Managing Your Federal Grant Award

Charter Schools Division

Georgia Department of Education

Your grant award has been approved! Now what?

- Timeline
- Budget Submission and Approval
- Reimbursement
- Monitoring

The Clock is Ticking!

Must expend funds within the grant period. The grant period begins upon SBOE approval

Review timelines found in the application

Grant is currently scheduled to end June 30, 2014

Although we expect to receive an extension until June 30, 2015, it is not guaranteed. You should make every effort to expend your funds by June 30, 2014

Budget Submission and Approval

State Charter Schools will submit budgets directly to the Consolidated Application (Con App)

Locally-approved charter schools will submit budgets to the local district for entry into Con App

CSD will review the budget within 30 days of submission

The Consolidated Application

What is the Con App?

- The system by which the State manages disbursement of federal and state funds

How do I get access to the Con App?

- Every school must have a school code
- State Charter Schools will be able to access the Con App via the My GaDOE Portal
- Locally-approved charter schools do not have direct access. The local district, as the fiscal agent, has access on behalf of locally-approved schools

Guidance for Submitting Budgets

- Submission should be timely
- The budget submitted should substantially align with your grant application and should not contain unallowable expenses
- Cannot access grant funds until budget approval
- Accuracy matters – budget amendments are required for 10% variances or more between function codes and can take valuable time to process

Drawing Down Funds

Once GaDOE CSD approves a budget in Con App, a school can draw down funds

Remember, these are *reimbursement* grants

Submit invoice to receive reimbursement after invoice is approved

- State Charter Schools will submit invoices directly to Con App for GaDOE approval
- Locally-approved charter schools will submit invoices to the local district for approval

Reimbursement Guidance

Expenses must be allowable	Expenses should align with your budget	Documentation should be correct
• School's responsibility • District and GaDOE check-and-balance	• A 10% or more variance between function codes requires an amendment	• Only paid invoices should be reimbursed

Grant Monitoring and the Monitoring Visit

- What To Expect
- The Monitoring Visit
- The Grant Binder
- The Monitoring Tool

Grant Monitoring and What to Expect

Mission - *Ensure stewardship over Federal funds awarded by conducting:*	On-site financial and programmatic reviews	*Monitoring visit within the first 4 months of the grant with follow-up visits as needed*
	Desk-based financial reviews	*Approval of budgets and invoices*
	Resolution of audit reports	*Audit reports are due to CSD by October 1 each year*
	Technical assistance to grantees	*As needed*

The Monitoring Visit

- Within the first 4 months and as needed
- CSD will contact you to schedule your visit
- Who should be present at the visit?
- How should you prepare?
- The Grant Binder
- The Monitoring Tool
- After the visit

Who should be present at the visit?

Required Attendees	Preferred Attendees
• Board Chair • Treasurer • School Leader • School's Business Manager	• Representative from local district • Representative from management company (if applicable)

How should you prepare?

Review and place the following documents in your grant binder:

- Budget and Invoices
- Most recent audit report
- Grant application
- Internal Control and Business Policies
- Conflict of Interest Policy
- Code of Conduct

The Grant Binder

Should contain your complete set of grant records

Separate Grants, Separate Binders

Binders should include:

- Charter Contract
- Grant application, award letter and approved budget
- Invoices for which the school received reimbursement and accompanying backup documentation
- Academic performance data related to the project goals
- Any previous monitoring reports
- Inventory
- Applicable policies and procedures

The Grant Binder - Guidance

Organization is key

Source documentation is your friend

- Example 1: If a school is reimbursed for professional development, in addition to the invoice, the binder should include itineraries or course descriptions.
- Example 2: Invoices should be accompanied by a PO, proof and method of payment, and documentation showing shipment and receipt of goods.

Timely academic data

Inventory Management is crucial

Inventory Management

Sub-grantees must track their inventory

Sub-grantees must implement internal controls to track and manage equipment

- Where is it, who has access, and how do you determine if equipment is missing or damaged?

