



# OCDE Funding Development Flow Chart

## Concept Approval

- Grants and Funding Office determine the **Type of Funding**. If the funding is a GRANT, this process is followed
- Grants and Funding Office reviews the Request for Proposal (RFP) to determine **Eligibility** and fit with **Guiding Principles**
- Grants and Funding Office meets with Program Team to discuss program, staffing, and funding concept
- Grants and Funding Office will work with other OCDE divisions to ensure there is not an internal competition for funding
- **Funding Opportunity Summary** will be e-mailed to program leadership and OCDE Cabinet to start the pre-approval process
- All levels of leadership will be informed of any “red flags” and allowed the opportunity to submit questions or concerns
- If request is denied, the process ends here
- **NOTE: Must allow a minimum of three weeks for the review, proposal development, approval, and submission process**

## Information Sharing

- Grants and Funding Office will provide the Special Projects Unit with a copy of the RFP and required budget forms for submission
- Grants and Funding Office will work with Special Projects Unit and Program Team to prepare a budget and budget narrative
- Grants and Funding Office will provide OCDE Evaluators with a copy of the RFP and requirements for consultation
- If Heluna Health (formerly PHFE) will be the Fiscal Agent, the Grants and Funding Office will complete the same steps with Heluna Health Representative

## Proposal Development

- Grants and Funding Office will develop a proposal preparation **timeline** and **tasklist** of required items
- Grants and Funding Office will prepare required forms and gather OCDE documentation needed for proposal submission
- Grants and Funding Office and Program Team will develop the required program narrative and attachments for proposal
- Grants and Funding Office will review draft of narrative and proposal items to ensure formatting requirements are met
- **NOTE: Narrative will be proofread by Administrative Supervisor or designee a minimum of three days prior to submission**

## Submission Approval

- Grants and Funding Office will prepare the **Funding Snapshot**, budget, and required forms for approval
- All OCDE designees must sign the **Funding Snapshot** to indicate their approval to submit the proposal
- The signed **Funding Snapshot** and required forms will be forwarded to the Authorized Representative
- The Authorized Representative will sign all required forms on behalf of OCDE to be included in the official proposal
- **NOTE: Must allow a minimum of five days to complete the final approval process**

## Submission

- Grants and Funding Office will prepare and assemble all required documents for proposal submission
- Grants and Funding Office (or Heluna Health) will deliver or mail the final proposal to meet the required deadline
- **NOTE: All electronic submissions or reports must be completed by the Grants and Funding Office or Heluna Health**

## Award Acceptance

- Recipient of notification will inform the Grants and Funding Office of the award announcement
- The Grants and Funding Office will notify the Special Projects Unit to establish a funding account number
- The Grants and Funding Office will complete a **Contract Request Form (CRF)**, attach a copy of: the **Implementation Form**, **signed Funding Snapshot**, original **approved budget**, submitted proposal, and required forms for signature
- A completed CRF Packet will be routed for approvals and signature by the Authorized Representative
- Funding announcement will be sent out by Grants and Funding Office through monthly Funding Flash Reports to Cabinet
- Special Projects Unit will provide an updated list of funded awards to the OCDE Board of Education (when necessary)
- Grants and Funding Office will debrief with Program Team
- **NOTE: Board action is only necessary when specifically required by the funding source**

### Contact Information

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#### Grants and Funding

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#### Authorized Heluna Health Contacts

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