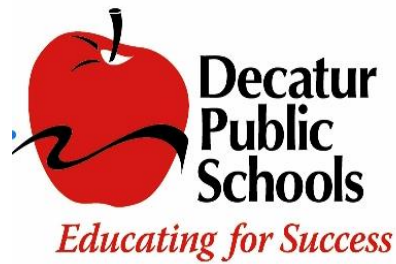


Grant Management Procedures Handbook



2017-2018

**Decatur Public School District #61
Federal and State Grants and Programs**

Preface

This handbook provides guidelines and procedures for budgeting and expending Federal and State Grant funds. It is a compilation of State and Federal laws and local policies and procedures that are to be used for processing all financial and budget related items. Although it is not all-inclusive and cannot address all situations, the manual does provide general information to assist with normal, everyday financial transactions. Any and all District personnel with financial duties are responsible for the contents.

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Grant Responsibilities

Various individuals, dependent upon the Program, handle grants management responsibilities; the Superintendent, the Assistant Superintendent of Secondary Schools, the Assistant Superintendent of Elementary Schools, the Chief Financial Officer, the Chief Instructional Officer, the Director of Special Education, the Grants Administrator, and the granting agencies.

Overall responsibility for submitting proposals and for executing and administering awards rests with the Superintendent. The District has adopted an institutional oversight model for state and federal financial assistance. The oversight model establishes lines of authority within the District related to financial transactions on government assistance received. There are three fundamental principles:

1. The Chief Financial Officer is the final approval authority for all grant activity other than IDEA grants.
2. Responsibility is defined as the authority to make a decision and be accountable for any outcomes associated with that decision.
3. Oversight is always distinct from the operating unit that makes the decisions.

The overall responsibilities of Grants Management include, but are not limited to:

- a. Reviewing all grant applications that have a financial reporting or compliance requirement prior to submission for approval by the Superintendent;
- b. Establishing, communicating and promoting policies and procedures consistent with federal, state, and local regulations;
- c. Providing assistance to district administrators, staff, and coordinators for the preparation of grant applications;
- d. Exercising budgetary control of grant funds;
- e. Providing overall financial support and monitoring: and
- f. Providing overall compliance monitoring to include;
 - Maintaining an adequate internal control structure to ensure

compliance with applicable laws and regulations related to the state and federal regulations;

- Coordinating formal agency audits or interim reviews of grants by federal or state agencies, external/internal auditor(s); and
- Providing support and guidance to central administrative offices for the effective administration and financial management of grants

Grants Administrator Responsibilities:

- Submitting all federal grant applications
- Monitoring finance and compliance of all consolidated federal grants
- Reporting unusual or irregular activities related to grants to the Superintendent
- Maintaining current knowledge of federal and District policies related to grants
- Providing training for federal grants, as appropriate.
- Review in coordination with the Chief Instructional Officer, school wide plans and school improvement plans for compliance,
- Development of budgets and make recommendations for staffing,
- Compliance reporting,
- Training on budgeting, travel reimbursements, etc.
- Approval of all purchases/alignment with needs
- Quarterly/end of year reporting

Decatur Public School District's Grants 2017-2018

Title I part A - *Improving Academic Achievement of the Disadvantaged*

The purpose of the Title I program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach proficiency or above on challenging state academic achievement standards and assessments.

Title I part D– *Low Income Neglected Students*

The purpose of the Title I part D is to provide programs and services to neglected and delinquent students at Webster Cantrell Hall.

Title II A - *Teacher and Principal Quality*

Title II provides the funding for states and districts to meet the requirement of Section 1119, which plans for all teachers to be highly qualified. Funds are provided to develop and provide professional development activities and programs that are designed to improve the quality of staff. In addition, initiatives to recruit and promote retention of Highly Qualified Teachers and principals are encouraged.

Title III - *Language Instruction for Limited English Proficient (LEP) and Immigrant Students and TBE/TPI*

Title III funds are provided to ensure Civil Rights of LEP students equal access to school curriculum while learning English and supports a comprehensive approach to meeting needs of LEP students.

Prevention Initiative

Pre-K for All

Pre-K Expansion

TAOEP – Truants Alternative and Optional Education Program

21st Century Extended Learning Program

Chicago Mercantile Exchange Early Childhood Math Grant

Staff Directory

Name	Title	Email	Phone
Dr. Paul Fregeau	Superintendent	pfregeau@dps61.org	217.362.3010
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Michael Dugan	Assistant Superintendent	mdugan@dps61.org	217.362.3015
Dr. Todd Covault	Chief Financial Officer	tcovault@dps61.org	217.362.3021
Charlotte Thompson	Director of Curriculum and Instruction	cthompson@dps61.org	217.362.3041
Rhonda Thornton	Grants Administrator	rthornton@dps61.org	217.362.3044
Kay Geskey	Coordinator of Budgets and Accounting	kgeskey@dps61.org	217.362.3024

Grant	Contact	Email	Phone
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Prevention Initiative Pre-K for All Pre-K Expansion	Sarah Knuppel and Meghan Gregurich	sknuppel@dps61.org mgregurich@dps61.org	217.876.8327 217.424.3089
21 st Century	Ashley Grayned	agrayned@dps61.org	217.362.3040

Grant Process

The Grant Management Procedures Handbook will serve as a tool for: managing a grant, monitoring the budget, employment authorization and payroll procedures, purchasing procedures, grant invoicing, and forms needed to help monitor financial transactions for the grant.

