

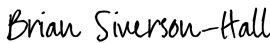
GRANT AUTHORIZATION FORM

THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information			
Fiscal Year:	25-26	Finance Code:	399
Grant Title:	Long-Term Care (LTC) Training Pathways Partnership	Grant Manager:	Emily Watts
Type of Submission and Amount			
☒ New	Award Amount: \$ 14,508.00		
☐ Amended	Existing Amount: _____ Amended Amount: _____		

Expenditure Budget Summary				
Expense Category	Existing Amount	Less: In Kind Costs	New/Amended Amount	Total Expenditure
100 - Salaries and Wages	-	-	10,468	10,468.00
200 - Employee Benefits	-	-	3,320	3,320.00
300 - Purchased Services	-	-	720	720.00
400 - Supplies and Materials	-	-		-
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	-	-
Totals	\$ -	\$ -	\$ 14,508	\$ 14,508.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other	CAPI	04-500-520-399-099-000	-	14,508	14,508.00
State			-	-	-
Federal			-	-	-
Totals			\$ -	\$ 14,508	\$ 14,508.00

APPROVALS	
DocuSigned by:  CBE6834EC1B946C DocuSigned by:  8EAD09E8820...	6/9/2026 _____ Date
Elizabeth Lantto - District Controller	6/9/2026 _____ Date
Brian Siverson-Hall - Executive Director, Community Engagement	
Board Approved:	

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	Description	Existing Amount	New/Amended Amount	Total Expenditure
04-500-520-399-114-000	Instructional Administration	-	1,650	1,650.00
04-500-520-399-140-000	Licensed Classroom	-	8,398	8,398.00
04-500-520-399-170-000	Non-Instructional Support	-	420	420.00
04-500-520-399-210-000	FICA/Medicare	-	788	788.00
04-500-520-399-214-000	PERA	-	78	78.00
04-500-520-399-218-000	TRA	-	571	571.00
04-500-520-399-219-000	MN Paid Leave	-	25	25.00
04-500-520-399-220-000	Health Insurance	-	1,138	1,138.00
04-500-520-399-230-000	Life Insurance	-	53	53.00
04-500-520-399-235-000	Dental Insurance	-	55	55.00
04-500-520-399-240-000	Disability Insurance	-	28	28.00
04-500-520-399-250-000	Retirement Savings Plan	-	227	227.00
04-500-520-399-251-000	HSA	-	314	314.00
04-500-520-399-270-000	Workers Compensation	-	33	33.00
04-500-520-399-280-000	Unemployment Compensation	-	10	10.00
04-500-520-399-398-000	Inter-department Chargeback	-	720	720.00
		\$ -	\$ 14,508	\$ 14,508.00

Procedures to be followed:

- A) All district employee payments must be paid through payroll. Hourly rate payments are to be requested on a BA 8 Time Report Form.
- B) The grant manager must approve all transactions relating to this project.
- C) Existing requisitioning and purchasing procedures will be followed. A Payment Request Form is to be used only for items not practical to procure on a purchase order basis (i.e. consultant fees). It is important that all requests are identified as belonging to this project. The originator of the request should indicate the proper account code on the form.
- D) **Reporting - The grant manager is responsible for all reporting requirements.**
- E) Cut-off Dates: Orders against the 2025-2026 school year are to be issued after July 1, 2025. Expenditures eligible for reimbursement for the 2025-2026 fiscal year are those dated July 1, 2025 or after, for which the goods/services and invoice have been received and processed by June 30, 2026.

IMPORTANT Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2026. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.