



# Federal & State Grants/Programs Procedures Manual

2016-2017

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## General Information

The district has established fiscal procedures that apply to all financial transactions regardless of the funding source. **Procedures that relate directly and/or indirectly to federal and state grant/program compliance are indicated with a (†).**

In accordance with Board Policy BP Local, the Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures. The Executive Director of Finance and the Director of Special Programs shall approve this Federal & State Grants/Programs Manual on an annual basis, or as appropriate, if federal, state or local changes in regulations or policy warrant immediate changes. **Administrative regulations are subject to Board review but shall not be adopted by the Board.**

## Finance Department Mission

The purpose of the Finance Department is to function as a trustworthy steward of the taxpayer's investment in education. Temple ISD is committed to transparency - ensuring that taxpayer dollars are spent efficiently and all decisions are made in the open and on the record.

## Finance Department Staff

The Finance Department staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times.

All Finance Department staff are expected to comply with the:

- **Code of Ethics and Standard Practices for Texas Educators [School Board Policy DH (Exhibit),**
- **School Board Policy CAA (LOCAL) regarding fraud,**
- **Temple ISD Code of Conduct (Employee Handbook),**
- **Confidentiality Agreement, and**
- **Temple ISD Acceptable Use Guidelines.**

Each staff member shall have an up-to-date job description on file in the Human Resources department. In addition, each staff member should receive and sign a job description and corresponding evaluation instrument during the annual evaluation process. Changes to job descriptions should be made when substantial changes occur in job duties or responsibilities.

## Organizational Chart

- [Finance Department Organization Chart](#)

## **General Ledger Maintenance (†)**

General ledger entries shall be made on an on-going basis as needed. End-of-the-month and end-of-the-year entries shall be made on a timely basis. End-of-the-year entries shall be made prior to the audit field work by the district's external audit firm.

The Executive Director of Finance shall be responsible for monitoring the general ledger maintenance on a monthly basis. The general ledger shall be reviewed for accuracy in areas such as, but not limited to the following:

- Cash and investment balances equal the respective bank or investment monthly statements
- Aged purchase orders, receivables, and payables
- Verify that fund accounts are in balance
- Verify that bank account reconciling items are posted to the general ledger

## **Journal Entries (†)**

All general ledger entries shall be in balance (debits shall equal credits). A Journal Entry form shall be used to document all entries. All journal entries shall be numbered for tracking purposes. A manual numbering system shall be utilized by the district. Campus/Department administrators and Finance Department staff shall be authorized to create journal entries and the Executive Director of Finance shall be authorized to post journal entries to the general ledger.

All payroll general journals shall be interfaced to the finance system by the payroll department. The Payroll Supervisor shall verify that the pre-post payroll general journals and the finance payroll general journals are in balance and posted accurately to the general ledger. All payroll general journals must be posted to the finance general ledger no later than the actual paydate.

All changes to the general ledger should be posted within the same month as the changes occur, if possible, or as soon as practicable thereafter. At times, prior to closing the month, additional reconciling journal entries may be posted in accordance with the creation and approval guidelines.

School Board Reports and a summary of payroll information for the previous month are posted to the Financial Transparency (Finance Department) website. The financial reports and check payment list shall not be approved by the School Board.

All reports should be filed for audit purposes including, but not limited to, the following:

- Cash General Journal
- General Journal
- Check Payments & Check Register
- Detail General Ledger
- Summary General Ledger

The Executive Director of Finance shall review a Summary General Ledger on a monthly basis to ensure the accuracy of fund accounting.

## **Data Entry and Validation (†)**

All data entry shall be from the appropriate source document(s). All data entry shall be validated (verified) with the source documents. A system of checks and balance shall be in place to ensure that all postings to the general ledger result in the desired outcome. For example, a cash receipt journal shall be validated to ensure that the total amount deposit matches the posted cash receipt journal.

Ongoing, daily data entry validation greatly increases the accuracy of the fund accounting and facilitates reconciliation of the monthly bank statements with the general ledger.

## **General Ledger Transaction (Minimum Data Required) (†)**

All general ledger financial transactions shall require the following minimum data:

- **Date of the general ledger transaction** – the date of the transaction should be within the posting month and within the posting fiscal year.
- **Account code(s)** – the proper account code shall be used for all transactions
- **Journal [transaction] number** – the number assigned should be manually or automatically assigned in a sequential order. A log of the journal entry numbers utilized each fiscal year should be available in a manual or automated form. Automated, system-generated general ledger entries shall be easily distinguished from manual general ledger entries.
- **The credit and debit amounts**– the total debits must match the total credits
- **Reason for the general ledger transaction** – the reason should explain the reason for the transaction such as cash receipt number, adjustment to budget/expense, etc.
- **Supporting document** – supporting documentation, if any, shall be attached to the journal entry form for audit tracking purposes
- **Name** – the name of the individual creating the journal entry

All general ledger payroll transactions shall require the following minimum data:

- **Check date** – the system-generated general ledger transaction should reflect the check date as part of the journal entry number
- **Account code(s)** – the account codes charged for all payroll disbursements, including liability accounts, should exist in the general ledger prior to posting the system-generated journal entries. [Note: During the payroll posting process, the payroll department must print and verify that all payroll accounts exist on the general ledger. If accounts do not exist on the general ledger, the accounts should be verified for accuracy and if accurate, the list of account codes must be submitted to Executive Director of Finance to ensure that the appropriate accounts are created in the finance system.

## End of Month Process

Within 90 days after the end of the month, all end-of-month reports should be printed and verified and the end-of-month process completed. There are two (2) steps in completing the End-of-Month process as listed below:

- Reconciliation of all bank accounts
- EOM Activities (Report Generation & Verification)

## End of Fiscal Year Process

All changes to the general ledger should be posted within the same month as the changes occurred, if possible, or as soon as practicable. Within 90 days after the fiscal year, all end-of-fiscal year reports should be printed and verified for audit purposes.

All end-of-fiscal year adjustments should be posted to the general ledger prior to closing out the fiscal year. Prior to the start of the audit field work, the following adjustments shall be posted to the general ledger:

- **Reconcile all cash and investment accounts** – all cash and investment accounts shall match the corresponding bank or investment general ledger balances as of June 30<sup>th</sup>, as reflected on the respective monthly statement.
- **Reconcile all revenue accounts with amounts received and/or earned as of June 30<sup>th</sup>** – All measurable revenue should be posted to the general ledger. For example, all state aid earned as of the most recent Summary of Finance report from the District and/or TEA shall be posted to the appropriate state revenue accounts.
- **Reconcile all grant/program revenue and expenditures** – the revenue and expenditures in every grant/program (state and federal) should equal. The excess revenue, if any, should be reclassified to a payable to the grant/program agency, unless the excess revenue is an advance payment (deferred revenue). If expenditures exceed revenue, the amount due from the grant/program agency should be posted to the revenue account and accounts receivable accounts.
- **Reconcile the final amended budget** – verify that all budget amendments (at the functional level) have been posted to the general ledger. The sum of the original budget, plus all budget amendments during the fiscal year, shall equal the final amended budget.
- **Reconcile and post all accounts receivables** – all funds due from other sources, as of June 30<sup>th</sup>, shall be posted to the general ledger. The receivables shall be measurable and expected to be received within 90 days after the end of the fiscal year in accordance with the District's accounting standards.
- **Reconcile and post all accounts payables** – all payables due to others (vendors especially), as of June 30<sup>th</sup>, shall be posted to the general ledger. The amounts due for all goods and/or services received as of June 30<sup>th</sup> are classified as accounts payable and paid during the next fiscal year. The district has established a August 15<sup>th</sup> cut-off for prior year accounts payables, unless the expenditure is material and is known prior to the end of the audit field work. [Note. The accounts payable account (2110) in the prior fiscal year and the next fiscal year must be in balance.]

- **Reconcile all accrued wages and benefits as of June 30<sup>th</sup>** – All accrued wages and benefits shall be posted to the general ledger, especially for all wages earned in June but scheduled to be paid in the next fiscal year (after July 1<sup>st</sup>).
- **Reconcile all prepaid expenses as of June 30<sup>th</sup>** – All prepaid expenses shall be posted to the general ledger to object code 1410. A prepaid expense is typically one that represents a disbursement of funds (payment) for goods or services that will be received or utilized in the next fiscal year. For example, a maintenance agreement that has a term of January 1<sup>st</sup> through December 31<sup>st</sup>, would have an expense for 6 months in the current fiscal and a prepaid expense of 6 months at the end of the fiscal year. [Note. The prepaid expenses should be cleared in the next fiscal year by posting the expense to the appropriate expense account code(s).
- **Reconcile the fixed assets ledger with all fixed asset additions, deletions, or changes** – All assets acquired during the fiscal year shall be added to the fixed asset ledger. All assets disposed of (sold or lost) shall be removed from the fixed asset ledger. Changes, if any, to the location, value, or category of assets shall be posted to the fixed asset ledger.
- **Reconcile the fund balance as of June 30<sup>th</sup>** – All changes, reductions, additions, and/or deletions to designations [restricted, committed, assigned, etc.] of fund balance accounts shall be posted to the general ledger. All budgetary fund balance accounts (object code 3700) shall be posted to the appropriate fund balance account (typically object code 3600). [Note. Changes to the budgeted and committed fund balances should be supported by minutes of Board approval. The Superintendent, Assistant Superintendent of Finance and Operations, and the Executive Director of Finance are authorized by the School Board to assign fund balances.]

### Segregation of Duties (†)

At a minimum, the business office staff shall operate under a segregation of duties, including but not limited to, the following:

- **Endorsement of checks** – The same staff member shall not prepare and endorse accounts payable or payroll checks.
- **Bank reconciliations** – The same staff member shall not prepare cash disbursements, cash deposits, or other cash transactions and reconcile the district’s bank accounts.
- **Maintain non-cash accounting records** – The same staff member shall not prepare non-cash general ledger transactions and post the transactions to the general ledger.
- **Purchasing and Receiving functions** – The same staff member shall not serve as the final approver of a purchase order and verify receipt of the goods.
- **Contract Management** – The same staff member shall not approve a contract for goods or services and have sole approval authority to disburse the payment for the contracted goods or services.

### Retention of Records (†)

All financial records for the current fiscal year shall be retained for audit purposes in accordance with the District’s Local Records Retention Schedule. Destruction of records, at the expiration of the records, shall also be in accordance with the District’s Local Records Retention Schedule. Note: The Destruction Schedule [list of all records destroyed] is a permanent document. Unless a record that has been destroyed is specifically listed on a Destruction Schedule, it is presumed to still exist.



The district shall maintain grant-related records in a combination of paper and electronic formats.

In accordance with federal regulations, the district shall maintain the grant/program-related records in an open and machine readable format.

The Records Custodian for the financial records of the District is the Executive Director of Finance. All questions related to the retention, destruction, and/or addition of new record series shall be directed to the District's Records Management Officer (RMO), the Assistant Superintendent of Student Services.

### **Data System Security & Access to Records (†)**

Finance Department staff members handle and/or process a substantial amount of confidential information. All staff is strictly prohibited from revealing confidential information to an unauthorized individual. Unless required by Federal, state, and local statute, the district is not required to permit public access to their records. The district shall make all grant/program-related records available for access to the federal or state grant/program agency and/or pass-through entity upon request.

All Finance Department staff members shall sign a Confidentiality Agreement on an annual basis. Among the most critical information is documentation related to employee's Personally-Identifiable Information (PII) such as health, benefits, financial, family members, or other personal information. Violators will be subject to discipline, employment termination, and/or may be reported to the appropriate legal authorities. Violations of some protected information, such as health or medical information, is also protected by federal laws, such as HIPPA.

Unless notified otherwise by the federal or state grant/program agency, the district shall retain all financial and program records related to the grant/program award in accordance with the federal or state grant/program. Upon request from the federal or state grant/program agency, the district shall transfer the records to the requesting federal or state agency.

The Finance Department staff members shall be authorized to access the District's financial and/or payroll system(s) for job-related purposes only. Use of the systems for personal reasons or benefit will result in disciplinary action, up to and including employment termination.

Each staff member shall take appropriate steps to ensure that their respective computer system is managed in a controlled environment to prevent unauthorized access. At no time (including lunch breaks) shall a computer system be logged on to a financial data system while unattended by the respective staff member. Any staff member with access to the financial data system shall lock their computer or log out of the financial data system when they leave their desk.

### **Assignment of Access and Passwords (†)**

Access to data systems shall be based on the specific job duties and responsibilities of each staff member. Except for limited exceptions, staff will not be given unilateral access to all modules in the financial and payroll system. For example, a payroll staff member will not have access to the human resources system unless the access is limited in scope and "read-only". These restrictions to unilateral access are designed to prevent complete autonomy which could lead to fraud.

Each staff member shall be responsible for securing their assigned (selected) password. At no time shall passwords be shared with others or posted in visible locations within the staff member's work space. Violators of this restriction shall be subject to disciplinary action, including but not limited to employment termination.

Data system access to the authorized modules, shall be determined by the Executive Director of Finance. Each staff member shall have access to their respective database(s) and tabs within a database based on their position. Security roles will be established and assigned with the specific access to each module. In the event that a staff member gains access, due to human or software error, that he/she is not entitled to, it is the responsibility and duty of the staff member to notify the Executive Director of Finance regarding the ability to access the restricted database or module(s).

### **Revoking Access (†)**

Access to data systems are subject to change and/or revocation when changes occur to a staff member's position, duties, or responsibilities. Access to data systems is also subject to revocation when a staff member violates the Acceptable Use Procedures. Each staff member shall sign Acceptable Use Procedures every fiscal year.

### **Business Staff Training (†)**

Staff members will have an opportunity to attend training and/or conferences annually.

An annual training calendar shall be developed that may include, but is not limited to, topics in the following areas:

- **Account Coding**
- **Payroll and Human Resources Compliance Issues**
- **PEIMS Data Reporting and Quality**
- **GASB**
- **Audit requirements**
- **Legal changes, such as Purchasing**
- **Federal and State Grants/Programs Management**
- **Data System (software)**
- **Travel Guidelines**
- **Financial Accountability System Resource Guide (FASRG)**

Staff members that have attained TASBO certification status will be afforded an opportunity to attend at least 20 hours per year (for a total of 60 hours every 3 years) through TASBO or a TASBO-approved CEU provider. Training opportunities for other certification or licensing programs, such as a CPA, shall be provided in a manner that seeks to meet the continuing education requirements for that specific certification or license.

Additional training requests should be submitted to the Executive Director of Finance. It is the employee's responsibility to request additional training that he/she feels will be beneficial in performing the assigned job tasks. At times, the immediate supervisor may also recommend or direct that a staff member attend specific training to improve their skills or comply with a Growth Plan.