The following steps are taken when administering a grant:

1. **Grant Application/Document:** A copy of the grant application/document, including the approved budget and any other information is forwarded to the Grants Administrator who will work with the Business Office to ensure set up of a program number and entry of budget into the IVisions accounting system.
2. **Purchasing:** All purchase requisitions to expend grant funds are accessed through the IVisions accounting system. Approval pathways and forms have been set up to ensure that grant funds are expended according to the approved grant.
3. **Human Resources:** When employing grant personnel, collaboration must occur between the grant recipient and the Department of Human Resources in order to obtain proper procedures to follow when employing the new personnel.
4. **Invoicing and Fiscal Reporting:** All invoicing, drawdowns, and expenditure reports are done by the Business Office.
5. **Activity and Progress Reporting:** Program and narrative reporting is the responsibility of the grant recipient and must be submitted in a timely manner as specified on the grant RFA.

Grant Award

Prior to a grant award the following proposal development has occurred:

Identification of a problem/issue and the funding source: A request for funding must relate to an identified need or problem with a school or the district.

Development of the proposal: Involvement of all stakeholders who will be affected by the project and insuring that all funding guidelines have been followed. The following elements have been incorporated into the grant:

Statement of Need: Grant need that is supported by quantitative and qualitative data.

Goals and Objectives: Goals and objectives related to the need have been identified in the grant where goals become the broad and long-term target while the objectives are your short-term. Both goals and objectives are measurable, realistic and indicate a change in outcomes.

Plan of Operation: A detailed plan of operating the grant has been identified where strategies and activities are outlined to reach the grant objectives and goals. A management plan, a timeline, and listing of key personnel are included.

Evaluation: All ongoing and final evaluations are described as links to the goals and objectives of the grant. Data collection and personnel responsible for conducting the evaluations are specified.

Budget: A detailed budget narrative and a completed budget form have been developed with the approval of the Chief Financial Officer.

Notification of grant award: The Board of Education is notified on grant awards at the regular monthly scheduled board meetings.

Upon notification of the grant award, the grantee submits a copy of the grant

award letter a copy of the grant, and copies of all budget and reporting forms to the Business Office. The grantee must develop a detailed budget of the grant and submit to the Grants Administrator. The Business Office will review and code each budget item in accordance with the provisions of the *Financial Accountability System Resource Guide*, create an electronic budget account and add responsible grant recipients to the expenditure approval route. All budget expenditures must adhere to the district's board policies and procedures.

Grants Budgeting and Finances

In order to establish a budget in the district's IVisions accounting system for federal funds, each year a copy of the budget program summary from FRIS or IWAS must be submitted to the Business Office along with an individual account code breakdown of how it should be budgeted in the District accounting system. Business office personnel will provide each grantee/coordinator with a worksheet to use in preparing the individual account breakdown in late spring. From this information business office personnel will input budgets into the District accounting system as promptly as possible.

Quarterly, business office staff will submit program expenditures through the FRIS federal expenditure reporting system. At this time, the budget amount reflected in this system will be compared to the budget as listed in the District's accounting system. If the amounts do not match, the grantee/coordinator of said program will be contacted concerning the difference and asked to provide information to the business office to correct the budget variance.

Each time the budget for one of the grants changes, the coordinator of that program must submit a copy of the updated budget and information on how it should be accounted for in the budget system so that the two amounts agree at all times.

Budget amounts for personnel and related benefits for payroll will be calculated during the annual budget process. Once the budget process is complete, these amounts will be given to each coordinator along with detail reports showing the employees and the related expenses being charged to each individual account. Coordinators should verify the accuracy of the personnel in these reports and report and discuss variances with the Business Office.

Any payroll costs not associated with individual employees, example summer school payroll, tutorials, will not automatically be calculated by the system. Programs that pay for these type expenses should include these amounts in their budget requests given to the business office. Business office staff will help with providing rates of pay so these estimates can be calculated as accurately as possible.

By maintaining accurate budgets, the business office staff will be able to ensure that accounts are not overspent based on program-approved budgets. It is the responsibility of the grantee/coordinator to ensure that amounts being spent and

the personnel being charged to the individual programs meet the requirements of said program. Business office staff will verify proper coding practices are followed when requisitions are submitted, but are not responsible for verifying their appropriateness in each program. If business office staff question the coding used on any expenditure the requisition will be returned for coordinator's consideration. If the correction to the coding changes the needed budget, it is required that the ISBE/FRIS budget program be amended prior to making any District system correction if applicable.

