

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
FINANCE AND INTERNAL OPERATIONS OFFICE**

BUREAU OF GRANTS MANAGEMENT

PREPAYMENT GRANTS

LOCAL FISCAL PROCESSING MANUAL

JULY 2016

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Introduction

State and federal prepayment grants are awarded to achieve specific educational goals, to meet the needs of particular segments of school populations or to operate specialized educational programs. Funds distributed to grantees to accomplish these objectives are either entitlement-based where the amount of funds per grantee is determined by statutory formula and the funds are reserved for that grantee pending application and approval, or discretionary/competitive where the amount of funds and number of grantees is determined through a request for proposal (RFP) submission and evaluation.

The State Department of Education (SDE) currently processes over 50 state and federal prepayment grants which involve the approval of approximately 2,500 grantee projects on an annual basis. While the educational program needs of each project can vary substantially, the fiscal processing of these grants follows standard procedures with the submission of a budget, cash draw down requests, and a final statement of expenditures. This manual provides a brief description of the steps a grant recipient must follow to satisfy the fiscal requirements of prepayment grants.

Role of the Bureau of Grants Management

While the Bureau of Grants Management (BGM) does not approve individual grant projects and budgets, we are involved in the processing of prepayment grants through:

- the calculation of final entitlements for grants with statutory distribution formulas;
- the maintenance of the automated SDE Prepayment Grant System which includes the creation of budget (ED114) formats and documents and the collection and processing of statements of expenditures (ED141);
- the operation of the SDE Cash Management system which processes the monthly cash requests (ED111) and calculates monthly payment amounts; and
- the invoicing of payments.

General Grant Information

Coding:

In order to use automated systems in the processing of grants, it is imperative that grant project numbers use a similar format and remain the same throughout the project period. Grant numbers contain the following fields.

<u>Vendor Code:</u>	The five-digit vendor code specific to each grantee.
<u>Fund Number:</u>	Five digits to identify the source of the grant funds. Examples: 11000 = State appropriation grants 12060 = Federal grants 12052 = State Bond Funded grants 13009 = State Bond Funded grants 13010 = State Bond Funded grants

<u>Special Identification Number (SPID):</u>	This five-digit number is the unique grant identifier, e.g. Core-CT Title1 SPID is 20679; IDEA is 20977
<u>Budget Reference (BUDREF):</u>	Four digits that identify the state or federal fiscal year of grant funding availability approval.
<u>Program:</u>	Five digits that designate the type of program or subprogram. Examples: 82010 = Basic education program or subprogram. 82016 = Agency Placement Schedule 1 portion of SPID 17047, Special Education Excess Cost Student Based grant.
<u>Chartfield 1:</u> <u>Chartfield 2:</u>	There are six (chartfield 1) and five (chartfield 2) digit fields used to further define subprograms or components within a grant program. They are not required fields for awards or payments and will not be used if the program code sufficiently describes the grant.

Fiscal Processing Steps:

1. File initial Budget Form (ED114) in conjunction with grant program application or Request for Proposal (RFP).

Each prepayment grant application or request for proposal (RFP) contains a budget form (ED114) use to establish a line-item expenditure plan for the life of a grant project. Applications for entitlement grant programs, such as Title I will contain the total amount to be awarded which must be distributed among the allowable line-item expenditure object codes. RFPs for discretionary/competitive grant programs may or may not inform prospective recipients of expected approval amounts, but will provide guidelines for the amounts to be requested.

Attached is a master budget form with a description of budget object codes (Attachment 1) which displays line items which may be used for prepayment grants. Individual grant budgets can contain all or a subset of these line items as allowable expenditure categories. Specific budget development instructions are contained in each application/RFP.

Most grant applications/RFPs also contain line-item budget justifications, e.g. a detail of salary costs by position or a list of planned equipment purchases, which aid the recipients in developing the line-item totals.

Grants may be approved using the initial budget as submitted; however, negotiations and revisions may be needed. The approved budget will establish local expenditure amounts and grant accounting records must be set up to record actual expenditures by approved line items.

The selection of the allowable line items of a particular grant is made by the SDE program manager who is guided by the grant's legislation or contractual agreement. While most grants allow for considerable latitude as to the number and variety of allowable line items, some grants are very restrictive. For example, grants awarded for the acquisition of educational materials would not allow salary, professional/technical, or pupil services, while grants awarded for instructional programs may not allow the purchase of equipment. If a line item does not appear on the grant's budget, grantees cannot expend funds for that purpose. Grantees must not try to place the expenditure in another category.

