

Barre Unified Union School District

Grant Procedures Manual

2024-2025

Table of Contents

Grant Funds at BUUSD	2
Important Reminders	4
Important Vocabulary/Forms	5
Goods, Services and Lodging	7
Contracted Services	9
Training/Workshops/Conferences	10
Mileage Reimbursement	12
Reimbursement other than mileage	13
Stipend Positions	14
Time and Effort Documentation	15
Mini Grant Approval	16
Equipment Purchases	17
References	18
Checklists	19

Barre Unified Union Grant Funds

For School Year 2024-2025 (FY25) the following grants are managed through the Barre Unified Union School District's Central Office.

GRANT	DESCRIPTION/PURPOSE	GRANT MANAGER	GRANT ASSISTANT
ACT 230	Educational Support Systems	Lisa Perreault	Joe Kill
BEST	Building Effective Supports for Teaching Students with Behavioral Challenges	Lisa Perreault	Joe Kill
CFP*	Consolidated Federal Programs Title I: Improving the Academic Achievement of the Disadvantaged <ul style="list-style-type: none"> • Improving Basic Programs Title IIA: Teacher, Para, and Principal Quality <ul style="list-style-type: none"> • Supporting Effective Instruction Title IV: Student Support & Academic Enrichment	Amanda Riggelman JoAn Canning	Thomas Shughrue Joe Kill
ARP ESSER*	Response to COVID-19	Lisa Perreault JoAn Canning	Joe Kill
Food Service*	Child nutrition programs (school-based)	Ashley Young	Jen Hutchinson
Fresh Fruits and Vegetables*	Support for purchasing healthy snacks in elementary schools and providing nutrition instruction (BCEMS only)	Ashley Young SHAC committee	Jen Hutchinson
SAFETY HR ADMIN.	VSBIT Grants	Jamie Evans Carol Marold Lisa Perreault	Lisa Perreault
IDEA-B* ARP IDEA *	Individuals with Disabilities Education Act, Part B (Basic & Pre-School)	Melody Frank	Sue Cioffi
MAC	Medicaid Administrative Claiming (Formerly EPSDT)	Lisa Perreault	Joe Kill
Medicaid	School-based reimbursement program for IEP services, funding to provide intervention and prevention.	Lisa Perreault	Ashley Young Kathy Couture
Tobacco	Tobacco Use Prevention Education Robert Uerz (Robert.uerz@vermont.gov)	Dawn Poitras PJ LaPerle	Joe Kill

Homeless* ARP MKV	Homeless student transportation and supplies	Melody Frank	Sue Cioffi
YES	Youth Employment Specialist, State of Vermont, Department of Disabilities, Aging, and Independent Living, Division of Vocational Rehabilitation	Lisa Perreault Jesse	Ashley Young
*Project SERV	Natural Disasters – U.S. Department of Education Disaster Recovery Unit, Barre City Flood Supports	Lisa Perreault Brenda Waterhouse	Joe Kill
*Project AWARE	Vermont Department of Mental Health. Increase awareness of mental health issues among school-aged youth.	Amanda Riggelman JoAn Canning	Joe Kill
Substance Abuse Prevention	Vermont Department of Health. Provide and enhance substance use prevention and early intervention services.	Dawn Poitras PJ LaPerle Lisa Perreault	Ashley Young
OTHERS	Miscellaneous Mini-grants		

*Denotes a grant that requires compliance with Federal Guidelines (Uniform Guidance).

If the Grant Manager is unavailable, the Business Manager or Superintendent may approve expenditures to be paid. This should only be done as a last resort.

Important Reminders

For the 2024-2025 school year, all Federal grant spending must be initiated by April 15, 2025.

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

Any proposed, material 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. This excludes reasonable changes to items requested, inclusive of vendor(s) selection, made by the Central Office and consistent with due diligence requirements for the applicable Federal or State grant identified to fund the purchase(s).

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 (e.g., 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 (MOUs) are similar in nature. Contracts are issued to individuals not employed by Barre schools and who will be paid after submitting a W-9 and an invoice, while MOUs are used for employees who are approved to take on additional responsibilities beyond their contract and are paid through the payroll system. Hourly employees do not receive MOUs; they report their extra hours through payroll.

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 rendered 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 7.**

Original Documentation – **Originals should be submitted** to the Grant Assistant along with a digital copy (scanned/mailed or shared through Google Drive). These are auditable records, and an original copy is requested, when available.

