



Grant Reimbursement Application (GRA)

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Supporting Schools and Students to Achieve

SHERRI YBARRA, ED.S., SUPERINTENDENT OF PUBLIC INSTRUCTION

4/29/2021

GRA



- The Idaho State Department of Education (SDE) created the Grant Reimbursement Application (GRA) to better facilitate award recipients' requests for reimbursement of funding from federal and state grants.
- Funds are allocated, requested, and managed through the GRA.

Payments



Approved requests are sent to the SDE's Accounting Division where they are currently processed on a weekly basis.

At the end of June there will be a discussion on whether or not to return to the bi-monthly payments, on the 11th and 25th of each month, or if we will continue with the weekly payments.



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Final requests for the week are made at 5pm on Thursdays
Feedback?

Information to Remember



- Reimbursements can only be requested once obligations have been paid.
- The expenditure start date should be the date of payment of the **earliest** invoice being reimbursed by this request.
- The expenditure end date should be the date of payment of the **most recent** invoice being reimbursed by this request.
- Grant requests should be made at least monthly.

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Please make sure that when you are requesting funds that the Requested On date is after the Expenditure Period date

Categories



Grant requests should be broken down into the following categories:

- Salaries/Benefits
- Purchased Services (not travel) (not professional development)
- Supplies/Materials
- Capital Objects
- Indirect Cost
- Travel
- Professional Development
- Transportation (not travel)

Do not lump multiple categories into one lump sum. Categories should be broken down to match CFSGA.

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PS-

Transportation- this category is

Travel- this category is

ESSER Capital Expenditures



- Reminder that prior approval from the SDE is required for all Capital Expenditures
- Activities must relate to preventing, preparing for, and responding to COVID-19
- Must be reasonable and necessary
- <https://form.jotform.com/210824390770050>

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Capital expenditures are expenses used to acquire capital assets or expenditures to make additions, improvement, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life

tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000

Common Reasons for Returned GRAs



- Requesting allocated funds not budgeted in a particular category in the CFSGA (ex. requesting funds for purchased services and only having allocated funds for salaries and benefits)
- Requesting allocated funds that exceed funds in a particular category (ex. requesting \$5000 for supplies and materials and only having \$1500 allocated in this category)
- Not requesting funds in a timely manner. Funds should be requested within three (3) months of the expenditure beginning date (or GRA upload date)
- Requests not aligning with what was approved in the CFSGA (ex. requesting funds for new chrome books, but not having allocated funds for chrome books in the CFSGA)

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This last one is probably one of the biggest problem we are having. If your budget needs change throughout the please make sure you ask for your CFSGA to be reopened so you can adjust

Minimum Required



- An explanation of funds will be required on all requests
- All funds requested need to align to your CFSGA plan
- Non-descriptive statements will no longer be allowable
- If descriptions are not included on GRA request, requests will be sent back to have verbiage added
- If requesting only salaries/benefits, you will need to explain who is being paid with the funds
 - i.e. 4 FTEs, 2 paras, 1 nurse (role vs name)

Examples



SALARIES/BENEFITS: Federal Programs Director-6%, School Improvement Coordinator-6%, Title 1 Director/Extended Day Kindergarten Teacher -.5 FTE, Extended Day K Teacher .5 FTE, 2 Para pros elementary -100%, 1 Para Pro elementary-63%, School Counselor elementary-15% SUPPLIES: Fuel for homeless family so they can get their kids to school from the shelter in Twin Falls.

Salaries and Benefits for a 1.0 FTE and .20 FTE Intervention teachers. Purchase Services; tutoring stipends Professional Development ; Dyslexia Conference for intervention teacher; Supplies and Materials; various classroom supplies and books for reading intervention

Salaries and Benefits for 1.75 F.T.E. Certified Staff for program and 3.0 para-professionals for the program.