Common Issues

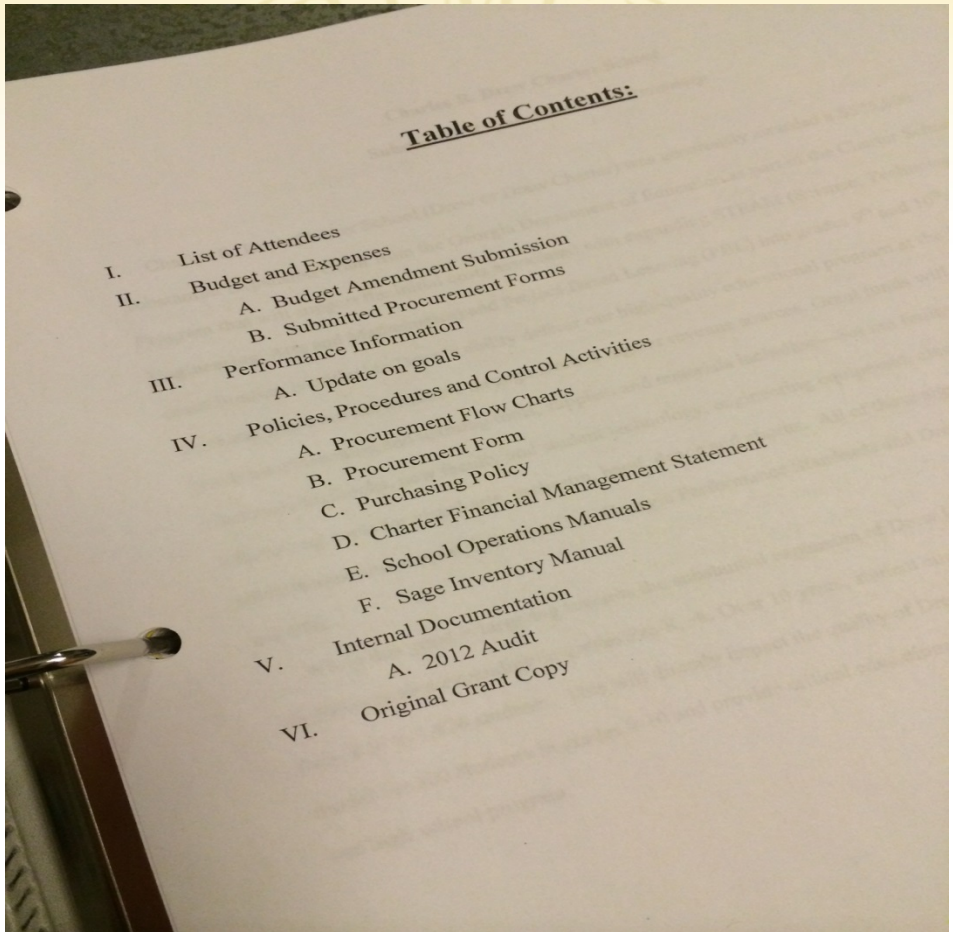
Incomplete records in grant binder

Poor inventory management

Unallowable expenses

- Salary and taxes
- EMO fees
- Office furniture v. classroom furniture
- Cafeteria equipment
- Extracurricular activities
- Leases

Grant Binder Examples



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II. Budget and Expenses
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  B. Procurement Form
  C. Purchasing Policy
  D. Charter Financial Management Statement
  E. School Operations Manuals
  F. Sage Inventory Manual
V. Internal Documentation
  A. 2012 Audit
VI. Original Grant Copy

Grant Binder Examples

Budget

STEAM-Arts: Bass Rosin This is needed for school owned instruments. To make the bow work properly. www.bassthings.com , Units - 3, at $8 per unit

STEAM-Arts: Cello Slip Stops #1142B Green Color These are needed to prevent the instrument from slipping while playing tile floor. www.sharmusic.com, Units - 5, at $6.99 per unit

STEAM-Arts: Bass Endpin Protector #1142B Green These are needed to prevent the instrument from slipping while playing tile floor. www.sharmusic.com, Units - 3, at $6.99 per unit

STEAM-Engineering/Technology/Arts: Canon EOS Rebel T3 12.2 MP CMOS Digital SLR Camera with EF-S 18-55mm f/3.5-5.6 IS II Zoom Lens & EF 75-300mm f/4-5.6 III Telephoto Zoom Lens + 10pc Bundle 16GB Deluxe Accessory Kit (15 units), Units - 15, at $600 per unit

STEAM-Engineering/Technology/Arts: Camera security and storage cart, Atlantic Metal Metal Mobile MLS Series Laptop Security Cabinet , Units - 1, at $429 per unit

