Santa Maria Independent School District

Santa Maria ISD
Grants Management
Procedures Manual
2014-15

Ms. Maria J. Chavez, Superintendent   Mr. Miguel Zavala, Secretary   Mr. Adolfo Hinojosa, Member
Ms. Belinda Lugo, President   Mr. Noe Aleman, Member   Ms. Oralia "Lala" Ortiz, Member
Mr. Rambaldo "Ram" Rivera, Jr., Vice-President   Ms. Consuelo De La Rosa, Member

TABLE OF CONTENTS

PROCEDURAL MANUAL

GRANT OBJECTIVES

The Santa Maria Independent School District, in order to meet the goals outlined in the District Improvement Plan encourages staff to identify and secure funding from a variety of sources to meet the objectives specified under each district goal.

The Grants Management process of the Santa Maria Independent School District under the direction of the Business Manager is responsible to the Superintendent of Schools, Santa Maria Independent School District, Board of Trustees and to the granting agencies for the financial and regulatory administration of all state and federal financial assistance to the District.

The Grant Procedures Manual has been organized to serve as a framework of management procedures for grants awarded to the district. The forms and guidelines outlined in this manual are established in accordance with 34 CFR 80.20 accounting and financial management. The manual will guide campuses and the district on procedures to follow when managing a grant award.

Reference guides for identification of allowable/nonallowable expenditures, procedure on budgeting for enrichment activities such as after school tutorials, process for contractual services and activities specified in the campus/district improvement plan, and process for amending an awarded grant are all part of this document.

Key Personnel

Maria J. Chavez, Superintendent of Schools

Nancy E. Vallejo, Administrative Assistant to the Superintendent of School

Enrique Cuellar, Business Manager

Kassandra Arguelles, Human Resources Specialist

Jose Pena, Purchasing Supervisor

Elizabeth Garza, Child Nutrition Director

Reymundo Sanchez, Transportation & Safety Supervisor

Mario Aleman, Maintenance & Operations Supervisor

Cindy Taylor, Secondary Schools Principal

Rogelio Campa, TGE Interim Principal

GRANT MANAGEMENT RESPONSIBILITIES

Responsibilities of Grant Management includes but are not limited to:

- Reviewing all grant applications that have a financial reporting or compliance requirement prior to submission for approval by the Superintendent
- Establishing, communicating and promoting policies and procedures consistent with federal, state, and local regulations
- Providing assistance to project managers for the preparation of grant applications
- Exercising budgetary control of grant funds
- Providing overall financial support and monitoring
- Providing overall compliance monitoring to include:
  1. Maintaining an adequate internal control structure to ensure compliance with applicable laws and regulations related to the state and federal regulations
  2. Coordinating formal agency audits or interim reviews of grants by federal or state agencies
  3. Providing support and guidance to campus and central administrative offices for the effective administration and financial management of grants.

Staff Responsibilities:
The Business Manager, with the assistance of the grants consultant, reports directly to the the Superintendent and is responsible for:

- Submitting all state and federal grant applications
- Monitoring finance and compliance of all state and federal grants
- Reporting unusual or irregular activities related to grants to the Superintendent and the Business Manager.
- Maintaining current knowledge of federal, state, and District policies related to grants
- Providing central staff and campus training for federal and state grants, as appropriate.

Other Responsibilities:
- Review CIP and DIP for compliance
- Develop assessment plans, budgets, staffing
- Compliance reporting
- Training on budgeting, travel reimbursements, etc.
- Approval of all purchases/alignment with needs
- Quarterly/end of year reporting
- Reconciliation of accounting records with expenditure reports.

GRANT AWARD

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

1. **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.
2. **Development of the proposal:** Involvement of all stakeholders who will be affected by the project and all funding guidelines has 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 Business Manager.

Notification of grant award:

The Board of Trustees is notified on grant awards at the regular monthly scheduled board meetings.

Upon notification of the grant award, copies of the grant award letter, a copy of the grant, and copies of all budget and reporting form will be on file at the office of the Business Manager.

The Business Manager, with assistance of business office, will review and code each budget 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.

