To participate in the Title IV, Part A federal grant, a school must either:

1) hold a Certificate of Approval from the Maryland State Department of Education (MSDE) or
2) be a church exempt school operated by a bona fide church organization registered with MSDE.

For more details, see the Annotated Code of Maryland, Education Article, §2-206(e).

The school must then submit to the Baltimore County Public School (BCPS) grant compliance specialist: one-time proof of non-profit status (unless church exempt as defined above) and
   1) an Intent to Participate form each year

Additionally, the head of the school or an appointed grant contact must attend mandatory Title IV technical assistance meetings.

For more information regarding eligibility, you may contact Roe Davis, BCPS grant compliance specialist, at 443-809-9400.

**Failure to follow the general guidelines and spending procedures may result in non-payment of Title IV, Part A funds.**

**General Guidelines**

- In compliance with grant audit procedures, all expenditures funded by Title IV, Part A must be submitted in advance and approved in writing on a final proposal. Please contact Ryan Imbriale with questions regarding proposals.

- All activities must begin and end within the grant period.

- All expenditures must be submitted within the correct grant, tax, and fiscal year.
Title IV, Part A Grant Funds  
General Guidelines for Non-Public Schools

- Proof of personal payment is required for all reimbursement requests which should include original paid receipts showing itemized costs and descriptions of expenditures.

- Payments made with school funds are not allowable for reimbursement under Title IV, Part A funding.

- An individual cannot approve or authorize payment to oneself. All required forms for payments to the head of a school will require the signature of their supervisor or governing board.

- All required documentation including, purchase orders, check reimbursement requests, invoices, etc. must be submitted to:

  Baltimore County Public Schools  
  Department of Innovative Learning  
  Attn: Title IV  
  105 W. Chesapeake Avenue  
  Towson, MD 21204

- The school should retain copies of all documentation related to Title IV, Part A expenditures for a total of seven years from the beginning of the grant period.

- Individuals and businesses must have a BCPS vendor number prior to submitting expenditures.