In an effort to support compliance of fiscal policies and procedures, the Finance Department shall conduct annual training for campus and department administrative and support staff, as appropriate. Critical training areas shall include, but not be limited to:

- **Activity Account Management**
- **Budget Development Process**
- **Cash Management**
- **Federal and State Grants/Programs Management**
- **Purchasing**
- **Payroll**

### **Federal and State Grant Management (†)**

The Office for Grants and Fiscal Compliance (GFC) at the Texas Education Agency is responsible for managing all discretionary and formula grants, ensuring the agency's compliance with federal grant requirements, and conducting audits and reviews of all local educational agencies (LEAs). The department houses the following divisions:

- Division of Grants Administration (formerly the Division of Discretionary Grants and the Division of Formula Funding)
- Division of Federal Program Compliance (formerly the Fiscal Accountability and Federal Reporting Unit)
- Division of Financial Compliance (formerly housed in the Office for Accreditation)

Compliance with all federal and state grant/program requirements is essential to ensure that all grant/program funds remain with the District. Failure to comply with grant/program requirements may result in denial of reimbursement requests and/or requests from the grant/program agency to return a portion or, in some cases, all grant/program funds.

#### Federal Regulations for Federal Grant/Program Awards

All federal grant funds are subject to compliance with Administrative (EDGAR) and Programmatic (NSLP, IDEA, etc.) regulations for each federal grant/program award. Title 34, Code of Federal Regulations (CFR), Parts 75-79, 81-86 and 97-99 EDGAR is currently in transition. For awards made prior to 12/26/2014, EDGAR Parts 74 and 80 still apply. For awards made on or after 12/26/2014, 2 CFR Part 200, which includes the substance formerly in parts 74 and 80, applies. For state-administered federal grants, TEA shall notify the district on the Notice of Grant Award (NOGA) of the applicable administrative regulations. The State and Federal Grants Addendum contains guidance for pre-December 26, 2014 federal grant awards. The date of the award to the district (or pass-through entity such as TEA) shall determine the appropriate regulations.

When the district's local policies and/or procedures conflict with the federal regulations, the District shall comply with the more restrictive regulations and shall adhere to all aspects of federal and state grants management.

Overview of the Education Department General Administrative Regulations (EDGAR). The EDGAR, as amended on December 26, 2014, includes five (5) subparts under 2 CFR Part 200 of EDGAR as noted below:

- Subpart A – Acronyms and Definitions
- Subpart B – General Provisions
- Subpart C – Pre-award Requirements
- Subpart D – Post-award Requirements
- Subpart E – Cost Principles
- Subpart F – Audit Requirements
- Appendices – I through XI

The EDGAR in its entirety can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

To ensure consistency with the EDGAR, the district shall utilize the acronyms and definitions included in the EDGAR for general terms related to the management of federal grant/program funds. The EDGAR Acronyms and Definitions can be found in CFR 200.0 through 200.99.

At the District level, managing Federal and State Grants shall be a collaborative process between the Finance Department (Accounting, Budgeting, Purchasing, Payroll, etc.), the Human Resources Department, and Grant Management Departments (Special Programs, Special Education, Career and Technology, etc.). Each respective department shall be responsible for their duties and responsibilities as they relate to the management of federal and/or state grants/programs. The duties of each department are listed below in general terms. Additional, specific duties and responsibilities may be listed within an area of compliance within this Manual.

### **Finance Department**

- Assisting the Grant/Program Manager with budgeting grant/program funds. Preparing and posting the initial budget and all amendments to the general ledger.
- Assisting the Human Resources department with determining the payroll distribution code(s) for all grant/program-funded staff.
- Preparing all grant/program-related financial reports (monthly, quarterly and/or annual).
- Preparing all financial records for the annual financial audit and single audit, as appropriate.
- Ensuring compliance with the FASRG in coding all payroll and non-payroll expenditures.

- Adjusting the general ledger, as appropriate, after the Grant/Program Manager's reconciliation of the time and effort reports, as appropriate, if adjustments are necessary
- Managing the day-to-day cash needs for grant/program expenditures and drawing-down cash reimbursements, as appropriate
- Managing all purchasing and contractual commitments in compliance with the grant periods and allowable cost principles
- Retaining all financial records for the required length of time (5 years) for audit purposes
- Managing all fixed assets and ensuring compliance with the inventory and disposition federal guidelines

### **Human Resources Department**

- Assisting the Grant/Program Manager with the recruitment and hiring of all grant/program-funded staff
- Ensuring that all grant/program-funded staff meet the Highly Qualified Staff federal guidelines, as appropriate (As well as all state certification requirements)
- Ensuring that all grant/program-funded staff have a job description with the grant/program-related duties and funding. (And, that all grant/program-funded staff sign a job description on an annual basis)
- Preparing the Highly Qualified Staff Annual Report and conducting the required public notice or hearing, as appropriate
- Maintaining audit-ready HR employee files for financial audit or single audit purposes, as appropriate
- Developing and maintaining all salary schedules to ensure consistency between local and non-local pay rates (Includes base salaries, stipends, and extra-duty rates of pay)
- Assisting the Grant/Program Manager with determining the position title, Role ID, and other salary information for use in completing the grant/program application
- Retaining all personnel records for the required length of time (5 years) for audit purposes

### **Grant/Program Management or Special Program Department**

- Working cooperatively with the campus administrative staff to ensure that all grant/program activities are collaboratively planned and appropriate to each campus.
- Providing supporting documentation for budgeted grant/program funds, and submitting all grant amendments to the finance department to facilitate budget amendments.
- Assisting the Human Resources department with determining the payroll distribution code(s) for all grant/program-funded staff.
- Preparing all grant/program-related programmatic (evaluation) reports (monthly, quarterly and/or annual).
- Ensuring compliance with the FASRG in coding all payroll and non-payroll expenditures.

- Receiving and monitoring the time and effort reports, as appropriate, and submitting adjustments, if any, to the finance department
- Monitoring the spending thresholds throughout the grant/program period to ensure that the grant/program activities are being conducted systematically throughout the grant/program period
- Reviewing and approving all purchasing and contractual commitments in compliance with the grant/program periods and allowable cost principles
- Retaining all grant/program records for the required length of time (5 years) for audit purposes
- Providing information to the Human Resources Department regarding the number and type of grant/program-funded positions approved in the grant/program application by the grant/program authority
- Verifying with the HR department that all grant/program-funded staff meet the Highly Qualified Staff federal guidelines, as appropriate (As well as all state certification requirements)
- Verifying with the HR department that all grant/program-funded staff have a job description with the grant/program-related duties and funding. (And that all grant/program-funded staff sign a job description on an annual basis)
- Verifying with the HR department that the Highly Qualified Staff Annual Report is prepared and conducting the required public notice or hearing, as appropriate
- Assisting the HR department with determining the position title, Role ID, and other salary information for use in completing the grant/program application

All departments shall provide staff training for their respective staff and other staff, as appropriate, regarding the grant/program management duties and responsibilities for each staff member.

## 900 – State and Federal Programs/Grants (†)

### 901 State Programs – Allotments

State Program allotments are estimated and paid to school districts through a Summary of Finance template created by the Texas Education Agency. The actual state allotments are calculated as noted below in each respective section. A settle-up process occurs at the end of each fiscal year – funds owed to a district are paid by TEA and funds owed by a district are paid to TEA (or TEA reduces the following fiscal year funds by the amount owed to the state).

A percentage of each state allotment must be spent on “direct” expenditures for the given special program. The current percentages and program intent codes (PIC’s) are noted below by program:

▪ <b>Special Education</b>	<b>52%</b>	<b>PIC 23</b>
▪ <b>Career &amp; Technical Education</b>	<b>58%</b>	<b>PIC 22</b>
▪ <b>Gifted &amp; Talented Education</b>	<b>55%</b>	<b>PIC 21</b>
▪ <b>State Compensatory Education (SCE)</b>	<b>52%</b>	<b>PIC 24-30 (except 25&amp; 27)</b>
▪ <b>Bilingual/ESL Education</b>	<b>52%</b>	<b>PIC 25</b>

During the budget process, the estimated state allotment shall be calculated by Executive Director of Finance based on prior year special program enrollment and average daily attendance (ADA). The estimated state allotment by special program shall be provided to the Special Program Administrator(s) as noted below. These special program administrators shall be responsible for the programmatic compliance in their respective program(s). Programmatic compliance shall include, but not limited to: program eligibility, program design, instructional delivery, entry/exit procedures, professional development, certification, and staffing.

▪ <b>Special Education</b>	<b>Director of Special Education</b>
▪ <b>Career &amp; Technical Education</b>	<b>Director of Career &amp; Technical Education</b>
▪ <b>Gifted &amp; Talented Education</b>	<b>Directors of Secondary &amp; Elementary Education</b>
▪ <b>State Compensatory Education (SCE)</b>	<b>Director of Special Programs</b>
▪ <b>Bilingual/ESL Education</b>	<b>Director of Bilingual/ESL</b>

The finance department, specifically the Executive Director of Finance, shall be responsible for the financial compliance in each of these special programs. Financial compliance shall include, but not limited to: budgeting development & monitoring, approval of expenditures, financial reporting to TEA, and financial audit.

As part of the budget adoption process, Executive Director of Finance shall verify that the proposed budget includes appropriations in each of the special programs of *no less* than the percentages stated above as required direct expenditures for each special program. [Note: If the District does not budget to compliance, it may not spend to compliance.]

Throughout the fiscal year and at the end of the fiscal year, the Executive Director of Finance shall calculate the periodic and final spend percentages for each special program. The allocated expenditures by program intent code (PIC) shall be used to determine compliance. In the event that direct expenditures fall below the mandated percentages, the Executive Director of Finance shall ensure that the deficit amount is budgeted in the following fiscal year.

The mandated program intent codes (as defined in the FASRG) are classified as Basic or Enhanced. The PICs in these classifications for regular and special program allotments are noted below:

Basic Services – PIC 1X

- PIC 11 Basic Educational Services

Enhanced Services – PIC 2X – 3X

- PIC 21 Gifted & Talented
- PIC 22 Career & Technical Education
- PIC 23 Special Education
- PIC 24 Accelerated Education (State Compensatory Education)
- PIC 25 Bilingual and ESL Education
- PIC 26 Non-Disciplinary Alternative Education Program
- PIC 28 Disciplinary Alternative Education Program – Basic
- PIC 29 Disciplinary Alternative Education Program – SCE Supplemental
- PIC 30 Title I, Part A Schoolwide Activities related to SCE (Campuses with 40% or more educationally disadvantaged students)
- PIC 31 High School Allotment
- PIC 32 Prekindergarten – Basic
- PIC 33 Prekindergarten – Special Ed
- PIC 34 Prekindergarten – Accelerated Education (State Compensatory Education)
- PIC 35 Prekindergarten – Bilingual/ESL

If the “intent” of particular course or program is one of the Enhanced Services, the appropriate PIC shall be used for the expenditures even if an incidental student(s) benefit from the program. For example, the salary of a Bilingual Instructional Aide should be paid 100% from PIC 25, if the intent of his/her position is to support Bilingual students even though 1 or 2 non-Bilingual students also benefit from a small group instructional setting.

At the beginning of each school year, the salaries of all staff should be determined based on their position and assignment. Specifically, we need to know the following:

- What the employee will do? Determines the function code
- Where the employee will work? Determines the organization code (may be split)
- Who will benefit? Determines the population served or PIC (may be split)



Determining the correct payroll account distribution code(s) is critical to ensure that all payroll costs are expensed in the correct account code(s). This is extremely important for staff assigned on a partial or full time basis to support a special program. Only the payroll costs for services whose intent is to serve one or more special program may be charged to the special program PIC.

In the fall of each school year, the Executive Director of Finance shall prepare a staffing FTE report that is based on the employee contract assignment information in Skyward Finance accounting software. The staffing FTE report shall reflect the names of all staff, the position, and the assignment(s) by PIC code. For example, a teacher that teacher 4 special education classes and 4 career and technical education courses, should have .5 FTEs in PIC 23 and .5 FTEs in PIC 22. [Note. The report shall reflect the teaching assignment for all teachers and every course section shall reflect the “intent”, or population served code. The population served codes and program intent codes are correlated below:

- |                             |        |   |
|-----------------------------|--------|---|
| ▪ Population Served Code 04 | PIC 21 | Gifted & Talented   |
| ▪ Population Served Code 05 | PIC 22 | Career & Technical Education  |
| ▪ Population Served Code 06 | PIC 23 | Special Education   |
| ▪ Population Served Code 03 | PIC 24 | Accelerated Education (State Compensatory Education)  |
| ▪ Population Served Code 02 | PIC 25 | Bilingual Education   |
| ▪ Population Served Code 07 | PIC 25 | ESL Education   |
| ▪ Population Served Code 03 | PIC 26 | Non-Disciplinary Alternative Education Program  |
| ▪ Population Served Code 03 | PIC 28 | Disciplinary Alternative Education Program – Basic  |
| ▪ Population Served Code 03 | PIC 29 | Disciplinary Alternative Education Program – SCE Supplemental   |
| ▪ Population Served Code 03 | PIC 30 | Title I, Part A Schoolwide Activities related to SCE (Campuses with 40% or more educationally disadvantaged students) |
| ▪ Population Served Code 01 | PIC 32 | Prekindergarten – Basic   |
| ▪ Population Served Code 06 | PIC 33 | Prekindergarten – Special Ed  |
| ▪ Population Served Code 03 | PIC 34 | Prekindergarten – Accelerated Education (SCE)   |
| ▪ Population Served Code 02 | PIC 35 | Prekindergarten - Bilingual   |
| ▪ Population Served Code 07 | PIC 35 | Prekindergarten - ESL   |

All staff assigned to support all students, not specifically served in a special program, shall be coded as basic population served (01) and the basic program intent code (11).

The staffing FTE report shall also contain information on non-campus administrative staff. The PIC codes for the non-campus staff shall reflect what they do, where they are assigned to work, and the special program(s) that they support.

The Staffing FTE report shall be submitted to the Director of Special Programs each fall. The Executive Director of Finance shall ensure that funds are budgeted in the appropriate payroll account codes. Budget changes and/or amendments, if any, shall be prepared by Executive Director of Finance. [Note: The minimum spend percentages shall be verified again to ensure that the budgeted amount by PIC still meets or exceeds the minimum spend percentage by special program.]

After approval of the Staffing FTEs reports, the Executive Director of Finance shall submit the staff FTEs to the Human Resources and Payroll departments for the purpose of updating the payroll distribution record(s) of each district employee.

Campus Principals and Special Program Administrators shall be responsible to ensure that any changes to staff assignments are submitted to the Human Resources Department within five (5) days of the assignment change. The prior process of verifying the FTEs/account codes, approval of the FTE report, and submission of the report changes to the payroll department shall occur upon the receipt of assignment changes.

