Federal and State compliance in the areas of federal programs and consolidated grants.
3. The Director of Federal Programs shall develop and maintain a Federal Programs Seasonal Calendar.
4. The Director of Federal Programs shall annually provide the Federal Programs Seasonal Calendar to all schools sponsored by St. Aloysius by July 1.



5. CSS Federal Programs Staff maintain open communication with individual schools' principal/federal program staff.
6. CSS monitors the consolidated applications through the use of the Project Cash Requests (PCRs) for the draw-down of funds to ensure the schools' federal funds are expended for current students in the current year as much as possible.
7. CSS Federal Programs staff provides federal programs technical assistance through communications in the Sponsor Connection newsletter.

### **DOCUMENTATION/VERIFICATION**

All FEDERAL PROGRAMS AND CONSOLIDATED GRANTS MONITORING PROCESS documents are uploaded into the appropriate system and can be accessed through the Federal Programs Director and/or staff. The annual Federal Programs Seasonal Calendar shall be saved to the shared drive in the Federal Programs folder.

*Sample Supporting documentation included with this process:*

1. Sample sponsor connection referencing federal programs requirements

### **DOCUMENT HISTORY**

Orig. Date Dec. 2012  
Rev. Date Aug. 2013  
Rev. Date March 2017  
Rev. Date November 2018  
Rev. Date May 2019  
Rev. Date March 2023  
Rev. Date June 2023  
Rev. Date June 2024

### **REVIEW AND APPROVAL**

Reviewers of the FEDERAL PROGRAMS AND CONSOLIDATED GRANTS MONITORING PROCESS are as follows:

Reviewed by: Management Team: Date: 06/21/2024

Approved by: President David L. Cash, Jr. Date: 06/21/2024

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. FEDERAL PROGRAMS AND CONSOLIDATED GRANTS MONITORING PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.