



Afterschool Centers on Education™

Success – A Texas State of Mind™

Cycle 6.1 Orientation—Budget/Fiscal Requirements

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Texas Education Agency

Special Conditions for Year 1

Special Conditions for Year 1

- Applicants will receive 50% of the originally requested grant award in year 1.
- Grant period: 2/1/10 – 7/31/10.
- Pre-award costs allowed from 1/1/10 for costs associated with attending trainings etc (Project Director salary etc.)
- Activities for students & adults can begin on/after 2/1/10, but must begin by 6/1/10.

Continuation Application Process (Years 2 - 5)

Year 2 Application Process

- Application will be e-mailed to contact (listed in TX21st) on March 30,2010.
- RFA also posted to TEA website.
- Application due to TEA on April 27,2010.
- Grant Period: August 1,2010–July 31,2011
- Program Services/Activities must begin no later than Tuesday, September 7, 2010.

Expectations

- For years 2-5 grantees must maintain the scope and level of program services to students and adults as outlined in the originally submitted year 1 grant.
- If you are unable to comply with this requirement then you will not be issued a continuation grant.

Changes Not Allowed

- Grantees will not be permitted to reduce any of the following:
 - Number of weeks of program services
 - Number of days per term
 - Number of program hours per week
 - Number of regular, unduplicated Students to be served
 - Number of adults to be served

General Fiscal Requirements

Reasonable and Necessary

- Grant funds must be only be used for those items that are reasonable and necessary for accomplishing the objectives of the program and for implementing student and adult/family activities as described in the application.
- **Reasonable costs** are consistent with prudent business practice and comparable to current market value.
- **Necessary costs** are essential to accomplish the objectives of the project.
- *In most instances, goods or services delivered near the end of the grant period are viewed by TEA as not necessary to accomplish the objectives of the current grant program and TEA may disallow the expenditures.*

Reference: Page 14-15, Part 1: General & Fiscal Guidelines

Allocable Costs

- A cost is allocable to the grant relative to the benefits received.
- If equipment is used 100% by the 21st CCLC program then it is appropriate to charge the full cost to the grant.
- However, if equipment is used 50% by the 21st CCLC program and 50% of the time by another program then the grantee should either:
 - Charge 50% of the cost to the grant program, or
 - Charge 100% of the cost to the grant program, but then charge an appropriate fee for other programs to use the equipment when it is not being used by the 21st CCLC program.
- **Reference: Page 15, Part 1: General & Fiscal Guideline**

Allowable Costs (list is not exhaustive)

- Salaries for 21st CCLC Project Director and Site Coordinators
- Extra-duty pay for staff working beyond their normal contracted hours to provide enrichment activities/services to the 21st CCLC program
- Supplies and materials required for the 21st CCLC program
- Computer hardware and software required for the 21st CCLC program
- Nutritional snacks to encourage student and parent involvement in the 21st CCLC program
- Travel to required 21st CCLC training conferences and workshops
- Transporting students to/from 21st CCLC activities
- Educational field trips (Page 32-33, Appendix 1: Guidelines Related to Specific Costs, Part 2: Program Guidelines, 21st CCLC Cycle 6 Year 1 RFA)

Reference: Page 25, Part 2: Program Guidelines

Unallowable Costs (list is not exhaustive)

- ***Grantees may not charge students or adults a fee to participate in any 21st CCLC funded activity***
- Non-educational Field Trips
- Payment to any student who has not completed high school
- Payments of stipends to students or family members to participate
- Purchase furniture
- Independent/External evaluation
- Fundraising activities of any kind
- Private lessons or one on one instruction
- Gifts or anything that can be perceived as a gift
- Grant funds may not be used to fund competition activity events as an extension of any 21st CCLC program activity.
- *Cell phones*: Justification must be provided. Must be in accordance with organization policies

Reference: Page 25-26, Part 2: Program Guidelines

Federal Cost Principles

- The following documents identify federal cost principles related to allowable costs. Refer to the appropriate document for additional details:
 - State & Local Governments (includes school districts) – Title 2, Part 225, Appendix B (OMB A-87)
 - Non-profits – Title 2, Part 230, Appendix B (OMB A-122)
 - IHEs – Title 2, Part 220 (OMB A-21)
- ***Reference: Pages 38-29, Part 2: Program Guidelines***

Fundraising

- Grantees cannot charge any costs associated with an organized fundraising activity (including financial campaigns, endowment drives, solicitation of gifts and bequests and similar expensed incurred solely to raise capital or obtain contributions) to the 21st CCLC program.
- Grant funds can not be used towards any fundraising supplies and materials.
- Grant funds cannot be used to pay for the staff time spent on organizing a fundraising event.
- Time spent on organizing or carrying out a fundraising event cannot count towards the required/minimum number of program hours.

Program Income

- The following documents describe grant administrative requirements and include information on program income. Refer to the appropriate document for additional detail.
- State & Local Governments (includes school districts) EDGAR 80.25
- Non-profits and IHEs – EDGAR 74.24
 - Program income is separate from fundraising.
 - EDGAR 80.25 (b) defines program income as: Gross income received by grantee directly generated by a grant supported activities, or earned only as a result of the grant agreement during the grant period.

