

ALABAMA COMMISSION ON HIGHER EDUCATION

NO CHILD LEFT BEHIND ACT (NCLB) (P.L. 107-110)

TITLE II, PART A SUBPART 3; MASTERY OF CONTENT

CONTINUATION AWARDS

FY 2016-2017

ALABAMA COMMISSION ON HIGHER EDUCATION

NO CHILD LEFT BEHIND ACT (NCLB) (P.L. 107-110)

TITLE II, PART A SUBPART 3; MASTERY OF CONTENT

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ATTACHMENT A

ALABAMA COMMISSION ON HIGHER EDUCATION (ACHE)

**NO CHILD LEFT BEHIND ACT (NCLB) {P. L. 107-110}
TITLE II, PART A SUBPART 3: *MASTERY OF CONTENT***

CONTINUATION AWARD

Call for Statement of Intent

Name of Applicant Institution:

Name and Address of Operating Unit [*Must include ZIP+4. Application will be rejected if ZIP+4 is incomplete or incorrect.*]:

Project Title:

Subject Category (check one): A AMSTI Lead Teacher Enhancement Program
B. Multi-Year Project

ACHE NCLB Funds Requested: \$ _____

External Funds: \$ _____

Budget Total: \$ _____

DUNS number of unit submitting the proposal: _____

CERTIFICATION:

The person(s) whose signature(s) appears as project director is authorized by the applicant institution to submit this proposal. If funded, the project will be implemented as approved. The applicant institution will accept responsibility for complying with all applicable state and federal requirements, including the resolution of any audit exceptions. The applicant understands and agrees to comply with all provisions of the Request for Proposal for this project.

Endorsements for the Applicant Institution:

Signature: _____

Project Director/Title: _____

Signature: _____

Fiscal Officer/Title: _____

ATTACHMENT B

STATEMENT OF INTENT

Deadline for submission: October 15, 2016.

In a narrative of no more than five pages, state the rationale for continuing the project for an additional year – *i.e.*, explain what an extra year will allow the project to accomplish. Identify any change(s) the project continuation will have from the current design on file (FY2015-16 ACHE NCLB award), including key personnel or high need districts to be served. There is no need to address the evaluation component.

Supporting Documentation:

- Budget Summary with Guidelines (Attachment C). See Attachment D for School district partners eligible for ACHE NCLB grants.
- Resumes of new Key Project Staff. Should be limited to no more than two pages. It is not necessary to resubmit resumes of project staff identified in the FY2015-16 ACHE NCLB application.
- Schedule of Activities (workshops/institutes/follow-up sessions).
- Statement of Assurances. (Attachment E)
- A-133 Audit Report. One copy of the most recent report (may be a digital copy).

Project Reporting:

- Project Data Report (Attachment F) **Deadline: September 15, 2017**
- Project Director's Final Report. This report addresses successes related to the period of the continuation award. If the continuation award includes an external evaluation, a copy of the evaluator's report should be attached. **Deadline: April 30, 2018**
- Expenditure Report with Guidelines (Attachment G). **Deadline: April 30, 2018**

Submit an original and three copies with supporting documentation to:

Office of Institutional Effectiveness and Planning
Alabama Commission on Higher Education
P. O. Box 203000
Montgomery, AL 36130-2000.

These Forms may be downloaded at <http://www.ache.alabama.gov/NCLB/RFP-2016-17-AttachA> to fill in on computer and print in hard-copy to submit to ACHE at the address above. ACHE does not accept applications submitted electronically

ATTACHMENT C

FUNDING/GRANT AWARDS

Funding for Continuation Awards is predetermined and based on level funding of FY 2015-2016 Competitive Grant Awards listed below. Institutions may submit budgets for Continuation Awards up to the maximum of the award granted for FY 2015-2016. Guidelines for completing the Budget Summary remain unchanged.

NOTE: The Alabama State Department of Education will be coordinating the submission of a single application for AMSTI projects.

