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: 417

Grant Title: Title III

Grant Manager: Kiersten Nicholson

Type of Submission and Amount

[X] New — Award Amount: $ 392,860.00

[ ] 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	-	-	192,300	192,300.00
200 - Employee Benefits	-	-	35,287	35,287.00
300 - Purchased Services	-	-	44,505	44,505.00
400 - Supplies and Materials	-	-	106,894	106,894.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	13,874	13,874.00
Totals	**$ -**	**$ -**	**$ 392,860**	**$ 392,860.00**

Revenue Budget

Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-		-
Federal	MDE Award	01-006-205-417-400-011	-	134,643	134,643.00
Federal	MDE Award	01-006-205-417-400-000	-	258,217	258,217.00
		Totals	**$ -**	**$ 392,860**	**$ 392,860.00**

APPROVALS

DocuSigned by:

Elizabeth Lantto

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Elizabeth Lantto - District Controller

9/16/2026

Date

Signed by:

Bryan Bass

Bryan Bass - Assistant Superintendent for Equity & Achievement

9/16/2026

Date

Board Approved:

Osseo Area Schools

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	**Description**	**Existing Amount**	**New/Amended Amount**	**Total Expenditure**
01-006-205-417-895-000	Fed. Indirect Cost Chargeback	-	13,874	13,874.00
01-001-205-417-186-195	Other Salary Pmts - NonLicensed/NonCertified	-	300	300.00
01-001-205-417-210-195	FICA/Medicare	-	23	23.00
01-001-205-417-214-195	PERA	-	23	23.00
01-001-205-417-219-195	MN Paid Leave	-	2	2.00
01-001-205-417-270-195	Workers Compensation	-	2	2.00
01-001-205-417-280-195	Unemployment Compensation	-	1	1.00
01-001-205-417-358-195	Foreign Language < $50,000	-	755	755.00
01-006-205-417-185-195	Other Salary Pmts - Licensed/Certified	-	10,000	10,000.00
01-006-205-417-186-195	Other Salary Pmts - NonLicensed/NonCertified	-	4,000	4,000.00
01-006-205-417-210-195	FICA/Medicare	-	1,071	1,071.00
01-006-205-417-214-195	PERA	-	300	300.00
01-006-205-417-218-195	TRA	-	981	981.00
01-006-205-417-219-195	MN Paid Leave	-	62	62.00
01-006-205-417-270-195	Workers Compensation	-	69	69.00
01-006-205-417-280-195	Unemployment Compensation	-	12	12.00
01-006-205-417-303-195	Federal Contract < $50,000	-	5,000	5,000.00
01-006-205-417-401-195	Supplies & Material - NonInstructional	-	8,000	8,000.00
01-006-205-417-490-195	Food	-	3,522	3,522.00
01-006-205-417-185-196	Other Salary Pmts - Licensed/Certified	-	30,000	30,000.00
01-006-205-417-186-196	Other Salary Pmts - NonLicensed/NonCertified	-	5,000	5,000.00
01-006-205-417-210-196	FICA/Medicare	-	2,678	2,678.00
01-006-205-417-214-196	PERA	-	375	375.00
01-006-205-417-218-196	TRA	-	2,943	2,943.00
01-006-205-417-219-196	MN Paid Leave	-	154	154.00
01-006-205-417-270-196	Workers Compensation	-	172	172.00
01-006-205-417-280-196	Unemployment Compensation	-	28	28.00
01-006-205-417-303-196	Federal Contract < $50,000	-	3,500	3,500.00
01-006-205-417-362-196	Transp.-Depart.	-	15,000	15,000.00
01-006-205-417-369-196	Entry Fees/Stu. Trav. All.	-	4,000	4,000.00
01-006-205-417-401-196	Supplies & Material - NonInstructional	-	4,000	4,000.00
01-006-205-417-433-196	Supplies & Materials - Individualized Instruction	-	5,000	5,000.00
01-006-205-417-460-196	Textbooks & Workbooks	-	6,000	6,000.00
01-006-205-417-490-196	Food	-	1,500	1,500.00
01-001-205-417-406-197	Instructional Software License Agreements	-	450	450.00
01-006-205-417-145-197	Substitute Teachers	-	5,000	5,000.00
01-006-205-417-185-197	Other Salary Pmts - Licensed/Certified	-	45,000	45,000.00
01-006-205-417-186-197	Other Salary Pmts - NonLicensed/NonCertified	-	500	500.00
01-006-205-417-210-197	FICA/Medicare	-	3,864	3,864.00
01-006-205-417-214-197	PERA	-	38	38.00
01-006-205-417-218-197	TRA	-	4,905	4,905.00
01-006-205-417-219-197	MN Paid Leave	-	223	223.00
01-006-205-417-270-197	Workers Compensation	-	248	248.00
01-006-205-417-280-197	Unemployment Compensation	-	40	40.00
01-006-205-417-366-197	Business Travel	-	12,000	12,000.00
01-006-205-417-406-197	Instructional Software License Agreements	-	15,000	15,000.00
01-006-205-417-433-197	Supplies & Materials - Individualized Instruction	-	1,000	1,000.00
01-006-205-417-460-197	Textbooks & Workbooks	-	6,600	6,600.00
01-006-205-417-185-198	Other Salary Pmts - Licensed/Certified	-	10,000	10,000.00
01-006-205-417-186-198	Other Salary Pmts - NonLicensed/NonCertified	-	4,000	4,000.00
01-006-205-417-210-198	FICA/Medicare	-	1,071	1,071.00
01-006-205-417-214-198	PERA	-	300	300.00
01-006-205-417-218-198	TRA	-	981	981.00
01-006-205-417-270-198	Workers Compensation	-	69	69.00
01-006-205-417-280-198	Unemployment Compensation	-	12	12.00
01-006-205-417-303-198	Federal Contract < $50,000	-	4,000	4,000.00
01-006-205-417-401-198	Supplies & Material - NonInstructional	-	6,000	6,000.00
01-006-205-417-490-198	Food	-	3,522	3,522.00

