

- M E M O R A N D U M -

To: Mr. Brad Hunt
From: Diana Sircar
Subject: May 20, 2019 Budget Amendments
Date: 05/20/2019

Attached are the May 20, 2019 Budget Amendments. Revenues total \$79,632 and expenditures total \$129,632.

Fund	Fund Name	Revenues	Expenditures	Explanation
199	General Fund	\$79,632	\$79,632	Donation from Student Activity Fund, Payment from Dallas County Community College, Student Payment for E2020, Sale of retired technology devices, Payment from Oregon Research Institute
240	Child Nutrition	\$0	\$50,000	See amendment #2 note below
	TOTAL	\$79,632	\$129,632	

Amendment #2 – The Child Nutrition Department was awarded a second \$50k grant from the Texas Department of Agriculture. The amendment is a reduction in fund balance, however the Texas Department of Agriculture will be issuing payment to the district as expenditure reports are filed. See attached document for additional information.

**COPPELL INDEPENDENT SCHOOL DISTRICT
AMENDED BUDGET
May 20, 2019**

DATA CONTROL CODE	GENERAL FUND			FOOD SERVICE FUND			DEBT SERVICE FUND			TOTAL OPERATIONS BUDGET		
	CURRENT BUDGET	AMENDMENT AMOUNT	REVISED BUDGET	CURRENT BUDGET	AMENDMENT AMOUNT	REVISED BUDGET	CURRENT BUDGET	AMENDMENT AMOUNT	REVISED BUDGET	CURRENT BUDGET	AMENDMENT AMOUNT	REVISED BUDGET
REVENUES												
5700 Local & Intermediate Sources	141,175,363	4,980	141,180,343	4,271,487	-	4,271,487	34,697,354	-	34,697,354	180,144,204	4,980	180,149,184
5800 State Program Revenues	13,701,021	-	13,701,021	114,196	-	114,196	259,799	-	259,799	14,075,016	-	14,075,016
5900 Federal Program Revenues	469,000	-	469,000	573,800	-	573,800	372,568	-	372,568	1,415,368	-	1,415,368
5020 Total Revenues	155,345,384	4,980	155,350,364	4,959,483	-	4,959,483	35,329,721	-	35,329,721	195,634,588	4,980	195,639,568
7900 Other Resources	277,990	74,652	352,642	10,966	-	10,966	-	-	-	288,956	74,652	363,608
EXPENDITURES												
11 Instruction	66,146,481	84,461	66,230,942	-	-	-	-	-	-	66,146,481	84,461	66,230,942
12 Instr. Resources & Media Services	1,716,812	-	1,716,812	-	-	-	-	-	-	1,716,812	-	1,716,812
13 Curriculum Dev. & Instr. Staff Dev.	2,898,022	(36,716)	2,861,306	-	-	-	-	-	-	2,898,022	(36,716)	2,861,306
21 Instructional Leadership	2,522,061	(34,509)	2,487,552	-	-	-	-	-	-	2,522,061	(34,509)	2,487,552
23 School Leadership	6,459,945	(6,250)	6,453,695	-	-	-	-	-	-	6,459,945	(6,250)	6,453,695
31 Guidance, Counseling & Evaluation	3,732,618	(535)	3,732,083	-	-	-	-	-	-	3,732,618	(535)	3,732,083
32 Social Work Services	355,149	-	355,149	-	-	-	-	-	-	355,149	-	355,149
33 Health Services	1,263,317	-	1,263,317	-	-	-	-	-	-	1,263,317	-	1,263,317
34 Student (Pupil) Transportation	4,570,164	-	4,570,164	-	-	-	-	-	-	4,570,164	-	4,570,164
35 Food Services	-	-	-	5,343,167	50,000	5,393,167	-	-	-	5,343,167	50,000	5,393,167
36 Cocurricular/Extracurricular Activities	2,515,507	(1,471)	2,514,036	-	-	-	-	-	-	2,515,507	(1,471)	2,514,036
41 General Administration	3,615,090	-	3,615,090	-	-	-	-	-	-	3,615,090	-	3,615,090
51 Plant Maintenance & Operations	10,106,609	-	10,106,609	-	-	-	-	-	-	10,106,609	-	10,106,609
52 Security & Monitoring Services	764,233	-	764,233	-	-	-	-	-	-	764,233	-	764,233
53 Data Processing Services	3,711,783	74,652	3,786,435	-	-	-	-	-	-	3,711,783	74,652	3,786,435
61 Community Services	180,605	-	180,605	-	-	-	-	-	-	180,605	-	180,605
71 Debt Service	-	-	-	-	-	-	35,144,881	-	35,144,881	35,144,881	-	35,144,881
81 Facilities Acquisition & Construction	-	-	-	-	-	-	-	-	-	-	-	-
91 Contr. Instr. Serv. between Schools	45,092,744	-	45,092,744	-	-	-	-	-	-	45,092,744	-	45,092,744
93 Pmts. To Fiscal Agent/Member Districts	50,000	-	50,000	-	-	-	-	-	-	50,000	-	50,000
95 Pmts. To Juvenile Justice Alternative Cntr.	35,000	-	35,000	-	-	-	-	-	-	35,000	-	35,000
99 Other Governmental Charges	581,277	-	581,277	-	-	-	-	-	-	581,277	-	581,277
6030 Total Expenditures	156,317,417	79,632	156,397,049	5,343,167	50,000	5,393,167	35,144,881	-	35,144,881	196,805,465	129,632	196,935,097
8900 Other (Uses)	-	-	-	-	-	-	-	-	-	-	-	-
Excess(Deficiency) of Revenues Over (Under)												
1100 Expenditures	(972,033)	(74,652)	(1,046,685)	(383,684)	(50,000)	(433,684)	184,840	-	184,840	(881,921)	(124,652)	(1,006,573)
7900 Other Sources	277,990	74,652	352,642	-	-	-	-	-	-	288,956	74,652	352,642
8900 Other (Uses)	-	-	-	-	-	-	-	-	-	-	-	-
1200 Net Change in Fund Balances	(694,043)	-	(694,043)	(372,718)	(50,000)	(422,718)	184,840	-	184,840	(592,965)	(50,000)	(653,931)
3100 Unassigned Fund Bal - Sept 1, 2018 (Beg.)	57,291,256	-	57,291,256	1,157,444	-	1,157,444	8,851,875	-	8,851,875	67,300,575	-	67,300,575
3000 Budget Unassigned Fund Balance - Aug. 31	51,914,471	-	56,597,213	217,206	(50,000)	734,726	9,036,715	-	9,036,715	61,168,392	(50,000)	66,646,644

