



# New Guidelines for Grant Reimbursement Application (GRA)

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*Supporting Schools and Students to Achieve*

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

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# ISDE Strategic Plan



The SDE is guided by the following:

## #1 Perseverance

All Idaho students persevere in life and are ready for college and careers

## #2 Mutually Responsible

All education stakeholders in Idaho are mutually responsible for accountability and Student progress

## #3 Attract and Retain

Idaho attracts and retains great teachers and leaders

- 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.
- Rejected payments can be either sent back to the LEA for revision or rejected entirely.

# Payments



Approved requests are sent to the SDE's Accounting Division where they are processed on a bi-monthly basis, paid on the 11th and 25th of each month.



# 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 monthly.

# Categories



Grant requests should be broken down into the following categories:

Salaries/Benefits

Purchased Services (not travel)

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.

# Common Reasons for Returned GRA's



- 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).

# New Guidelines



Beginning in July 2020, GRA requests will need to be accompanied by more thorough explanations of how allocations are being spent. The purpose of this is to ensure that when the SEA, or the LEA's, are monitored, it will be easier to define what is allowable per the CFSGA.

There are examples on the next few slides of what is no longer allowable.

# Request Example



This is what a typical GRA request looks like to the Program Manager.

For the following examples we will be focusing on the notes section at the bottom of the page.

### Review Request

Status: **Submitted**  
Requested By: [Redacted]  
On: 4/15/2020 11:38 AM

Title I-C ID&R Coordinator

Request #: 68680  
Expenditure Period: 3/1/2020 - 3/31/2020  
Obligation Period: -

Expense Categories	Amount
Salaries/Benefits	\$4,374.99
Purchased Services (not including Professional Development)	\$53.26
Supplies/Materials	\$76.75
Travel	\$1,312.89
Total:	\$5,817.89

Payments

Award Number	Performance Period	Allocation	Current Balance	Request Amount	Remaining Balance
[Redacted]	7/1/2019 - 9/30/2021	\$63,980.00	\$32,086.83	\$5,817.89	\$26,268.94
				Amount to be Paid:	\$5,817.89
				Total Remaining Balance:	\$26,268.94

Reviewer Notes: (required if being returned for corrections)

Return for Corrections | Reject | Approve

Request History:

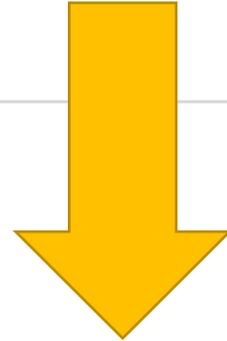
Action	Date	User	Notes
Created	4/15/2020 11:38 AM	[Redacted]	
Submitted	4/15/2020 11:38 AM	[Redacted]	March payroll which includes salary and benefits. March supplies, travel and purchase services.



# Not Allowable



Blank requests will no longer be allowable. An explanation of funds will be required on all requests. You will need to ensure that the funds you are requesting align to your CFSGA plan.



Return for Corrections   Reject   Approve

### Request History:

Action	Date	User	Notes
Created	4/22/2020 1:27 PM	[REDACTED]	
Submitted	4/22/2020 1:27 PM	[REDACTED]	

# Not Allowable (2)



Vague statements, like the ones here, will no longer be allowable. Please make sure to describe what the funds have been spent on based on your CFSGA plan.

Return for Corrections   Reject   Approve

## Request History:

Action	Date	User	Notes
Created	4/24/2020 12:15 PM	[REDACTED]	
Submitted	4/24/2020 12:17 PM	[REDACTED]	Expenditures March 1 thru 31, 2020



Return for Corrections   Reject   Approve

## Request History:

Action	Date	User	Notes
Created	4/21/2020 1:44 PM	[REDACTED]	
Submitted	4/21/2020 1:44 PM	[REDACTED]	Title II-A Expenditures



# Not Allowable (3)

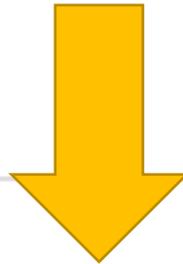


Again, the vague example below will no longer be allowable. Explanations will be required for all requests.

