BROWNSVILLE INDEPENDENT SCHOOL DISTRICT SPECIAL PROGRAMS DEPARTMENT

Funding Guide



Funds 211, 255, 289

REFER TO SPECIFIC APPLICABLE SET OF FASRG COST PRINCIPLES FOR ENTIRE TEXT FOR GENERAL INFORMATION PURPOSES ONLY

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Federal Programs Department Mary Lou Esparza

Parent and Family Engagement Rosalva Larrasquitu

Note: Employees are to follow the district's PROCUREMENT GUIDE, a copy may be found at: <u>http://www.bisd.us/purchasing/Doc/BISD_Purchasing%20Guide_2017.pdf</u>

Federal Funding Guidelines

Funds must be expended for *reasonable and necessary costs* in conducting grant activities. *Reasonable* means a cost is consistent with prudent business practice and comparable to current market value. *Necessary* means the cost is essential for you to accomplish the objectives of the project. All costs must be properly supported by the original source documentation (i.e., invoices, receipts, purchase orders, travel vouchers) to be reimbursable by TEA. Districts must comply with the applicable Federal cost principles in expending grant funds. **CNA's Multiple Measure of Data and the Priority Need number as well as the CIP Goal, Performance Objective and Strategy numbers must be included in the notes section of every purchase request (PR**).

Special Programs/Title I-A Special Programs/Title I-A Function-**Direct Cost Items** Allowable use of **Unallowable** use of **Object Code Supplemental Funds Supplemental Funds** Use Unallowable: **Unallowable:** Х Advertising **Alcoholic Beverages** Unallowable: Unallowable: Х Awards for Recognition Allowable: When **Unallowable:** T-shirts, 11-6498-00 or Incentives for Student reasonable in cost and when baseball caps, tote bags or (Students) other similar motivational Achievement in the basic necessary to accomplish foundation curriculum. program objectives. incentives for staff or Acceptable awards and students. incentives include certificates, ribbons, plaques, small trophies or inexpensive instructionallyrelated items such as pens/ pencils to be used in the *Note: Engraving costs for* classroom. The cost of the awards is not an allowable items is not to exceed expenditure. \$10.00. Award Ceremonies Unallowable: Unallowable: Х Allowable: Request must be 11-6635-62 **Capital Outlay <u>Unallowable</u>**: Any item(s) (for items costing \$5,000 submitted in a timely manner not requested on the (Sotware for inclusion/submission in Purchase) Capital Outlay Form and or more)

previously submitted for

Federal Grant Application

inclusion in the ESSA

for Federal Funding.

the ESSA Federal Grant

All requests must be

Application for TEA approval.

copy of the identified need in

accompanied by a current

the Comprehensive Needs Assessment, a CIP strategy,

and answers to the Title I-A Use of Funds Questions.

electronic request form

The following funding guidelines address certain specific costs only and are not intended to be all-inclusive.

Note: Adhere to District

policy.

11-6639-00

11-6639-62

11-6639-65

23-6639-65

Commencement & Convocation or Graduation Costs	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Communication Costs (includes telephone services, local and long distance telephone calls, telegrams, postage, messenger, electronic or computer transmittal services, personal communication devices, etc.)	<u>Unallowable</u> : Except for parental and family engagement activities as approved by TEA.	<u>Unallowable</u> :	X
Compensation for Personnel Services (includes salaries, wages, and fringe benefits). Personnel costs must be reflected in the District and Campus Improvement Plans by position, program and FTEs. Personnel costs must be reflected in the budget summary. Employees must receive an "Authority to Report to Work" before a change in assignment takes place.	Allowable: If it's supplemental to the basic foundation curriculum, reasonable, comparable for similar work, and charges are supported with District payroll management records or other documentation. <u>Allowable FTE(s)</u> : English Language Arts and Reading, Mathematics, Science, Social Studies, STARS, credit recovery, tutorials in foundation areas only, computer-assisted instruction in foundation areas only, specialized reading and math programs, STAAR remediation, and extended day/week/year instruction for students. <u>Instructional Tutorial Aide</u> : Assists with supplemental classroom instruction for Kinder, English Language Arts, Reading, Mathematics, Science, Social Studies, library, computer-assisted instruction in foundation areas only, specialized reading and math programs, STAAR remediation, Science, Social Studies, library, computer-assisted instruction in foundation areas only, specialized reading and math programs, STAARS remediation,	Unallowable FTE(s): Personnel costs that are not supplemental to local efforts. Unallowable FTE(s): In-School Suspension, CTE, ESL/ESOL, Special Education, or other state or federal mandated programs, non-foundation curriculum courses such as the following: PE/Athletics, Music, Art, Choir or other Fine Arts programs, and UIL programs. Instructional Aides: Should not carry out the duties of: office clerk, receptionist, hall monitors, mail room clerk, copy room clerk, attendance clerk, parent liaison, in-school suspension, Career and Technology courses, ESL, Bilingual programs, Special Education or other state or federal mandated programs, non-foundation curriculum courses, PE/Athletics, Music, Art, Choir or other Fine Arts programs, and UIL programs. As well as,	11-6119 (Prof. Salary) 11-6129 (Para. Salary) 13-6117 (Training Stipend) 11-6118 (Extra-Duty Pay) 11-6121 (Para. Ex-Duty) 13-6118 (Curr. Writing) 5141 (Medicare) 6142 (Health Ins.) 6143 (Worker's Comp.) 6145 (Unemployment) 6146 (TRS) 6149 (TRS - District) 6148 (ACA)

