



Effective Date: June 15, 2009

**Expenditure Workbook for Reimbursement Requests  
FFY 2009**

Please fill out this cover page with the requested information. After the Authorized Official signs the form and the workbooks are completed, please submit **BOTH** (1) a scanned, signed PDF copy and (2) the completed Excel sheet to the Office of the State Superintendent of Education at [Monthly.Reimbursement@dc.gov](mailto:Monthly.Reimbursement@dc.gov).

Name of Subgrantee:	SuperDuper Public Schools
Authorized Official:	Angie Thuseeffoe
Signature:	

Workbook Prepared By:	Glenda Grantz
Date Prepared:	10/31/2009
Email:	glenda.grantz@superduper.dc.gov
Phone:	202-555-1212

Range of Dates covered by this Reimbursement Request (ie: 9/1/2009 - 10/31/2009):	10/1/2009 - 10/31/2009
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Does your LEA have an approved Indirect Cost Rate with OSSE?	No
If so, what is that rate?	

**For OSSE Use Only:**

Schoolwide Program - Non-Personnel	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ 267,134.87
Total Allowed:	\$ -

Title I, Part A	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ 32,906.24
Total Allowed:	\$ -

Title II, Part A	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ 7,797.08
Total Allowed:	\$ -

Title III, Part A	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ 15,283.54
Total Allowed:	\$ -

Title IV, Part A	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ 10,548.75
Total Allowed:	\$ -

To receive reimbursements for federal grant expenditures, subgrantees must complete and submit the applicable expenditure workbook to OSSE. There are five expenditure workbooks, each with a different collection of grants separated out by colored tab. Please review the list of expenditure workbooks below and select the appropriate one for your grant(s):

Name of Workbook	Con App:	IDEA:	SI and Misc Title I and II:	Competitive Grants:	CTE and Adult
List of Grants Contained	Schoolwide Program	IDEA - 611	1003(a) School Improvement	Math & Science Partnership	Perkins Title I (CTE)
	Title I, Part A	IDEA - 619	1003(g) School Improvement	Enhancing Education through Tech	Perkins Title II (Tech Prep)
	Title II, Part A		Even Start	21st Century Learning Centers	Incarcerated Youth
	Title III, Part A		Neglected & Delinquent	McKinney - Vento Homeless	Adult Education (Federal)
	Title IV, Part A		SAHE - State Grant		Adult Education (Local)

**Directions on Completing the Workbooks:**

• **For all schools:**

- Complete ALL yellow fields in the Cover Sheet. Note that when you are ready to submit this expenditure workbook, you must submit BOTH the completed excel sheet and a PDF of the signed copy. Do not complete the bottom portion, which is for OSSE use only.
- After completing the appropriate steps below, including all grant and personnel pages, please save the excel sheet. Print and sign a hard copy. Send the completed Excel sheet and a PDF scan of the signed copy to OSSE at Monthly.Reimbursement@dc.gov.