Conflict of Interest – All use of Grant Funds must comply with [2 C.F.R §200.318\(c\)\(1\)](#) relating to a perceived or actual 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. This also applies to supplies that are purchased from the local/general budget.

Unallowable Expenses:

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

Important Vocabulary/Forms

Term	Definition
Allocation	The amount of money awarded to a particular grant.
Amendment	The formal process for changing the approved spending plan for any grant.
CFP	Consolidated Federal Programs. This is the collective name for the Title I, Title IIA, Title IV and SWP funding.
Contract	Any person that is not an employee of the Barre Unified Union School District must have an approved contract agreement on file 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 herein as <i>monitoring requirements</i> .
MOU	Memorandum of Understanding – refers to a contractual arrangement between BUUSD and a staff member outlining services to be provided within an identified timeframe with payment under either a stipend or hourly structure (e.g., Curriculum committees, summer school positions, etc).
Procurement Form	Documents the rationale for a purchase and why a particular vendor was chosen. Refer to the owning Grant Manager for guidance as procurement requirements vary based on the nature and size of the purchase.
Purchase Order	A purchase order (PO) is a signed document obligating the issuer to pay on the seller’s published terms. A PO is created by the Grant Assistant following receipt of an approved procurement and purchase requisition form.
Requisition Form	A requisition form is completed and submitted by the requesting staff member/team as the initial, required step to purchase goods or services. The form type can vary, i.e., there are customized order request forms (by building) to use if the purchase will be Federal or State grant-funded.
Strategy/Investment	This refers to the explanation of how funds will be used as outlined in the Grant application.
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, Title IIA and Title IVA grants. Funds in a SWP can be used across the school (consolidation) 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.

VASBO	Vermont Association of School Business Officers - Entity providing recommendations on uniform guidance.
-------	---

Goods, Services, and Lodging

Applicability	Use when purchasing goods or services.
Key Steps	Complete and submit both the applicable requisition and procurement forms.
Key points	<ul style="list-style-type: none"> ● See Important Reminders section ● Complete this process before making the purchase. ● Every purchase of goods and/or services for venues (including hotel rooms) needs a procurement form. ● Avoid conflict of interest, as outlined in Important Reminders. ● All contracts must be signed by the Superintendent/Designee. ● All FY23 requisitions must be submitted by April 15, 2023. ● Grants cannot pay for sales tax. ● Grants cannot pay for food. ● Grants cannot pay for mileage unless stated within the investment description (CFP Grant only).
Forms required	<u>Purchase Req Form BUUSD</u> <u>Procurement Form BUUSD</u>

Purchase Requisition Form

Complete the applicable Purchase Requisition form (even if you have emailed the Grant Manager), obtain any needed supervisory signatures on the form, and submit it along with the Procurement Form(s) to the appropriate Grant Assistant.

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

Purchases being made through grant funds required the signature of the Grant Manager. Building administrators should be aware of purchase; however, they cannot provide for final approval. They do, however, have to sign/approve the requisition form prior to submitting to the Grant Assistant/Grant Manager.

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

1. Supplies, Materials & Equipment

- If you are requesting something from a vendor then you will need to complete the procurement form and include back-up materials (printouts/links of what you specifically want ordered from a website, etc.).
- For Equipment purchases using Federal Grants consult the Equipment Procurement for more information on page 17.
- For requested supplies with licensed technology or requiring student log-ins, such items must be identified for potential digital risk by the requesting teacher, and communicated to the Grant Assistant and Grant Manager as part of the order request documentation. In turn, the Grant Assistant will contact the BUUSD Technology Director or team delegate to a) confirm that a Student Data Privacy Agreement is in-place or a satisfactory review of the vendor’s privacy policy and offerings disclosures was completed, or b) commence such a review and approval. No purchase of an item with identified yet unvetted digital risk can move forward for procurement purposes. Procedurally, the IT Director will typically email review findings (acceptance or rejection) to the Grant Assistant within a few business days. Digital reviews are generally good for three (3) years following which they expire if not renewed.

2. Professional/Contracted Services

This portion of the procurement form must be completed for any contracted services paid with grant funds. A Contract review form must be completed for any vendor outside of BUUSD, prior to signing the contract. All grant funded contracts must be reviewed and approved by the Superintendent/Designee, not a building administrator.

3. Hotel Rooms and Venues

A separate Procurement Form should be used only when you are going to pay for a hotel room, meeting room or some other space.