STEAM-Engineering/Technology/Arts: Canon XF100 Professional Camcorder with 10x HD Video lens, Compact Flash (CF) Recording, Units - 1, at $2495 per unit

STEAM-Engineering/Technology/Arts: Canon PowerShot A2300 IS 16.0 MP Digital Camera with 5x Optical Zoom (Black), Units - 25, at $89.95 per unit

STEAM: MacBook Pro, 8GB 1600MHz, 13-inch: 2.9GHz (10 units), Units - 10, at $1399 per unit

STEAM: Bretford Mobility Cart 30 for MacBook , Units - 1, at $1799.95 per unit

STEAM - Engineering/Technology/Arts: Epson Stylus Photo R3000 Printer Type: 13" Large-format printer - Ink-jet - Color . Max Media Size (Standard): Super B (13 in x 19 in) Super A3/B (330 x 483 mm), Roll (13 in) Roll (33 cm) , Units - 1, at $529 per unit

STEAM - Engineering/Technology/Arts: Scanner-with slide and film scanning capabilities-Canon CanoScan 5600F - Flatbed scanner - 8.5 in x 11.7 in - 4800 dpi x 9600 dpi - Hi-Speed USB, Units - 1, at $79.83 per unit

STEAM-Science/Math/Engineering: Brother HL4570CDW Color Laser Printer with Wireless Networking and Duplex (Engineering), Units - 2, at $318.78 per unit

STEAM/PBL - Arts: Easel boards Stanrite No. 500 easels, Units - 15, at $72 per unit

STEAM/PBL - Arts/Engineering: Richeson Drawing boards 23" x 26", Units - 25, at $11 per unit

STEAM/PBL - Arts/Engineering: Blick GBC Classiccut Ingento Maple Cutter 15" cut 30", Units - 1, at $420 per unit

STEAM/PBL - Arts/Engineering: Sculpture House Steel Rasps for 3D design, carving, sculpture, Units - 3, at $239 per unit

Purchase Order

REQUEST FOR PRODUCT/SERVICE FORM

DIRECTIONS: Please complete the following form for all product and service requests. Submit the form via email to Theresa Cartwrig*exceeds $2,000,* submit the form via email to your Academy Principal for approval first; Academy Principals must submit all requests via email once approved.

IMPORTANT: Vendor options listed on this form are not guaranteed. EdisonLearning, Inc. will work with Drew Charter School throug competitive pricing for the highest quality products.

NAME: Courtney Bryant/Beth White | TITLE: Engineering Design | SUB

PURPOSE/JUSTIFICATION OF ITEM(S): The following items are needed to built the high school engineering design program and the arts program, aligned with Common Core Georgia Performance Standards and supporting Drew's focus on STEAM and PBL | DAT | GRA | Gra

For each item listed, please complete the following information. Identical items can be listed once with an accurate quantity.

ITEM	VENDOR OPTION	ITEM NUMBER LISTED	ITEM SPECIFICATION/ DETAILS
Canon XF100 Professional Camcorder with 10x HD Video lens, Compact Flash (CF) Recording	Amazon.com	B004FTREOW	Box Contents - XF100 Camcorder, Lens Hood, Battery Pack BP-925, Compact Power Adapter CA-930, Wireless Controller, Shoulder Strap, Microphone Holder Unit, Component Cable, XF Utilities Disc Features
Canon PowerShot A2300 IS 16.0 MP Digital Camera with 5x Optical Zoom (Black	Amazon.com	B0075SUHQC	16 effective megapixel, 1/2.3-inch CCD sensor 2.7-inch TFT color LCD with wide-viewing angle DIGIC 4 image processor 720p HD video with dedicated movie button 28mm wide-angle lens (5x optical zoom, 4x digital zoom and 20x combined zoom) with digital image stabilizer
Camera security and storage cart, Atlantic Metal. Metal Mobile MLS Series Laptop Security Cabinet	Amazon.com	B0039KFDCS	heavy-gauge steel with doors that lock, so your laptops are safe even after you leave the building

By submitting this form, I confirm that I have read and understand the Standards of Conduct in our Procurement Policy (tab 2).

Faculty Signature Required: Courtney Bryant

Requests of $2,000 or more need approval by an Academy Principal via electronic signature below prior to submission to Scho

Approved by Academy Principal: Date Approved:

Grant Binder Examples

Invoice

06/04/2013 10:06 4046870408 DREW CHARTER SCHOOL

ATLANTA SPEECH SCHOOL

APPROVED LEVEL 2
ADLASKOWSKI
6/7/13 4:05:22 PM

51010 - $36,000
52030 - $10,839.74

INVOICE

May 23, 2013
INVOICE # # 2012-13.100

Jennifer Wolford
Rollins Center for Language & Literacy
jwolford@atlantaspeechschool.org
404-233-5332 ext. 3225

APPROVED VP FIN OPS
MRYAN
6/11/13 10:25:01 AM

PLEASE RETURN A COPY OF THIS INVOICE WITH PAYMENT

Discrimination Grant 2012-2013

DATE OF SERVICE	DESCRIPTION	TOTAL
March 1- May 21, 2013	Consulting Rollins Center Facilitator- 42 days	$36,000.00
	Curriculum Materials/Other Materials Text Talk Other materials and supplies for professional development	$10,339.74 $500.00
Total:		$46,839.74

Please mail check to:
ATTN: Jennifer Wolford
Atlanta Speech School
3160 Northside Parkway NW
Atlanta, GA 30327

APPROVED LEVEL 1
THERESA.CARTWRIGHT
6/4/13 10:42:41 AM

3160

Thank you!

Dissem
220-13

3160 Northside Parkway NW • Atlanta, GA 30327 • 404.233.5332
www.atlantaspeechschool.org

12407

Proof of Payment

THIS CHECK IS VOID WITHOUT A GREEN & BLUE BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

Drew Charter School, Inc
c/o EdisonLearning, Inc.
900 S. Gay Street Suite 1000
Knoxville, TN 37902
865-329-3657

Sun Trust Bank
P.O. Box 4418
Atlant GA 30302

61-10
610

12407

Check Date
06/20/2013

PAY Forty Six Thousand Eight Hundred Thirty Nine and 74/100 Dollars

Amount
USD $ ****46,839.74

Not Valid After 90 Days

Pay To The Order Of
Atlanta Speach School, Inc
3160 Northside Parkway, NW
Atlanta GA 30327

Authorized Signature

Two signatures required over $20,000.00

[redacted]

Grant Binder Examples

- Consultant Resume

Catalina [redacted]

Experience

July 2006 – June 2012 [redacted] Atlanta, GA

Interim, Principal-in-Residence – Department for Learning Excellence – Central Office

- Informed, developed and implemented professional learning for district teachers and leaders.
- Coordinated Teach for America Summer Institute program.
- Coordinated district aspiring leadership program – Superintendent's Academy for Building Leaders in Education (SABLE).
- School board appointed representative to the [redacted] for Affordable Housing Advisory Board.
- Coordinated district leadership certification program development.

July 2001 - June 2006 [redacted] Atlanta, GA

Principal, [redacted]

- Instructional leader of an urban public school with 850 students and ninety staff members.
- Awarded a 2005 Georgia School of Excellence in student achievement having test scores in the top 10% of the state. Earned a Georgia Platinum Award ranking for having 98.2% of students meeting or exceeding expectations on state testing. Named a High Performance Principal by the state for a proven record of improving student achievement in 2006 and 2007.
- Met 87% of the school system academic and attendance targets for two consecutive years.
- Developed systems for accountability including: student achievement, teacher evaluation, internal and external communications and building operations.
- Coordinated the implementation of Core Knowledge a comprehensive school reform model.
- Managed construction renovations and planning for use of instructional space.
- Participated in the school system's long range planning [redacted]
- Coordinated public relations and built relationships with parents and community stakeholders.
- Managed instructional budget.
- Guided leadership team in the evaluation of school's mission, vision, values and goals.

