

1. STATEMENT OF WORK

This Agreement is intended to specify the responsibilities, deliverables and acceptance criteria for the services that Mentor Public Schools will perform for Richmond Heights Local School District (“Richmond Heights”). This Agreement will also specify the services to be provided during each phase of the project and detail the obligations of both parties.

2. FISCAL GRANTS MANAGEMENT SERVICE

The following is a summary of the main points of this agreement.

2.1 Assessment

Mentor Public Schools fiscal grants management staff will review Richmond Heights’ fiscal grants management process identifying all components considered to be fiscal grants management duties. This will clearly define the scope of the Richmond Heights fiscal grants management process and the desired parameters of the agreement.

2.2 Documentation

Mentor Public Schools staff with the assistance of Richmond Heights’ staff will put into writing the day to day procedures of the Richmond Heights fiscal grants management process.

2.3 Review

Mentor Public Schools staff will compare Richmond Heights’ fiscal grants management procedures against best practices and mandatory local, state and federal requirements. Any internal control corrections or potential efficiencies identified will be documented and communicated. Mentor Public Schools staff will also confirm which components of the fiscal grants management process will be performed by Mentor Public Schools.

2.4 Training

Mentor Public Schools staff will meet periodically with Richmond Heights’ staff to provide an understanding of Richmond Heights’ fiscal grants management processing and to implement corrections or efficiencies found during the review stage.

2.5 Implementation

Mentor Public Schools staff will take over processing of the agreed upon fiscal grants management components.

3. MENTOR PUBLIC SCHOOLS RESPONSIBILITIES

The following components of the fiscal grants management process have been identified as those that Richmond Heights would like Mentor Public Schools to handle for them.

- ✓ Provide fiscal management of all Federal and State grants.
- ✓ Prepare all fiscal year-end financial reports.
- ✓ Monitor cash status of each individual Federal and State grant.
- ✓ Prepare cash requests as needed.
- ✓ Monitor purchase orders for proper USAS coding
- ✓ Monitor compliance with expense rules (i.e. 10% rule).
- ✓ Serve as a fiscal advisor for budget development and revisions.
- ✓ Provide fiscal support in the development of Federal and State grant proposals.
- ✓ Update Richmond Heights program staff of new and revised fiscal grant management rules and regulations.

4. Richmond Heights School District Responsibilities

- ✓ Provide a grants management liaison.
- ✓ Allow access to Federal and State program personnel.
- ✓ Allow access to Payroll processor personnel.
- ✓ Allow access to Accounts Receivable personnel.
- ✓ Allow access to Accounts Payable personnel.
- ✓ Provide access to computer systems.
- ✓ Approve all reports including cash requests, budget revisions, and final expenditure reports.
- ✓ Distribute fiscal grants management information.
- ✓ Perform all Federal and State program functions.

5. Agreement Term

This agreement will begin July 1, 2022 and end June 30, 2024.

6. Costs

Richmond Heights will pay Mentor Public Schools for Fiscal Year 2022-2023 at a rate of \$8,190 annually and Fiscal Year 2023-2024 at a rate of \$8,600 annually. Payments to be made within fifteen days of receipt of invoice.

7. Termination Clause

This contract may be terminated by either party, without cause, upon 90 days' written notice to the other party.

Cooper Martin

Date ____/____/____

Richmond Heights Local School District
Representative Name

Representative Signature

Bill Wade

Bill Wade

Mentor Public Schools
Representative Name



Representative Signature

Date 5 / 27 / 2022