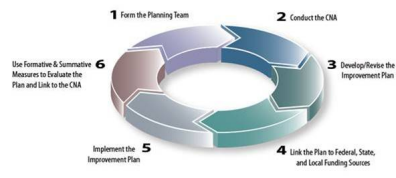


The Federal Programs Department provides support services and guidance to campuses and department

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 <b>EXCEPTION: SUMMER SCHOOL RELATED (899) &amp; PD TRAVEL</b>	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	
TYPE I GRANT FUNDS	01/26/18 <i>(Quality Control Worksheet &amp; back-up for FPD must be complete &amp; error-free)</i>	02/09/18	03/09/18	PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE: 04/15/18 <i>(Quality Control Worksheet &amp; back-up for FPD must be complete &amp; error-free)</i>  PURCHASE ORDER DEADLINE: 05/01/18  DELIVERY DEADLINE: 05/25/18  SUPPLEMENTAL PAY DEADLINE: 07/27/18
TYPE II GRANT FUNDS	05/04/18	05/18/18	06/01/18	
TYPE III GRANT FUNDS	08/10/18	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.

For supplemental pay 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 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 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 & 287 as well as Fund 164

Prepared by Financial Services

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