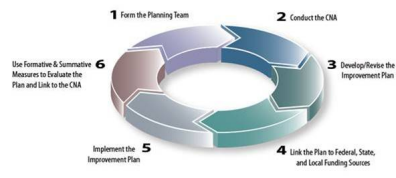


The Federal Programs Department provides support services and guidance to campuses and department

Organization and Development Process: State and Federal



SAISD Parent and Family Engagement Policy

[17-18 Grant Timeline Handout](#)

Federal Programs, SAISD - Front Page

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 2017-2018 | | | | |
|---|---|---|--|---|
| GRANT TYPE | DEADLINE 1 | DEADLINE 2 | DEADLINE 3 | DEADLINE 4 |
| | PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE | PURCHASE ORDER DEADLINE | DELIVERY DEADLINE | TYPE I GRANTS ONLY SUMMER SCHOOL (ORS 899), 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 & LAKESHORE EXCEPTION: SUMMER SCHOOL RELATED (899) & PD TRAVEL | THIS PURCHASE ORDER DEADLINE IS FOR ALL REQUISITIONS THAT MET THE PREVIOUS DEADLINE | THIS DELIVERY DEADLINE IS FOR ALL GOODS AND SERVICES INCLUDING OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKESHORE THAT MET THE PREVIOUS PO DEADLINE | PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE: 04/15/18 (Quality Control Worksheet & back-up for FPD must be complete & error-free) PURCHASE ORDER DEADLINE: 05/01/18 DELIVERY DEADLINE: 05/25/18 SUPPLEMENTAL PAY DEADLINE: 07/27/18 |
| TYPE I GRANT FUNDS | 01/26/18 (Quality Control Worksheet & back-up for FPD must be complete & error-free) TYPE I GRANTS INCLUDE FUNDS: 164-S, 211-S, 214-S, 215-S, 224-S (Campus), 225-S (Campus), 244-S, 245-S, 255-S, 257-S, 263-S, 267-S, 386-S (Campus), 436-7 | 02/09/18 | 03/09/18 | |
| TYPE II GRANT FUNDS | 05/04/18 TYPE II GRANTS INCLUDE FUNDS: 206-S, 220-S, 223-S, 224-S (Dept.), 225-S (Dept.), 265-S, 277-S, 285-S, 381-S, 386-S (Dept.), 480-S, 485-S | 05/18/18 | 06/01/18 | |
| TYPE III GRANT FUNDS | 08/10/18 TYPE III GRANTS INCLUDE FUNDS: 204-S, 274-S, 276-S, 289-S, 478-S | 08/24/18 | 09/07/18 | |
| OTHER CRITICAL DEADLINES | | | | |
| After goods and services are delivered, vendor invoices, signed receiving reports, packing slips and contract copies are due to Accounts Payable (if Federal Programs) in 10 - ten 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. | | | | |
| Tabular data to grant and date, Grant Directors must notify HR regarding positions that will no longer have grant funding. | | | | |
| ESSENTIAL KEYS TO EFFECTIVE GRANT MANAGEMENT | | | | |
| All goals must be reviewed 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, these questions should be sufficiently satisfied: | | | | |
| 1) Is the expense identified in your Comprehensive Needs Assessment? | | | | |
| 2) Is the expense in the Current Improvement Plan / Future Improvement Plan? | | | | |
| 3) Is the expense necessary to accomplish the goals and objectives of grant program? | | | | |
| 4) Is the expense necessary to maintain the goals and objectives of grant program? | | | | |
| 5) Is the expense allocable to the grant program? | | | | |
| Federal funds must supplement—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 & 267 as well as Fund 164

Prepared by Financial Services

17-18 Grant Timelines
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