FY 2015-2016 COMPETITIVE GRANT AWARDS - 4 December 2015:

Athens State University: <i>"AMSTI (Alabama Math, Science, & Technology Initiative)"</i>	\$35,000.00
Auburn University: <i>"AMSTI (Alabama Math, Science, & Technology Initiative)"</i>	65,000.00
Troy University: <i>"AMSTI (Alabama Math, Science, & Technology Initiative)"</i>	65,000.00
University of Alabama in Huntsville: <i>"AMSTI (Alabama Math, Science, & Technology Initiative)"</i>	35,000.00
Wallace State Community College / Alabama State University: <i>"AMSTI (Alabama Math, Science, & Technology Initiative)"</i>	65,000.00
Jacksonville State University: <i>"IMPACTSEED (Improving Physics and Chemistry Teaching In Secondary Education)"</i>	140,000.00
Troy University – Dothan Campus: <i>"Wiregrass Math, Science, and Technology Leadership Academy"</i>	55,000.00
University of Alabama: <i>"Physical Science in the 21st Century: Improving Teacher Quality and Mastery of Content"</i>	40,000.00
University of Alabama at Birmingham: <i>"Alabama Hands-On Activity Science Program (ALAHASP)"</i>	170,000.00
University of Alabama at Birmingham: <i>"The University-School Partnership for Secondary Science"</i>	65,000.00
University of Alabama in Huntsville: <i>"The Success Through Academic Research (STAR) Project The Independent Study Scholarship Program"</i>	36,525.00
University of South Alabama / Alabama Institute for Education in the Arts: <i>"Comprehensive Arts Education: Alabama"</i>	170,000.00
TOTAL FY 2015-16 COMPETITIVE GRANT AWARDS	\$941,525.00

BUDGET SUMMARY/CONTINUATION AWARD FY 2016-2017

This form may be printed and filled in by hand or click [here](#) to access an Excel form which can be saved and filled in on your computer. The excel form will calculate most entries automatically.

Institution: _____

Project Title: _____

ACHE NCLB FUNDS REQUESTED							
I. Category	II. IHE – Education	III. IHE – Arts/Sciences	IV. High-Need School District(s)	V. Other Partners (if any)	VI. TOTAL ACHE FUNDS REQUESTED	VII. External/ In-Kind Support*	VIII. BUDGET TOTAL (column VI+ column VII)
A. Salaries							
1. Professional							
2. Non-Professional							
3. Fringe Benefits							
<i>Total</i>							
B. Contracted Services							
1. Individuals/Agencies							
2. Facilities/Equipment to lease or rent							
<i>Total</i>							
C. Materials/Supplies							
1. Kits/Modules							
2. Books							
3. Software							
4. Office Supplies							
5. Telephone							
6. Postage/Delivery							
7. Printing							
<i>Total</i>							
D. Travel							
1. Project Staff							
2. Substitute Teachers							
<i>Total</i>							
E.1. TOTAL DIRECT COST (A to D)							
E.2. Percent of ACHE Funds Requested					100		
F. INDIRECT COST** (8% or less of line E.1)							
G. Equipment to Purchase							
H. Other							
I. TOTAL PROJECT COST (lines E.1+F+G)							

*External Funds/In-Kind Services are supplementary funds or services to be provided by any source other than the ACHE partnership grant.

**Education Department General Administrative Regulations (EDGAR 75.562) limit indirect costs to no more than 8% of the total direct costs, excluding equipment. Indirect cost is not allowed to be paid to school district(s).

BUDGET SUMMARY/CONTINUATION AWARD GUIDELINES

Prepare a breakout on a separate sheet. For example, for salaries state who will be paid and the amount each person will receive. Itemize any contract services, materials/supplies, travel, and any equipment purchases.

SALARIES:

Professional salaries apply *only* to instructional and administrative staff of the applicant institution--*i.e.*, those who are to be directly involved in the project administration, presentations, and/or research. Resumes not exceeding two pages for each of these persons must be appended to the grant application.

Non-Professional generally refers to clerical support salaries or amounts paid to persons who provide direct staff assistance but who are not members of the institutional faculty and professional staff. Examples: secretaries; lab assistants; undergraduate student aides; *etc.*

Fringe Benefits are those normally paid by the institution to the salaried members of its faculty and staff who will be involved in the project.