• **For schools consolidating funds into a Schoolwide Program pool:**

- Select the "SWP Fund Breakdown" tab.
  - Follow the directions given on how to enter the amounts being consolidated from each funding source. The worksheet will automatically calculate the percentage of the whole SWP fund that each funding source represents. This percentage is used by OSSE for accounting purposes (to accurately draw down each funding source for carryover purposes).
- Entering Non-Personnel expenditures (Note, Personnel items are to be entered in the "Personnel" tab and will automatically be calculated for this page).
  - Enter the requested information for each expenditure. When you enter the amount being requested for reimbursement from SWP funds, the worksheet will automatically use the percentages calculated on the "SWP Fund Breakdown" tab to determine the amounts that OSSE will draw down from those funding sources. Note that this is for OSSE accounting purposes only.
- Entering Set-aside expenditures and expenditures for grants not consolidated in the SWP pool - Select the respective Title-specific tab.
  - For expenditures that are tied to the required or optional set-asides for each grant (ie. Supplemental Educational Services for Title I-A schools in improvement) or for expenditures for funding sources that are not being consolidated in the SWP pool, enter those expenditures separately on the specific grant's tab.
- Entering Personnel expenditures - Select the "Personnel" tab.
  - Enter the requested information for each employee on a separate line.
  - Indicate the percentage of the requested amount that will come from the pooled SWP fund. This percentage represents that employees time and effort for the SWP cost objective.
  - The worksheet will automatically calculate the dollar amount of the SWP reimbursement request and the percentage and dollar amount of the non-SWP portion of the request, if there is any (ie: if the employee worked part of her time on cost objectives for grants not consolidated in the SWP pool).
  - For your SWP employees, the worksheet will automatically use the percentages determined on the "SWP Fund Breakdown" tab to determine the amounts that OSSE will draw down from those funding sources. Note that this is for OSSE accounting purposes only.
  - For employees being paid out of the non-consolidated pool of funds, please enter their time and effort percentages for the various cost objectives covered in this workbook. Please note that this includes any payments for required or optional set-asides tied to specific grants that are not coming from the consolidated SWP pool.
  - The worksheet will automatically calculate the dollar amount breakdowns for each employee expenditure for OSSE processing purposes.

• **For Targeted Assistance Schools and for Non-Consolidated Funding Sources:**

- Select the colored tab at the bottom of the workbook for the specific grant you are submitting expenditures for.
- Enter your expenditures on the lines provided, noting the following:
  - All Personnel expenditure line items (Salary + Benefits) are to be entered on the "PERSONNEL" tab (peach colored tab - please see step 3 in these instructions). Each specific grant's worksheet will then automatically take the total dollar amount requested for each grant on the Personnel tab and migrate it to each grant's page.
  - For each non-personnel item, select the appropriate Program Category, Budget Category, and Set-aside associated with the expenditure using the drop down menu embedded in each cell. Please make sure that your expenditure categories match what you submitted in your approved application and budget. Doing so will expedite the review and approval of your expenditures.
  - When filling out the "Description of Goods or Services" column, please include as much information as you can on how that expenditure aligns with the goals and purposes of the grant. Again, doing so will expedite the review and approval of your expenditures.
  - Please be sure to enter the amount requested in the yellow column for each item. Do not enter any information in the OSSE-only columns (the green and red columns). These are for OSSE program staff as they review each expenditure.
- For Personnel salaries, please enter them on the peach colored "PERSONNEL" tab. Note, stipends and bonuses should be entered on the actual grant's worksheet, not the Personnel sheet - please reserve this sheet for only salaries.
  - Enter both the employee's name AND position. Please make sure that this position aligns with the information you provided in your approved application and budget. Doing so will expedite the review and approval of these expenditures.
  - When filling out the "Brief Description of Employee's Role" column, please include as much information as you can on how that position aligns with the goals and purposes of the grant. Again, doing so will expedite the review and approval of your expenditures.
  - Enter the TOTAL salary that employee is earning for the year, from all sources of funding, as a reference point.
  - Enter the TOTAL PORTION of that salary that is being requested for reimbursement in this reimbursement workbook for this reimbursement period, for all funding sources.
  - Enter the time and effort percentage for each grant source that the employee worked for in this reimbursement period. The worksheet will then automatically calculate the amount requested in this reimbursement period for that grant (by multiplying the total portion being requested by the time and effort percentage entered). Note that the percentages LEAs are to enter include those for any required or optional set-aside tied to specific grants.

**Composition of the Consolidated Schoolwide Program Funds for your LEA  
FFY 2009**

Depending on which funds your LEA decided to consolidate as part of your Schoolwide Program, your consolidated SWP funds can be composed of a combination of the following grants or funding sources:

Title I, Part A	Title II, Part A	Title III, Part A	Title IV, Part A	Local Funds
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Although SWP funds are considered to be a single account, it is necessary for OSSE to know the percentage that each consolidated funding source represents in the total consolidated SWP funds for our accounting and tracking purposes.

