

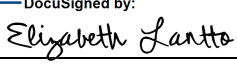
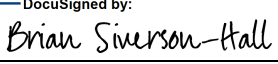
GRANT AUTHORIZATION FORM

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>438</u>		
Grant Title: <u>Federal Adult Basic Education (ABE)</u>	Grant Manager: <u>Emily Watts</u>		
Type of Submission and Amount			
☒ New	Award Amount: \$ <u>155,079.00</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	-	-	45,018	45,018.00
200 - Employee Benefits	-	-	18,432	18,432.00
300 - Purchased Services	-	-	44,000	44,000.00
400 - Supplies and Materials	-	-	26,768	26,768.00
500 - Capital Expenditures	-	-	19,000	19,000.00
Other Expenses	-	-	1,861	1,861.00
Totals	\$ -	\$ -	\$ 155,079	\$ 155,079.00

Revenue Budget					
Source	Description of Source	Revenue Code	Existing Amount	New/Amended Amount	Total Revenue
Local/Other			-	-	-
State			-	-	-
Federal	MDE Award	04-500-520-438-400-000	-	155,079	155,079.00
Totals			\$ -	\$ 155,079	\$ 155,079.00

APPROVALS	
DocuSigned by:  Elizabeth Lantto - District Controller	<u>10/12/2026</u> Date
DocuSigned by:  Brian Siverson-Hall - Executive Director, Community Engagement	<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
04-500-520-438-140-000	Licensed Classroom	-	45,018	45,018.00
04-500-520-438-210-000	FICA/Medicare	-	3,444	3,444.00
04-500-520-438-218-000	TRA	-	4,416	4,416.00
04-500-520-438-219-000	MN Paid Leave	-	198	198.00
04-500-520-438-220-000	Health Insurance	-	7,631	7,631.00
04-500-520-438-230-000	Life Insurance	-	27	27.00
04-500-520-438-235-000	Dental Insurance	-	149	149.00
04-500-520-438-240-000	Disability Insurance	-	86	86.00
04-500-520-438-250-000	Retirement Savings Plan	-	644	644.00
04-500-520-438-251-000	HSA	-	1,621	1,621.00
04-500-520-438-270-000	Workers Compensation	-	180	180.00
04-500-520-438-280-000	Unemployment Compensation	-	36	36.00
04-500-520-438-330-000	Utilities-General	-	44,000	44,000.00
04-500-520-438-401-000	Supplies & Material - NonInstructional	-	23,268	23,268.00
04-500-520-438-430-000	Supplies & Materials - Instructional	-	3,500	3,500.00
04-500-520-438-555-000	Non-Instructional Technology Hardware	-	19,000	19,000.00
04-500-520-438-895-000	Fed. Indirect Cost Chargeback	-	1,861	1,861.00
		\$ -	\$ 155,079	\$ 155,079.00

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.