No funds are expended from the grant until a NOGA has been received.

GRANT PROCESS

The Grants Procedures Manual 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 Document: A copy of the grant award document, including the approved budget and any other information is forwarded to the Business Manager.
2. **Purchasing:** All purchase requisitions to expend grant funds are accessed through the 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 AMENDMENTS

When to Amend:

Once the program or grant is approved and a NOGA is issued, rebudgeting within the approved direct cost budget to meet unanticipated requirements and make certain changes to the approved budget is permitted without submitting written amendments.

Amendment is required:

- Add a class/object code not previously budgeted on the Program Budget Summary
- Increase or decrease the amount budgeted in any class/object code on the Program Budget Summary by more than 25% of the current amount approved in the class/object code (for discretionary grants) or of the total approved budget (for formula grants).
- Add a new item that requires specific approval in the itemized costs for Debt Service.
- Increase or decrease the number of positions approved under Payroll Costs (6100).
- Add a new item of computer hardware/equipment (not capitalized) approved under Supplies and Materials (6300).
- Add a new item of capital outlay items approved under Capital Outlay for articles costing less than $5,000 (6600).
- Add a new item or increase the quantity of capital outlay items approved under Capital Outlay for articles costing $5,000 or more (6600).
- Reduce funds allotted for training costs (where such costs are direct payments or reimbursements to trainees, primarily travel and lodging for trainees; workshop or conference registration fees; tuition; books; and related fees).
- Increase construction costs.
- Request additional funding (if allowed for the grant).
- Revise the scope (extent or range) or objectives of the grant (regardless of whether there is an associated budget revision requiring prior approval).
- Add roll forward funds.
- Add maximum entitlement funds.
- Extent the ending date of the grant, if allowed (extension of more than three months) (discretionary grants).

Amendment is not required:

Discretionary Grants

- Increase or decrease the amount of funds for a previously approved itemized cost requiring specific approval as long as it does not result in an increase by more than 25% of the amount budgeted in the class/object code.
- Increase or decrease the amount of funds currently approved in a class/object code as long as a new line item requiring specific approval is not being added and as long as the previous condition does not require an amendment.

Formula Grants

- Increase or decrease the amount of funds approved in a class/object code as long as a new line item requiring specific approval is not being added and cumulative transfers do not exceed 25% of the total approved budget.

All Grants

- Increase the quantity of technology hardware (not capitalized) previously approved under Itemized Supplies and Materials (6300) as long as a new items of technology hardware is not being added.
- Increase the quantity of capital outlay items previously included and approved in the list of articles costing less than $5,000 under Capital Outlay (6600) as long as a new item of capital outlay is not being added.
- Follow procedures listed in the grant for submission of schedules and reasons for amendments.

NOTE: Budget amendments to the state agency will be reviewed by the the Business Manager prior to submission.

GRANT PROCEDURES FOR CONTRACTS

Contract Approvals and Notifications

A contract/grant award is effective when the contract document is signed by all designees listed on the contract. When federal or state funding is used to pay consultants, the Business Manager must also sign and approve the contractual services. Contracts will identify the funding source for the services and will designate the beginning and ending dates of the services. Contractual services must adhere to board policies and federal guidelines.

Consultants must be on the vendor list and a 1099 must be filed.

Services are not rendered until all procedures are followed and approved. Once the contract is approved contract recipients are notified to proceed with the services.

Payment authorizations and requisitions are not processed until a fully executed contract is received in the Business Office. **Payments are processed upon receipt of an invoice and after services have been rendered.**

Copies of contracts, requisitions and the district developed form tied to requisitions using federal funding need to be submitted to the Business Office when all approved signatures have been acquired.

GRANT PROCEDURES FOR EXPENDITURES

A. **Requisition Processing**
   Requisition processing of grant/program expenditures must follow the district's purchasing procedures. All those designated on the approval route for approving requisitions must document and keep copies of all requisitions approved and the district form aligned to the campus/district improvement plan must be attached to the requisition.

