

**DEPARTMENT OF EDUCATION
ROUTING FORM for
GRANT AWARDS AND SUBAWARDS**

12/10/2020

Date: 05/07/2021	Originated by: Laurie Cooper	Please return to: Laurie Cooper	Ph. 786-1812
-------------------------	---------------------------------	------------------------------------	-----------------

Description of Grant Award or Cooperative Agreement:
4 SOP Title I, Part D - Neglected and Delinquent Awards

Will this grant collect individualized student data from school divisions to be used for more than the original purpose (such as being added to VLDS)? Yes No

If Yes, the following language must be included in the Grant Award Notification Specific Instructions.

Grant Sub-Recipient shall work with school divisions to ensure that notice is provided to parents to comply with the Family Educational Rights and Privacy Act (FERPA) and the Government Data Collection and Dissemination Practices Act.

Will PII data be provided by DOE to the grant sub-recipient? Yes No

If Yes, additional Terms and Conditions regarding sharing student PII data must be included in the Grant Award Notification (GAN). Contact Procurement for relevant Terms and Conditions guidance.

Check One:

Formula/Entitlement -	
<input checked="" type="checkbox"/>	Federal Funds
<input type="checkbox"/>	State Funds
<input type="checkbox"/>	Other

Check One:

<input checked="" type="checkbox"/>	Providing federal funds to a governmental entity and the agreement is not the result of a procurement RFP.
<input type="checkbox"/>	Providing federal funds to a non-profit organization to co-sponsor a training event
<input type="checkbox"/>	General funds to be transferred by PB BEX*

* The PB System is required for payment of state funds to any public Virginia Institution of Higher Education

NOTE: Attachment A - Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements must be attached to all grant awards or cooperative agreements. If the agreement is for conference arrangements or similar services, and the recipient type is Cooperative Agreement, a **Cooperative Agreement Form** must also be attached.

Will this grant or cooperative agreement be used to create Intellectual Property (i.e. papers, reports, forms, materials, creations, or inventions (intangible property))? Yes No

If No, GAN 22. Specific Program Instructions must reference Attachment A - Special Terms and Conditions Intellectual Property Section I.

If Yes to above question, will VDOE own the Intellectual Property? Yes No

If Yes, GAN Specific Instructions must reference Attachment A - Special Terms and Conditions Intellectual Property Section II.
If No, GAN Specific Instructions must reference Attachment A - Special Terms and Conditions Intellectual Property Section III.

Review (ensuring that the DOE Intellectual Property Special Terms and Conditions and all deliverables to be owned by DOE are included in the award document), initial, and pass on.

Reviewers:	Digital Signature	Comments	Date
Is this award eligible for OMEGA? Pick yes <input checked="" type="checkbox"/> or no <input type="checkbox"/>			
Director			
Assistant Superintendent/ Deputy Superintendent			
Grants Monitoring Manager Fiscal Services			
Budget Certification and Budget Upload			
Payee Budget posted to OFS Fiscal Services			
Payee Budget posted to OMEGA by Fiscal Services			
Deputy Superintendent for Finance and Operations			

PROJECT CODE:	APE4294800000	AWARD:	S013A20046
---------------	---------------	--------	------------

INSTRUCTIONS: Please complete one Grant Routing Form per budget or award. To ensure proper review, do not combine multiple budgets or awards on one Grant Routing Form. **Convert this routing slip to a PDF (this will ensure signatures can be added throughout the routing process)** and attach it to the **Grant Award Notification Form** (and/or **Cooperative Agreement** or **MOU**, if required). After all signatures have been obtained, mail the original to the grantee or subawardee. The original signed routing slip and copy of the signed Grant Award Notification Form or Cooperative Agreement must be kept in the official files of the originating office. Payment instructions should be included in the "comments" section above, but a reimbursement form (OMEGA or paper, as indicated above) or a Request for Grantee Payment form is required to generate a payment.