Questions regarding the allowability of a specific expenditure or its placement in a particular line-item must be referred to the grant program manager or contact person shown in the application or RFP.

Budgets must be submitted with grant program materials by the due date shown on the application/RFP.

2. Obtain Grant Award Letter which will include a copy of the approved budget.

After the program application/RFP and budget have been approved, a grant award letter is issued. The approved budget and grant award letter are available on the ED114 Prepayment Grant System under the ED114 reports area, "Approved Grant Award Letter" or "Approved Budgets".

It is important to review the letter and budget as follows:

1. Check the grant number. It is the same on the attached budget and should agree with the original budget submitted. This number will be used as the accounting code for all fiscal grant activities.
2. Check the terms of the letter. Note any special condition regarding the timing of expenditures, e.g. Title I grants are approved for a two-year period but 85% of the funds must be expended within the first fifteen months.
3. Check the corresponding budget. Ensure that the line-item amounts and the total approval agree with your records.
4. Check the grant award period. The award period assigned to a recipient's grant specifically identifies the operational life of the grant, i.e., the time allowed for the recipient to complete all program activities.

If there are any questions regarding the grant award letter or budget information, contact the grant program manager shown on the letter.

3. Operate the grant throughout the allowable period.

The start date is the date the grantee can begin program activities. No financial liabilities can be incurred prior to that date.

Grant award periods can allow expenditures over one or two years as follows:

One-year Grants/Carryover Projects:

Any grant which begins in a given fiscal year and ends by June 30 of that fiscal year is considered a one-year grant.

With rare exception, state prepayment grants are awarded as one-year grants. Grantees must complete program activities by June 30. They must fully encumber funds by June 30 but can liquidate encumbrances through July 30. These grants cannot be carried over and cannot be amended after June 30. No payments can be made in a subsequent year to cover prior year activities. Unexpended funds must be refunded and cannot be reallocated in a subsequent year.

Any exception to the one-year grant period for a state grant is made only under special circumstances. Specific provisions for processing the grant are determined on a case-by-case basis.

Certain federal grants are also awarded on a one-year basis. Federal grants have a 60-day liquidation period allowing encumbrances made by June 30 to be paid through August 30. Unlike state grants, the federal funds remain with our department and can often be used in the subsequent year. If allowed by federal law, one-year grants can be reawarded or reallocated as approved carryover. Thus, if a grantee has not completed their program activities in the first year, their unexpended balance may be awarded for use in a subsequent year period.

Two-year Grants:

Two-year grants are those that are awarded for use in all or a portion of two consecutive fiscal years. Only federal grants, private contributions, or state grants funded through bond sales can be in this category. Most annual entitlement programs such as Title I are awarded as two-year grants. Any federal program which permits the obligation and use of funds by grantees in a period subsequent to the initial award can be awarded as a two-year grant.

First year expenditures through June 30 are reported on an ED141 - Statement of Expenditures which allows us to monitor the program expenditures through variance tests. While the grantee generally has use of the funds throughout the two-year period, they are encouraged, and in some cases required by law, to expend most of the funds in the first year.

4. Draw down cash as needed through monthly Cash Management Reports (ED111).

The State Department of Education's (SDE) Cash Management System is the vehicle that is used for the payment of all state and federal prepayment grant programs during each fiscal year. This system uses the SDE Prepayment Grants System for award approval information and the ED111 Cash Management Reports submitted by grant recipients for projected cash needs. The SDE Prepayment Grant System contains the budget data of each grant project and is used by program managers to create award letters and record grant approvals.

Grant payments are made on a monthly basis and are calculated using cumulative, projected data as reported each month on the ED111 Cash Management Report (Attachment 4). This report is available to each district that has grant budget data in the prepayment grant system and lists each project separately by Core-CT coding. Projected disbursements are cumulative from the beginning date of each project through the report date. In the case of the second year of a two-year grant, the projected disbursements would include any first year expenditures plus any obligations incurred in the second year. We suggest that grantees report expenditures for each active grant project regardless of approval status, but payments cannot begin until the grant has received BGM approval.

The monthly ED111 forms are posted on our collection website and a notice to grant recipients is emailed with specific completion and filing instructions on or about the 25th of each month. The ED111 is due by the 10th of the next month for projected cash needs for the end of the following month.

For example, on July 25th, the ED111 for projected cash needs through September 30th is created. The form is due on August 10th. Payments are scheduled to be released by September 1.

