

Federal Grant Manual

For Private & Charter Schools



Project Development Department

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The purpose of this “Procedures Manual” is to provide information necessary to facilitate effective and lawful implementation of the grant. There are guidelines established by granting agencies and various forms to use that have been developed by the school system to help with the documentation process. This manual is for both private and charter schools. Look carefully as some items may only apply to one and not the other. The staff of the Department of Project Development are available to provide technical assistance to help assure a successful grant experience for you.

A grant is like a contract in which the grantee provides the services or carries out activities that were outlined in the proposal. If a change is necessary, an amendment needs to be written to request the change. This amendment usually requires the written permission of the granting agency. **Please see the Amendment Section in this manual for details, rules, and procedures.*

It is important to follow the procedures and conditions established by the granting agency as well as those established by the District with regard to fiscal accountability. The Department of Project Development is here to help you with this process. Please remember that there are “strings attached” to all grant funds, and the expenditure of funds is subject to audits. ***If proper procedures are not followed or requirements are not met, granting agencies can, and will, ask for re-payment of improperly spent funds.*** This is a very serious matter that must be considered throughout the implementation process.

Most grants are awarded to the ***District*** and NOT to an individual or to a school. ***Unless the grant is awarded directly to you or your school as the “fiscal agent,” all communication with the granting agency must be handled by Project Development. Do not contact the granting agency directly to ask for things, arrange changes, or otherwise provide information on grant activities without the support of Project Development.***

The Department of Project Development is located at 620 East University Avenue, Gainesville, FL 32601. Please contact us if you have any questions: 352-955-7605 or chavezbetancourga@gm.sbac.edu

Dr. Joram Rejouis

Director, Project Development

SPENDING GRANT FUNDS

All requests to spend funds must be made **PRIOR** to spending the funds. A School Board of Alachua County Request Form must be completed and sent to the Department of Project Development for processing. *Purchases made without the proper approval are considered unauthorized, and if such purchases are made, they will not be reimbursed.*

All expenditures must fit into a budgeted category and be part of the approved grant budget. Please be aware that all grants have a “program period.” Grant activities and expenditures should occur only within the “program period” window. If you are unaware of the grant window for activities and expenditures please contact the Department of Project Development. *Activities and purchases made before or after the program period cannot be paid for with grant funds.*

Grant funds should be spent in a manner consistent with the program implementation schedule. Most equipment purchases should occur at the beginning of the program or at a point that is consistent with the need for that equipment or material. Spending large amounts of funds near the end of a grant cycle is indicative of a poorly managed grant and suggests to granting agencies that “stockpiling” is occurring. In other words, just because funds are “left over” does not mean that they can or should be spent. *It is not legal or ethical to purchase equipment, materials, supplies, or other items from grant funds if those items are not being used to implement the activities authorized in the grant proposal during the program period.* Large purchases made near the end of a grant cycle will not likely be approved for this reason.

A. REQUISITIONS

Regular requisitions are entered by the Project Development Department. If an order has any attachments (i.e., order forms, etc.), please send those items to the Project Development Department. Once received, a purchase order will then be issued for the materials to be ordered. **The Finance Department establishes a cut-off schedule for the purchase of materials, supplies and equipment. This cut-off date is normally in early April; it is important to plan accordingly.*

B. CONSULTANT SERVICES

Consultant services require that an agreement (contract) be established with the provider and submitted to the Project Development Department at least three weeks before the consultant provides services. A purchase order for the agreed-upon amount of the contract must also be issued. This becomes a binding contract once signed, so it is important that it is done correctly. The original signed “Agreement for Services” for the contracted amount should be sent to the Department of Project Development. The school and the consultant should each keep a copy.

In order to receive payment, consultants are required to provide an invoice for services *after* services are rendered. For agreements that are to be implemented over a long period (say, several months), more frequent payment may be arranged, but this schedule must be outlined in the agreement and some sort of progress monitoring procedure or “deliverables” must be established. A separate invoice must be presented for each payment. Send the completed invoice to the Department of Project Development for processing.

C. INVOICES

All invoices for reimbursements are to be submitted to the Department of Project Development **PROMPTLY**. Invoices will include: pertinent dates, invoice number(s), and the associated grant title. The Program Specialist, will not, and should not, be creating invoices. This responsibility resides with the school that purchased said materials and/or services. **Please find the blank invoice template in the Forms for Participating in Title II & IV, Part A Manual*

D. STIPEND PAY

Please be aware that there are rules regarding the payment of stipends to personnel. A private school should consult with Project Development prior to discussing services with individuals to whom he/she expects to pay stipends. In order to pay stipends, the Stipend Payroll Report form and the Daily Time Sheet for Payroll must be completed. Please confirm with the Department of Project Development when stipend payroll sheets must be turned in to avoid any delays in payment. ***Stipends cannot be paid for hours worked during regular contract hours.***

E. TRAVEL

Most travel expenses are reimbursed directly to the person doing the travel. Please read the following carefully and ask questions if you do not understand District policy with regard to travel and reimbursement of related expenses. All conference and travel requests need to align directly to the corresponding Needs Assessment.

In-county (local) travel is reimbursed on a per-mile basis. Use the School Board approved county mileage chart and submit all travel forms to the Department of Project Development for approval and coding. Local travel only covers travel necessary to the operation of the grant.