**Budget Amendments
5/20/2019**

Item	Description	Account Number	Revenue	Expenditure
1	Salaries for Subs	199-11-6112-00-915-99-000		-1100
	Contracted Services	199-21-6299-00-915-99-000		-400
	General Supplies	199-21-6399-00-915-99-000		-800
	Miscellaneous Operating Expenses	199-21-6499-00-915-99-000		-180
	Reading Materials & Library Books	199-11-6329-00-915-11-000		304
	Contracted Services	199-11-6299-00-915-25-000		2176
	<i>Transfer between functions for Curriculum; ESL</i>			
2	Wages/Subs for Support Staff	240-35-6122-00-955-99-240		3,500
	Wages for PT/Temporary Employees	240-35-6128-00-955-99-240		15,000
	Contracted Services	240-35-6299-00-955-99-240		2,500
	General Supplies	240-35-6399-00-955-99-240		29,000
	<i>Garden Grant from Department of Agriculture - See attached memo</i>			
3	Travel & Registration; Employee	199-31-6411-00-001-22-752		517
	Miscellaneous Operating Costs	199-11-6499-00-001-22-752		517
	<i>Transfer between functions for CHS</i>			
4	Travel & Registration; Employee	199-21-6411-00-902-21-000		(18)
	Contracted Services	199-11-6299-00-902-99-000		18
	<i>Transfer between functions; Curriculum; Advanced Academics</i>			
5	General Supplies	199-21-6399-00-917-99-000		(150)
	General Supplies	199-13-6399-00-917-99-000		150
	<i>Transfer between functions for Curriculum; Social Studies</i>			
6	Travel & Registration; Employee	199-21-6411-00-902-21-000		(300)
	Salaries for Subs	199-11-6112-00-902-21-000		300
	<i>Transfer between functions for Advanced Academics</i>			
7	Salaries for Subs	199-11-6112-00-917-11-000		(7,560)
	Travel & Registration; Employee	199-13-6411-00-917-99-000		(1,000)
	Extra Duty Pay for Professional Personnel	199-13-6118-00-917-99-000		8,560
	<i>Transfer between functions for Curriculum; Social Studies</i>			
8	Rentals & Operating Leases	199-36-6269-00-042-99-000		(350)
	Travel & Registration; Student	199-36-6412-00-042-99-000		(1,121)
	Wages for PT/Temp Employees	199-11-6128-00-042-11-000		1,471
	<i>Transfer between functions for CMS East</i>			
9	Travel & Registration; Employee	199-13-6411-00-901-99-000		(20,260)
	Contracted Services	199-13-6299-00-901-99-000		(20,000)
	Extra Duty Pay for Professional Personnel	199-13-6118-00-901-99-000		(11,500)
	Contracted Services	199-21-6299-00-901-99-000		(25,000)
	General Supplies	199-11-6399-00-901-11-000		63,000
	Travel & Registration; Employee	199-11-6411-00-901-11-000		13,260
	Salaries for Subs	199-11-6112-00-901-11-000		500
	<i>Transfer between functions for Curriculum</i>			
10	Donations	199-00-5744	830	
	Salaries for Subs	199-11-6112-00-001-11-000		830
	<i>Donation from CHS Student Activity Funds</i>			
11	Miscellaneous Revenue	199-00-5749	2,000	
	Stipends	199-11-6139-00-999-11-000		2,000
	<i>Payment from Dallas County Community College</i>			