### **901.1 Gifted and Talented**

The Gifted and Talented program must adhere to state law, Texas Education Code (TEC) 29.121 and TEC 42.156. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the GT program and serve the students in an appropriate manner to obtain state funds. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the Gifted & Talented special program data prior to submission to TEA shall be the Director of Elementary Education and the Director of Secondary Education.

### **901.2 Career and Technical Education (CATE)**

The Career and Technical Education program must adhere to state law, Texas Education Code (TEC) 29.181 and TEC 42.154. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the CTE program and serve the students in an appropriate manner to obtain state funds. The Master Schedule shall serve as the official document to support that each student was enrolled in a CTE course. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the CTE special program data prior to submission to TEA shall be the Director of Career & Technical Education.

### **901.3 Special Education**

The Special Education program must adhere to state law, Texas Education Code (TEC) 29.003 and TEC 42.151. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the Special Education program and serve the students in an appropriate manner to obtain state funds. The student's Individualized Education Plan (IEP) shall serve as the official document to support that each student is eligible for special education, the type of instructional arrangement, and the number of contact hours to be served in a special education setting. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the Special Education program data prior to submission to TEA shall be the Director of Special Education.

### **901.4 Compensatory Education (SCE)**

The Compensatory Education program must adhere to state law, Texas Education Code (TEC) 29.081 and TEC 42.152. Chapter 29 addresses the programmatic guidelines related to eligibility, "at risk" identification, and program services. Chapter 42 addresses the funding formula and allowable costs. The SCE program is funded based on the highest six (6) months of free and reduced lunch eligibility students in the prior school year. The Director of Child Nutrition shall provide the monthly counts of free and reduced lunch eligibility to the finance department for the purposes of estimating SCE funds in the next fiscal year.

Specifically, each school district shall identify students eligible for the Compensatory Education program and serve the students in an appropriate manner to obtain state funds. There are thirteen (13) at risk indicators in state law. The principal at each campus shall be responsible for identification of all at-risk students. The at-risk student enrollment shall be reported to TEA through the PEIMS Fall Submission.

The SCE program compliance is unlike the other special programs in that it requires specific documentation as outlined in the Financial Accounting System Resource Guide (FASRG) Module 9. The District Improvement Plan (DIP) and Campus Improvement Plans (CIP) are the primary source of documentation for the expenditure of SCE funds. According to TEA, annually within 150 days after the last day permissible to send data for the PEIMS data FINAL Midyear resubmission 2 (typically late July), the District shall electronically submit a PDF version of the DIP and at least two (2) CIPs through the TEASE system. The determination regarding which CIPs to submit to TEA shall be based on the TEA guidelines in the FASRG, Module 9.1.2 Summary of Filing Requirements. The District's submission dates shall be as noted below to ensure compliance with this critical requirement.

- **Campus Principals shall submit their CIPs to the Director of Special Programs by the designated date**
- **Superintendent or designee shall submit the DIP to the School board by the designated date**
- **The Director of Special Programs shall submit the DIP and CIPs through TEASE by late July**

Financial guidelines related to supplement not supplant, targeted-assistance versus school-wide campus expenditures, staffing formulas, job descriptions, time and effort, student case counts, local identification criteria, and allowable costs are described in Module 9 State Compensatory Education.

### **901.5 Bilingual and ESL**

The Bilingual and ESL program must adhere to state law, Texas Education Code (TEC) 29.053 and TEC 42.153. Chapter 29 addresses the programmatic guidelines related to eligibility, identification, and program services. Chapter 42 addresses the funding weight(s) and allowable costs.

Specifically, each school district shall identify students eligible for the Bilingual or ESL program and serve the students in an appropriate manner to obtain state funds. All student identification and enrollment shall meet the special program guidelines in the Student Attendance Accounting Handbook (SAAH). Student enrollment data shall be submitted to TEA through the PEIMS Fall Submission as of the snapshot date. The attendance and/or contact hour data for funding purposes shall be submitted to TEA through the PEIMS Summer Submission.

The Special Program Administrator with oversight responsibility to certify the Bilingual and ESL special program data prior to submission to TEA shall be the Director of Bilingual/ESL.

### **901.6 High School Allotment**

The use of the High School Allotment must adhere to state law, Texas Education Code (TEC) 39.234 and TEC 42.160. Chapter 39 addresses the programmatic guidelines related to program services. Chapter 42 addresses the funding weight(s) and allowable costs. Funding amounts are based on \$275 per student in average daily attendance in grades 9 through 12.

Districts may use funds for campus-level or district-wide initiatives for students in grades 6-12. Allowable uses include:

- professional development for teachers providing instruction in advanced academic courses such as Advanced Placement (AP)
- hiring of additional teachers to allow for smaller class sizes in critical content areas
- fees for students taking dual credit classes and ACT/SAT tests
- academic support, such as AVID and AP strategies, to support at-risk students in challenging courses
- credit recovery programs
- activities supporting college readiness and awareness, including transportation for college visits

Please see [Commissioner's Rules Concerning High School Allotment](#) for detailed allowable uses of these funds. The [High School Allotment Guide](#) is also an excellent resource and shall be made available to all campus principals as a guide during the budget development process.

## 902 Federal Grants

Acronyms and definitions related to federal grant management are listed in the EDGAR, Subpart A, 200.1 through 200.99 and may be accessed at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=bce3e6e14adb00a7863cc39935f3e35e&node=sg2.1.200.a.sg0&rgn=div7>

These acronyms and definitions are used throughout this manual. One of the most critical definitions is that of a “non-federal entity”. When this definition is used it refers to the “school district”, as a recipient of a federal grant/program award.

### **General Provisions:**

The District shall comply with all General Provisions of EDGAR (Subpart B). Specific areas of compliance are noted below:

1. The District has established a conflict of interest policy for all federal grant/program awards and shall disclose in writing any potential conflict of interest to the grant/program agency. The same conflict of interest questionnaire that is used for other district functions shall be utilized for compliance with this provision. The Local Government Officer Conflicts Disclosure Statement shall be completed by all district staff involved in federal grant/program awards. Conflicts of interest, if any are reported, shall be posted on the district’s website and reported to the grant/program agency. The Director of Purchasing shall be responsible for overseeing and collecting the conflict of interest questionnaires.
2. The district shall comply with all additional conflict of interest requirements required by the federal grant/program agency and/or the pass-through entity (TEA).
3. The District shall disclose in writing to the grant/program agency and/or pass-through entities any violations of federal criminal law including fraud, bribery, or gratuity violations affecting a federal grant/program award. Upon detection of any fraud, abuse, or waste with federal grant/program funds, the District shall promptly notify the proper legal authorities and pursue appropriate criminal and/or civil actions. In addition, the district shall report to the grant/program agency and pass-through entity, the extent of the fraud or violations. In addition, the District shall reclassify fraudulent expenditures made with federal grant/program awards to local district funds, i.e. the General Fund. The Executive Director of Finance shall be responsible for overseeing, reporting and documenting any fraud, abuse or waste of federal grant/program funds.

All district employees are prohibited from soliciting gifts or tokens from vendors or other parties who are affected by (or have an interest in) a federal grant/program award.

In addition, all district employees are prohibited from accepting unsolicited gifts or tokens from vendors or other parties who are affected by (or have an interest in) a federal grant/program award that exceed

an nominal (individual) value of \$25 and an aggregate value of \$100 in a fiscal year. The unsolicited gifts or tokens may not include the following:

- Items prohibited at a public elementary and secondary schools such as drugs, tobacco or alcohol products

District employees who violate this administrative directive shall be subject to disciplinary action, up to and including termination of employment with the district. Violations that exceed the federal Conflict of Interest thresholds shall be reported to the federal grant/program agency and/or pass-through entity by the Executive Director of Finance.

### **Pre-Federal Award Requirements:**

The federal awarding agency and pass-through entities are required to evaluate the risk of the District in respect to financial stability, quality of management system, history of performance (grants/programs), audit reports, and ability to effectively implement the grant/program.

The District shall implement strategies as noted below to ensure that its risk level for federal grant/program management is determined to be “low”:

1. Timely submission of all required programmatic and financial reports
2. Compliance with the federal grant/program award fiscal guidelines and allowable cost principles
3. Ensuring that all grant/program-related staff are properly trained in their respective grants/programs management role on at least an annual basis.
4. Implementing grant/program management procedures and internal controls

If the District is determined to be a “high risk” district, it shall comply with all of the additional requirements as imposed by the federal grant/program agency and/or pass-through entity. In addition, the District shall develop and implement strategies to correct the identified deficiencies in an effort to move to a “low risk” entity status.

## **902.1 Grant/Program Application Process**

The district may be eligible to apply for “entitlement” or “competitive” federal grant/program funds.

Federal entitlement grant/program funds include, but are not limited to, Elementary and Secondary Education Act (ESEA), Individuals with Disabilities Education Act (IDEA), and Carl D. Perkins. The “maximum” and/or “final” entitlement awards for the district are posted on the TEA Grants Management webpage at: <http://tea.texas.gov/index4.aspx?id=5040>. The appropriate grant/program manager shall obtain the annual entitlement amounts and begin the grant/program development process with the appropriate stakeholders.

A list of competitive grants/programs administered by the TEA are also posted on the TEA Grants Management webpage at: <http://tea.texas.gov/index2.aspx?id=2147487872>. The appropriate grant/program manager shall obtain the competitive grant/program information to determine whether

the grant/program(s) are appropriate for the district. Some competitive grants/programs may have matching-funds and/or in-kind payment requirements which may place a burden on the district's available financial resources.

TEA's Grant Opportunities webpage provides a wealth of information related to available grants/programs such as:

<http://burluson.tea.state.tx.us/GrantOpportunities/forms/GrantProgramSearch.aspx>

- **General and Fiscal Guidelines**
- **Program Guidelines**
- **Program-Specific Provisions and Assurances**
- **General Provisions and Assurances**
- **Debarment and Suspension Certification**
- **Lobbying Certification**
- **Sample Application**
- **Deadlines and Due Dates for: grant/program application, amendments, and grant/program reporting.**

All district staff involved in the management of federal grant/program awards shall be aware of these resources.

The final approval of a grant application shall be the Superintendent or Designee.

The Grant/Program Manager shall work collaboratively with the Finance Department to ensure that all grant/program budget schedules are completed using the correct account code structure (as appropriate); the district's purchasing, travel, and other procedures; and are adequately documented if prior approval is required by the grant/program agency or pass-through entity (TEA).

The Grant/Program Manager shall obtain pre-approval for the following activities which have been identified by the granting agency or pass-through entity (TEA);

- Student field trips
- Hosting conferences
- Out-of-state travel

Grants/Programs that require matching or in-kind district contributions shall be evaluated for overall impact on the current and future district's local funds.

No federal grant/program funds shall be budgeted, encumbered, or spent until either of the following has occurred:

- grant/program has been approved by the grant/program agency and a Notice of Grant Award (NOGA) has been issued to the district; or
- the district is notified of the entitlement amount and the grant/program application has been submitted to TEA
- interlocal agreement, if any, has been approved by the Board of Trustees

NOTE: TEA allows federal grant expenditures from the grant application “stamp-in date”; however, expenditures that require TEA’s specific approval and not approved until the NOGA is issued.

The finance department shall notify the grant/program manager when the funds have been budgeted and are ready for expenditure by the appropriate campus or department.

## **902.2 General Provisions and Assurances**

General Provisions and Assurances apply to all grants/programs administered by TEA. Additional provisions and assurances may apply to specific grants/programs. The grant/program manager shall inform all staff involved in the expenditure of grant funds of the provisions and assurances for each grant program, as appropriate.

### **902.21 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

The district must not award a contract to a vendor which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal grant award programs.

The Grant/Program Manager shall verify the eligibility of each vendor with this certification requirement

The finance department shall monitor ongoing contracts to verify the contractor’s compliance with the debarment, suspension, ineligibility and voluntary exclusion provisions. In the event that a vendor is suspended or debarred during a contract, the district shall continue the contract in force until the contract lapses.

### **902.22 Lobbying Certification**

For all federal grants in excess of \$100,000, the district shall certify on the grant/program application that no federal grant/program funds are expended for the purpose of lobbying. The grant/program manager and finance department shall jointly execute a Lobbying Certification Form [Standard Form – LLL: Disclosure of Lobbying Activities], as applicable, if the district used funds other than federal grant funds for lobbying activities.

The grant/program manager shall ensure that all contract award documents with federal grant funds contain the appropriate lobbying certification language.

## **902.3 Budgeting Grant Funds**

The finance department shall budget grant/program funds in the appropriate fund code as authorized by the Financial Accountability System Resource Guide, or the grant/program agency, as appropriate. In



addition, the object expenditure codes noted on the grant/program application shall be consistent with the budgeted account codes (within the state's allowable variance).

Federal grant/program funds shall be budgeted and available for use no later than 60 days after receipt of the NOGA or from the stamp-in date.

For example, if the grant application included \$2,000 for "6219 Professional Services", the budget shall include an appropriation for Professional Services in object code 6219. However, if the intent was to expend funds to pay a Math Consultant, the grant application may need to be amended to move the "6219 Professional Services" funds to the correct object code "6299 Other Professional Services". All expenditures shall be made from the correct FASRG object code.

Budget amendments, if any, shall be approved by the grant/program manager and the finance department jointly to ensure that the reclassification of funds is allowable under the grant/program management guidelines related to budget amendments. Grant/program managers are responsible for ensuring compliance with grant/program management deadlines.

The TEA Grants Division has developed guidance related to "When to Amend the Application" for grants/programs administered by the TEA. The guidance document is posted on the TEA website for each grant/program.

In addition to TEA's guidelines, federal regulations require that the district amend the grant/program application when there is a deviation from the original scope or grant/programs objectives. Other amendments may be necessary when the district changes the designated Grant/Program Manager, disengages from grant/program activities for more than three (3) months, or a 25% reduction in the time devoted by a grant/program manager.

The Grant/Program Manager shall monitor the need for amendments at least quarterly throughout the grant/program period and at least one (1) month prior to the grant/program amendment deadline, if applicable. If an amendment is necessary for any of the reasons specified by the pass-through entity (TEA) or in federal regulations, the Grant/Program Manager shall initiate the amendment process and collaborate with the finance department prior to submission of the grant/program amendment. The approval process of a grant/program amendment shall be the same as the grant/program application process.

The Accounting Supervisor shall be responsible for ensuring that the finance system budget corresponds to the most recent grant/program NOGA.

## **902.4 Standards for Financial and Program Management**

The District must comply with all requirements of federal grant awards including the provisions of the Federal Funding Accountability and Transparency Act (FFATA) and the Financial Assistance Use of Universal Identifier and Central Contractor Registration (CCR).

### FFATA Reporting

The district shall report the following for all federal grant/program awards, as appropriate. The Executive Director of Finance shall be responsible for collecting and reporting the information.

