



Race to the Top Guidelines and Procedures Manual FY2015



**Office of Federal Grants
and Program Compliance**

Administrative Services Division
Where Success is the ONLY Option

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RACE TO THE TOP (RT3) Staff Directory

Position	Name	Extension
Assistant Superintendent of Administrative Services	Andrea Fairries-Moore	2727
Program Administrator	Dr. Jill Adams	2664
Project Facilitator	Teya Phillips	2753
Project Facilitator	Paul O. Campbell	2735

Overview

OVERVIEW

After a decade of comprehensive school reform, dramatically improved student results, and strategic initiatives to redesign the core business instruction, Atlanta Public Schools (APS) is primed to accelerate and sustain teacher and leader performance system-wide. Additionally, we strategically focus our efforts on supporting our lowest performing schools.

This proposal outlines steps the district will take, and the structures and initiatives that will be implemented through our Race to the Top plan. The proposal outlines our approach to implementing common core standards and assessments, assessing and using data to improve instruction, improving teacher and principal effectiveness, and turning around our lowest achieving schools.

NEED FOR THE PROJECT

APS Readiness--Why Teacher Effectiveness Makes Sense for APS

Once a failing school district by most state and federal accountability measures, Atlanta Public Schools (APS) is now a system characterized by significant improvements in student achievement as evidenced on the National Assessment of Education Progress (NAEP) through participation in the Trial Urban District Assessment (TUDA); notable and steady gains on Georgia's Criterion-Referenced Competency Tests, High School Graduation Tests (exit exams) and the more rigorous End of Course Tests; and APS has become an annual competitor for the Broad Prize for Excellence in Urban Education. In all grades, content areas and school divisions, APS students have demonstrated steady, incremental annual student achievement gains. However, if APS is to accelerate performance on NAEP, close the achievement gap on state mandated tests, and prepare college ready students, having effective schools is not enough. We must have a highly effective teacher in every classroom. We believe that the system has built a network of effective schools, and we are now ready to cascade accountability and effectiveness metrics to all levels. The system has the capacity to implement the common core standards and assessments, use data to improve instruction, develop programs to improve teacher and principal effectiveness, in addition to turning around our lowest achieving schools. RT3 support will be used to ensure that several important initiatives are implemented across the district over the next four years.

Atlanta Public Schools has received \$10 million dollars in direct support and technical assistance from the Bill and Melinda Gates Foundation through the *Empowering Excellent Teachers Initiatives* to support the APS ETEC strategy over the next four years. The APS Effective Teacher in Every Classroom (ETEC) strategy will institutionalize a comprehensive approach to human capital management (teacher recruitment, hiring, assignment, career development, instructional support and dismissal) and expand the district's vision to realize a high effective teacher and leader in every classroom. The funding received through Race to the Top will be used to further support this initiative and expand the programmatic ideas outlined in the proposal. We believe that the collaboration of the two funding sources will be used to accelerate our human capital management strategy and provide additional avenues and networks for system learning, especially at the secondary level. APS believes that RT3 is critical to our overall mission of developing students who are ready for college without the need for remediation or academic support.

PROJECT DESIGN

The APS Strategy

Our strategy is focused on developing and sustaining a system of effective teachers and leaders focused on high performance and accountability for student results. To achieve our strategy, the system plans to:

- **Adopt a teacher and teacher team centric transformation approach** ensuring 1) teachers have the skills, tools and support necessary to diagnose individual student needs, 2) teachers have the support to effectively address individual student needs, 3) teachers are assigned to teams within schools to maximize teacher and student growth, and 4) every school has a balance of effective teachers.
- **Build a stronger pool of teachers** by ensuring 1) the lowest performing of secondary teachers are systematically exited over the next one to two years, 2) tactical and strategic recruitment and hiring to find teachers capable of meeting our rigorous definition of teacher effectiveness, and 3) targeted investments to close persistent achievement gaps in critical subject areas through the creation of an urban teacher residency.
- **Implement district-wide policies to sustain and further incentivize gains in student achievement** to ensure 1) teacher evaluation, tenure designation, and professional development are aligned with our rigorous definition of teacher effectiveness, 2) teachers are rewarded for collaborative and individual excellence, 3) teachers are held individually accountable for student achievement. 4) teachers are evaluated across multiple performance metrics and research-based standards assessed over time through the collection and assessment of practice and performance with frequent feedback, and 5) the evaluation system fairly and accurately distinguishes performance among teachers. 6) career advancement opportunities exist to encourage high performing teachers, to stay in the classroom, and 7) principals have the skills, tools and support necessary to serve as skilled human capital managers, in addition to strong instructional leaders.
- **Develop a performance compensation system to include student achievement and growth** by outlining the required system and process changes and building the necessary compensation models focused on performance rather than tenure and certification.
- **Build an enhanced data systems infrastructure, functionality and management protocol capable of supporting the data needs from the classroom to the central office** by increasing the functionality and flexibility of current data systems and by building new or enhancing existing applications.

Expenditure Requests

Procurement Process

Race to the Top (RT3) requests for purchases will be processed through Lawson.

Steps for submitting purchase requests:

1. Complete the RT3 Purchase Request Form
2. Obtain supervisor signature for approval
3. Maintain a COPY of the supervisor approved RT3 Purchase Request Form
4. Forward ORIGINAL supervisor approved Purchase Request Form to Teya Phillips (CLL, 7th Floor, ext. 2753), or Paul O. Campbell (CLL, 7th Floor, ext. 2735 for RT3 grant approval and processing through Lawson
5. Incomplete forms and requests for unallowable items will be rejected

All purchases and requests for services must be related to the Race to the Top Scope of Work (SOW) and listed in the GaDOE Consolidated Application.

Professional Development

Professional Development/In-Service Workshops during non-contractual hours or days

Allowable Professional Development	Unallowable Professional Development
Instructional activities	Planning activities
Learning a skill	Food or snacks for sessions

Steps for Processing Professional Development Requests

1. Submit the RT3 Professional Development Rationale and the In-Service or One Time Form (67011) to Jill Marie Adams (CLL, 6th Floor, ext. 2664) 45 days in advance for approval (a separate 67011 form should be submitted for teachers and paraprofessionals)
2. Submit the RT3 Substitute Teacher Payment Form for approval to Jill Marie Adams (CLL, 6th Floor, ext. 2664)
3. Upon completion of the Professional Development session(s), submit the ORIGINAL sign in sheets, agendas, one-time payment/in service workshop form, and payroll upload form to Teya Phillips (CLL, 7th Floor, ext. 2753) for processing within 5 business days (if substitute teachers are utilized, include substitute teacher sign in sheets from the local schools)
4. On the In-Service Workshop One Time Payment Form (67011): List all participants and their Lawson ID numbers. Submit separate 67011 forms for teachers and paraprofessionals. The authorizing Director's signature is required.
5. Scope of Services Form if an outside vendor is providing contractual services.
(All contractual services must be submitted 60 days in advance)

Following the completion of the professional development sessions, review the 67011 form and the excel spreadsheet that lists the names of all participants to receive stipends. Draw a line through the names of persons who did not participate. Names may be deleted but not added at this point. Submit the revised 67011 form to Teya Phillips along with the payroll upload forms.

