

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 2018-2019				
	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: 04/12/19 <i>(Quality Control Worksheet & back-up for FPD must be complete & error-free*)</i> PURCHASE ORDER DEADLINE: 05/01/19 DELIVERY DEADLINE: 05/24/19 SUPPLEMENTAL PAY DEADLINE: 07/26/19
TYPE I GRANT FUNDS	01/25/19 <i>(Quality Control Worksheet & back-up for FPD must be complete & error-free*)</i> TYPE I GRANTS INCLUDE FUNDS: 164-9, 207-9, 208-9, 211-9, 212-9, 214-9, 215-9, 216-9, 224-9 (Campus), 225-9 (Campus), 244-9, 245-9, 255-9, 263-9, 271-8, 280-9, 283-9, 284-9, 287-9, 480-9, 482-9	02/08/19	03/08/19	
TYPE II GRANT FUNDS	05/03/19 TYPE II GRANTS INCLUDE FUNDS: 206-9, 217-8, 218-9, 220-9, 221-9, 223-9, 229-8, 258-7, 258-8, 259-7, 260-7, 261-7, 262-7, 265-9, 380-9, 381-9, 385-9, 386-9 (Campus), 459-9	05/17/19	05/31/19	
TYPE III GRANT FUNDS	08/09/19 TYPE III GRANTS INCLUDE FUNDS: 204-9, 274-9, 276-9, 478-9, 484-9	08/23/19	09/06/19	
TYPE IV GRANTS	TYPE IV DEADLINES IF APPLICABLE DURING THIS TERM, WILL BE SENT DIRECTLY TO GRANT DIRECTORS			
OTHER CRITICAL DEADLINES				
<i>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.</i>				
<i>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.</i>				
<i>Two months prior to grant end date, Grant Directors must notify HR regarding positions that will no longer have grant funding.</i>				
ESSENTIAL KEYS TO EFFECTIVE GRANT MANAGEMENT				
<i>All goods 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>current grant period</u>.</i>				
<i>For eligibility of grant expenses, these questions should be sufficiently satisfied:</i>				
1) Is the expense <u>identified in your Comprehensive Needs Assessment</u> ? 2) Is the expense <u>in the Campus Improvement Plan / District Improvement 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?				
<i>Federal funds must <u>supplement</u>—add to, enhance, expand, increase, extend—the programs and services offered with state and local funds.</i>				

* 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 2018-2019**

STAFF	FUND NO#	TYPE	FUND NAME	FUND BEGINS	FUND ENDS	DIRECTOR	ALTERNATE CONTACT
N/A	164-9	I	STATE COMPENSATORY FUND	07/01/18	06/30/19	RAUL CASTILLEJA	ROSE MEDINA
LV	207-9	I	2018-2019 SCHOOL TRANSFORMATION FUND-PLANNING - LAMAR & BOWDEN	07/09/18	05/31/19	MOHAMMED CHOUDHURY	JOHN STRELCHUN
LV	208-9	I	2018-2019 SCHOOL TRANSFORMATION FUND-PLANNING - YWLA & YWLA PRIMARY	07/09/18	05/31/19	MOHAMMED CHOUDHURY	DELIA MCLERRAN CASSANDRA VARA
