

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	DEADLINE 2	DEADLINE 3	DEADLINE 4 TYPE I GRANTS ONLY
	PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE	PURCHASE ORDER DEADLINE	DELIVERY DEADLINE	SUMMER SCHOOL (ORG 699), LIMITED PD TRAVEL AND SUMMER ACTIVIITY 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: SUMMMER SCHOOL RELATED (699) & PD TRAVEL	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	PRINCIPAL / DEPARTMENT HEAD REQUISITION DEADLINE: 04/13/18 (Quality Control Worksheet & back-up for FPD must be complete & error-free*) 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 & error-free*)	02/09/18	03/09/18	
	TYPE I GRANTS INCLUDE FUNDS: 164-8, 211-8, 212-8, 214-8, 215-8, 216-8, 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, 386-8 (Campus), 480-8, 482-8			
TYPE II GRANT FUNDS	05/04/18	05/18/18	06/01/18	
	TYPE II GRANTS INCLUDE FUNDS: 206-8, 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 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 - ten workdays.*
- For supplemental pay up to the last month of grant award, related to tutoring, afterschool 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.*
- Two months prior to grant end date, Grant Directors must notify HR regarding positions that will no longer have grant funding.*

ESSENTIAL KEYS TO EFFECTIVE GRANT MANAGEMENT

- All goods must be received 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 Campus Improvement Plan / District 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, 216, 245, 255, 263 & 287 as well as Fund 164

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
GRANT AWARD ROSTER
FISCAL YEAR 2017-2018**