SUBSTITUTE TEACHERS FOR PROFESSIONAL DEVELOPMENT

Steps for submitting substitute teacher requests/payments:

1. RT3 Substitute Teacher Payment Form should be submitted to Jill Marie Adams for approval
2. The workshop agenda along with the list of names of teachers to attend should be submitted to Jill Marie Adams for approval
3. Upon receiving approval from Jill Marie Adams, teachers are responsible for securing a substitute teacher via the APS Sub Finder system
4. Directors sponsoring the Professional Development sessions are responsible for securing copies of substitute teacher sign in sheets from the local schools and including them with the one-time payment forms (67011)

TUTORING

Payments to teachers for providing approved tutorial services (during non-contractual hours)

Steps for processing payments for tutoring

1. Provide RT3 Teacher Tutor/Student Attendance Log (maintained daily)
2. Teacher Tutor Vendor Number is required on all Teacher Tutoring documents (to obtain a vendor number, complete the Vendor Registration Form and fax it to Floretta Riley at 404-802-1403.
3. Principals are responsible for maintaining a RT3 Tutoring Binder with copies of tutoring related documents
4. Teacher Tutor payments are paid via one-time payment forms and are due to Teya Phillips on January 30, Feb 27, March 31, April 30, and May 29
5. The teachers' time sheets and the student attendance rosters should be attached to the teacher one-time payment forms. These original forms should be submitted to by the principal to Teya Phillips (CLL, 7th floor, ext. 2753)
6. Tutoring lesson plans (curriculum outlines) are to be submitted along with the tutoring documents
7. Failure to provide all original/completed documents will delay or prevent payments associated with the tutoring session(s).

See the Forms and Documents section for a copy of the Teacher Tutor Student Record Log.

CONSULTING CONTRACTS

Director level personnel and above may negotiate a consultant contract for non-APS employed personnel or APS personnel who are not employed full time.

Background Check

APS requires that all employees (full-time, part-time, temporary) and contractors working at an APS site or providing services to APS students must be fingerprinted by APS and cleared through APS' background check process before they begin providing services to APS. The cost of fingerprinting is \$44.25 per individual and is the responsibility of the contractor. Any failure to comply with this requirement constitutes a breach of this Agreement.

The following items should be submitted to your Executive Director for signature and forwarded to the Office of Federal Grants and Program Compliance for approval at least 60 days before the expected service date:

- **Independent Contractor Agreement with Attachment "A"**. A Request for Contract Review/Contract Profile Cover Sheet should be attached to the contract. Please note there is additional information needed for retired APS personnel. (For a current copy of the Independent Contractor Agreement, please visit the Atlanta Public Schools website. Click Departments , click Purchasing , and click Procurement Services Manual.)
- Curriculum & Instruction Contract Review Cover Page and OFGPC Vendor/Contract Approval Form
- Vendor Registration Form
- Solicitation of four (4) Quotes. (For more information, please visit the Atlanta Public Schools website. Click departments , click Purchasing , and click Procurement Services Manual.)
- Copy of the Lawson Requisition. Include the requisition number on the #67011 Form and on the top right corner of the Contract
- Any contractor over \$25,000 must be solicited. Contact the Procurement Department.

.Once the contract is approved in the Office of Federal Grants and Program Compliance, the attorney reviews the contract for final approval and signature by APS. All consulting contracts must comply with the bid requirements of Board Policy DJEA. Under no circumstances is a contract official until the Superintendent or his designee grants final approval. Once final approval is granted, the school staff member will enter a Lawson requisition and a purchase order will be issued by the Purchasing Department and sent to the contractor/vendor. Notification of approval must be sent to the Grants Manager for tracking purposes and accountability of vendor services.

Guidelines for Payment of Consultant Fees:

The contracted amount and funding source should be specified in the allotted area on the Independent Contractor Agreement. **CONTRACTED SERVICES SHOULD NOT BE RENDERED UNTIL THE CONTRACT HAS BEEN APPROVED BY ALL AUTHORIZING APS PERSONNEL.**

Vendor Payment

A vendor must submit an invoice on company letterhead containing the following information (after services are rendered):

- Invoice Date
- Invoice Number
- Vendor Number, Name and Address
- Purchase Order Number
- Description of Service
- Date of Service
- Amount Charged
- Total Amount Due

The invoice should be submitted to the authorizing Director for signature. Send the original to Teya Phillips (CLL, 7th Floor, ext. 2753) or Paul Campbell (CLL, 7th Floor, ext. 2735) for the Budget Center Manager signature. The original will then be forwarded to Accounts Payables for processing. To obtain the current version of contract documents, please refer to the e APS web address.

The contractor/vendor should not begin services before receiving a completed, approved contract and purchase order.

TECHNOLOGY

Technology purchases requests must follow the RT3 Procurement Process:

Steps for submitting purchase requests:

1. Complete the RT3 Purchase Request Form
2. Obtain supervisor signature for approval
3. Requestor should maintain a **COPY** of the supervisor approved RT3 Purchase Request Form
4. Forward **ORIGINAL** supervisor approved Purchase Request Form to Teya Phillips (CLL, 7th Floor, ext. 2753) or Paul Campbell (CLL, 7th Floor, ext. 2735)
5. for RT3 grant approval and processing through Lawson
6. Incomplete forms and requests for unallowable items will be rejected

TECHNOLOGY PURCHASES

The following technology components require an approval from the Information Technology department (*the Procurement Department will verify allowable purchases with IT before Purchase Orders are created*):

- Desktop/Laptop Computers
- Tablet Computers
- All hand held computer devices
- iPads
- Printers/Copiers
- Software
- Headphone sets
- Promethian boards
- Document cameras

All technology purchase requests for FY15 should be submitted by January 30, 2015.

***Note:** Contact the IT System Technical Manager at zperry@atlanta.k12.ga.us before purchasing any new software.

PRINTING

Outside Vendor Procurement

- Obtain four (4) quotes from vendors on approved vendor list.
- Complete a purchase requisition with a detailed description of the order and amount.
- Forward the form to the Office of Federal Grants and Program Compliance for approval.

POSTAGE

Postage will be purchased in Lawson by Teya Phillips (CLL, 7th Floor, ext. 2753). A requisition must be submitted with rationale and copy of parent involvement, prior to purchase.

Race to the Top Grant-Funded Employees

PART-TIME EMPLOYEES

The following process should be followed in order to hire Part-time positions within Atlanta Public Schools:

1. Complete the E-Share requisition for employing hourly employees on the TALEO system under Career Connections **at least four weeks before** the employee is scheduled to report to work. You must follow all instructions for processing. Complete all information requested and verify the requisition information on the summary page. The fund account number, number of hours worked per week and the beginning and ending work dates must be accurate. This information will determine the amount of funds encumbered on the RT3 budget for each position.
2. When entering TALEO requisitions, please enter the approvers in the following order:
 - Jill Adams/Program Administrator
 - Designated Assistant Superintendent
 - Andrea Fairries-Moore (Budget Center Manager)
 - Executive Director
 - HR Information Specialist
 - Pam Hall (Chief Human Resources Officer)
 - Grants Budget
 - Position Control

Work hours of part-time staff must not exceed 29 hours per week for APS Employees. Part-time staff cannot work overtime. All E-Share requisitions must be approved before any part-time staff begins work. Do not allow persons to report to work until you receive E-Share notification of approval from Human Resources.

Note: The Hiring Manager will be responsible for payment out of another funding source if employee works prior to approval.