In order to receive reimbursement for hotel lodging and associated costs (parking and tolls, for example) receipts must be kept. Receipts for hotels should show a zero balance at checkout. Receipts and other reimbursement documents should be turned in as soon as possible after returning so that reimbursement can be received in a timely fashion. Please note that only necessary travel costs will be reimbursed. “Extras” (room service, internet access, movies, etc.) appearing on the hotel bill will not be covered.

In-county (local) travel is measured on a per-mile basis and only covers travel necessary to the operation of the grant. For out-of-county travel, an Application for Leave must be submitted to the Department of Project Development prior to the trip. A Per Diem Voucher form will be returned for completion. Meals are reimbursed on a flat per-diem rate. Document your mileage using Google Maps with the shortest route option. Travel expense is the one exception to reimbursement for out-of-pocket expenses.

***Private schools may have conference registrations reimbursed directly to the individual attendee.*

****All travels must be coordinated with the Project Development Department prior to any booking.*

Travel Per Diem

Per Diems for travel are for approved conference or training.

Charter Schools, once you have received the approved activity request you may proceed with registration, book hotel etc. After the completion of approved activity, you will submit all related documentation for reimbursement as outlined below.

Private Schools, when your activity request has been approved Project Development will register the employee and reserve the hotel. When the employee returns they may submit for reimbursement of meals and mileage. (this reimbursement goes directly to the employee not the school). If for some reason the employee pays the registration and hotel out of pocket they can submit these costs with their per diem for reimbursement.

The following are required for Per Diem:

1. Per Diem form (To be completed upon return from travel) the following items must be included with the per diem form:
 - a. Print out of mileage from Google Maps – one way from home to destination.
 - b. Full Agenda/Schedule of events from conference or meeting.
 - c. Receipts for any tolls or parking fees
2. If the employee paid up front for registration and or hotel they must include a zero-balance receipt for each.
3. Any private school employee requesting per diem must also submit a W-9 form in order to be set up in our system for payment.

Mileage paid via Per Diem is calculated at the state rate which is currently .445 cent per mile. Meals will be reimbursed at the set rate of: \$6 breakfast, \$11 lunch and \$19 dinner for a maximum. Total of \$36 a day. Each of these meals are dependent on time of travel and if the conference/training venue is providing a meal.

When the employee returns from travel it is their responsibility to gather all documentation and submit to Project Development for reimbursement.

GRANT MANAGEMENT

A. EQUIPMENT

All equipment and durable items (including textbooks) purchased with grant funds, must be labeled. The funding source and the year purchased **MUST** be identified. Packing slips, invoices and receipts must be sent to the Project Development Department. Materials with a life expectancy of more than one year are considered “durable” and should also be identified this way.

Example: (GRANT NAME) FY’23-24

(This means it was purchased with grant funds during the 2023-24 school year). ***Please remember that any equipment or durable items purchased with grant funds are property of the grant. They DO NOT become property of the school or any individual.*** This also means such equipment and materials may have to be returned to the granting agency following the conclusion of the grant program. Materials, particularly capitalized (over \$2,500) materials, cannot be disposed of without permission from the granting agency.

In addition, yearly email correspondence (typically right before the conclusion of the grant cycle) will be conducted by the Project Development Department. This correspondence is specific to confirming equipment and durable items purchased with grant funds are identified, in working condition, and are in the possession of the responsible personnel corresponding to that grant.

A. INVENTORY

The school must keep an inventory of equipment and materials with a life expectancy of more than one year that are purchased with grant funds. Generally, any durable (non-consumable) item over \$1,000 in value should be on that inventory. The materials should also be identified with the funding source, the year purchased, and the condition of the individual items. The inventory must be verified at the end of each fiscal year, and the person responsible for the inventory must initial indicating the condition and location of the item is accurate. One copy of the inventory form should be kept in the grant file and a copy sent to the Department of Project Development. A sample inventory form is included in the appendix of this guide.

B. FUNDING SOURCE ATTRIBUTION

A statement of funding source attribution should be placed on all printed materials, videos, or other publicity associated with the product. Here is an example of funding source attribution that can be adopted: “This project is funded by (name of grant) through the School Board of Alachua County, Florida.”

C. RECORD KEEPING

Documentation is very important in a grant. There should be a clear audit trail that anyone can follow. The school needs to maintain a permanent, up-to-date file on the grant. It should include copies of the following:

1. Needs Assessment
2. Correspondence to and from the Department of Project Development
3. Copies of receipts and confirmation of payments
4. Budget amendment requests
5. Inventory list
6. Evaluation materials and evidence of evaluation for Federal and state monitoring
7. Any logs or other information described in the Needs Assessment

D. AMENDMENTS

Remember, a grant is like a contract between the grantor and the grantee. ***Prior approval of the grantor is required to change the budget, scope or objectives of the project, or to add other provisions not included in the original approved project.*** Please notify the Department of Project Development in writing, of any changes that need to be made. The Department of Project Development will handle all amendments and communication with the granting agency and then notify the school regarding approval or disapproval of the amendment. Only **TWO** amendments will be submitted during the grant year (fall/spring).

