

Barre Unified Union School District

# Grant Procedures Manual

2021-2022

# Barre Unified Union Grant Funds

For School Year 2021-2022 (FY22) the following grants are managed through the Barre Unified Union School District's Central Office.

GRANT	DESCRIPTION/PURPOSE	GRANT MANAGER	GRANT ASSISTANT
<b>ACT 230</b>	Educational Support Systems	Mary Ellen Simmons	Jessica Adam
<b>BEST</b>	Building Effective Supports for Teaching Students with Behavioral Challenges	Mary Ellen Simmons	Jessica Adam
<b>CRF*</b>	Coronavirus Relief Funds	Lisa Perreault	Ashley Young Michelle Leeman
<b>ESSER I*</b> <b>ESSER II*</b> <b>ESSER III*</b>	Response to COVID-19	Lisa Perreault Chris Hennessey Mary Ellen	Joe Kill Ashley Young Michelle Leeman
<b>Food Service*</b>	Child nutrition programs (school-based)	Lisa Perreault	Ashley Young
<b>Fresh Fruits and Vegetables*</b>	Support for purchasing healthy snacks in elementary schools and providing nutrition instruction (BCEMS only)	SHAC committee	Ashley Young
<b>HR</b>	To develop HR consulting and training. (Source: VSBIT)	Carol Marold	Lisa Perreault
<b>IDEA-B*</b>	Individuals with Disabilities Education Act, Part B (Basic & Pre-School)	Stacy Anderson	Sue Cioffi
<b>MAC</b>	Medicaid Administrative Claiming (Formerly EPSDT)	Mary Ellen Simmons	Jessica Adam
<b>Medicaid</b>	School-based reimbursement based on special education services. To provide intervention and prevention.	Lisa Perreault	Ashley Young
<b>Perkins*</b>	To support Career and Technical Education for students	Jody Emerson	Ashley Young
<b>Safety</b>	For facility safety and improvements (Source: VSBIT)	Lisa Perreault	Ashley Young
<b>Title I*</b>	Improving the Academic Achievement of the Disadvantaged <ul style="list-style-type: none"> <li>● Improving Basic Programs</li> </ul>	Mary Ellen Simmons	Jessica Adam
<b>Title IIA*</b>	Teacher, Para, and Principal Quality <ul style="list-style-type: none"> <li>● Supporting Effective Instruction</li> </ul>	Mary Ellen Simmons	Jessica Adam
<b>Title IV*</b>	Student Support & Academic Enrichment	Mary Ellen Simmons	Jessica Adam
<b>Tobacco</b>	Tobacco Use Prevention Education Robert Uerz (Robert.uerz@vermont.gov)	Dawn Poitras PJ LaPerle	Jessica Adam
<b>MKV</b>	Homeless	Stacey Anderson	Sue Cioffi
<b>YES</b>	Youth Employment Specialist, State of Vermont, Department of Disabilities, Aging, and Independent Living, Division of Vocational Rehabilitation	Lisa Perreault Jason Derner	Ashley Young

\*Denotes a grant that requires compliance with Federal Guidelines.

# Important Reminders

**For the 2021-2022 school year, all Federal grant spending must be initiated by April 15, 2022.**

Grant funds **can only be used** for the designated and approved strategies/investments.

Any proposed changes in the use of funds must be approved by the Grant Manager and must go through an amendment process **prior** to the change in use of funds.

Expenses that are not part of the approved grant are not reimbursable through a grant and will be subject to payment from local school budgets.

**Stipend positions** (for example, curriculum committee work and summer school teachers) need to have prior approval through the Grant Manager and will be documented through a Memorandum of Understanding (MOU) prior to the start of the work. A completed timesheet must be turned in prior to payment. All work must be completed outside of regular contractual obligations.

**Contracts vs. MOUs:** Contracts and memoranda of understanding are similar in nature, but contracts are issued to individuals not employed by Barre schools and who will be paid after submitting an invoice, while MOUs are used for employees who agree to take on additional responsibility beyond their contract and will be paid through the payroll system.

**Contracted Services** – Contracted Service Providers must have a signed Contract Service Agreement on file before services are rendered. A dated invoice with clear identification of the vendor is required from the provider.

**Spending Periods** – All grants have a beginning and ending date. All services and purchases must be within these dates.

**Purchase Requisitions and Procurement Forms** must be completed and approved prior to purchases of goods or services. Any purchases made without prior approval will not be paid or reimbursed from a grant and will be subject to payment from local school budgets. See page 9.