Termination of Employment (Hourly and Full-Time)

Steps for processing RT3 Termination of Employment

1. Immediately following the employee's last day of duty, e-mail your HR Generalist to notify them of the employee termination and effective date. HR will complete the termination process in Lawson upon receipt of the e-mail notification.
2. Notify Jill Marie Adams (RT3 Program Administrator) and Andrea Fairries-Moore (BCM)

Travel

Office of Federal Grants and Program Compliance

Travel Procedures for 2014-2015

Travel

A travel authorization form must be submitted 45 days prior to travel, please include the following:

- Complete Vendor Registration Form to obtain vendor#
- Complete the APS Travel Card Request and Agreement Form (if applicable)
- Complete the Travel Authorization Form and attach the following:
 - RT3 I Educational Meeting Rationale Form
 - Copy of the Flight Information
 - Conference Agenda with session description
 - Lodging information
 - Registration information
- Request the Associate Superintendent to approve the Travel Authorization Form (over \$1,000) and send form with attachments to Teya Phillips (CLL, 7th Floor, ext. 2753) or Paul Campbell (CLL, 7th Floor, ext. 2735) (travelers will be notified of approval via email)
- Forward the Travel Authorization Activation Form & Attachments to the Teya Phillips (CLL, 7th Floor, ext. 2753) or Paul Campbell (CLL, 7th Floor, ext. 2735) for approval
- Travelers must make their own travel arrangements & pay expenses approved on the Travel Authorization Form with the district issued card.

Travel cards will only be uploaded for registration cost, flight cost (if applicable) lodging, parking fees, and transportation cost (i.e. taxi and shuttle).

Allowable transportation costs are transportation to and from the airport and to and from the conference (if applicable). Unallowable transportation is to and from restaurants, or other locations. Traveler must reimburse the district for any unallowable travel cost charged to the APS travel card.

Traveler will be required to pay for food up front and will only be reimbursed for food at the per diem rate per meal. Traveler should determine per diem rates prior to traveling by visiting www.gsa.gov.

Traveler must submit detailed/itemized original receipts for allowable expenditures paid via travel card and/or out of pocket.

Meal Times for APS travel is below:

Breakfast	12:01 AM	10:30 AM
Lunch	10:31 AM	4:00 PM
Dinner	4:01 PM	12:00 AM

Important Travel Considerations

All travelers should be made aware of the following:

Travel Card usage is governed by the APS Travel Card Manual and any additional requirements necessary for compliance with federal regulations. Failure to adhere to these guidelines and regulations will result in disciplinary action such as, but not limited to, the loss of travel card, suspension, or termination of employment.

ANY UNAUTHORIZED OR INELIGIBLE PURCHASES MUST BE REIMBURSED BY THE TRAVELER.

The following process has been developed based on guidelines provided through the Atlanta Public Schools managed travel program. Travel requests are now broken into two categories: Local Registration and Out of Town Travel. The procedures for Local Registration and Out of Town Travel are listed below.

Allowable Travel Expenses

The following is a list of expenses that must be listed and approved on the Travel Authorization Activation Form. Travelers are reminded that the dates for all expenses should fall within the approved travel days.

Registration Fees: Please note that registration fees should not exceed \$800.

Per Diem: Refer to the GSA website: <http://www.gsa.gov/portal/category/21287> for per diem rates of individual cities. To claim breakfast, traveler must leave residence before 6:30 a.m. and to claim dinner traveler must arrive at residence after 7:30 p.m. **NOTE: In addition to adhering to per diem amounts, itemized receipts are required for all meals. You must adhere to both in-state and out of state regulations when using Federal funds. Please attach all receipts to a piece of paper when you submit them to prevent lost of receipts in transport.**

Mileage Rate: GSA mileage rate for transportation by car. MapQuest documentation is required for all mileage reported. **If a traveler drives to a location versus utilizing an airline for travel, justification may be required for one way mileage exceeding 300 miles.** If additional employees travel within the same car, only the employee/vehicle owner can claim mileage.

Lodging: The per night rate including taxes and fees must not exceed \$250.00, and the number of nights must not exceed the number of approved travel dates, and coincide with the conference dates.

Ground Transportation: All transportation must be requested on the Travel Authorization Activation Form. Remember to request and keep track of your receipts. Excessive or unjustifiable amounts will not be reimbursed. Ground transportation includes cab/shuttle services to and from the airport; and cab/shuttle services to and from the conference site only. Cab/shuttle services to and from restaurants or other places will not be allowed.

Airline: **Coach airfare must not exceed \$500.00.** Exceptions must be pre-approved by the Office of Federal Grants and Program Compliance.

Airport Parking: Days must not exceed the number of approved travel days.

Baggage Fees: 1 bag per traveler is allowed. Additional costs for oversize and/or overweight bags are the responsibility of the traveler.

Miscellaneous Costs: Any additional justifiable costs must be identified, requested and approved on the Travel Authorization Activation Form.