E. EVALUATION REQUIREMENTS

All grants must be monitored and evaluated for Federal and state compliance. At any time, schools may be asked to provide some form of evaluation pertaining to the education program/services being implemented with grant funds. Sometimes the District will provide an Evaluative Report Form that must be completed. ***It is the school's responsibility to complete all evaluative reports and to submit them prior to the deadline established by the District and the Florida Department of Education.***

If the grant proposal established evaluative goals and objectives, the school is responsible for making sure that data is gathered and that the evaluative measures are carried out and documented. Please keep the results of any evaluation in a file with other audit documents. The school may be required to turn in these documents to the Project Development Department at the conclusion of the grant.

F. COPYRIGHTS

Copyrights to books, publications, films software, or other materials developed through a grant belong to the School Board of Alachua County except as otherwise stipulated in the terms and conditions of the grant agreement and regulations. The grantor (be it the Federal Government, the State of Florida, or private agency) retain the right to provide, translate, use, and dispose of these products, or may also designate others to do so for their own purposes.

G. REIMBURSEMENT

Consistent with state and federal requirements, ACPS will only reimburse charter schools for expenses incurred under federal grants. Reimbursable expenses require prior approval through the budget process. The process for requesting a reimbursement is as follows:

- i. The requesting school must provide an invoice to SBAC for reimbursement. Each invoice must have an individual invoice number, date and the address of the school being reimbursed.
- ii. Along with the invoice the following documentation is needed;
 1. explanation / outline of activity
 2. invoice from outside vendor if paying for a service or product
 3. proof of payment - bank statement, copy of posted check, paid in full invoice from outside vendor
 4. If paying stipends, they must provide sign in sheets that identify the activity and hours worked (in and out times) for each individual. And payroll docs showing that the pay has been processed.

N.B. The charter school should ensure they have compiled all the required documentation before submitting a reimbursement request to Project Development. Maintaining detailed, organized records is critical for successfully obtaining grant fund reimbursements.

CRIMES AND OTHER PROHIBITED ACTIVITIES

A. CRIMES

Activities prohibited by law include: kickbacks, bribery; graft, and conflicts of interest; conspiracy to defraud the government with respect to claims; false, fictitious, or fraudulent claims; and federally protected activities.

Project administrators and managers must refrain from engaging in such activities. Please inform the Department of Project Development and the school principal if there is any reason to believe anyone doing business with the Alachua County School system is engaging in such activities

B. LOBBYING

Grant funds may not be used to lobby the Legislature or Congress directly or indirectly by either intending or designing to influence a member in any manner, or to favor or oppose, by vote, or otherwise, any legislation or appropriation by the Legislature or Congress. If the project administrator wishes to transmit information or policy recommendations to a legislator, the administrator will (a) advise his/her department head and (b), after receiving department head approval, communicate the recommended information or policy statement to the Department of Project Development, which will then take the necessary action.

C. PURCHASE OF FOOD, AWARDS, AND OTHER ITEMS NOT ALLOWED

In general, grant funds *may not* be used to purchase food for consumption, pay for catering, or purchase supplies needed for food consumption. Most grants do not allow the purchase of awards for participants. This includes certificates, plaques, ribbons, trophies or materials that would be used to produce such items. Grant funds cannot be used to purchase gift cards, gift certificates, or any other item that permits the purchase of materials or items that are not documentable to the purpose of the grant.

D. TRANSFER OF FUNDS OR PROPERTY

Grant funds cannot be transferred or given to any entity other than the fiscal agent for the grant. This includes the “gifting” of funds to another agency or entity in the form of a contribution or the transfer of funds without the provision of a deliverable service or material.

Property purchased with grant funds, though listed and accounted for on school inventories, remain property of the granting agency throughout the grant. This property may not be given away, disposed of, or otherwise transferred out of the possession of the grantee without written permission of the granting agency. Each granting agency has its own rules with regard to property disposition after the conclusion of the grant. *Please do not assume that equipment, durable materials, and supplies automatically become property of the teacher, school, or any other individual or entity following conclusion of a grant program.*

TITLE II, PART A GUIDANCE

Budget & Program Performance Period: July 1st – June 30th

Funding Purpose: This guidance is prepared in an effort to assist (private or charter) schools to access services and/or request reimbursement for services delivered through Title II-A, Improving Teacher Quality State Grant. In general, Title II-A is a federally funded “entitlement” grant that is allocated to each District through the FL DOE on a per-student basis. The general purpose of the Title II grant is to provide supplemental professional development to teachers in core curriculum areas (Language Arts, Math, Sciences, and Social Studies), the arts, and foreign language. Funds cannot be used to fund training for non-core area teachers (e.g., PE, guidance, non-arts and language-related electives, media, etc.) or to fund training not associated with the intended purpose of academic improvement of students or improvement of parental involvement. Grant funds may also be used to improve principal quality through professional development. Further information will be provided below on the types of activities that may or may not be funded through this program.

Participation:

Each spring, the District surveys all private and charter schools in the county regarding their intent to participate in Federal programs. Schools must be non-profit in order to participate, must meet minimum standards with regard to instructional time provided students, and they are also asked to provide information on their policies with regard to discrimination. Schools wishing to participate must also provide their current enrollment as allocations for the following year are based on the total enrollment of district schools, charter schools and participating private schools during the grant application process. The District also requires that a school-based Needs Assessment be completed in order to identify areas of professional development that the school intends to fund. The Needs Assessment assists the District staff in preparing an application that takes into consideration the needs of all schools. It also helps to assure that the school will meet the general guidelines and principles of the Title II program, and that professional development is being planned based on set goals and objectives.