**Original Documentation** – Whenever possible originals should be submitted to Grant Assistant. These are auditable records so should be original.

**Conflict of Interest** – All use of Grant Funds must comply with 2 C.F.R §200.318, (c) (1) relating to Conflict of Interest. Neither you nor a family member can benefit when you make any grant-funded purchase. *If this is a possibility, consult the relevant Grant Manager ahead of time.*

**Supplanting** – In general, you cannot buy something under a grant that was previously paid for by local money. For instance, an annual software subscription that has historically been paid for by a school cannot then be paid for through a grant.

**Unallowable Costs:**

- Alcohol: Absolutely NO alcohol may be purchased with federal grant funds.
- Costs of entertainment.
- Sales tax.

# Important Vocabulary

<b>Term</b>	<b>Definition</b>
Allocation	The amount of money awarded to a particular grant.
Amendment	The formal process for changing and/or adding to the approved spending plan for any of the grants.
CFP	Consolidated Federal Programs. This is the collective name for the Title I, Title IIA, Title IV and SWP grants.
Contract	Any person, not an employee of the Barre Unified Union School District, must have a contract agreement on file with the Grant Manager prior to performing any services in the district.
MAC	Medicaid Administrative Claiming (formally known as EPSDT Funds)
Monitoring requirements	BUUSD (and all school systems) are periodically monitored by the state for compliance with grant regulations. The legal requirements are referred to here as <i>monitoring requirements</i> .
MOU	Memorandum of Understanding – in essence, a contract for staff receiving a stipend (such as, but not limited to, Curriculum Committees, Summer School positions, etc).
Procurement form	Documents why a particular vendor was chosen. See the relevant Grant Manager for guidance, as procurement requirements vary significantly according to the nature and size of the purchase.
Purchase Order	A purchase order is a document created by the Grant Assistant. A PO is created after the Grant Assistant has received an approved procurement and purchase requisition form.
Requisition	A requisition form is the initial step in purchasing goods or services. In general, a requisition and a procurement form are required in order to obtain a purchase order.
SIG	School Improvement Grant
Strategy/Investment	This refers to the explanation as to how funds are used in the Grant applications.
Supplanting	“Supplanting” is the use of grant money to take over a pre-existing expense from a local budget. This is not allowable under federal rules.
SWP	School Wide Program – This is a term specific to the Title I and Title IIA grants. Funds in a SWP can be used across the school and not just to a targeted population of students. Only Title I eligible schools can use SWP strategies.
Title I	Section of CFP that supports Academic Achievement of the Disadvantaged
Title IIA	Section of CFP that supports Effective Instruction
Title IV	Section of CFP that Supports Student Support and Academic Enrichment
V-SHEP	Vermont School Health & Prevention Grant

# Goods, Services, and Lodging

<b>Applicability</b>	Use when purchasing goods or services
<b>Key Steps</b>	Complete and submit both requisition and procurement forms
<b>Key points</b>	<ul style="list-style-type: none"> <li>● See Important Reminders on page 4</li> <li>● Complete this process before making the purchase.</li> <li>● Every purchase of goods and/or services for venues (including hotel rooms) needs a procurement form.</li> <li>● Avoid conflict of interest, as outlined in Important Reminders.</li> <li>● All contracts must be signed by the Superintendent/Designee.</li> <li>● All FY22 requisitions must be submitted by April 15, 2022.</li> <li>● Grants cannot pay for sales tax.</li> <li>● Grants cannot pay for food.</li> </ul>
<b>Forms required</b>	<a href="#"><u>Purchase Req Form BUUSD</u></a> <a href="#"><u>Procurement Form BUUSD</u></a>

Purchases fall into one of three categories as follows. Please make sure you use the correct version of the procurement form for each category.

## 1. Supplies, Materials & Equipment

- If you are requesting something from a specific vendor then you will need to complete the procurement form and include back-up materials (printouts of what you specifically want ordered from a website, etc.).
- If you need something generic (e.g. 2” binders) then the Grant Assistant will complete the procurement form and decide on the vendor.

For Equipment procedure using Federal Grants consult the Equipment Procurement for great detail on page 15.

## 2. Professional/Contracted Services

This portion of the procurement form must be completed for any contracted services paid with grant funds. All grant funded contracts must be signed by the Superintendent/Designee, not a building administrator.