Return for Corrections    Reject    Approve

## Request History:

Action	Date	User	Notes
Created	4/23/2020 12:29 PM	[REDACTED]	
Submitted	4/23/2020 12:29 PM	[REDACTED]	Salaries, benefits and miscellaneous expenditures from January 1 - March 31, 2020.



# 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

# Examples



These are examples of what information will now be requested. These examples show exactly who the salaries and benefits are being paid to and it would be easy to verify with the CFSGA plan.

Return for Corrections   Reject   Approve

### Request History:

Action	Date	User	Notes
Created	4/28/2020 1:55 PM	[REDACTED]	
Submitted	4/28/2020 1:55 PM	[REDACTED]	salaries and Benefits for 1 -1.0 FTE Migrant Paraprofessional



Return for Corrections   Reject   Approve

### Request History:

Action	Date	User	Notes
Created	4/27/2020 2:28 PM	[REDACTED]	
Submitted	4/27/2020 2:28 PM	[REDACTED]	Salary and Benefits for .23 FTE Elementary Counselor



# Examples (2)



This example gives a better picture of what salaries and benefits are being paid and to whom. It is easily verifiable with the CFSGA plan.

Return for Corrections   Reject   Approve

### Request History:

Action	Date	User	Notes
Created	4/24/2020 1:12 PM	[REDACTED]	
Submitted	4/24/2020 1:12 PM	[REDACTED]	Director & Paraprofessional Salaries - \$3,324.05; Director & Paraprofessional Benefits - \$1,330.79



# Examples (3)



This is another good example of what will now be requested in the notes section. Items are listed out and described per section.

## Request History:

Action	Date	User	Notes
Created	4/14/2020 1:14 PM	[REDACTED]	
Submitted	4/14/2020 1:14 PM	[REDACTED]	Salary and benefit adjustments from previous payments. Purchased services: paraeducator training module Supplies: misc. literacy supplies, classroom headphones, paint markers, Kindergarten Here I Come Transportation: transportation for 2 kids from school to home



# Examples (4)



[Return for Corrections](#) [Reject](#) [Approve](#)

## Request History:

Action	Date	User	Notes
Created	4/24/2020 1:11 PM	mjacobson@sveidaho.com	
Submitted	4/24/2020 1:11 PM	mjacobson@sveidaho.com	IETA PD Credit - \$60.00, IETA Conference Expense \$507.00



[Return for Corrections](#) [Reject](#) [Approve](#)

## Request History:

Action	Date	User	Notes
Created	4/24/2020 12:20 PM	burked@aberdeen58.org	
Submitted	4/24/2020 12:20 PM	burked@aberdeen58.org	March salaries and benefits for title I-A director and teachers. Supplies for parent involvement meeting refreshments. indirect cost rate at 3.57% of expenses. Title I-A program expenses transferred to title IV student support & academic enrichment program expenses under title V-A funding transferability to support the title I-A improving basic program.



# Examples (5)



Return for Corrections

Reject

Approve

## Request History:

Action	Date	User	Notes
Created	4/20/2020 3:03 PM	jhettinger@pistem.org	
Submitted	4/20/2020 3:03 PM	jhettinger@pistem.org	Secondary HQ paraprofessional math Title I intervention (October - March) = \$4917.16 Secondary teachers (4) Title I - RTI intervention for math and reading (January - March) = \$2,866.19 Primary and Elementary teachers (6) and HQ Paras (2) - RTI intervention for math and reading ( Feb - March) = \$3,915.83 Total = \$11,699.18



## Request History:

Action	Date	User	Notes
Created	4/28/2020 4:40 PM	ehowell@hansen.k12.id.us	
Submitted	4/28/2020 4:40 PM	ehowell@hansen.k12.id.us	SALARY/BENEFITS: Salary for IDLA support paraprofessional TRAVEL: Part of a bus for the 4th grade field trip to Boise



# 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](mailto:lenglish@sde.idaho.gov).



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