Each school wishing to participate in the reimbursement option MUST respond to the invitation to participate by the deadline provided in the notice, and the school must provide the requested information, including enrollment, Needs Assessment, and training plan by the deadline. Schools that do not respond or that do not provide the information requested will not be considered for participation in the following year’s program or reimbursement option, and funds shall not be allocated for their specific purposes.

Funding Amounts: A school’s enrollment and the District’s available allocation determine the amount of funding that will be made available to each school. Each fall, participating schools will be provided with their actual funding amount based off of the District’s annual allocation and the number of students enrolled in participating public (including charter) and participating non-public schools. When roll-forward funds are certified by the FL DOE (generally in January), each school’s share of that amount is added to its annual allocation. Participating schools should monitor expended or reimbursed funds as the year progresses.

It is important for each private school to understand that Federal guidelines require the District to maintain control of all program funds as well as title and ownership of all materials, equipment, and property purchased with Federal funds. This means that only the District may obligate and expend Federal funds on behalf of the private school teachers and students. The District cannot, and will not, reimburse a charter school for expenditures that were not part of the charter school’s approved training plan and were not specifically pre-approved. The District cannot, and will not, reimburse a private school directly for expenditures, nor can funds be transferred directly. Any equipment or durable items purchased with grant funds should be labeled with the grant name and year purchased. The materials/equipment will be maintained on the District’s inventory. District staff will contact each school annually regarding the status of any equipment that was purchased with grant funds. Please note that if/when an educational program ends, all equipment purchased with Federal funds is property of the District and will be accounted for and collected. Each private and charter school must immediately contact the District if equipment or materials purchased with grant funds are stolen, damaged beyond use, or go missing.

Program Periods: Title II activities must occur during the grant cycle, which is July 1st through June 30th of each school year. Please be aware that there is a deadline each year prior to June 30th for all requisitions or requests for expenditures. Generally, this deadline is late April to early May. After this deadline, no new expenditures or reimbursements for expenditures will be approved.

**Charters may be reimbursed for activities that occur during the last months of the fiscal year, but such reimbursement must be approved prior to the May fiscal cutoff, and invoicing must occur prior to the last 30 days of the close of the fiscal year (by June 30th). Unexpended funds from one year become part of the roll-forward and are redistributed the following year once this amount becomes available from the DOE.*

Allowable Activities: The purpose of Title II-A is to “increase the academic achievement of all students by helping schools and Districts improve teacher and principal quality and ensure that all teachers are highly qualified.” In general, this means providing “high quality” professional development for teachers and principals. In addition to providing training to teachers and principals in content knowledge, training may also focus on improving teaching practices in general, including effective instructional strategies, methods,

and skills; instructional strategies designed to address the needs of students with different learning styles, particularly students with disabilities, special needs, and including students who are gifted or students with limited English proficiency. Training may also focus on the integration of technology into the classroom, use of data in the improvement of instruction, and training that assists teachers and principals better involve parents in their children's education.

Some typical allowable costs associated with providing this training include:

- Paying for training materials, including books, instructional videos, or online access slots for teachers to receive online coursework.
- Buying supplies, paying costs for printing of training materials, etc., when the supplies and materials are specifically tied to the delivery of a specific training activity.
- Paying fees for consultants or other training entities, when they are delivering high-quality, scientifically research-based training.
- Reimbursing costs associated with attending in-state workshops, conferences, or other trainings, including conference or training registrations, travel expenses (when necessary for attendance at the conference or training), and reimbursement for mileage travelled going to and from trainings. (Reimbursement made directly to the participant.)
- Stipends for teachers who attend trainings beyond the contract day (Stipends must be paid directly to the teacher; the private school cannot be reimbursed for these costs).

Unallowable Costs or Activities: As with all programs, there are restrictions on use of the funds for certain activities or materials. Most importantly, all federal funds must *supplement, and not supplant*, regular funding. Therefore, activities that normally would be provided as a part of the school's general obligation to its staff and students (such as training required by its parent organization, board of directors, or by state law or mandate) cannot be funded with "supplemental" federal funds. The following is a generalized, though not exhaustive, list of items or activities that **cannot be purchased** or funded with Title II funds:

- Textbooks, supplies, equipment, or any other item purchased for use in the classroom when the purpose of the material is instructional in nature. **This includes computers or other types of hardware.**
- Furniture or other large items of equipment.
- Teacher salaries, outside of the cost for substitutes for teachers attending trainings during the work day.
- Trainings that are not "high-quality" professional development or that do not meet the standard of being scientifically research-based.
- Travel costs not directly associated with training or charges not necessary to the training.
- Membership fees or costs associated with membership in organizations (academic or otherwise).
- Costs associated with attendance of conferences that are not strictly of a training nature. (All services and benefits provided with Title II must be secular, neutral, and non-ideological in nature and they must address the purpose of improving teacher and principal quality.)
- Costs for activities or materials that occur outside the current program year.
- Out-of-state travel may be allowable if the services requested are reasonable, necessary, and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification

must be provided to the program office for pre-approval. The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees, and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable. Please find the Project Development Travel Request Form in the Forms for Schools Participating in Title II & IV Manual.

