



UNIFORM GRANT GUIDANCE

IMPLEMENTATION TRAINING SPRING 2016

March 15 – Springfield

South Haven Baptist Church
2353 South Campbell, Springfield, MO 65807

March 16 – Kansas City

Independence School District Central Office
201 North Forest, Independence, MO 64055

March 22 – Cape Girardeau

Cape Girardeau Career & Technology Center
1080 S. Silver Springs Road, Cape Girardeau, MO 63703

March 23 – St. Louis

Fort Zumwalt East High School
600 First Executive Avenue, St Peters, MO 63376

AGENDA

8:00 AM - 9:00 AM	Check-In
9:00 AM - 11:00 AM	Welcome and General Session
11:00 AM - 12:30 PM	Lunch on Your Own
12:30 PM - 3:00 PM	Roundtable Discussions
3:00 PM - 4:00 PM	Specific Program Area Roundtable Discussions

SESSION DESCRIPTIONS

General Session (9:00 AM - 11:00 AM)

Uniform Grant Guidance

This session will provide a general overview of federal requirements and assist attendees in the proper fiscal accountability for federal funds as prescribed by law. Topics covered in the session will include a Uniform Grant Guidance update (identification of federal award, written policies/procedures, travel justification documentation, certifications, annual risk assessment, documentation of personnel expenses, food guidance, equipment use, and Federal Award Identification Number); EDGAR guidance update; and CMIA (interest calculations/requirements and elimination of 3-day rule).

Roundtable Discussions – *All run concurrently. Each session will be 25 minutes in length. Roundtable discussions begin at 12:30 PM and will end by 3:00 PM.*

Allowability

Sub grantees/recipients assume responsibility for ensuring that federal funds have been expended and accounted for consistent with program regulations and approved applications. What to include in an allowability written procedure? What is reasonable, necessary and allocable? What documentation is needed?

Cash Management

The Cash Management Improvement Act (CMIA) was placed in operation to prevent interest earnings on federal funds. The Department must ensure that payments to pass-through entities are for reimbursements. What to include in the cash management written procedure? How to calculate interest amount and what to do with it?

Equipment Inventory

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, including equipment/property records, property use, property disposition, and physical inventory requirements.

SESSION DESCRIPTIONS (cont.)

Procurement

Procurement standards apply to the purchase of supplies, equipment, construction (if approved) and other services funded in whole or part by federal grant funds. What to include in Procurement written procedure? Difference between micro purchases, small purchases, sealed bids, competitive proposals, and sole source. Gratuity and kickbacks from vendors---what to include in the conflict of interest written procedure?

Time & Effort

The Department requires that LEAs use their current internal control system of semi-annual certifications, PAR reports, or approved substitute systems for school districts and time and effort report for Institutions of Higher Education.

Specific Program Area Discussions (3:00 PM - 4:00 PM)

Career Education Finance

Presenters: Andy Martin and Sandy Withers

ESEA/NCLB Finance

Presenters: Pat Kaiser and Jennifer Frank

Extended Learning (21st CCLC & SAC)

Presenters: Cindy Heislen and Erika Brandl

Special Education Finance

Presenter: Angie Nickell



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