Any discrepancies noted from either side should be communicated as soon as noticed so the system can be maintained accurately. Doing so will allow all parties to be able to analyze information and maintain control over the programs.

Budget Amendments

Once the program or grant is approved, re-budgeting within the approved direct cost budget to meet unanticipated requirements and make certain changes to the approved budget is permitted. In the event the coordinator of the grant should need to amend the application and/or the budget, approval must be granted prior to the date the applicant encumbers such funds and/or such services are rendered by submitting an amendment to the appropriate governing authority. The coordinator must refer to the specific grant instructions for guidelines regarding budget amendments.

Amendments are required for the following items:

- Add a function/object code not previously budgeted
- Increase or decrease the amount budgeted in any function/object code by more than 25% of the current amount approved
- Increase or decrease the number of personnel being charged to the grant
- Add a new item of non-capital or capital outlay (items over \$500)
- Revise the scope (extent or range) or objectives of the grant (regardless of whether there is an associated budget revision requiring prior approval)
- Add carryover funds

Supplement vs. Supplant Procedures

Decatur Public School District has implemented guidelines to ensure compliance with the federal fiscal requirement of supplement, not supplant. The purpose of the procedures is to ensure that the level of state and local support for programs remains at least constant and is not replaced by federal funds. Federal funds are used to supplement (add to, enhance, to expand, create something new, increase) the funds available from non-federal sources, and not to supplant (replace or take the place of) the existing non-federal funds.

Federal funds may be used only to supplement or augment the educational programs generally offered with state and local funds. Federal funds may be used only to provide supplemental services that would not have been provided had the federal funds not been available.

State or local funds which previously funded activities may not be diverted to another purpose simply because federal funds are now available to fund those activities. In other words, the use of federal funds may not result in a decrease in state or local funds for a particular activity, which, in the absence of the federal funds, would have been available to conduct the activity.

Federal funds must supplement or augment that which must be provided by state law, or any activities, which have been adopted as policy by a local school board of education to fund from non-federal sources.

If federal funds are used to enhance or expand a state mandate, or local board policy, the federal supplementary activities must be separately identified and clearly distinguishable from the activities identified as necessary for implementing a state mandate, or local board policy as outlined in the implementation plan.

Records Retention

Decatur Public School District will comply with all federal guidelines regarding retention of grant records. District Policy is to retain all records a minimum of seven years. If federal guidelines require a longer period, the District will defer to federal guidelines. All grant fiscal/accounting records are to be maintained and should include at a minimum a general ledger of all expenditures, time and effort records for employees, charges made to payroll as documented in a payroll ledger, purchase orders, invoices, receipts, travel vouchers showing expenses reimbursed to employees, cancelled checks, bank statements, and any other documentation that supports the financial transactions shown on the general ledger for said grant.

Grant Expenditures, Payroll, and Accounts Payable Procedures

The district must make its purchases follow relevant statutes and policies. Although bound by these constraints, the district's objective is to purchase the best products, materials and services at the lowest practical prices. Purchasing for grants should follow the same standards applied for all DPS purchasing. Only exceptions to those standards will be those imposed by the specific grants themselves. Each grantee/coordinator is responsible for noting the differences from normal district procedures and communicating those to district staff. Business office staff will maintain compliance with normal procedures unless evidence of grant compliance is shown for a variance and that evidence will be maintained with purchasing records for those items. District purchasing guidelines should be considered an integral part of this manual and followed by all employees involved with grant management to verify compliance with federal grants internal control policies.

Federal and Grant Funds must be expended for programs, activities, and strategies that are scientifically based on research and that meet the needs for the students served. All applicable requirements of the Federal and Grant Funds regulations, other applicable laws and regulations, and Office of Management and Budget (OMB) circulars apply to the use of these funds. All costs must be reasonable and necessary to carry out the intent of the program.

A purchase request in the form of a requisition gives staff members a method to ask for goods and services. Requisitions are generated utilizing the district's current accounting software, IVisions. Each requisition must include a detailed description of goods and/or services including unit of issue, price and quantity. The grantee/coordinator must verify that the purchase is in accordance with the approved grant budget and that the cost is reasonable, necessary, and allowable in accordance with the provisions and assurances of the applicable cost principals and the terms and conditions of the grant. All encumbrances and expenditures of approved funds shall occur on or after the effective submission date of the application or amendment.

Once requisitions are created and submitted, they are sent through an approval process in which they are evaluated and the need verified and correct coding assigned to the purchase. The requisition creates a purchase order once the final approver has approved the purchase. A purchase is generated by the purchasing department, which encumbers the order in the financial program. The order is placed at the district level. Once shipments have been processed and received,

the accounts payable department will match invoice, receipts and purchase order to process for payment. Invoices and receipts must contain a detailed description of items or services purchased.