How to Access Funds: Each school should develop a plan for spending its funds. A Title II PD Request form (attached) should accompany each request for expenditures. This can be e-mailed to the Project Development Department at Alachua County Public Schools. Please contact the Project Development Department to discuss any special requests or for approval of unusual requests.

Title II funds cannot be given or transferred directly to private schools. Guidelines require that only the District can spend or obligate funds. As a result, all purchases and contractual arrangements must occur through the District's regular system of purchasing and contracting. The Program Service Specialist in the Project Development Department works with each school to expedite the purchase of materials and services utilizing the allocated funding. Please be assured that staff works diligently to ensure timely processing of all requests, but requests do take time. Please plan ahead for the school needs and provide time for requisitions, P.O.s, and other procedures to occur. The following general guidelines apply to expenditures:

1. Supplies, materials, books, etc.: Send a Title II PD Request Form via e-mail to the Department of Project Development for supplies, materials, or other items that must be ordered or purchased directly. If you need materials to be ordered, provide a photocopy of the item you wish to have purchased, indicate the item title/name and quantity requested. Please work with Mrs. Terri Zimmerman (zimmermants@gm.sbac.edu) to order, purchase, or otherwise secure the items or material being requested. The general process for ordering follows this procedure:

- Contact Project Development to request purchase and/or authorization. *Requests via e-mail are preferred.*
- Someone from SBAC will provide feedback that the request is received, and additional information may be requested. Approval for the purchase will be indicated. Please follow up within a couple of days if you do not get a response; our Project Development staff serve all of Alachua County.
- New vendors must be registered with SBAC. This requires the vendor to provide basic tax information to SBAC. If the vendor will not take a purchase order, Project Development will work with the vendor to explore securing the materials, if possible. (Delays by the vendor in providing information further delays the order process.)
- A purchase order will be requisitioned by Mrs. Terri Zimmerman.
- Materials will be ordered.
- Mrs. Terri Zimmerman will process all invoices and release the PO for payment to the vendor.

2. Consultant/Contractors:

Private Schools Request consultant services (special training, coaching, etc.) via e-mail or phone call. Consultants are hired by the District on behalf of the private school. As such, contractual arrangements must meet SBAC requirements, but private school officials will need to work with consultants to assure that proper invoicing procedures are followed. Procedures for engaging a consultant are as follow:

- Request services through Project Development. In some cases, additional information may be required from the consultant. Consultants must provide tax information or be an established vendor with SBAC.
- Consultant will sign SBAC contract for sole proprietors or businesses.
- Consultant must meet all requirements in the contract before a PO will be issued. Work **MUST NOT** begin before issuance of a PO.
- Contract will include, as an attachment, a description of the work to be provided, dates work is to be performed, and consultant's rate for services.
- PO will be requisitioned by Mrs. Terri Zimmerman in Project Development. Notification will be provided once this occurs.
- Consultant performs work as described and will provide an invoice to SBAC.
- School will work with consultant to provide documentation showing work was conducted (sign-in sheet, log of activities, etc.). This documentation must accompany the invoice.
- Project Development staff will confirm with principal or headmaster that the work was completed to his/her satisfaction.
- Payment will be made directly to the consultant/contractor for services provided.

Charter Schools Consultants must be hired on behalf of the charter school. As such, contractual arrangements must meet SBAC requirements, but charter school officials may need to work with consultants to assure that proper invoicing procedures are followed. Procedures for engaging a consultant are as follows:

- Contract will include, an attachment, a description of the work to be provided, dates work is to be performed, and consultant's rate for services.
- Consultant performs work as described and will provide an invoice to the charter school.
- School will work with consultant to provide documentation showing work was conducted (sign-in sheet, log of activities, etc.). This documentation must accompany the invoice.

3. Conference Registrations, Special Trainings, etc.: Send requests for attendance to Project Development. Provide information on the conference, training, etc., including a schedule for the conference, information on the presenters and/or material being presented, etc. Please provide a website link to allow Project Development to evaluate the request adequately. *Requests via e-mail are preferred.*

- Approval for the conference or attendance at the training will be provided.

- Registration costs will be secured via purchase order if possible or may be secured through the department's purchasing card. Send in completed registration form with request for attendance.
- Confirmation of registration will be sent directly to the person who is attending (*Private*).
- Once approved, charter school may proceed with registering for the conference.

4. Travel Reimbursements: Travel costs associated with conference attendance or special trainings are reimbursed directly to the participant after attendance. Participants have the option of paying costs up front and providing receipts for expenses that are reimbursed. Please obtain a Travel Reimbursement form prior to travel. This form must be filled and turned in with receipts and other documentation (as indicated below) upon return.

- All travel reimbursement requests require inclusion of an official itinerary, program schedule, or other documentation showing dates of conference and times and duration for events.
- Conference/training participants may have our Program Service Specialist book their lodging if given a two week notice prior to all conference/training activities. Otherwise, you will be responsible for booking your own room.
- *Reasonable* hotel costs are reimbursed directly and require receipts showing "zero balance" at checkout. (Note that reimbursable expenses do not include special services such as room service, entertainment, or "upgrades.") Costs for additional guests not attending the conference or training are also not reimbursed. Nights reimbursed must fall within the time-frame of the event being attended.
- Other associated travel costs are also reimbursed directly and require receipts. This included tolls and parking fees at the hotel or conference site.
- Meals ARE NOT directly reimbursed. Overnight travel is compensated at the District's standard rate, which is \$36 per full day. Partial days are prorated. Receipts ARE NOT required for meals, gas purchases, etc.
- Travel mileage is also reimbursed at the District's standard "per mile" rate, when the participant drives his/her own vehicle. Receipts for gas ARE NOT required.