## 3. Hotel Rooms and Venues

The Venue Procurement Form should be used only when you are going to pay for a hotel room, meeting room or some other space. *Note that this is a different form from the one used for goods and professional services.* Do not use this form for supplies, materials or equipment.

### Purchase Requisition Form

Complete a Purchase Requisition form (even if you have emailed the Grant Manager) and submit it along with the Procurement Form to the appropriate Grant Assistant.

If the Grant Assistant will be the person placing the order, it is helpful to email them the links for each item.

Incomplete purchase requisition forms or forms without a procurement form will be returned to you.

Purchases being made through grant funds required the signature of the Grant Manager, *not* building administrators.

Sales tax cannot be paid with grant funds. Be sure to obtain a tax-exempt certificate form from the Grant Assistant, if needed.

Food purchases for any staff training, including after school meetings, can no longer be made with Grant Funds.

# Contracted Services

<b>Applicability</b>	When contracting with individuals or organizations hired from <u>outside</u> the Barre Unified Union School District to provide a service to an individual or group of individuals within the BUUSD
<b>Key steps</b>	<ol style="list-style-type: none"> <li>1. Grant Manager informally authorizes services</li> <li>2. Procurement form completed</li> <li>3. Contract (“<b>Independent Contract Service Agreement</b>”) is developed between the vendor and the Grant Manager.</li> <li>4. Purchase order generated</li> <li>5. Contract signed by the Superintendent or Business Manager</li> </ol>
<b>Key points</b>	<ul style="list-style-type: none"> <li>● A signed contract must be in place before any services begin.</li> <li>● Only the Superintendent/Business Manager has the authority to sign a contract. Building administrators receiving any contract from a provider for services must be sent to the Grant Manager immediately.</li> </ul>
<b>Forms required</b>	<p><u><a href="#">Procurement Form BUUSD</a></u>  <i><b>Independent Contract Service Agreement – prepared by Grant Assistant</b></i></p>

## Procedure

1. Grant Manager authorizes the contracted services. This includes confirmation that there is funding to pay for the services.

2. A **Procurement Form** must be completed and submitted to the Grant Manager prior to authorization if anyone other than the Grant Manager is selecting the contractor. Otherwise, the Grant Manager will complete the Procurement Form.

3. A **BUUSD- Independent Contract Service Agreement** will be created by one of the parties and signed by both the provider and the Superintendent/Business Manager. Preferably, the contract is prepared by the Grant Assistant, signed by the Superintendent/Business Manager and sent to the provider for signature. Ideally, the contract agreement will specify:

- The fee, scope and terms of service
- Insurance coverage
- A termination clause that addresses termination for cause and convenience.
- That the provider agrees to provide an agenda for the event
- That the provider agrees to provide an Attendance/Sign-In Sheet following the event
- That the provider agrees to submit an invoice for services following the event
- That the contract is subject to availability of grant funding
- That mileage reimbursement is at the then-current IRS rate per mile
- Provisions for cancellation due to factors such as weather
- Any other details deemed important by either party.

# Training/Workshops/Conferences

<b>Applicability</b>	Any training, workshops or conferences funded through grant funds
<b>Key steps</b>	<p><b>Approval</b></p> <ol style="list-style-type: none"> <li>1. Staff member completes the Training/Workshop/Conference Request for Approval form</li> <li>2. Staff member completes procurement.</li> <li>3. Staff member obtains Supervisor AND Grant Managers approval</li> <li>4. Grant Assistant verifies eligibility and processes the request</li> <li>5. Grant Assistant generates a purchase order</li> <li>6. Either Grant Assistant or attendee registers</li> </ol> <p><b>Upon completion of training, attendee submits:</b></p> <ol style="list-style-type: none"> <li>1. Certificate of attendance (or rarely, other evidence such as a copy of the sign-in sheet)</li> <li>2. Receipts</li> <li>3. District Mileage reimbursement form (if personal vehicle was used)</li> <li>4. Credit card bill or copy of credit card. <i>See below for important details.</i></li> </ol>
<b>Key points</b>	<ul style="list-style-type: none"> <li>• If an employee is participating in a training/workshop/conference, approval must be completed <b>prior to the start</b> of the event</li> <li>• Form should reflect all costs associated with the training, workshop, or conference.</li> <li>• Registration may be completed by the Grant Assistant or the attendee depending on circumstances.</li> <li>• See below for details on allowable expenses and receipts. <b>Especially note that any meal receipt must be itemized to prove that no alcohol was purchased.</b></li> <li>• <b><u>We cannot reimburse for non-itemized receipts.</u></b></li> <li>• If an employee signs up for a workshop or other training to be paid by a grant and fails to notify the training provider of non-attendance any charge for the workshop/training will be the responsibility of the employee.</li> </ul>
<b>Forms required</b>	<p><a href="#"><u>Procurement Form BUUSD</u></a>  <a href="#"><u>Training/Workshop/Conference Request Approval Form BUUSD</u></a>  <a href="#"><u>Mileage Reimbursement Form BUUSD</u></a> (Upon completion of Workshop/Conference)</p>