   All designees on the approval route must verify that the purchase is in accordance with the approved grant budget. All costs must be reasonable, necessary, and allowable in accordance with the provisions and assurances of the applicable cost principles and the terms and conditions of the grant. Grant directors should adhere to the contract funding period and avoid acquisitions that cannot be fulfilled during the contract/grant funding period.

   All goods must be delivered prior to the end of the grant period.

B. **Vendor Payments**
   Payments to vendors for contract/grant activities shall follow procedures as documented in the Business Office and Purchasing Procedures Manual. Principals will work closely with the Business Office to ensure that all vendors requesting payments are paid at the conclusion of services or the delivery of goods.

C. **Technology/Equipment**
   Requests for purchasing technology/equipment must be made through the Department of Technology where the Director of Technology will ensure that bids are taken and the best offer is accepted. Once this has been approved then requisitions can be submitted to the various program/grant/finance directors for approval.
   When using federal funding all equipment/technology will be delivered to the program director for inspection and shipment verification and numerical decaling of equipment will be done by the Purchasing Department for equipment valued over $5,000 (Capital Outlay). Equipment under $5,000 is tagged with the school district's name.

D. **Travel**
   Travel authorizations should be processed in accordance to the district's travel procedures. Travel using federal funds must be preapproved by the Superintendent of Schools and the Business Manager.

E. **Allowable/Nonallowable Expenses**
   Please refer to the **Reference Guide** in the attachments that clarifies what expenses are allowable or nonallowable for each funding source. If additional clarification is needed please contact the funding source director.

   ❖ See **Attached** Reference Guide.

Note: The following questions will determine if expenditure is allowable:

1. How is the program, activity, or strategy reasonable and necessary to carry out the intent and purpose of the program?
2. How does the program, activity, or strategy address a need previously identified in the campus comprehensive needs assessment?
3. How the program, activity, or strategy to be funded is described in the campus or district improvement plan before the decision of whether to pay the expenditures from Title I Part A funds?
4. How will the program, activity, or strategy be evaluated to measure a positive impact on student achievement?
5. If for a schoolwide campus, how will the program, activity, or strategy upgrade the entire educational program on the campus?
6. How is the program, activity, or strategy supplemental to other non-Federal programs? On a schoolwide program, the amount of Title I Part A funding on the campus must be supplemental.

Use of funds must be for:

1. Research-based mathematics program, activities, or strategies
2. Research-based reading or language arts programs, activities, or strategies.
3. Research-based science programs, activities, or strategies.
4. Research-based social studies programs, activities, or strategies.
5. Research-based writing programs, activities, or strategies.
6. Research-based arts programs, activities, or strategies.
7. Research-based foreign language programs, activities, or strategies.
8. Research-based individualized instruction programs, activities, or strategies.
9. Research-based small-group instruction programs, activities, or strategies.
10. Tutorials
11. Computer-aide instruction

The district form for all requisitions must be attached.

PROCEDURES FOR CASH MANAGEMENT/EXPENDITURE REPORTS

The Business Office is responsible for all cash and cash flow management. The following steps are followed to track cash, cash flow needs and for federal draw downs:

1. A cash flow statement is prepared and revised as changes occur.
2. A printout of the general ledger is conducted daily.
3. Excess cash is determined for investment purposes.
4. Quotes are solicited for certificates of deposits.
5. Obtain the Superintendent of Schools signature to invest funds.

Submission of Expenditure Reports:

The following steps are conducted in submitting /expenditure reports:
1. Monthly, drawdowns are made based on expenditures.
2. A general ledger is printed according to fund codes.
3. All reports are reviewed by the Business Manager and submitted electronically to Texas Education Agency.
4. All drawdown reports are kept on file.
5. All funds received are posted to the cash receipts journal.

Drawdown Procedure:

On the 10th of each month, a summary of expenditures for all grants including all federal funds is printed and the drawdown schedule filed in a binder.

Quarterly reports are submitted based on the latest drawdowns and are also certified. A copy of all reports are kept and filed.

FTEs

Total expenditures are verified and all FTE's are reported according to the Notice of Grant award and has been verified by payroll journals.