CONTRACTED SERVICES: These are services provided to the project *other* than those provided by institutional faculty and staff, *e.g.* professional consultants, K-12 master teachers, facility/equipment rental. Resumes not exceeding two pages for each contracted person/agency must be appended to the grant application.

MATERIALS AND SUPPLIES: Expenses for anything consumable needed for training, including materials/supplies issued to participants for their training. **Note:** This program does not authorize expenses to supply or equip teachers' classrooms or for session break snacks and beverages.

TRAVEL: Travel costs for participants in a project for independent study may be paid from the ACHE grant and included with "staff." All other projects are permitted to pay travel costs from ACHE grants only for project faculty and staff in direct support of project activities or administration. The budget may also include payment for substitute teachers in *public* schools only. Otherwise, tuition, stipends, travel, and other per diem expenses *may not be paid from the ACHE NCLB grant for participating teachers and principals.*

TOTAL DIRECT COSTS: Total Lines "A" through "D" for all columns.

PERCENT OF ACHE FUNDS REQUESTED: Calculate the percent of the Total Direct Costs (line E.1) for each partner. For example, if the total direct cost for all partners (line E.1, column VI) is \$50,000 and the total direct cost for the IHE education partner (line E.1, column II) is \$5,000, then divide \$5,000 by \$50,000 and enter 10% on line E.2, column II [*i.e.* $\$5,000 / \$50,000 = .1$ or 10%]. Do not include funds budgeted from External/In-Kind Support in calculating percent. **Note:** The "Special Rule" cited below limits each partner to no more than 50% of the project grant.

INDIRECT COSTS: USDE partnership grants are eligible to receive up to 8% of the total direct costs. Enter no more than this amount on line "H" under "Total ACHE Funds Requested." Any indirect cost exceeding this limitation must be provided from external funds or in-kind services. **Note:** Indirect costs may *not* be paid to school districts.

EQUIPMENT: Any amount requested for equipment should not exceed the percentage of the total purchase price used for the grant project. **Note:** Any equipment budgeted must be necessary to administer or conduct the professional development offered by the grant project and explained in the project proposal.

OTHER: Funds budgeted for any other expenses (*e.g.*, participant travel other than for participants in independent study, stipends, and hospitality) must be provided by External/In-Kind Support, not the ACHE grant.

TOTAL PROJECT COSTS: Add the amounts in column VI (Total ACHE Funds Requested) on lines E.1, F, and G, and enter the total on line I, column VI. Also, add the amounts in column VIII (Budget Total) on lines E.1, F, G, and H, and enter this total on line I, Column VIII.

ADDITIONAL BUDGET GUIDELINES

Special Rule: The legislation requires that no partner may receive more than 50% of the funds. For example, each of three partner entities (teacher preparation division, arts and sciences, and a local school district) may share 1/3 of the total grant equally, or one may use 50% of the grant with the other two sharing 25% each, *etc.*, but none may use more than 50% of the total grant. In determining the percentage, the question to be answered is: Who is **using** the money? Under the rule, and assuming the partnership has only three partners, the institution receiving the grant could use 75% of the funds (combination of Arts and Sciences and Teacher Preparation Divisions) provided that neither unit is allocated more than 50% of the total award. An LEA would not have to receive grant funds for it to “use” funds for purposes of the “special rule.”

Approved Expenses: LEA costs include payments for services that the LEA or its staff directly use, *e.g.*:

- To provide release time for teachers (substitutes)
- To provide off-the-shelf materials and supplies (products) for project activities
- To lease facilities
- To underwrite costs of master teachers (K-12) who deliver instruction (consulting contracts/fees and travel, *etc.*)

Approved Expenses for Sponsoring Institution’s Percentage: (Arts and Sciences or teacher preparation divisions as appropriate): Activities could include –

- Developing/adapting professional development curriculum materials for pre-service instructional purposes
- Project staff time
- Underwriting costs of materials and supplies related to the marketing of activities
- Providing administrative services (professional/non-professional) and technical support/travel in follow-up activities for long-term, sustained professional development
- Underwriting costs associated with external evaluation of project effectiveness (consulting contracts/fees and travel, *etc.*) In some instances, the consultant could also be a partner.