All grant-funded purchases must be received in time to substantially benefit the project during the current grant period. LEAs may not obligate funds for goods and services during a grant period if the goods and services will be delivered after the ending date of the grant. Equipment purchased with grant funds must be received, installed, and put into service before the ending date of the grant. All obligations and receipt of goods must occur within the grant period.

Internal control is a process designed by the district to provide reasonable assurance regarding the achievement of these objectives: effectiveness and efficiency of operations; reliability of financial reporting; consistency from one grant program to another; and compliance with applicable laws and regulations. The controls will include all methods adopted by the district to safeguard its assets, comply with management policies and grant items and conditions and provide reliability of accounting information data. The district has adopted policies to comply with internal controls and the controls are tested each year by an independent audit firm.

No expenditures above and beyond approved negotiated grant amounts are to be made without documentation being given to the Business Office for amending the budget accordingly. This documentation will be maintained with annual budget work papers for substantiation of budget and expenses.

The district operates on a reimbursement basis for expenditures incurred for federal programs. The expenditures must be paid before requesting reimbursement. All transactions for requesting reimbursement of funds are maintained with the monthly expenditure report to justify the request for reimbursement.

Reimbursements

Expenses incurred that are charged to federal funds must follow federal program allowable cost guidelines. Employees seeking reimbursement for prior approved expenses incurred out of pocket should submit a check request to the business office requesting reimbursement of expenses with original itemized receipts. Expenses incurred and charged to federal funds must follow federal program allowable cost guidelines.

Conference and Travel expenditures and reimbursements

Travel Costs: The need for travel tied to the goals of grant programs must be determined prior to travel. In general, “travel” is defined as travel outside the District boundaries where you are acting as a representative of the District. In this case the District may reimburse you for some or all of your qualified expenses. Approval to travel must be obtained **before** taking any trip as noted above, regardless of expenses requested.

All itemized receipts for cost incurred must be submitted after travel. After attending a conference/training/meeting, verification of completion of the event must be submitted. Travel costs must comply with OMB Circular A-87 and district travel policy.

Mileage and meal reimbursement will be paid at the district rate. District travel guidelines should be considered an integral part of this manual and followed by all employees involved with grant management to verify compliance with federal grants internal control policies.

Process for Attending a Conference or Training Session

Plan at least 6 weeks in advance to ensure that the entire process is completed successfully.

1. **My Learning Plan:** Enter the conference request into My Learning Plan (MLP) for approval. Entering the request in MLP is simply to receive approval to attend; it does not automatically register you for the conference. Be sure to accurately reflect in MLP if a substitute is needed for your absence as it will automatically generate the AESOP substitute request
2. **Conference registration:** Upon MLP approval, complete the conference registration form and give it to the building secretary to process it for payment. The secretary will complete the requisition process by attaching the conference registration form in IVisions requesting an *out of line check* to be mailed for the registration fees. If an online registration is the only option, you will have to pay for it out of pocket and submit your receipt for reimbursement in the employee expense reimbursement section of IVisions. If there is not enough time to process an out of line check, the employee may need to pay for the registration using a personal credit card and then submit the receipt for reimbursement in the employee expense

reimbursement section of IVisions. Again, plan at least 6 weeks in advance to avoid using personal funds.

3. **Hotel:** The district can prepay for a hotel, but you need to book the hotel yourself, which consists of reserving the room with a credit card. For most hotels, the credit card is NOT charged anything; it is just used to hold the reservation. If the hotel requires a one-night deposit or payment in full, you will have to pay for it and then submit your receipt for reimbursement. Once the room is booked, the hotel will send an email confirmation for your room. Have the school secretary enter the total hotel bill into IVisions as a requisition, again requesting an *out of line* check to be mailed to the hotel. Forward the email confirmation to the secretary so that it can be uploaded into IVisions as the documentation for the hotel reservation and total. If there is not enough time to process an out of line check, the employee may need to pay for the hotel using a personal credit card and then submit the receipt for reimbursement in the employee expense reimbursement section of IVisions. Hotel accommodations should be at the promotional/event/school rate. Multiple rooms should be booked at the best rate possible and rooms should be shared with fellow colleagues when possible. (**Very important:** You **MUST** turn in your final hotel bill that you receive when you check out. Conference reimbursements will not be processed without the final hotel bill, even if the hotel bill was prepaid.)
4. **Mileage:** Teachers traveling by car need to carpool. The driver will be able to claim mileage to and from the conference. Mileage is always calculated from the school building (not the home address) to the conference using the current federal rate. Car rental fee (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official school business or if car rental is more cost effective than alternate modes of travel. Rental car expenses must be pre-approved. Justification for why a rental car was necessary and how it was more cost effective than alternative transportation must accompany the request; receipts for any gasoline purchased for the rental car must be attached to the reconciliation (mileage is not reimbursed for a rental car--only the cost of gasoline is reimbursed).

