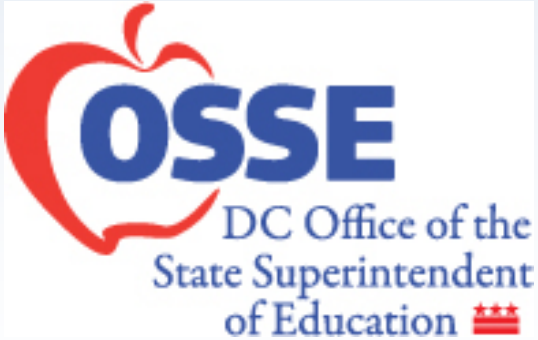
The Updated Reimbursement Process

Federal Fiscal Year 2009

LEA Boot Camp

September 2, 2009



Welcome and Introductions

- Facilitator Introductions:
  - Edmund Han, Title I Program Analyst, OSSE
  - Jeremy Skinner, Title I Program Analyst, OSSE
- Audience:
  - LEA personnel who complete reimbursement requests for federal grant programs and submit them to OSSE
- Welcome and thank you for attending!

Objectives

1. Overview of the Reimbursement Process
2. Introduction to the New Reimbursement Workbooks
3. OSSE's Review of Expenditures for Reimbursements

1.Overview of the Reimbursement Process

- As you know, OSSE no longer advances federal funds to sub-grantees. Instead, we have a reimbursement process in place.

- In a sense, you can think of the federal grant reimbursement process as having two major events:
  1. First, LEAs submit a grant application, which describes to OSSE how that LEA will spend the federal funds.
  2. Then, throughout the grant year, LEAs submit reimbursement workbooks for expenditures that are in line with what the LEA described in the approved application.

GRANT APPLICATION ← → REIMBURSEMENTS

What timeline can you expect?

- We have made an effort to streamline the process of reviewing reimbursement requests to ensure that federal payments reach LEAs as soon as possible.
- There is an expectation that we get all payments to the LEA within 30 days.

- How many of you are signed up for ACH (direct deposit) payments?

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2. Introduction to the New Reimbursement Workbooks

We have made many improvements to the reimbursement workbooks for Federal Fiscal Year 2009.

On the surface, the new workbooks may look more complicated. Our goal today is to clarify any potential confusion so that you can confidently submit complete, accurate reimbursement workbooks.

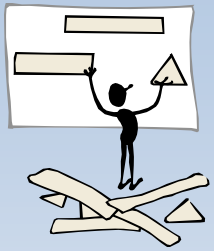
A Directory of Workbooks

Every federal grant program has been grouped into one of five reimbursement workbooks:

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

Note: American Recovery and Reinvestment Act (ARRA) funds will have their own separate Reimbursement and Reporting Workbook.

A First Look: The Main Changes



- There are new groupings of grants for each of the workbooks.
- The “Cover Sheet” is updated.
- The “How to Complete” tab is revamped.
- Each program’s non-personnel tab has a few new columns asking for a couple key details for the expenditures.
- The column headers are more descriptive and explanatory.
- The “Personnel” tab is where most of the changes were put in, and a lot of work was done to make Time and Effort reporting more explicit and accurate.
- For the Consolidated Application workbooks, the Schoolwide Program (SWP) tabs are new.

Completing the Reimbursement Workbooks

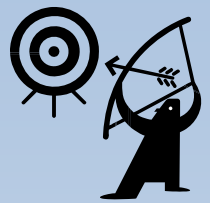
- Let's now take an introductory tour of the reimbursement workbooks.
- We'll also demonstrate how to actually complete a reimbursement workbook properly:
  - We'll start with a non-Consolidated Application grant example to show the general procedure for filling in a workbook.
  - We'll then show the changes and procedures that are specific to the Consolidated Application programs and for Schoolwide Programs in particular.