Indirect Costs: Indirect costs are based on total direct costs excluding equipment.

ATTACHMENT D

**“HIGH NEED” LOCAL EDUCATION AGENCIES
(LEAs / School Districts)**

**from U.S. Census Bureau Poverty Estimates distributed December 2015
and the most recently available ALSDE Accountability report**

School district partners for ACHE NCLB grants must meet the “high need” definition established by No Child Left Behind (P.L. 107-110, Title II, Section 2012(3)) and US Department of Education Non-Regulatory Guidance, Section F-5. A high-need LEA [local education agency; *i.e.*, school district] is one-

- (A) (i) that serves not fewer than 10,000 children from families with incomes below the poverty line; **or**
(ii) for which not less than 20 percent of the children served by the agency are from families with incomes below the poverty line; **and**
- (B) (i) for which there is a high percentage of teachers not teaching in the academic subjects or grade levels that the teachers were trained to teach; **or**
(ii) for which there is a high percentage of teachers with emergency, provisional, or temporary certification or licensing.

The following Alabama school districts satisfy NCLB high-need criteria*.

<u>County Districts</u>		<u>City Districts</u>	
Barbour	Franklin	Albertville City	Linden City
Bibb	Geneva	Alexander City	Midfield City
Blount	Greene	Anniston City	Oneonta City
Bullock	Henry	Bessemer City	Opelika City
Butler	Houston	Birmingham City	Opp City
Chambers	Lowndes	Brewton City	Oxford City
Cherokee	Macon	Cullman City	Ozark City
Chilton	Marengo	Daleville City	Pell City City
Choctaw	Marion	Demopolis City	Phenix City
Clarke	Marshall	Dothan City	Piedmont City
Coffee	Mobile	Elba City	Roanoke City
Conecuh	Monroe	Eufaula City	Russellville City
Coosa	Montgomery	Fairfield City	Saraland City
Dale	Perry	Florence City	Scottsboro City
Dallas	Pike	Fort Payne City	Selma City
Dekalb	Sumter	Gadsden City	Sylacauga City
Escambia	Talladega	Geneva City	Talladega City
Fayette	Tallapoosa	Huntsville City	Tallassee City
	Walker	Jacksonville City	Thomasville City
	Wilcox	Lanett City	Troy City
	Winston	Leeds City	

*ACHE has determined that these districts meet the high need NCLB criteria according to the most recent data available from the U.S. Census Bureau and from ALSDE data showing 5% or more teachers in these districts not highly qualified. (http://www.alsde.edu/Accountability/2009reports/HighlyQualifiedTeachersRPT_BySystem.pdf?lstSchoolYear=7&lstReport=2009reports%2FHighlyQualifiedTeachersRPT_BySystem.pdf; <http://www.census.gov/cgi-bin/saipe/saipe.cgi>).

ATTACHMENT E

**ALABAMA COMMISSION ON HIGHER EDUCATION (ACHE)
No Child Left Behind Act (NCLB) {P. L. 107-110}
Title II, Part A Subpart 3
*Mastery of Content***

STATEMENT OF ASSURANCES

The applicant hereby assures that the project will comply with all of the following:

- 1) The applicant will comply with the regulations, policies, guidelines and requirements, including 45 CFR Part 74 and OMB Circulars No. A-102, A-133, and applicable costs principles Circulars: A-21, "Educational Institutions"; A-87, "Cost Principles for State and Local Governments"; and A-122, "Nonprofit Organizations") as they relate to the application, acceptance, and use of federal funds for this federally assisted project.
- 2) The applicant will comply with Title II of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance and will immediately take any measures to effectuate this agreement.
- 3) The applicant will comply with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs or activities receiving federal financial assistance.
- 4) The applicant will comply with the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 *et seq.*, which prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
- 5) All promotional materials and documents developed in support of the project will credit the *No Child Left Behind* Title II Program administered by the Alabama Commission on Higher Education.
- 6) The project will be announced and available to teachers and principals in both public and private schools.
- 7) The applicant will provide data on participants as requested by the U.S. Department of Education by completing a Project Data Report and such other reports as are required by the Call for Statements of Intent (SOI).
- 8) As a condition of eligibility for a grant offered in this Call for Statements of Intent (SOI), the applicant certifies that the institution sponsoring the grant project provides now, and will continue to provide for the duration of the grant, a drug-free workplace (*i.e.*, a site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance) and otherwise comply with the requirements of the federal Drug-Free Workplace Act of 1988.
- 9) The applicant will retain records of the program (EDGAR Section 75.730-732) and will allow access to those records for purposes of review and audit.

