

2021-2022 Seguin ISD Use of Grant Funds Justification Form (UG)

Directions: The following instructions apply to the use of any grant funds listed in the "Fund Source" section below. A Use of Grant Funds Justification Form (UG) must be completed, submitted and approved before any products or services can be procured, including requests for extra duty and substitutes. This allows the Learning, Leadership and Innovation (LLI) Team to review requests in consideration of grant requirements, allowable expenses, and timelines for receiving materials. Please allow LLI at least one week to process and return each request. The completed UG form, with Responsible Administrator approval, must be attached to the purchase requisition.

Date:	Requested By:	Approved By:
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Fund Source: Fund Source (Fund #: Title - **Responsible Administrator**)

<input type="checkbox"/> 211/288: Title I - <u>Borden</u> <input type="checkbox"/> 212: Title I, C - <u>Borden</u> <input type="checkbox"/> 224: IDEA-B - <u>Dean</u> <input type="checkbox"/> 244: Perkins - <u>Bough</u> <input type="checkbox"/> 255: Title II - <u>Borden</u> <input type="checkbox"/> 263: Title III - <u>Borden</u> <input type="checkbox"/> 265: ACE - <u>Hill</u> <input type="checkbox"/> 289: Title IV - <u>Borden</u>	<input type="checkbox"/> 279: RSSP - TCLAS 1 - <u>Jaramillo</u> <input type="checkbox"/> 279: HQIM - TCLAS 2 - <u>Bloch</u> <input type="checkbox"/> 279: Grow Your Own - TCLAS 4 - <u>Moreno/Bough</u> <input type="checkbox"/> 279: High Dosage Tutoring - TCLAS 6 - <u>Jaramillo</u> <input type="checkbox"/> 279: PTECH - TCLAS 9 - <u>Vargas/Bough</u> <input type="checkbox"/> 279/429: New School Models - TCLAS 10 - <u>Pape</u> <input type="checkbox"/> 279: ACE Program - TCLAS 11 - <u>Hill</u> <input type="checkbox"/> 281: ESSER 2 - <u>Borden</u> <input type="checkbox"/> 282: ESSER 3 - <u>Borden</u>
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What is the purchase being requested?

What is the purpose of the item(s) being requested?

How is this purchase aligned to your CIP/DIP?

CIP/DIP Goal/Performance Objective/Strategy:

ESSER 2 only - (Must Complete BOTH A and B below):
 A. USDE Cost Category (**select one**): ___Physical Health & Safety ___Student Academic, Social Emotional, & Other Needs
 ___Mental Health Support ___Operational Continuity
 B. TEA Cost Category (**Select one option from pg. 2**):_____

ESSER 3 only - (Must Complete BOTH A and B below):
 A. USDE Cost Category (**select one**): ___Physical Health & Safety ___Student Academic, Social Emotional, & Other Needs
 ___Mental Health Support ___Operational Continuity
 B. TEA Cost Category (**Select one option from pg. 3**):_____

<u>BUSINESS DEPARTMENT USE ONLY:</u>	
Requisition #: _____	PO #: _____

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ESSER 2 – TEA Cost Category

Directions: Initial on the appropriate line next to **ONE** of the TEA Cost Categories listed below. Please, also annotate the reference on page 1 of this document for the TEA Cost Category.

A. Use of Funds – LEA Allowable Activities

- 1. Any activity authorized under Elementary and Secondary Education Act (ESEA)
- 2. Any activity authorized under Individuals with Disabilities Education Act (IDEA)
- 3. ~~Do not use~~
- 4. Any activity authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- 5. ~~Do not use~~
- 6. Coordination of preparedness and response efforts of LEA with State and local public health departments and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for and respond to coronavirus
- 7. Activities to address the unique needs of low-income students, students with disabilities (SWD), English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population
- 8. ~~Do not use~~
- 9. ~~Do not use~~
- 10. Purchasing supplies to sanitize and clean the facilities of the LEA, including buildings operated by the LEA
- 11. ~~Do not use~~
- 12. Planning for, coordinating, and implementing activities during long-term closures, including providing technology for online learning to all students
- 13. ~~Do not use~~
- 14. ~~Do not use~~
- 15. Purchasing educational technology (hardware, software, and connectivity) for students that aids in regular/substantive educational interaction between students and instructors, including low-income students and SWD, which may include assistive technology or adaptive equipment
- 16. Providing mental health services and supports, including through implementation of evidence based full-service community schools
- 17. Planning and implementing activities related to summer learning – providing classroom instruction or online learning during summer months and addressing the needs of low-income students, SWD, English learners, migrant students, students experiencing homelessness, & children in foster care
- 18. Planning and implementing activities related to supplemental afterschool programs providing instruction or online learning addressing the needs of low-income students, SWD, English learners, migrant students, students experiencing homelessness, & children in foster care

B. Use of Funds – LEA Allowable Activities (continued)

- 1. ~~Do not use~~
- 2. Addressing learning loss among LEA students, including low-income students, SWD, English learners, racial & ethnic minorities, students experiencing homelessness, & children in foster care implementing evidence-based activities to meet the comprehensive needs of students
- 3. Addressing learning loss among LEA students, including low-income students, SWD, English learners, racial & ethnic minorities, students experiencing homelessness, & children in foster care – Providing information and assistance to parents & families on effectively supporting students
- 4. ~~Do not use~~
- 5. ~~Do not use~~
- 6. ~~Do not use~~
- 7. ~~Do not use~~
- 8. ~~Do not use~~
- 9. ~~Do not use~~
- 10. Other activities that are necessary to maintain the operation of and continuity of services in the LEA
- 11. Other activities that are necessary to continuing to employ existing staff of the LEA
- 12. Providing principals and other school leaders with the resources necessary to address the needs of their individual schools

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ESSER 3 – TEA Cost Category

Directions: Initial on the appropriate line next to **ONE** of the TEA Cost Categories listed below. Please, also annotate the reference on page 1 of this document for the TEA Cost Category.

