

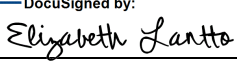
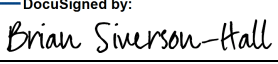
GRANT AUTHORIZATION FORM

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: <u>26-27</u>	Finance Code: <u>322</u>		
Grant Title: <u>State Adult Basic Education (ABE)</u>	Grant Manager: <u>Emily Watts</u>		
Type of Submission and Amount			
☒ New	Award Amount: \$ <u>1,803,523.00</u>		
☐ 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	-	-	1,326,467	1,326,467.00
200 - Employee Benefits	-	-	439,270	439,270.00
300 - Purchased Services	-	-	6,750	6,750.00
400 - Supplies and Materials	-	-	2,000	2,000.00
500 - Capital Expenditures	-	-	29,036	29,036.00
Other Expenses	-	-	-	-
Totals	\$ -	\$ -	\$ 1,803,523	\$ 1,803,523.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State	State Aid	01-200-211-320-300-000	-	1,803,523	1,803,523.00
Federal			-	-	-
Totals			\$ -	\$ 1,803,523	\$ 1,803,523.00

APPROVALS	
DocuSigned by:  Elizabeth Lantto - District Controller	<u>10/13/2026</u> Date
DocuSigned by:  Brian Siverson-Hall - Executive Director, Community Engagement	<u>10/13/2026</u> 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
04-500-203-322-114-000	Instructional Administration	-	71,250	71,250.00
04-500-203-322-120-000	E. Childhood/School Readiness Administration	-	155,279	155,279.00
04-500-203-322-140-000	Licensed Classroom	-	815,620	815,620.00
04-500-203-322-141-000	Non-Licensed Classroom Personnel	-	19,176	19,176.00
04-500-203-322-144-000	Classroom Support Non-Licensed	-	20,883	20,883.00
04-500-203-322-158-000	Department Chairperson	-	6,000	6,000.00
04-500-203-322-170-000	Non-Instructional Support	-	99,259	99,259.00
04-500-203-322-185-000	Other Salary Pmts - Licensed/Certified	-	110,000	110,000.00
04-500-203-322-195-000	Inter-department Salaries	-	29,000	29,000.00
04-500-203-322-210-000	FICA/Medicare	-	99,256	99,256.00
04-500-203-322-214-000	PERA	-	27,438	27,438.00
04-500-203-322-218-000	TRA	-	90,803	90,803.00
04-500-203-322-219-000	MN Paid Leave	-	5,326	5,326.00
04-500-203-322-220-000	Health Insurance	-	150,000	150,000.00
04-500-203-322-230-000	Life Insurance	-	1,153	1,153.00
04-500-203-322-235-000	Dental Insurance	-	4,613	4,613.00
04-500-203-322-240-000	Disability Insurance	-	2,191	2,191.00
04-500-203-322-250-000	Retirement Savings Plan	-	11,400	11,400.00
04-500-203-322-251-000	HSA	-	41,517	41,517.00
04-500-203-322-270-000	Workers Compensation	-	4,613	4,613.00
04-500-203-322-280-000	Unemployment Compensation	-	960	960.00
04-500-203-322-305-000	Consulting Fees/Fees Services	-	800	800.00
04-500-203-322-315-000	Repairs & Maint for Computers & Technology	-	2,000	2,000.00
04-500-203-322-320-000	Tele./Com. Serv.	-	2,200	2,200.00
04-500-203-322-329-000	Postage & Express	-	250	250.00
04-500-203-322-385-000	Printing Chargeback	-	1,500	1,500.00
04-500-203-322-430-000	Supplies & Materials - Instructional	-	2,000	2,000.00
04-500-203-322-555-000	Non-Instructional Technology Hardware	-	29,036	29,036.00
		\$ -	\$ 1,803,523	\$ 1,803,523.00

Procedures to be followed:

- A) All payments to district employees must be paid through payroll. Requests for hourly rate payments must be submitted to payroll using the Timecard Spreadsheet.
- 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.