Certification of assurances for the applicant institution:

Institution: _____

Project Title: _____

Project Director/Title (print): _____

Signature: _____

Official Certifying for the Institution/Title: _____

Signature: _____

Date: _____

ATTACHMENT F

PROJECT DATA REPORT/CONTINUATION AWARD

Deadline for Submission: September 15, 2017

This form may be downloaded from <http://www.ache.alabama.gov/NCLB> (FY2016-17)
 Call for Statement of Intent (SOI) to fill in and print to submit to ACHE.

Institution: _____

Project Name: _____

Project Director: _____

Date: _____

PARTICIPANTS: The “participants” referred to in this report are Alabama in-service K-12 teachers, highly qualified paraprofessionals, and principals who are receiving professional development or being trained through the project. By this definition, pre-service students, pre-K teachers, out-of-state attendees, master teachers who lead sessions, project staff, university faculty, observers, and any others *are not participants and should not be counted as such.*

A. School Districts: On a separate sheet attached to this report, list your participants’ school districts. For private school participants, include the schools’ cities and administrative agencies if different from the school name.

B. Persons Served:	K-12 Teachers (in-service only)		Principals/Chief Administrators		Para-Professionals	
	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>
Number of participants and their students:						
How many participants are in your project?						
What is the estimated number of students in <i>all</i> of your participants’ classes?						

C. Certificate Level:	K-12 Teachers (in-service only)		Principals/Chief Administrators		Para-Professionals	
	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>
How many participants have the following certificates in the subjects they are teaching?						
AA						
A						
B						
Other (specify)						
No Certificate						

D. Degrees Earned:	K-12 Teachers (in-service only)		Principals/Chief Administrators		Para-Professionals	
	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>
How many participants have earned the following degrees? (Count only the highest degree earned.)						
Doctorate						
Education Specialist/ Professional Diploma						
Master's Degree						
Bachelor's Degree						
Associate's Degree						
Other (specify) or no degree						

E. Grade Levels Served:	K-12 Teachers (in-service only)		Principals/Chief Administrators		Para-Professionals	
	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>	<i>Public Schools</i>	<i>Private Schools</i>
How many participants are in the following grade levels? (Count each one only once.)						
High School						
Middle School						
Elementary School						
Kindergarten						
More than one grade level (specify)						

F. Years of Experience:	K-12 Teachers (in-service only)		Principals/Chief Administrators		Para-Professionals	
	Public Schools	Private Schools	Public Schools	Private Schools	Public Schools	Private Schools
How many participants have the following years of experience in their current positions?						
No experience						
One year or less						
2 to 5 years						
6 to 10 years						
11 to 15 years						
16 to 20 years						
21 to 25 years						
More than 25 years						

PROJECT ADMINISTRATION:

A. Participant Contact:

1. How many total contact hours does your project have with each participant? (*Check one.*)

- a. Less than 6 hours c. 19 – 30 hours e. 41 – 80 hours
 b. 7 – 18 hours d. 31 – 40 hours f. More than 80 hours

2. How many months is the project in contact with participants?

3. What is the number of *pre-service* teachers impacted by the project?

4. What is the number of CEU/graduate credits, if any, offered for participation?

B. Project Staff: How many project staff members are –

1. University faculty:
 2. Other university staff:
 3. University students:
 4. K-12 master teachers:
 5. Para-professionals:
 6. Others (specify):

C. As partners in this project, what is the specific role of:

1. The education college/school/division/department?

2. The arts and sciences college/school/division/department?

HIGH NEED SCHOOL DISTRICTS:

Attach to this report a list of the “high need” school districts served by the project. (See Attachment C for a list of all Alabama high need districts.)