Please complete the table below by entering the total dollar amount from each funding source that your LEA consolidated into its schoolwide programs pool. These are the funds that were then allocated to schoolwide program schools. If you did not consolidate one or more of the funding sources below, please enter a "0" for that fund. The table will then automatically calculate the percentage of the whole that each funding source represents in the consolidated SWP fund. (Note that the percentages currently say "#DIV/0!" because the "total SWP fund" is "\$0" until allocation amounts are entered. This will correct itself once figures are entered.)

An example is provided at the bottom of this page. In the example, the LEA is consolidating \$100,000 in Title I-A funds, \$20,000 in Title II-A funds, \$5,000 in Title IV-A funds, and \$500,000 in local funds into its SWP pool.

Funding Source	Title I, Part A	Title II, Part A	Title III, Part A	Title IV, Part A	Local Funds	Total
<b>Allocation</b>	\$ 425,000.00	\$ 135,000.00		\$ 65,000.00	\$ 3,250,000.00	\$ 3,875,000.00
<b>Percentage of SWP Fund</b>	10.97%	3.48%	0.00%	1.68%	83.87%	100.00%

***Example of a completed chart:***

Funding Source	Title I, Part A	Title II, Part A	Title III, Part A	Title IV, Part A	Local Funds	Total
<b>Allocation</b>	\$ 100,000.00	\$ 20,000.00	\$ -	\$ 5,000.00	\$ 500,000.00	\$ 625,000.00
<b>Percentage of SWP Fund</b>	16.00%	3.20%	0.00%	0.80%	80.00%	100.00%





























Note: Data in this worksheet is used for the drop-down lists. Please do not modify anything on this page.

List of Program/Activity
Instruction
Support Services
Administration
Operations and Maintenance
Student Transportation
Other

Title I Required/Optional Set Aside
Non Set-aside
Parental Involvement
Highly Qualified Teachers
SES
Choice-related Transportation
Professional Development
Administrative
Financial Incentives
Homeless Services
Equitable Services

Combined I-IV Set-asides
Non Set-aside
Parental Involvement
Highly Qualified Teachers
SES
Choice-related Transportation
Professional Development
Administrative
Financial Incentives
Recruitment
Mentoring
Teacher Testing
Merit Pay
Class-size Reduction
Teacher Advancement
Eng Proficiency/Academic Achievement
Program Objectives/Strategies
Materials/Technology/Assessment
Tutorials
Language Instruction Programs
Community/Parental
Security (Activities 1-4)
Security (Activity 5)
Homeless Services
Equitable Services

List of Grants
Schoolwide Program
Title I, Part A
Title II, Part A
Title III, Part A
Title IV, Part A

List of Functional Expenditures
Supplies and Materials
Fixed Property Costs
Contractual Services
Equipment
Other Expenses (including travel)

List 2
Yes
No

Title II Required/Optional Programmatic Obj
Other
Recruitment
Professional Development
Mentoring
Teacher Testing
Merit Pay
Class-size Reduction
Teacher Advancement
Equitable Services

Title III Required/Optional Programmatic Obj
Other
Eng Proficiency/Academic Achievement
Professional Development
Program Objectives/Strategies
Materials/Technology/Assessment
Tutorials
Language Instruction Programs
Community/Parental
Equitable Services

Title IV Required/Optional Programmatic Obj
General
Security (Activities 1-4)
Security (Activity 5)

SWP Set-aside options
Parental Involvement
Professional Development
HQT
n/a

Educational Initiatives
Early Childhood Education Services
Secondary School Reform
Support for English Language Learners
Improved Technology
Class-size Reduction Initiatives
Curriculum Development
School and Student Safety
Extended Learning Opportunities
In-School Interventions
Other / n/a