1. The following data about sub-awards greater than \$25,000
  - a. Name of entity receiving award [entity = district]
  - b. Amount of award
  - c. Funding agency
  - d. NAICS code for contracts / CFDA program number for grants
  - e. Program source
  - f. Award title descriptive of the purpose of the funding action
  - g. Location of the entity (including congressional district)
  - h. Place of performance (including congressional district)
  - i. Unique identifier of the entity and its parent; and
  - j. Total compensation and names of top five executives (same thresholds as for primes)
2. The Total Compensation and Names of the top five executives if:
  - a. More than 80% of annual gross revenues from the federal government, and those revenues are greater than \$25M annually, and
  - b. Compensation information is not already available through reporting to the SEC.

## **902.41 Financial Management**

The District's financial management system, Skyward, shall be utilized to expend and track all federal grant/program expenditures. The financial management system shall be maintained in a manner that provides adequate internal controls over the data integrity, security, and accuracy of the financial data.

The financial management system must contain information pertaining to all federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation. All expenditures of federal grant/program funds shall be in accordance with the district's written procedures such as cash management, accounts payable, purchasing, travel, allowable costs, capital asset tracking, contract management, and other procedures, as appropriate.

### Records Retention

The financial management system shall be utilized to store, maintain, and report all required federal grant/program information. Consequently, the district shall ensure that access to the data is restricted to authorized individuals in accordance with the district's Data Security and Access policies. In addition, the district shall retain all federal grant/program records for a period of five (5) years in accordance with the district's Local Records Retention Plan. [Note: The district's retention period exceeds the three (3) year retention period required in the EDGAR.] The District shall be responsible to ensure that all records are retained, stored, and accessible, as appropriate.

### List of Federal Grant/Program Awards

A list of all federal grant awards shall be maintained to include all EDGAR required data (denoted with an \*) and district-required information listed below: [List of all federal grant awards with the required identification information is included in the Exhibit Section]

- The CFDA title and number\*,
- Federal award identification number and year\*,
- Name of the Federal agency\*, and
- Name of the pass-through entity\*, if any.
- Grant/Program manager for each grant/program
- Subgrants, if any

On at least a quarterly basis, the Accounting Supervisor shall review the status of each federal grant/program fund. The review shall include a comparison of budget to expenditures.

### **902.42 Internal Controls**

The district is in the process of updating the existing document on the Internal Control Procedures over financial management. When completed, these shall be made available to all staff involved in the management of federal grant funds. The internal control procedures shall be reviewed at least annually and updated as appropriate. If any weakness in an internal control is detected, the internal control procedures shall be revised to incorporate the weakness(es) at either the annual review or as the need arises dependent upon the severity (materiality) of the weakness.

A copy of the district's Internal Control Procedures is available on the districts website and from the finance department. The Executive Director of Finance shall be responsible for the annual review and update of the Internal Control Procedures.

### **902.43 Bonds**

If the grant/program agency requires that the district obtain bonding and/or insurance for a specific project, the district shall ensure that the bonds are obtained from a company that holds a certificate of authority as specific in 31 CFR Part 223, Surety Companies Doing Business with the United States. The Executive Director of Finance shall be responsible for obtaining insurance and/or bonding, as appropriate for non-construction projects. The Assistant Superintendent of Finance and Operations shall be responsible for obtaining insurance and/or bonding on construction and construction-related projects.

### **902.44 Payment**

Payments to vendors shall be made promptly in accordance with federal regulations and state law. Specifically, in accordance with the Texas Prompt Payment Act, the district shall pay all invoices within 30 days of receipt of the goods/services and the invoice, whichever is later.

In the event that the district receives an advance payment from a federal granting agency, the district shall ensure that it expends the advanced funds in a timely manner. Excess funds may earn interest,

which may require return to the federal grant/program agency if the interest meets the federal threshold.

The district has determined that it will not accept advanced payments for federal grant/program funds.

The district shall seek reimbursement for federal grant expenditures, rather than using an advanced payment method. Consequently, the district shall prepare and submit a “draw-down” of federal grant/program funds only after the payments have been made and distributed to the vendor via mail, e-payables or other delivery method. The draw-down of expended funds shall be net of all rebates, refunds, contract settlements, audit recoveries and interest earned, as appropriate. The Accounting Supervisor shall be responsible for preparing the draw-down of federal grant/program funds. All draw-downs shall be recorded on the general ledger as a receivable when the draw-down process is complete and posted to the cash account upon receipt of the receivable.

### **902.45 Cost sharing or matching funds**

The Grant/Program Manager over each federal grant/program award shall ensure that requirements for cost sharing and/or matching funds are approved through the grant approval process prior to the submission of the grant. At a minimum, the Executive Director of Finance must approve the commitment of all cost sharing and matching grant funds.

If cost sharing or matching funds are required as part of a federal grant/program award, the required direct or in-kind expenditures should be recorded and tracked on the general ledger. If matching grant funds are required in the General Fund (Fund 199), the district shall utilize a sub-object or category-program (local) to separately track the expenditures for reporting and compliance purposes.

All staff paid with cost sharing and matching funds shall be subject to the Time and Effort Documentation requirements.

Cost sharing and matching funds that are as a result of donated services or supplies, shall be recorded and tracked in accordance with the federal regulations (CFR 200.306).

### **902.46 Program Income**

With the exception of the Child Nutrition fund, the district will not generate any program income as part of a federal grant/program award.

### **902.47 Period of performance (Obligations)**

All allowable grant/program expenditures shall be incurred during the grant period, i.e. begin date and end date of the federal grant/program award as designated on the Notice of Grant Award (NOGA). The Grant/Program Manager shall notify the appropriate departments, such as Purchasing, Human Resources, Finance, Payroll, etc. of the grant periods for each federal grant/program award to ensure compliance as noted below:

- No employee shall be hired and paid from federal grant/program funds except during the federal grant/program period

- No purchase obligation shall be made from federal grant/program funds except during the federal grant/program period
- No payroll or non-payroll expenditures shall be made from federal grant/program funds except during the federal grant/program period.

All obligations with federal grant/program funds must occur during the grant/program period. Obligations that occur before or after the grant period are not allowable costs. The obligations must be liquidated in accordance with the grant/program deadlines, especially as they relate to the final draw-down of federal grant/program funds. Guidance regarding the obligation of federal grant/program funds can be found in TEA's General and Fiscal Guidelines.

The Grant/Program Manager shall monitor the expenditures during the grant period to ensure that the funds are spent in a systematic and timely manner to accomplish the grant/program purpose and activities. Spending thresholds may be adjusted based on programmatic needs. For example, if the federal grant/program will be used for summer activities such as summer school, a larger percentage of the grant may need to be withheld for those specific activities.

## **902.5 Procurement Standards/Expenditure of Grant Funds**

Expenditures of grant/program funds shall be through the purchasing, finance, or payroll department processes in place for non-grant/program funds, but shall have additional requirements as noted below to ensure full compliance with federal cost principles.

### **902.51 General Procurement Standards**

The district shall utilize a purchase order and encumbrance system to manage the expenditure of all federal grant/program funds, unless other methods such as credit cards, travel, or direct payments, etc. are authorized in the district's operating procedures. All purchases shall be in accordance with the district's School Board Policies (CH Legal and Local) and the district's Accounting Policies and Procedures Manual. The district purchasing procedures shall comply with all federal, state and local procurement requirements.

The Grant/Program Manager shall be responsible for ensuring compliance with all federal, state and local procurement requirements and for ensuring that the district maintains an up-to-date procurement history to include, but not limited to, the information below:

- List of all procurements meeting bidding thresholds by type
- Advertisement date(s) of the procurement
- Release date of the procurement specifications
- Selection criteria for vendors
- Opening date of the procurement
- List of vendors submitting a proposal/bid

- Selection of Vendor
- Date of contract award
- Begin date of contract
- End date of contract

The procurement history records and other procurement records shall be retained in accordance with the federal, state and/or local retention periods, whichever is greater. The procurement records shall be made available to the federal grant/program agency, pass-through entity (TEA), and auditors, as appropriate.

#### Purchasing Efficiency Strategies

All purchases with federal grant/program funds shall be in accordance with the federal regulations, specifically CFR 200.318. All purchases shall be purchased from a variety of qualified vendors with the ability to perform successfully under the terms and conditions of a proposed procurement. The district shall strive to avoid acquisition of unnecessary or duplicative items. The district shall implement the following strategies to maximize federal grant/program funds:

- Consolidation of purchases to obtain volume pricing, as appropriate
- Evaluate the cost efficiencies of leases versus purchases of equipment
- Utilize cooperative purchasing agreements, as appropriate,
- Utilize federal or state excess/surplus property supplies or equipment in lieu of purchasing new supplies or equipment, as appropriate
- Utilizing value-engineering in construction projects to seek cost reductions
- Develop vendor selection criteria to select the best vendor
- Develop a tracking system of all informal and formal procurements
- Avoid “time and materials” contracts if other alternatives exist
- Monitor vendor performance to ensure that the vendor to ensure that the vendor provides the services and/or goods, as appropriate
- Ensure that all contract and vendor disputes are resolved in the most advantageous manner
- Minimize the risk of jurisdictional issues by ensuring that all contracts would be litigated in a court within the county, city and/or state, as appropriate

The district shall complete a review of the procurement system on at least an annual basis to self-certify that the procurement system is efficient and effective. The Executive Director of Finance shall oversee the completion of the self-certification. The results of the certification shall be distributed to all grant/program management staff. If deficiencies are noted, the Executive Director of Finance shall develop a Corrective Action Plan to remedy the deficiencies, as appropriate.

## Conflict of Interest

The Superintendent shall execute an Organizational Conflict of Interest document to disclose if any conflicts exist in the application, receipt of, or expenditure of federal grant/program funds, if applicable.

The Grant/Program Manager and the Executive Director of Finance shall each execute a Conflict of Interest Form to disclose a conflict of interest, as appropriate, related to the awarding of a contract or substantial expenditures with federal grant/program funds. Substantial expenditures shall be defined as a purchase in excess of \$50,000, if applicable. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of the district may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontractors. All employees shall comply with the Educators' Code of Ethics (DH Exhibit). Violators of the Code of Ethics shall be subject to disciplinary action, including but not limited to, termination of employment with the district.**

## **902.52 Vendor Competition**

The grant/program manager and the purchasing department shall be responsible for selecting and awarding contracts to vendors that are qualified to provide the goods and/or services to be purchased with federal grant/program funds. The vendor selection process shall ensure that the district does not restrict competition among qualified vendors.

### Vendor Selection Criteria

The district has selected vendor qualification criteria that includes, but is not limited to, the following:

- Cost of goods and services, including future costs of maintenance
- Reputation of the vendor and the vendor's goods and services
- Extent to which the goods or services meet the District's needs
- Quality of the vendor's goods or services

The district shall not restrict vendor competition by requiring any of the following as selection criteria:

- Unreasonable requirements, such as excessive experience or bonding, brand name products or geographic preferences that would unduly restrict competition among qualified vendors
- Arbitrary restrictions that are not essential to the bid/proposal specifications

A vendor database shall be maintained by the finance department. The district's **procedures for adding new vendors** shall be adhered to for all purchases. Vendor selection shall include the following criteria:

- Has not been debarred or suspended from contracting under federal grants/programs
- Has provided a valid W-9 and Conflict of Interest Questionnaire

All vendors shall complete the appropriate vendor forms as required by federal or state regulations and the district. The district requires that every vendor have the following documents on file:

- W-9 Form
- Conflict of Interest Questionnaire
- Felony Conviction Notice
- Fingerprinting (If working directly with students)

The district shall develop written bid/proposal specifications that are provided to every qualified vendor to ensure consistency in the procurement process. At no time shall the district allow a specific vendor to develop the bid/proposal specifications as this may provide a barrier to open, competition among the qualified vendors. The bid/proposal documents must include guidance to vendors regarding the following:

- Time, date and place of bid/proposal opening
- Anticipated award date, as applicable
- Written specifications and addendums, as appropriate
- List of all bid/proposal required documents such as CIQ, Felony Conviction Notice, etc.
- Bid/Proposal Sheet
- Bid/Proposal evaluation criteria, including the weights, as applicable
- Other documents pertinent to the specific goods or services being procured

The Coordinator of Purchasing shall oversee all bid/proposal documents before release to the vendor to ensure the documents comply with the federal requirements.

## **902.53 Procurement Methods**

The district shall use one of the procurement methods allowed by federal regulations to procure goods and services with federal grant/program funds. In addition, the district shall comply with state purchasing laws and local Board Policy, CH (LEGAL) and CH(LOCAL).

The procurement method shall be determined based on the type of goods or services to be purchased with federal grant/program funds. The Grant/Program Manager shall be responsible for selecting the appropriate procurement method for each procurement.

### Micro-Purchase Procedures

The **Procurement by Micro-purchase** may be most frequently used method due to the frequent purchase of goods or services that are less than \$3,000, as defined in CFR 200.67. The district shall purchase goods and services under this method from among qualified vendors, but will not competitively procure the micro-purchases, unless in the aggregate in a 12-month period (fiscal year), the district exceeds the state law thresholds, or the district's threshold in Board Policy CH Legal or Local.



### Small Purchase Procedures

The **Procurement by Small Purchase Procedures** shall be used by the district when the purchase of goods or services does not exceed \$150,000, the Simplified Acquisition Threshold (CFR 200.88). The grant/program manager shall obtain written, emailed, or faxed quotations from at least three (3) qualified vendors for all small purchases, i.e. purchases that do not exceed \$150,000. Purchases from purchasing cooperative contracts will be considered to have met the requirement of obtaining quotes from an adequate number of qualified sources because a competitive process has already been conducted by the purchasing cooperative. The district is currently participating in the following cooperative purchasing programs:

- **TASB Buy Board**
- **TCPN**
- **Department of Information Resources (DIR)**
- **TIPS/TAPS**
- **TXMAS**
- **Local Government Purchasing Cooperative**
- **Harris County Department of Education Choice Partners**

### Sealed Bid Procedures

The **Procurement by Sealed Bids** method shall be used if the acquisition of the goods or services lends itself to a fixed price contract and the selection of the successful bidder can be made principally on the basis of price. The district shall comply with the sealed bid requirements, as defined by the EDGAR, as noted below:

- Bids must be solicited from an adequate number of bidders, but no less than two (2) bidders
- Bids must be publicly advertised and bidders shall be provided an adequate amount of time to prepare and submit their bid.
  - The district shall publicly advertise all bids in accordance with state law, i.e. at least two (2) times in two separate weeks
  - The district shall provide no less than ten (10) days for bidders to prepare and submit their bids
- Bids must contain detailed specifications to ensure that bidders have a clear understanding of the goods or services that the district is seeking to purchase
- Bids must specify the time, date and district location where bids will be opened publicly
- Bids must be awarded based on a fixed price contract to the lowest responsive and responsible bidder. The district shall consider discounts, transportation costs and life cycle costs only if these factors were included in the bid specifications. The district typically will not consider payment discounts because the district does not routinely take advantage of payment discounts.
- Bids will be evaluated, ranked and a recommendation for award made to the School Board at a regularly scheduled board meeting.