While the cumulative, projected cash need of each grant is reported in total, not by budget line item, the grantee's documentation for each month's request should be a summation of line-item estimated payments. This documentation should be in the form of purchase orders, employee schedules with estimated salary needs, contracts for professional services, rental fee schedules, etc. The amount reported on each grant's line on the ED111 should reflect the amount of total projected cash outlay, not the incurrence of a liability. For example, if instructional materials are ordered in July for delivery in September, and the payment will not be made until after delivery, the projected cash disbursement would be included on the September ED111.

The ED111 must be filed through the Internet based Cash Management Reporting system. The amount listed for expenditures each month should only include expected expenditures through the report date and should be estimated as accurately as possible. The initial payment on a prepayment grant project is equal to the expenditure amount of the ED111. Subsequent monthly payments are equal to the cumulative (from the beginning date of the grant period through the ED111 reporting period) ED111 expenditure amount less any prior payments. Revisions to ED111s can be made up through the due date of the ED111.

The State Department of Education (SDE) will determine excess cash balances at the end of the fiscal year. Any subrecipient found to have an excess cash balance of \$100,000 will be required to submit a written explanation of the reason for the balance and the steps they will take to minimize excess cash balances in the future. Actual cash disbursements (for federal grants only) will also need to be reported in October and April of the state fiscal year. Districts will use the Department's ED111X form to submit this information.

In addition, federal regulations give SDE authority to place special conditions and restrictions on subrecipients if it is determined there is a history of unsatisfactory performance or if the subrecipient has a management system that does not meet financial standards. Special conditions include making payments on a reimbursement basis and requiring additional detailed financial reports.

If grant recipients have questions regarding the timing or amount of grant payments, they should contact Karen Calabrese of the Bureau of Grants Management at 860-713-6472.

5. Monitor expenditures; request budget revisions as necessary.

Periodic checks of actual expenditures to the approved budget should be made throughout the life of a grant. If it appears expenditures may exceed individual line items, the budget should be modified.

Approval of changes to the categories of grant expenditures (budget revisions) must be requested when:

1. A revision could result in the need for additional funds (Competitive/Discretionary grants only).
2. Cumulative transfers among direct cost categories are expected to exceed ten percent of the total approved budget whenever the grant exceeds \$100,000, i.e. unallowed variances will be calculated by adding up all line item overexpenditures and comparing them to 10 percent of the total approval.
3. For Indirect Costs, the revision would increase line 917 by over \$200, or there are proposed costs of any amount when no line 917 was approved.

Please note that the above revisions are cost revisions only. The complete variance policy also requires approval of revisions that may not change a line item amount when certain programmatic changes are made. See Attachment 8 for the current Budget Revision (Variance) Policy.

Budget revision approval should be requested prior to implementing the new expenditure pattern but no later than:

- May 1- for one-year grants ending June 30, and two-year grants in the first year of approval.
- February 1 – for two-year grants ending June 30 in the second year of approval.
- Sixty days prior to the end of a grant with an ending date other than June 30.

A sample of a budget revision request form available is attached (Attachment 5). Also attached is a copy of the form used for notification of approval which will accompany the revised budget (Attachment 6). Changes to the total amount awarded will be approved through the issuance of a revised grant award.

6. Submit annual Statement of Expenditures (ED141). If the grant period has expired, refund unused portion of grant funds.

On an annual basis, all grant recipients must file an ED141 Statement of Expenditure Report for every grant authorized for use in the fiscal year ending June 30. This includes projects that are authorized to continue beyond the June 30 state fiscal year ending date.

These reports are used to:

- 1. Determine if all funds paid to the recipients were fully expended by the project ending date;**
- 2. Ensure that expenditures were appropriate against approved budget line item amounts; and**
- 3. Collect data required for department end-of-year reports required by the state, federal or private agencies that awarded the funds to the Connecticut State Department of Education.**

ED141 reports are created on or about July 1 and must be completed online on the Internet based ED141 Prepayment Grant Statement of Expenditures.

In some cases, it is necessary for us to collect interim ED141s on a monthly or quarterly basis or to collect a final ED141 for a grant that ended prior to June 30 before the annual September 1 due date.

These ED141s are normally sent directly from the program office with special filing instructions.

There are three types of prepayment grant expenditure reports (ED141):

- 1. One-Year State or Federal Approvals. (Attachment 7A)**
- 2. Two-Year Federal Approvals in the first year of expenditure. (Attachment 7B)**
- 3. Two-Year Federal Approvals in the second year of expenditure. (Attachment 7C)**

The number of columns appearing on each report varies with both the number of approved program segments per grant, e.g. Public/Nonpublic, and whether it is a two-year grant in its second year with expenditures in the first year. The format of each report is the same with budget data appearing in the first column, first-year expenditure data in the second (if applicable) and a blank column to enter the most recent year's expenditures.