LV	211-9	I	TITLE I, PART A - IMPROVING BASIC PROGRAMS	07/01/18	09/30/19	RAUL CASTILLEJA	ROSE MEDINA
LV	212-9	I	TITLE I, PART C MIGRANT	07/01/18	09/30/19	DR. OLIVIA HERNANDEZ	RAUL CASTILLEJA
LV	214-9	I	TITLE III, PART A IMMIGRANT	07/01/18	09/30/19	DR. OLIVIA HERNANDEZ	RAUL CASTILLEJA
LV	215-9	I	TITLE I, PART D- SUBPT 2 -DELINQUENT PROGRAMS	07/01/18	09/30/19	MICHAEL JORDAN	RAUL CASTILLEJA
LV	216-9	I	TITLE IV, PART A- SUBPT 1 - SSAEP-STUDENT SUPPORT AND ACADEMIC ENRICHMENTS GRANT	07/01/18	09/30/19	RAUL CASTILLEJA	ROSE MEDINA
PDL	224-9	I	IDEA-B FORMULA	07/01/18	09/30/19	BETH JONES	ROSIE ALVARADO
PDL	225-9	I	IDEA-B PRESCHOOL	07/01/18	09/30/19	BETH JONES	ROSIE ALVARADO
PDL	244-9	I	CARL D. PERKINS BASIC FORMULA GRANT	07/01/18	08/15/19	JOHNNY VAHALIK	JOHN STRELCHUN
PDL	245-9	I	TITLE I 1003 (A) SCHOOL IMPROVEMENT	10/24/18	09/30/19	ROBERTO MUNOZ	PATTI SALZMANN
LV	255-9	I	TITLE II, PART A SUPPORTING EFFECTIVE INSTRUCTION	07/01/18	09/30/19	RAUL CASTILLEJA	ROSE MEDINA
LV	263-9	I	TITLE III, PART A - ELA	07/01/18	09/30/19	DR. OLIVIA HERNANDEZ	RAUL CASTILLEJA
PDL	271-8	I	FOSTER YOUTH DROPOUT PREVENTION AND RECOVERY HIGH SCHOOL COMPLETION PILOT PGM.	08/18/17	06/30/19	ESTELLA GARZA	JOHN STRELCHUN
PDL	280-9	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 3 - MILLER ES	08/01/18	07/31/19	ROBERTO MUNOZ	PATTI SALZMANN
PDL	283-9	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 3 - RODRIGUEZ ES	08/01/18	07/31/19	ROBERTO MUNOZ	PATTI SALZMANN
PDL	284-9	I	TEXAS TITLE I PRIORITY SCHOOLS CYCLE 5 YR 3 - STEWART ES	08/01/18	07/31/19	ROBERTO MUNOZ	PATTI SALZMANN
LV	287-9	I	ESEA-CONSOLIDATED ADMINISTRATION FUND	07/01/18	09/30/19	RAUL CASTILLEJA	ROSE MEDINA
MS	480-9	I	PRE-K FOR SA (ASEP)	07/01/18	06/30/19	ALEIDA PEREZ	PATTI SALZMANN
PDL	482-9	I	COUNSELOR CARE PROGRAM - VALERO YR 2 OF 5	07/01/18	06/30/19	LIZ OZUNA	VICTORIA BUSTOS
LV	206-9	II	2018-2019 TEXAS EDUCATION FOR HOMELESS CHILDREN & YOUTH (TEHCY)	09/01/18	08/31/19	ESTELLA GARZA	JOHN STRELCHUN
PDL	217-8	II	2017-2019 SCHOOL REDESIGN GRANT - YWLA-PRIMARY	08/28/17	07/31/19	MOHAMMED CHOUDHURY	DELIA MCLERRAN CASSANDRA VARA
LV	218-9	II	SAISD GT VISUAL ARTS AND LEADERSHIP PROGRAM	09/01/18	08/31/19	ELIZABETH OZUNA	PATTI SALZMANN
LV	220-9	II	ADULT EDUCATION AND FAMILY LITERACY ACT - RG 20	07/01/18	06/30/19	DARLENE VOLTZ	MICHELE KELLEY
LV	221-9	II	ENGLISH LITERACY & CIVICS EDUCATION GRANT - RG20	07/01/18	06/30/19	DARLENE VOLTZ	MICHELE KELLEY