12	Miscellaneous Revenue	199-00-5749	150	
	General Supplies	199-11-6399-00-002-11-000		150
	<i>Student payments for E2020</i>			
13	Sale of Real & Personal Property	199-00-7912	74,652	
	General Supplies	199-53-6399-00-905-99-000		74,652
	<i>Sale of retired technology devices</i>			
14	Travel & Registration; Employee	199-21-6411-00-917-99-000		(806)
	Reading Materials & Library Books	199-21-6329-00-917-99-000		(6,855)
	Reading Materials & Library Books	199-11-6329-00-917-99-000		7,661
	<i>Transfer between functions for Curriculum; Social Studies</i>			
15	Travel & Registration; Employee	199-31-6411-00-003-22-752		(18)
	Salaries for Subs	199-11-6112-00-003-22-752		18
	<i>Transfer between functions for NTH</i>			
16	Salaries for Subs	199-11-6112-00-914-11-000		(7,334)
	Extra Duty Pay for Professional Personnel	199-13-6118-00-914-99-000		7,334
	<i>Transfer between functions for Staff Development</i>			
17	Miscellaneous Revenue	199-00-5749	2,000	
	Extra Duty Pay for Professional Personnel	199-11-6118-00-915-25-000		2,000
	<i>Payment from Oregon Research Institute for ESL Stipends</i>			
18	Rentals & Operating Leases	199-23-6269-00-004-99-000		(2,000)
	General Supplies	199-11-6399-00-004-11-000		2,000
	Miscellaneous Operating Costs	199-23-6499-00-004-99-000		(800)
	Contracted Services	199-11-6299-00-004-11-000		800



Expanding the 3Es Nutrition Grant Program

Grantee Requirements & Processes

EFFECTIVE MAY 2019

CONTACT INFORMATION

Mailing Address:

Texas Department of Agriculture
Trade and Business Development
Grants Office
P.O. Box 12847
Austin, Texas 78711

Physical Address:

Texas Department of Agriculture
Trade and Business Development
Grants Office
1700 N. Congress Avenue
Austin, Texas 78701

X3E Grant Team Contacts:

Crystal Ortegon
Grants Specialist
Phone: (512) 463-9932

Angelica Soriano
Grants Specialist
Phone: (512) 463-4406

Grants@TexasAgriculture.gov

Main Line: 512-463-7476
Fax: 888-223-9048

Other Grants Office Contacts:

Mindy Fryer
Director, Contacts and Grants
Phone: (512) 463-6908

RESPONSIBILITIES AND ACCOUNTABILITY

TEXAS DEPARTMENT OF AGRICULTURE

The Texas Department of Agriculture (TDA) is responsible for administering the Expanding the 3Es Nutrition Grant Program (X3E) Recipient grant agreements. Administration responsibilities include ensuring Grantee compliance with statutes, regulations, and grant terms and conditions; and conducting Performance/Compliance Reviews to maintain grant programmatic and fiscal integrity.

TDA will provide on-going technical assistance and consultation to Grantees during the term of the grant project. TDA will be available to answer questions regarding Grantee project administration, state requirements, regulations, and grant agreement terms and conditions.

RECIPIENT ORGANIZATION

The Grantee is responsible for the conduct of the project supported by the X3E program and the results achieved. Each Grantee will monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grantee must carry out the activities described in the approved scope of work outlined in Attachment C of the grant agreement.

The grantee will be accountable for documenting the use of grant funds and must ensure all funds are used solely for authorized purposes. The grantee must ensure:

- Funds are used only for Farm Fresh activities covered by the approved project;
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes; and
- All budget and performance reports are completed in a timely manner.