Note that each form includes a budget column which reflects the last approved budget including all revisions approved through the revision request deadline. This information should be cross-checked to local grant files.

Actual expenditures are to be recorded in the appropriate column by individual line-item. If an unexpended balance existed in a grant program that ended by June 30, it should be returned by check to the Bureau of Fiscal Services.

Expenditures reported on these forms can include both disbursements (actual cash outlay) and obligations (liabilities and encumbrances). However, obligations reported as of June 30 must have been fully liquidated by July 30 if it is a state grant or by August 30 if it is a federal grant.

Specific filing instructions are provided under the HELP section of the ED141 Prepayment Grants Statement of Expenditures.

As required by the State Single Audit Act, the state grant programs of recipients receiving more than \$300,000 in from all state sources of financial assistance must be audited by independent audit firms and the results of the audit must be filed with the State Department of Education's Office of Internal Audit by December 31. The Federal Single Audit act requires the auditing of federal programs if a grantee receives more than \$500,000 in federal grants. These audits are also filed by December 31.

Please refer to the Office of Internal Audit Web site for further information on the State & Federal Single Audit Acts:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2683&Q=320272>

Questions regarding ED141s should be referred to Jeffrey Lindgren in the Bureau of Fiscal Services at 860-713-6624 or Karen Calabrese in the Bureau of Grants Management at 860-713-6472.

7. Assist in resolution of line-item variances or questioned costs, if necessary.

If a grantee has a line item expenditure in excess of the approved budget which exceeds the State Department of Education's (SDE) variance policy (Attachment 8), the SDE will request that the grantee submit in writing any documentation that would eliminate the variance.

Questioned costs arise when the local auditor reports that funds have not been expended or classified appropriately. The SDE Office of Internal Audit is informed of these costs when the audit is submitted. Program managers will work with our Office of Internal Audit to resolve these issues.

If after reviewing variances or questioned costs, a determination is made that a refund must be collected from the grant recipient, a refund request will be issued from the SDE Bureau of Fiscal Services.

At that time, the grantee may either repay the funds or request a hearing with the SDE's Appeals Committee. This committee will reach a final decision whether the variance or questioned cost can be eliminated, or if the refund must be made.

Questions regarding questioned costs can be referred to the Office of Internal Audit at 860-713-6540.

Questions regarding variances can be referred to Karen Calabrese in the Bureau of Grants Management at 860-713-6472.

Questions regarding refunds can be referred to Nashrin Bhura in the Bureau of Fiscal Services at 860-713-6674.

ED114 FISCAL YEAR 2017

MASTER BUDGET FORM

GRANTEE NAME:		TOWN CODE:
GRANT TITLE:		
PROJECT TITLE:		
CORE-CT CLASSIFICATION:	FUND:	SPID:
BUDGET REFERENCE:		PROGRAM:
		CHARTFIELD1:
		CHARTFIELD2:
GRANT PERIOD: / / - / /		AUTHORIZED AMOUNT:\$
CODES	DESCRIPTIONS	BUDGET AMOUNT
111A	NON-INSTRUCTIONAL SALARIES	
111B	INSTRUCTIONAL SALARIES	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
321	TUTORS	
322	IN SERVICE	
323	PUPIL SERVICES	
324	FIELD TRIPS	
325	PARENT ACTIVITIES	
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	
341	AUDIT	
400	PURCHASED PROPERTY SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
560	TUITION	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
800	DEBT SERVICE AND MISCELLANEOUS	
917	INDIRECT COSTS	
	TOTAL	

	ORIGINAL REQUEST DATE	
	REVISED REQUEST DATE	
	STATE DEPARTMENT OF EDUCATION PROGRAM MANAGER AUTHORIZATION	DATE OF APPROVAL

Budget Object Codes

I. General Description

The Connecticut State Department of Education is using object code definitions from the United States Department of Education publication "Financial Accounting for Local and State School Systems." (<http://nces.ed.gov/pubs2009/2009325.pdf>) Per federal definition, an object is used to describe the service or commodity obtained as the result of a specific expenditure. There are nine major object categories which are defined below. These major categories use a single digit followed by two zeroes; more specific object classifications replace one or both of the zeroes with other figures. (e.g., the major category "Purchased Professional and Technical Services" is code 300. At the second level of detail, the code is 340 for "Other Professional Services", 320 for "Professional Educational Services", and 330 for "Employee Training and Development Services". At the lowest level of detail, codes 321 and 322 further breakdown "Professional Educational Services" to "Tutors" and "In Service", respectively.) Letters A and B are used to further define the second level of detail for the Personal Services - Salaries category.