LV	223-9	II	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)- RG 20	09/01/18	06/30/19	DARLENE VOLTZ	MICHELE KELLEY
LV	229-8	II	2018-2019 P-TECH & ICIA PLANNING GRANT	02/23/18	06/15/19	ASHLYN BARRIENTES	JOHN STRELCHUN
LV	258-7	II	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 JENNIFER BARBER
PDL	258-8	II	2018-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - STEELE MONTESSORI ACADEMY	03/15/18	08/13/19	MOHAMMED CHOUDHURY	JOHN STRELCHUN LAURA CHRISTENBERRY
LV	259-7	II	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	II	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - LAMAR ES	05/01/17	07/31/19	BRIAN SPARKS	LAUREN PUM JOHN STRELCHUN
PDL	261-7	II	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - TWAIN DUAL LANGUAGE ACADEMY	05/01/17	07/31/19	DAVID GARCIA	OLIVIA ALMANZA-PENA
PDL	262-7	II	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT - OGDEN RESIDENCY LAB SCHOOL	05/01/17	07/31/19	IXCHELL GONZALEZ	JOHN STRELCHUN
PDL	265-9	II	2018-2019 21ST CCLC CYCLE 9 YEAR 3	08/01/18	07/31/19	MICHELE KELLEY	BECKY LANDA
LV	380-9	II	PROJECT WASTE WARRIORS/SOLID WASTE GRANT	09/01/18	06/30/19	AARON STEIN	JAIME GUZMAN
LV	381-9	II	GR - ADULT EDUCATION CONTINUATION - RG20	09/01/18	06/30/19	DARLENE VOLTZ	MICHELE KELLEY
PDL	385-9	II	SUPPLEMENTAL SERVICES FOR THE VISUALLY IMPAIRED	09/01/18	08/02/19	BETH JONES	ROSIE ALVARADO
LV	386-9	II	ESC-20 REGIONAL DAY SCHOOL PRGM FOR THE DEAF (RDSPD)-SSA-REGION 20	09/01/18	08/31/19	BETH JONES	ROSIE ALVARADO
PC	459-9	II	2018-2019 SERVICES TO STUDENTS WITH AUTISM (NORTHSIDE ISD)	08/01/18	08/31/19	BETH JONES	SALEHA SULTAN ROSIE ALVARADO
PDL	204-9	III	CHANGE FOR GOOD - YR 5 OF 5	10/01/18	09/30/19	BETH JONES	ROSIE ALVARADO
PDL	274-9	III	SAISD GEAR-UP II PROJECT -NO COST EXTENSION	09/26/18	09/25/19	ROXANNE ROSALES	JOHNNY VAHALIK

**SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
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STAFF	FUND NO#	TYPE	FUND NAME	FUND BEGINS	FUND ENDS	DIRECTOR	ALTERNATE CONTACT
LMV	276-9	III	TEACHER INCENTIVE FUND - (TIF-SA)	10/01/18	09/30/19	PATTI SALZMAN	TORI AUSTIN LEANNE HERNANDEZ
PDL	478-9	III	AFTER SCHOOL CHALLENGE PROGRAM	10/01/18	09/30/19	MICHELE KELLEY	BECKY LANDA
PDL	484-9	III	TBD - DAVIS MS AFTER SCHOOL TUTORING	10/01/18	09/30/19	MICHELE KELLEY	BECKY LANDA
THE GRANTS BELOW HAVE UNIQUE DEADLINES, INVOLVE PAYROLL ONLY OR UNIQUE CIRCUMSTANCES. DEADLINES FOR THESE FUNDS DURING THIS TERM, IF APPLICABLE, WILL BE SENT DIRECTLY TO GRANT DIRECTORS.							