Each grantee must ensure they have an adequate accounting system in place and good internal controls to ensure expenditures and reimbursements are reported and maintained for three (3) years after the conclusion of the project, or longer if required by TDA

Failure of Grantee to utilize grant funds as described in Grantee's Attachment C may result in the withholding or revocation of the Grant, requirement that Grantee refund grant funds received, and/or determination that Grantee is ineligible for future program funds.

REIMBURSEMENT PROCESS

All projects are funded on a cost-reimbursement basis and TDA will reimburse the Grantee for eligible expenditures. Generally, expenses that are necessary and reasonable for proper and efficient performance and administration of a project are eligible. **The Grantee will be reimbursed for allowable grant costs not more frequently than monthly.**

Once expenditures against the grant funds have been incurred, the Grantee may request payment for all except ten percent (10%) of their total grant award amount. The Grantee may request payment for the remaining ten percent (10%), or the entire amount of the grant, once their project has been completed (see “Final 10%” below).

A completed GTBD-203 Payment Request, accompanied by an itemized list of all invoices for purchases, must be submitted to TDA for reimbursement. Invoices shall be submitted not more frequently than monthly, but at least quarterly. Invoices submitted will be reviewed for completeness, accuracy and reasonableness. Please see section “PAYMENT REQUEST REQUIRED DOCUMENTATION” for instruction on the types of documentation that should be submitted with the payment request. TDA will promptly notify the Grantee of any incompleteness or deficiencies, which appear on the invoice. Once the errors or omissions are corrected, TDA will process the invoice for payment.

You may email or mail the completed GTBD-203 and all required documentation to:

Email: Grants@TexasAgriculture.gov

Texas Department of Agriculture
Grants Office
P.O. Box 12847
Austin, Texas 78711

Once all the required information, receipts and back up documentation have been received, the necessary documents will be processed by the grants team and the Grantee will receive reimbursement within approximately 30 days from the date TDA received the request. If incomplete information is received, the payment process will be delayed. Grantee will have the opportunity to provide documentation, if needed, to ensure a reimbursement is processed fully.

Once all the required information, receipts and back up documentation have been received, the necessary documents will be processed by the grants team and the applicant will receive reimbursement within approximately 30 days from the date TDA received the request. If incomplete information is received, the process will be delayed.

Tips:

- *When compiling your receipts and back up documentation it is recommended that the documents be in same order as you have them listed on the “Itemized List of Expenditures”.*
- *Double-check math/number entries.*

ELIGIBLE EXPENSES

Generally, expenses that are necessary and reasonable for proper and efficient performance and administration directly related to the project are eligible. Grant funds may not be used to supplant normal business costs but instead must be used to cover the costs incurred for the approved proposed activities. Examples of eligible expenditures are:

- Personnel costs – both salary and benefits directly related to project implementation;
- Supplies and direct operating expenses – items that cost less than \$5,000 per unit with a useful life of less than one year, office supplies, postage, printing, etc. that are directly related to the project activities;
- Contracts – agreements made with educational institutions or private parties to perform a portion of the award; and
- Other direct expenses – any expenses that do not fall into the above categories directly related to the proposed activities.
- Controlled assets are defined as certain items valued \$500.00 - \$4,999.99 which must also be inventoried, link to [Controlled Property Listing](#).

INELIGIBLE EXPENSES.

Expenses may be prohibited by state or federal law or determined to be ineligible by program guidelines. Examples of these expenditures include, but are not limited to the following:

- Alcoholic beverages;
- Entertainment;
- Tips;
- Contributions, charitable or political;
- Expenses falling outside of the contract period;
- Expenses for items not listed in the project budget or that fail to meet the intent of the program;
- Equipment – Tangible personal property costing over \$5,000 per unit and having a useful life over one year (freezers, kitchen equipment, etc.);
- Travel – NO transportation, lodging, meals, or any food items related to travel; and
- Expenses that are not adequately documented or that do not meet the intent of the grant program.

PAYMENT REQUEST REQUIRED DOCUMENTATION

TDA requires an itemized list of invoices for all purchases totaled to equal the amount being requested. The GTBD-203 has an itemized list with it. The following information must also be submitted with the GTBD-203:

- A. Personnel Costs.** Back-up documentation for salary/wages and fringe benefits that detail the person's time billed to the program.
- B. Supplies and Other Operating Costs.** Copies of vendor invoices for purchases of \$500.00 or more must accompany the payment request. All backup documentation,

including copies of any vendor invoices, shall be made available to TDA for any audit conducted at Grantee's premises under this Agreement.

