

**Grant Process at SCCOE
FAQs**

GENERAL

What support can I get from the Grants and Partnerships Office?

The Grants and Partnerships Office serves all divisions of the SCCOE and aligns its work with the funding priorities of the agency. The team can serve in the following roles based on capacity: lead, coach, and reviewer. Reach out to the team through grants_office@sccoe.org for a consultation.

How early should I complete the Grant Application & Submittal Routing Form and notify the Assistant Superintendent/Chief?

The routing form should be submitted as soon as your team decides it will be completing a competitive grant proposal. It is recommended at least two weeks prior to the due date of the proposal to ensure the accounting, evaluation, and GPO teams include it in their work load. However, there is flexibility as you work with partners to determine the viability of applying.

If I have a question about using the Grant Application & Submittal Routing Form who should I contact?

The Grants and Partnerships Office is happy to help walk you through the process and answer any questions about the form, please reach out to us through grants_office@sccoe.org.

Do all grants follow this process? What about contracts?

All competitive grant applications submitted by the Santa Clara County Office of Education (SCCOE) are subject to this process. Select programs that are autonomous in authoring “formula” or “continuation” grant applications will submit only the final grant application package to the Grants and Partnerships Office for tracking purposes. Contracts do not follow this process.

Do continuation grants need to go through this Grant Application & Submittal Routing Process?

No, continuation grants or formula grants (where it is not a competitive bid situation), do not need to go through the Grant Application & Submittal Routing process. Thus, these grants do not require approval to apply or routing for signatures. However, the continuation and formula grants will still need assistance from accounting on budgeting, which is part of the normal process.

If multiple departments want to apply for the same grant, will there be a process to decide which department will be allowed to apply?

There is a tool that is developed to compare grant submissions. This tool is private to the Grants & Partnerships Office and the County Superintendent. It assesses each submission

to make the final determination as to which department will serve as lead in the submission.

In the event multiple departments are interested in applying for the same grant, are there opportunities for collaboration?

Yes, there are always opportunities for collaboration on grants. However, one department will serve as the primary program lead for submission purposes with other departments serving as collaborators.

If my grant is less than \$20,000, do I need to gather signatures?

Grants that are less than \$20,000 do not require the use of the Grant Application & Submittal Routing Form; however, the form should be used to inform department leadership of the grant submission and approval. If a budget submission is required, programs should work with the accounting department to ensure accuracy of the budget.

If we are not the lead or fiscal agent of the grant, but instead, serve as a partner, do we need to complete the Grant Application & Submittal Routing Form?

No, this Grant Application & Submittal Routing form is not needed if SCCOE is not the lead/ fiscal agent. Instead, use a Letter of Support to show SCCOE's commitment to the partnership. Reference SCCOE A/R 3291 for details.

GRANT APPLICATION & SUBMITTAL ROUTING FORM: APPROVAL TO APPLY

If we are requesting reduced or no indirect costs, do we give substantiation when requesting approval to apply?

Yes, substantiation needs to be provided to accounting, to obtain their approval to apply.

If we indicate that there is a resource impact and that a new FTE headcount is needed to support the program, does it mean that the grant will fund the headcount?

If a new FTE headcount is checked, a discussion will be needed with your leadership and collaborating parties. You should document a description of the resource impact in the summary. The grant may fund 100% of the headcount, or a portion of the headcount as a match. If the intent is that the headcount is coming from general funds, then that should be described in the Grant Application & Submittal Routing Form.

How do I know if I need to include the Evaluation Team?

The request for proposal or application (RFP/RFA) will tell you if you need an evaluation component in your proposed project or program. If you are unsure, please contact the Grants and Partnerships Office to help you understand this requirement.

How do I let the evaluation team know the proposal needs to include an evaluation?

If the grant proposal requires an evaluation, reach out to the evaluation team for a consultation at REP@sccoe.org and use the evaluation services addendum (available on the intranet under the grants tab)

GRANT APPLICATION & SUBMITTAL ROUTING FORM: PREPARE THE GRANT

When should I start working with my accountant?

It is important that you work with your accountant before you submit the grant for final approval. The accountant should review and provide feedback on the grant budget throughout the proposal drafting process and before you submit it through DocuSign for approval to submit.

When should I start working with the Grants team?

The Grants and Partnerships Office is available to consult to help determine if the grant is a good fit, as well as ascertain the level of support available to assist with the actual application based on our capacity. Capacity is directly tied to the number of grant opportunities being applied for at a certain time and what the funding priorities are as established yearly by the County Superintendent, Cabinet, and their Directors. The earlier you are able to consult with the team, the greater chance there will be capacity for support and alignment of resources. At a minimum, it is recommended to provide two weeks' notice prior to the proposal due date to ensure the GPO team includes the review in their work load.

When should I start working with the Research & Evaluation team?