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	conference for approval.			
			pant's actual expenses).	

Donations and	<u>Unallowable</u> :	<u>Unallowable</u> :	X
Contributions	<u>onanowabie</u> .	<u>onanowabie</u> .	Λ
Electronic Equipment (for items costing more than \$150, but less than \$5,000)	<u>Allowable</u> : Request must be submitted in a timely manner and must be accompanied by Electronic Request Form and Use Funds Questionnaire.	<u>Unallowable</u> : Any item(s) not requested prior to submitting purchase request.	11-6398-00 (Instructional Electronic Equipment) 11-6398-62 (Instructional Computer Equipment) 13-6398-65 (Staff Development Computer Equipment)
			23-6398-65 (Administrative Computer Equipment)
Employee Morale, Health and Welfare	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Employee Service Awards	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Entertainment (including amusement, diversion, social activities, and related costs)	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Fees	<u>Allowable</u> : Costs not associated with travel such as on-line staff development fees.	<u>Unallowable</u> :	11-6495-00 (membership fees) 13-6497-00 (virtual training fees)
Field Trips	<u>Allowable</u> : Instructional field trips with lesson plans and TEA's Justification of Specific Expenditure Educational Field Trip forms.	<u>Unallowable</u> : Non- instructional field trips.	11-6412-00 (Student)
Food Costs	<u>Allowable</u> : Only for parent involvement activities.	Unallowable: Under all other functions.	61-6499-53 (Parental)
Fundraising	<u>Unallowable</u> :	<u>Unallowable</u> :	X
Gifts or items that appear to be Gifts	<u>Unallowable</u> :	<u>Unallowable</u> :	Х

