

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>422</u>		
Grant Title: <u>Infants & Toddlers Program, Ages 0-2</u>	Grant Manager: <u>Elizabeth Ronning</u>		
Type of Submission and Amount			
☒ New	Award Amount: \$ <u>144,161.00</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	-	-	57,928	57,928.00
200 - Employee Benefits	-	-	24,255	24,255.00
300 - Purchased Services	-	-	51,700	51,700.00
400 - Supplies and Materials	-	-	5,000	5,000.00
500 - Capital Expenditures	-	-	-	-
Other Expenses	-	-	5,278	5,278.00
Totals	\$ -	\$ -	\$ 144,161	\$ 144,161.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-	-	-
Federal	MDE Award	01-100-400-422-400-011	-	8,639	8,639.00
Federal	MDE Award	01-100-400-422-400-000	-	135,522	135,522.00
Totals			\$ -	\$ 144,161	\$ 144,161.00

APPROVALS	
DocuSigned by:  CBE6834EC1B946C Signed by: Elizabeth Lantto - District Controller	<u>10/12/2026</u> Date
 Signed by: Bryan Bass - Assistant Superintendent for Equity & Achievement	<u>10/12/2026</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
01-100-412-422-175-000	Cultural Liaison	-	57,928	57,928.00
01-100-412-422-210-000	FICA/Medicare	-	4,432	4,432.00
01-100-412-422-214-000	PERA	-	4,345	4,345.00
01-100-412-422-219-000	MN Paid Leave	-	255	255.00
01-100-412-422-220-000	Health Insurance	-	10,867	10,867.00
01-100-412-422-230-000	Life Insurance	-	64	64.00
01-100-412-422-235-000	Dental Insurance	-	272	272.00
01-100-412-422-240-000	Disability Insurance	-	116	116.00
01-100-412-422-250-000	Retirement Savings Plan	-	678	678.00
01-100-412-422-251-000	HSA	-	2,896	2,896.00
01-100-412-422-270-000	Workers Compensation	-	284	284.00
01-100-412-422-280-000	Unemployment Compensation	-	46	46.00
01-100-412-422-320-000	Tele./Com. Serv.	-	25,000	25,000.00
01-100-412-422-329-000	Postage & Express	-	200	200.00
01-100-412-422-352-000	Contract Repr.- Equipment	-	1,500	1,500.00
01-100-412-422-358-000	Foreign Language < \$50,000	-	25,000	25,000.00
01-100-412-422-401-000	Supplies & Material - NonInstructional	-	1,000	1,000.00
01-100-412-422-433-000	Supplies & Materials - Individualized Instruction	-	4,000	4,000.00
01-100-412-422-895-000	Fed. Indirect Cost Chargeback	-	5,278	5,278.00
		\$ -	\$ 144,161	\$ 144,161.00

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.