TITLE IV, PART A GUIDANCE

Budget & Program Performance Period: July 1st – June 30th

Funding Purpose: Newly authorized under subpart 1 of Title IV, Part A of the ESEA, the Student Support and Academic Enrichment (SSAE) program is intended to help meet the following goals by increasing the capacity of state educational agencies (SEAs), local educational agencies (LEAs), schools and local communities to:

1. Provide students with access to a well-rounded education,
2. Improve safe and healthy school conditions for student learning, and why
3. Improve the use of technology in order to improve the academic achievement and digital literacy of all students. (ESEA section 4101).

Schools electing to participate in the Title IV Federal program are required to submit a Title IV Needs Assessment and projected budget to the Project Development Department by the specified deadline on the Needs Assessment Form. The Needs Assessment is required annually, and must address needs in each of the three allowable program activity areas. The projected budget is due after allocations are determined. All expenditures will need to be aligned to the submitted Needs Assessment and must be pre-approved by the Project Development Department.

Funds allocated must be expended at the following ratios: at least 20% on safe and healthy student activities and at least 20% percent on well-rounded education opportunities. The remaining 60% of the money can be spent on all three priorities, including improving effectiveness of technology. There is, however, a restriction on spending money for technology hardware and devices.

In general, the District has budgeted most of the funds for programs to support well-rounded educational opportunities and for safe and healthy schools. Private schools are encouraged to look carefully at their needs in these areas as a priority. Schools may want to purchase supplemental learning materials, curriculum materials, or supplement their other federal funds to provide teacher training or to supplement programs designed to support a healthy school climate. Schools may also opt for a “service option.” In that case, the District has social workers and drop-out-prevention staff that can be assigned to the school.

Title IV funds will be managed on behalf of the private schools in a manner similar to the other federal programs where an allocation is provided. Schools will receive an allocated amount and will work with the staff in Project Development to access these funds. In most cases, the District will facilitate the purchase of materials or will facilitate any contracts, agreements, or other processes needed for conducting training or providing services. All requests for expenditures must be pre-approved. Schools may opt-out of participation in Title IV.

Well-Rounded Educational Opportunities (ESEA section 4107)	Safe and Healthy Schools (ESEA section 4108)	Effective Use of Technology (ESEA section 4109)
<ul style="list-style-type: none"> • Improving access to foreign language instruction, arts, and music education. • Supporting college and career counseling, including providing information on opportunities for financial aid through the early FAFSA. • Providing programming to improve instruction and student engagement in science, technology, engineering and mathematics (STEM), including access to these subjects for underrepresented groups. • Promoting access to accelerated learning opportunities including Advanced Placement (AP) and International Baccalaureate (IB) programs, dual or concurrent enrollment programs and early college high schools. • Strengthening instruction in American history, civics, economics, geography, government education, and environmental education. 	<ul style="list-style-type: none"> • Promoting community and parent involvement in schools. • Providing school-based mental health services and counseling. • Promoting supportive school climates to reduce the use of exclusionary discipline and promoting supportive school discipline. • Establishing or improving dropout prevention. • Supporting the re-entry programs and transition services for justice-involved youth. • Implementing programs that support a healthy, active lifestyle (nutritional and physical education). • Implementing systems and practices to prevent bullying and harassment. • Developing relationship building to help improve safety through the recognition and prevention of coercion, violence, or abuse. • Establishing community partnerships. 	<ul style="list-style-type: none"> • Supporting high-quality professional development for educators, school leaders, and administrators to personalize learning and improve academic achievement. • Carrying out innovative blended learning projects. • Providing students in rural, remote, and underserved areas with the resources to benefit from high-quality digital learning opportunities. • Delivering specialized or rigorous academic courses and curricula using technology, including digital learning technologies and assistive technology.

**This table provides examples of allowable activities and is not an exhaustive list.*

Forms

**For Schools Participating in
Title II & Title IV, Part A**



Project Development Department



Private ()	School Intent to Participate Form (Enrollment)	Charter ()
--------------------	---	--------------------

I: Contact Information

School Name	
Phone Number	
Mailing Address	
State, city, zip code	

This school intends to participate in the following federal programs: Check all that applies.

*Section II must still be completed.

() Title II-A	() Title IV-A
-----------------------	-----------------------

II: Eligibility (This section **MUST** be completed by schools electing to participate)

Yes	No	
		This is a nonprofit school. (Note, only nonprofit schools are eligible to participate.)
		This school operates a school program with pupils present for at least 180 days each school year. (A school day is that portion of the day in which school is actually in session and comprises not less than five net hours, excluding intermissions, for all grades above third and not less than four net hours for kindergarten through third grade, or the equivalent as calculated on a weekly basis.) <p style="text-align: center;">OR</p> The school operates a school program with pupils present a minimum of 170 actual school days and the hourly equivalent of 180 days as indicated below: A) Kindergarten: 720 net instructional hours B) Grades 1-3: 720 net instructional hours C) Grades 4-12: 900 net instructional hours
		This school has a policy that prohibits discrimination on the basis of race, color, national origin, sex, disability, and age, and students, parents and others are notified of this policy.