A. Use of Funds – LEA Allowable Activities

- 1. Any activity authorized under Elementary and Secondary Education Act (ESEA)
- 2. Any activity authorized under Individuals with Disabilities Education Act (IDEA)
 - 3. Do not use
- 4. Any activity authorized under the Carl D. Perkins Career and Technical Education Act of 2006
 - 5. ~~Do not use~~
 - 6. ~~Do not use~~
 - 7. ~~Do not use~~
 - 8. ~~Do not use~~
 - 9. ~~Do not use~~
 - 10. ~~Do not use~~
- 11. Planning for, coordinating, and implementing activities during long-term closures, including providing technology for online learning to all students
 - 12. ~~Do not use~~
 - 13. ~~Do not use~~
- 14. Purchasing educational technology (hardware, software, and connectivity) for students that aids in regular/substantive educational interaction between students and instructors, including low-income students and SWD, which may include assistive technology or adaptive equipment
- 15. Providing mental health services and supports, including through implementation of evidence based full-service community schools
- 16. Planning and implementing activities related to summer learning providing classroom instruction or online learning during summer months and addressing the needs of low-income students, SWD, English learners, migrant students, students experiencing homelessness, & children in foster care
- 17. Planning and implementing activities related to supplemental afterschool programs providing instruction or online learning addressing the needs of low-income students, SWD, English learners, migrant students, students experiencing homelessness, & children in foster care

B. Use of Funds – LEA Allowable Activities (continued)

- 1. ~~Do not use~~
- 2. Addressing learning loss among LEA students, including low-income students, SWD, English learners, racial & ethnic minorities, students experiencing homelessness, & children in foster care implementing evidence-based activities to meet the comprehensive needs of students
- 3. Addressing learning loss among LEA students, including low-income students, SWD, English learners, racial & ethnic minorities, students experiencing homelessness, & children in foster care – Providing information and assistance to parents & families on effectively supporting students
- 4. Addressing learning loss among LEA students, including low-income students, SWD, English learners, racial & ethnic minorities, students experiencing homelessness, & children in foster care Tracking student attendance and improving student engagement in distance education
 - 5. ~~Do not use~~
 - 6. ~~Do not use~~
 - 7. ~~Do not use~~
 - 8. ~~Do not use~~
 - 9. ~~Do not use~~
- 10. Other activities that are necessary to maintain the operation of and continuity of services in the LEA
- 11. Other activities that are necessary to continuing to employ existing staff of the LEA

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6100 Payroll

Does this RFP include extra duty ? Yes No <i>Highlight answer.</i>	If yes, complete the extra duty section below.
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Add extra rows, as needed.

Description of Extra Duty Activity	Date(s) of Extra Duty	Number of Employees	Number of Hours	Rate of Pay <small>(see Compensation Handbook)</small>	Multiplied by 12.85% (benefits)	Total
Ex: After School Tutoring	Daily for 75 days	5	1 hour/day	\$20/hour	\$22.57/hour	~\$8500
Grand Total:						

Does this RFP include a request for substitutes ? Yes No <i>Highlight answer.</i>	If yes, complete the substitute section below.
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Add extra rows, as needed.

Date(s)	Activity	Number of Teachers	Rate of Pay <small>(see Compensation Handbook)</small>	Total Amount
Ex: March 2-3	Transcend Conference	3	~\$100/day	~\$600
Grand Total:				

6200 Professional & Contracted Services

Does this RFP include contracted services ? Yes No <i>Highlight answer.</i>	If yes, complete the contractor section below AND link signed contract from an approved vendor.
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Contractor Name:	Description of Services:
Signed Contract from Vendor: LINK	
Signed Contract from SISD : LINK	
Total Amount Requested:	

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6300 Supplies and Materials

Does this RFP include supplies, materials, or equipment ? <i>Highlight answer. Yes No</i>	If yes, complete the vendor section below.
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Approved Vendor Name:	Detailed Description of Purchase:
Approved Vendor Number:	
Total Amount Requested:	

6400 Other Operating Costs

Does this RFP include a request for travel expenses ? <i>Highlight answer. Yes No</i>	If yes, complete the travel expense section below.
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Travel Location:
Travel Purpose:
Name(s) of Participants:
Total Registration Fees:
Total Amount for Hotel Stay:
Total Mileage (if driving):
Total Airline Cost (if flying):
Total Meals:
Misc. Expenses:
Grand Total Travel Expenses:
NOTE: A district travel advance and/or reimbursement form will need to be submitted prior to travel.

Total Request for Purchase (use sections above to complete, add rows as needed):

Account Number	Amount	Funds Available