Grant Binder Examples

Consultant Agreement

DREW CHARTER SCHOOL

INDEPENDENT CONTRACTOR AGREEMENT 0412-6577

THIS AGREEMENT is made and entered into as of the 4th day of January 2013 (the "Effective Date") by and between Drew Charter School (hereinafter referred to as "School"), located at 301 E Lake Boulevard, Atlanta, GA 30317, and Catalina [redacted] (hereinafter referred to as "Contractor"), located at [redacted]

RECITALS

WHEREAS, School desires to retain Contractor to provide certain services on behalf of or for the benefit of School described in Section 2 below; and

WHEREAS, Contractor desires to be retained by School and to render certain services described in Section 2 below to School in connection with the business of School; and

WHEREAS, the parties desire to set forth the terms and conditions of the Agreement under which Contractor shall provide the services described in Section 2 below.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein provided, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, and as a condition to, and in consideration of, the engagement of Contractor by School, the parties hereto, intending to be legally bound, agree as follows:

. **Recitals.**

Each of the foregoing recitals is true and correct and is incorporated herein by reference.

Engagement.

School shall retain Contractor to perform work described in the **Schedule A,** ***Statement of Work***, attached hereto (hereinafter the "Contracted Services"), to commence on and be completed by the dates in Schedule A (hereinafter the "Term") upon the terms and conditions set forth in this

Statement of Work

Schedule A
Statement of Work No. 0412-6577

Contracted Services:

Contractor is hereby engaged to provide the following Contracted Services:

- Connect the work between Principal Collaboration Cohort and the Instructional Support Collaboration Cohort.
- Coordinate all logistics for the grant including managing grant budget, communications to all grant participants and stakeholders, securing and distributing materials, event logistics related to all professional learning sessions and receptions, travel, etc.
- Coordinate development and distribution of all grant products.
- Facilitate monthly Grant Management Team meetings and execute Grant Management Team requests including monthly report to grant partners.
- Attend Principal and Instructional Support cohort meetings (when appropriate) to facilitate documentation of all activities and development of grant products.
- Collaborate with grant evaluator to align and implement all assessment measures.
- Manage grant implementation timeline activities.
- Assist with relationship development among schools.

Deliverables:

- January 2013
  - Grant Management Team Meeting
  - Grant Management Team Monthly report to partners
  - Set up dissemination grant information on the Drew Charter School website
  - Develop budget processes for access to grant funds
  - Purchase all instructional materials for schools, Principal and Instructional cohorts
  - Secure all in-kind locations for professional learning sessions
  - Finalize grant implementation calendar for all participants
  - Establish systems for documentation and product development
  - Secure and schedule all outside vendors for product development (video, etc.)
  - Attend initial meeting of Principal cohort
  - Attend initial meeting of Instructional cohort
  - Meet with Grant evaluator to develop systems for collecting data
  - Train all grant participants on grant implementation systems
  - Develop comprehensive product distribution plan with timeline
- February 2013
  - Grant Management Team meeting
  - Grant Management Team monthly report to partners
  - Develop comprehensive list of all products for dissemination; Set timeline and budget for production; Secure approval from Grant Management Team

Grant Binder Examples

Compensation Clause

- March 2013
  - Grant Management Team meeting
  - Grant Management Team monthly report to partners
  - Monthly documentation of products and process update
  - Facilitate initial conversation with grant partners and Charter School Programs on applying for second dissemination grant
  - Attend meeting of Principal cohort
  - Attend meeting of Instructional cohort
  - Finalize product distribution plant with Grant Management Team approval
  - Begin sustainability strategy planning
- April 2013
  - Grant Management Team meeting
  - Grant Management Team monthly report to partners
  - Monthly documentation of products and process update
  - Draft versions of all products provided to Grant Management Team for review
- May 2013
  - Grant Management Team meeting
  - Grant Management Team monthly report to partners
  - First versions of approved products
  - Attend monthly meeting of Principal cohort
  - Attend monthly meeting of Instructional cohort
- June 2013
  - Coordinate all aspects of Partners' "Share Our Celebration"
  - Grant Management Team meeting
  - Grant Management Team monthly report to partners
  - Sustainability implementation plan commences

Contract Term:

January 4, 2013 through June 30, 2013.