Allowability



- Allocable
- Necessary
- Reasonable
- Adequately Documented

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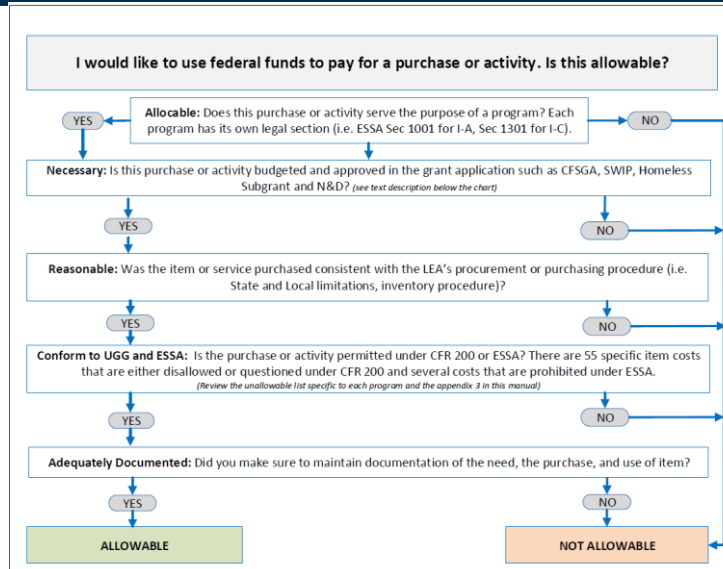
Allocable: Does this purchase or activity serve the purpose of a program?

Necessary: Is this purchase or activity budgeted and approved in the grant application such as CFSGA, SWIP, Homeless Subgrant, and N&D?

Reasonable: Was the item or service purchased consistent with the LEA's procurement or purchasing procedure (State and local limitations)?

Adequately Documented: Did you make sure to maintain documentation of the need, the purchase, and use of item?

Allowability Chart



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Allowable Use of Federal Funds



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Allowable Use of Federal Funds



American Rescue Plan (ESSER III)	CARES Act (ESSER I)	CRRSA Act 2021 (ESSER II)
Educator Effectiveness	Equitable Services	Family & Community Engagement
Federal Programs Monitoring	Foster Care	Funding & Fiscal Accountability
School Improvement & Support	Title I-A: Improving Basic Programs	Title I-C: Migrant Education
Title I-D: Neglected, Delinquent, or At-Risk	Title II-A: Supporting Effective Instruction	English Learner Program/Title III
Title IV-A: Student Support & Academic Enrichment	Title V-B: Rural Education Initiative	Title IX-A: Homeless Children & Youths



Allowable Use of Federal Funds (2)



Files


FAQs

Training

Links

Resource Files

General Resources

 [CCSSO Federal Funding Streams and Strategies](#)

Federal Spending	+
Fiscal Compliance	+
New Uniform Grant Guidance	+

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Allowable Use of Federal Funds (3)




Fiscal Compliance

Allowable Costs



 [Federal Programs Allowable Use of Funds](#)



 [Supplement not Supplant Manual](#)

This manual will let you know:

Purpose of each grant
Spending Options
Allowable Operating Expenditures
Specific Unallowable Items

It will also discuss items such as:

Field Trips
Parent and Family Engagement
Activities
Food and Beverages
Universal Unallowable Expenditures

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Food and beverages is something that needs to be looked at closely. Some grants do not allow the purchase of foods with their funds. Those who do have guidelines you must follow. Please make sure you follow those guidelines closely and that you document and record the activities

Unallowable Universal Expenditure Examples



- Airline upgrades
- Personal use cell phone
- Fund raising activities
- Gratuities
- Meeting or event decorations
- Office decor
- Parking tickets
- Travel or rental car insurance

Questions



If you have any questions on the new guidelines, please feel free to review the Guidance, Instructions, and Program Descriptions Guide on the CFSGA site, or contact Lisa English @ lenglish@sde.idaho.gov.

Contact Information



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