5. **Meals:** Full day travel will be paid at a daily per diem rate of \$60.00. Receipts are not required. Partial days will be reimbursed at the per meal rate listed below:

Meals	Amount	Depart Before	Return After
Breakfast	\$10	6:00 AM	11:00 AM
Lunch	\$15	11:00 AM	2:00 PM
Dinner	\$35	5:00 PM	8:00 PM

6. **Airfare:** If airfare is necessary for the conference, you will need to book the flight through Atlas Travel Agency. They will submit the invoice to the District on your behalf to pay for the flights. In the event that you are unable to attend the conference, you may be responsible for reimbursing the district for the cost of your flight. If you choose to book your own flight, you will need to pay for it using a personal credit card and then submit your receipt for reimbursement to the secretary for an *out of line* reimbursement check to be entered into IVisions.
7. **Miscellaneous expenses:** If there are miscellaneous expenses such as tolls, taxi/shuttle from airport to hotel and back, baggage fees (for extended trips that require more than 5 days stay, however the district will not reimburse for excess baggage fees), etc, you must obtain a receipt to be reimbursed. (See the Conference/Travel Expense Statement for additional information on items that are NOT reimbursable.) Remember this is a professional learning opportunity, not your vacation and as such, the District cannot cover excess or luxury expenses

VERY IMPORTANT: Within 10 days of returning from the conference, each person must complete a conference reimbursement expense form. Attach **ALL** receipts for reimbursement and the final hotel bill to the form. If a credit card is used for any conference related purchases, accounting will need the **itemized** receipt. You will need to upload the document into the employee reimbursement section of IVisions. ****Reimbursements typically take 4-6 weeks for processing****

Mileage Reimbursements

The District reimbursement rate (in-state and out-of-state) for employees' personal automobiles is reimbursable at the current Federal rate. Travel must meet the guidelines for eligibility noted in the grant in that it must meet the basic grant criteria.

A completed Mileage Reimbursement form should accompany mileage reimbursement and should be uploaded into the employee reimbursement section of IVisions. Travelers are required to select the shortest and most economical route but may justify the selection of another route if it was chosen for safety reasons and specific justification of the selection is given.

Based on the Internal Revenue Service (IRS) Publication 535, Chapter 11, the IRS requires travel reimbursements that are not submitted within 60 days of the completion of travel to be reported as taxable income to the traveler.

For mileage claim forms and conference/travel expense statements submitted more than 60 days after the travel has been completed, the Payroll Office will be reported the reimbursed amount annually as income on the employee's W-2 form. The 60 day clock begins the day travel is completed and the clock stops when the mileage claim form and/or conference/travel expense statements are received in the Business Office.

If reasonable justification for late submission exists, a Reasonable Justification for Late Submission of Travel Expenses form must be completed, signed by the employee, the fiscal agent, and submitted with the mileage claim form and/or conference/travel expense statement. Approval of the exception request will be determined within IRS guidelines. Valid exceptions include situations of unforeseen circumstances prohibiting the submission within 60 days, such as illness, acts of nature, etc. Loss of receipts, inadequate staffing, or workload are not permitted exceptions.

Because employer share of taxes has to be withheld on 60-day travel, employee travel cannot be reimbursed after 60 days from the end of travel if the traveler is no longer an employee. As a reminder, Decatur Public School's procedures currently require all expenses, including travel, to be paid within 30 days. This policy does not supersede that 30-day timeframe. All expense forms must have itemized receipts included.

Professional and Contractual Services

Cost of professional and contracted services rendered by persons who are members of a particular professional or possess a special skill and who are not officers or employees of the district, are allowable, when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the federal government. To determine allowable costs, no single factor or any special combination of factors is necessarily determinative. However, the following factors are relevant:

- The nature and scope of the service rendered in relation to the service required
- The necessity of contracting for the service, considering the district's capability in the area
- The past pattern of such costs, particularly in the year prior to the federal award(s)
- The impact of federal awards on the district's business
- Whether the proportion of deferral work to district's total business is such as to influence the district in favor of incurring the cost, particularly where the service rendered are not of a continuing nature and have little relationship to work under federal grants and contracts
- Whether the service can be performed more economically by direct employment
- The qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-federal awards
- Adequacy of the contractual agreement for the service estimate of time require, rate of compensation and termination provisions

All consulting agreements must go through the Business Office. All consultants must be in the vendor system established by the district. Consultants are never paid in advance. This should not be reflected in any agreement made with consultant. Payment is made after services are rendered. This can be done in a series of payments or in one lump sum. Payments are not rendered to a consultant at the time of a presentation.

Supplies and Materials Expenditures

Supplies and Materials: Supplies are defined as tangible personal property other than equipment. Supplies are to be used for the originally authorized purposes as long as needed for that purpose. Supplies purchases with grant funds, as budgeted in the grant agreement, belong to the district and should remain at the building where the item was purchased.