An analysis of object code usage throughout the department has allowed us to develop the attached master budget with object codes of varying levels of detail. A standard description of each is also provided.

For a specific grant, it may be necessary to modify what can be included in a given object based on the grant legislation. Please review the instructions for specific grant budget development carefully before requesting an ED114 form from the Bureau of Grants Management.

II. Major Object Code Definitions

100 Personal Services - Salaries

Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of employees; these amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services.

300 Purchased Professional and Technical Services

Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

400 Purchased Property Services

Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services

Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 Supplies

Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property

Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

In accordance with the Connecticut State Comptroller's definition equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value of over \$1,000.00 and the useful life of more than one year and data processing equipment that has unit price under \$1,000.00 and a useful life of not less than five years.

800 Debt Service and Miscellaneous

Amounts paid for goods and services not otherwise classified above.

900 Other Items

This series of codes is used to classify transactions which are not properly recorded as expenditures to the grantee but require budgetary or accounting control.

III. Master Budget Form Object Code Descriptions/Includable Items

111A Non-Instructional

Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

111B Instructional

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100 or 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

320 Professional Educational Services

Services supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, and contracted instructional services.

321 Tutors (Instructional Non-Payroll Services)

Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

322 In-service (Instructional Program Improvement Services)

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

323 Pupil Services (Non-Payroll Services)

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

324 Field Trips

Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.

325 Parental Activities

Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.

330 Employee Training and Development Services

Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.

340 Other Professional Services

Professional services other than educational services that support the operation of the school district. Included, for example, are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, paying agents, systems analysts, and planners.

341 Audit

Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 340 as many grants do not include this cost as an eligible grant expenditure.

350 Technical Services

Services to the school district that are not regarded as professional, but that require basic scientific knowledge, manual skills, or both. Included, for example, are data-processing services, purchasing and warehousing services, and graphic arts.

351 Data-processing and Coding Services

Data entry, formatting, and processing services other than programming.

352 Other Technical Services

Technical services other than data-processing and related services.

430 Repairs and Maintenance Services

Expenditures for repairs and maintenance services not provided directly by school district personnel.

440 Rentals

Costs for renting or leasing land, buildings, equipment, and vehicles.

450 Construction Services

Includes amounts for constructing, renovating, and remodeling buildings or infrastructure assets paid to contractors. Account for the costs of non-permanent site improvements, such as fencing, walkways, and roads, that are related to buildings and building sites.

490 Other Purchased Property Services

Purchased property services that are not classified above. Communication services are not included here, but should be included in object 530.

510 Student Transportation Services

Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.

530 Communication

Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services; data communication services to establish or maintain computer based communications, networking, and Internet services; video communications services to establish or maintain one-way or two-way video communications via satellite, cable, or other devices; postal communications services to establish or maintain postage machine rentals, postage, express delivery services, and couriers. Include licenses and fees for services such as subscriptions to research materials over the Internet software, both 'downloaded' and 'off-the-shelf,' should be coded to objects 650 or 735.

540 Advertising

Expenditures for announcements in professional publications, newspapers, or broadcasts over radio and television. These expenditures include advertising for such purposes as personnel recruitment, legal ads, new and used equipment, and sale of property. Costs for professional advertising or public relations services are not recorded here, but are charged to object 340.

560 Tuition

Expenditures to reimburse other educational agencies for instructional services to pupils.

580 Travel

Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.

640 Books and Periodicals

Expenditures for books, textbooks, and periodicals prescribed and available for general use, including reference books. This category includes the cost of workbooks, textbook binding or repairs, and textbooks that are purchased to be resold or rented. Also recorded here are the costs of binding or other repairs to school library books.

650 Supplies—Technology Related

Technology-related supplies include supplies that are typically used in conjunction with technology-related hardware or software. Some examples are CDs, flash or jump drives, parallel cables, and monitor stands. Software costs below the capitalization threshold should be reported here.

710 Land and Land Improvements

Expenditures for the purchase of land and the improvements thereon. Purchases of air and mineral rights, for example, are included here. Also included are special assessments against the school district for capital improvements such as streets, curbs, and drains.

720 Buildings

Expenditures for acquiring existing buildings, except payments to public school housing authorities or similar agencies. Expenditures for the contracted construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under object 450. Buildings built and alterations performed by the school district's own staff are charged to objects 100, 200, 600 and 730, as appropriate. This code is used with governmental funds only.

730 Equipment

Expenditures for initial, additional, and replacement items of equipment, such as machinery, furniture and fixtures, and vehicles.

