



ALASBO-Power Lunch August 2012 – Grants Administration

Presented by:

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Overview

1. Grant Award

- Used for the Initial Grant Award at the beginning of the grant period and for any amendments during the year – to increase or decrease the dollar amount of the grant.
- Will be issued for even amounts only, rounding to the nearest dollar.
- Are generally issued July 1 through June 30.

2. Program Budgets

- Are prepared based on the information provided by the district in the grant application.
- The district will receive a copy of the approved budget along with the grant award once the grant has been approved.
- Must be prepared using the Chart of Account 2000 edition.

3. Budget Revisions

- Must include a program budget form and a narrative description form.
- Are required when:
 1. Funds are moved from the unallocated into a direct budget line.
 2. Line item expenditures exceed the approved budget by more than 10%.
 3. There are changes in the approved grant activity and/or budget line items.
- Typically adjusts the line items within the budget; does not increase or decrease the budget.
- Must include a justification for each line item change.
- Must be approved by the program manager before funds can be expended.
- May be submitted via fax at 465-6760 or via email to tls.grantsrevisions@alaska.gov

4. Request for Reimbursement of Expenditures (165D&B)

- Due quarterly: Oct 31, Jan 31, Apr 30, July 31, & Aug 31 FINAL (34 CFR §80.41(b) (3) and (4)).
- Must be completed on a form 165D for each approved budget within the grant such as Title I-A; Title I-A: 1%, 5%, 20%, 10%; Title I-C; Title II-A; Title II-D; Title III
- Must include proper supporting documentation.

There are two options available for supporting documentation:

 - a. Complete the 165B form, or
 - b. Submit a detailed trial balance or equivalent that includes at least the following: District name, grant title, date of expenditures, document/check number, chart of account/budget line item, vendor/employee name, and amount.
- Will be authorized for reimbursement after EED's review of the expenditures by line.
- Payment of expenditures will be made on pre-approved budget items only.
- Expenditures cannot exceed the approved budget line by more than 10%, if the line exceeds 10%, a budget revision must be submitted
- Reimbursements will not exceed the total grant award amount.
- Reimbursement requests (165's including backup) may be submitted either via hardcopy through the mail or PDF through email. eed.tls.grantsreimbursements@alaska.gov

5. Reimbursements Memos

- EED will issue a reimbursement memo when there are errors, missing information, disallowed costs, etc. with the request for reimbursement.
- The most common reason for disallowed expenditures is due to expenditures exceeding the budget line by more than 10%.
- The next most common reason is unbudgeted expenditures; such as when a district has no funds budgeted in travel, but submit expenditures for travel.
- Other reasons include: expenditures outside the award period; indirect was calculated incorrectly; program reports are missing; etc.
- For all situations, if the district submits the appropriate information (such as a budget revision) and it is approved, the expenditures could be resubmitted for reimbursement.

Reminders & Changes for FY2013

- Finals are due August 31, 2012 unless otherwise indicated.
- Some grants require a program report before finals can be paid.
- Carryover varies per program for instance Title I-A has a 15% limitation on carryover.
- Grant forms have been updated, please use the new forms!
- Reimbursement requests (165's including backup) may be submitted either via hardcopy through the mail or PDF through email. eed.tls.grantsreimbursements@alaska.gov
- Education Jobs money expires September 30, 2012.
- A standard assurance form for CCR/DUNS/EPLS has been established per a Legislative Audit requirement. This is a separate assurance form which is in addition to the NCLB and SPED assurances.
It must be submitted before any FY13 grant can be awarded.
 - LEAs must maintain current registration in the Central Contractor Registration (CCR).
 - LEAs must obtain a Dun & Bradstreet Data Universal Numbering System (DUNS) number.
 - LEAs must comply with necessary procurement, suspension and debarment requirements.
 - **Failure to maintain current registration will result in payments being withheld**

Where can I find the forms and on-line information?

- *System for Award Management home page is located at: <https://www.sam.gov/portal/public/SAM/>*
- *Department of Education and Early Development home page is located at: <http://education.alaska.gov/>*
- *The (165D & 165B) is located at: <http://www.eed.state.ak.us/forms/Grants/05-07-072.xls>*
- *The Program Budget and Narrative is located at: <http://www.eed.state.ak.us/forms/Grants/05-07-071.xls>*
- *The Chart of Accounts is located at: <http://www.eed.state.ak.us/publications/COA2000.pdf>*
- *Education Department General Administrative Regulations (EDGAR) is located at: <http://www.edgov/policy/fund/reg/edgarReg/search.html>*
- *OMB Circulars located at: http://www.whitehouse.gov/omb/circulars_default/*

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FY XX GRANT AWARD

Note: No portion of this grant may be used directly or indirectly for the benefit of a Department of Education & Early Development employee.