Goods or Services for	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Gratuities or Tips			
Hospitality Rooms	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Job Descriptions	Teacher:	Teacher Unallowable	11-6118
Must be signed and dated	English Language Arts and	<u>FTE(s)</u> :	(Extra-Duty
annually or when	Reading, Mathematics,	In-School Suspension, CTE,	Pay)
function or activity is	Science, Social Studies,	ESL/ESOL, Special	11-6119
added to or deleted from	STARS, credit recovery,	Education or other state or	(Prof. Salary)
an existing job	tutorials in foundation areas	federal mandated	
description applicable to	only, computer-assisted	programs, non-foundation	11-6141
the funding source(s) or	instruction in foundation	curriculum courses such as	(Medicare)
cost objective, and must	areas only, specialized	the following: PE/Athletics,	11-6142
be maintained at the	reading and math programs,	Music, Art, Choir or other	(Health Ins.)
campus/department.	STAAR remediation, and	Fine Arts programs, and	
Employeee must as asian	extended day/week/year	UIL programs. As well as,	11-6143 (Worker's Comp.)
Employees must receive	instruction.	Speech/Communication Applications/Professional	(worker's comp.) 11-6145
an "Authority to Report to Work" before a change in		Communications, Foreign	(Unemployment)
assignment takes places.		Language, or any other	11-6146
assignment taxes places.		equivalent course.	(TRS) 11-6149
		equivalent course.	(TRS – District)
Maintenance,	Allowable: For the	Unallowable: All other	6249-12
Operations, and Repairs	maintenance of copiers,	items would be considered	(Maintenance)
	computers & printers.	supplanting.	6296-13
			(Lease of
			equipment)
Materials and Supplies:	Allowable:	<u>Unallowable</u> : Capital outlay items, banquets, ceremonies,	11-6399-00 (instructional
Campus Improvement Plan (CIP/DIP) Strategy	Must be supplemental to District provided resources;	celebrations, door prizes,	items)
number(s) which	such items must improve	proms, pep rallies, food, drug	-
document the	student performance	dogs, drug testing, drug	11-6396-00
Comprehensive Needs	through direct instructional	treatment, red ribbons,	(Duplicating Paper)
Assessment (CNA)	services; such items must	mirrors, defibrillators,	raperj
Multiple Measure of Data	demonstrate a scientific	furniture, filing cabinets,	11-6399-62
and the priority need #	research-based proven	door mats, murals, banners,	(toner for
that supports the PR.	outcome and such items	display cases, rock climbing walls, bicycles, bike racks,	instruction)
	must be reasonable and	custom or outdoor signs,	
The location must be	necessary to carry out the	entertainment, recreational	23-6399-65
recorded in the PR where	intent and purpose of the	items, social events, gifts,	(toner for office)
such supplies/materials	Title I-A.	promotional items,	11-6399-16
will be utilized/stored.	Drinting of motorials	memorabilia, souvenirs, t-	(printing for
	Printing of materials must address instruction and/or	shirts, caps, tote bags, key	instruction)
	instructional related office	chains, imprinted pens,	
	supplies.	name plates/tags, lanyards,	23-6399-16
	seppires.	school marquees, athletic expenses, meals, trophies,	(office printing)
		and plaques (over \$10.00),	
		washers, dryers, walkie-	
		talkies, water coolers, ice	
		machines, indoor/outdoor	
		paint, roller skates, skate	
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Note: A distribution log must be in place for supplies, materials and equipment that have not been designated to a specific location.		boards, moonwalks, parade floats or costumes, special dietary expenses, floral arrangements, coffee, pastries, fine arts materials, cheerleading equipment/supplies, book/magazine racks, shelves, custodial and daycare supplies.	Testing Supplies: 11-6299-00 (OnlineTesting) 11- 6339-00 (Paper Tests) 11-6497-00 (Testing at UTRGV)
Memberships	<u>Allowable</u> : Membership in business, technical, and professional organizations related to the program's intent and purpose. Membership must be in the name of the grantee organization and not in the name of an individual.	Unallowable: Memberships in the name of individual(s).	11-6495-00 (membership fees) 13-6495-00
Memorabilia	<u>Unallowable</u> :	<u>Unallowable</u>	Х
Plant and Homeland Security Costs	<u>Unallowable</u> :	<u>Unallowable</u>	X
 Professional Development and Consultant Services: Professional leaves must be submitted to the funding source 30 working days prior to the event if travel arrangements must be made by the Travel Department. Professional leaves that do not require travel arrangements made through the Travel Department must be submitted 15 days in advance including virtual trainings. Note: Extenuating circumstances will be considered for those professional leaves that do not meet district travel guidelines. 	Allowable: Professional Development should be designed to assist teachers improve student achievement. Campuses MUST be able to demonstrate and document that school personnel have received staff development designed to improve instruction. Expenses MUST be reasonable and necessary; training MUST address CNA's identified needs and beneficial to the overall schoolwide program. It should not be a "one time event" and the campus must maintain documentation to ensure that the training was evaluated for effectiveness. Workshop Roster Report, Professional Development	Unallowable: Motivational speakers, clowns, magicians, etc.	6411-00 (In-District Travel) 6411-23 (Out-of-District Travel) 13-6497-00 (Virtual Training)