734 Technology-Related Hardware

Expenditures for technology-related equipment and technology infrastructure. These costs include those associated with the purchase of network equipment, servers, PCs, printers, other peripherals, and devices. Technology-related supplies should be coded to object code 650, Supplies—Technology Related.

735 Technology Software

Expenditures for purchased software used for educational or administrative purposes that exceed the capitalization threshold. Expenditures for software that meet the standards for classification as a supply should be coded to object code 650, Supplies—Technology Related.

914 Internal Transfers

Includes all transactions conveying financial resources from one fund to another within the district.

917 Indirect Costs

Costs incurred by the grantee which are not directly related to the program but are a result thereof. Grantees must submit indirect cost proposals to the Connecticut State Department of Education to apply for a restricted and unrestricted rate. Only grantees that have received rate approvals are eligible to claim indirect costs. Please note, however, that grantees who receive the majority of their grant funds other than through the Connecticut State Department of Education may use the rate approved by another federal agency.

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
GRANT AWARD NOTIFICATION**

1 Grant recipient**4 Award Notification**

Grant Type: Entitlement
Statute: P.L. 105-17
CFDA#: 84.027

Grant Number: 00000-12060-20977-2017-82032- 170002-
 (Vendor-Fund – SPID –Budget.Refer.-Program-Chartfield 1-Chartfield 2)

2 Grant Title**5 Award Period**

7/01/2016-6/30/2018

IDEA-PART B, SECTION 611

3 Education Staff**6 Authorized Funding****Program Manager:****Grant Amount:** \$2,026,393

Name and Telephone Number of SDE Program Manager

Payment & Expenditure Inquiries:**Funding Status:** Final

Karen Calabrese 860-713-6472

7 Terms and Conditions of Award

This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the State of Connecticut and your town/agency to receive such funds.

Fiscal and other reports relating to this grant must be submitted as required by the granting agency. Written requests for budget revisions for expenditures made between July 1, 2016 and June 30, 2017 must be received at least 60 days prior to the expiration of the grant period but no later than May 1. For grants awarded for two-year periods beginning July 1, 2016, final second-year budget revision requests covering the entire two-year period must be received at least 60 days prior to the expiration of the grant period but no later than February 1. The grantee shall provide for an audit acceptable to the granting agency in accordance with the provision of Sections 7-394a and 7-396a of the Connecticut General Statutes. The following attachment(s) are incorporated by reference: ED114.

The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the granting agency.

 Associate Commissioner

7/01/2016

BUDGET FORM

Attachment 3

ED 114

Fiscal Year: 2017

Funding Status:

Grant Name:

Grantee:

Vendor ID:

Grant Title: ADULT EDUCATION

Project Title: English Literacy Acquisition (EL/Civics)

Fund: 12060

SPID: 20784

Year: 2017

PROG: 84002

CF1: 170015

CF2:

Grant Period:

Authorized Amount:

SDE Project Code: SDE000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL BALANCE:

CARRYOVER DUE:

CURRENT DUE:

CODES	DESCRIPTIONS	BUDGET
111A	NON-INSTRUCTIONAL	
111B	INSTRUCTIONAL	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	
322	IN SERVICE	
324	FIELD TRIPS	
330	EMPLOYEE TRAINING & DEVELOPMENTAL SERVICES	
510	STUDENT TRANSPORTATION SERVICES	
530	COMMUNICATIONS	
580	TRAVEL	
600	SUPPLIES	
700	PROPERTY	
917	INDIRECT COSTS	
	TOTAL	
XTLM	TOTAL LOCAL MATCHING	

Original Request Date:



ED111 Monthly Cash Management Report

Report Date: 07/2016

Selected District: 000-000 - TOWN

User: TOWN

Grant Code	Grant Description	Budget	Payments*	Cumulative Expenditures
12060-20679-2017-82070-170002-	TITLE I Improving Basic Programs	14,614	13,000	14,614
12060-20679-2017-82070-170002-	TITLE I Improving Basic Programs	12,294	0	3,000
12060-20826-2016-82079-170002-	TITLE II PART D TECHNOLOGY	260	260	0
12060-20826-2015-82079-170002-	TITLE II PART D TECHNOLOGY	94	94	0
12060-20858-2015-84131-170002-	TITLE II-PART A TEACHERS	5,537	3,000	5,537
12060-20858-2014-84131-170002-	TITLE II-PART A TEACHERS	5,249	0	1,000
12060-20873-2015-84131-170002-	TITLE IV - SAFE & DRUG FREE SCHOOLS	1,042	1,042	0
12060-20873-2015-84131-170002-	TITLE IV - SAFE & DRUG FREE SCHOOLS	786	0	300
12060-20909-2014-84131-170002-	TITLE V-INNOVATIVE EDUCATION STRATEGIES	1,107	1,107	0
12060-20909-2015-84131-170002-	TITLE V-INNOVATIVE EDUCATION STRATEGIES	519	0	200

* Payments appearing in this column may lag one month behind.

