



Effective Date: June 15, 2009

**Expenditure Workbook for Reimbursement Requests
FFY 2009-2010**

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.

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

Workbook Prepared By:	Glenda Grantz
Date Prepared:	10/31/2009
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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

Does your LEA have an approved Indirect Cost Rate with OSSE?	No
If so, what is that rate?	

For OSSE Use Only:

1003(a) School Improvement	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ 8,185.00
Total Allowed:	\$ -

1003(g) School Improvement	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ 22,900.00
Total Allowed:	\$ -

Even Start	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ -
Total Allowed:	\$ -

Neglected & Delinquent	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ -
Total Allowed:	\$ -

SAHE - State Grant	
PO #:	
Reviewed By & Date:	
Total Requested:	\$ -
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 and SI:	IDEA:	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:

1. On the Cover Sheet, complete all of the YELLOW fields. Do not complete the bottom portion which is for OSSE use only
2. Select the colored tab at the bottom of the workbook for the specific grant you are submitting expenditures for.
3. Enter your expenditures on the lines provided, noting the following:
 - a. All Personnel expenditure line items (Salary + Benefits) are to be entered on the "PERSONNEL" tab (peach colored tab - please see step 4 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.
 - b. For each non-personnel item, select the appropriate Program Category and Budget Category 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.
 - c. 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.
 - d. 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.
4. For Personnel salaries, please enter every grant's expenditures 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.
 - a. 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.
 - b. 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.
 - c. Enter the TOTAL salary that employee is earning for the year, from all sources of funding, as a reference point
 - d. 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
 - i. For example, if you are submitting quarterly reports, the portion of Teacher A's salary that you are requesting may likely be 25% of her total salary for the year
 - e. 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).
 - f. 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
5. When you have completed all grant and personnel pages, please save the excel sheet. Print and sign a hard copy
6. Send BOTH (1) the completed Excel sheet and (2) a PDF scan of the signed copy to OSSE at Monthly.Reimbursement@dc.gov.

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
Section 1003(a) or 1003(g)
Other

List of Grants

1003(a) School Improvement
1003(g) School Improvement
Even Start
Neglected & Delinquent
SAHE - State Grant

List of Functional Expenditures

Supplies and Materials
Fixed Property Costs
Contractual Services
Equipment
Other Expenses (including travel)

Yes/No

Yes
No

School Improvement

Contractual Services
Supplies and Materials
Equipment
Other