Title IV Frequently Asked Questions

When will we receive our grant allocation?

Baltimore County Public Schools cannot release the grant funds until they have received the Notice of Grant Award (NOGA) from Maryland State Department of Education. We usually receive the award in January.

When must grant funds be spent by?

September 30, 2020

Can the school be reimbursed for purchases?

The school cannot be directly reimbursed for purchases. An employee can use his or her own personal credit card to make purchases on orders less than $1,000 and receive a check reimbursement. BCPS does not reimburse for taxes charged. Please follow the check reimbursement process.

How do I know if a company is a BCPS-approved vendor?

The Title IV website provides access to the vendor website where you can search for vendors.

How long does it take for payment?

Payment takes around one or two weeks for payment after submission.

Can I send in my requests for payment electronically?

No. All documentation is required to be sent hard copy to the Fiscal Assistant with the original signatures.

What do I do if our school purchases equipment?

Records must be maintained and include the following information: description, source (vendor), who holds the title (always BCPS), acquisition date and cost, source of funds/unit number, program-generated ID or serial number, % percent of federal participation in the cost, location, condition, disposition data. Auditors may request to see equipment purchased with federal funds.

How do I go about purchasing an item?

The item must be approved (final budget proposal), purchased through an approved vendor. Then generate a PO and submit to the Fiscal Assistant with a quote from the vendor. Once the PO has been encumbered, the school and vendor will be notified. The school will receive the items and have the principal sign the invoice, approving that the items were received. Submit the invoice to the Fiscal Assistant and then the vendor will be paid.

Where can I find the forms and information for expending the funds?

The Title IV website provides access to the forms and information.