Guidelines for Allowable Costs: Guidelines for allowable costs under the grant can be found in OMB Circular A-87. In addition, processes in DPS Policies and Procedures must be followed. The purchases must be aligned with the strategic priorities and goals of the school and must follow the OMB cost principles, applicable grant requirements in determining reasonableness, allowableness and allocable costs. The Grants Administrator as part of the process must approve grant funded purchases. Funds must be expended for reasonable and necessary costs in conducting grant activities. All grant-funded purchases must be received in time to substantially benefit the project during the current grant period.

Parent/Community Purchases

Submit an Expenditure Checklist for Family and Community Involvement to the Office of Special Programs before committing funds. You must obtain approval before expending any funds. Once approval has been granted, plan the event. If paying for food, keep the “per head” expenditure under \$7 a person. A sign-in sheet is required for all parent events. The sign-in sheet must be attached to the requisition for payment. Submit final requisitions with receipts for payment in IVisions. Be sure to include Steven’s Amendment verbiage on invites.

Food and Beverages

Unless otherwise communicated on an individual basis, no federal funds may be spent on food or beverages except to accommodate parent and community functions or out of district conferences. Purchases for these events must be reasonable. Schools must complete an Expenditure Request and Checklist for Family and Community Involvement form prior to planning an event. Do not commit funds without approval of the expenses on the form. When submitting a requisition for payment, flyers/invitations, sign in sheets or RSVP lists must be attached. (Under no circumstances, may funds be used for the purchase of alcoholic beverages.)

Purchases that are non allowable with Title I/II funding

- T-shirts and backpacks
- Meal, snacks or drinks for students and staff

- Gifts, gift cards or incentives/rewards/thank you's or appreciation gifts for parents or teachers

Compensation payments

Title I and Title II funds can be utilized to pay stipends to teachers to attend professional development trainings that take place beyond the contractual day(s)/hours (i.e. summer, before school or after school). Substitutes are generally provided during the school year or during teacher's contractual hours when a teacher is to be out of the classroom due to a professional development opportunity.

Stipends can also be paid to a teacher for tutoring students before or after school.

Stipend sheets should be completed after the fact and when utilizing grant funds, should be sent to the Grants Administrator who will submit them to Human Resources. Stipend sheets are required to be board approved. Payment for stipends can take 6-8 weeks.

Substitute pay procedures

Title I and Title II funds can be utilized to pay for substitutes for teachers to attend professional development trainings that take place during teacher's contractual hours.

Teachers should enter their absence into MyLearningPlan/AESOP, whichever one is most appropriate for the absence. Administrators and secretaries will ensure correct account coding for the substitute pay.

Time and Effort

Decatur Public School District will strive to keep all employees hired with federal or state sources with a single purpose and a sole funding source when possible. Such job responsibilities with funding source limitations will be duly noted on their job descriptions and communicated to the employee, their supervisor and district level staff.

In cases involving employees with special funding sources, supervisors should know that additional timekeeping requirements are imposed on the district, the supervisor and the employee. If a situation warrants other assignments to these specially funded employees, the supervisor should contact the Grants Administrator immediately to determine what needs to be done to maintain district compliance with governing standards.

Sole purpose / Single funding source employees

In an effort to verify this time and effort, semi-annual certification reports will be given to building administrators and employees, at the end of each fall and spring semester asking the administrators and employees to verify and sign off as to their agreement that the work the administrator assigns these employees is that single purpose with no other funding source. Once signed, the semi annual certification reports are to be sent to the Grants Administrator for verification and compiling with other district compliance records.

Dual job assignments / Multiple funding sources

If circumstances make it necessary to use employees in more than one role, or to fund the employee from more than one source, the following guidelines will apply. Monthly, after the fact personnel activity reports (PAR) will be completed by the employee and their immediate supervisor showing time worked at each of the various employment responsibilities. Signatures of each shall be affixed and the report forwarded again to the Grants Administrator for verification and retention.

Fixed Asset Guidelines

Non-Capitalized Equipment (object code 750)

Non-Capitalized Equipment is defined as any item that costs \$500-\$2,499.99 (including shipping costs) for a single item and has a shelf life of more than one year. A list of all non-capitalized items must be kept on a federal inventory control sheet that can be viewed by a local, state or federal auditor. Non-capitalized equipment is not depreciated out of the district inventory.

Capital Outlay (object code 550)

Capital outlay is defined as any item that costs over \$2,500 (including shipping costs) for a single item and has a shelf life of more than one year. They must have a useful life of at least seven years, be non-expendable; retain original shape and appearance; and not lose its identity through incorporation into a different or more complex unit or substance. If parts are purchased separately to assemble into one item or unit, the total cost determines if the unit is to be considered a fixed asset. A list of all capital outlay items must be kept on a federal inventory control sheet that can be reviewed by a local, state, or federal auditor. Capital outlay is depreciated out of the district inventory.

