



Santa Rosa Independent School District

P.O. Box P.O. Box 368 • 10 2 Jesus R. Cruz. • Santa Rosa, Texas 78593 • (956) 636-9800 • FAX (956)636-1439

Dr. Isaac Rodriguez, Superintendent

Program Fund: Title I, Part A (Improving Basic Programs) Title I, Part C (Migrant) Title III, Part A (Bilingual), Title IV, IDEA-B Formula(Special Education), Part A, Strong Foundations(Secondary Math), Strong Foundations(K-5 Math) and SSI Community Partnerships, Title V, Immediate HQIM & Instructional Systems Grant, (ACE) 21st Century & Gear UP

Campuses/Departments **must** consider the following elements when planning to use Federal funds. Please check all that apply and provide additional explanation or documentation as necessary.

REASONABLE: a cost is reasonable if sound business practices were followed and price is comparable to current market price.

Check one box

Santa Rosa I.S.D.
School Board

Alissa Perez
President

☐ All procurement procedures were followed for purchases of \$25,000.01 and more (see Federal Grant Policies and Procedures Manual)

Juan M. Perez
Vice-President

☐ Prices were obtained from adequate number of quotes (required if unit cost is between \$10,000 – \$24,999.99 for goods or services (see quotation section on page)

Kelly R. Ballin
Secretary

☐ Purchase is less than \$10,000

Will utilize a purchasing cooperative, existing bid/RFP or sole source vendor.

Theresa
Castaneda
Member

☐ How is it reasonable (name item/service)? _____

Rene Flores
Member

ALLOWABLE: a cost must be allowable under the Federal cost principles in 2 CFR Part 200 (EDGAR), Subpart E and under the terms and conditions of the Federal grant award AND must be reasonable, necessary and allocable. Cost is allowable in accordance with the Federal grant award (budgeted in the approved grant application/contract).

Lorenzo Ovalle
Member

☐ Cost is not being used to meet cost sharing or matching requirements of another Federal grant

Rachel Olivarez
Member

☐ Cost is considered with policies and procedures that apply uniformly to all funds (not treated Differently)

☐ Costs are adequately documented

How is it allowable? _____

☐ **NECESSARY: a cost is necessary if needed to achieve an important program objective (not considered “nice to have”).**

The cost is needed for proper and efficient performance of the Federal grant or contract (items cannot be purchased toward end of grant period since the program did not receive benefit of the purchase)

☐ The cost is identified in the approved budget, application or contract (required if requires specific approval)

☐ The cost aligns with identified needs based on results and findings from formal needs assessment
How is it necessary (reference comprehensive needs assessment/campus improvement plan and how
the expenditure addresses the need)? _____

☐ **ALLOCABLE:** *a cost is allocable to the Federal award if the goods or services involved are chargeable as assignable to the award in accordance with the relative benefits received.*

The charge to the program is in proportion to the value received by the program

How is it allocable? _____

DEBARMENT AND SUSPENSION: *It is required to check for excluded parties at the System for Award Management (SAM) website, <http://www.sam.gov/>, before any procurement transaction is paid with Federal funds.*

- ☐ The vendor/contractor is not suspended or debarred – attach screen shot as confirmation
☐ A vendor/contractor match was not found – attach screen shot as confirmation
☐ The vendor/contractor is suspended or debarred – ineligible to receive Federal monies
☐ Not applicable – District Staff

QUOTES FOR PURCHASES: *for goods/services from \$10,000.01 – \$24,999.99, campuses/departments must obtain an adequate number of quotes (written or verbal from potential vendors) unless utilizing a purchasing cooperative, existing bid/RFP or sole source vendor. If lowest quote isn't used, please explain below:*

☐ Not applicable

List of vendors and quotes here or attach a PO or requisition

_____	\$ _____
_____	\$ _____
_____	\$ _____

Other explanations: _____

SOLE SOURCE: *Must meet State and Federal requirements for noncompetitive proposals. See Sole Source Vendor Affidavit and attach, if applicable.*

☐ Does not apply

Federal Requirements (check one or more):

- ☐ The item is available only from a single source and an equivalent cannot be substituted; this must be documented
- ☐ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- ☐ TEA (or other Federal awarding agency) expressly authorizes noncompetitive proposals in response to a written request from the District
- ☐ After solicitation of a number of sources, competition is determined inadequate

State Requirements (check one):

- ☐ Identification and confirmation that the competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process or monopoly
- ☐ A film, manuscript, or book
- ☐ A utility service, including electricity, gas, or water
- ☐ A captive replacement part or component for equipment

1. As using Title I, Part A funds for a schoolwide campus, how will the expenditure upgrade the entire educational program on the campus?

2. How is the expenditure supplemental to other nonfederal programs?

3. How will expenditure be evaluated to measure a positive impact on student achievement?

Requesting Administrator's Signature: _____ Date: _____

Federal Programs Coordinator: _____ Date: _____

Chief Financial Officer: _____ Date: _____