Reference: www.gsa.gov.
<http://www.gsa.gov/portal/category/21287>

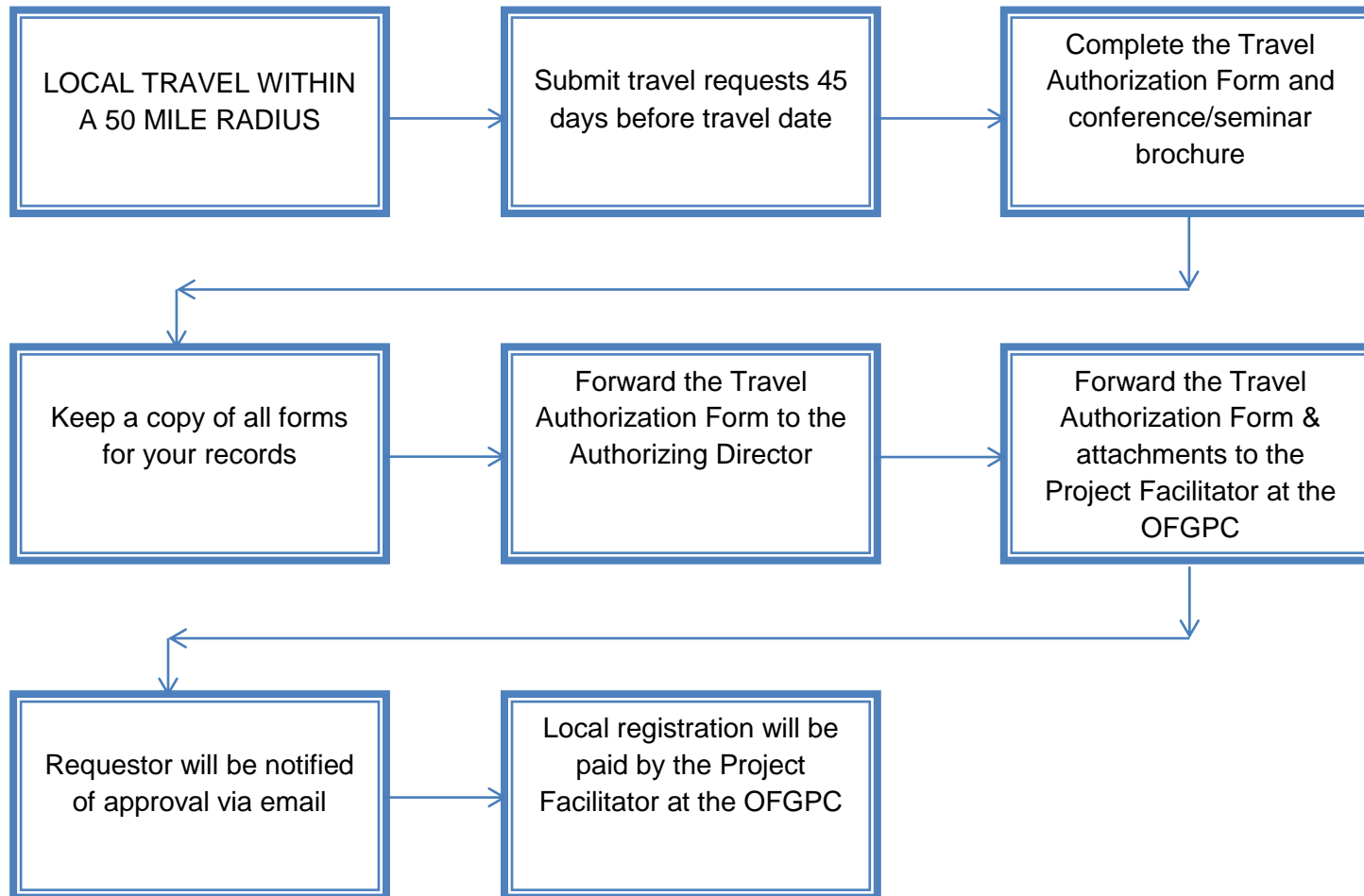
Unallowable Expenses

- Membership Dues
- Fitness Center Fees
- Excessive Expenditures that exceed the Amount requested
- Room service fees
- Delivery charges
- Travel Agency fees
- Online travel sites
- Tips/Gratuities
- Personal Telephone calls
- Unapproved Purchases or Miscellaneous Items
- Hotel Movie fees
- Alcoholic beverages
- Internet access fees
- Unauthorized airline charge fees
- Valet parking fees
- Meals and mileage within 50 miles of our work place
- Unauthorized car rentals and fuel
- Items considered incidentals
- Per diem Automatic (Itemized food receipts are required)
- Excess baggage fees
- Ticket change fees

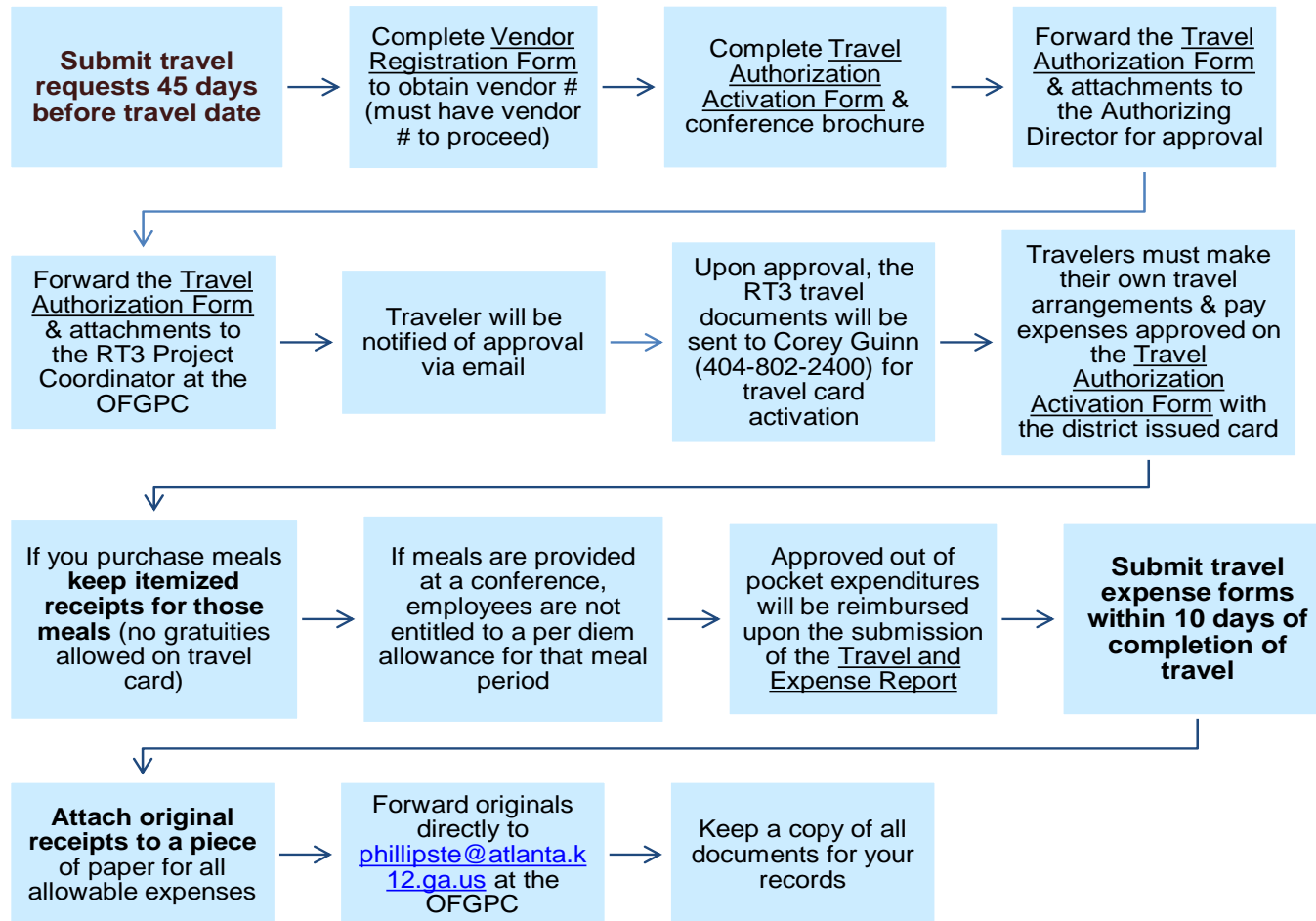
Estimate travel expenses on the Travel Authorization form very carefully. Requests for additional expenses not included on the Travel form may not be approved. Do not spend any personal funds before receiving final approval for the travel from the Office of Federal Grants and Program Compliance.

All rental cars must be pre-approved separately before travel occurs. Please email the rationale for renting a car during travel to the RT3 Project Facilitator, Teya Phillips, at phillipste@atlanta.k12.ga.us.

LOCAL TRAVEL WITHIN A 50 MILE RADIUS



OUT-OF-TOWN TRAVEL



Trip Cancellations

If the trip is cancelled by the traveler for personal reasons after the airline ticket, or hotel or registration fees have been purchased, the traveler must contact Shaquita Barnes (404-802-2442) and the Race to the Top Project Facilitator immediately. The traveler may have to reimburse the cost of non-refundable service(s) to APS. If the trip is cancelled, the traveler must complete the following:

- Complete the Travel and Expense Report for all expenses
- Attach a copy of the approved Travel Authorization Activation form
- Submit the actual check/money order for all non-refundable expenses made payable to Atlanta Public Schools to your assigned Federal Grants Specialist
- Submit the Travel Expense Report with attachments to the Office of Federal Grants and Program Compliance.