Notes:

If the Grant Assistant will be the person placing the order, it is helpful to email them the links for each item. For purchases involving CFP grant funding, each building has a customized order request form which requires links to the desired items.

Sales tax is an unallowable expense and thus, 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

Applicability	When contracting with individuals or organizations hired from <u>outside</u> the BUUSD to provide a service to an individual or group of individuals within the BUUSD.
Key steps	<ol style="list-style-type: none"> 1. Grant Manager informally authorizes services. 2. Procurement form completed by grant assistant. 3. Contracted Services Request Form submitted to Grant Manager. Includes the provider’s proof of insurance, signed form W-9, and debarment check evidence or waiver. 4. Develop terms of a contract (using the “Independent Contract Service Agreement” template) between the vendor and the Grant Manager. 5. Purchase order is generated. 6. Contracted Services Request Form and Contract are reviewed and signed by the Superintendent or Business Manager
Controls	<ul style="list-style-type: none"> ● A signed contract must be in place before any services begin. ● 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. ● Failure to obtain a fully signed contract prior to commencement of services will result in the expenditure being disallowed and service not paid from grant funds.
Forms required	<p>Contract Review Form</p> <p><u>Procurement Form BUUSD</u></p> <p><i>Independent Contract Service Agreement – prepared by Grant Assistant</i></p>

Procedure

1. Grant Manager authorizes the contracted services to proceed through due diligence and contractual negotiations. This includes confirmation that there is grant funding to pay for the services.
2. A ***Procurement Form*** must be completed and submitted, along with the Contract Review Form, to the Grant Manager prior to authorization if anyone other than the Grant Manager is selecting the contractor.
3. Terms of a **BUUSD- Independent Contract Service Agreement** will be negotiated and drafted by the parties, and when in final form, reviewed 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. As applicable, the contract agreement will specify:
 - The fee, scope and terms of service to include maximum allowable cost of service.
 - Evidence of in-force insurance coverage for the provider.
 - 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 rendered following the event.
 - That the contract is subject to availability of grant funding.
 - That allowable 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

Applicability	Any training, workshops or conferences funded through grant funds.
Key steps	<p>Approval/Process</p> <ol style="list-style-type: none"> 1. Staff member completes the Training/Workshop/Conference Request for Approval form. 2. Staff member completes procurement. 3. Staff member obtains Supervisor AND Grant Managers approvals. 4. Grant Assistant verifies eligibility and processes the request 5. Grant Assistant generates and sends a purchase order. 6. Either Grant Assistant or attendee(s) register. If attendee(s) register, a copy of the registration receipt must be promptly scanned/emailed to the Grant Assistant. <p>Upon completion of training, attendee submits:</p> <ol style="list-style-type: none"> 1. Certificate of attendance (or rarely, other evidence such as a copy of the sign-in sheet) 2. Receipts 3. District Mileage reimbursement form (if personal vehicle was used) 4. Credit card bill or copy of credit card. <i>See below for important details.</i>
Controls	<ul style="list-style-type: none"> ● If an employee is participating in a training/workshop/conference, approval must be provided and evidenced prior to the start of the event. ● The request form should reflect all costs associated with the training, workshop, or conference. ● See below for details on allowable expenses and receipts. Note: any meal receipt must be itemized to prove that no alcohol was purchased. ● <u>BUUSD cannot reimburse for non-itemized receipts.</u> ● 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, associated charges/fees will be the responsibility of the attendee. ● Grant funds can only be used for professional development/training/workshops that <u>occur and are completed</u> prior to June 15, 2025.
Forms required	<p><u>Procurement Form BUUSD</u></p> <p><u>Training/Workshop/Conference Request Approval Form BUUSD</u></p> <p><u>Mileage Reimbursement Form BUUSD</u> (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 EXCEPT:
 - Travel reimbursement may not be allowable under certain grant investments and may be denied.
 - Grants cannot pay for mileage unless stated within the investment description.
- 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.
 - Food purchases cannot be made with grant funds.
- If overnight lodging is required, the cost must be approved in writing in advance 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 Completion/Participation (If one cannot be obtained you will need to provide third-party written verification of your attendance. An email from the vendor 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																					
 <p>DiMillo's Authentic Italian Food</p> <p>Check# 584081 Cov 5 SvrID 980</p> <p>Tab# 833 GUEST # 1</p> <table border="0"> <tr> <td>1</td> <td>Side Broiled Scallops</td> <td>15.00</td> </tr> <tr> <td>1</td> <td>Side Broiled Haddock</td> <td>10.00</td> </tr> <tr> <td></td> <td>Food Sub-Total</td> <td>25.00</td> </tr> <tr> <td></td> <td>7% ME FOOD TAX</td> <td>2.00</td> </tr> <tr> <td></td> <td>SUB TOTAL</td> <td>27.00</td> </tr> </table> <p>TOTAL: 27.00</p> <p>THANK YOU Kim</p> <p>Now Celebrating 30 Years Afloat!</p> <p>DIMILLO'S 11/08/2013 8:15:06 PM</p>	1	Side Broiled Scallops	15.00	1	Side Broiled Haddock	10.00		Food Sub-Total	25.00		7% ME FOOD TAX	2.00		SUB TOTAL	27.00	 <p>** CUSTOMER COPY ** DIMILLO'S 25 Long Wharf (207)772-2216</p> <p>Date: 11/08/2013 Time: 8:15:06 PM</p> <p>Card Type: American Express Card Number: XXXXXXXXXXXX1002 Card Owner:</p> <p>Swipe/Manual: Swipe</p> <p>Server: 980 Cashier 777 Check Number: 584081 Table Number: 833</p> <table border="0"> <tr> <td>AMOUNT</td> <td>27.00</td> </tr> <tr> <td>TIP</td> <td><u>3.00</u></td> </tr> <tr> <td>TOTAL</td> <td><u>30.00</u></td> </tr> </table> <p>Approval: 545634</p>	AMOUNT	27.00	TIP	<u>3.00</u>	TOTAL	<u>30.00</u>
1	Side Broiled Scallops	15.00																				
1	Side Broiled Haddock	10.00																				
	Food Sub-Total	25.00																				
	7% ME FOOD TAX	2.00																				
	SUB TOTAL	27.00																				
AMOUNT	27.00																					
TIP	<u>3.00</u>																					
TOTAL	<u>30.00</u>																					