- If no bidder is recommended, the district shall reject all bids and evaluate whether to modify the bid specifications to initiate a new bid process
- The district shall notify the successful bidder and process the contract documents and/or purchase orders, as appropriate
- The district shall notify all of the unsuccessful bidders to ensure that qualified bidders are encouraged to submit bids during future bid opportunities

### Competitive Proposal Procedures

The **Procurement by Competitive Proposal** method shall be used by the district when the acquisition of the goods or services do not lend themselves to a fixed price contract. The district shall comply with the sealed bid requirements, as defined by the EDGAR, as noted below:

- Requests for Proposals (RFP) must be publicly advertised
- The RFP shall identify the evaluation factors and their weight in awarding the proposal
- Proposals shall be solicited from an adequate number of bidders, but no less than two (2) qualified vendors
- Proposals shall be evaluated, ranked and a recommendation for award made to the School Board at a regularly scheduled board meeting
  - The district shall develop an instrument to evaluate each proposal and rank the proposals based on the evaluation scores
  - The district shall evaluate each proposal by committee or no less than two (2) district staff with knowledge of the RFP specifications
  - In accordance with state law, the vendor who is ranked highest as providing the “proposal most advantageous to the district” shall be notified of the potential award
    - The district may negotiate with the vendor only as it relates to potential cost savings
    - If the district and vendor ceases to negotiate, the district shall notify the vendor in writing before starting to negotiate with the 2<sup>nd</sup> highest ranked vendor.

### Noncompetitive Proposal Procedures

The **Procurement by Noncompetitive Proposal** method shall be used by the district when the purchase of goods or services is from a “sole source vendor”. A sole source vendor is defined as a vendor that meets the following requirements:

- The goods or services are only available from a single source
  - The district shall acquire and maintain a copy of a vendor’s sole source letter which specifies the statutory or other reason for its sole source status
- A public exigency or emergency will not permit a delay resulting from the competitive solicitation process

- The district shall declare a public exigency or emergency prior to making such as purchase of goods or services under this method
- The granting agency or pass-through entity authorized the use of a non-competitive proposal method
  - The district shall obtain written approval/authorization from the granting agency or pass-through entity.
- After solicitation of a number of sources, competition is determined to be inadequate
  - The district shall determine that competition is inadequate if after two (2) solicitations of bids and/or proposal, only one vendor is responsive to the solicitations

### Other Procurement Guidelines

Regardless of the procurement method, the district shall encourage small, minority, woman-owned and labor surplus area firms to compete with other qualified vendors by implementing strategies to encourage their participation.

The district shall comply with the federal regulations related to the procurement of recovered materials (CFR 200.322) and the Solid Waste Disposal Act.

For all purchases that exceed the Simplified Acquisition Threshold of \$150,000, the district shall perform a cost or price analysis with every procurement. Secondly, all purchases that exceed this threshold shall comply with federal bonding requirements such as:

- Bid guarantee from each bidder of five percent (5%) of the contract price
- Performance bond on the part of the contractor for 100% of the contract price
- Payment bond on the part of the contractor for 100% of the contract price.

The Grant/Program Manager shall be responsible to ensure that all purchases above this threshold are guaranteed with the appropriate bid guarantee, performance bond and payment bond.

All contracts for services and/or goods purchased with federal grant/program funds shall be subjected to the same review and approval process as all other district contracts.

The district shall retain all records related to the procurement of goods and services in accordance with federal, state and local requirements. In addition, all procurement records shall be available for inspection and/or audit during the life of the records. The district shall maintain all procurement records for seven (7) years in accordance with the district's Local Records Retention Schedule.

## **902.6 Property Standards**

The district shall safeguard all property (assets and inventory) purchased with federal grant/program funds under the same guidelines as property purchased with local funds. Additional insurance for property purchased with federal grant/program funds shall be acquired if specifically required by a federal grant/program award. The Director of Benefits and Risk Management shall oversee the acquisition of insurance for all federally funded property.

## Real Property

The district has not and will not use federal grant/program funds to purchase real property.

## Equipment and Supplies

The district shall use federal grant/program funds to purchase equipment and supplies. The district shall not use federal grant/program funds to purchase intangible property. [Note: This is an option, subject to the CFR 200.315, but the District has chosen to not to use federal funds for intangible property.] The federally-funded equipment shall be used only for the authorized purposes and shall be disposed of, at the end of the useful life or end of the grant/program period, in accordance with the grant/program award guidelines. The district shall not use the federally-funded equipment to generate program income. The federally-funded supplies shall be used only for the authorized purposes. Any residual (unused) supplies, in excess of \$5,000 in total aggregate value, at the end of the grant program or project may be used for any other federal grant program. Otherwise, the supplies shall be retained by the district or sold, but must reimburse the grant/program agency for the district use or sell of the supplies. The district shall implement purchasing deadlines for the purchase of federally-funded supplies to ensure that residual supplies are not available at the end of the grant/program period or project. The purchasing deadlines are posted on the Finance Department webpage.

## Capitalization Policy and Definitions

The district shall utilize the same capitalization policy for all asset purchases. The district's capitalization threshold for assets is \$5,000 per unit cost. The district has adopted the EDGAR (CFR 200.12) definitions of property as noted below:

- *Capital asset* is defined as a tangible or intangible asset used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. (CFR 200.12).
- *Equipment* is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (CFR 200.33)
- *Computing device* is defined as machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. (CFR 200.20)
- *General purpose equipment* is defined as equipment which is not limited to research, medical, scientific or other technical activities.
  - Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.
- *Information technology system* is defined as computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. (CFR 200.58)
- *Supplies* is defined as all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. (CFR 200.94)

Temple ISD procedures define “inventory items” as items with a unit cost between \$500 and \$4,999. The district has also defined “walkable” items with a unit cost less than \$500 as follows:

- Chromebooks
- Tablets, e.g. iPads, iPad minis
- eBook readers, e.g. Kindles, Nooks
- Laptops
- Other electronic/Technology Devices Susceptible to Theft

These items shall have a tag affixed to the item for inventory tracking and insurance purposes only.

#### Acquisition Cost

The district has also adopted the EDGAR definition of Acquisition cost as noted below:

- *Acquisition cost* is defined as the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.(CFR 200.2)

The district shall utilize the invoice cost, an all related costs, to record the cost of the equipment on the fixed asset database.

## **902.61 Identifying and Tracking Federally-Funded Assets**

Title to federally funded equipment and supply purchases shall be retained by the district, unless otherwise notified by the grant/program agency. As district property, the district shall affix a tag, inventory, and dispose of all assets (non-grant and grant-funded) according to the district's fixed asset procedures. The district procedures shall include the recording of all assets on a database with the following information:

- 1) District-issued tag (or identification number)
- 2) Date of acquisition
- 3) Description of asset
- 4) Serial number, or other identifying number
- 5) Funding source, i.e. fund code
- 6) Federal use of asset (percentage)
- 7) Cost of asset (acquisition cost)
- 8) Use and condition of the asset (New, Used, etc.)

- 9) Life of asset
- 10) Location of asset (building and room number)
- 11) Depreciation of asset
- 12) Owner of asset title, typically the district

### Maintaining Asset Inventory & Records

All federally-funded assets shall be maintained in an operable state. If repairs are necessary, the district may pay for the repairs of the federally-funded assets with federal grant/program funds, unless expressly restricted by the grant/program agency.

The district fixed asset procedures shall include an annual inventory (or more frequently if required by a granting agency) of all assets and reconciliation of the inventory reports. The district's inventory of assets shall be coordinated by the Coordinator of Finance each fiscal year. Lost, damaged, or stolen assets shall be recorded on the fixed assets database with the date of the loss. The disposition records such as the loss report (police report for thefts) shall be maintained with the asset records.

In addition, the district shall track all grant-funded asset purchases by grant/program, or fund code, as appropriate. The disposal of grant/program-funded assets shall be in accordance with federal guidelines and grant/program-specific guidelines, if any. At a minimum, the disposition date, reason and sale price of all federally-funded assets shall be recorded in the fixed assets database.

During the life of the asset, the district shall ensure that all assets purchased with federal grant/program funds are insured against loss. The costs to insure and maintain (repair) assets purchased with federal grant funds are generally allowable costs, unless specifically prohibited by a granting agency.

The Coordinator of Finance shall be responsible for maintaining the fixed asset database of all district assets, including all federally-funded assets.

## **902.7 Cost Principles**

All grant/program expenditures must be allowable under the Federal Cost Principles (2 CFR 200 – Subpart E), the grant/program application program assurances, the grant/program agency's policies, and the district policies and procedures.

The district shall adhere to the Cost Principles for federal grants/programs [EDGAR SUBPART E] and any additional grant/program-specific cost principles. The general principles of EDGAR state that:

- Costs must be reasonable and necessary
  - A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
  - Necessary is defined as costs needed to carry out the grant activities

- Costs must be allocable to federal awards
- Costs must be authorized or not prohibited under State or local laws or regulations.
- Costs must conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
- Costs must be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
- Costs must be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- Except as otherwise provided for in EDGAR, costs must be determined in accordance with generally accepted accounting principles.
- Costs must not be used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
- Costs must be the net of all applicable credits.
- Costs must be adequately documented.

The district Grant/Program Manager shall verify that all proposed obligations and expenditures meet the Cost Principles. If the proposed obligation and/or expenditure is not allowable and/or allocable to a federal grant/program award, the district shall not make the obligation/purchase with the federal grant/program funds. Other funds, such as local funds, may be used to make the obligation/expenditure, as appropriate.

The **total cost** of a federal award is the sum of allowable direct and allocable indirect costs less any applicable credits. All refunds, rebates, discounts or other credits to grant/program expenditures shall be posted to the finance general ledger as soon as the credit is known. The district shall ensure that all known credits have been posted to the general ledger prior to the drawdown on federal grant/program reimbursements. [Note: It is essential to post all credits to the general ledger on a timely basis to ensure that the district does not draw-down grant expenditures in excess of actual expenditures net of all credits. Otherwise, the district may be considered to have drawn-down funds under an advanced cash method.] The Accounting Supervisor shall ensure that all applicable credits have been posted to the general ledger prior to preparing and submitting a federal grant draw-down request from the granting or pass-through entity.

All district expenditures with federal grant/program funds, whether direct or indirect, shall meet the minimum requirements of allowability as specified in the 2 CFR 200.403. In addition, the costs must meet the general provisions for selected items of cost (2 CFR 200.420). Specific items not listed within these procedures shall be evaluated by the Grant/Program Manager, the Director of Special Programs, and the Executive Director of Finance on a case-by-case basis for allowability. The general cost allowability rules for specific items of cost listed within these procedures shall apply to all federal grant/program funds, unless more restrictive allowability rules are required by a particular federal grant/program award. **The district shall adhere to the more restrictive allowability rules when a conflict arises between the general allowability rules, the program-specific allowability rules, and the district's allowability rules.**

### **Selected Items of Costs**

District costs generally fall under two major categories: 1) compensation/benefits; and 2) non-compensation (supplies, services, travel or equipment). The district has elected to use federal grant/program funds for both compensation/benefits and non-compensation expenditures.

## **902.71 Compensation & Benefits – Employee (Payroll Expenditures)**

Compensation and benefits (payroll expenditures) are allowable costs for personal services rendered by district employees during the period of performance under the federal grants/programs.

### Compensation Costs

All payroll expenditures shall be paid in accordance with the federal cost principles. First and foremost, the payroll expenditures must be authorized on the grant/program application and the duties assigned must be directly related to grant/program activities. In addition, compensation costs shall be allowable if:

- The costs are reasonable for the services rendered and conforms to the established district compensation and benefit plans for expenditures with all other funds, i.e. local funds.
- The employees have been employed in accordance with the district’s established hiring procedures.
- The costs are supported by the appropriate timekeeping, absence tracking, time & effort certifications, or other documentation, as appropriate.
- Federally-funded employees shall report all outside employment or professional services rendered to other entities. The external employment and/or professional services shall not conflict with the federally-funded activities with the district.
- Incentive compensation, such as stipends, awards, early resignation incentive, attendance incentive, etc. in accordance with the district’s written plans for each of these incentives.
- Stipend compensation for other non-federal grant/program award duties shall be supported by a Supplemental Duties Job Description/Pay Notice. The additional duties shall not conflict with the federally-funded activities with the district.

### Benefit Costs

District costs for fringe benefits for federally-funded staff shall be allowable as noted below:

- All benefit costs shall be in accordance with the district’s written Staff Compensation Guide
- All leave benefits shall be in accordance with the district’s written Leaves and Absences Policy (DEC Local)
- The benefit costs shall be distributed equitably at the same allocation rate (percentage) as the base compensation
- The benefit costs were earned and paid during the grant/program period



- All benefit costs shall be allowable under the Internal Revenue Service, Fringe Benefits Guide (subjected to taxes, as required by federal statute)

The district shall not charge any benefit costs to a federally-funded grant/program if the benefit costs are not in accordance with district's written Staff Compensation Guide, School Board Policy, or other written benefit plan(s). The district has established the following as **non-allowable** benefit costs:

- Severance or settlement agreement payouts to current and/or previous federally-funded grant/program staff [NOTE. These costs are allowed subject to strict guidelines – district option to include or exclude.]
- Optional pension plans (other than the mandatory Teacher Retirement System of Texas contributions). [NOTE. These costs are allowed subject to strict guidelines – district option to include or exclude.]

#### Documentation of Compensation and Benefit Costs

All compensation and benefit costs paid with federal grant/program funds shall be supported by the following documentation:

- **Exempt staff**
  - Employment agreement, contract, or reasonable assurance, as appropriate
  - Job description signed by the employee with language similar to: *Funded by Title I, Part A with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet state standards.*
  - *Supplemental duties, if any, shall be supported by a Extra Duty Pay Form*
  - Absence records, if any
  - Time and Effort documentation, as appropriate (Semi-Annual Certification, Periodic Time and Effort, or the Substitute System for Time and Effort)
- **Non-Exempt staff**
  - Employment agreement, contract, or reasonable assurance, as appropriate
  - Job description signed by the employee with language similar to: *Funded by Title I, Part A with the primary purpose of supporting grant activities aimed at improving academic achievement for students struggling to meet state standards.*
  - Absence records, if any
  - Time and Effort documentation, as appropriate (Semi-Annual Certification, Periodic Time and Effort, or the Substitute System for Time and Effort)
  - Timekeeping records (actual work hours per workweek) in accordance with the FLSA and the district's Timekeeping Procedures.