EXTERNAL FUNDING: Attach to this report the following items:

A. Sources of External Funding:

- 1) List private or public foundations that are currently providing funds or in-kind support for your project and the total amount (not an itemized list) of that support from each one.
- 2) List private or public agencies, businesses, or similar donors that are currently providing funds or in-kind support for your project and the total amount (not an itemized list) of that support from each one.
- 3) List schools/districts that are currently providing funds or in-kind support for your project and the total amount (not an itemized list) of that support from each one.
- 4) List funds or in-kind support your university is providing for your project and the total amount of that support. Specify whether the support is in funds or in-kind contribution.
- 5) List any other source of current external funds or in-kind support for your project and the amount of that support. Specify whether the support is in funds or in-kind contribution.

B. Type of External Funding:

- 1) In-kind dollars: \$ _____
- 2) In-kind services: \$ _____
- 3) In-kind materials: \$ _____
- 4) Cooperative agreements: \$ _____
- 5) Discounted purchases: \$ _____
- 6) Grants other than ACHE NCLB: \$ _____
- 7) Other (please specify): \$ _____

ADDITIONAL INFORMATION:

Please attach documentation of any *current* awards or state/national recognition that your project or staff has received and any other information that may provide a better description of what your project is accomplishing during this reporting period. Photographs, if submitted, should identify persons, locations, and activity depicted, preferably showing participants involved in a project activity or working with students rather than posed or portrait photographs.

ATTACHMENT G
EXPENDITURE REPORT/CONTINUATION FY2016-17

Deadline for Submission: April 30, 2018

This form may be printed and filled in by hand or click [here](#) to access an Excel form which can be saved and filled in on your computer. The excel form will calculate most entries automatically.

Institution: _____

Project: _____

Project Director: _____ **Signature:** _____

Telephone: _____ **E-mail:** _____ **Date:** _____

Fiscal Agent – Title: _____ **Signature:** _____

I. Category	II. IHE – Education	III. IHE – Arts/Sciences	IV. High-Need School District(s)	V. Other Partners (if any)	VI. TOTAL ACHE FUNDS EXPENDED
A. Salaries					
1. Professional					
2. Non-Professional					
3. Fringe Benefits					
<i>Total</i>					
B. Contracted Services					
1. Individuals/Agencies					
2. Facilities/Equipment leased or rented					
<i>Total</i>					
C. Materials/Supplies					
1. Kits/Modules					
2. Books					
3. Software					
4. Office Supplies					
5. Telephone					
6. Postage/Delivery					
7. Printing					
<i>Total</i>					
D. Travel					
1. Project Staff					
2. Substitute Teachers					
<i>Total</i>					
E.1. TOTAL DIRECT COST (A to D)					
E.2. Percent of ACHE Funds Expended					100%
F. INDIRECT COST* (8% or less of line E.1)					
G. Equipment Purchased					
H. TOTAL PROJECT COST (lines E.1 + F + G)					
I. Project Funds Received					
J. Balance Due from ACHE					

*Consistent with Education Department General Administrative Regulations (EDGAR 75.562(c)), the maximum amount allowed for indirect cost is 8% of the total direct costs, excluding equipment. Indirect cost is not allowed to be paid to school district(s).

EXPENDITURE REPORT GUIDELINES/CONTINUATION AWARD

The Expenditure Report mirrors the Budget Summary found in Attachment B. However, rather than projecting expenses at the start of the project, this form reports actual expenses at the end of the project. Note that the total amount ACHE provides cannot exceed the total grant approved for the project.

The Expenditure Report and these guidelines state cost requirements and limitations of the grant. Therefore, be sure that the person/office that prepares the report has these guidelines. If in doubt about any item, please consult the ACHE Title II program staff before preparing this report. Amounts listed in the expenditure report that are determined to be disallowed will not be paid, even if not questioned previously, and will be deducted from the balance otherwise remaining for the grant.

GENERAL INSTRUCTIONS.

