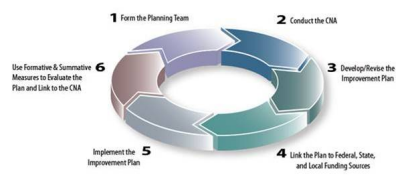


The Federal Programs Department provides support services and guidance to campuses and department

The Federal Programs Department provides support services and guidance to campuses to improve the

Organization and Development Process: State and Federal



2014-2015 Priority & Focus Grants

SAISD Parent Involvement Policy

16-17 Grant Timeline Handout

SCHEDULE IS SUBJECT TO CHANGE

THIS IS HANDOUT #1 --- COLOR SHADING BELOW CORRELATES TO GRANT ROSTER (HANDOUT #2)				
GRANT TIMELINES FOR FEDERAL PROGRAMS, FUND 164 OTHER FEDERAL, STATE AND PRIVATE AWARDS ACADEMIC YEAR 2016-2017				
	DEADLINE 1	DEADLINE 2	DEADLINE 3	DEADLINE 4
GRANT TYPE	PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE	PURCHASE ORDER DEADLINE	DELIVERY DEADLINE	APPLIES TO TYPE I GRANTS SUMMER SCHOOL (ORG 699), LIMITED PD TRAVEL AND SUMMER ACTIVITY DEADLINES
	FOR ALL GOODS CONTRACTED SERVICES & MOST TRAVEL INCLUDING: TECHNOLOGY RELATED, ALL SUPPLIES, PRINT SHOP ORDERS, POSTAGE, WAREHOUSE ALSO OFFICE DEPOT, GATEWAY SCHOOL SPECIALTIES & LAKE SHORE EXCEPTION: SUMMER SCHOOL RELATED (699) & PD TRAVEL	THIS PURCHASE ORDER DEADLINE IS FOR ALL REQUIREMENTS THAT MET THE PREVIOUS DEADLINE	THIS DELIVERY DEADLINE IS FOR ALL GOODS AND SERVICES INCLUDING OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKE SHORE THAT MET THE PREVIOUS PO DEADLINE	PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE: 04/15/17 (Quality Control Worksheet & back-up for FPD must be complete & error-free) PURCHASE ORDER DEADLINE: 05/01/17 DELIVERY DEADLINE: 05/26/17 SUPPLEMENTAL PAY DEADLINE: 07/26/17
TYPE I GRANT FUNDS	01/27/17 <small>(Quality Control Worksheet & back-up for FPD must be complete & error-free)</small>	02/10/17	03/10/17	
TYPE II GRANT FUNDS	05/05/17	05/19/17	06/02/17	
TYPE III GRANT FUNDS	08/11/17	08/25/17	09/08/17	

OTHER CRITICAL DEADLINES

New grants require an initial request invoice, signed receiving reports, packing slips and contract copies are due to Accounts Payable (Federal Programs) in 10 - 14 workdays.

For supplemental pay up to the last month of grant award, related to tutoring, after-school programs, etc. - send approved supplemental pay forms to Federal Programs, otherwise for other non-Federal Program grants that have supplemental pay activity in the last month of grant, send original supplemental pay forms to the Payroll department and copies to Funds Management.

Due to the scope, to grant and date, Grant Directors must notify HR requesting positions that will no longer have grant funding.

ESSENTIAL KEYS TO EFFECTIVE GRANT MANAGEMENT

All goods must be received and services delivered in sufficient time for resources to provide substantial benefit to the population being served in the current grant period.

For eligibility of grant expenses, those questions should be sufficiently satisfied:

- 1) Is the expense identified in your Transparency Needs Assessment?
- 2) Is the expense in the current budget plan / Capital Investment Plan?
- 3) Is the expense reasonable to accomplish the goals and objectives of grant program?
- 4) Is the expense necessary to accomplish the goals and objectives of grant program?
- 5) Is the expense allocable to the grant program?

Federal funds must augment—add to, enhance, expand, increase, extend—the programs and services offered with state and local funds.

* Applicable to Federal Programs Department (FPD) funds including Funds 211, 214, 215, 245, 255, 263 & 287 as well as Fund 164

Prepared by Financial Services

16-17 Grant Timelines
Revised
Handout#1 1/24/17