GRANT PROCEDURES FOR BUDGET ALLOCATION

Title I Part A, Title I Part C, Title III, State Compensatory, and State Bilingual allocations are disseminated to campuses based on need and based on number of students that have been identified as at-risk and Limited English Proficient.

Campus administration submits a preliminary budget for needs identified through their Comprehensive Needs Assessment (CNA) document. These preliminary budgets serve as resources to develop the grant budgets and program needs. Once the grant/application is approved by the Texas Education Agency, then the Business Manager finalizes the campus budgets and submits copies of the campus budgets to the principals.

Requests for budget modifications must be forwarded to the Business Manager for review.

Expenditures will not be authorized in advance until the budget change has been approved.

GRANT PROCEDURES FOR REPORTING

Fiscal Reporting

- The prncipal/grant director will prepare all required narrative reports.

- The Business manager will prepare all required fiscal /financial reports in collaboration with the Superintendent and submit reports electronically to the Texas Education Agency website

- 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 Business Manager 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 Business Manager 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 Business Manager with assistance of the grant consultant 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 principals/grant administrators is essential to ensure coordinated reporting.

GRANT PROCEDURES FOR SUPPLEMENTING
NOT SUPPLANTING

The Santa Maria School District ensures that compliance with the federal fiscal requirement of supplementing and not supplanting is implemented. Federal funds are used to supplement (add to, enhance, expand or increase) the funds that are available from non-federal sources and not to supplant (replace, take the place of) existing non-federal funds.

Federal funds **are not to be used** to provide services that the District is required to provide under federal, state, or local laws/policies.

Examples:

- Salary expenditures for staff required by federal, state, or local policy shall not be paid from federal funds. Teachers meeting the state's 22:1 student-teacher ratio for grades K through 4 will not be funded from federal funds.
- Salary expenditures for staff required by local policy shall not be paid from federal funds.
- Federal funds shall not be used to pay for state required activities.

NOTE: All purchase orders with federal funds shall be reviewed by the Business Manager prior to approval.

Attachments

Procedures for Understanding School-wide Programs

A. How did my campus get designated as a school-wide campus?
   The school's poverty rate is at least 40% or above and is able to participate as a Title I Part A school.

B. What are the basic components of a school-wide program that a campus has to adhere to?

1.	***Comprehensive Needs Assessment*** of the entire school (including taking into account the needs of migratory children) that is based on information on the performance of children in relation to the state content and student performance standards.

2.	***Schoolwide reform strategies that:***

Provide opportunities for all children to meet the state's proficient and advanced levels of student performance.

- ➢ **Use effective methods and instructional strategies** that are based on scientifically based research that:
    - ▪ Strengthen the core academic program in the school
    - ▪ Increase the amount and quality of learning time, such as providing an extended school year, before and after-school and summer programs, and help provide an enriched and accelerated curriculum and
    - ▪ Includes strategies for meeting the educational needs of historically underserved populations.
- ➢ **Include strategies to address the needs of all children** in the school, but particularly the needs of low-achieving children and those at risk of not meeting the state student academic achievement standards who are members of the target population of any program that is included in the school wide program, which may include—
    - ▪ Counseling, pupil services, and mentoring services
    - ▪ College and career awareness and preparation, such as college and career guidance, personal finance education, and innovative teaching methods, which may include applied learning and learn-teaching strategies and
    - ▪ Integration of vocational and technical education programs, and
    - ▪ Address how the campus will determine if such needs have been met, and are consistent with, and are designed to implement, the state and local improvement plans, if any.