Name of Respondent

Title or Position

Signature

Date

III: This School IS NOT interested in participating in selected Federal Programs ()

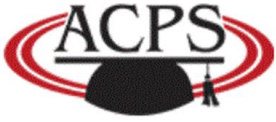
Name of Respondent

Title or Position

Signature

Date

After completing and signing this form, please return to the Project Development Department.



School Intent to Participate Form (Enrollment)	
Private ()	Charter ()

Please provide your 2023-2024 school year enrollment information below.

	Male	Female	Total M/F
K			
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			
11 th			
12 th			
Total Students			



Title II, Part A – Needs Assessment Form
Private () Charter ()

School: _____

Address: _____

Primary Contact: _____

Phone Number: _____

Email Address: _____

A Needs Assessment and Program Development Plan must be submitted annually, during the program planning process, in order to participate in the Title II, Part A program. Funds will not be distributed to any school that does not complete this process.

Note: Budget entries will need to align to identified needs and associated planned activities, and corresponding contracts and/or scope of work will need to accompany Needs Assessment submission per FDOE guidelines.

Identify your students’ instructional needs and provide appropriate data for support. Prioritize needs, with most significant as #1.

Grade Level(s)	Subject Area	Instructional Need(s)
		1.
		2.
		3.
		4.
		5.



Identify your teachers' professional development needs as related to improving your students' academic achievement.

Category (Technology, Data, Behavior, Improving Teacher Knowledge)	Professional Development Need(s)
	1.
	2.
	3.
	4.
	5.

Programs and Services:

Professional Development Need #	Planned Activities
	1.
	2.
	3.
	4.
	5.



Program Services: Are there any programs, services, or activities you would like the school district to implement to address these identified needs? If so, please describe. If more than one suggestion, prioritize below.

Goals & Evaluation: Describe general goals you plan to meet with Title II, Part A funds. Also, briefly explain how you will measure success in meeting your identified goal(s).

School Official:

Date:



<b style="color: red;">Title II, Part A – Needs Assessment Form Private () Charter ()

Budget Narrative: List all anticipated expenses to be reimbursed through Title IIA.
(Add lines as needed. Submission of an Excel spreadsheet in the same format is acceptable.)

Activity	Description	Amount	Total
Personnel Costs	<i>Include salary, supplements, stipends, substitutes, fringe benefits</i>		
Travel for Training	<i>Travel to participate in professional development activities</i>		
Registration	<i>Costs for tuition and training registrations</i>		



Professional and Technical Services <i>Contracts with Vendors for Services</i>			
Materials and Supplies <i>Costs for printing and supplies needed for training purposes</i>			
Total			\$

Submitted by: _____

Name and Title

Signature **Date**

LEA Approval by: _____

Name and Title

Signature **Date**



Title IV, Part A – Needs Assessment Form

Private () Charter ()

School: _____

Address: _____

Primary Contact: _____

Phone Number: _____

Email Address: _____

Well-Rounded Educational Opportunities: Students will have a healthier outlook on life through curriculum and activities that encourage students to imagine their best selves.

Safe & Healthy Schools: Staff will understand and be able to apply strategies to promote the social-emotional development and well-being of students through a hands-on approach of supporting their own social-emotional development and well-being.

Effective Use of Technology: The students will be able to comprehend how to properly operate a graphing calculator for state assessments.

A Needs Assessment and Program Development Plan must be submitted annually, during the program planning process, in order to participate in the Title IV program. Funds will not be distributed to any school that does not complete this process.

Identify your school's needs and provide appropriate data for support. Prioritize needs, with most significant as #1.

Category: Well-Rounded Educational Opportunities (at least 20% of funds)	
	1.
	2.
	3.

Category: Safe & Healthy Schools (at least 20% of funds)	
	1.
	2.
	3.

Category: Effective Use of Technology (15% cap on devices, software and digital content)	
	1.
	2.
	3.



Goals & Evaluation: Describe general goals you plan to meet with Title IV funds. Also, briefly explain how you will measure success in meeting your identified goal(s).

School Official: _____

Date: _____

Submit to:
Project Development
620 East University Avenue
Gainesville, FL 32601
chavezbetancourga@gm.sbac.edu



Title IV, Part A – Needs Assessment Form

Private () Charter ()

Budget Narrative: List all anticipated expenses to be reimbursed through Title IIA.
(Add lines as needed. Submission of an Excel spreadsheet in the same format is acceptable.)

Anticipated Allocation: \$ _____

Activity—List Items separately on each line—add lines as needed	Amount
Well Rounded Educational Opportunity —Items or Services (20% minimum)	
Safe and Healthy Students—Items or services (20% Minimum)	
Effective Use of Technology—Items or services (15% cap on any hardware or software)	
Total	\$

**Please check all calculations for accuracy before submitting. You may not exceed your preliminary allocation.*

Submitted by: _____
Name and Title

Signature *Date*

LEA Approval by: _____
Name and Title

Signature *Date*



PD Request Form

Title II ()

Title IV ()

Private ()

Charter ()

School: _____

Contact Name: _____

Contact Number: _____

Date of Request: _____

Amount of Request: _____

Vendor Name: _____

Vendor Contact Number & Website URL: _____

Does Vendor Accept PO? Y / N

If requesting conference, please attach copy of registration

- Professional Development – improving the knowledge of teachers, principals, and other educational personnel in one or more of the core academic subjects.
- The development of acquisition and use of instructional and educational materials for Professional Development (Not for classroom instructional use).
- Training in effective integration of technology into curriculum and instruction.
- Training in methods of improving student behavior, identifying early and appropriate interventions, and involving parents more effectively in their children’s education.
- Training in the use of data and assessments to improve instruction and student outcomes.

