

VII. REQUESTS FOR FUNDING, LETTERS OF COMMITMENTS, INCOME CONTRACTS, OR MEMORANDUMS OF UNDERSTANDING (MOU)

A. Prior to Submitting a Letter of Support, Letter of Commitment, or Memorandum of Understanding (MOU) that Includes an OCDE Endorsement, Staff Time/Resource Allocation, or Exchange of Funds

1. The development of any Letters of Support, Letters of Commitment, or Memorandums of Understanding (MOU) will follow the process outlined on the ***Funding Development Flow Chart (Attachment A.1)***.
2. A draft of the Letter of Support, Letter of Commitment, or MOU and related Request for Proposal (RFP) should be submitted to the Office of Grants and Funding for review **a minimum of one week prior to due date**.
3. The Office of Grants and Funding will review the draft content based on the OCDE ***Guiding Principles for Funding and Commitments (Attachment A.2)*** to determine the type of commitment being proposed, any “red flags” that need to be communicated, and what OCDE representative would be most appropriate to sign the official document.
4. The Office of Grants and Funding will finalize the proposed document and complete a ***Funding Snapshot (Attachment A.3)*** form. A sample form is attached and can be located online in the Employee Connection, E-forms section.
5. The Office of Grants and Funding will work with the Special Projects Unit (Budget Office) to develop an in-kind budget. The Funding Snapshot, in-kind budget, and a copy of the proposed letter or MOU will be routed by the Office of Grants and Funding for approvals ending with the Authorized Representative. The approval process requires **a minimum of five days prior to the due date to complete**.
6. Letters or MOUs that involve over \$5,000 of in-kind (staff time/resources) commitments or any amount of funding exchange will require approval by the Superintendent’s Office.
7. The Associate Superintendent of Administrative Services and Chief Academic Officer are authorized to sign documents on behalf of the Superintendent, including but not limited to letters or support and letters of commitment.
8. The Purchasing and Contracts Coordinator and Legal Counsel are authorized to sign documents on behalf of the Superintendent, including but not limited to contracts and MOUs.

B. Prior to Submitting a Proposal for Funding or Applying for a Grant

1. The development of any funding applications will follow the process outlined in the ***Funding Development Flow Chart (Attachment B.1)***.
2. A copy of the Request for Proposal (RFP) and any documents requiring signature should be submitted to the Office of Grants and Funding for review **a minimum of three weeks prior to submission due date**.
3. The Office of Grants and Funding will review the RFP based on the ***When to Pursue and When to Walk Away (Attachment B.2)*** and ***OCDE Guiding Principles for Funding and Commitments (Attachment B.3)*** documents.

4. A **Funding Opportunity Summary (Attachment B.4)** will be prepared by the Office of Grants and Funding and emailed to all Cabinet Representatives on the Friday following discovery of the opportunity. The summary will indicate any “red flags” with the funding requirements, potential divisions that will benefit/be impacted, and other important details to aid Cabinet Representatives in making an informed decision about the funding opportunity. Each Cabinet Representative will have the opportunity to ask questions and suggest OCDE programs or partners that should be considered for inclusion by the following Tuesday. The Office of Grants and Funding will notify the Program Team how to proceed by Wednesday.
5. Once approved to move forward, the Office of Grants and Funding will support the Program Team with the proposal development, including but limited to consultation on program design, staffing plan, and budget development; writing or review of the proposal narrative; development of required grant components (i.e. timelines, budget narratives, abstracts); assistance with proposal formatting and branding; and providing quality assurance of the final proposal packet to ensure compliance with funder requirements.
6. The Office of Grants and Funding will liaison between the Program Team and the Special Projects Unit (Budget Office) to develop a budget that aligns with the funding requirements. This process will need to be completed **a minimum of one week prior to the submission due date.**
7. A **Funding Snapshot (Attachment B.5)** form will be completed by the Office of Grants and Funding **a minimum of five days prior to the submission due date.** A sample form is attached and can be located online in the Employee Connection, E-forms section.
8. A Funding Snapshot will be completed by the Office of Grants and Funding and will be accompanied by an **approved budget (Attachment B.6)** prepared by the Special Projects Unit and any documents requiring signature by the Authorized Representative. These documents will be routed by the Office of Grants and Funding for approvals ending with the Authorized Representative.
9. Any funding applications that involve over \$5,000 in funding will require approval by the Superintendent’s Office.
10. The Associate Superintendent of Administrative Services and Chief Academic Officer are authorized to sign documents on behalf of the Superintendent, including but not limited to funding applications.
11. For further details, please see www.fundingpartnershipservices.com

C. After the Funding Award is Announced

1. Upon receipt of an award notification, the recipient will provide the Office of Grants and Funding a copy of the announcement and any documents to be completed to accept the award.
2. The Office of Grants and Funding will notify the Special Projects Unit and Cabinet Representatives of the funding details. The Program Team (now referred to as the “Grantee”) will notify any staff and partners involved in the awarded program.
3. After receiving written documentation of the award, the Special Projects Unit will establish an account number for the new funding.
4. If the Funder does not require an executed contract to release the funds, skip to Step 10. If a contract will need to be created or signed in order for funds to be released to OCDE, then continue with Steps 5-10.

5. The Office of Grants and Funding will complete a ***Contract Request Form (CRF) (Attachment C.2)*** on behalf of the Grantee to begin the contracts process to officially accept the new funding.
6. The Office of Grants and Funding will create a ***CRF Packet (Attachment C.3)*** that includes a copy of: the signed Funding Snapshot; original approved budget; submitted funding proposal; and any documents requiring review/signature by the Contracts Department. These documents will then be routed by the Office of Grants and Funding for approvals ending with the Authorized Representative.
7. The Purchasing and Contracts Coordinator and Legal Counsel are authorized to sign documents on behalf of the Superintendent, including but not limited to contracts and Memorandums of Understanding (MOU).
8. The Office of Grants and Funding will liaison between the Grantee and the Contracts Department while the CRF Packet is circulating for approvals and the contract is finalized. This process typically takes **a minimum of five days for approvals and two-three weeks for contract execution.**
9. Once a contract is fully executed (signed by both the funder and OCDE), the Contracts Department will provide a final copy to the Office of Grants and Funding. This copy will be shared by the Office of Grants and Funding with the Grantee.
10. Grantees will initiate any CRFs for subcontracts or further contract needs throughout the remainder of the funding cycle.
11. For further details, please see www.fundingpartnershipservices.com