## Notes

- All travel reimbursement procedures will be consistent with language in the Master Agreement for Teachers and in accordance with BUUSD’s Travel Policy and Procedure.
- Round-trip mileage will be reimbursed at the then-current Internal Revenue Service (IRS) rate per mile.  
**\*\* Mileage is only reimbursed when miles traveled exceeds the normal daily commute employee travels for work \*\*** Mileage is generally determined by using the “Google” maps mileage from place to place.
- The food/incidental reimbursement rate will be \$40.00 per day or the actual costs, whichever is less.
- If overnight lodging is required, the cost will be paid at the discretion of the Grant Manager.

## Upon completion of the Training /Workshop/Conference

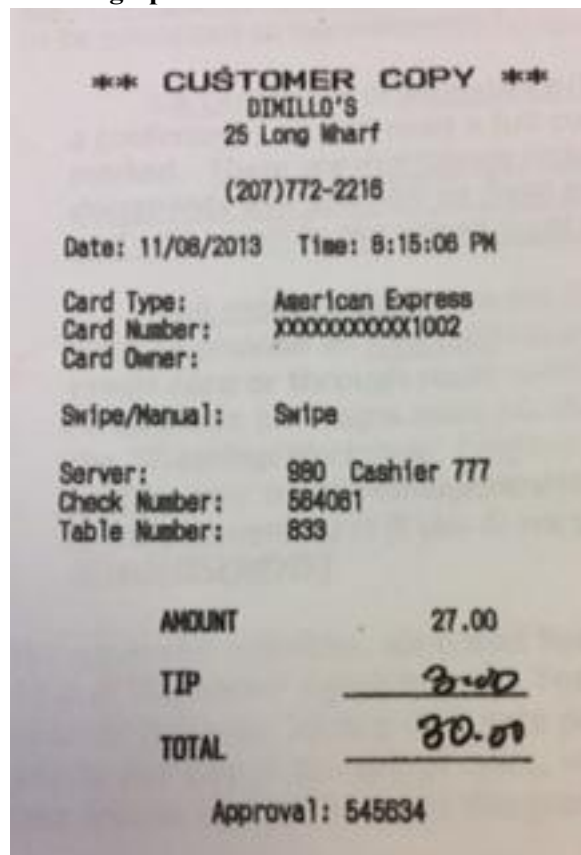
The following information must be submitted to the Grant Assistant:

- A Certificate of Attendance/Participation (If one cannot be obtained you will need to provide written verification that you were in attendance. An email is acceptable.)
- A copy of the agenda or conference brochure with the sessions you attended, if appropriate.
- All receipts related to the cost of the training, workshop or conference. **You will need to provide an itemized receipt and credit card receipt** (see examples below) **for any food purchased with a credit card or through room service.** (We need to be able to prove to the auditors that no alcoholic beverages were purchased and reimbursed through grant funds.)
- **Please be advised that under no circumstances can the district refund sales tax- with either grant or local funds**
- Copy of your credit card bill **with number blacked out -or-** photocopy of the credit card itself **with only the last four digits visible** (for cross-matching with the receipts)
- Mileage Reimbursement Form if a personal vehicle was used. See section below.

### Itemized receipt listing items purchased



### Credit card receipt showing that amount paid including tip amount





# Mileage Reimbursement

<b>Applicability</b>	Reimburses costs of using a personal vehicle
<b>Key steps</b>	Complete and submit the form as soon as trip is complete
<b>Key points</b>	Rate varies depending on then-current IRS per-mile rate
<b>Forms</b>	<a href="#"><i>Mileage Reimbursement Form BUUSD</i></a>

Mileage needs to be submitted separately using the “District Mileage Reimbursement” form.