EDUCATION & EARLY DEVELOPMENT
 Division of Teaching and Learning Support
 801 West 10th Street, Suite 200
 P.O. Box 110500
 Juneau, AK 99811-0500

A

Ref: AS 39.50.010, Conflict of Interest
 AS 39.52.170, Outside Employment
 AS 39.52.150, Improper Influence in State Grants, Contracts, Leases, or Loans

Grant Recipient: _____
 Address: _____

Grant Number: _____
 Grant Title: _____
 Amendment No. _____

Authorized Representative: _____

Total Grant Amount: \$0.00

Contact Person: _____

Original Grant _____
 Previous Amendments _____
 Changes this Amendment (+ or -) _____

Grant award begins: _____

Ends: _____

Comments:

1. This grant provides services as stated in the grantee's application and amendments as approved by the Department.
2. Reimbursement requests must be submitted quarterly (34 CFR §80.41(b)(3) and (4)) on form 165d and b with original signature of authorized representative. Reimbursements will be made for actual expenditures only.
3. **Reimbursement requests (165's) may be submitted either via hardcopy through the mail or PDF through email.**
4. A final evaluation may be required before the final payment is made.
5. **Final reimbursement request must be received by August 31 following the end of the grant award period.** If the final reimbursement request has not been received, the unexpended balance may be liquidated from the grant.
6. This grant is subject to the federal OMB Circular A-133 audit requirements or the state single audit requirements. (34 CFR §74.26(a) and (b)). This grant may be monitored by the Department Staff.
7. Grant awards accompanied by a budget with unallocated funds are provisional. No commitments or obligations may be made against those funds until an approved budget, signed by the program manager, is received by the grantee.
8. Expenditures in excess of the total amount specified on the award document will not be reimbursed. The budget approved by the program manager in the Department controls expenditures made under this grant.
9. Grantee must adhere to all administrative and compliance requirements including, but not limited to, the Davis-Bacon prevailing wage requirements, maintain current registration in the Central Contractor Registration (CCR), obtaining a Dun & Bradstreet Data Universal Numbering System (DUNS) number, comply with necessary procurement, suspension and debarment requirements.

	Amount	Financial Coding	CFDA No./Title	Federal Award No.
		05113015 170XX 05XXXXXX		
_____, Grant Administrator	_____	_____	_____	_____
Date	_____	_____	_____	_____
_____, Program Manager	_____	_____	_____	_____
Date	_____	_____	_____	_____
Paul Prussing, Deputy Director, TLS	_____	_____	_____	_____
Date	_____	_____	_____	_____

Program Budget

Grant Recipient: _____

Grant Number: _____

Grant Title: _____

B

UNIFORM CHART of ACCOUNTS		Account Title	Budget Amount		
			Initial/Current Budget	Revisions (+ or -)	Approved Budget
Required	Optional				
310		CERTIFICATED SALARIES			
	314	Director/Coordinator/Manager			
	315	Teacher			
	316	Extra Duty Pay			
	317	Certificated Substitutes			
	318	Specialists			
320		NON-CERTIFICATED SALARIES			
	321	Director/Coordinator/Manager			
	322	Specialists			
	323	Aides			
	324	Support Staff			
	329	Substitutes/Temporaries			
360		EMPLOYEE BENEFITS			
380		HOUSING ALLOWANCE			
390		TRANSPORTATION ALLOWANCE			
410		PROFESSIONAL & TECHNICAL			
419		CHIEF ADMINISTRATOR CONTRACT			
420		STAFF TRAVEL			
425		STUDENT TRAVEL			
430		UTILITY SERVICES			
435		ENERGY			
440		OTHER PURCHASED SERVICES			
445		INSURANCE & BOND PREMIUMS			
450		SUPPLIES/MATERIALS/MEDIA			
490		OTHER EXPENSES			
		UNALLOCATED** →			
		Subtotal Direct Costs			
		Indirect Rate			
		Indirect Amount			
480		Student TUITION AND STIPENDS			
510		EQUIPMENT (no indirect charges)			
540		OTHER CAPITAL OUTLAY EXPENSES			
		TOTAL			

**** UNALLOCATED FUNDS MAY NOT BE ENCUMBERED OR SPENT. A BUDGET REVISION IS REQUIRED.
A narrative explanation is required for ALL budget revisions.**

EED APPROVAL: _____
Signature Date

**Alaska Department of Education & Early Development
2012-2013 ASSURANCES**



CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**CERTIFICATIONS REGARDING CENTRAL CONTRACTOR REGISTRATION (CCR)
AND DATA UNIVERSAL NUMBERING SYSTEM (DUNS)**

The Central Contractor Registration (CCR) is the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Information about registration procedures can be found at the CCR website: <http://www.ccr.gov>.

The Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a nine-digit universal identifier established and assigned by D&B to uniquely identify Federal financial assistance applicants, as well as recipients and their direct subrecipients. A DUNS number may be obtained by telephone at 866-705-5711 or through the website: <http://fedgov.dnb.com/webform>.

As an authorized agency that makes subawards that contains federal funds, 2 CFR 25.200 requires the Department of Education & Early Development (DEED) to ensure that each entity that does not have an exemption under 2 CFR 25.110 does the following:

- Be registered in the CCR prior to submitting an application or plan;
- Maintain an active CCR registration with current information at all times during which it has an active federal award or an application or plan under consideration by DEED; and
- Provide its DUNS number in each application or plan it submits to DEED.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF GRANTEE	PR/AWARD NUMBER AND / OR PROJECT NAME
DUNS NUMBER	CENTRAL CONTRACTOR REGISTRATION (CCR) EXPIRATION
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE