

August 24, 2023


AUTHORIZE THE COMMENCEMENT OF THE PUBLIC COMMENT PERIOD FOR ACCEPTANCE OF GRANTS, GIFTS, AND DONATIONS POLICY STARTING AUGUST 25, 2023

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board authorize the commencement of the Public Comment Period from August 25, 2023 to September 25, 2023 for the Policy described in the disposition table below. Pursuant to Board Rule 2-6(c), the Board must authorize the commencement of the Public Comment Period.

Current Policy Section/ Current Policy Title	New Policy Section/ New Policy Title	Description of Revision/Disposition
403.3 Acceptance of All Grants, Gifts, Donations	N/A	Amend Policy 403.3 This policy is being revised to correct references to Board Rules and to update the procedures as appropriate. In addition, new wording is being added to address equity in acceptance of all grants, gifts, and donations.

Approved as to Legal Form: 

DocuSigned by:

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Ruchi Verma
 General Counsel

Approved:

DocuSigned by:

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Pedro Martinez
 Chief Executive Officer

Policy Summary Form

Policy Being Amended	Policy Manager(s)
403.3_04-1027-PO1 Acceptance of All Grants, Gifts and Donations	James Patrick Alforque
Link(s) to Current Policy (if applicable)	Link to Draft of Policy (Title should include “Rescind and Adopt New”, “Amend”, or “Adopt New” based on what action you are taking)
https://www.cps.edu/sites/cps-policy-rules/policies/400/403/403-3/	

1. Why is this policy being amended on your current timeline? If you are amending multiple policies, please list out the reasons for each one (e.g., state legislation, compliance change, policy was out of date, annual policy review, CEO/CEdO recommendation, etc.)

This policy is being revised to correct references to Board Rules and to update the procedures as appropriate. In addition, new wording is being added to address equity in acceptance of all grants, gifts, and donations.

2. Please give a high level summary of what policy changes are being made, and why.

The policy refers to an obsolete Board Rule (5-29) and the revisions will reference the current Board Rule and update the procedures as appropriate.

3. Please provide any notable feedback from internal or external stakeholders, and how you addressed it or planned to address it in your policy draft.

4. Please provide any additional notes/considerations in the box below.

**AMEND BOARD REPORT 04-1027-PO1
POLICY FOR ACCEPTANCE OF ALL GRANTS, GIFTS AND DONATIONS**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend Board Report 04-1027-PO1, Policy for Acceptance of All Grants, Gifts and Donations.

PURPOSE: This policy shall establish an acceptance process for all grants, gifts and donations received by any central office, area network or school unit. Establishing the administrative requirements in this policy will ensure the uniform implementation and management of all grants, gifts and donations, and also ensure that the Board meets its responsibilities as the grant, gifts or donation recipient. The acceptance of a grant, gift, or donation should be equitable to all impacted parties, while operationalizing the CPS Equity Framework and aligning with the CPS mission.

POLICY TEXT:

I. ACCEPTANCE OF GRANTS, GIFTS AND DONATIONS

Pursuant to Board Rule ~~5-29~~ 7-13, all grants, gifts and donations of goods and services, whether from governmental or non-governmental sources, received by any central office, area network or school unit ("receiving unit") must be accepted by the Chief Financial Officer on behalf of the Board prior to use of such grant, gift or donation. The receiving unit shall notify the Chief Financial Officer of the award, utilizing an electronic form provided by the Chief Financial Officer, ~~which contains the following information: (1) Funding Source; (2) Funding Agency Contact and Telephone; (3) Grant/Donation Name; (4) Amount of Grant/Donation/Estimated Value; (5) Start Date; (6) End Date; (7) Purpose of Grant/Donation; (8) Internal Accounts Name for School Based Non-governmental Grant; and (9) CPS Contact Person/Grant Administrator, Unit and Telephone.~~

It is the obligation of the receiving unit, or the Office of Budget and Grants Management, as appropriate, to obtain and deliver to the Chief Financial Officer in a specified electronic format for review and approval, all related grant documents, including, but not limited to: award letters, approved budgets, budget narratives, contracts and agreements, guidelines, reporting requirements, government funding sources, government checks, and non-governmental checks for salaries or consultants. Upon acceptance, the Chief Financial Officer will send electronic notification to the receiving unit, Office of Management and Budget and External Resources and the Office of Budget and Grants Management.

~~If a receiving unit receives governmental grant funds directly or through a third party, the receiving unit must send any funds or other negotiable instruments to the Division of Revenue to deposit to the unit's budget account and assume the financial reporting requirements of the grant. The Division of Revenue will be responsible for all reporting requirements for government funded grants.~~

~~If a grant, gift or donation, in whole or part, will be deposited in the budget of a unit or units, the receiving unit must contact the Office of Management and Budget upon notification of grant acceptance from the Chief Financial Officer to determine the appropriate budget lines. The Office of Management and Budget Office of Budget and Grants Management is responsible for loading the funds in the appropriate budget lines upon receipt of the agency-approved budget, and sending electronic notification to the receiving unit indicating that the funds have been loaded. This includes all grants funded by a governmental agency, and any portion of a non-governmental grant or donation that will be used for salary and benefits, stipends or consultant services.~~

School units may deposit non-government funded grants that will not be used for salary and benefits, stipends or consultants in their Internal Accounts, and disbursements will be made at the local school level in accordance with the procedures in the Internal Accounts Manual.

The Grant Administrator/Program Director identified by the receiving unit to the Chief Financial Officer when requesting acceptance is responsible for (1) the financial and performance oversight of the grant, (2) ensuring the correct loading of funds as defined by the funding agency, (3) monitoring grant fund spending activity within the approved budget, (4) delivery of goods and services prior to the grant end date and subsequent issue of payment prior to any reporting deadline for the grant period, and (5) resolving all unreimbursable expenditures with any vendor.

The Chicago Public Schools is a tax supported body politic and corporate, and a school district of the State of Illinois. The Children First Fund is a free standing agency and a 501c3 entity that is non-for-profit. Funding agencies which are restricted from making donations to tax supported institutions are encouraged to make their donations through the Children First Fund.

II. REFUNDS OF UNUSED GRANT FUNDS

Refunds of unused grant funds shall be handled pursuant to the requirements set forth in Board Rule ~~5-29~~ 7-13. For all refunds that exceed ~~\$5,000~~ Board Rule 7-13's limit, the receiving unit shall provide a written explanation to the Chief Financial Officer within five days after the expiration of the term of the grant or upon request from the funding agency, identifying the reason for not utilizing 100% of the grant.

III. REPORTING TO THE BOARD

The Chief Financial Officer shall provide to the Board a ~~monthly~~ report in accordance with Board Rule 7-13. ~~of all acceptances of grants, gifts, and donations that exceed \$50,000 and of all refunds that exceed \$5,000, including an explanation of the cause of all such refunds.~~

IV. REGISTRATION OF DONATED GOODS ON THE ASSET REGISTER

~~Pursuant to the Board's Maintenance and Disposal of Assets Policy (Board Report 04-0526-PO1, as may be amended from time to time), all donations which have a value of at least five hundred dollars (\$500.00) and a useful life of at least one year must be entered on the Asset Register. Principals shall follow the procedures set forth in Board's Maintenance and Disposal of Assets Policy to register donated goods that meet the criteria for registration. Registration of donated goods on the asset register should be handled pursuant to Board Policy 401.9.~~