

GRANT AUTHORIZATION FORM

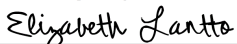
THIS FORM IS COMPLETED BY THE BUSINESS OFFICE AND SUBMITTED TO THE BOARD FOR AUTHORIZATION OF GRANT REVENUE AND EXPENDITURE BUDGETS

Grant Information			
Fiscal Year: _____	26-27	Finance Code: _____	433
Grant Title: _____	Title IV	Grant Manager: _____	Jill Kind

Type of Submission and Amount			
☒	New	Award Amount: \$ _____	333,597.00
☐	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	-	-	211,688	211,688.00
200 - Employee Benefits	-	-	84,449	84,449.00
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	-	-	25,678	25,678.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	11,782	11,782.00
Totals	\$ -	\$ -	\$ 333,597	\$ 333,597.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-	-	-
Federal	MDE Award	01-006-206-433-400-011	-	166,377	166,377.00
Federal	MDE Award	01-006-206-433-400-000	-	167,220	167,220.00
Totals			\$ -	\$ 333,597	\$ 333,597.00

APPROVALS	
DocuSigned by:  Elizabeth Lantto - District Controller	9/16/2026 Date
Signed by:  Bryan Bass - Assistant Superintendent for Equity & Achievement	9/16/2026 Date
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
01-001-206-433-406-000	Instructional Software License Agreements	-	8,462	8,462.00
01-003-206-433-430-000	Supplies & Materials - Instructional	-	1,622	1,622.00
01-004-206-433-466-000	Instructional Tech Devices	-	5,196	5,196.00
01-007-206-433-430-000	Supplies & Materials - Instructional	-	1,633	1,633.00
01-001-206-433-406-011	Instructional Software License Agreements	-	1,744	1,744.00
01-004-206-433-456-011	Instructional Tech Supplies	-	6,308	6,308.00
01-004-206-433-466-011	Instructional Tech Devices	-	622	622.00
01-006-206-433-142-011	Licensed Support	-	74,869	74,869.00
01-006-206-433-165-011	School Counselor	-	47,593	47,593.00
01-006-206-433-210-011	FICA/Medicare	-	5,728	5,728.00
01-006-206-433-218-011	TRA	-	7,345	7,345.00
01-006-206-433-219-011	MN Paid Leave	-	329	329.00
01-006-206-433-220-011	Health Insurance	-	6,072	6,072.00
01-006-206-433-230-011	Life Insurance	-	44	44.00
01-006-206-433-235-011	Dental Insurance	-	113	113.00
01-006-206-433-240-011	Disability Insurance	-	379	379.00
01-006-206-433-250-011	Retirement Savings Plan	-	1,323	1,323.00
01-006-206-433-251-011	HSA	-	1,608	1,608.00
01-006-206-433-270-011	Workers Compensation	-	367	367.00
01-006-206-433-280-011	Unemployment Compensation	-	60	60.00
01-006-206-433-895-011	Fed. Indirect Cost Chargeback	-	11,782	11,782.00
01-007-206-433-430-011	Supplies & Materials - Instructional	-	91	91.00
01-006-206-433-165-190	School Counselor	-	48,355	48,355.00
01-006-206-433-210-190	FICA/Medicare	-	7,340	7,340.00
01-006-206-433-218-190	TRA	-	9,412	9,412.00
01-006-206-433-219-190	MN Paid Leave	-	422	422.00
01-006-206-433-220-190	Health Insurance	-	20,789	20,789.00
01-006-206-433-230-190	Life Insurance	-	379	379.00
01-006-206-433-235-190	Dental Insurance	-	336	336.00
01-006-206-433-240-190	Disability Insurance	-	485	485.00
01-006-206-433-250-190	Retirement Savings Plan	-	1,800	1,800.00
01-006-206-433-251-190	HSA	-	4,800	4,800.00
01-006-206-433-270-190	Workers Compensation	-	470	470.00
01-006-206-433-280-190	Unemployment Compensation	-	77	77.00
01-006-206-433-114-191	Instructional Administration	-	40,871	40,871.00
01-006-206-433-210-191	FICA/Medicare	-	3,127	3,127.00
01-006-206-433-218-191	TRA	-	4,009	4,009.00
01-006-206-433-219-191	MN Paid Leave	-	180	180.00
01-006-206-433-220-191	Health Insurance	-	4,973	4,973.00
01-006-206-433-230-191	Life Insurance	-	89	89.00
01-006-206-433-235-191	Dental Insurance	-	81	81.00
01-006-206-433-240-191	Disability Insurance	-	207	207.00
01-006-206-433-250-191	Retirement Savings Plan	-	720	720.00
01-006-206-433-251-191	HSA	-	1,152	1,152.00
01-006-206-433-270-191	Workers Compensation	-	200	200.00
01-006-206-433-280-191	Unemployment Compensation	-	33	33.00
		\$	-	\$ 333,597
				\$ 333,597.00

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.