FM STAFF	FUND NO#	TYPE	FUND NAME	FUND BEGINS	FUND ENDS	DIRECTOR	ALT CONTACT 1
N/A	164-8	1	STATE COMPENSATORY FUND	07/01/17	06/30/18	RAUL CASTILLEJA	ROSE MEDINA
LV	211-8	I	TITLE I, PART A - IMPROVING BASIC PROGRAMS	07/01/17	09/30/18	RAUL CASTILLEJA	ROSE MEDINA
LV	212-8	I	TITLE I, PART C MIGRANT	07/01/17	09/30/18	RAUL CASTILLEJA	DR. OLIVIA HERNANDEZ
LV	214-8	I	TITLE III, PART A IMMIGRANT	07/01/18	09/30/18	RAUL CASTILLEJA	ROSE MEDINA
LV	215-8	I	TITLE I, PART D- SUBPT 2 -DELINQUENT PROGRAMS	07/01/17	09/30/18	RAUL CASTILLEJA	ROSE MEDINA
LV	216-8	I	TITLE IV, PART A- SUBPT 1 - SSAEP-STUDENT SUPPORT AND ACADEMIC ENRICHMENTS GRANT	07/01/17	09/30/18	RAUL CASTILLEJA	ROSE MEDINA
PF	224-8	I	IDEA-B FORMULA	07/01/17	09/30/18	ELIZABETH NAWROCKI JONES	ROSIE ALVARADO
LV	225-8	I	IDEA-B PRESCHOOL	07/01/17	09/30/18	ELIZABETH NAWROCKI JONES	ROSIE ALVARADO
PF	244-8	I	CARL D. PERKINS BASIC FORMULA GRANT	07/01/17	08/15/18	ROXANNE ROSALES	JOHN STRELCHUN
LV	255-8	I	TITLE II, PART A SUPPORTING EFFECTIVE INSTRUCTION	07/01/17	09/30/18	RAUL CASTILLEJA	ROSE MEDINA
LV	257-8	I	IDRA-TURNAROUND SCHOOL LEADERSHIP PGM YR 3 OF 3	08/01/17	07/31/18	DR. JONELDA DE LEON	JOHN STRELCHUN
LV	263-8	I	TITLE III, PART A - ELA	07/01/17	09/30/18	RAUL CASTILLEJA	DR. OLIVIA HERNANDEZ
PF	280-7	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 1 & 2 - MILLER ES	02/15/17	07/31/18	MARK CANTU	JOHN STRELCHUN DR. CHRISTINE WEILAND
PF	281-8	I	2017-2017 TEXAS TITLE I PRIORITY SCHOOLS CYCLE 3 EXTENDED YEAR - DOUGLASS ES	09/01/17	07/31/18	MARK CANTU	JOHN STRELCHUN STEPHANIE RATLIFF
PF	282-8	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 3 EXTENDED YEAR- CROCKETT ES	08/01/17	07/31/18	MARK CANTU	JOHN STRELCHUN MARIA CORREA
PF	283-7	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 1 & 2 - RODRIGUEZ ES	02/15/17	07/31/18	MARK CANTU	JOHN STRELCHUN BETH BRADY
PF	284-7	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 1 & 2 - STEWART ES	02/15/17	07/31/18	MARK CANTU	JOHN STRELCHUN KATHLEEN ST. CLAIR
LV	287-8	I	ESEA-CONSOLIDATED ADMINISTRATION FUND	07/01/17	09/30/18	RAUL CASTILLEJA	ROSE MEDINA
LV	386-8	IV	ESC-20 REGIONAL DAY SCHOOL PRGM FOR THE DEAF (RDSPD)-SSA-REGION 20	09/01/17	08/31/18	ELIZABETH NAWROCKI JONES	ROSIE ALVARADO
MS	480-8	I	PRE-K FOR SA (ASEP)	07/01/17	06/30/18	LISA RIGGS	ALEIDA PEREZ
PF	482-8	I	COUNSELOR CARE PROGRAM YEAR 1 OF 5	07/01/17	06/30/18	VICTORIA BUSTOS	TBD
LV	206-8	II	MCKINNEY VENTO/ TEXSHEP	09/01/17	08/31/18	M. ESTELLA GARZA	N/A
LV	218-8	II	SAISD GT VISUAL ARTS AND LEADERSHIP PROGRAM	09/01/17	08/31/18	ELIZABETH OZUNA	LISA RIGGS
LV	220-8	I	ADULT EDUCATION AND FAMILY LITERACY ACT - RG 20	07/01/17	06/30/18	DARLENE VOLTZ	DR. STANTON LAWRENCE
LV	221-8	I	ENGLISH LITERACY & CIVICS EDUCATION GRANT - RG20	09/01/17	06/30/18	DARLENE VOLTZ	DR. STANTON LAWRENCE
LV	223-8	I	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) RG 20	09/01/17	06/30/18	DARLENE VOLTZ	DR. STANTON LAWRENCE
PF	265-8	II	2016-2017 21ST CCLC CYCLE 9 YEAR 2	08/01/17	07/31/18	ROSE ANN SAN MARTIN	LISA RIGGS
LV	381-8	II	GR - ADULT EDUCATION CONTINUATION - RG20	09/01/17	06/30/18	DARLENE VOLTZ	DR. STANTON LAWRENCE
LV	481-8	II	EXPANDING THE 3 E's GRANT PROGRAM	08/01/17	08/31/18	ROGER RODRIGUEZ	LISA RIGGS
PF	204-8	III	CHANGE FOR GOOD - YR 4 OF 5	10/01/17	09/30/18	ELIZABETH NAWROCKI JONES	ROSIE ALVARADO
PF	274-8	III	SAISD GEAR-UP II PROJECT YR 7 OF 7	09/26/17	09/25/18	ROXANNE ROSALES	N/A
LMV	276-8	III	TEACHER INCENTIVE FUND - (TIF-SA)	10/01/17	09/30/18	DR. MATTHEW WEBER	TORI AUSTIN DAVID F GOREE
LV	289-8	III	WHEATLEY COMMUNITY SCHOOL YR 4 OF 5	10/01/17	09/30/18	DR. STANTON LAWRENCE	DR. TAVA HERRING
CG	420-8	III	URBAN SCHOOLS AGRICULTURAL GRANT	11/01/17	10/31/18	JOHN STRELCHUN	JAIME GUZMAN
PF	478-8	III	AFTER SCHOOL CHALLENGE PROGRAM	10/01/17	09/30/18	MICHELE KELLEY	LISA RIGGS
THE GRANTS BELOW HAVE UNIQUE DEADLINES, INVOLVE PAYROLL ONLY OR HAVE OTHER ISSUES. DEADLINES FOR THESE FUNDS DURING THIS TERM, IF APPLICABLE, WILL BE SENT DIRECTLY TO GRANT DIRECTORS.							
MS	205-7	IV	HEADSTART PROGRAM	02/01/17	01/31/18	ALEIDA PEREZ	LISA RIGGS
PF	217-8	IV	2017-2019 SCHOOL REDESIGN GRANT - PAGE MS	08/28/17	07/31/19	MOHAMMED CHOUDHURY	JOHN STRELCHUN

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
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FISCAL YEAR 2017-2018**

