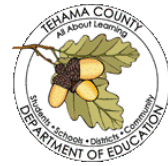


**Tehama County Department of Education
Grant Review Protocol**



All department grants shall be submitted to Human Resources, Business and Administration for office review **two weeks prior to submission for funding.**

Human Resource Services:

1. Does this grant proposal impact staffing? Yes No
 - a. If so, are the proposed positions aligned to the TCDE Salary Schedule?
 Yes No
 - b. Are the proposed positions aligned to current TCDE Job Descriptions?
 Yes No

HRS approval initials/date: _____

Business Office:

1. What is the in-kind contribution? _____
2. What is the indirect rate? _____
3. Is there a hard dollar match? Yes No
 - a. If yes, how much? _____
4. Are stipends included in the proposal? Yes No
 - a. If yes, do they run through the district or TCDE? District TCDE
 - b. Do they include statutory benefits? Yes No
5. For fixed multi-year grants, how does the proposal address PERS/STRS increases?

Business approval initials/date: _____

Administration:

1. How does the proposal align to TCDE purpose and the LCAP?

2. Are there metrics to measure success? Yes No
3. What will be the impact on physical space (office, storage, etc.)? _____

Administration approval initials/date: _____