BUDGET REVISION FORM

Attachment 5

ED 114

Fiscal Year: 2017

Funding Status:Final

Grant Name:

Grantee:104-000

Vendor ID:00104

Grant Title: ADULT EDUCATION

Project Title: English Literacy Acquisition (EL/Civics)

Fund: 12060

SPID: 20784

Year: 2017

PROG: 84002

CF1: 170015

CF2:

Grant Period: 7/1/2016 – 6/30/2017

Authorized Amount: \$29,400

SDE Project Code: SDE0000000000002

AUTHORIZED AMOUNT BY SOURCE:

LOCAL:

CARRYOVER DUE:

CURRENT DUE: \$29,400

CODES	DESCRIPTIONS	BUDGET	REV REO BUDGET
111A	NON-INSTRUCTIONAL	920	
111B	INSTRUCTIONAL	23760	
200	PERSONAL SERVICES-EMPLOYEE BENEFITS	1,818	
322	IN SERVICE		
324	FIELD TRIPS		
330	EMPLOYEE TRAINING & DEVELOPMENTAL SERVICES		
510	STUDENT TRANSPORTATION SERVICES		
530	COMMUNICATIONS		
580	TRAVEL	995	
600	SUPPLIES		
700	PROPERTY		
917	INDIRECT COSTS		
	TOTAL	\$29,400	
XTLM	TOTAL LOCAL MATCHING	9208	
	TOTAL for "X" Codes	\$9,208	

Original Request Date: 7/18/2016



Attachment 6

STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



SUPERINTENDENT OF SCHOOLS

Date: 3/23/2016

Grantee:

Core-CT Grant No: 000-000 12060 - 20784 - 2017 - 84002

CFDA Number: 84.002A

Grant Title: ADULT EDUCATION

Grant Type: FEDERAL

Grant Amount: \$126,099

Grant Period: 7/1/2016 - 6/30/2017

Program Manager: Susan Pierson

Statute: P.L. 105-220

Dear :

This is to inform you that the requested Budget revision for the project noted above is approved. Attached is the approved ED114 budget form.

This budget has been approved by Program Manager, Susan Pierson, on 3/23/2016.

Enclosure: ED114

-19-

Grantee Name:
 Grant Name: PRIMARY MENTAL HEALTH
 Fund: 11000 Spid: 12198
 Grant Period: 7/1/2010 - 6/30/2011

User ID: 000-000
 Auth Amt: 18,600
 Bud Ref Yr: 2010
 Prog Code: 82079 CF1: 170036 CF2:

Code	Description	BUDGET	FY 07-08 EXPEND
112A	EDUC.AIDES	14,784	15,078
112B	CLERICAL		
119	OTHER		
200	EMPL.BEN.	1,840	857
322	IN SERVICE		
324	FIELD TRIP		
325	PARENT ACT	1,000	934
580	TRAVEL		
590	O.PURC.SV.	600	600
611	INSTR.SUPP.		
690	OTH.SUPP.	376	374
700	PROPERTY		
940	INDIR.COST		
TOTL	TOTAL	18,600	17,843
X001	ELEM/SEC EXP	0	17,843
X0FA	FISCAL AGENT	0	1

I hereby certify that the expenditures covered by this statement are proper and valid claims.

 Date

 Superintendent Of Schools
 Or
 Resc Director Or Agency Head

Grantee Name:
 Grant Name: EDUCATION OF HOMELESS CHILDREN AND YOUTH
 Fund: 12060 Spid: 20770 Bud Ref Yr: 2010
 Grant Period: 7/1/2010 - 6/30/2011

User ID: 000-000
 Auth Amt: 30,230
 Prog Code: 82079 CF1: CF2:

Code	Description	PGM BUD	FY 07-08 PGM EXP	EVAL BUD	FY 07-08 EVAL EXP
111A	ADMIN/SPVR				
111B	TEACHERS				
112A	EDUC.AIDES				
112B	CLERICAL				
119	OTHER				
200	EMPL.BEN.	1,685	1,335	0	0
321	TUTORS	14,400	13,100	0	0
322	IN SERVICE				
323	PUPIL SERV.				
324	FIELD TRIP	2,500		0	
325	PARENT ACT				
330	O.PRO/TCH/SV	1,000	1,000	0	0
331	AUDIT				
400	PURC/PROP/SV	0	0	230	230
510	PUPIL TRANS.	2,700		0	
530	COMM.				
580	TRAVEL				
611	INSTR.SUPP.	5,000		0	
612	ADMIN.SUPP.				
642	LIBR.BOOKS				
690	OTH.SUPP.	2,715		0	
700	PROPERTY				
940	INDIR.COST				
TOTL	TOTAL	30,000	15,435	230	230
X001	ELEM/SEC EXP				
X0FA	FISCAL AGENT	0	1	0	0

I hereby certify that the expenditures covered by this statement are proper and valid claims.

 Date

 Superintendent Of Schools
 Or
 Resc Director Or Agency Head

Grantee Name: User ID: 000-000
 Grant Name: TITLE V-INNOVATIVE EDUCATION STRATEGIES Auth Amt: 1,524
 Fund: 12060 Spid: 20909 Bud Ref Yr: 2009 Prog Code: 84131 CF1: 170002 CF2:
 Grant Period: 7/1/2009 - 6/30/2011

Code	Description	PUB BUD	FY 06-07 PUB EXP	FY 07-08 PUB EXP	NONPUB BUD	FY 06-07 NONPUB EXP	FY 07-08 NONPUB EXP
100	SALARIES						
200	EMPL.BEN.						
300	PROF. SERVS.	1,415	0	1,415	0	0	0
400	PURC/PROP/SV						
500	O. PURC. SV.						
600	SUPPLIES	0	0	0	109	82	27
700	PROPERTY						
890	OTHER OBJ.						
930	TRANS. FUNDS						
940	INDIR.COST						
TOTL	TOTAL	1,415	0	1,415	109	82	27
X001	ELEM/SEC EXP	0		1,415	0		0
X0FA	FISCAL AGENT	0		1	0		0
XCHR	CHARTER(S)						

I hereby certify that the expenditures covered by this statement are proper and valid claims.

 Date

 Superintendent Of Schools
 Or
 Resc Director Or Agency Head

Prepayment Grant Budget Revision Policy
In accordance with Federal Regulations 34CFR 80.30

b. General Revisions

Prior approval must be requested for all grants regardless of approval amount when:

- b. there is a revision to the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval), i.e. *changes to grade levels being served, type or number of pupils served, project location, or a shift in the focus or outcome of the project.*
- b. there is a need to extend the period of availability of funds. *Requests to schedule project activities beyond the ending date are not routine and may not be approved due to legislative constraints.*
- c. there is a change in key persons *such as the local grant program manager* if the persons have been specified in an application or a grant award.
- d. if contracting out, subgranting or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the award, if the activities were previously approved to be performed by local personnel, *i.e. the nature of the service is different than originally approved, as if it is no longer provided by the grantee. For example, if a grantee is approved to hire special education teachers, but pupils are instead served by an outside facility, prior approval would be required. However, if your application included clerical salaries but services are purchased through a temporary agency, no budget revision request is required, as that function is not central to the grant's objective.*

2. Direct Cost Revisions

Prior approval must be requested for:

- a. any revision which will result in the need for additional funds. *For the most part, expenditures over the approved grant award must come from local sources. However, while entitlement grants such as Title 1 cannot be increased, competitive grants awarded through a request for proposal process may, in rare cases, be awarded additional funds. Commitments over the original award approval should never be made without receiving a revised grant award.*
- b. cumulative transfers among direct cost categories which are expected to exceed ten percent of the current total approved budget, whenever the grant exceeds \$100,000. *In contrast with the previous policy the requirement for budget revisions is based on the total approval, not on individual line items. Unallowed variances will be calculated by adding up all line item overexpenditures and comparing them to 10 percent of the total approval.*
- c. transfer of funds allotted for training allowances (i.e. from direct payments to trainees to other expense categories). *Training allowances are direct payments to adults to acquire employable skills and do NOT include stipends or tuition reimbursement. Training allowances are not allowed under existing state and federal grant programs.*

3. Indirect Cost Revision (Line Item 917-Indirect Costs) No change from previous policy.

Prior approval must be requested for:

- a. any increase of over \$200 to an approved line item 917.
- b. any expenditure of indirect costs made when no line item 917 was approved.

Requests for prior approval must be addressed in writing to the State Department of Education grant program manager. Failure to request prior approval for any of the above conditions will result in unallowed expenditures that must be refunded at the close of the grant period.