C. Contractual. If entering into a subcontract with a third-party to perform the work outlined in the Work Plan, a copy of the contract will need to be on file with TDA.

i *Tips:*

- *All purchases/expenditures must be completed within the term of the Grant Agreement.*
- *All invoices should be legible and clearly able to see where the expenditure was made and what was purchased.*

FINAL 10% OF GRANT AWARD PAYMENT

Up to ninety percent (90%) of the total grant award may be reimbursed provided the work for which payment is requested has been completed and proper documentation has been submitted.

The remaining 10% will only be disbursed once all reporting requirements have been met, including, but not limited to, the final periodic report (if applicable) and the Final Performance Report, which should discuss items listed in the *Reporting Requirements and Reports* section.

GENERAL GRANT PROCESSES

PERFORMANCE REPORTS

Performance Reports must be completed by the Grantee and submitted to TDA by deadlines stated in the grant agreement. Reports must be submitted on the form provided by TDA.

These reports require each grantee to details the progress of the project, compared against the measurable outcomes as originally provided in the grant application.

Failure of Grantee to comply with any of the reporting requirements may result in the withholding or revocation of the Grant, requirement that Grantee refund Grant funds received, and/or determination that Grantee is ineligible for future Program funds.

FINAL PERFORMANCE REPORT

The *Final Performance Report* is due sixty (60) days after the expiration or termination of the Grant Agreement, whichever occurs first. This form should be completed and submitted and cover the entire term of the grant.

SCOPE OR OBJECTIVES REVISIONS

If it is necessary to modify the scope or objectives of the project, submit a written justification for the change along with the revised scope or objectives to TDA. Changes will be approved or denied and should **not** be considered approved until you have received written confirmation.

GRANT EXTENSIONS

A Grantee may submit to the TDA a written request, with an explanation, for an extension of the grant agreement within thirty (30) days prior to the end of the term of agreement. The explanation should demonstrate that the extension is necessary due to unforeseeable circumstances preventing completion of the grant project or expenditure of the grant award. TDA will provide written notice of approval or denial of the Grantees request.

CLOSE OUT PROCESS

The grant close out is the last phase and occurs two ways:

- 1.) if the term of the agreement expires;
- 2.) if all funds have been expended and the project's objectives are met.

Once either of the events occur the grant close out process will begin. At least sixty (60) days before the end of the grant term TDA will provide a reminder about the expiration date, any outstanding information needed and any remaining balances of grant funds. The following items will need to be completed before the final payment will be made:

- All activities listed in the Work Plan have been completed. If all work has not been completed a justification will need to be submitted.
- Final Performance Report
- Final Budget Payment Request with proper documentation
- Complete the final close out letter request.

TDA will notify the Grantee if the Final Performance Report has not been received or approved and withhold ten percent (10%) of the total grant award amount. The final ten percent (10%) will be paid and the project considered closed once TDA receives and approves the Final Performance Report and Final Budget Payment Request.

Closeout of a grant does not cancel any requirements for record retention or financial accountability.

NOTES



Expanding the 3E's Grant Program

2019

Post Award Guidance



Grant Administration

- Grant Agreement
 - Award Page – Summary Page includes Contact information of Grantee & Grantor
 - Attachment A – Award Specific Provisions
 - Attachment B – State Terms & Conditions
 - Attachment C – Approved Project & Budget
 - Attachment D2 – Certification and Assurances
- Payment Requests
 - GTBD-203 Payment Request Form
- Progress Reports
 - GTBD-302 Performance Report Form
 - Final Performance Report

The image features a vertical strip on the left side containing the Texas Department of Agriculture logo at the top, which is a circular emblem with a star and the text 'DEPARTMENT OF AGRICULTURE TEXAS'. Below the logo is a photograph of various fresh vegetables, including green leafy plants, onions, tomatoes, and bell peppers in green, yellow, and red.

Recipient Responsibilities

- The Grantee is responsible for the conduct of the project supported by the X3E program. Each Grantee will monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grantee must carry out the activities described in the approved scope of work.
- The grantee will be accountable for documenting the use of grant funds and must ensure all funds are used solely for authorized purposes. The grantee must ensure:
 - Funds are used only for activities covered by the approved project;
 - Funds are not used in violation of the restrictions and prohibitions of applicable statutes; and
 - All budget and performance reports are completed in a timely manner.