Mileage Reimbursement

Applicability	Reimburses costs of using a personal vehicle.
Key steps	Complete and submit the form as soon as the trip is complete.
Key points	<ul style="list-style-type: none"> ● Rate varies depending on then-current IRS per-mile rate ● Travel reimbursement may not be allowable under certain grant investments and may be denied. Grants cannot pay for mileage unless stated within the investment description. ● Enter the description (to, from and the purpose of the trip). ● Enter the number of miles traveled. 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. <u>Do not accumulate mileage</u> unless you have multiple trips within the same pay period. ● <u>Mileage claimed must be in excess to the normal daily commute of the employee – this will vary and is different case by case</u> ● Mileage is reimbursed at the Internal Revenue Service (IRS) rate per mile
Forms	<u>Mileage Reimbursement Form BUUSD</u>

Reimbursements Other Than Mileage

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

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

1. Prior to making the purchase, check with the Grant Manager via email to confirm the purchase is allowable under the grant and can be reimbursed.
2. Complete a purchase requisition form (even if you have previously emailed or spoken with 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 for sales tax. You may get a copy of BUUSD’ 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.
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 canceled check or a copy of the check if you do not receive canceled 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

Applicability	For BUUSD employees who are performing additional duties outside of regular contractual obligations. Stipends do not apply to hourly-paid employees.
Key steps	Stipend positions require prior approval from the Grant Manager. A signed <i>Memorandum of Understanding</i> must be on file prior to the work being performed. Timesheet to be completed and signed by employee and administrator prior to submitting for payment.
Key points	MOU will state maximum hours that can be completed or total allowable amount to be paid.
Artifact	<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	PLG Leader
Afterschool Homework Club Tutor	Summer School Teacher
Literacy Team Member	Program Coordinator

No changes to an existing 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 or supplemental MOU.

A copy of the fully signed MOU, inclusive of references to the grant/task/accounting code for funding, is to be submitted to payroll reasonably prior to the targeted payroll date.