All non-capitalized equipment (750) and capital outlay (550) items purchased with federal funds are the property of the District and must appear on the federal inventory control sheet. Each item must be labeled "Property of Decatur School District purchased with Title funds". These labels must be permanent labels that cannot be removed. Consumable materials, such as workbooks or paper supplies do not have to be labeled. Please record the item on your school's inventory sheet as soon as it is labeled. At the district level, a federal inventory control sheet must be maintained with a description of the item, identifiable number, source where purchased, cost of the item and cost of the pro-rated share if any, location, use, and condition of the property. A copy of the federal inventory control/deletion sheet is located on the ISBE – IWAS system and can be viewed by the state at any time. Please contact the Director of Purchasing before disposing of an item so we may adequately follow the deletion process.

Fixed assets that are no longer in working condition are to be disposed of following district policy guidelines. Proceeds from sale of property will be booked as revenue from sale of property. Fixed assets that are no longer in working condition or have been stolen or destroyed must be removed from fixed asset reports maintained by the district auditor. Fixed assets associated with grants will

be disposed of following grant policies. Program directors will contact state and or federal authorities for permission to dispose of the asset and get directions as to what the proceeds from that disposal are to be used for. Such correspondence should be noted and kept with district records as required.

In the event a grant program ends the protocol for re-purposing the equipment is as follows in this priority order:

- Continue to use the equipment in the school/program for the intended purpose.
- Use the equipment in another, similar federally funded program or school for a similar intended purpose as the original purchase.
- Use the equipment in another similar federally funded program.
- Determine the best use and re-distribute the equipment. User fees should be considered if appropriate.

Petty Cash Guidelines

Petty cash disbursements cannot be used to acquire Federal Grants goods or services. Payments must be through the Districts Accounts Payable processes.

Grant Reporting

Fiscal Reporting

- The Grants administrator will prepare all required narrative reports.
- The Chief Financial Officer will prepare all required fiscal /financial reports in collaboration with the Grant Administrator and submit reports electronically to ISBE.
- The Business Office will prepare all required invoices for processing. Quarterly reports will be done in accordance with grant/application requirements and Federal cash “drawdowns” will be done by the Chief Financial Officer based on expenditures.

Record Keeping

- All technical and fiscal reports related to grants must be maintained for a period of seven years at the conclusion of the grant period.
- The Chief Financial Officer is responsible for the preparation of all final fiscal reports.
- All copies of completed “drawdown reports will be retained with the Business Office.
- All funds will also be posted to the cash receipts journal as received.
- The Business Office will obtain all general ledger printouts by fund numbers.
- The Grants Administrator is responsible for the completion and submission of all required programmatic and technical reporting in accordance with specified due dates. Communications between the Business Office and Grants administrator is essential to ensure coordinated reporting.

Allowable Expenditures

The purpose of Title I, Part A is to ensure that all children, particularly low-achieving children in the highest-poverty schools, have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. Title I funds are also used for the purpose of staff development and to build parent capacity to better support their child's educational attainment. In general, Title I funds are to be used to enhance the regular school program and should be consistent with the school educational plan.

When determining if expenditures are appropriate, ask the following questions:

- Is the expenditure reasonable and necessary to carry out the intent and purpose of the program?
- Is the cost forbidden by Federal law? (see chart for examples)
- Does the expenditure address a need previously identified in the schools comprehensive needs assessment?
- Is the cost consistent with generally accepted accounting principles?
- Is the cost adequately supported with documentation?
- Is the cost consistent with an approved program plan and budget as well as any special conditions imposed on the grant?
- How does this expenditure directly support staff professional development?
- How will the expenditure be evaluated to measure a positive impact on student achievement?
- Is the expenditure supplemental to other federal and non-federal programs?
- Does the expenditure follow district purchase policies?
- Is time and effort being recorded for all split-funded payroll?
- How does this expenditure increase the participation of parents in school activities or assist parents to support student achievement?

Decatur Public School District follows expenditure guidelines for federal programs as set forth in OMB Circular A-87. It adheres to a standard that all expenditures must be reasonable, ordinary and necessary in order for a cost to be reimbursed.

The attached chart provides a partial listing of expenditure purposes for which schools have requested guidance in the past under Title I guidelines. If you have

additional questions about allowable expenditures contact the Grants Administrator.

Expenditure Type	Allowable	Allowable with conditions	Allowable with prior approval	Not allowable	Reasonable and necessary
Advertising--Brochures informing parents of school achievement, rules, regulations, etc. are allowable. Billboard or other strategies or to promote enrollment opportunities are not allowable		X			X
Alcoholic beverages				X	
Appliances (stoves, refrigerators, microwaves, etc.)				X	
Athletics/Athletic Awards/Yearbooks				X	
Banquets/Awards Programs/Carnivals/Luncheons/Brunches/Parties/Picnics				X	
Bereavement or congratulatory card, flowers or gifts				X	
Building supplies/repairs/modifications				X	
Computers-classroom, student use only		X			X
Copiers, postage meters, other office equipment				X	
Decorations/flowers				X	
Employee incentive or recognition gifts				X	
Equipment (non-capital)			X		X
Fieldtrips-Educational in nature only. No over-night trips. No amusement or water parks. Learning experiences cannot be duplicated in the classroom. Must be hands-on activities where students experiment and ask questions, must be in teachers lesson plans with prior and follow up activities. Trips should be scheduled during the year and not at the end of the year.		X			X
Flat Screen TVs/Home Theater Systems				X	
Food for staff activities				X	
Food for parent activities. Only if the activity runs over a normal meal time and lasts longer than 2 hours.			X		X
Fund Raiser support				X	
Furniture-Usually not allowed since district provides general classroom furniture. Contact			X		

