

ADMINISTRATIVE MEMO

Date: July 12, 2016
To: School Administrators, Federal Program Coordinators, and Finance Administrators
From: Roger Dorson, Deputy Commissioner
Subject: FAS-16-006 – General Federal Guidance Webpage Updates

The Division of Financial and Administrative Services has updated the General Federal Guidance to include changes effective July 1, 2016. This cross-cutting guidance document references the Code of Federal Regulations, Uniform Grant Guidance (UGG), and the Education Department General Administrative Regulations (EDGAR) and is available at <http://dese.mo.gov/financial-admin-services/general-federal-guidance>.

Following are some of the changes:

1. Non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. This requirement applies to goods and services transactions expected to equal or exceed \$25,000. This requirement does not apply to employees, registrations or material and supplies.
2. Micro-purchase procurement for the acquisition of supplies or services now covers items less than \$3,500 (previously \$3,000). This purchase may be awarded without soliciting competitive quotations. Consequently, small purchase procurement now cost between \$3,500 and \$150,000.
3. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Staff members included in the consolidated school-wide pool are exempt from time and effort documentation.

The requirements under the UGG, including the required policies and procedures identified within the General Federal Guidance and listed on page 33 will be part of the Tiered Monitoring in 2016-2017.

For additional information, please contact the appropriate section of the Department:

- Afterschool Programs (21st CCLC/SAC), 573-522-2627, eelexl@dese.mo.gov
- Elementary & Secondary Education Act (ESEA/NCLB), 573-751-8643, federalfinancial@dese.mo.gov
- Perkins, 573-751-0449, andy.martin@dese.mo.gov
- Special Education, 573-751-0622, spedfunding@dese.mo.gov
- State and Federal Compliance, 573-751-1297, andrea.beck@dese.mo.gov