Compensation:

As compensation performing the Contracted Services under this Agreement, the Contractor shall be compensated as indicated below:

Project Management Services not to exceed $21,000
Materials, Documentation and Supplies not to exceed $8,000

Total compensation not to exceed a maximum of $29,000.00 all inclusive

Grant Binder Examples

Invoice #1

[redacted]

Services Rendered for:
CHarles R. Drew Charter School
301 East Lake Boulevard
Atlanta, GA 30317
Attn.: Don Doran, Principal

Invoice #	Invoice Date	Terms
1	May 31, 2013	Net 30 days

Description of Services	Quantity	Unit Price	Amount
Project Management Services for Charles R. Drew Charter School Charter School Program Dissemination Grant 20 Weeks (15 hours per week) January 14, 21, & 28 February 4, 11, 18 & 25 March 4, 11, 18 & 25 April 1, 8, 15, 22 & 29 May 6, 13, 20 & 27	300 hours	$50.00	$15,000.00
Documentation for Dissemination	1	182.25	$ 182.25
TOTAL			$15,182.25

DOC 52030

APPROVED LEVEL 1
THERESA.CARTWRIGHT
6/4/13 11:01:13 AM

APPROVED LEVEL 2
ADLASKOWSKI
6/7/13 4:05:40 PM

APPROVED VP FIN OPS
MRYAN
6/11/13 10:26:03 AM

Invoice #2

13/2013 13:00 4046870400

DREW CHARTER SCHOOL

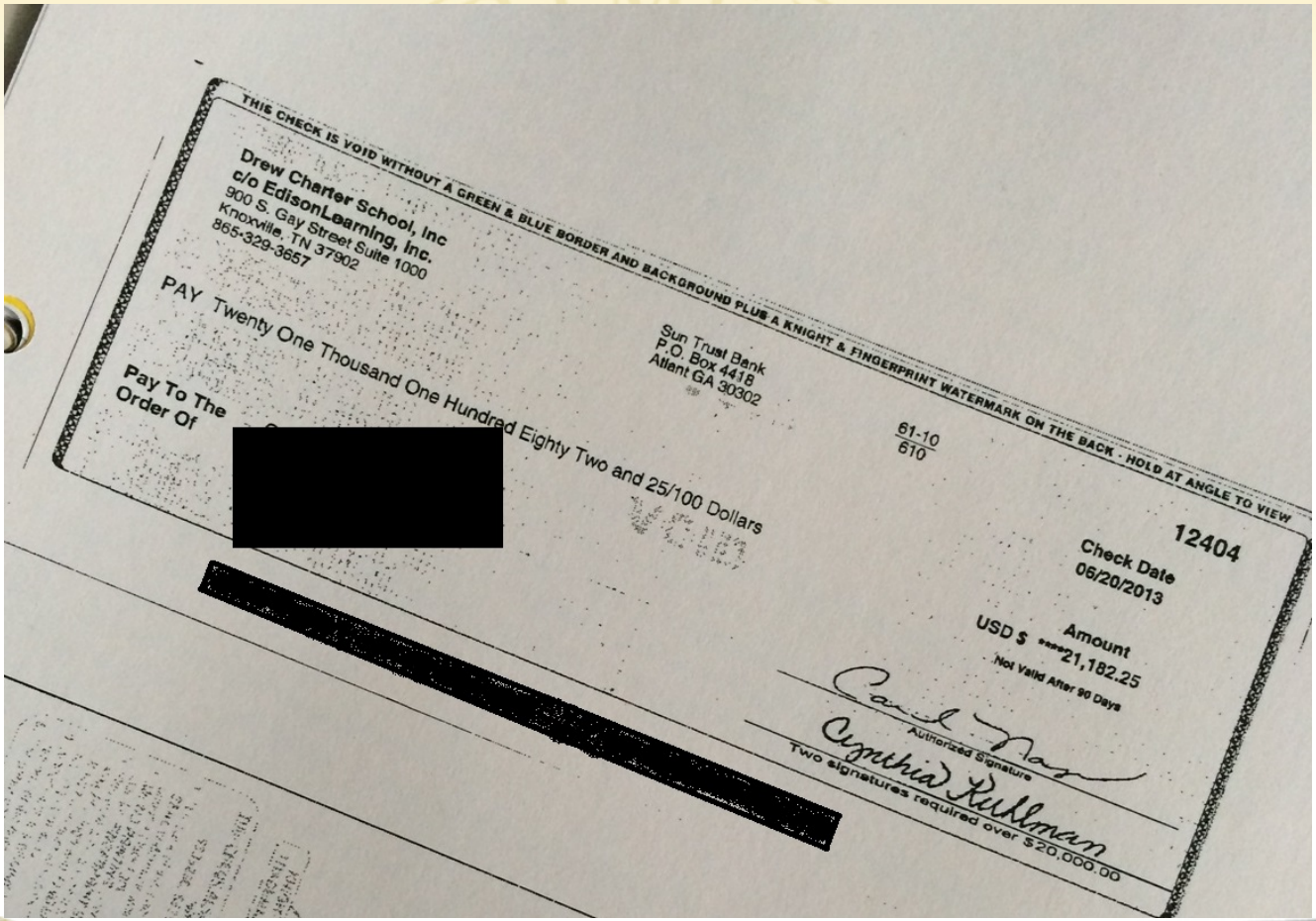
[redacted]