**Trip cancellations will be handled on a case by case basis*

Travel Forms

- To access updated travel forms, follow the steps below:
- Go the Lawson website at <http://www.e-aps.apsk12>.
- Enter your user ID (Lawson ID number).
- Enter your password (password is the same as your network ID password).
- Go to "Employee Resources" on the homepage and scroll down to "Travel News".
- All forms and procedures are listed under "Travel News".

Property Inventory

Race to the Top LEA Equipment Procedures

The purpose of Race to the Top (RT3) funds is to enable schools to provide opportunities for children served to acquire the knowledge and skills contained in the challenging state content standards and to meet the challenging state performance standards developed for all children. The law provides many flexibilities and opportunities for local educational agencies (LEAs) and schools to meet the purpose of RT3. Any equipment purchased with federal funds must be reasonable and necessary to implement a properly designed program.

Property Valued Under \$5,000

When RT3 equipment is procured with federal funds, adequate records must be maintained to confirm proper use. Documentation of use by the targeted population should be reviewed by the Principal and/or RT3 Project Facilitator. Each principal must have a plan for the protection of school property from fire, vandalism, theft and misuse. There must be a check-out process for the use of equipment. Title I equipment is used to supplement and not to supplant. Items such as, VCRs, TVs, camcorders, laptops, digital cameras, and printers that cost **under \$5,000** are traceable equipment and must be tagged with an orange bar code label or permanent marker, that says, "Property of RT3".

The Office of Federal Grants and Program Compliance requests semi-annual inventories of RT3 equipment. The principal and RT3 Project Facilitator must conduct an inventory of the equipment which has to be verified by the respective signatures. Copies of the inventories are kept at the local school and at the central office. The following information must be included on the RT3 Equipment Inventory form.

- Description of the item
- Acquisition Cost
- Date of purchase
- Vendor
- Serial number
- Location of the property
- Funding source

Property Value Equal to or Greater than \$5,000

When RT3 equipment is procured with federal funds, adequate records must be maintained to confirm proper use. Documentation of use by the targeted population should be reviewed by the Principal and the RT3 Project Facilitator. All equipment purchased with federal funds is used to supplement and not to supplant. For equipment that **cost \$5,000 or more**, please use the orange bar code labels (Purchased with Federal Funds) to tag these items.

The Office of Federal Grants and Program Compliance requests semi-annual inventories of Race to the Top (RT3) equipment. The principal and RT3 Project Facilitator must conduct an inventory of the equipment which has to be verified by the respective signatures. Copies of the inventories are kept at the local school and at the central office. The following information must be included on the RT3 Equipment Inventory form:

- Description of the item

- Acquisition Cost
- Date of purchase
- Vendor
- Serial number
- Location of the property
- Funding source

Inventory of Equipment for School Closure

When a RT3 school is designated for closure, the principal or designee of the school must inventory all equipment. The equipment must be verified using the Federal Equipment Inventory form for mobile (items such as, VCRs, TVs, camcorders, laptops, digital cameras, and printers) and mounted equipment (Promethean boards, LCD projectors, desktops and TVs, etc.). If Federal equipment inventoried is not on the Federal Inventory form, then the equipment must be added. If equipment on the inventory form is missing, there must be a record of a police report or disposition (follow procedures outlined in the *Atlanta Public Schools Internal Fixed Assets Control Guide*).

In addition, any equipment assigned to a staff member must be collected and recorded on the *Equipment Purchased with Federal Funds-Return Form*. Upon completion of the form, return to the Federal Grants Specialist in the Office of Federal Grants and Program Compliance (OFGPC). Equipment collected must be stored and secured. OFGPC will make arrangements for pick up and redistribution.

NO EQUIPMENT SHOULD BE REMOVED FROM CLOSED SCHOOLS WITHOUT APPROVAL FROM THE DIRECTOR OF FEDERAL PROGRAMS.

Disposition of Equipment

When equipment is not needed in the program for the reason it was purchased, not needed elsewhere in the program, or if property is no longer functional, the principal then contacts the Office of Federal Grants and Program Compliance for removal. In the event RT3 equipment has been lost or stolen, schools must complete the ***Fixed Assets Department Certification Loss Form*** and submit to their RT3 Project Facilitator. A Police report must be submitted to the Office of Federal Grants and Program Compliance for all stolen equipment.

All RT3 principals must collect iPads/laptops or other computer equipment assigned to employees purchased with federal funds. All federally purchased equipment must be collected and recorded on the Equipment Purchased with Federal Funds-Return Form. Upon completion of the form, return to the RT3 Project Facilitator in the Office of Federal Grants and Program Compliance (OFGPC). Equipment collected must be stored and secured. OFGPC will make arrangements for pick up and redistribution.

Equipment Loss, Damage, or Theft

Equipment that is lost, stolen, or maliciously damaged must be reported to the Office of Federal Grants and Program Compliance and police department. School officials should follow up with the police department to obtain a copy of the police report and complete a *Certificate of Loss Form*. A copy of the *Certificate of Loss Form* and police report should be kept on file at the school and a copy should be sent to the RT3 Project Facilitator.

Forms and Documents

FORMS AND DOCUMENTS

1. Travel Authorization Activation Form
2. Travel and Expense Report
3. Expense Check Request
4. In-service Workshop or One-time Payment Form
5. Stipend Payment Form (Payroll Upload Form)
6. Purchase Requisition
7. Equipment Inventory
8. Race to the Top Educational Conference/In-Service Rationale Form
9. Race to the Top Educational PL Supply Rationale Form
10. Teacher Tutor Student Record Log
11. Race to the Top Educational Professional Learning Rationale Form
12. Race to the Top Substitute Teacher Payment Form
13. Semi-Annual Certification



Travel Authorization Activation Form

This form must be approved by the Principal or Supervisor and the appropriate Budget Center Manager and/or Director/Executive Director prior to making any travel arrangements.
This Form must have Title I approval if the trip is being funded by Title I.

Trip Information

Name of Trip/Location _____
 Planned Travel Date(s) From _____ to _____
 School/Dept: _____
 GL Account Number: _____
 Activity & Account Category: _____
(Request must be submitted no less than 30 - 45 days before the planned travel date)

Contact Information

Estimated Cost

Employee Name:	_____	Airfare & Baggage	_____
Employee Number:	_____	Lodging	_____
Card No.	_____	Food	_____
Position/Title	_____	Ground/Rail Transp.	_____
Phone Number	_____	Parking	_____
Location Address	_____	Miscellaneous	_____
E-Mail Address	_____	Registration	_____

Total Estimated Cost: _____

I certify that I have read and understand the travel regulations regarding this document and agree that my failure to submit the Travel & Expense report along with original receipts within ten (10) business days of the completion of the trip will result in the loss of future travel card privileges. For federal meal per diem rates, please refer to the following website: <http://www.gsa.gov/mie>.

