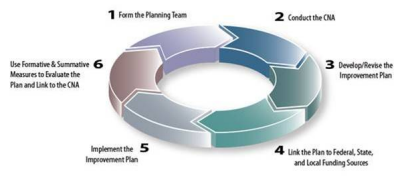


The Federal Programs Department provides support services and guidance to campuses and department

Organization and Development Process: State and Federal



18-19 Grant Timeline Handout

SCHEDULE IS SUBJECT TO CHANGE

THIS IS HANDOUT #1 ---- SHADING BELOW CORRELATES TO GRANT ROSTER (HANDOUT #2)				
GRANT TIMELINES FOR FEDERAL PROGRAMS, FUND 164 OTHER FEDERAL, STATE AND PRIVATE AWARDS ACADEMIC YEAR 2018-2019				
	DEADLINE 1	DEADLINE 2	DEADLINE 3	DEADLINE 4 TYPE I GRANTS ONLY
	PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE	PURCHASE ORDER DEADLINE	DELIVERY DEADLINE	SUMMER SCHOOL (ORIG 689), LIMITED PD TRAVEL AND SUMMER ACTIVITY DEADLINES
GRANT TYPE	FOR ALL GOODS, CONTRACTED SERVICES & MOST TRAVEL INCLUDING TECHNOLOGY RELATED, ALL SUPPLIES, PRINT SHOP PROGRAMS, POSTAGE, WAREHOUSE ALSO OFFICE DEPOT, GATEWAY, SCHOOL SPECIALTIES & LAKESHORE EXCEPTION: SUMMER SCHOOL RELATED (689) & 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: 04/12/19 (Quality Control Worksheet & back-up for FPD must be complete & error-free) PURCHASE ORDER DEADLINE: 05/01/19 DELIVERY DEADLINE: 05/24/19 SUPPLEMENTAL PAY DEADLINE: 07/26/19
TYPE I GRANT FUNDS	01/25/19 (Quality Control Worksheet & back-up for FPD must be complete & error-free) TYPE I GRANTS INCLUDE FUNDS: 164-9, 207-9, 208-9, 211-9, 212-9, 214-9, 215-9, 216-9, 224-9 (Campus), 225-9, 244-9, 245-9, 255-9, 263-9, 271-9, 280-9, 283-9, 284-9, 287-9, 480-9, 482-9	02/08/19	03/08/19	
TYPE II GRANT FUNDS	05/03/19 TYPE II GRANTS INCLUDE FUNDS: 208-9, 217-9, 218-9, 226-9, 227-9, 229-9, 228-9, 258-7, 258-8, 259-7, 260-7, 261-7, 262-7, 265-9, 360-9, 381-9, 385-9, 386-9 (Campus), 459-9	05/17/19	05/31/19	
TYPE III GRANT FUNDS	08/09/19 TYPE III GRANTS INCLUDE FUNDS: 204-9, 274-9, 276-9, 478-9, 484-9	08/23/19	09/06/19	
TYPE IV GRANTS	TYPE IV DEADLINES IF APPLICABLE DURING THIS TERM, WILL BE SENT DIRECTLY TO GRANT DIRECTORS			
OTHER CRITICAL DEADLINES				
After goods and services are delivered - vendor invoices, signed receiving reports, packing slips and contract copies are due to Accounts Payable (Federal Programs) in 10 - ten workdays				
For departmental 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				
Also consult SP22 to grant end date. Grant Directors must notify HR regarding positions that will no longer have grant funding.				
ESSENTIAL KEYS TO EFFECTIVE GRANT MANAGEMENT				
All grants must be received and services delivered in sufficient time for resources to provide <u>substantial benefit</u> to the population being served in the <u>target grant period</u> .				
For eligibility of grant expenses, these questions should be satisfactorily satisfied:				
1) Is the expense <u>identified in your Comprehensive Needs Assessment?</u>				
2) Is the expense <u>in the Current Program Plan, FPD's Improvement Plan,</u>				
3) Is the expense <u>essential</u> to accomplish the goals and objectives of grant program?				
4) Is the expense <u>reasonable</u> to accomplish the goals and objectives of grant program?				
5) Is the expense <u>allocable</u> to the grant program?				
Federal funds must <u>supplement</u> —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, 216, 216, 245, 245, 262 & 267 as well as Fund 164.

