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
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
- School’s responsibility
- District and GaDOE check-and-balance

Expenses should align with your budget
- A 10% or more variance between function codes requires an amendment

Documentation should be correct
- 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

Dr. John D. Barge, State School Superintendent
“Making Education Work for All Georgians”
www.gadoe.org
## Who should be present at the visit?

<table>
<thead>
<tr>
<th>Required Attendees</th>
<th>Preferred Attendees</th>
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<tbody>
<tr>
<td>• Board Chair</td>
<td>• Representative from local district</td>
</tr>
<tr>
<td>• Treasurer</td>
<td>• Representative from management company (if applicable)</td>
</tr>
<tr>
<td>• School Leader</td>
<td></td>
</tr>
<tr>
<td>• School's Business Manager</td>
<td></td>
</tr>
</tbody>
</table>
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
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

Table of Contents:

I. List of Attendees
II. Budget and Expenses
   A. Budget Amendment Submission
   B. Submitted Procurement Forms
III. Performance Information
    A. Update on goals
IV. Policies, Procedures and Control Activities
    A. Procurement Flow Charts
    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 Steps #1142B Green Color These are needed to prevent the instrument from slipping while playing
tile floor. www.sharmony.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
floor. www.sharmony.com, Units - 3, at $6.99 per unit

STEAM-Engineering/Technology/Arts: Canon EOS Rebel T3i 18.2 MP CMOS Digital SLR Camera with EF-S 18-55mm f/3.5-5.6 IS II Zoom Lens & EF-S 55-250mm f/4-5.6 IS Telephoto Zoom Lens + 10pc Bundle Your Camera Accessory Kit (15 units), Units - 15 at $999.95 per unit

STEAM-Engineering/Technology/Arts: Camera security and storage cart, Atlantic 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 - 15 at $89.95 per unit

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

STEAM: Breaford Mobility Cart 30 for MacBook, Units - 1, at $999 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 (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 $199.95 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 completed forms to your Academy Principal for approval; 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 through competitive pricing for the highest quality products.

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

PURPOSE/JUSTIFICATION OF ITEMS:
The following items are needed to build 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.

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>VENDOR OPTION</th>
<th>ITEM NUMBER LISTED</th>
<th>ITEM SPECIFICATION/ DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canon XF100 Professional Camcorder with 10x HD Video lens, Compact Flash (CF) Recording</td>
<td><a href="http://www.amazon.com">www.amazon.com</a></td>
<td>8004637660</td>
<td>Box Contents - XF100 Camcorder, Lens Hood, Battery Pack BP-820, Compact Power Adapter CA-920, Wireless Controller, Shoulder Strap, Microphone Holder Unit, Component Cable, XF Utility Disk, Features</td>
</tr>
<tr>
<td>Canon PowerShot A2300 IS 16.0 MP Digital Camera with 5x Optical Zoom (Black)</td>
<td><a href="http://www.amazon.com">www.amazon.com</a></td>
<td>8007552924</td>
<td>16 effective megapixels, 16:9-wide CCD sensor 111 deg. (1.2mm) wide-angle lens (3x optical zoom) 4x digital zoom with 22mm wide-angle lens 30mm zoom 1/3.0&quot; CMOS sensor with digital image stabilizer</td>
</tr>
<tr>
<td>Camera security and storage cart, Atlantic Metal Mobile MLS Series Laptop Security Cabinet</td>
<td><a href="http://www.amazon.com">www.amazon.com</a></td>
<td>8003997623</td>
<td>Heavy-gauge steel with doors that lock, so your laptops are safe even after you leave the building</td>
</tr>
</tbody>
</table>

Requests of $2,000 or more need approval by an Academy Principal via electronic signature below prior to submission to School Board. Signed: Academy Principal: Date Approved:
Grant Binder Examples

Invoice

Proof of Payment

Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org
Grant Binder Examples

• Consultant Resume

Catalina

Experience

July 2006 – June 2012
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 Executive for Affordable Housing Advisory Board.
- Coordinated district leadership certification program development.

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

Statement of Work
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:

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

Invoice #2
Grant Binder Examples
## Grant Binder Examples

<table>
<thead>
<tr>
<th>Inventory ID</th>
<th>Custodian Name</th>
<th>Description</th>
<th>Unique ID</th>
<th>Unit Price</th>
<th>Reference Number</th>
<th>Date of Purchase</th>
<th>Additional Comments</th>
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<td>201-00670</td>
<td>Ebony Anderson-Johnson: N-325</td>
<td>Lenovo X-131e</td>
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</table>

- **Asset tag**
- **Inv. Sys.**
- **Tied to location (N-325)**
- **Serial Number**
- **Tied to a PO**
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.