The Research and Evaluation team is available to consult to help determine if the grant is a good fit based upon the evaluation requirements, as well as to help develop logic models and impact measures for the proposal. If the grant requires an internal or external evaluator you must consult with the evaluation team as part of the grant application process and complete the *Evaluation Services Addendum*. The earlier you are able to consult with the team, the greater chance there will be capacity for support and alignment of resources. At a minimum, it is recommended to provide one month notice prior to the proposal due date to ensure the Research & Evaluation team includes the proposal in their work load.

What other teams at SCCOE should be involved in creating our grant proposal?

You should reach out to other SCCOE teams as you develop your proposal especially if you will be contracting with other departments through IOSAs. It is necessary to connect with those teams to ensure that they are aware of the proposal for their internal planning purposes and so that they can provide an accurate budget for their services. Other teams that might be included are Media & Communications (translation services, graphic design, printing costs, etc.), Technology (websites), training teams, or others.

GRANT APPLICATION & SUBMITTAL ROUTING FORM: FINAL REVIEW APPROVAL TO SUBMIT

Who submits the grant?

If the Grants & Partnerships Office is the lead, the Grants & Partnerships Office will submit it. If the program is the lead, then the program submits it. Exceptions are for Federal grants, or other instances where there is a unique organizational login, then the Grants & Partnerships Office will submit.

Do I have to submit the version of the grant that goes through DocuSign, with all of the DocuSign markings on it?

No, please submit a clean pdf version of the grant. The funder does not need to see the DocuSign markings.

GRANT APPLICATION & SUBMITTAL ROUTING FORM: GRANT AWARD/DECLINATION

If a grant is declined, does the Grants & Partnerships Office want to see the declination notification and comments?

Yes, this helps us to improve upon future grant applications. Being able to assess the list of strengths and weaknesses is always insightful.

If a grant is awarded, who needs to know?

The Grants & Partnerships Office, Accounting, and the Contracts Office all need to know when you are awarded a grant and have their own processes that must be followed.

Grants & Partnerships: Forward copy of the full Grant package to the Grants Office with the final step of the Grant Application & Submittal Routing form.

Accounting: Fill out the Approved Grant Information Form, completed Grant Application & Submittal Routing, and send them with the grant budget to your accountant, including the following:

- Grant Award Notification/Grant Contract
- Reduced Indirect form, as appropriate
- Salary Account Change Form, as appropriate

Contracts: Route the fully signed Grant Award Notification/Grant Contract to the Contracts office utilizing the No Student Contact contract routing sheet (or other, if applicable) to receive an RM#.

Who is an authorized signatory for a grant agreement? What process do we follow to obtain an authorized signature?

The County Superintendent of Schools is the authorized signatory at the SCCOE. Please follow your division's process to obtain an authorized signature to execute the grant agreement. If you are unaware of your division's process, please reach out to the Cabinet member's Senior Executive Assistant for details.

POST AWARD: IMPLEMENTATION, OPERATIONS, & REPORTING

Will reporting reminders go to the author of the grant with a cc to their direct Supervisor and Accounting?

Currently, reminders will be sent to the program lead 30 days in advance. Program leads are accountable and responsible for project implementation and operation during the grant period. It is their responsibility to notify their direct Supervisor and Accounting of grant reporting deadlines. The Grants and Partnerships Office will send courtesy reminders for upcoming reporting deadlines based upon the information available in the grant award package or information forwarded by the program. The Grants and

Partnerships Office is not privy to additional reporting requirements and instructions received by the program from the funder after the initial award package.

What is the reporting process and what role does the Grants & Partnerships Office play?

Program leads are accountable and responsible for all grant reporting. The program lead should work with their Accountant to reconcile budgets and submit fiscal reports. As applicable, the program lead should work with the internal evaluator for programmatic reports. The Grants & Partnerships Office will send courtesy reminders for upcoming reporting deadlines based upon the information available in the grant award package or information forwarded by the program. Upon submitting a report, the program lead should send a copy of all report documentation to the Grants & Partnerships Office for our records.

Will there be a separate process for funding received under a contractual agreement?

Contracts, such as California Department of Education contracts, have been using Accounting's prior Grant Tracking Checklist. Effective 7/1/20, programs will use the new accounting Approved Grant Information Form. However, contracts do not need to go through the Grant Application & Submittal Routing Form, as this form is intended only for competitive grant applications and submissions.

Do these forms replace the process that requires grant award notifications to be routed through Business Services MOU/Contract routing form?

No, the Grant Application & Submittal Routing Form pertains to the Pre-Award stage only. Accounting's Approved Grant Information Form is for setup of a cost center for a grant/ contract Post-Award; this process was updated in 2020 for alignment with the Pre-Award stage. Finally, the program will continue to utilize the No Student Contact contract routing sheet for routing of grant award notifications and contracts through Business Services in order to receive an assigned RM#.

Has there been any thought to creating a post-award grant-specific routing form, instead of using the Contract/ Agreement Routing Form, as grant award notifications routing does not exactly fit in the MOU/Contracts process?

The program will continue to utilize the Contract/ Agreement Routing Form for routing of grant award notifications and contracts through Business Services in order to receive an assigned RM#.