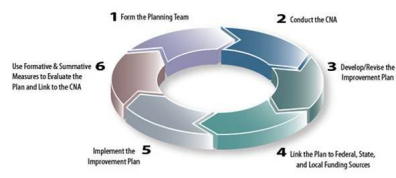


The Federal Programs Department provides support services and guidance to campuses and department

Organization and Development Process: State and Federal



SAISD Parent and Family Engagement Policy

[17-18 Grant Timeline Handout](#)

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 2017-2018				
	DEADLINE 1 PRINCIPAL / DEPARTMENT HEAD REQUESTION DEADLINE	DEADLINE 2 PURCHASE ORDER DEADLINE	DEADLINE 3 DELIVERY DEADLINE	DEADLINE 4 TYPE I GRANTS ONLY SUMMER SCHOOL (ORIG 888), LIMITED PO TRAVEL AND SUMMER ACTIVITY DEADLINES
GRANT TYPE	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 (888 & PO TRAVEL)	THIS PURCHASE ORDER DEADLINE IS FOR ALL REQUESTIONS 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 REQUESTION DEADLINE: 04/13/18 (Quality Control Worksheet & Back-up for FPD must be complete & ready) * 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 & ready) *	02/09/18	03/09/18	
TYPE I GRANT FUNDS	TYPE I GRANTS INCLUDE FUNDS: 184-8, 211-8, 212-8, 214-8, 218-8, 219-8, 224-8 (Campus), 225-8 (Campus), 244-8, 255-8, 257-8, 263- 8, 280-7, 281-8, 282-8, 283-7, 284-7, 287-8, 288-8 (Campus), 480-8, 482-8			
TYPE II GRANT FUNDS	05/04/18	05/18/18	06/01/18	
TYPE II GRANT FUNDS	TYPE II GRANTS INCLUDE FUNDS: 209-8, 218-8, 220-8, 221-8, 223-8, 224-8 (Dept.), 225-8 (Dept.), 265-8, 381-8, 386-8 (Dept.), 481-8			
TYPE III GRANT FUNDS	08/10/18	08/24/18	09/07/18	
TYPE III GRANT FUNDS	TYPE III GRANTS INCLUDE FUNDS: 204-8, 274-8, 276-8, 289-8, 420-8, 478-8			
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 10-15 business days.				
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 Principal/Department and copies to Funds Management.				
See quality control in grant and data. Grant Directors must notify HR regarding problems 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>correct grant period</u> .				
For eligibility of grant expenses, these questions should be sufficiently satisfied:				
1) Is the expense <u>allowable</u> in your <u>contract/agreement/needs assessment</u> ?				
2) Is the expense <u>in the Contract Instrumentation Plan (CIP) Instrumentation Plan</u> ?				
3) Is the expense <u>reasonable</u> to accomplish the goals and objectives of grant program?				
4) Is the expense <u>necessary</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>complement</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, 215, 216, 240, 255, 260 & 267 as well as Fund 164)

12-18 Grant Timelines
REVISED
Handout #1 11-13-17

Prepared by Financial Services