Summary: Non-Consolidated Application Programs

- The workbooks have a common set of tabs to work with:
  - Cover Sheet
  - Instructions
  - Each program's non-personnel expenditures
  - Personnel expenditures
- Basic steps for completing a reimbursement workbook:
  1. Complete the yellow fields on the Cover Sheet
  2. Complete the Personnel tab for salary expenditures – note that the sub-total for each program will automatically populate on the program's non-personnel tab
  3. Complete each program's non-personnel tab
  4. Sign, scan and submit the PDF <u>and</u> the Excel versions

Summary: Consolidated Application Programs

- The “Con App” workbook has an extra set of tabs:
  - SWP Fund Breakdown
  - SWP non-personnel expenditures
- Basic steps for completing the “Con App” workbook:
  1. Enter the LEA’s schoolwide program expenditures
     - Enter the breakdown of funds comprising the consolidated SWP funds
     - Enter SWP personnel expenditures
     - Enter SWP non-personnel expenditures
  2. Enter each program’s non-schoolwide program expenditures – both personnel and non-personnel expenditures
     - Set-aside funds
     - Targeted Assistance Program funds
     - Central Office expenditures
     - Non-consolidated funds
  3. Sign, scan and submit the PDF <u>and</u> the Excel versions



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3. OSSE's Review of the Expenditures

- When you have completed a Reimbursement Workbook, print it, sign and date it, and scan it to make a PDF copy.
- Email BOTH the original Excel version AND the scanned PDF copy to:

  Monthly.Reimbursement@dc.gov

- NOTE: OSSE requires both the Excel version (which we consult during the review process) and the PDF version (which serves as a record of an authorized signature) to review LEAs' expenditures.

What OSSE Looks For

Each grant program reviews its own expenditures:

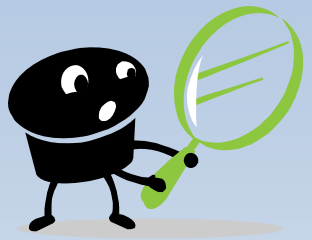
- Your OSSE Title I contact will review Title I, Part A expenditures
- Title III will review Title III, Part A expenditures
- Perkins will review Perkins expenditures, etc…

OSSE grant managers pay careful attention to several key factors when reviewing an LEAs' reimbursement requests.

Please keep the following in mind when submitting reimbursement workbooks to help expedite the process.

What OSSE Looks For

(not an exhaustive list)



- How much the LEA has remaining in its allocation;
- How much the LEA still has to obligate to satisfy any required or optional LEA- or school-level set-asides;
- Whether the expenditures are allowable in accordance with federal, state, and programmatic requirements (ie: OMB A-87, Title I, Part A specific rules, Supplement not Supplant, etc);
- Whether the expenditures occurred within the available obligation period for the award;
- Whether the expenditures requested in the reimbursement workbook have been described in the LEA's program plan narrative in the approved consolidated application;
- Whether the amounts requested in the reimbursement workbook match the amounts available to the LEA in the corresponding category in its approved budget.

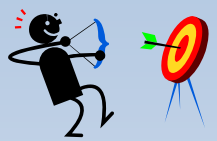
Expected Timeline

- Once OSSE receives your reimbursement workbook, specialists on the grant teams review the expenditures.
- The Program Specialist may contact the LEA to ask clarifying questions about specific items listed in the workbook.
- OSSE will issue payment to the LEA within 30 days of receiving a complete, accurate Reimbursement Workbook.

Tips For a Faster Payment

- Make sure to submit BOTH the PDF and the original Excel versions of the workbook;
- Be sure to account for all required and optional set-asides;
- For each item and personnel entry, provide as much detail as possible about how that item addresses the specific program's purposes – this helps with the allowability determinations and can cut down on the correspondence needed with the LEA to clarify any items;
- Use your budget tracker and make sure that your LEA is not over-expending any particular budget category;
- Make sure your expenditures are accounted for in your LEA's approved application narrative;
- Make sure your expenditures are allowable under all federal, state and programmatic statutes; and
- Sign up for ACH payments!

Reviewing Our Objectives



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Questions?

Additional Resources

For general questions:

Please contact Edmund Han at Edmund.Han@dc.gov and (202) 442-3268 or Jeremy Skinner at Jeremy.Skinner@dc.gov and (202) 724-2343.

For program-specific questions:

Please contact the appropriate OSSE grant contact for your LEA.