Hourly Stipends

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

Applicability	Used to document the work done by employees funded in part by a grant, from two or more grant investments, or working in more than one location (e.g., Barre Town Middle and Elementary School and Barre City Elementary and Middle School).
Key steps	Every two weeks, an employee submits a PAR (Personnel Activity Report) to the Grant Assistant.
Controls	PARs should be completed as close to the end of the two-week period as possible. ***Notation regarding resignation/termination***
Forms	<u>Personnel Activity Report</u> (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. The employees subject to PARs include, but are not limited to, the following:

SAP Counselors	Interventionists
Curriculum Coordinators	Curriculum Coaches

Time and Effort Documentation- Periodic Time Certification

Applicability	Used by employees funded completely by one grant investment to document the work done. (Employees funded in part by a grant use <i>Personal Activity Report</i> . See prior section.)
Key steps	Twice per year, Grant Assistant prepares Periodic Time Certifications
Controls	***Notation regarding resignation/termination***
Forms	<u>Periodic Time Certification</u> (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

Applicability	This is the process to be followed by the individual (the “applicant,” often a teacher) who is pursuing a grant.
Key steps	<ol style="list-style-type: none"> 1. The applicant obtains and reads the application form provided by the grantor. 2. Applicants should consult with her/his building administrator for approval. 3. Applicant completes the Grant Approval Form. 4. Building administrator signs the form. 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. 6. If the grant application is approved, copies of the signed approval form go to the applicant and to the business office. 7. The applicant then completes the grantor’s application and submits it, forwarding a copy to the grant manager.
Conrols	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.
Forms	<u><i>Grant Prior Approval Form BUUSD</i></u>

“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

Applicability	For use when purchasing an item that has an individual cost greater than \$5,000.00 and have an expected lifespan greater than one (1) year.
Key Steps	<ol style="list-style-type: none"> 1. Determine if the equipment meets the federal definition and threshold for prior approval. 2. Contact the Business Manager to complete the prior approval application.
Controls	<ol style="list-style-type: none"> 1. Make sure your purchase meets the definition of “Equipment” (under Applicability above). 2. Supplies become Equipment, once installation fees relating to the supply meets the \$5,000.00. 3. Total Equipment purchases over \$40,000 are subject to Vermont Bid Law. 4. Equipment records will be kept and filed annually from the start of the following fiscal year. 5. A physical inventory must be taken every 2 years for Equipment purchased with Federal Grants. The physical location of the equipment should be known and accessible at all times. 6. If Equipment is being retired or replaced. records must be kept for 3 years from the start of the next fiscal year.
Forms	<p><u>Purchase Req Form BUUSD</u> <u>Procurement Form BUUSD</u> <u>Equipment Records Form BUUSD</u></p>

Reference Material

District Policies:

[Annual Threshold Determination](#)

[Capitalization of Assets Policy](#)

[Conflict of Interest Policy](#)

[Travel Reimbursement Policy](#)

District Procedures:

[Capitalization of Assets Procedure](#)

[Cash Management Procedure](#)

[Credit Card Procedures](#)

[Procurement Procedures](#)

[Purchasing Procedure](#)

[Travel Procedures](#)

District Agreements:

[Teachers Collective Bargaining Agreement](#)

[Para Educators Collective Bargaining Agreement](#)

[Substitute Handbook 2019-20](#)

[Non Contracted Employee Handbook 2022](#)

[Barre Local 1369 Final Agreement](#)

Other Resources:

[Allowability of Cost Procedure](#) (VASBO)

[Federal Fiscal Monitoring, Personnel Documentation, and Consolidated Accounts](#) (VASBO) 01-11-2019

[Federal Salary Documentation Requirements](#) (AOE) 08-12-2016

[Uniform Guidance Training](#) (AOE) 08-20-2021

CHECKLISTS

Goods/Materials

- Request Form - Electronic copies are available for each building
 - Procurement Form
 - Documentation of comparisons
 - Debarment/SAM.gov
 - Purchase Order - signed and dated
 - Packing Slip(s); or, in absence of, a brief email to the Grant Assistant outlining the item(s) received, quantity(s), and vendor name.
 - Invoice - reviewed and initialed by the Grant Manager
-

Training/Workshops

- Request Form - signed and dated by employee, administrator, and grant manager
 - Procurement Form
 - Documentation of comparisons
 - Debarment/SAM.gov
 - Purchase Order - signed and dated
 - Copy of registration
 - Certificate of Completion
 - Invoice - reviewed and initialed by the Grant Manager
-

Contracted Services

- Contracted Services Request Form
 - Procurement documentation
 - Debarment/SAM.gov / Debarment waiver
 - Proof of liability insurance/insurance waiver
 - W-9
 - Purchase Order
- Service Agreement/Contract - signed **prior to** start of services - signed by contractor and Superintendent/Business Manager
- Timesheet(s)/Invoice