

STANDARD OPERATING PROCEDURE 13.02: FEDERAL PROGRAMS AND CONSOLIDATED GRANTS PROCESS

July 1, 2025

A. 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, Expanding Opportunities for Every Child and IDEA Part B and ECSE.

B. APPLICABILITY

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.

C. DEPARTMENT RESPONSIBILITIES

Responsible Department: **Services Team**

Other Departments:

D. PROCEDURE

1. The Services Team will send an email reminder in November and in March to the Governing Authorities and School Leaders regarding 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 Services Team shall develop and maintain a Federal Programs Seasonal Calendar.
 4. The Services Team shall annually provide the Federal Programs Seasonal Calendar to all schools sponsored by St. Aloysius by July 1.
 5. The Services Team shall maintain open communication with individual schools' principal/federal program staff regarding federal programs.
 6. The Services Team will review CSP school reports if applicable.
 7. The Services Team provides federal programs technical assistance through communications in the Sponsor Connection newsletter.
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8. The Services Team will create an annual report to be included in the annual compilation report.

E. DOCUMENTATION

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

F. GLOSSARY

Federal program, allocation, staff expertise, ESSA, Title I, EOEC, IDEA, quarterly project cash requests, consolidated grants, CSP, annual report

G. CROSS REFERENCED SOP'S

None

H. REVIEW AND APPROVAL

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025
