



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES

Policy/Procedure Title:	GM 1.1 – Development of Grant Application
Purpose:	This procedure establishes guidelines for the Development of Federal grant applications
Abbreviations:	FGO - Federal Grants Office GAN - Grant Award Notification CFDA - Code of Federal Domestic Assistance ORG - Organization Codes USDE – United States Department of Education SEA – State Education Agency LEA – Local Education Agency OMB – Office of Management and Budget
Policy:	<ol style="list-style-type: none"> 1. The Virgin Islands Department of Education (VIDE) shall coordinate the development and submission of the United States Department of Education (USDE) grant applications to address the educational needs of their students. The VIDE is responsible for monitoring the execution and spending of federal grant funds to ensure funds are spent for their intended purpose and prevent lapsing of funds.

<p>Procedure:</p> <ol style="list-style-type: none"> 1. Each year the FGO will create a timeline for the grant application. 2. SEA’s and LEA’s will conduct a comprehensive needs assessment to determine program initiatives to be included in the upcoming consolidated grants application. 3. The FGO will conduct grant application kickoff meetings (STTJ and STX). FGO will provide technical assistance and the grant application and budget templates. 4. LEAs and SEA’s develop and document program initiatives for the upcoming school year and submit the initial draft for inclusion in the consolidated grant application to FGO by the timeline established for the current year. FGO reviews draft application and provides appropriate guidance and feedback. 5. LEA’s and SEA’s receive guidance from FGO for programmatic adjustments and develop projected budgets for input into a second draft of the consolidated grant application. 6. FGO will conduct a second draft review session with LEA and SEA Program Managers discuss programmatic initiatives and projected budgets.



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7. LEA and SEA Program Managers incorporate the review comments from the second draft and submit their final application to the FGO.
8. If necessary, FGO makes final revisions in collaboration with the LEA and SEA through technical assistance based on USDE final allotments.
9. FGO compiles the final LEA and SEA grant application and submits to the Assistant Commissioner of Operations and the Commissioner of Education for review and approval.
10. Upon final approval from the Commissioner of Education FGO electronically submits and express mails the completed grants application package to USDE by the prescribed deadline.
11. FGO electronically distributes the grant application to LEA and SEA's
12. USDE reviews and approves the grant application prior to October 1.
13. Once the FGO receives notice that the grant application is substantially approvable VIDE proceeds with their budget call which requires LEA's and SEA's to submit their budget worksheets (Form OMB/BR-IV)
14. FGO reviews, approves, and reconciles the SEA and LEA budgets to the grant application.
15. Upon completion, the FGO submits the budgets to the Budget Control Office for entry into MUNIS.
16. Once the grant application is approved by USDE, FGO receives a letter of approval and the GAN.
17. The FGO reviews the grant award letter for:
 - a) Period of performance (beginning and ending date);
 - b) Budget performance period;
 - c) Amendment;
 - d) Authorized funding information;
 - e) Code of Federal Domestic Assistance (CFDA number)
 - f) Grantor contact information and
 - g) Terms and conditions of the grant.
18. The FGO compares the application to the award. If necessary, budget adjustments will be requested by the FGO and completed by the Budget Control Office
19. Once approved in MUNIS the FGO sends notice to all programs.



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