FM STAFF	FUND NO#	TYPE	FUND NAME	FUND BEGINS	FUND ENDS	DIRECTOR	ALT CONTACT 1
LV	226-8	IV	IDEA-B DISCRETIONARY DEAF	09/01/17	08/31/18	ELIZABETH NAWROCKI JONES	ROSIE ALVARADO
PF	245-8	IV	TITLE I 1003 (A) PRIORITY & FOCUS SCHOOL GRANT	10/24/17	09/30/18	MARK CANTU	DR. PAULINE DOW
LV	258-7	IV	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - ALA = FOX TECH INST. OF ADV LEARNING	05/01/17	07/31/19	KATHY BIESER	JOHN STRELCHUN
LV	259-7	IV	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - CAST TECH	05/01/17	07/31/19	MOHAMMED CHOUDHURY	JOHN STRELCHUN MELISSA ALCALA
LV	260-7	IV	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - LAMAR ES	05/01/17	07/31/19	BRIAN SPARKS	JOHN STRELCHUN
PF	261-7	IV	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - TWAIN DUAL LANGUAGE ACADEMY	05/01/17	07/31/19	DAVID GARCIA	JOHN STRELCHUN
PF	262-7	IV	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - OGDEN RESIDENCY LAB SCHOOL	05/01/17	07/31/19	IXHELLE GONZALEZ	JOHN STRELCHUN
PF	271-8	IV	FOSTER YOUTH DROPOUT PREVENTION AND RECOVERY HIGH SCHOOL COMPLETION PILOT PGM.	08/18/17	06/30/19	ESTELLA GARZA	JOHN STRELCHUN
PF	277-8	IV	EASTSIDE PROMISE NEIGHBORHOOD GRANT (EPN) 2016-2017 INSTRUCTIONAL YEAR	07/01/17	12/31/17	DR. STANTON LAWRENCE	JOHN STRELCHUN
PF	285-7	IV	WHEATLEY COMMUNITY SCHOOL ED. OPPORTUNITY CENTER YR 1 OF 5	09/01/16	12/31/17	MARY OLISON	DR. STANTON LAWRENCE
LV	427-7	IV	JOBS AND EDUCATION FOR TEXANS (JET) GRANT PROGRAM - CAST HS	03/01/17	02/28/18	MELISSA ALCALA	JOHN STRELCHUN
DG	427-8	IV	TEA MATH/LITERACY/READING STIPENDS	07/01/17	06/30/18	FUNDS MANAGEMENT DEPT.	N/A
MS	429-6	IV	HB4-PREKINDERGARTEN GRANT PROGRAM	06/15/16	12/31/17	LISA RIGGS	ALEIDA PEREZ
PF	476-7	IV	CITY EDUCATION PARTNERS (CEP)-OGDEN ES	10/25/16	06/30/18	MOHAMMED CHOUDHURY	IXHELLE GONZALEZ
LV	483-8	IV	SCHOOL GREEN INFRASTRUCTURE GRANT-SARA-BRACKENRIDGE HS.	05/25/17	12/31/17	JAIME GUZMAN	JOHN STRELCHUN BRUCE LONGORIA
PF	484-8	IV	DAVIS MS - AFTER SCHOOL TUTORING	10/01/17	09/30/18	MICHELE KELLEY	LISA RIGGS
LV	485-7	IV	LAW ENFORCEMENT OFFICER STANDARDS & ED	02/22/17	N/A	JOSE A CURIEL	JAVIER RODRIGUEZ
LV	489-7	IV	SPARK PROGRAM - PAGE ES, MARGIL ES & GATES ES	12/31/17	12/31/17	ROGER RODRIGUEZ	JOHN STRELCHUN
LV	494-7	IV	EMERGING LEADERS GRANT	09/20/16	06/30/18	DR. MATTHEW WEBER	N/A
PF	496-8	IV	CITY EDUCATION PARTNERS (CEP)-ADVANCED LEARNING ACADEMY YR 2 OF 3	07/01/17	06/30/18	MOHAMMED CHOUDHURY	KATHY BIESER
CG	497-8	IV	PLTW - VERIZON - BALL ES	06/01/17	05/31/20	GREGORY RIVERS	JAIME GUZMAN

HANDOUT #3 --- TIPS TO SUCCESSFULLY MEET GRANT TIMELINES

1. Prepare for Requisition Deadline #1

A. Begin activities on or after Grant award start date

Read and become familiar with required grant regulations and documents¹

Plan ahead for requisitions that require an RFP and/or board approval - purchases \$50,000 and above

Submit necessary BCRs

Begin to input requisitions, giving priority to technology related requisitions

Obtain appropriate number of quotes and required Quality Control Worksheet² documentation

Gather and complete all new vendor paperwork, if applicable

Prepare contractual requisitions, if applicable

Submit requisitions, Quality Control Worksheets² and backup documentation in error-free condition

Incomplete requisition packages lacking sufficient documentation are subject to disapproval and may be returned without approval

B. Begin to plan Professional Development

Schedule dates and times as soon as feasible

Input requisitions for all materials and prepare contracts for upcoming program events

C. One month before Deadline #1:

Complete and submit all BCRs

Approve all requisitions with Quality Control Worksheets² and backup, in error-free condition

2. Monitor Purchase Order Deadline #2

You are responsible to ensure all requisitions become purchase orders. Please remember the final PO Approver is the Purchasing Department. It is the Program's responsibility to monitor the status of purchase requisitions and to follow-up with Approvers to ensure this deadline is met. Also keep in mind that meeting the purchase requisition deadline does not necessarily guarantee the approval of a purchase order. The more complex a purchase is, the earlier it should be submitted.

3. Ensure Delivery Deadline #3 is met

You are responsible to ensure all deliveries meet the deadline to ensure all goods and services are received to give substantial benefit to students this academic year

4. Ensure Summer School Deadline #4 is met

Ensure all deliveries meet the deadline to ensure goods and services are received to give substantial benefit to summer program

¹ For funds from Federal Programs dept.: Refer to materials and resources provided during training and available at <http://www.saisd.net/dept/federalprograms>

For funds through the Grants Department : Refer to NOGA, the RFA, General & Fiscal Guidelines, Program Guidelines, Provisions & Assurances and other regulatory guidance

² Quality Control Worksheets (QCW) apply to Federal Programs Department (FPD) funds, i.e. Title I, Part A