the Title I office before purchasing to ensure your order will be allowed.					
Gasoline				X	
Gift certificates, gift cards, thank you gifts, volunteer appreciation items, teacher appreciation items, etc.				X	
Graduation activities/materials				X	
Defibrillators, drug dogs/ testing security cameras				X	
Homeless student supplies (including emergency clothing)	X				
Instructional materials	X				
Licenses for instructional software or curriculum	X				
Leases for copiers or postage meters			X		
Lodging and meals for conferences (follow district procedures and guidelines)		X			X
Recreation, entertainment, social events/tickets				X	
Mileage (between school buildings and for conferences)		X			X
Parent training or educational services	X				
Parent recognition events				X	X
Parking costs (associated with overnight conference)		X			X
Positions: instructional salaries	X				
Professional development (conferences, consultants)		X			X
Raffles/door prizes				X	
Student incentives (cash, gifts, gift cards, or gift certificates)				X	
School supplies: Educational supplies	X				X
Substitute teachers for teachers to attend professional development opportunities	X				X
Theater systems/auditorium installations				X	
Tutoring	X				
Transportation (for students for after school tutoring or summer program/for parents to attend meetings)		X			X

T-shirts/book bags/baseball caps, athletics uniforms, letter sweaters or other school 'spirit' apparel with school or district logos				X	
Uniforms: Staff or student				X	
Water coolers/water systems/ Walkie-talkies/Ice Machines				X	

Account Code Quick Reference (Title I and Title II)

There are 6 sets of numbers in the account codes.

10.01.1250.4300.2.115

10= Identifies the fund source. For Title I and Title II it will almost always be 10, which is the Education Fund. The only other possible fund source that might be used for Title I is 40, which is the Transportation fund. (Used primarily for summer camp programs)

10.01.1250.4300.2.115

01= identifies the school building. This is the building that the item will be charged to.

10.01.1250.4300.2.115

1250= Identifies the function of the item. This identifies what type of expenditure it is.

Here are the most commonly used function codes for Title I and Title II.

1250-Instruction. Items to be used in the classrooms, student devices, manipulatives, classroom materials, etc. (*Title I only*)

2210-Professional development. Items for teachers or for school plc meetings, substitutes for teachers attending Professional development, stipends for teachers attending Professional development (food for professional development meetings or trainings is NOT allowed) (Title I and II)

3850-Parent/Community. Items for parent events and to encourage parent involvement. This is the ONLY line item in Title I or Title II that food is allowable. Be sure to follow proper procedures to document the purchase of food for this line item. (*Title I only*)

10.01.1250.4300.2.115

4300= Identifies the specific program or grant.

4300= Title I

4932=Title II

10.01.1250.4300.**2**.115

2= Identifies the year code. Title I and II renew July 1st of each year. This is when we change the year code to indicate which year of the grant funds are being used.

We use a revolving cycle of year 1 and year 2

1= Odd numbered school years (2014-201**5**)

2= Even numbered school years (2015-201**6**)

10.01.1250.4300.2.**115**

115=Identifies more specifically the type of expenditure

Here are the most commonly used function codes for Title I and Title II.

115-stipend

120-substitute

312-conference registration (*Title II only*)

327-software, online subscription

332-conference travel (hotel, meals, travel, etc.) (*Title II only*)

333-inter-district mileage

410-supplies and materials (a single item less than \$500)

550-capital equipment (a single item over \$2500)

750- non-capital equipment (a single over \$500 but less than \$2499)

Here are the top 9 account codes that are used most frequently with Title I and Title II funds.

Title I

Instruction

- 10.xx.1250.4300.2.410 (instructional supplies and materials for classrooms)
- 10.xx.1250.4300.2.327 (online subscriptions such as Moby Max)

Professional Development

- 10.xx.2210.4300.2.120 (substitute for professional development)

Parent/Community

- 10.xx.3850.4300.2.410 (food for parent events)

Title II

Professional Development

- 10.xx.2210.4932.2.115 (stipends for professional development)
- 10.xx.2210.4932.2.120 (substitutes for professional development)
- 10.xx.2210.4932.2.312 (conference registration)
- 10.xx.2210.4932.2.332 (conference travel such as hotel, meals, airline tickets)
- 10.xx.2210.4932.2.410 (professional development materials for PLC meetings)