Employee Signature: _____ Date _____

Principal/Supervisor Name: _____

Principal/Supervisor Signature: _____ Date _____

Budget Center Manager Name: _____

Budget Center Manager Signature: _____ Date _____

Director/Executive Director Name: _____
(if estimate exceeds \$1,000)

Director/Executive Director Signature: _____ Date _____

Title I Approver's Name: _____
(If applicable)

Title I Approver's Signature: _____ Date _____

Submit completed form to: Accounts Payable Dept.
 Attn: Travel Card Administrator/Vikki Fields
 Atlanta Public Schools, 130 Trinity Ave SW, Atlanta GA 30303

FY 2011



TRAVEL AND EXPENSE REPORT

Employee Name: _____ Employee ID#: _____ Department/School: _____ Beginning Trip Date: _____ Mile Reimbursement Rate: \$0.565 per mile Trip Description _____	Date Submitted: _____ Vendor #: _____ GL Account Number: _____ End Trip Date: _____
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CATEGORY	AMOUNT	DESCRIPTION/ CATEGORY	EMPLOYEE PAID EXPENSES	COMPANY PAID EXPENSES
AIRFARE				
LODGING				
MEALS				
Breakfast				
Lunch				
Dinner				
MILEAGE (# of miles)			\$0.00	
MISCELLANEOUS				
GROUND TRANSPORTATION				
REGISTRATION				
PARKING				
BAGGAGE				
INTERNET/PHONE				
CAR RENTAL				
CONFERENCE/SEMINAR				
		Total Company Paid Expense:		\$0.00
		Total Expense due Employee:		\$0.00
		TOTAL COST OF TRIP:		\$0.00

To complete the form, please type any expenses in the applicable fields. In the mileage field, enter miles travelled only. (The reimbursable amount will automatically calculate in the Employee Paid Expenses column.)

For travel outside of Georgia, you must understand the federal meal per diem rates by city and state at the following website: <http://www.gsa.gov/mie>. **Note: The first and last day calculated at 75% and the \$5 incidentals referenced on the website does not**

Use the space below to provide explanation if limits are exceeded or to provide additional trip information.

All original receipts must be attached as required in the APS Travel and Expense procedures. Please attach all receipts smaller in size than 1/2 of a page to blank sheets with tape and print your name and employee ID # on each page.

I certify that the information furnished above is true and correct to the best of my knowledge and I have incurred the described expenses and the stated mileage in the performance of my official duties for the Atlanta Public School System. I further under

Employee Signature: _____ Supervisor's Name: _____ Supervisor's Signature: _____ Budget Center Manager's Name: _____ Budget Center Manager's Signature: _____	Date: _____ Date: _____ Date: _____
--	--



Atlanta Public Schools
Accounts Payable Department
Expense Team

EXPENSE CHECK ACCOUNT

Department/School: _____ Date: _____

Payee: _____ Amount: _____

Vendor: _____ GL Account Number: _____

Reason for Request: _____

Supervisor/Principal: _____ Signature: _____ Date: _____

Budget Manager: _____ Signature: _____ Date: _____

(Signature indicates review of: supporting documentation,
GL Account CODING AND funds verification)

All original receipts and supporting documentation must be attached to the Check Request form in order to be processed for payment.

If you have any questions please contact: Patricia Smith @ 404.802.2447; email: pysmith@atlanta.k12.ga.us or Kendra Harris @ 404.802.2442;
email: kyharris@atlanta.k12.ga.us

INSERVICE WORKSHOP OR ONE TIME PAYMENT* FORM

AREA/DIV: _____

PROJECT NAME: _____

SCHOOL: _____

FUND ACCOUNT: _____

SCHOOL CODE: _____

Date: _____

						PERSONNEL ONLY			
Name	Social Security Number	Begin Work Date	Ending Work Date	Number Days To Be Worked	Number of Hours Per Day	Hourly Rate	Total Days Worked	Total Hours Worked	Total Amount Due

Initiated by: _____
Signature Date

Authorization: _____
Project Director Date

Approved: _____
Area/Asst. Superintendent Date

Special Instructions: _____

Form #67011

THIS SECTION MUST BE COMPLETED BEFORE WORKSHOP BEGINS

Approved: _____
Director, Personnel Division

Director, Support Services

Budget Control

Must Be Signed Upon Completion Of Workshop
And Returned To The Payroll Department:

Director or Authorized Initiator

PROJECT:

[illegible]

DATE _____



RACE TO THE TOP Purchase Requisition

2014 – 2015 School Year

DEPARTMENT _____
DATE SUBMITTED _____
DATE PURCHASE REQUIRED _____

Name _____
Telephone# _____
Fax# _____
Signature of Supervisor _____


SHIP ORDER TO

Department _____
Room Number and Building _____
Street Address _____
In Care of _____

761 416	Function Code: _____	Object Code: _____				
ITEM NUMBER	COMPLETE DESCRIPTION OF SUPPLIES OR SERVICES	CATALOG NUMBER	QUANTITY	UNIT OF MEAS	UNIT PRICE	AMOUNT
				Shipping and Handling		

Processed by _____

IF MORE THAN ONE PAGE PLACE
GRAND TOTAL ON LAST PAGE

TOAL AMOUNT 

Project Facilitator _____ Date _____

Budget Center Manager _____ Date _____



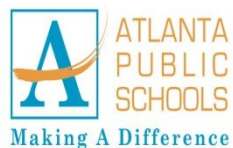
DATE: _____

Date of Physical Inventory: _____

DATE: _____

DATE: _____

DATE: _____



Race to the Top Educational Conference/In-service Rationale Form

Name:	Division:	Department:
--------------	------------------	--------------------

Conference Title: _____

Date(s): _____ Location: _____

Sponsoring Organization: _____

Purpose of meeting/conference/in-service:

Briefly explain how this meeting/conference/in-service supports the system's goal(s) for 2012-2013:

How will this meeting/conference/in-service enhance student achievement/leadership?

How will the information learned during the meeting/conference/in-service be redelivered?

Faculty in-service:	Date:	Number of Participants:
----------------------------	--------------	--------------------------------

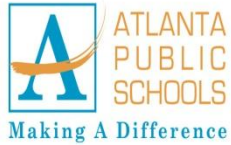
Specific Discipline In-Service:

Objectives of In-Service:

Signature of Requesting Person

Date

Please submit completed form to: Office of Federal Grants and Program Compliance, 130 Trinity Avenue, S.W., 7th Floor, Atlanta, GA



Race to the Top Educational Professional Learning Supply Rationale Form

Name:	Division:	Department:
--------------	------------------	--------------------

Conference Title: _____

Date(s): _____ Location: _____

Sponsoring Organization: _____

Please indicate below if the supplies are attached to a specific professional learning session.

Session Title(s): _____

Session Title(s): _____

Session Title(s): _____

Date of Session(s): _____

Presenter(s): _____

Presenter(s): _____

Briefly explain how the supplies/items will be utilized?

How will this meeting/conference/in-service enhance student achievement/leadership?

How will the information learned during the meeting/conference/in-service be redelivered?

Specific content or CCGPS standards addressed during the professional learning session:

Objectives of the professional learning session(s):

Signature of Requesting Person

Date

Please submit completed form to: Office of Federal Grants and Program Compliance, 130 Trinity Avenue, S.W., 7th Floor, Atlanta, GA



Teacher's Name: _____

Vendor #: _____

School Name: _____

Teacher's Signature: _____

Title I Teacher Tutor Student Record Log

<i>Date</i>	<i>Student Name</i>	<i>Subject Area Tutored</i>	<i>Sign-In Time</i>	<i>Student Signature</i>	<i>Sign -Out Time</i>

ATLANTA INDEPENDENT SCHOOL SYSTEM

Atlanta, Georgia

INDEPENDENT CONTRACTOR AGREEMENT

This agreement entered into this day of 201__, by and between the **Atlanta Independent School System** ("the Atlanta Public Schools"), an independent school system chartered under the laws of the state of Georgia (hereinafter referred to as "**District**"), and

Name Of Contracting Party Or Organization

Tax ID Number

Street Address

City/State/Zip

Contact Person

Phone

(hereinafter referred to as the "**Contractor**") shall be for the services enumerated below:

1. Term: Commencement Term. The "Commencement Term" of this agreement shall begin on the day of in the year 20__ (the "Starting Date") and shall end absolutely and without further obligation on the part of the District on the 31st day of December in the year 20__. The Commencement Term is subject to Events of Termination as defined within this Section.