- Enter the date of travel.
- Enter the description (to, from and the purpose of the trip).
- Enter the number of miles travelled. Mileage is generally determined by using the “Google” maps mileage from place to place.
- Mileage should be submitted as soon as your trip is over. Do not accumulate mileage unless you have multiple trips within the same pay period.
- Mileage claimed must be in excess to the normal daily commute of the employee – this will vary and is different case by case

**Mileage is reimbursed at the Internal Revenue Service (IRS) rate per mile (\$.56/mile as of January 2021)**

# Reimbursements Other Than Mileage

<b>Applicability</b>	Use when purchasing goods using personal funds that will be reimbursed. *** <b>This should be avoided unless absolutely necessary</b> ***
<b>Key steps</b>	<ol style="list-style-type: none"> <li>1. Check with the grant manager ahead of time.</li> <li>2. Complete a requisition form identifying yourself as the vendor.</li> <li>3. Bring a sales tax exemption form to the store where you will make the purchase.</li> </ol>
<b>Key points</b>	<ul style="list-style-type: none"> <li>• See general reminders</li> <li>• Grants cannot pay for sales tax. <u>If you <i>do</i> pay sales tax, you will not be reimbursed for it.</u></li> <li>• <b>Food: Grants cannot pay for food</b></li> <li>• Do not combine personal purchases with those funded by the grant.</li> <li>• Never pay another person in cash and then put their receipt on your reimbursement claim.</li> </ul>
<b>Forms required</b>	<p><a href="#"><u>Procurement Form BUUSD</u></a></p> <p><a href="#"><u>District Reimbursement Form BUUSD</u></a></p>

If you are seeking reimbursement (from a grant) for a purchase, you paid for out-of-pocket you need to do the following:

1. Prior to making the purchase, check with the grant manager via email to be sure the purchase is allowable under the grant and can be reimbursed.
2. Complete a purchase requisition form (even if you have previously emailed the Grant Manager). Enter your name as the “Vendor” (the person to be paid), your address, city/state/zip and phone number.
3. List the items to be purchased on the Purchase Requisition and give a brief explanation as to the purpose of the items and why you are seeking personal reimbursement and cannot follow the usual vendor procedure.
4. **When you make the purchase**, remember:
  - a. You need to bring a sales tax-exempt certificate with you if the purchase will be taxed. We cannot reimburse you for sales tax. You may get a sales tax-exempt certificate from the Grant Assistant or the Business Office.
  - b. Get an itemized receipt.
  - c. Do not purchase personal items for which you are not seeking reimbursement on the same receipt. Keep personal purchases separate when you check out.
5. **After you have made the purchase**, you need to complete a “***District Reimbursement Request Form.***” (See sample on next page.) Submit the form with attachments to the Grant Assistant for payment.
  - a. Attach a copy of the receipt(s) to the form
  - b. **If you paid by CASH or CHECK** – A cancelled check or a copy of the check if you do not receive cancelled checks plus a sales receipt indicating “paid by check” and the check number is sufficient to attach to the reimbursement form.
  - c. **If you paid by CREDIT CARD** – in addition to the itemized sales receipt, you must also attach a copy of the Credit Card Slip and a copy of your Credit Card Statement with the charge highlighted. You can black out other purchases and your card number. If you do not want to wait until your credit card bill arrives you may make a photocopy of the front of your credit card. Cover all but the last four digits in your card number. Be sure your name and the last four digits are visible on the copy and submit the photocopy along with your receipts.

# Stipend Positions

<b>Applicability</b>	For Barre Unified Union School District employees who are performing additional duties outside of regular contractual obligations. Does not apply to hourly paid employees.
<b>Key steps</b>	Stipend positions require prior approval from the Grant Manager. Signed <i>Memorandum of Understanding</i> must be on file prior to the work being performed.
<b>Key points</b>	None
<b>Forms</b>	<i>Memorandum of Understanding</i> (MOU) – prepared by Grant Assistant <i>Timesheet</i> (provided by Grant Assistant)

## Procedure

The following are examples of stipend positions that are paid from grants. (They are not the only ones.)

Curriculum Committee Work  
Afterschool Homework Club Tutor  
Literacy Team Member

PLG Leader  
Summer School Teacher  
Program Coordinator

No changes to the MOU (including the name of the person who is to perform the services, dates of service, or payment) can be made without the written consent of the Grant Manager. Any changes require the Grant Assistant to issue a revised MOU.

## As Work Progresses

A completed timesheet must be sent to the Curriculum Office prior to payment. Incomplete timesheets (including those without all required signatures and number of hours worked) will be sent back and could delay payment.

Time sheets received for work completed without prior approval will not be paid through a grant.