[Note. The Grant/Program Manager shall ensure that the Role ID and object codes reflected on the grant application (Payroll Summary) are consistent with the HR, payroll, finance and PEIMS records.]

## **902.72 Selection of Grant-Funded Staff**

The Grant/Program Manager shall work collaboratively with the appropriate stakeholders (campuses and departments) to identify all staff needed to accomplish the grant/program activities. The Grant/Program Manager shall work collaboratively with the Human Resources Department to obtain estimated salaries for proposed grant-funded staff prior to the completion of the grant application. And, the Grant/Program Manager shall provide a copy of the Payroll Summary of each grant program to each of the campuses and departments noted above upon approval of the grant application.

The process of approving payroll expenditures from grant funds shall be a collaborative process between the campus or department, Human Resources, Grant/Program Management, and Finance [Purchasing, Budgeting, Accounting and Payroll] departments. Each campus and/or department plays an essential role in ensuring that all federal grant/program requirements are met.

The School Board approved Teacher Hiring and Pay Scale shall be used to compensate all district staff regardless of funding source. In addition, the district shall provide the same employer-provided benefits for all district staff regardless of funding source.

The compensation for grant/program-funded staff shall be allocated to the respective grant/program (fund) based on the single and/or multiple cost objectives performed by the grant/program-funded staff. If a grant/program-funded staff member performs non-grant/program activities during the day or beyond the normal work day, the compensation for the non-grant/program activities shall be paid from non-grant/program funds. Grant/program-funded staff with more than one cost objective, shall comply with the Time and Effort documentation requirements. Incentive payments, such as performance, perfect attendance, safety, etc. for grant/program-funded staff shall be allowable with federal grant/program funds if they are based on the same criteria as non-federal grant/program funded staff.

### New Positions

New grant/program-funded positions shall be created only when a job description has been developed and approved by the Human Resources Department and the Grant/Program Manager. The Grant/Program Manager shall ensure that the position is approved on the grant application and that adequate funds exist to fill the position. The finance and payroll departments shall be notified to ensure that the position is budgeted on the general ledger and the position is paid using the correct payroll account distribution codes.

### New Hires

New staff hired for work in positions that are wholly or partially funded with federal grant/program funds, shall be hired when a position and funding are both available. Upon separation of an employee, the home campus or department of the position shall initiate a request to replace the position. The Grant/Program Manager shall review the request to ensure that the position is still authorized and necessary. Changes to the job description, if any, shall be made at this time. The Finance department shall review the request to ensure that adequate funds exist in the appropriate account code(s). If funds do not exist, the Finance Department shall notify the Grant/Program Manager to determine if funds will

be re-appropriated to the account code(s). After approval from the Grant/Program Manager and Finance department, the Human Resources department shall advertise the position.

The screening and selection process shall include a review of the recommended applicant to ensure that he/she meets the highly qualified requirements under the No Child Left Behind Act (NCLB), as appropriate, or any other grant/program-specific credentials. [NOTE: A Personnel Recommendation or similar form may be used to start the process.]

Upon employment, the new hire shall receive and sign a copy of his/her respective job description to include the grant/program funding source. [NOTE: If the position is funded with a short-term grant/program fund, the employee shall be notified in writing when the grant/program funding will lapse, especially if their position will lapse at the end of the grant.]

### Transfer of Personnel

When staff in a position funded with funds is recommended for transfer to another campus, department, or assignment, the grant program management, human resources, and finance departments shall work collaboratively to ensure that the appropriate staff allocations and funding changes are made at the time of the transfer. The home campus or department shall initiate the request for the transfer, especially if it is a teaching assignment change at a campus. The grant/program management, human resources and finance departments must evaluate the requested transfer to ensure that the staff allocations, highly qualified staff requirements, and funding source changes are in compliance with grant/program requirement.

For example, if an elementary principal requests to transfer a Title I Reading teacher to a Pre-Kindergarten regular classroom teacher, the following considerations should be evaluated by the respective departments: 1) HR – ensure that a vacancy exists in a PK teacher position and that the teacher recommended for transfer is certified to teach PK; 2) Grant/Program management – ensure that the grant/program strategies and activities can be accomplished in a timely manner after filling the vacancy that would be created by the transfer; and 3) Finance department – ensure that funds exists for the additional PK teacher slot and change the payroll account distribution code(s) from Title I to PK as of the effective date of the transfer.

### Substitute Teachers

Salary expenditures for substitute teacher are allowable for approved teacher positions. The finance and payroll departments shall ensure that the expenditures for substitute teacher costs are budgeted and expensed from the appropriate account code(s). The School-Board approved substitute pay scale shall be used to compensate all substitute teachers regardless of funding source.

### Stipends and Extra Duty Pay

Stipend and extra duty pay expenditures are allowable for authorized and approved activities. A schedule or work log shall be maintained to substantiate the stipend and/or extra duty pay. NOTE: TEA recommends that a job description for each stipend role include the duties related to the grant/program

purpose and the grant/program funding source. The School-Board approved Staff Compensation Guide shall be used to compensate stipends and extra duty regardless of funding source.

The finance department shall ensure that the expenditures for stipend and extra duty pay are budgeted and expensed from the appropriate account code(s). The stipend and extra duty pay rates shall be the same as the rates used for similar locally funded activities. For example, if a teacher stipend for attending a 1-day professional development activity funded through local funds during a non-scheduled work day is \$150 per day, the teacher stipend for attending a federally-funded 1-day professional development activity should be \$150 per day, too.

### **902.73 Time and Effort Documentation**

District staff funded wholly or partially with federal grant/program funds shall comply with federal guidelines related to time and effort. The grant/program funded staff, their immediate supervisors, grant/program management, human resources, and finance departments shall be aware of the federal guidelines related to time and effort documentation. All impacted staff shall be trained by the grants management department and/or attend appropriate training from an outside source on an annual basis.

The district shall collect and monitor time and effort documentation for district employees only. **Time and effort documentation does not apply to Independent Contractors.**

The district shall comply with all federal time and effort documentation guidelines. The following requirements shall apply to all district staff funded wholly or partially from federal grant/program funds, including staff funded through non-federal grant/program funds as part of a cost sharing or matching requirement.

#### Job description for all grant/program funded staff

The Grant/Program Manager, in conjunction with Human Resources, shall develop and distribute a job description to all district staff that is wholly or partially funded with grant/program funds. The job description shall include the funding source and the job duties as they relate to the grant/program position. The staff member shall sign the job description when hired, as well as when the funding source, job title, or other change occurs in the employment or assignment of the staff member. The job description and assignment shall be supported by documentation such as grade books, master schedule, etc.

#### Roster of all grant funded staff

The Grant/Program Manager shall maintain an up-to-date roster of all grant/program funded staff to include the position title, annual salary, and funding source(s) by percentage. The roster of grant/program funded staff shall include all staff paid with non-federal grant/program funds whose compensation/benefits are paid as part of a matching or cost sharing requirement of a federal grant/program fund.

The home campus or department, grant/program manager, human resources, and finance departments shall work collaboratively to ensure that the roster accurately reflects that data maintained in their respective area of responsibility. Discrepancies, if any, in the roster shall be brought to the attention of the grants management department.

The review of the roster shall include, but not be limited to the following:

- 1) Campus or department – ensure that the grant funded staff are assigned in the position title as noted on the roster. The master schedule or assignment of instructional staff must support the position title and funding source.
- 2) Human Resources – ensure that the position title and salary are correct as noted on the roster. In addition, the HR department shall ensure that each grant/program funded staff member has a signed job description on file for the position title noted on the roster. And, the HR department shall ensure that all grant/program-funded staff meet the state’s Certification or are Highly Qualified, as appropriate.
- 3) Finance – ensure that the funding source(s) and salary are correct as noted on the roster. In addition, the finance department shall ensure that the payroll distribution account code(s) are in accordance with the FASRG.
- 4) Grant/Program Manager – ensure that the positions are authorized on the grant/program application and that the PEIMS Staff Data submitted to TEA is consistent with the position title, Role ID, and object code.

The review shall occur at least twice a year to ensure that the roster of grant/program funded staff is accurate. NOTE: It is critical that at least one of the reviews coincide with the submission of the Fall PEIMS Staff Data to ensure that accurate data is submitted as of the October snapshot date.

#### Budgeting of federal grant/program funded staff

The roster of grant/program funded staff shall be the basis for budgeting of grant/program funded staff. The percentage of time in each funding source shall be utilized to budget the salaries to enter the payroll distribution account code(s).

In addition, the Grant/Program Manager shall ensure that the Personnel Schedule of the grant/program application matches the budget and payroll account code(s). For example, if the Personnel Schedule for Title I, Part A includes a position of a “008 – Counselor (6119)”, the budget and payroll account code distribution shall be entered in a 6119 object code.

The grant/program manager is responsible for monitoring the time and effort documentation to ensure that the actual work performed is consistent with the budget distribution percentages. The grant/program manager, human resources, and finance departments shall work collaboratively to adjust the budget and payroll account code distributions of grant/program funded staff if the time and effort documentation consistently reflects that the percentage(s) across the funding source(s) is not a true reflection of the normal work schedule.

Time and effort requirements for staff funded 100% from one grant/program (or working 100% of their time in a single cost objective)

Staff funded 100% from one grant/program source do not have to maintain periodic time and effort records. However, all employees must certify in writing, at least semi-annually, that they worked solely on the program for the period covered by the certification. The employee and his/her immediate supervisor must sign the Semi-Annual Certification Form.

The timeline for semi-annual certifications shall be once per academic semester to coincide with teaching assignment each semester. The immediate supervisor shall submit all signed semi-annual certifications to the grant/program manager as noted below:

- 1) 1<sup>st</sup> Certification – due by the end of January
- 2) 2<sup>nd</sup> Certification – due by the last working day of the spring semester

The Grant/Program Manager review shall consist of the following:

- 1) A review of the certification forms to ensure that every staff member and supervisor has certified that their schedule is 100% related to a single grant/program or a single cost objective.
- 2) A test sampling of staff assignments, i.e. master schedule, duty schedule, etc. to verify the schedule is 100% related to a single grant/program or a single cost objective.
- 3) If it is found that a staff member no longer serves a single cost objective, the grant/program manager shall instruct the staff member to begin periodic time and effort reporting.

The Grant/Program Manager shall collect and review all Semi-Annual Certification Forms. The Grant/Program Manager shall file the certifications for audit purposes.

Time and effort requirements for staff split funded (funded from more than one (1) cost objective and/or grant/program)

Time and effort applies to employees who do one of the following:

- 1) Do not work 100% of their time in a single grant program
- 2) Work under multiple grant programs
- 3) Work under multiple cost objectives

These employees are required to maintain a Time and Effort Worksheet or to account for their time under a substitute system. Employees must prepare time and effort reports at least monthly to coincide with the district pay periods. Such reports must reflect an *after-the-fact* distribution of 100 percent of the *actual* time spent on each activity and must be signed by the employee and their immediate supervisor. Charges to payroll must be adjusted to coincide with preparation and submittal of the interim expenditure report required for TEA discretionary grants/programs.

Grant/Program-funded staff under this category shall complete a Time and Effort Worksheet to include the date, grant/program source, percentage worked in the grant/program source per day, and the summary for the month (or pay cycle). The staff member and his/her immediate supervisor shall sign the time and effort report. The timeline for time and effort reports shall coincide with the monthly payroll cycles.

The immediate supervisor shall submit all signed time and effort reports to the Grant/Program Manager.

The Grant/Program Manager review shall consist of the following:

- 1) A review of the time and effort reports to compare the summary percentage of grant/program-related work per funding source to the budgeted percentage utilized to charge the monthly (or semi-monthly) payroll charges.
- 2) A test sampling of staff assignments, i.e. master schedule, duty schedule, etc. to verify the percentage of grant-related work per funding source.
- 3) If the time and effort report reflects the same percentage, the report may be filed for audit purposes.
- 4) If the time and effort report reflects a different percentage, the report shall be reconciled to reflect the correct payroll charges by grant/program funding source and forward the reconciliation to the finance department for adjustment of the payroll charges on the general ledger.

The finance department shall prepare a journal entry to reclassify the expenditures as noted on the reconciliation of the time and effort report(s). According to federal regulations, the final amount charged to each grant award must be accurate, allowable and properly allocated. The finance department shall post all variances greater than 10% to the general ledger; otherwise, the variances shall be posted prior to the final expenditure report. [NOTE: The finance department should use caution to avoid excess drawdown of grant funds due to unallowable payroll costs if timely adjustments to the general ledger as not posted prior to the drawdown of funds.]

#### Time and Effort Substitute System

The US Department of Education (USDE) and the Texas Education Agency (TEA) have authorized the use of a substitute system for time and effort.

In the event that the district determines that it is in its best interest to use the Time and Effort Substitute System, the district will follow TEA guidelines. Training of staff shall occur at the time the system is implemented to ensure that all grant/program-funded staff and the grant/program management and finance departments are aware of the requirements of this system.

## **902.74 Non-Payroll Expenditures**

Direct non-payroll expenditures include contracted services, supplies, travel, and equipment. The expenditure of federal grant/program funds for non-payroll costs shall adhere to the district's purchasing policies and procedures. In addition to the normal purchasing process, all grant/program funds must be approved by the Grant/Program Manager for each respective grant/program, as appropriate.

The Grant/Program Manager with approval authority for each federal grant is listed in Exhibit #1.

### **TEA Guidelines Related to Specific Costs**

The district shall adhere to TEA's Guidelines Related to Specific Costs as published to the TEA website. A copy of the guidelines shall be made available to all staff with authority to initiate and/or authorize a purchase or expenditure with federal grant/program funds. In addition, all staff with authority to initiate and/or authorize a purchase or expenditure, such as campus bookkeepers, campus and department administrators, business office staff, and grant department staff shall receive a copy of the latest guidelines. The guidelines shall be incorporated in the annual training for all of these staff members. These guidelines shall be posted on the District's website as a resource when expending federal grant/program funds.

## **902.75 Contracts and Professional Services with Grant/Program Funds**

The Grant/Program Manager shall review and approve all consultant services agreements for compliance with federal regulations regarding professional service costs (2 CFR 200.459). For example, if School Board Policy requires that all contracts that exceed \$50,000 be approved by the Board of Trustees, all federal grant contracts that exceed \$50,000 shall also. The vendor shall complete, at a minimum, the following documents:

- W-9 Form for vendor identification and tax purposes
- Conflict of Interest Questionnaire
- Felony Conviction Notice
- Criminal Background and Fingerprinting (if working directly or indirectly with students)
- Certificate of Insurance (with the District as additional insured) if services will be rendered on district property

The Grant/Program Manager review shall consist of the following:

- 1) Consultant and/or contractor has not been suspended or debarred (contracts greater than \$25,000).
- 2) The contract and/or funds have been approved in the grant/program application, if specific approval is required from the granting agency.