Subsequent Term. Unless the terms of this Agreement are fulfilled with no further obligation on the part of either party on or before the final date of the Commencement Term as stated above; or unless an Event of Termination as defined within this Section occurs during the Commencement Term, this agreement shall be renewed automatically for one (1) "Subsequent Term". The Subsequent Term shall begin on the 1st day of January of the year immediately following the Commencement Term and shall end no later than the last day of that same calendar year. If this Agreement does not provide for any additional renewal terms, then the Subsequent Term shall also be deemed the "Ending Term" with no further obligation on the part of either party.

Events of Termination. All "Terms" as defined within this Section are subject to Events of Termination. An Event of Termination is defined by the parties as either of the following:

- 1) The occurrence of an Event of Default or Breach on the part of either of the Parties and the other party provides written notice of termination in accordance with the default and breach provisions of this Section;
- 2) The District gives the Contractor a written Non-renewal Notice no less than 15 days prior to any automatic renewal date under the contract. The Non-renewal Notice will evidence the District's intention not to renew this Agreement for the Subsequent Term or Ending Term;

3) Termination of this Agreement by the District, effective immediately with no further obligation on the part of the District, as determined by either of the following: (i) the District's failure to appropriate for each Fiscal Year, by July 1 of such year, moneys sufficient to pay for fees due for the District's ensuing Fiscal Year; or (ii) the District's determination that appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the school system under this Agreement;

4) Termination of this Agreement by either party for any reason whatsoever upon three (3) days prior written notice to the other party. In the event of such termination, the District's financial obligations under this Agreement shall be limited to payment for the value of the actual services Contractor rendered and that are not in controversy through the date of contract termination.

Subsequent Renewal Term for this Agreement. There will be a Subsequent Renewal Term for this Agreement.

Subject to the Events of Termination as set out above in this Section, the Subsequent Renewal Term for this Agreement shall begin on the 1st day of January in the year 20 and shall end on the day of in the year 20 . (The "Ending Date").

Event of Default or Breach. This Agreement may be terminated and the transactions contemplated by this Agreement abandoned for cause by either Party if upon default or material breach by another Party: 1) the non-breaching party notifies the other party in writing that the other party has defaulted on or materially breached this Agreement; and 2) the defaulting or breaching party fails to cure any such default or breach within a thirty (30) day period for cure.

Statutory Compliance Regarding Purchase Contracts. The parties intend that this agreement shall, and this agreement shall operate in conformity with and not in contravention of the requirements of O.C.G.A. § 20-2-506, as applicable, and in the event that this agreement would conflict therewith, then this agreement shall be interpreted and implemented in a manner consistent with such statute.

2. Scope of Services: The Contractor shall provide services described more fully in Attachment "A" (Scope of Services), attached hereto and incorporated herein and made a part of this Agreement.

The Contractor agrees to provide the services outlined in Attachment "A" at the following local school site/location: _____.

The Contractor further agrees that it will only utilize the following areas within the local school site/location for the services outlined in Attachment "A": _____.

3. Performance: The Contractor agrees to perform the services set forth herein in Attachment "A" in a competent and professional manner as determined by the District. The Contractor shall be and shall remain fully responsible for the quality and accuracy of Contractor's work. Neither acceptance of such work by the District, nor payment therefore, shall relieve the Contractor of this responsibility.

The District agrees to provide the space requested at the local school site/location to properly conduct the services outlined in the Scope of Services. The District shall also provide the following resources (if applicable): _____.

4. Fees: The District shall compensate the Contractor for the work outlined in the Scope of Services in the amount of _____ maximum in accordance with the following payment schedule

☒ **Flat Fee** **Or** ☐ **Hourly**

State below how the fee is to be paid (i.e. flat fee upon completion of assignment, bi-weekly, progress payment, etc).

The District shall compensate the Contractor for the work outlined in the Scope of Services at an hourly rate of \$_____, with a maximum limit of _____ hours of work authorized under the terms of this contract. All invoices submitted for work performed shall identify the hours of work performed, the dates upon which such services have been performed, and the nature of the services performed in the hours identified. Payments shall be made based upon approved invoices on a monthly basis.

The Contractor agrees to submit invoices for any authorized costs and expenses incurred by the tenth (10th) day of each month.

Whichever payment method is used, no payment shall be made until the following requirements have been met, unless requirement "c" below is not applicable:

	Requirement	
a.	Evaluation of Contractor' performance by:	
b.	Satisfactory completion of work outlined in the Scope of Service as determined and certified by:	
c.	Verification of the receipt of all documents produced by the Contractor pursuant to the Scope of Service by:	

5. Subcontracting: The Contractor may not, without approval of the District, subcontract any rights, responsibilities or obligations under this Agreement. Any subcontract without the express written consent of the District shall render the contract voidable at the election of the District.

6. Personnel: The Contractor has the authority to secure at its own expense, all necessary personnel required to perform the services under this contract. It is understood by and between the parties that if the Contractor hires District employees to perform the services outlined in this contract, said employees will be employees of the Contractor and not the District during the provision of those services and said employees will not be entitled to any employment benefits provided by the District including but not limited to health insurance benefits, sick leave, annual leave, workers compensation and unemployment benefits. The Contractor must secure a written waiver from the employee to that effect.

7. Indemnification: The Contractor shall indemnify and save harmless and defend the District, its agents, servants and employees from and against any and all claims, liability, losses, charges, expenses (including attorney fees) and /or causes of action which may arise from any negligent act or omission of the Contractor, its agents, servants, or employees in the performance of services under this contract.

The Contractor further agrees to indemnify, save harmless and defend the District, its agents, servants and employees from and against any claim, demand, liability, loss, charge, expense (including attorney fees) and/or cause of action of whatever kind or nature arising out of any conduct or misconduct of the Contractor not included in the paragraph above and for which the District, its agents, servants or employees are alleged to be liable.

Nothing contained herein is intended to be a waiver in any respect whatsoever of the District's right to assert under any circumstances whatsoever its claims of governmental and/or official immunity from any liability or damages asserted against it by any natural person or entities created by law.

8. Property Damage: The Contractor is responsible for all damage and/or destruction of the District's property while operating the program. Upon submission of proper documentation of damage by the District, Contractor shall either pay or reimburse the District for any damage and/or destruction of its property.

9. Ownership of Documents: Any and all reports, documents, data, programs and other material produced, whether in whole or in part under this contract, shall be the absolute and sole property of the District to be used as the District desires without restriction. The District shall be entitled to copies of all such materials upon request without additional fees.

10. Termination: This contract may be terminated, for any reason whatsoever, by the District or the Contractor upon three (3) days prior written notice to the other party. In the event of such termination, the District's financial obligations under this contract shall be limited to payment for the value of the actual services contractor rendered through the date of contract termination.