Grant Term & Timeline

2019 Expanding 3Es Grant Term

	Start of Grant Term	May 1, 2019
	End of Grant Term	August 31, 2020

2019 Expanding 3Es Grant Reporting

Report	Reporting Period	Due Date
Report 1	May 1, 2019 – August 31, 2019	September 30, 2019
Report 2	September 1, 2019 – November 21, 2019	January 8, 2019*
Report 3	December 1, 2019 – February 28, 2020	March 30, 2019
Report 4	March 1, 2020 – May 31, 2020	June 30, 2019
Report 5**	June 1, 2020 – August 31, 2020	October 1, 2020
Final Report	May 1, 2019 – August 31, 2020	October 1, 2020

* TDA will extend deadline due to Holiday Season

** TDA will waive the 5th performance report . Performance for June – August 2020 will be discussed in the final report.



Reporting Requirements

- Performance reports are to be submitted on **Form GTDB-302** provided by TDA.
- The due dates for reports are 30 days after the end of each report period.
- Each Grantee is required to report progress details of their X3E project comparing measurable outcomes as provided in your grant application.
- Failure to comply with any of the reporting requirements in the grant agreement may result in the revocation of a Grant, withholding of request(s) for reimbursement, requiring the repayment of Grant funds disbursed to Grantee, and/or Grantee's ineligibility for future Program funds.



Reporting Best Practices

- If the grant project is performed at multiple campuses, please describe the progress and activities of each unique campus
- A Report should be submitted even if no funds were spent.
- Include performance and budget details
- Follow narrative format 1 to 3 pages long
- Detail the accomplishments of project objectives and grant funds spent to date for the previous 3 month period
- Progress Photos are not required but encouraged



Quarterly Reporting Form (GTDB-302)

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COMMISSIONER SID MILLER

TEXAS DEPARTMENT OF AGRICULTURE

Trade and Business Development

Grants Office

Performance and Budget Report

Establishing & Expanding the 3E's Grant Program

[FOR TDA USE ONLY]

Date Received: _____

Date Approved: _____

GTDB-302

QUARTERLY PERFORMANCE AND BUDGET REPORT

Directions. This form was developed to be completed electronically. Click the grey text boxes to type responses. Sections A – F of the performance narrative must be completed for the performance report to be approved by TDA.

If work toward the project has not been completed during the period of this report, a brief justification must be provided in Section B. *Repeated lack of progress may result in project termination.*

PROJECT INFORMATION

Name of Organization:	TDA PROJECT NO.
Title of Project:	

REPORT PERIOD

Date report covered _____ -- _____	Submission Date of Report:
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QUARTERLY BUDGET REPORT

Funding Expended to Date:	\$	Reimbursement Requested to Date:	\$	Funding Remaining to Date:	\$
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Note: If no funds have been expended please provide a brief justification in Section F.

PROJECT MANAGER

Title	First Name	Last Name
<input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other		

PERFORMANCE NARRATIVE

Section A - Project Summary.

In 200 words or less, please give a brief summary of the project. If you are working with multiple school or student groups please discuss per campus.

TDA Project NO.
Found in Grant Agreement

Funding Expended to Date
Report on funds spent and requested for the reporting period only.

Quarterly Reporting Form (GTDB-302)

Page 2 of 3

Detail progress during the reported period only

All sections are required

GTBD-302 Performance and Budget Report
Page 2

Section B – Activities Performed.

1. Describe the work accomplished during the reporting period. What specific tasks from the approved project proposal were accomplished?

2. List and describe the educational activities students participated in this quarter. Include names of lessons, grades participated, and number of participants (students, staff, parents, and/or community members).

3. Please share any challenges, and/or any limitations you faced while implementing your project.

Section C - Project Schedule.

4. Is your project on schedule as originally proposed? What delays have you faced, if any? Include any actions or steps taken to address the delays if applicable.

Section D – Budget.

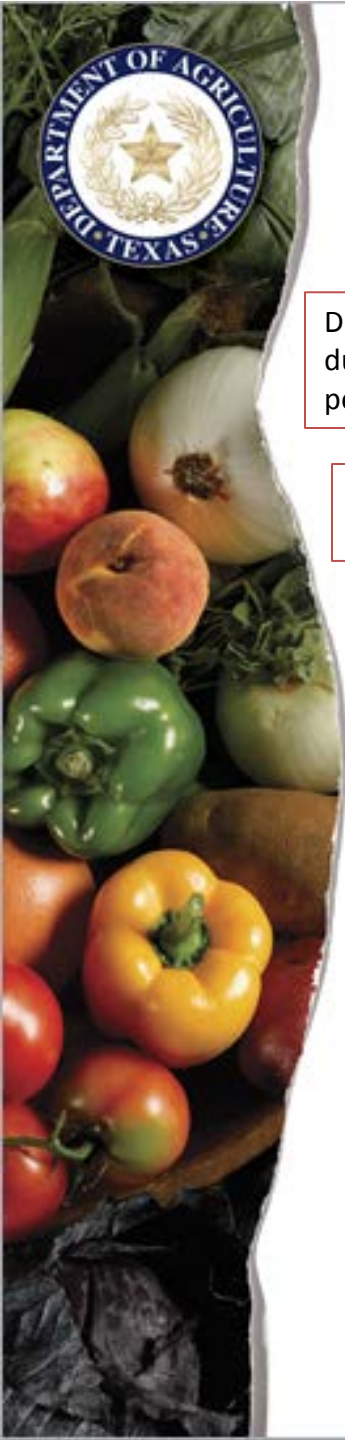
5. Briefly discuss how the grant funds were spent this reporting period.