- 3) The contract's nature and scope of service is directly related to the federal grant/program award activities.
- 4) The contract does not contain any proposal costs [not allowable under federal regulations
- 5) The contract and/or consultant agreement meets the allowable costs principles.
- 6) The contract and/or consultant agreement fee for services do not exceed any federal grant or local limits.

The Grant/Program Manager shall review and approve all contracts. The review shall consist of requirements specific to the contract and/or federal grants.

The final approval authority for all contracts shall be the Superintendent, unless the contract is over \$50,000, then the final approval authority shall be the Board of Trustees through approval at a regularly scheduled board meeting.

The date the district executes (signs) a contract for professional services shall be defined as the "obligation date". Since the district cannot obligate federal grant/program funds, except during the grant period, the district shall not execute a contract prior to, or after, a grant/program period; otherwise, the costs of the professional services shall be unallowable under the federal cost principles.

The district may execute a Letter of Intent with a third party prior to the issuance of a Notice of Grant Award (NOGA), as deemed appropriate.

All district contracts for professional services to be funded through a federal grant/program award shall comply with the following contract provisions as recommended in the Texas Education Agency's Guidance and Best Practices for Professional Services Contracts:

- The contract is only effective upon receipt by the district of the NOGA from the awarding agency.
- The contract period is aligned to the grant/program period of availability as stated on the NOGA from the awarding agency (period of availability).
- All services will be completed during the effective dates of the contract.
- All services will be invoiced after services are received (rather than paid lump sum at the beginning of the period of availability before services are rendered) and paid upon verification of receipt of services.
- The regulations for procurement in 2 CFR §§200.318-323 are followed in issuing the contract.
- All professional services provided under the contract will follow the provisions of 2 CFR 200.459 Professional service costs.
- The contract identifies the funding sources that will be charged for the services provided, including the specific amount and/or percentage of the total contract amount to be charged to each funding source.
- The contract identifies and lists only reasonable, necessary, and allocable services to be provided during the period of availability of the funding sources listed in the contract.

- The administrative costs charged to the grant in the contract must comply with any limitations for administrative costs for funding sources (if applicable).
- The contract specifies that the invoice provided by the contractor will include the list of services provided, dates of services, and location(s) where services were provided during the billing period.

## **902.76 Approval of Grant Purchases and Expenditures**

The district shall adhere to the normal approval path for purchase orders with non-grant/program funds.

In addition, all purchase orders with grant/program funds shall be reviewed and approved by the appropriate Grant/Program Manager.

The Grant/Program Manager review shall consist of the following:

- 1) The expenditure is *reasonable* and *necessary* (as defined in federal grant guidelines). (NOTE: A test of whether an expense is necessary may include the verification that the expenditure is to perform a strategy or activity in the District or Campus Improvement Plans).
- 2) The expenditure is not required by state law or local policy, which would indicate supplanting.
- 3) The expenditure has been approved in the grant/program application, if specific approval is required from the granting agency.
- 4) The expenditure meets the allowable costs principles.
- 5) The expenditure is allowable and approved in the grant/program application and is consistent with the grant/program purpose.
- 6) The expenditure is supplemental and not supplanting a local expenditure (NOTE: Refer to compliance issues related to supplement and supplant for additional guidance).
- 7) The expenditure has been competitively procured as required by law, as appropriate.
- 8) The expenditure has been approved by the governing body, as appropriate.

In an effort to meet all obligation and liquidation requirements of grant/program funds the purchase order deadlines shall be adhered to by all purchase order originators. Deadlines are established on an annual basis and published on the Finance Department website.

In addition to the normal approval path of district expenditures, all grant/program expenditures shall be approved by the Grant/Program Manager under the following circumstances:

- 1) Invoice amount exceeds the purchase order by 10 %.
- 2) Payment of an invoice will be paid by an account code(s) other than the original account code(s) that were used to encumber the purchase order
- 3) Travel expenditures
- 4) Non-purchase order payments, e.g. mileage reimbursement
- 5) Reclassification of a prior expenditure from one account code(s) to another

All finance department staff (accounts payable staff) shall adhere to district procedures for all check disbursements. Specifically, all checks issued by the district shall be verified, recorded, approved, issued and reconciled by multiple individuals to ensure segregation of duties.

#### Credit Card Purchases with Grant Funds

The district may use district-issued credit cards to make purchases with federal grant/program funds.

An original, detailed receipt shall be required for all credit card purchases with federal funds. If the purchaser does not submit an original, detailed receipt for audit purposes, the expenditure and/or reimbursement may not be charged to a federal fund. At no time shall district credit cards be used to withdraw cash.

The Grant/Program Manager shall review and approve all credit card expenditures.

The Grant/Program Manager administrative review shall consist of the following:

- 1) Original, detailed receipt includes an itemized list of what was purchased
- 2) The purchaser has documented a valid reason for the purchase which is consistent with the grant/program guidelines
- 3) The credit card purchase meets the allowable costs principles.

NOTE: The district may reimburse any purchases made with a non-district credit card, except for travel-related expenditures, as appropriate.

Fraudulent credit cards purchases made with federal grant/program funds shall be grounds for disciplinary action, up to and including termination of employment. The appropriate legal authorities shall also be notified for criminal prosecution, as appropriate. Accidental use of a credit card to make an unauthorized purchase with federal grant/program funds may be subject to similar disciplinary action but shall require immediate (within 2 days from date of discovery) restitution to the district. **[Note. The fraudulent or accidental charges may not be charged to a federal grant/program fund, nor drawn-down as expenditures.**

#### Petty Cash Purchases with Grant Funds

The district may use a petty cash account to make purchases with federal grant/program funds.

An original, detailed receipt shall be required for all petty cash purchases with federal funds. If the purchaser does not submit an original, detailed receipt for audit purposes, the expenditure and/or reimbursement may not be charged to a federal fund.

The Grant/Program Manager shall review and approve all petty cash expenditures.

The grant administrative review shall consist of the following:

- 1) Original, detailed receipt includes an itemized list of what was purchased
- 2) The purchaser has documented a valid reason for the purchase which is consistent with the grant guidelines
- 3) The petty cash purchase meets the allowable costs principles.

NOTE: The district may reimburse any purchases made with a personal cash funds, except for travel-related expenditures, as appropriate.

### **902.77 Travel Expenditures with Grant Funds (Students & Staff)**

The district may use federal grant/program funds for travel costs. All travel-related expenditures from grant/program funds shall comply with the allowable federal cost principles, the State Texas-Travel Guidelines, School Board Policy and the district's travel guidelines. The allowable rates of reimbursement shall be the lesser of the federal rates or local rates. For example, if the federal rate of reimbursement for mileage is .575 cents but the local rate established is 28 cents, the maximum rate of reimbursement for mileage with federal funds shall be the local rate of 28 cents.

The travel-related expenditures with grant/program funds shall fall within the grant/program period, unless a specific exception is allowable by the granting agency.

The following guidelines shall apply to the expenditure of grant/program funds for staff, and/or parent travel, as appropriate.

- A completed Travel Authorization Form for all travel
- Registration fees – registration fees shall be allowable if the event is related to grant/program activities. Registration fees may be paid from the current grant/program period for an event during the next grant/program period **only if** there is an absolute deadline to register for the event. Early registration deadlines shall not apply. Recreational or social events subject to an additional fee, above and beyond the registration fee, shall not be allowed with grant/program funds.
- Meals – meal expenses for overnight travel (in accordance with local travel guidelines) shall be allowed for district employees. Non-overnight travel meals expenses shall not be allowed. The district shall reimburse meal expenses, subject to the GSA limits, on an *accountable* per diem basis only. The traveler shall submit a written certification Travel Authorization Form with the actual meal costs for work-related meals, or shall return the unused meal funds to the district. The meal per diems shall be adjusted in accordance with IRS regulations regarding the day of departure/return and meals provided without cost as part of the registration fee.
- Lodging – lodging expenses for overnight travel (in accordance with local travel guidelines) shall be allowed. The district shall pay for lodging expenses up to the GSA limits. Receipts shall be required for all lodging expenses. Recreational or personal services such as gyms, spas, etc. shall not be allowed with grant/program funds.

- Transportation – transportation expenses shall be allowed for *reasonable* expenses such as flight, rental car, taxi, shuttle, mileage reimbursement, etc. (in accordance with local travel guidelines). Receipts shall be required for all transportation expenses to the extent that a receipt is available. Transportation expenses shall be reasonable and limited to the guidance in the cost principles.

No grant/program funds shall be used for travel expenditures of non-district staff such as spouses. The district shall not allow any “family-friendly” travel expenditures, such as dependent care travel costs, with federal grant funds.

The Grant/Program Manager shall review and approve all travel-related expenditures paid with federal grant funds.

The Grant/Program Manager review shall consist of the following:

- 1) All original, detailed receipts include an itemized list of what was purchased
  - 2) The traveler has documented a valid reason for the travel which is consistent with the grant/program guidelines and purpose
  - 3) The travel expenditures meet the allowable cost time and effort principles.
  - 4) The travel is not for the Superintendent or other individual (non-employee such as family member, School Board, etc.).
- 1) The travel is for students during an educational field trip or other approved activity in accordance with grant/program guidelines and purpose
  - 2) The travel is not for a contractor or consultant for the *their* professional development
  - 3) The travel was approved by the grant/program agency, as appropriate (for example: out-of-the-country travel)

### **902.78 Preparing Expenditure Reports & Draw Down of Funds**

The district shall on at least a quarterly basis, or as allowed or required by the grant/program guidelines, draw-down grant/program funds that have been spent in accordance with the grant/program guidelines. The draw-down shall be for all expenditures to date, less grant/program funds received to date, as verified by a financial general ledger. NOTE: The expenditures shall be net of all refunds, rebates, discounts, credits, and other adjustments, if any. In addition, the district may not draw down more cash than necessary to meet 3 days’ cash needs if the district has opted to operate under the cash advancement program guidelines.

If the district has opted to operate under a cash reimbursement program guidelines, the district shall submit a draw-down of federal grant/program funds only when the following has occurred:

- The expenditure has been made as evidenced by distribution of a paycheck to a grant/program funded staff member or mailing, e-paying, or delivering a payment to a vendor.

**At no time shall the district draw-down any “advanced” cash payments, unless specifically allowed by the granting agency.**

The draw-down of grant funds from the granting agency shall be initiated by the finance department. A detailed summary general ledger of each grant/program fund should be generated to determine if the district is entitled to draw-down funds, i.e. if the granting agency owes the district any funds. If the district has funds available for draw-down, a detailed general ledger should be generated and forwarded to the Grant Manager for their review and approval. [NOTE: If the grant/program manager has real-time access to a detailed general ledger, they should be notified to generate and review the report.]

**If a grant/program has a matching requirement, the district shall draw-down only the allowable amount after verifying compliance with the level of matching expenditures.**

The Grant/Program Manager review shall consist of the following:

- 1) A review of the detailed general ledger for any unusual charges or reclassification of expenditures
- 2) A test sampling of either unusual or large expenditures to ensure that the expenditures were reviewed and approved by all designated staff
- 3) Monitor the percentage of expenditures-to-date to ensure that the grant/program funds are expended on a timely basis throughout the grant/program period. [NOTE: TEA may disallow grant fund expenditures that appear to be made outside of the grant period or so late in the grant period that the district and its student did not benefit from the delayed expenditure.]

Upon approval from the Grant/Program Manager, the finance department shall prepare the paper or electronic draw-down request. The amount of the receivable shall be recorded on the general ledger and a copy of all supporting documentation such as the detailed general ledger, approval from the grant/program manager, and other supporting documentation shall be filed for audit purposes. The Accounting Supervisor shall prepare the journal ledger entry and the Executive Director of Finance shall post the entry to the finance general ledger.

If manual approval of an electronic draw-down is required by the grant/program agency, the finance department shall comply with the manual requirements. For example, TEA at times requests supportive information related to a drawn down such as a detailed general ledger, narrative justification, or summary of expenditures by object code. Upon a request from the TEA, the finance department and/or the Grant/Program Manager shall respond to the request within the allotted time to avoid designation as a “high risk” grantee.

The finance department shall be responsible to ensure that the requested draw down amount does not exceed a grant-specific draw down amount, or percentage. [NOTE: The NCLB draw down percentage is 20% per month and aggregates each month.]

The final draw-down of grant/program funds from the granting agency shall be made within the allowable timeframe. The grant/program liquidation guidelines shall be adhered to in making final payment for all goods and services received and *placed into service* before the end of the grant/program period. The draw down process shall be the same as a monthly or periodic draw down, except that all refunds, rebates, credits, discounts or other adjustments to the general ledger must be recorded in the general ledger prior to submitting the final draw down request. [NOTE: There shall be no outstanding purchase orders or pending liquidations at the time of the final draw down of grant/program funds.] The final draw-down shall be reviewed and approved in the same manner as a periodic draw-down.

Federal regulations (CFR 200.415) requires that the district certify the accuracy of the annual and fiscal reports or vouchers requesting payments be signed by the authorized individual(s). The Finance Department shall jointly certify every draw-down of funds, including the final expenditure report (draw-down of funds) as noted below:

*By signing this report, we certify to the best of our knowledge and belief that the reports is true, complete and accurate, and the expenditures, disbursements and cash receipts are the purposes and objectives set forth in the terms and conditions of the federal award. We are aware that any false, fictitious, or fraudulent information or omission of any material fact, may subject us to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.*

If a final draw down deadline is missed, the finance department shall contact the grant/program agency to determine if a process exists to request a filing deadline extension. [NOTE: TEA has developed procedures to request an extension for filing expenditure reports. The request form must be completed, signed by the Superintendent and filed with TEA within 30 days of the final expenditure report deadline.]

The receivable from the granting agency shall be recorded in the general ledger. The same process for preparation and posting of the general ledger entry as a periodic draw-down shall be adhered to. [NOTE: The revenues realized and the expenditures should be equal at the time of the final draw down of grant funds.]

#### Receipt of Grant Funds

All district staff, especially those assigned with federal grant/program duties, shall adhere to the districts cash management procedures. Specifically, all cash received by the district shall be deposited, recorded reconciled by multiple individuals to ensure segregation of duties.

The district shall record all grant/program fund receivables upon receipt from the granting agency. The receipt of grant/program funds shall be posted to the general ledger to the appropriate receivable account code. In the event that the grant/program funds received do not match the recorded receivable, the finance department shall contact the grant/program agency to determine the discrepancy. If the grant/program agency has reduced and/or increased the grant/program funds paid

to the district, a general ledger adjustment shall be posted to the appropriate revenue and receivable accounts. The Accounting Supervisor shall prepare the adjusting journal ledger entry and the Executive Director of Finance shall post the entry to the finance general ledger.

The district will not maintain grant funds in a separate bank account.