3.	***Instruction by highly qualified teachers.***

4.	***High-Quality, ongoing Professional development*** for teachers, principals and paraprofessionals and if appropriate, pupil services, personnel, parents, and other staff

to enable all children in the school to meet the state's academic standards.
5. ***Employment and Recruitment***: Strategies to attract high-quality highly qualified teachers to high need schools.
6. ****Parental Involvement:*** Strategies to increase parental involvement in accordance with section 1118, such as family literacy services.
7. ***Transition from Early Childhood Programs:*** Plans for assisting preschool children in the transition from early childhood programs such as Head Start, Even Start, or a state-run preschool program, to local elementary school programs.
8. ****Teacher Involvement in Assessment Decisions:*** Measures to include teachers in the decisions regarding the use of academic assessments described in section 1111 (b) (3) in order to provide information on and to improve the performance of individual students and the overall instructional program.
9. ****Assistance for Mastery:*** Activities to ensure that students who experience difficulty mastering the proficient or advanced levels of academic achievement standards shall be provided with effective, timely additional assistance, which shall include measure s to ensure that students' difficulties are identified on a timely basis and to provide sufficient information on which to base effective assistance.
10. ***Coordination and Integration***: occurs between federal, state, and local services and programs, including programs under NCLB, violence prevention programs nutrition programs housing programs Head Start, adult education, vocational and technical education and job training.

- Denotes the components most often used in requisitions.

REFERENCE GUIDE
FEDERAL STATE EXPENDITURES

Cost Item	199-PIC-24 ST. COMP	199-PIC-25 ST. BIL	211 TITL I PART A	212 TIT I PART C-MIG	244 CATE	255 Teacher/Principal Training	263 TIT III PAR LEP
Advertising forming Parents on rules, evements as long as they are related to grant	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must I reasonabl Necessai
thletic Events, teachers, s, gym equipment, sport orms or megaphones, UIL Music, Cheerleading	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
diovisuals for School Board Room	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
wards for Recognition & entives for Participation	Not Allowed	Not Allowed	X Minimal cost certificates, plaques, ribbons, small trophies classroom presentation	X Minimal cost certificates, plaques, ribbons, small trophies classroom presentation	X Minimal cost certificates, plaques, ribbons, small trophies classroom presentation	X Minimal cost certificates, plaques, ribbons, small trophies classroom presentation	X Minimal certificate plaques, ribl small tropl classroo presentat
Souvenirs or gifts such as irts,caps, tote bags, door s, gift certificates, food of nd as incentives. Teachers or Students	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
Ceremonies Banquets, Fairs,Parties, als,luncheons,celebrations Yearbook, atheletics	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
Childcare for parents ending school-sponsored events	Allowable with conditions reasonable & necessary	Allowable with conditions reasonable & necessary	Allowable with conditions reasonable & necessary	Allowable with conditions reasonable & necessary	Not Allowed	Not Allowed	Not Allowe
onstruction remodeling or renovation	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe

Cost Item	199-PIC-24 ST. COMP	199-PIC-25 ST. BIL	211 TITL I PART A	212 TIT I PART C-MIG	244 CATE	255 Teacher/Princi pal Training	263 TIT III PA LEP
Copiers,Postage meters, ther office Equipment	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
ug dogs, drug testing, red bons, security mirrors, ameras, defibrillators	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
Ed Consultants(only if one in the district can't do lng)Must have a contract rior to performing the vices.) Amt greater than 0.00 must be a renowned or/researcher. (Can't be a te mandated training).)	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must I reasonabli Necessai
ntertainment Recreation Social	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
uipment/Capital Outlay All Capitalized Furn and quirement requires TEA val regardless of the cost. Must be in the grant	X Not Allowed	Only software is allowed	X Allowed	X Allowed Must be preapproved by TEA	X Allowed	Not Allowed	X Allowe
Xtra Duty Pay;Prof Dev,outside contract days/time,tutorials	X Allowed w/Proper Documents	X Allowed w/Proper Documents	X Allowed w/Proper Documents	X Allowed w/Proper Documents	X Allowed w/Proper Documents	X Allowed w/Proper Documents	X Allowe w/Prope Documer
Field Trips,only Ed Trips ere learning experiences an't be duplicated in room. Must be in lessons s and must be hands on lvlties. Also, Must be in Campus Plans	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must I reasonabli Necessai
ome Theater Systems etc.	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
od & Beverage Costs-Light /during meeting training ust be 6 hr training. Must agenda and can't exceed .00 per person. No other costs, beverages,snacks, refreshments, etc.	Not Allowed	Not Allowed	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must I reasonabli Necessai

