

GUIDELINES FOR PARENT VOLUNTEER MATCHING GRANT PROGRAM

Introduction

Adequate maintenance of school buildings and grounds in the Wake County Public School System is an issue of importance to students, parents, and school system staff. Well maintained school facilities are an indication of the importance of quality public education to our community. Poorly maintained schools cause students to take less ownership and pride in their environment and can lead to increased acts of vandalism and reduced academic performance for some students. The school system welcomes the opportunity to include parent volunteers in our efforts to enhance and improve the maintenance of school buildings and grounds.

A significant list of deferred maintenance items and the funds needed to overcome the backlog are included in the PLAN 2013 Long Range Building Program. With parent participation, the limited funds available to the school system can be stretched to serve more students at more schools and in a more timely fashion.

Purpose of Program

The purpose of the parent volunteer maintenance program is to provide parent volunteers the opportunity to participate in buildings and grounds improvements at the school(s) of their choice thereby improving school facilities for students and staff and with cost savings to the taxpayers and citizens of Wake County. **Projects which meet the requirements of the program must comply with the current WCPSS guidelines for systems, materials, and amenities currently provided in WCPSS school facilities.**

Program Outline

The program will be implemented in accordance with the following basic guidelines and parameters:

1. **No project can commence without the following items:**
 - **An approved Facility Modification (FAC MOD) Form from Facilities Design and Construction.**
 - **An approval letter/e-mail for the Parent Volunteer Matching Grant from Facilities Design and Construction.**
 - **Proper Insurance Certificate(s) from the contractor including \$1 million in general liability and automobile coverage and the statutory amount for worker's compensation.**
 - **A purchase order in the full amount of the project.**
 - **An executed contract between the Wake County Board of Education and the contractor.**

2. Parents and/or parent groups may apply for approval to perform a specific project at any school. Applications are required for all projects. Applications which include requests for funding will be considered on a first-come, first served basis. Application forms may be obtained by contacting Elizabeth Sharpe, Facilities Design and Construction Department, Esharpe@WCPSS.Net.
3. The total amount of this grant is \$100,000 per school year. An individual school can receive \$10,000 during the grant period. Once the \$100,000 has been spent for that school year, then schools will need to wait for the next grant cycle to apply. Which starts July 1 of each fiscal year.
4. All schools in the Wake County Public School System are eligible to participate in the program.
5. Project applications must include the name of the parent volunteer that will coordinate the volunteer work and the signature of the school principal indicating his/her approval of the proposed project.
6. Responsibility for review and approval of project applications resides with the Facilities Design and Construction Department.
7. Projects that have potential to place parents or staff at risk of injury may be disapproved for safety reasons.
8. Applications for projects that require funding from the grant program must state the exact amount of funding requested and the source(s) of other funding to meet the total funding needs to complete the project.
9. Approved projects will be assigned to a construction project manager who will serve as the contact person for the parent coordinator and principal while the project is underway.
10. At the completion of the project (prior to student use, where applicable), the parent coordinator or school principal will contact the assigned project manager to request a site visit to determine if the project is acceptable and if final payment(s) can be made.
11. Upon acceptance at completion, all products, materials, and completed projects become the property of the Wake County Public School System.

Resource Requirements

Terms and conditions to qualify for matching funds from the System-Wide Improvement Projects allocation are as follows:

1. Matching funds must be available from the current allocation approved by the Board of Education.
2. Funds requested of the school system must not exceed one dollar for each dollar in cash or \$10,000, whichever is less.
3. Projects must comply with all applicable codes, laws, and procurement policies.
4. All goods and services must meet or exceed school system standards as specified in the latest edition of the Facilities Design and Construction Educational Specifications. Exceptions must have the prior approval of the Facility Planner or Project Manager.
5. No private individual or group may obligate or commit school system funds.
6. All appropriate school system procurement procedures will be followed. In such instances, funds raised by parent volunteers must be transferred to the school system fund 6 accounts for procurement of goods and/or services through agreements or contracts between the school system and the vendor(s).
7. The school system will not provide advance funding for reimbursement by others. Matching school funds must be available and subject to verification prior to the start of work.
8. All improvements are subject to inspection and approval by the facilities department staff. No party shall pay any supplier or contractor for goods or services prior to receipt of written acceptance by the Senior Director of Facilities Design and Construction.
9. Individuals providing donated labor must be approved through the WCPSS Volunteer process and complete a Sex Offenders Registry Check Certification form. This form will be provided by the assigned Project Manager or Facility Planner.