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: 605

Grant Title: College Career Ready Grant Manager: Emily Woolsey

Type of Submission and Amount

[X] New Award Amount: $ 45,000.00

[ ] 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	-	-	31,415	31,415.00
200 - Employee Benefits	-	-	13,585	13,585.00
300 - Purchased Services	-	-	-	-
400 - Supplies and Materials	-	-	-	-
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	-	-
Totals	**$ -**	**$ -**	**$ 45,000**	**$ 45,000.00**

Revenue Budget

Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other	NW Suburban School District	01-300-399-605-099-000	-	45,000	45,000.00
State			-	-	-
Federal			-	-	-
		Totals	**$ -**	**$ 45,000**	**$ 45,000.00**

APPROVALS

DocuSigned by:
Elizabeth Lantto
Signed by: CBE6834EC1B946C...
Elizabeth Lantto - District Controller — 9/16/2026 **Date**

Bryan Bass
2C... 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**
01-300-399-605-142-000	Licensed Support	-	31,415	31,415.00
01-300-399-605-210-000	F.I.C.A.-Medicare	-	2,403	2,403.00
01-300-399-605-218-000	T.R.A.	-	3,082	3,082.00
01-300-399-605-220-000	Health Insurance	-	138	138.00
01-300-399-605-219-000	MN Paid Leave	-	5,952	5,952.00
01-300-399-605-230-000	Life Insurance	-	19	19.00
01-300-399-605-235-000	Dental Insurance	-	112	112.00
01-300-399-605-240-000	Disability Insurance	-	60	60.00
01-300-399-605-250-000	Retirement Savings Plan	-	360	360.00
01-300-399-605-251-000	HSA	-	1,280	1,280.00
01-300-399-605-270-000	Workers Compensation	-	154	154.00
01-300-399-605-280-000	Unemployment Compensation	-	25	25.00
		$ -	**$ 45,000**	**$ 45,000.00**

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.

Osseo Area Schools