Cost Item	199-PIC-24 ST. COMP	199-PIC-25 ST. BIL	211 TITL I PART A	212 TIT I PART C-MIG	244 CATE	255 Teacher/Princi pal Training	263 TIT III PA LEP
Fund Raising Activities	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
rniture(must be approved by TEA	Not Allowed	Not Allowed	X Allowed w/approval from TEA	Not Allowed	Not Allowed	Not Allowed	Not Allowe
Gifts(door prizes)gift cates,gift cards,graduation activities/materials	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
Grant Writing	X Allowed if related to ST Comp	Not Allowed	X Allowed-has to be related	X Allowed has to be related	X Allowed has to be related	X Allowed has to be related	X Allowed h be relate
Leases for iers/meters/other leases	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
embership Fees/Related to Grant	X Allowed	X Allowed	X Allowed	X Allowed	X Allowed	X Allowed	X Allowe
Printing Costs	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must l reasonable Necessar
Promotional tems,memorabilia or venirs(tshirts,caps,book ;s,or other schooldistrict apparel w/logos	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
Smart Boards	Not Allowed	Not Allowed	Look at equipment/capital outlay	Not Allowed	Not Allowed	Not Allowed	Look i equipment/c outlay
chool Nurse Suuplies for Clinic	Not Allowed- only for at risk counselors	Not Allowed	Not Allowed	Not Allowed- only for Migrant counselors	Not Allowed	Not Allowed	Not Allowe
ident Handbooks,Yrbooks, school newspaper	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe
Substitute pay	X Allowed If it pertains to grant initiatives	X Allowed if it pertains to grant Initiatives	X Allowed if it pertains to grant initiatives	X Allowed if it pertains to grant initiatives	X Allowed If it pertains to grant initiatives	X Allowed if it pertains to grant initiatives	X Allowed pertains to initiative

Cost Item	199-PIC-24 ST. COMP	199-PIC-25 ST. BIL	211 TITL I PART A	212 TIT I PART C-MIG	244 CATE	255 Teacher/Principal Training	263 TIT III PA LEP
upplies/Materials(no copy paper)	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives	X Allowed if pertains to Grant Initia
Translation Services for Notices for parents	X Allowed	X Allowed	X Allowed	X Allowed	X Allowed	X Allowed	X Allowe
Travel Costs(school iployees or parents only w district guidelines. Exec irectors, Supts, Board bers, allowed only when it ins to the grant and is TEA approved.	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed it is reasona necessary (are not reimburse
uition Fees Paid directly to t or reimb basis must be ied in the grant application	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program	X Allowed for cours related to grant prog
itorials Beyond the school week. At Risk only. Proper locs.must be in place.	X Allowed for all at risk students	X Allowed for ELL Students	X Allowed for all at risk students	X Allowed for all Mig Students	X Allowed for CATE Students	X Not Allowed	X Allowed f Student
alkie Talkies Water Coolers Ice Machines	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowed	Not Allowe

Cost Item	276 TTIPS	287 Ed Jobs Fund	352 ACE	270 TITVI PART B-RURAL & LOW INCOME
Advertising Informing Parents on rules, achievements as long as they are related to grant	X Must be reasonable & Necessary	Not Allowed	X Must be reasonable & Necessary	X Must be reasonable & Necessary
Athletic Events, teachers, aides, gym equipment, sport uniforms or megaphones, UIL Music, Cheerleading	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Audiovisuals for School Board Room	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Awards for Recognition & Incentives for Participation	X Minimal cost certificates, plaques, ribbons, small trophies classroom presentation	Not Allowed	X Minimal cost certificates, plaques, ribbons, small trophies classroom presentation	X Minimal cost certificates, plaques, ribbons, small trophies classroom presentation
No Souvenirs or gifts such as T- shirts,caps, tote bags, door prizes, gift certificates, food of any kind as incentives. Teachers or Students	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Ceremonies Banquets, Fairs,Parties, Carnivals,luncheons,celebrations Yearbook, athletics	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Childcare for parents attending school-sponsored events	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Construction remodeling or renovation	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Copiers,Postage meters, other office Equipment	Not Allowed	Not Allowed	Not Allowed	Not Allowed

Cost Item	276 TTIPS	287 Ed Jobs Fund	352 ACE	270 TITVI PART B-RURAL & LOW INCOME
Drug dogs, drug testing, red ribbons, security mirrors, cameras, defibrillators	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Ed Consultants(only if someone in the district can't do training)Must have a contract prior to performing the services.) Amt greater than $5000.00 must be a renowned author/researcher. (Can't be a state mandated training).)	X Must be reasonable & Necessary	Not Allowed	X Must be reasonable & Necessary	X Must be reasonable & Necessary
Entertainment Recreation Social	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Equipment/Capital Outlay All Capitalized Furn and requirement requires TEA approval regardless of the cost. Must be in the grant	X Allowed	Not Allowed	X Allowed	X Allowed
Xtra Duty Pay;Prof Dev,outside contract days/time,tutorials	X Allowed w/Proper Documents	X Allowed w/Proper Documents	X Allowed w/Proper Documents	X Allowed w/Proper Documents
Field Trips,only Ed Trips where learning experiences can't be duplicated in classroom. Must be in lessons plans and must be hands on activities. Also, Must be in Campus Plans	X Must be reasonable & Necessary	Not Allowed	X Must be reasonable & Necessary	X Must be reasonable & Necessary
Home Theater Systems etc.	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Food & Beverage Costs-Light Lunch /during meeting training and must be 6 hr training. Must be in agenda and can't exceed $20.00 per person. No other food costs, beverages,snacks, refreshments, etc.	X Must be reasonable & Necessary	Not Allowed	X Must be reasonable & Necessary	X Must be reasonable & Necessary
Fund Raising Activities	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Furniture(must be approved by TEA	Not Allowed	Not Allowed	Not Allowed	Not Allowed

Cost Item	276 TTIPS	287 Ed Jobs Fund	352 ACE	270 TITVI PART B-RURAL & LOW INCOME
Gifts(door prizez)gift certificates,gift cards,graduation activities/materials	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Grant Writing	X Allowed has to be related	X Allowed has to be related	X Allowed has to be related	X Allowed has to be related
Leases for copiers/meters/other leases	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Membership Fees/Related to Grant	X Allowed	X Allowed	X Allowed	X Allowed
Printing Costs	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary	X Must be reasonable & Necessary
Promotional Items,memorabilia or souvenirs(tshirts,caps,book bags,or other schooldistrict apparel w/logos	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Smart Boards	Not Allowed	Not Allowed	Not Allowed	Not Allowed
School Nurse Suuplies for Clini	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Student Handbooks,Yrbooks, school newspaper	Not Allowed	Not Allowed	Not Allowed	Not Allowed
Substitute pay	X Allowed if it pertains to grant initiatives	X Allowed if it pertains to grant initiatives	X Allowed if it pertains to grant initiatives	X Allowed if it pertains to grant initiatives
Supplies/Materials(no copy paper)	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives	X Allowed if it pertains to the Grant Initiatives
Translation Services for Notices for parents	X Allowed	X Allowed	X Allowed	X Allowed
Travel Costs(school employees or parents only follow district guidelines. Exec Directors, Supts, Board Members, allowed only when it pertains to the grant and is TEA approved.	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)	X Allowed when it is reasonable & necessary (Tips are not reimbursed)

Cost Item	276 TTIPS	287 Ed Jobs Fund	352 ACE	270 TITVI PART B-RURAL & LOW INCOME
Tuition Fees Paid directly to Inst or reimb basis must be specified in the grant application	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program	X Allowed only for courses related to the grant program
Tutorials Beyond the school day/week. At Risk only. Proper docs.must be in place.	X Allowed	X Not Allowed	X Allowed	X Allowed
Walkie Talkies Water Coolers Ice Machines	Not Allowed	Not Allowed	Not Allowed	Not Allowed