Expenditure Budget Detail				
The following are expenditures to be incurred under this grant.				
Account Code	**Description**	**Existing Amount**	**New/Amended Amount**	**Total Expenditure**
01-006-205-417-145-199	Substitute Teachers	-	4,000	4,000.00
01-006-205-417-185-199	Other Salary Pmts - Licensed/Certified	-	16,000	16,000.00
01-006-205-417-186-199	Other Salary Pmts - NonLicensed/NonCertified	-	8,000	8,000.00
01-006-205-417-210-199	FICA/Medicare	-	2,412	2,412.00
01-006-205-417-214-199	PERA	-	600	600.00
01-006-205-417-218-199	TRA	-	1,962	1,962.00
01-006-205-417-219-199	MN Paid Leave	-	124	124.00
01-006-205-417-270-199	Workers Compensation	-	138	138.00
01-006-205-417-280-199	Unemployment Compensation	-	23	23.00
01-006-205-417-490-199	Food	-	1,500	1,500.00
01-001-205-417-367-640	Staff Development	-	250	250.00
01-006-205-417-185-640	Other Salary Pmts - Licensed/Certified	-	10,000	10,000.00
01-006-205-417-186-640	Other Salary Pmts - NonLicensed/NonCertified	-	500	500.00
01-006-205-417-210-640	FICA/Medicare	-	3,864	3,864.00
01-006-205-417-214-640	PERA	-	38	38.00
01-006-205-417-218-640	TRA	-	4,905	4,905.00
01-006-205-417-219-640	MN Paid Leave	-	223	223.00
01-006-205-417-270-640	Workers Compensation	-	248	248.00
01-006-205-417-280-640	Unemployment Compensation	-	41	41.00
01-006-205-417-401-640	Supplies & Material - NonInstructional	-	2,000	2,000.00
01-006-205-417-405-640	Non Instr. Software License Agreements	-	42,800	42,800.00
		$ -	**$ 392,860**	**$ 392,860.00**

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.