

GRANT AUTHORIZATION FORM

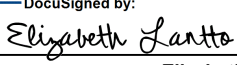
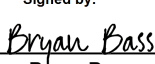
THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information			
Fiscal Year:	26-27	Finance Code:	414
Grant Title:	Title II	Grant Manager:	Emily Woolsey

Type of Submission and Amount			
☒	New	Award Amount: \$	543,393.00
☐	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	-	-	266,425	266,425.00
200 - Employee Benefits	-	-	69,583	69,583.00
300 - Purchased Services	-	-	175,898	175,898.00
400 - Supplies and Materials	-	-	11,562	11,562.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	19,925	19,925.00
Totals	\$ -	\$ -	\$ 543,393	\$ 543,393.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-		-
Federal	MDE Award	01-200-204-414-400-000	-	33,190	33,190.00
Federal	MDE Award	01-200-204-414-400-011	-	431,911	431,911.00
Federal	MDE Award	01-200-204-414-400-012	-	78,292	78,292.00
Totals			\$ -	\$ 543,393	\$ 543,393.00

APPROVALS			
DocuSigned by:	 Elizabeth Lantto - District Controller	9/16/2026	
Signed by:	 Bryan Bass - Assistant Superintendent for Equity & Achievement	9/16/2026	
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
01-001-204-414-303-000	Federal Contract < \$50,000	-	16,606	16,606.00
01-003-204-414-303-000	Federal Contract < \$50,000	-	1,147	1,147.00
01-003-204-414-366-000	Business Travel	-	1,301	1,301.00
01-003-204-414-820-000	Dues, Memberships, Licenses & Certain Fees	-	735	735.00
01-004-204-414-303-000	Federal Contract < \$50,000	-	10,197	10,197.00
01-007-204-414-303-000	Federal Contract < \$50,000	-	3,204	3,204.00
01-200-204-414-142-000	Licensed Support	-	76,544	76,544.00
01-200-204-414-210-000	FICA/Medicare	-	5,856	5,856.00
01-200-204-414-218-000	TRA	-	7,509	7,509.00
01-200-204-414-219-000	MN Paid Leave	-	337	337.00
01-200-204-414-220-000	Health Insurance	-	13,528	13,528.00
01-200-204-414-230-000	Life Insurance	-	42	42.00
01-200-204-414-235-000	Dental Insurance	-	252	252.00
01-200-204-414-240-000	Disability Insurance	-	146	146.00
01-200-204-414-250-000	Retirement Savings Plan	-	675	675.00
01-200-204-414-251-000	HSA	-	2,700	2,700.00
01-200-204-414-270-000	Workers Compensation	-	375	375.00
01-200-204-414-280-000	Unemployment Compensation	-	62	62.00
01-001-204-414-303-011	Federal Contract < \$50,000	-	2,140	2,140.00
01-003-204-414-303-011	Federal Contract < \$50,000	-	103	103.00
01-004-204-414-303-011	Federal Contract < \$50,000	-	5,354	5,354.00
01-007-204-414-303-011	Federal Contract < \$50,000	-	214	214.00
01-200-204-414-185-011	Other Salary Pmts - Licensed/Certified	-	15,540	15,540.00
01-200-204-414-186-011	Other Salary Pmts - NonLicensed/NonCertified	-	9,993	9,993.00
01-200-204-414-210-011	FICA/Medicare	-	1,953	1,953.00
01-200-204-414-214-011	PERA	-	750	750.00
01-200-204-414-218-011	TRA	-	1,524	1,524.00
01-200-204-414-219-011	MN Paid Leave	-	112	112.00
01-200-204-414-270-011	Workers Compensation	-	125	125.00
01-200-204-414-280-011	Unemployment Compensation	-	20	20.00
01-200-204-414-303-011	Federal Contract < \$50,000	-	10,000	10,000.00
01-200-204-414-367-011	Staff Development	-	11,900	11,900.00
01-200-204-414-401-011	Supplies & Material - NonInstructional	-	5,610	5,610.00
01-200-204-414-895-011	Fed. Indirect Cost Chargeback	-	16,425	16,425.00
01-200-204-414-142-012	Licensed Support	-	25,518	25,518.00
01-200-204-414-185-012	Other Salary Pmts - Licensed/Certified	-	26,677	26,677.00
01-200-204-414-210-012	FICA/Medicare	-	3,993	3,993.00
01-200-204-414-218-012	TRA	-	5,120	5,120.00
01-200-204-414-219-012	MN Paid Leave	-	229	229.00
01-200-204-414-220-012	Health Insurance	-	2,704	2,704.00
01-200-204-414-230-012	Life Insurance	-	15	15.00
01-200-204-414-235-012	Dental Insurance	-	84	84.00
01-200-204-414-240-012	Disability Insurance	-	48	48.00
01-200-204-414-250-012	Retirement Savings Plan	-	225	225.00
01-200-204-414-251-012	HSA	-	900	900.00
01-200-204-414-270-012	Workers Compensation	-	256	256.00
01-200-204-414-280-012	Unemployment Compensation	-	41	41.00
01-200-204-414-367-012	Staff Development	-	9,717	9,717.00
01-200-204-414-895-012	Fed. Indirect Cost Chargeback	-	2,765	2,765.00
01-200-204-414-185-640	Other Salary Pmts - Licensed/Certified	-	50,468	50,468.00
01-200-204-414-186-640	Other Salary Pmts - NonLicensed/NonCertified	-	30,828	30,828.00
01-200-204-414-210-640	FICA/Medicare	-	6,219	6,219.00
01-200-204-414-214-640	PERA	-	2,312	2,312.00
01-200-204-414-218-640	TRA	-	4,951	4,951.00
01-200-204-414-270-640	Workers Compensation	-	398	398.00
01-200-204-414-280-640	Unemployment Compensation	-	65	65.00

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	Description	Existing Amount	New/Amended Amount	Total Expenditure
01-200-204-414-303-640	Federal Contract < \$50,000	-	52,451	52,451.00
01-200-204-414-367-640	Staff Development	-	2,500	2,500.00
01-200-204-414-401-640	Supplies & Material - NonInstructional	-	1,000	1,000.00
01-200-204-414-145-641	Substitute Teachers	-	8,250	8,250.00
01-200-204-414-185-641	Other Salary Pmts - Licensed/Certified	-	22,607	22,607.00
01-200-204-414-210-641	FICA/Medicare	-	2,360	2,360.00
01-200-204-414-218-641	TRA	-	3,027	3,027.00
01-200-204-414-219-641	MN Paid Leave	-	136	136.00
01-200-204-414-270-641	Workers Compensation	-	151	151.00
01-200-204-414-280-641	Unemployment Compensation	-	25	25.00
01-200-204-414-367-641	Staff Development	-	49,064	49,064.00
01-200-204-414-401-641	Supplies & Material - NonInstructional	-	4,952	4,952.00
		\$ -	\$ 543,393	\$ 543,393.00

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 2026-2027 school year are to be issued after July 1, 2026. Expenditures eligible for reimbursement for the 2026-2027 fiscal year are those dated July 1, 2026 or after, for which the goods/services and invoice have been received and processed by June 30, 2027.

IMPORTANT Purchase orders must be cancelled if delivery, invoicing and payment can not be completed by June 30, 2027. Purchase orders should contain notations to that effect. All requisitions must be submitted by the district's due date.