Funding Guidelines 2020-2021

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Professional consulting services are delivered by an independent contractor (individual, entity, or firm) on a fee basis for specialized services that supplement the expertise of the district and includes evaluation, Note: All Professional Development and consultant services must include an Agenda, Sign- in Sheets, Certificate of Completion.	System (PDS) Session Evaluation Responses Report, agenda, conference program, etc.) Must be kept on file for seven years. All teacher substitute time sheets must be submitted every Friday to the funding source. The approved professional leave(s) must be attached. Consultants are allowable costs only when provided by non- employees and/or when the district does not possess the expertise in the needed capacity. Consultant forms must be approved by the Area Assistant Superintendent(s) and funding source. The signed consultant form must be attached to the PR for counsulting services. Such services must be documented in the District/Campus Improvement Plan's and comprehensive needs assessment(s). In addition, services must be research- based, supplemental and not a one-time event.		11-6112-18 (substitute pay) Consutants: 13-6291-00 (Independent Contractor) 13-6239-00 (Region One)
Promotional Items Such as t-shirts, caps, tote bags, key chains, imprinted pens, etc.	<u>Unallowable</u> :	<u>Unallowable</u> :	X
Publication and Printing Costs	Allowable: Instructional Printing of materials	<u>Unallowable</u> : Promotional printing i.e. clubs, logos, etc.	11-6399-16
Reference Materials	<u>Allowable</u> : When related to the Title Program's intent and purpose.		11-6399-00
Refreshments	<u>Allowable</u> : Only for parent involvement activities.	<u>Unallowable</u> : Under all other functions.	61-6499-53

Scholarships, Fellowships, and Other Student Aid Costs	<u>Unallowable</u> :	<u>Unallowable</u> :	X
Severance Pay	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Souvenirs	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Specialized Service Facilities	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
Stipends for Employees and Non-Employees (participant support cost) Note: Stipend will not be paid if CPE hours are awarded.	<u>Allowable</u> : Stipends for participation in staff development activities (off contract) are allowable expenditures. In-District Professional Leaves must be submitted to the funding source for approval 15 working days prior to the event.	<u>Unallowable</u> :	13-6117-00 (Teachers) 13-6413-00 (Non-Employees)
Subscriptions	Allowable: Costs of business, professional, and technical periodicals when related to the grant program. Subscriptions must be in the name of the grantee organization and not in the name of an individual.	<u>Unallowable</u> :	11-6325-00 (Instructional)
Substitutes	Allowable: Costs for teachers attending an in- service paid out of 211 or 255.	<u>Unallowable</u> :	11-6112-18
Taxes	<u>Allowable</u> : Except for self- assessed taxes.	<u>Unallowable</u> : State taxes are not applicable.	X
Time and Effort Employees who work 100% performing Title program duties must sign a Time and Effort Certification form semi- annually as well as for summer employment. For employees who do not work 100% under one funding source, employees are required	<u>Teacher</u> : English Language Arts and Reading, Mathematics, Science, Social Studies, STARS, credit recovery, tutorials in foundation areas only, computer-assisted instruction in foundation areas only, specialized reading and math programs, STAAR remediation, and extended day/week/year	Unallowable FTE(s): In-School Suspension, CTE, ESL/ESOL, Special Education, or other state or federal mandated programs, non-foundation curriculum courses such as the following: PE/Athletics, Music, Art, Choir or other Fine Arts programs, and UIL programs as well as, Speech/ Communication/ Applications	11-6119-00 (Teacher Salary)

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to maintain time and	instruction for low	Professional	
effort records/logs in	performing students.	Communications, Foreign	
order to account for their	T 1 A · 1	Language, or any other	
time. Employees must	Instructional Aide:	equivalent course.	
prepare time and effort	Assists with supplemental		
reports, on a weekly basis	classroom instruction for	Instructional Aide: May not	11-6129-00
and turn into the Federal	the Kinder, English	carry out the duties of:	(Para-Professional
Programs/Title I-A office	Language Arts, Library,	office clerk, receptionist,	Salary)
on a monthly basis.	Reading, Mathematics,	hall monitors, mail room	
	Science, Social Studies,	clerk, copy room clerk,	
	computer-assisted	attendance clerk, parent	
	instruction in foundation	liaison, in-school	
	areas only, specialized	suspension, Career and	
	reading and math programs,	Technology courses, ESL,	
	STAARS remediation,	Bilingual programs, Special	
	dyslexia program, and	Education or other state or	
	extended year instruction	federal mandated	
	for low performing students.	programs, non-foundation	
		curriculum courses, PE/	
	Library Aide: Assist librarians		
	with the daily duties and	or other Fine Arts	12-6129-00
	responsibilities.	programs, and UIL	(Library Aide)
		programs. As well as,	
		Speech/Communication	
	Counselor Clerical Assistant:	Applications/Professional	
	Assists with counselor	Communications, Foreign	31-6129-08
	related duties.	Language, or any other	(Counselor)
		equivalent course.	
		<u>Unallowable</u> : Clerical	
		assistants may not be	
		assigned to the assistant	
		principal or any area of the	
		office to assist with the	
		normal, everyday activities	
		of the campus.	
Tips and Gratuities	<u>Unallowable</u> :	<u>Unallowable</u> :	Х
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Training and Education	<u>Allowable</u> : Training for	<u>Unallowable</u> :	Х
Defente Drofessional	teachers under Function 13.		
Refer to Professional			
Development.			