Services Rendered for:
Charles R. Drew Charter School
301 East Lake Boulevard
Atlanta, GA 30317
Attn.: Don Doran, Principal

Invoice #	Invoice Date	Terms
2	June 5, 2013	Net 30 days

Description of Services	Quantity	Unit Price	Amount
Project Management Services for Charles R. Drew Charter School Charter School Program Dissemination Grant 8 Weeks (15 hours per week) June 3, 10, 17 & 24 July 8, 15, 22 & 29	120 hours	$50.00	$6,000.00
TOTAL			$6,000.00

Grant Binder Examples


THIS CHECK IS VOID WITHOUT A GREEN & BLUE BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

Drew Charter School, Inc
c/o EdisonLearning, Inc.
900 S. Gay Street Suite 1000
Knoxville, TN 37902
865-329-3657

Sun Trust Bank
P.O. Box 4418
Atlant GA 30302

61-10
610

12404

Check Date
06/20/2013

PAY Twenty One Thousand One Hundred Eighty Two and 25/100 Dollars

Pay To The Order Of [redacted]

Amount
USD $ ****21,182.25

Not Valid After 90 Days

Authorized Signature

Two signatures required over $20,000.00

Grant Binder Examples

Asset tag Inv. Sys.

Tied to location (N-325)

Serial Number

Tied to a PO

Inventory ID	Custodian Name	Description	Unique ID	Unit Price	Reference Number	Date of Purchase	Additional Comments
201-00670	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYA0	$ 502.03	YM9043	7/15/2013	
201-00668	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DXW2	$ 502.03	YM9043	7/15/2013	
201-00663	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYF6	$ 502.03	YM9043	7/15/2013	
201-00664	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DXV9	$ 502.03	YM9043	7/15/2013	
201-00665	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYW5	$ 502.03	YM9043	7/15/2013	
201-00662	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DXX4	$ 502.03	YM9043	7/15/2013	
201-00660	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DXZ5	$ 502.03	YM9043	7/15/2013	
201-00659	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYN0	$ 502.03	YM9043	7/15/2013	
201-00671	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DXZ3	$ 502.03	YM9043	7/15/2013	
201-00669	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYA6	$ 502.03	YM9043	7/15/2013	
201-00667	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYC7	$ 502.03	YM9043	7/15/2013	
201-00666	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYH8	$ 502.03	YM9043	7/15/2013	
201-00661	Ebony Anderson-Johnson: N-325	Lenovo X-131e	PB-8DYC9	$ 502.03	YM9043	7/15/2013	

Expense Report | Progress Report | 1512 Summary | 1512 FTE Calculation | Inventory List

Grant Binder Examples

Outline of Policies and Procedures

I) Procurement Guidelines

1) Procurement Process Overview
2) Purchasing Thresholds
3) Roles and Responsibilities
4) Standards of Conduct

II) Procurement Process Under $25,000

1) Needs Identification and Assessment
2) Solicitation and Vendor Selection

III) Procurement Process $25,000 and Above

1) Needs Identification and Assessment
2) Solicitation
3) Vendor Selection

IV) Procurement Process: Contract Finalization

V) Procurement Process: Support and Maintenance

1) Inventory Management
2) Federal Grant Management – Special Considerations
3) Documentation and Reporting Tools

After the Monitoring Visit

Each school receives a summary of findings and recommendations

If the findings of the first visit warrant a follow-up visit, CSD will determine the appropriate time for a follow-up visit

If issues are not corrected, CSD will take steps to recoup grant money

Can you spot the potential issues?

- Achievement Charter School (ACS) wishes to purchase 15 computers at $300/each for a total of $4,500. ACS budgeted $7,000 for computers and plans to use the money they saved on Professional Development. After purchasing the computers, ACS submits the quote to their local district for reimbursement.