6. Address the amount of funds remaining and your plans for future spending. If there are changes regarding budget please briefly describe.

Section E – Changes.

7. Document any changes from the original proposal, including but not limited to changes related to scope of work, activities, timelines, key personnel, and any other changes that directly impact the progress and completion of the funded project.

Activities per campus if applicable



Final Performance Report

The Final Performance Report will cover the entire grant term



TEXAS DEPARTMENT OF AGRICULTURE
Establishing & Expanding the 3E's Grant Program

SID MILLER, COMMISSIONER

FINAL PERFORMANCE REPORT

Note: This form was developed to be completed electronically. Click the grey text boxes to type responses. Note you are not limited to the space below. As you type the space will expand to accommodate your report.

GRANTEE	
Name of Organization	Grant Number
Title of Project	

PROJECT MANAGER CONTACT INFORMATION			
First Name	Last Name	<input type="checkbox"/> Mr.	<input type="checkbox"/> Dr.
Contact E-mail Address	Contact phone number () -	<input type="checkbox"/> Ms.	<input type="checkbox"/> Other _____

PROJECT SUMMARY
1. Describe the project, its objectives and the activities of the project. If the project worked with multiple schools please discuss per campus.

PROJECT OUTCOMES
2. Discuss how this project improved the children's understanding of nutrition education and participation in physical activity. Include anecdotal or measured evidence.
3. How many children directly benefitted from this project? How many parents or other community persons were involved in any way?



Payment Reimbursement

(also referred to as Payment Request)

All projects are funded on a cost-reimbursement basis.

- TDA will reimburse the Grant Recipient for eligible expenditures that are in line with the approved budget.
- The Grant Recipient will be reimbursed for allowable grant costs not more frequently than monthly.
- Complete Payment Request **Form GTBD – 203**

Final 10% of Grant Award Payment

Up to ninety percent (90%) of the total grant award may be reimbursed, provided the work for which payment is requested has been completed and proper documentation has been submitted.

The remaining 10% will only be disbursed once all reporting requirements have been met, including, but not limited to, the final periodic report (if applicable) and the Final Performance Report.



Payment Request

Form GTBD – 203

- Complete Itemized List of Expenditures
- Provide required documentation as needed:
 - **Personnel Costs:** Back-up documentation for salary/wages and fringe benefits that detail the person's time billed to the program.
 - **Supplies and Other Operating Costs:** Copies of vendor invoices for purchases of **\$500.00 or more** must accompany the payment request. All backup documentation, including copies of any vendor invoices, shall be made available to TDA for any audit conducted at Grantee's premises under this Agreement.
 - **Contractual:** If entering into a subcontract with a third-party to perform the work outlined in the Work Plan, a copy of the contract will need to be on file with TDA.

Tips

- ① All purchases/expenditures must be completed within the term of the Grant Agreement.
- ① All invoices should be legible and clearly able to see where the expenditure was made and what was purchased.

Request for Payment Form

Page 1



REQUEST FOR PAYMENT FORM -- GTBD-203

Grant Recipient: _____
 COMMISSIONER SID MILLER Grant ID No.: _____ Request No.: _____

Term of Agreement: _____ Period Covered
 (mm/dd/yy to mm/dd/yy) by this Report: _____
 (mm/dd/yy to mm/dd/yy)

Complete all blanks

Budget Category A	Budget B (found in grant agreement)	This Request C* (autocalculated from itemized tab)	Total Prior Request D	Remaining Funds (B-C-D)
Personnel	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -
Contractual	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
Indirect Charges	\$ -	\$ -	\$ -	\$ -
Total Grant Funds:	\$ -	\$ -	\$ -	\$ -

Matching Funds: \$ - \$ - \$ - \$ -

* Note: All purchases for reimbursements must be made during the term of the grant agreement. An itemized list for all expense must be provided, please attach additional sheet(s) if more space is needed. In addition, backup supporting documentation must be provided for purchases over \$500.