Transportation Cost (Not Educational Field Trips) <i>Note: Dates on the</i> <i>purchase request must be</i> <i>clearly specified.</i>	 <u>Allowable</u>: For extended day/week/year programs. WebTravel Transportation request(s) must be attached to the purchase request and the dates needed must match on both forms. Instructional field trips must meet the following requisites: Lesson plans must be in place and attached to the purchase request. TEA's Justification of Specific Expenditure: Educational Field Trip form must be filled out, attached to the BusinessPLUS Stores Inventory and submitted to the funding source before the educational field trip takes place. 	Unallowable: Field trip transportation costs incurred for transporting students to and from activities other than tutorials, extended year school and universities.	11-6494-00
Transportation of Goods	<u>Allowable</u> :	Unallowable: Any other transportation costs.	6399-00 (Shipping Cost)
 Travel Costs Professional leaves must be submitted to the fund- ing source 30 working days prior to the event if travel arrangements need the Travel Department to make the travel arrange- ments. An approved leave request must be attached to the purchase requisition Professional leaves that do not require travel arrangements made through the Travel Department must be submitted 15 days in advance. Out-of-state travel is not allowed where the same type and quality of training is available in-state. Note: BISD travel policy requires itemized receipts for meals, hotel, parking, cab/shuttle, etc. 	Specific Expenditure: Program Related Out-of-State Travel Approval MUST be submitted to the funding source prior to the planned travel. Need for travel MUST be identified in the DIP/CIP's Comprehensive Needs Assessment and strategy must be supportive of the respective Title Program.	Unallowable: Any expenditure not approved in BusinessPlus with an employee leave request as an attachment.	6411-00 (In-District Travel) 6411-23 (Out-of-District Travel) 13-6497-00 (Virtual Training)

Travel Costs for Non- Employees (Parents and Private School Teachers)	Allowable: A Request for Approval of Participant Support Costs form for PNP	Unallowable:	61-6419-23 (Parents)
	employees and parents must be filled out and maintained at the Federal Programs/Title I-A office.		13-6419-23 (Private School Teachers)
Tuitions and Fees Related to Tuition	<u>Allowable</u> : As it pertains specifically to Federal/Title Programs.	<u>Unallowable</u> :	11-6229
Tutorials Extra-DutyPayCourses for tutorials mustbe entered in the(eschools)Management System withthe following coursenumbers:Regular Tutorial:(0F2 – Y Accounts)# 970020Attendance MUST bemarked daily. Lessonplans and grades MUST bemaintained for all tutorialparticipantsRecommendation Formsmust be approved prior toThe start of the tutorialprogram.	Allowable: Such instruction must be research-based, supplemental,intensive, accelerated, and connected to the basic foundation curriculum. Services must be prior to and after the scheduled instructional day as well as Saturdays.Tutorial costs include:6118: \$30.00 (Medicare)• 6146: \$30.00 X 0.0145% (TRS)• 6148: \$30.00 X 0.0233% (ACA)• 6149: \$30.00 X 0.0150% (TRS-District)	Unallowable	11-6118 (Extra-Duty Pay) 11-6141 (Medicare) 11-6146 (TRS) 11-6148 (ACA) 11-6149 (TRS – District)
Under-Recovery of Costs under Federal Agreements	<u>Unallowable</u> :	<u>Unallowable</u>	X
Utilities	<u>Unallowable</u> :	<u>Unallowable</u>	X