The district has elected to draw down federal grant funds under the cash reimbursement program guidelines, i.e. after the delivery of the payment to the payee. No interest shall be earned, recorded, nor returned to the granting agency as a result of the cash reimbursement program.

#### Tracking and Recording Receivables

On at least an annual basis, the finance department shall review all pending receivables. Aged receivables, defined as greater than 60 days from the date of recording, shall be investigated and resolved by contacting the grant/program agency.

At the end of the fiscal year, all known and measurable receivables shall be recorded to the general ledger to the appropriate grant code. The Executive Director of Finance shall prepare the journal ledger and post the entry to the finance general ledger.

### **902.8 Grant Compliance Areas**

The district shall ensure that it is in compliance with all provisions and assurances of all grant/program programs. In addition, the district shall comply with grant requirements such as *supplement not supplant*, comparability, indirect cost, and maintenance of effort spending levels.

#### **902.81 Supplement, Not Supplant**

The term “supplement, not supplant” is a provision common to many federal statutes authorizing education grant programs. There is no single supplement, not supplant provision. Rather, the wording of the provision varies depending on the statute that contains it.

Although the definition may change from statute to statute, supplement not supplant provisions basically require that grantees use state or local funds for all services required by state law, State Board of Education (SBOE) rule, or local policy and prohibit those funds from being diverted for other purposes when federal funds are available. Federal funds must supplement—add to, enhance, expand, increase, extend—the programs and services offered with state and local funds. Federal funds are not permitted to be used to supplant—take the place of, replace—the state and local funds used to offer those programs and services. [TEA Supplement, Not Supplant Handbook, 2013]

The district process to ensure that all grant funded activities are supplemental shall be a collaborative effort between the Grant/Program Manager and the finance department. Both departments shall receive training and be aware of the supplement not supplant provisions.



The Grant/Program Manager shall review and approve all purchase orders (and non-purchase order payments). The Grant/Program Manager review shall include a determination if the planned purchase and/or expenditure meet one of the following guidelines:

- 1) The grant/program funds will be used to enhance, expand, or extend required activities. Examples may include before/after tutoring, additional research-based instructional programs, or other supplemental expenditures not required by state law or local policy.
- 2) The grant/program funds will be used for specific grant/program activities included the grant/program application that are above and beyond the activities funded with local funds
- 3) The grant/program funds will be used to supplemental grant/program activities as noted on the DIP or a CIP.

Program-specific supplement, not supplant provisions shall be complied with in addition to the overall federal funds requirements.

## **902.82 Comparability**

Comparability of services is a fiscal accountability requirement that applies to local educational agencies (LEAs) that receive funds under Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB). The intent of the comparability of services requirement is to ensure that an LEA does not discriminate (either intentionally or unintentionally) against its Title I schools when distributing resources funded from state and local sources simply because these schools receive federal funds. [TEA Title I, Part Comparability of Services Guidance Handbook, 2013]

The finance department shall conduct the comparability test on an annual basis and complete the Title I Part A Comparability Assurance Document (CAD). NOTE: If the district determines that it is exempt from the comparability requirements, the finance department shall note the exemption on the CAD and submit it to TEA. If the district is not exempt, the finance department shall complete and submit the Comparability Computation Form (CCF) to TEA by the mid-November annual deadline.

In completing the CAD and CCF, the finance department shall follow the process outlined below [and illustrated on the workflow]

- 1) Determine if the district is exempt from the comparability requirement. If so, complete and submit CAD and stop here.
- 2) If not exempt, the comparability testing process should continue as noted below:
  - a. List all campuses in the CCF comparability testing
  - b. Identify all campuses on the CCF as Title I Part A, skipped, or non-Title I Part A
  - c. Determine whether to include dedicated EE and/or PK campuses in the comparability testing
  - d. Select test method 1, 2, or 3 and use it consistently to all campuses being tested

- e. Complete the CAD for review by the grant management department. After review and approval by the grants management department, the CAD and CCF should be forwarded to the Superintendent for signature.
- f. Submit the CAD and CCF to TEA by the mid-November deadline

If TEA determines that the district is non-compliant, the finance department and the grant/program manager shall work collaboratively to address the non-compliance. In addition, the district shall adjust the budgets as appropriate to until the district is in compliance with the comparability requirement.

### **902.83 Indirect Cost**

Grantees must have a current, approved federal indirect cost rate to charge indirect costs to the grant. The indirect cost rate is calculated using costs specified in the grantee's indirect cost plan. Those specified costs may not be charged as direct costs to the grant under any circumstances. [TEA Indirect Cost Handbook, 2014]

The district shall apply for an indirect cost rate through the federal granting agency or pass-through entity (TEA) in accordance with the current regulations. The Executive Director of Finance shall complete and submit an Indirect Cost Rate Proposal by the established deadline as specified by the pass-through entity (TEA) on the Indirect Cost webpage at: <http://tea.texas.gov/index4.aspx?id=3842>

The district's Indirect Cost Rate, or the maximum allowable rate, whichever is less shall be used to post Indirect Costs for federal funds to the General Fund. The Accounting Supervisor shall prepare a general ledger entry for the indirect costs. The Executive Director of Finance shall post the entry to the finance general ledger.

### **902.84 Maintenance of Effort**

The district shall comply with the No Child Left Behind (NCLB) and Individuals with Disabilities Act (IDEA) maintenance of effort requirements.

#### NCLB MOE

Federal statute requires that local education agencies (LEAs) receiving Title I, Part A funds must continue to maintain fiscal effort with state and local funds. An LEA may receive its full Title I, Part A entitlement if either the combined fiscal effort per student or the aggregate expenditures for the preceding fiscal year was not less than 90 percent of the combined fiscal effort or aggregate expenditures for the second preceding fiscal year. Maintenance of Effort (MOE) is determined using state and local operating expenditures by function, excluding expenditures for community services, capital outlay, debt service, and supplementary expenses as a result of a Presidential declared disaster, as well as any expenditures from funds provided by the federal government. [TEA NCLB MOE Handbook]

The Executive Director of Finance shall compute the MOE using the TEA NCLB LEA MOE Determination Calculation Tool during the budget adopted process and at the end of the fiscal year. Non-compliance

with NCLB MOE will result in a reduction of NCLB funds in the exact proportion by which the district fails to meet the MOE requirement; therefore, the finance department shall plan for the reduction of grant funds at the local level. If the NCLB MOE falls below the required level, the finance and grant management departments shall collaborate to develop a plan to bring the district into compliance with the MOE requirements.

### IDEA-B MOE

An LEA that accepts IDEA-B funds is required under IDEA-B to expend, for services to students with disabilities, at least an amount equal to 100% of the state and/or local funds it expended on students with disabilities during the previous year. Federal law provides four methods of demonstrating compliance (or “maintaining effort”), as described in the Methods of Determining Compliance section. [TEA IDEA-B MOE Guidance Handbook, 2014]

The Executive Director of Finance shall compute the MOE using the TEA IDEA-B LEA MOE Calculation Tool during the budget adopted process and at the end of the fiscal year. Non-compliance with IDEA-B MOE will result in a reduction of IDEA-B funds in the exact proportion by which the district fails to meet the MOE requirement; therefore, the finance department shall plan for the reduction of grant/program funds at the local level. If the IDEA-B MOE falls below the required level, the finance and grant management departments shall collaborate to develop a plan to bring the district into compliance with the MOE requirements.

NOTE: The finance department shall code all special education expenditures that qualify as exceptions to a specific sub-object for tracking purposes. For example, if the district makes a long term purchase of equipment for a special education student, the district should track that expense separately to apply that cost as an exception during the MOE calculation.

As part of the IDEA-B grant application process, the Grant Manager will need to know the prior year Special Education expenditures and the next fiscal year budgeted Special Education Expenditures. The Executive Director of Finance shall provide these amounts to the Grant/Program Manager to ensure that the most accurate amounts are reflected in the grant/program application. Changes to these amounts, as they are known, by the finance department shall be submitted to the Grant/Program Manager, as appropriate.

### **902.85 Reporting Requirements**

The district shall ensure that all reporting requirements for grant programs are met within the established timelines. A master list of all grants/programs shall be created to include the grant program, award amount, responsible person(s), and grant/program dates. Completion of the reports may require the collaboration of several departments; however, the ultimate responsibility for the reporting requirement shall be as noted below:

- 1) Programmatic reports such as activity, progress and evaluations – Grant/Program Manager
- 2) Expenditure reports such as interim, draw down and final expenditure reports – Finance department

- 3) Compliance reports such as Comparability, Maintenance of Effort, Indirect Cost, etc. – Finance department
- 4) Highly Qualified Staff reports – Human Resources department

The Grant/Program Manager and finance department shall monitor the overall master list to ensure that all reporting requirements have been completed by the appropriate campus and/or department.

### **902.86 Grant Monitoring and Accountability**

The district shall ensure that all grant/program funds are consistently monitored throughout the grant/program period. The monitoring shall include, but not be limited to:

- Compliance with federal requirements such as cost principles, audit, reporting requirements, etc.
- Monitoring of grant expenditures are properly documented and meet all allowable costs
- Monitor grant performance such as internal controls, audit findings, over/under expenditures, etc.
- Implement strategies to deter, mitigate and eliminate waste and fraud in the expenditure of grant funds

The Grant/Program Manager for each federal grant shall be responsible for the programmatic and evaluation compliance and the Executive Director of Finance shall be responsible for the financial compliance. A list of the Grant Managers by federal grant is included in the Exhibit section.

The Grant/Program Manager shall monitor the timing of grant activities throughout the grant/program period, especially as they relate to the desired outcomes. The Finance Department shall monitor the timing of grant/program expenditures, especially as they relate to the period of availability of grant/program funds. If either the grant activities or grant expenditures reflect that the district will not accomplish the grant/program activities during the grant/program period, the Grant/Program Manager and Finance Department shall work collaboratively to develop an action plan to ensure that the federal grant/program goals are met. The oversight of grant/program activities and expenditures shall include, but not be limited to, the following:

- Cost overruns or high unit costs
- Construction projects – certification of project completeness (as evidenced by the AIA)
- Significant developments that may result in an inability to complete the grant activities

The district shall maintain documentation to support all grant/program expenditures and provide the documentation upon request to the district's external auditors, grant/program agency or other oversight agency, as appropriate.

Auditing findings or deficiencies shall be addressed in a timely manner upon receipt of the notification. The finance, human resources, and grant/program management staff shall work collaboratively to develop and implement a Corrective Action Plan to resolve the findings or deficiencies. The

Superintendent, or designee, shall approve the Corrective Action Plan and monitor the timely implementation of corrective strategies.

The district shall disclose to the grant/program agency if any federal grant/program funds have been subject to fraud to district staff and/or contractors (vendors). Corrective actions, as appropriate, shall be implemented to remedy the loss of grant funds due to fraud.

#### Remedies for Non-Compliance

The district may be subject to consequences due to non-compliance with federal regulations. The district shall strive to maintain compliance, but shall respond appropriately to all notifications of non-compliance from the federal grant/program agency or pass-through agency (TEA).

#### Grant Closeout Procedures

The district shall submit all grant/program closeout documents to the grant/program agency or pass-through agency, as appropriate. Grant/Program closeout procedures shall include, but not be limited to:

- Ensure that no obligations are made after the grant/program period end date
- Liquidate all obligations incurred during the grant/program period
- Submit the final grant/program performance report, if any
- Submit the final grant/program expenditure report, if any
- Drawdown all the expended grant/program funds (reimbursement request) – Match the grant/program expenditure draw-downs with the finance general ledger
- Certify that the final drawdown of federal grant/program funds are accurate (Certification)
- Refund any excess grant/program funds, interest, or other payables to the granting agency or pass-through agency
- Account for any real and/or personal property on hand at the end of the grant/program period

## 902.9 Grant Awards

List of Grant Awards (including Grant Manager, grant funding source, grant period, and grant amount]

### 16 - 17 GRANTS

Fund # (YR)	Project	CFDA #	Program Title	Dates	Contact Person	Amount
211 (7)	17610101014909	84.010A	Title I, Part A - Improving Basic Programs	07/01/16 - 09/30/17	Morgan	2,377,597.00
224 (7)	176600010149096600	84.027A	IDEA-B Formula	07/01/16 - 09/30/17	Mathesen	2,057,654.00
225 (7)	176610010149096610	84.173A	IDEA-B Preschool	07/01/16 - 09/30/17	Mathesen	61,844.00
226 (6)	166600020149096673	84.027A	IDEA-B Discretionary (Deaf)	10/22/15 - 08/31/16	Mathesen	4,706.00
226 (7)	17660011014909	84.027A	IDEA-B Discretionary (Deaf)	11/02/16 - 08/31/17	Mathesen	28,635.00
244 (7)	17420006014909	84.048A	Carl D. Perkins Basic Formula Grant	07/01/16 - 08/15/17	Ayres	140,898.00
255 (7)	17694501014909	84.367A	Title II, Part A - Teacher & Principal Training & Recruiting	07/01/16 - 09/30/17	Morgan	432,620.00
263-795 (6)	16671003014909	84.365A	Title III, Part A, Immigrant	07/01/15 - 09/30/16	Sisneros	8,442.00
263-796 (6)	156711037110052	84.365B	TTL III, A ELA Grant for UC & Y	12/28/15 - 09/30/16	Sisneros	2,055.00
263 (7)	17671001014909	84.365A	Title III, Part A, LEP	07/01/16 - 09/30/17	Sisneros	85,848.00
265-107&111 (6)	ESC Region 12		21st CCLC, Cycle 8	08/01/15 - 07/31/16	Smetana	181,650.00
265-107&111 (7)	ESC Region 12		21st CCLC, Cycle 8	08/01/16 - 07/31/17	Smetana/Fischer	181,650.00
289.05 (7)	69551502	84.369A	Summer School LEP	11/09/16 - 06/30/17	Sisneros	8,155.00
386 (6)	161022010149091022	N/A	State Deaf	09/01/15 - 08/31/16	Mathesen	47,846.00
386 (7)	171022010149091022	N/A	State Deaf	09/01/16 - 08/31/17	Mathesen	69,690.00
397 (7)	02501601/510612101		Texas AP/IB Incentive Program	07/01/16 - 06/30/17	Mayo/Diserens	2,850.00
429 (6)	150291177110015		2014-2016 Educator Excellence Innovation Program	07/01/15 - 10/31/16	Mathesen	991,071.00
429 (7)	160291177110014		2016-2017 Educator Excellence Innovation Program	07/01/16 - 10/31/17	Mathesen	991,071.00
499.50 (3)-(6)	60031733		The Ohio State University	10/01/12 - 09/30/15	Palmer	135,859.00
						7,810,141.00

[TEA Grant Opportunities:](#) [The following resources are available online for each grant program]

General and Fiscal Guidelines

Program Guidelines

Program-Specific Provisions and Assurances