- Attach a breakout that explains or lists all expenses paid, obligated, or invoiced by the date of the report. For example, if expenses are shown for salaries, state who was paid and the amount paid. Document in the same way for any contract services, and include documentation or proof of payment for materials/supplies, travel, and equipment purchases, if any.
- Report only expenses paid from the ACHE grant. Do not include expenses paid by external/in-kind sources.
- Expenses for any out-of-state participants are not reimbursable from the ACHE grant.
- Expenses for snacks, beverages, and similar items for session breaks are not reimbursable from the ACHE grant.
- Accounting categories, codes, or labels of the institution sponsoring ACHE projects do not apply to this report. Be sure to translate as necessary into the categories described in these guidelines in order to avoid possible delay in payment of the final installment of the grant.
- Column VI “Total ACHE Funds Expended” is the total amount for all project expenses paid, documented as obligated, or invoiced to be charged to the grant up to the date of the Expenditure Report.
- The Expenditure Report must be *received* or *postmarked* at ACHE by the deadline. After the deadline, the project account will be closed.

SALARIES:

Professional salaries apply *only* to instructional and administrative staff of the applicant institution--*i.e.*, those who are to be directly involved in the project administration, presentations, and/or research.

Non-Professional generally refers to clerical support salaries or to amounts paid to persons who provide direct staff assistance but who are not members of the institutional faculty and professional staff. Examples: secretaries; lab assistants; undergraduate student aides; *etc.*

Fringe Benefits are those normally paid by the institution to the salaried members of its faculty and staff involved in the project.

CONTRACTED SERVICES: These are funds for services other than those provided by institutional faculty and staff, *i.e.* professional consultants or K-12 master teachers, facility/equipment rental. **Note:** Any salaried member of the project institution who is paid by the grant should be included above in “Salaries,” *not* in contracted services.

MATERIALS AND SUPPLIES: Expenses for anything consumable or provided for participants, project administration, printing and production costs, and communication services (telephone, mail, *etc.*). **Note:** Any materials/supplies purchased must be necessary to administer or conduct the professional development offered by the grant project. *Funds are not available to supply or equip participants’ classrooms or for food/beverages provided for session breaks.*

TRAVEL: Travel costs for participants in a project for independent study may be paid from the ACHE grant and included with “staff.” All other projects are permitted to pay travel costs from ACHE grants only for project faculty and staff in direct support of project activities or administration. In addition, expenses for substitute teachers in public schools (not private schools) are allowable. Among expenses that are *not* allowed to be paid from the grant are tuition, and payments for substitute teachers in private schools. Also not allowed to be paid from the grant are stipends, travel, and other per diem expenses for participants who are not in an independent study project.

PERCENT OF ACHE FUNDS EXPENDED: Calculate the percent of the Total Direct Costs (line E.1) for each partner. For example, if the total direct cost for all partners (line E.1, column VI) was \$50,000 and the total direct cost for the IHE education partner (line E.1, column II) was \$5,000, then divide \$5,000 by \$50,000 and enter 10% on line E.2, column II [*i.e.* $\$5,000 / \$50,000 = .1$ or 10%]. **Note:** The “Special Rule” cited in Attachment C limits each partner to no more than 50% of the grant.

TOTAL PROJECT AND EVALUATION COST: Add the total amounts on lines E.1 and F.

INDIRECT COSTS: USDE partnership grants are eligible to receive up to 8% of the total direct costs. Enter no more than this amount on line "F" under "Total ACHE Funds Requested." Any indirect cost exceeding this limitation must be provided from external funds or in-kind services. **Note:** Indirect costs may *not* be paid to LEA partners

EQUIPMENT: If equipment was purchased for the project, the amount charged to the grant should not exceed the percentage of the total purchase *used* for the project.

TOTAL PROJECT COSTS: Add the amounts in column VI on lines E.1, F, G, and enter the total on line H, column VI.

PROJECT FUNDS RECEIVED: Enter the amount of ACHE funds the institution has received to date on line I.

BALANCE DUE FROM ACHE. Enter the difference between the amount ACHE has already paid from the total amount of the grant.