MS	205-8	IV	HEADSTART PROGRAM	02/01/18	01/31/19	ALEIDA PEREZ	PATTI SALZMAN
LV	209-9	IV	2018-2020 SCHOOL TRANSFORMATION FUND- IMPLEMENTATION - LOWELL ACADEMY	07/09/18	07/31/20	MOHAMMED CHOUDHURY	JOHN STRELCHUN
LV	210-9	IV	2018-2020 SCHOOL TRANSFORMATION FUND- IMPLEMENTATION - POE MS	07/09/18	07/31/20	MOHAMMED CHOUDHURY	JOHN STRELCHUN
LV	219-9	IV	2018-2020 TRANSFORMATION ZONE PLANNING CONTINUATION AND IMPLEMENTATION GRANT	08/22/18	08/31/20	MOHAMMED CHOUDHURY	JOHN STRELCHUN
LV	226-9	IV	IDEA-B DISCRETIONARY DEAF	09/01/18	08/31/19	BETH JONES	ROSIE ALVARADO
PDL	259-8	IV	2018-2020 PUBLIC CHARTER SCHOOL START-UP GRANT - P.F. STEWART ES	03/15/18	07/31/20	MOHAMMED CHOUDHURY	JOHN STRELCHUN
LV	260-8	IV	2017-2019 PUBLIC CHARTER SCHOOL START-UP GRANT -WASHINGTON IRVING DL ACADEMY	03/15/18	07/31/20	DR. OLIVIA HERNANDEZ	JOHN STRELCHUN
PC	288-8	IV	CLEAN GREEN YELLOW SCHOOL BUS MACHINES-US EPA	01/01/18	12/30/19	NATHAN GRAF	MIGUELFLORES JOHN STRELCHUN
TBD	420-9	IV	URBAN SCHOOLS AGRICULTURAL GRANT PROGRAM	11/01/18	10/31/19	JOHN STRELCHUN	N/A
PC	428-9	IV	TEXAS CLEAN SCHOOL BUS GRANT - TCEQ	08/28/18	04/30/21	WILLE BURROUGHS	NATHAN GRAF
LV	429-8	IV	TEXAS EMISSIONS REDUCTION PLAN (TERP)- TEXAS CLEAN SCHOOL BUS (TCSB)	09/10/18	08/31/26	WILLE BURROUGHS	NATHAN GRAF
PDL	476-9	IV	CITY EDUCATION PARTNERS (CEP)-OGDEN ES	07/01/18	06/30/19	MOHAMMED CHOUDHURY	IXCHELLE GONZALEZ
LV	485-7	IV	LAW ENFORCEMENT OFFICER STANDARDS & ED	02/22/17	N/A	JOSE A CURIEL	JAVIER RODRIGUEZ
TBD	488-9	IV	CITY EDUCATION PARTNERS (CEP)-NETWORK PRINCIPAL INITIATIVE (NPI)	07/01/18	06/30/19	MOHAMMED CHOUDHURY	
LV	489-7	IV	SPARK PROGRAM - PAGE ES, MARGIL ES & GATES ES	06/22/16	TBD	KAMAL C ELHABR	JOHN STRELCHUN ROGER RODRIGUEZ
PDL	489-8	IV	SPARK PROGRAM - PAGE ES, RODRIGUEZ ES & MISSION ACADEMY	12/22/17	NO DATE SPECIFIED	KAMAL C ELHABR	JOHN STRELCHUN ROGER RODRIGUEZ
PDL	495-9	IV	CITY EDUCATION PARTNERS (CEP)-STORM ES	07/01/18	06/30/19	MOHAMMED CHOUDHURY	
PDL	496-9	IV	CITY EDUCATION PARTNERS (CEP)-ADVANCED LEARNING ACADEMY YR 3 OF 3	07/01/18	06/30/19	MOHAMMED CHOUDHURY	KATHY BIESER
LV	497-8	IV	PROJECT LEAD THE WAY - BALL ACADEMY	06/01/17	05/31/20	GREGORIY RIVERS	JAIME GUZMAN
PDL	498-8	IV	PROJECT LEAD THE WAY - SAM HOUSTON - YR1 OF 3	06/01/18	05/31/21	ASHLYN BARRIENTES	MATEEN DIOP
TR/RB	876-9	IV	RELAY LAB SCHOOL FELLOWSHIP (CEP) - EXTENDED PROGRAM	07/01/18	06/30/22	FINANCE	

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