**An MOU must be in place and work documented on the time sheet must fall within the scope and terms of the MOU.**

# Time and Effort Documentation - PAR

<b>Applicability</b>	Used by employees funded <b>in part</b> by a grant to document the work done or from two or more grant investments. (Employees funded <b>in whole</b> by a grant use <i>periodic certification</i> . See next section.)
<b>Key steps</b>	Every two weeks, an employee submits a PAR (Personnel Activity Report) to the Grant Assistant.
<b>Key points</b>	PARs should be completed as close to the end of the two-week period as possible.
<b>Forms</b>	<b><i>Personnel Activity Report</i></b> (will be prepared by the Grant Assistant and provided to each affected individual)

Time and effort documentation must be on file for all employees paid in part or in whole with federal grant dollars. The intent is to document that employees funded through Grants are performing the work specified in the grant agreements.

**Personnel Activity Reports (PARs)** document time and effort for employees whose scope of work exceeds one cost objective (investment) from a grant or that include a mix of grant funds and local funds.

# Time and Effort Documentation- Periodic Time Certification

<b>Applicability</b>	Used by employees funded <b>completely</b> by <b>one grant investment</b> to document the work done. (Employees funded <b>in part</b> by a grant use <i>Periodic Time Certifications</i> . See prior section.)
<b>Key steps</b>	Twice per year, Grant Assistant prepares Periodic Time Certifications
<b>Key points</b>	PARs should be completed as close to the end of the two-week period as possible.
<b>Forms</b>	<b><i>Periodic Time Certification</i></b> (will be prepared by the Grant Assistant)

Time and effort documentation must be on file for all employees paid in part or in whole with federal grant dollars. The intent is to document that employees funded through Grants are performing the work specified in the grant agreements.

**Periodic Time Certifications** 100% of the employee's work falls under only one cost objective (regardless of how the employee is paid for their time. This form is prepared by the Grant Assistant

# “Mini-grant” Approval

<b>Applicability</b>	This is the process to be followed by the individual (the “applicant,” often a teacher) who is pursuing the grant.
<b>Key steps</b>	<ol style="list-style-type: none"> <li>1. The applicant obtains and reads the application form provided by the grantor.</li> <li>2. Applicants should consult with her/his building administrator for approval.</li> <li>3. Applicant completes the Grant Approval Form.</li> <li>4. Building administrator signs the form.</li> <li>5. The authorized BUUSD grant manager (typically the individual responsible for managing CFP) reviews the grant and its application, so please be sure to include these at time of submission.</li> <li>6. If the grant application is approved, copies of the signed approval form go to the applicant and to the business office.</li> <li>7. The applicant then completes the grantor’s application and submits it, forwarding a copy to the grant manager.</li> </ol>
<b>Key points</b>	The applicant is responsible for managing the grant. For instance, if the grantor requires copies of receipts before reimbursing costs, the applicant needs to handle that requirement.
<b>Forms</b>	<a href="#">Grant Prior Approval Form BUUSD</a>

“Mini-grants” are small grants (usually for a few hundred to no more than a few thousand dollars) that may be offered by businesses (the “grantor”). Typical examples are playground improvement grants or grants from a store like Lowe’s or Shaw’s.

The purpose of this process is to make sure that no mini-grants require so much business office or other administrative time that it is not cost-effective.

As a rule, these grants are much simpler to manage because, among other things, federal and state procurement requirements do not apply. However, records are auditable, so the business office must be aware of the grant.

# Purchasing Equipment

<b>Applicability</b>	For use when purchasing an item that has an individual cost greater than five thousand dollars. And have an expected lifespan greater than one year
<b>Key Steps</b>	<ol style="list-style-type: none"><li>1. Determine if the equipment meets the federal definition and threshold for prior approval.</li><li>2. Contact the Business Manager to complete the prior approval application.</li></ol>
<b>Key Points</b>	<ol style="list-style-type: none"><li>1. Make sure your purchase meets “Equipment” definitions</li><li>2. Equipment records will be kept and filed annually from the start of the following fiscal year.</li><li>3. A physical inventory must be taken every 2 years for Equipment purchased with Federal Grants</li><li>4. If Equipment is being retired or replaced. records must be kept for 3 years from the start of the next fiscal year.</li></ol>
<b>Forms</b>	<a href="#">Purchase Req Form BUUSD</a> <a href="#">Procurement Form BUUSD</a> Equipment Records Form BUUSD