Program Income Cont.

- EDGAR 80.25(a) provides examples of program income. One such example is from the sale of commodities or items fabricated under a grant agreement.
 - For example, if during the Campus Needs Assessment the need for a cooking class was identified and students learned how to bake cakes, the cakes could be sold to generate program income. The money received must be properly accounted for in the grantee's accounting system as 21st CCLC program income.
 - However, a grantee could only justify teaching students how to bake a cake once. Baking cakes on a regular basis could appear and be considered an organized fundraising activity.
- Program income must be used for the purpose and under the conditions of the 21st CCLC grant program.

Program Income Cont.

- Grantees must inform TEA of the intent to generate program income, or that program income was generated. The grantee may request that these funds be used to provide supplemental services for the 21st CCLC program. (*See EDGAR 80.25 (g) (2) for additional information*).
- If a grantee does not inform TEA of program income earned, TEA would be obliged to decrease the grant award by the amount of program income earned. (*See EDGAR 80.25 (g) for additional information*).

Donations

- Grantees may not solicit donations using grant funds, e.g. neither the staff time nor any supplies and materials used to solicit donations can be charged to the grant.
- Grantees should place donations received in a separate bank account than that used for grant funds, and ensure that the donation is spent in accordance with the request of the benefactor.
- Grantees may use donated items such as MP3 players, gift cards etc as incentives for students to participate in 21st CCLC activities only if this was the intent of the persons/organization that donated these items.

Community Service Activities

- Example: Can Food Drives or Collecting coats for the homeless – These would be allowable activities if no monies were collected and the need for these types of activities were identified in the Campus Needs Assessment and are in line with grant goals and objectives. The time spent on the activity could count towards the number of program hours and staff time for supervising students could be paid for with grant funds.

Time and Effort

- Time and Effort (T&E) records requirements must be satisfied in order to support payroll charges to the grant.
- Slightly different requirements for each type of organization.
- All staff that are not 100% grant funded must maintain T&E records.
- All staff from non-profits must maintain T&E records even if 100% grant funded.

What needs to be included in T&E records?

- No set format, but they should cover the following at a minimum:
 - Employee Name & Name of Organization
 - Fund source (grant)
 - Activity (Note: these can be a broad categories, e.g. administration)
 - Time spent on activity
 - Day & Dates
 - Space for employee & supervisor signatures
- ***Reference: pages 45-48, Part 3: Schedule Instructions***

Amendment Process

- Use saved electronic version of the approved grant application or download a blank set of forms from -
<http://burleson.tea.state.tx.us/GrantOpportunities/forms/GrantProgramSearch.aspx>
 - In the Select Search Options box, click on the drop down arrow to the right of Applications Name.
 - Select the appropriate application name, e.g.
 - 2009-2010 Texas 21st Century Community Learning Centers Cycle 6, Year 1 Grant Application
 - Select Part 4: Application from the documents in the Application and Support Information box.

Amendment Process Cont.

- Complete Schedule #1 (which must be signed by the Superintendent/CEO/authorized official), Schedule #3 (Parts 1 -4), Schedule #5 and any other budget or program schedules that are being amended.
 - Please see **pages 15-18, Part 3: Schedule Instructions** for additional information on amendments, including descriptions when they are required versus when they are not required.
 - Mail (address in bottom left corner of schedule #1) or Fax (512-463-9811) the amendment to the Document Control Center (DCC) at TEA. Identify the fax/mailed amendment to the attention of “DCC” and indicate that it is a “21st CCLC grant amendment”.
- **Note: TEA must receive amendments to 21st CCLC Cycle 6 Year 1 grants by 5pm on Monday, May 3, 2010.**

Amendments:

Changes that may be approved

(list is not exhaustive)

- Increase or decrease in the amount budgeted for a particular line item. Depending on the size of the budget amendment a justification may be required.
- Increase or decrease in the number of a particular line item purchased (justification may be required).
- New budget item added. However, if new technology/equipment items are added at the end of the grant period then these may not be approved.
- If in doubt please contact James Connolly.

Amendments:

Changes that will not be approved

(list is not exhaustive)

- Grantees cannot reduce the number of Project Director or Site Coordinators.
- Reductions in the scope of the 21st CCLC program will not be approved, e.g. reduction in the number of students, adults, hours per week, weeks per term.

Questions?!?!?!?

- Golden Rule: ***Ask for permission, and not for forgiveness!***
- Please contact the appropriate staff member based upon your query:
 - Program – Candace Ferguson/Liza Lorenzi (512-463-5619/512-463-9762)
 - Data Collection/Program Reporting – Liza Lorenzi (512-463-5619/512-463-9762)
 - Fiscal/Budget – James Connolly (512-463-7835)
 - Amendments – James Connolly (512-463-7835)
 - ER System (including Interim/Final Expenditure Reports) – Merle Hollub (512-463-9269)
- When contacting TEA please indicate the following:
 - Your name
 - Name of the organization you represent
 - Cycle & Grant Year (and indicate that you are calling about 21st CCLC if contacting James Connolly or Merle Hollub)
 - NOGA ID#