Total Grant Funds Requested To Date:	Total Match Funds Expended To Date:
\$ -	\$ -

COMMENTS: na Matched

ALL EXPENDITURES RELATED TO THIS AGREEMENT MUST BE CONSISTENT WITH THE TEXAS GOVERNMENT CODE §783.007, THE UNIFORM GRANT MANAGEMENT STANDARDS (UGMS), AND ANY APPLICABLE OFFICE OF MANAGEMENT AND BUDGET (OMB) OR CODE OF FEDERAL REGULATIONS (CFR) AS PROVIDED FOR IN THE AGREEMENT.

CERTIFICATION: By my signature below, I certify to the best of my knowledge and belief that:

- a) The data above is correct, payment is due, and the reported costs have not been previously drawn; and
- b) All activities requested for reimbursement or reported as matching funds are consistent with the agreement, Statement of Work, and all disbursements were made in accordance with the terms of the contract.

Sign your request

X _____ Date _____
 Grantee Authorized Official Signature

X _____ Date _____
 TDA Grants Specialist Signature

Date
 TDA Program File Use Only
 Payment Processed
 Init: _____ Date: _____



Payment Reimbursement Timeframe

- Once the completed Form GTBD-203, itemized list of expenditures, and required back up documentation have been received the necessary documents will be approved and processed by the grants team.
- If incomplete information is received, the payment process will be put on hold. Grantees will have the opportunity to provide documentation, if needed, to ensure a reimbursement is processed fully.
- **Approximately 30 days from the date TDA receives the complete request.**

The image features a vertical strip on the left side showing a variety of fresh produce, including green leafy vegetables, onions, tomatoes, and bell peppers. At the top of this strip is the official seal of the Texas Department of Agriculture, which is circular and contains a five-pointed star surrounded by the words "DEPARTMENT OF AGRICULTURE" and "TEXAS".

Submitting the Payment Form

You may email or mail the completed and signed

GTBD-203 Form to:

Email: Grants@TexasAgriculture.gov

Texas Department of Agriculture

Grants Office

P.O. Box 12847

Austin, Texas 78711

The image features a vertical strip on the left side containing the Texas Department of Agriculture logo at the top, which is a circular emblem with a star and the text "DEPARTMENT OF AGRICULTURE TEXAS". Below the logo is a photograph of various fresh vegetables, including green and red bell peppers, yellow and red tomatoes, and onions.

Scope or Objective Revisions

- **Scope** - If it is necessary to modify the scope or objectives of the project, submit a written justification for the change along with the revised scope or objectives to TDA. Changes will be approved or denied and should **not** be considered approved until you have received written confirmation.
- **Budget Revision** - Grant projects work on a projected budget. Often expenses that are incurred might cost more or less than originally thought.
 - Budget funds may only be reallocated to eligible and previously approved budget line items.
 - Must complete Budget Revision [Form GTBD - 306](#) provided by TDA

Notification of any revisions shall be submitted to the TDA in writing ten (10) business days prior to the subsequent payment request.

The image features a vertical strip on the left side containing a variety of fresh produce, including green leafy vegetables, onions, tomatoes, and bell peppers. At the top of this strip is the official seal of the Texas Department of Agriculture, which is circular and contains a five-pointed star surrounded by the text "DEPARTMENT OF AGRICULTURE" and "TEXAS".

Grantee Extensions

A Grantee may submit to the TDA a written request, with an explanation, for an extension of the grant agreement within thirty (30) days prior to the end of the term of agreement. The explanation should demonstrate that the extension is necessary due to unforeseeable circumstances preventing completion of the grant project or expenditure of the grant award. TDA will provide written notice of approval or denial of the Grantees request.

The image features a vertical strip on the left side showing a variety of fresh produce, including tomatoes, bell peppers, and onions. At the top of this strip is the official seal of the Texas Department of Agriculture, which is circular and contains a five-pointed star surrounded by the words "DEPARTMENT OF AGRICULTURE" and "TEXAS".

Close Out Process

- Close Out is the last phase and begins when:
 - Term expires or
 - All funds have been expended
- Requires Grantee to submit:
 - Final Performance Report
- Once all requirements above are met, TDA will process final 10% of payment.

Records

Grantee must keep all expenditures and reimbursement records for 3 years after the conclusion of the project.



TDA Grants Team

Karen Reichek, Administrator for Trade and Business Development

Mindy Fryer, Lead Grants Coordinator

X3E Grants Team

Crystal Ortegon and Angelica Soriano

Email: Grants@TexasAgriculture.gov

512-463-7448