*****May use additional pages*****

Describe your request. Be specific with materials/supplies and/or professional development requested.

Describe how your request supports the delivery and effectiveness of professional development for your teachers:

Outcome Objective(s)	Description of Activities	Evaluation Strategy(s)

Date Received in Project Development: _____

Request Approved: _____

Submit to:
 Project Development
 620 East University Avenue
 Gainesville, FL 32601
 chavezbetancourga@gm.sbac.edu



EQUIPMENT INVENTORY CHECKLIST

NAME OF SCHOOL	
School Year	Date
Person Conducting Inventory	

Materials/Equipment purchased with grant money must be inventoried with funding source & condition clearly identified.

Equipment/Materials	Funding Source	Year Purchased	Condition
---------------------	----------------	----------------	-----------

Please complete and send to: Project Development -
Alachua County Public 620 East University Avenue Gainesville, FL 32601 chavezbetancourga@gm.sbac.edu



For Project Development Office Use Only:
 Approved _____ Denied _____

Project Development Travel Request Form

Attendee's Name: _____ Date of Request: _____
 Attendee's Title: _____ Program: _____
 Dates Requested: _____ Total Estimated Cost: \$ _____

Conference Detail and Request Justification

Provide conference title and logistics: time, place, name of conference organizer.

Describe how the conference will be effective in improving your work/function/performance.

Explain how you will share (turnkey) information from the training with other members of the staff in the district.

Proposed Budget for Activity (Registration, Travel, Lodging, Miscellaneous)

Item	Narrative	Cost
		\$
		\$
		\$
		\$
Total		\$

Approvals:

Immediate Supervisor: _____ (date)

Administrative Signature: _____ (date)

(As necessary, all out of state travel requires the superintendent signature or designee)

Please note: This form must be submitted at least four (4) weeks prior to travel date. The form must be submitted and approved prior to submission into Skyward for TDE.

School Board of Alachua County – Business Services
Per Diem Voucher for Out-of-County Travel

1. Point of Origin _____
2. Point of Destination _____
3. Nature of Trip or Meeting _____

Work Location # _____
 Employee # _____

4. Time and Date of Departure _____ (a.m./p.m.) on _____ 20____
5. Time and Date of Return _____ (a.m./p.m.) on _____ 20____
6. Mode of Transportation: Car , I Drove: Yes No
 - a. Passengers (if applicable) _____
7. Official Mileage (one way) _____ Other Mileage _____
 Please Explain _____

I hereby certify that this travel and per diem claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties.

Date _____ Applicant's Signature _____

Approved: _____
Principal or Department Head Print Applicant's Name

Note: *Attach to this form the yellow copy of your approved leave PLUS receipts for any expenses not covered by travel and per diem. Meal reimbursement not paid on one-day travel. Please list meals included in Conference Registration only.*

Fund			Type	Function			Object			Facility			Project			Subproject			Program		

For Business Services Use Only

Class of Travel _____

Total Miles _____ @ _____ per mile \$ _____

Quarters for Per Diem _____ @ _____ per quarter _____

Hotel _____ nights @ _____ per night _____

Meals _____

Other Expenses Approved (receipts attached) _____

Deduct – Meals included in registration _____

TOTAL _____

Alachua County Public Schools
Payroll Department
Stipend Payroll Report

Location: _____

Date(s) of Activity: _____

Title: _____

Activity: _____

Employee ID	L2	Employee Name	Schedule/Department	Rate of Pay*	Hours Worked	Total to be Paid

** The rate of pay per hour MUST conform to a board-adopted salary schedule.*

FUND	TYPE	FUNCTION	OBJECT	CENTER	PROJECT	SUBPROJ	PROGRAM
	E						

The above listed employee(s) are authorized to be paid stipends from this budget.

Activity Leader/Principal: _____

Date: _____

Dept. Head/Project Supervisor: _____

Date: _____

Verified: _____

Date: _____



**ALACHUA COUNTY PUBLIC SCHOOLS
Department of Project Development**

620 E University Avenue
Gainesville, Florida 32601
Telephone: 352-955-7605

Title _____ Agreement Checklist School _____

DATE RECEIVED	DESCRIPTION	RECEIVED BY	NOTES
	INTENT TO PARTICIPATE FORM		
	ENROLLMENT NUMBERS		
	NEED ASSESSMENT FORM		
	BUDGET NARRATIVE		
	PD REQUEST FORM		
	EQUIPMENT INVENTORY LIST		
	OUT OF COUNTY TRAVEL VOUCHER		
	STIPEND PAYROLL REPORT		

Submit to: Project Development 620 East University Avenue Gainesville, FL 32601 chavezbetancourga@gm.sbac.edu