11. Successors and Assigns: The District and the Contractor each binds itself and its partners, successors, executors, administrators and assigns to the other party of this contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this contract. Neither the District nor the Contractor shall assign, sublet, convey or

transfer its interest in this contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the District which may be a party hereto, nor shall it be construed as giving any rights or benefits to anyone other than the District and the Contractor.

12. Independent Contractor Relationship: The Contractor is, and shall be, in the performance of all work, services and activities under this contract, an independent contractor, and not an employee, agent, or servant of the District. All persons engaged in any of the work or services performed pursuant to this contract shall at all times, and in all places, be subject to the Contractor's sole discretion, supervision, and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees to the District shall be that of an independent contractor and not as employees or agents of the District.

The Contractor does not have the power or authority to bind the District in any promise, agreement or representation other than specifically provided for in this agreement.

13. Execution Before Commencing Work: Contractor shall be responsible for assuring that this agreement has been properly executed and approved prior to commencing work. A Contractor who commences work prior to this contract being properly executed, or approved, does so at its own risk.

14. Venue & Governing Law: Venue of any action brought under this contract shall lie exclusively in the City of Atlanta, state of Georgia. This Agreement shall be governed and construed by the laws of the state of Georgia now in force and as hereafter amended from time to time.

15. Extent Of Agreement: This agreement and any attachments hereto constitute the entire agreement of the parties with respect to the subject matter hereof, and may not be modified or amended without the signed written agreement of the parties.

16. Budget Information: (For District Purposes Only.) Verify that this contract comes within funding source limitations prior to execution of the contract.

Funding Source / Account Number: Funding will be provided through _____

Requisition Number: _____

Purchase Order Number: _____

17. Teachers Retirement System of Georgia Required Information:

a) I am a Teachers Retirement System of Georgia Retiree Yes ☐ No ☐

b) I am employing a Teachers Retirement System of Georgia Retiree Yes ☐ No ☐

If yes, please provide the Name of the Retiree(s) _____

(If additional space is required please attach a supplemental sheet)

If the answer to either of the questions above is "YES", APS is required to submit a copy of this Agreement to TRS for approval prior to the effective date of the Agreement. By signing this Agreement, Contractor understands and agrees that a social security number and other additional information must be provided to APS for TRS processing and approval, Contractor further understands and agrees that this Agreement is contingent upon APS receiving TRS approval of the Agreement and that Contractor MUST not begin performing any contracted services prior to receiving official notification from APS that the Agreement has been approved by TRS. Contractor understands and agrees that APS will not be liable to Contractor for and Contractor will not be paid for any work performed under this Agreement prior to TRS approval of the Agreement. _____ **Initial Here.**

18. City of Atlanta General Pension Fund Retiree Required Information:

a) I am a City of Atlanta General Pension Fund Retiree Yes ☐ No ☐

b) I am employing a City of Atlanta General Pension Fund Retiree Yes ☐ No ☐

If yes, please provide the Name of Retiree(s)

(If additional space is required please attach a supplemental sheet)

c) I am a City of Atlanta General Pension Fund Retiree and I have previously worked for APS as an Independent Contractor Yes ☐ No ☐ If "Yes" please provide the dates you worked for APS as an Independent Contractor. _____

If the answer to any of the questions above is "YES", APS is required to submit a copy of this Agreement to the City of Atlanta Pension Board (CAPB) for approval prior to the effective date of the Agreement. By signing this Agreement, Contractor understands and agrees that a social security number and other additional information must be provided to APS for CAPB processing and approval, Contractor further understands and agrees that this Agreement is contingent upon APS receiving CAPB approval of the Agreement and that Contractor MUST not begin performing any contracted services prior to receiving official notification from APS that the Agreement has been approved by CAPB. Contractor understands and agrees that APS will not be liable to Contractor for and Contractor will not be paid for any work performed under this Agreement prior to CAPB approval of the Agreement. _____ **Initial Here.**

19. Authorization: This agreement is authorized and the funds have been properly appropriated by:

☐ **Board Authorization Item Report No. _____**, attached hereto

or

☐ **Other, please provide explanation below**

20. Background Check: APS requires that all employees (full-time, part-time, temporary) and contractors working on an APS site must be fingerprinted by APS and cleared through the Georgia Criminal Information Center System (GCIS) before they are assigned to work at APS. The cost of fingerprinting is \$44.25 per individual and is the responsibility of the contractor. Any failure to comply with this requirement constitutes a breach of this Agreement.

Has a background check been completed by APS HR on the contractor(s) and approved to work on an APS site? Yes ☐ No ☐

If no, contractor(s) may not work on an APS site.

IN WITNESS WHEREOF, the District and Contractor have caused this Agreement to be executed by the duly authorized representative the day, month and year listed below.

Contractor

Contractor's Signature

Tax ID Number

Date

Atlanta Independent School System

Recommended By Principal Or Department Head

Date

Recommended By Principal Or Department Head

Date

Approved As To Legal Form

Date

****Superintendent*****

Date

ATTACHMENT “A”

SCOPE OF SERVICES

Please check the appropriate box and provide the information requested for items 1 – 4.

(If additional space is required please attach a supplemental sheet)

☐ **STAFF DEVELOPMENT**

1. The Contractor shall provide the following specified services:
2. Length/Duration of services (specify the number of days/weeks):
3. Identify each person(s) who will be providing the services:
4. Deliverables:

☐ **PROGRAM/TECHNOLOGY DEVELOPMENT**

1. The Contractor shall provide the following specified services:
2. Length/Duration of services (specify the number of days/weeks):
3. Identify each person(s) who will be providing the services:
4. Deliverables:

☐ **MISCELLANEOUS / OTHER**

1. The Contractor shall provide the following specified services:
2. Length/Duration of services (specify the number of days/weeks):
3. Identify each person(s) who will be providing the services:
4. Deliverables:



Substitute Teacher Payment Form

For Teacher Professional Development

School: _____

Date Submitted: _____

Professional Development Date(s) _____ Total Number of Days: _____

Complete Columns 1 - 6

*to be completed by Administrative Services/Finance

Teacher Name	Lawson ID	Content Area	Grade Level	Substitute Teacher	Lawson ID	*Wages Paid to Substitute

PD or Conference Title:	
If In-System, MyPLC course #	
Address (on or off-site):	

Principal's Signature: _____

Date: _____

Coordinator's/PD Initiator's Signature: _____

Date: _____

For OFGPC & Finance Use only:	
Federal Grant Specialist Approved/Not Approved:	Compliance Coordinator Verification:
BCM Approval/Not Approved:	Date Funding Expended/Transferred:
Funding Source (Account Number):	
If funding by an outside organization, list agency name, contact person, and address:	

Approval Path for Title I, Title IIA, RT3, SIG:

Principal > PD Coordinator/Initiator > Compliance Coordinator, Adm. Services>Program Specialist > BCM

Approval Path for Additional Programs:

Principal > PD Coordinator/Initiator > Compliance Coordinator, Adm. Services

Semi Annual Certification
(Staff working solely on one federal cost objective)

Department/School: _____

Time period: _____ **through** _____

I certify that the employees listed below worked solely on: _____
(Cost Objective, i.e., Title I, Part A)
during the time period indicated above.

This form must be signed by a supervisory official having first-hand knowledge of the work performed by the employees listed below.

Name of Employee
Supervisor (Print Name)
Supervisor Signature
Date

References

OMB Circular A-87, Attachment B, Paragraph 8.h.(3) (codified in 2 CFR Part 225)

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee.