

Title II, Part A Supporting Effective Instruction State Grants



Fiscal and Reimbursement Guidance Document

PURPOSE OF THIS DOCUMENT

This document is designed to provide guidance to LEAs regarding how to manage necessary aspects associated with assigning costs to budget lines and seeking reimbursement against awarded Title II, Part A funds. This guidance does not provide specific details about how to use the Utah Grants Management System. For assistance related to these more technical aspects, please contact the Utah Grants Management team at 801-538-7604 or email the Utah Grants team at utahgrants@schools.utah.gov.

MANAGING BUDGET LINES

When the application for Title II, Part A funds is submitted, a budget is established within the Utah Grants Management System. Within the context of Title II, Part A, available budget lines and examples of expenditures charged to each line are outlined below.

Budget Line	Example Expenditure
Salaries (100)	Part or full salary expenses for instructional staff funded with Title II, Part A funds (e.g., instructional coaches, professional learning leads, mentors, principals, school leaders).
Employee Benefits (200)	Benefits corresponding to the salaries paid (e.g., state retirement, health insurance, disability benefits).
Purchased Professional & Tech Services (300)	Outside professional services purchased with title funds (e.g., tuition reimbursement, retention & recruitment tools, third party professional learning providers).
Purchased Property Services (400)	Not typically used for Title II, Part A
Other Purchased Services (500)	Other services purchased and not included under budget line 300 above (e.g., tuition reimbursement, PRAXIS test fees, fingerprinting fees)
Travel (580)	Expenses associated with in-state and out-of-state travel (e.g., registration fees, airfare, hotel, mileage, per diem).

Budget Line	Example Expenditure
Supplies and Materials (600)	Supplies or materials purchased to facilitate accomplishing the goals outlined in the Title II, Part A application (e.g., textbooks, printing services). Cannot include food provided as part of professional learning events.
Property Including Equipment (700)	Not typically used for Title II, Part A
Other (Not eligible for Indirect Cost)	Miscellaneous expenses not captured in other lines (e.g., costs associated with providing equitable access to services for private school staff or students).
Indirect Cost	Computed automatically and based on LEA determinations regarding how to allocate and the rate to allocate to indirect costs.

AMENDING BUDGETS

Occasionally, LEA plans change, or expenses are higher or lower than initially anticipated when budgets were submitted. In accordance with policy, LEAs may overdraw a budget line by less than 10% without having to submit a budget amendment as long as the uses of the funds are consistent with the intent outlined in the application. For example, if a school or district initially budgeted \$50,000 for salaries but finds salary expenses associated with Title II personnel were higher than anticipated, they may overdraw the salary line **up to \$5,000**, which means they can request reimbursement of up to \$54,999 without having to complete a budget amendment.

In cases where anticipated expenses differ by more than 10%, **or when LEA plans change based on a shift in priorities, or unforeseen circumstances**, a budget amendment must be submitted within the Utah Grants Management System before reimbursement can be sought. Budget amendments require you to provide additional details related to the reason for the shift in funding priorities. Please provide concise, but specific information on the nature of the reason for the change to expedite approval of your budget amendment.

REQUESTING REIMBURSEMENT

Title II, Part A funds are awarded on a reimbursement basis, which means that LEAs must submit a request in the Utah Grants Management System to be reimbursed for expenses incurred. Each request requires supporting documentation.

Expense Dates

When submitting a request for reimbursement, LEAs must identify two dates:

- **Expenses Incurred From:** Should reflect the earliest date of expenses being reimbursed
- **Expenses Incurred Through:** Should reflect the latest date of expenses being reimbursed

A Submission Date is also recorded in Utah Grants and reflects the date the reimbursement request is submitted. **Please note, if the *Expenses Incurred Through* date is later than the *Submission Date*, your request will be returned.** For example, if your expenses incurred through date shows 8/30, but the submission date is 6/30, the request will be returned. You cannot be reimbursed for expenses listed as a future date. If possible, documentation submitted to support expenses should include **only** those dates included in the incurred from and incurred through date range. If this is not possible, additional annotation should be made (e.g., highlights, written notes) to clarify which expenses on the documentation are part of the current reimbursement request.

Documentation for Salaries and Benefits

When submitting a request that includes reimbursement of salary and benefits expenses, you should include supporting documentation that provides the following:

- Dates expenses were incurred
- Name(s) of employee(s) being compensated
- Amount of compensation

If possible, the position or role for which compensation is being paid (e.g., instructional coach, mentor, principal)

Documentation for Professional and Tech Services

When submitting a request that includes reimbursement for purchased services, you should include supporting documentation that provides the following:

- Date expenses were incurred
- Amount of expense
- Professional or tech service provider (e.g., Amazon, Blind Mule)

- Brief description of service(s) rendered (e.g., title of purchased book, classroom management professional learning)
- Whenever possible, please include receipts for professional service expense.

*Please note: Title II, Part A funds may generally **not** be used to pay for meals or snacks provided as part of a professional learning experience.*

Documentation for Travel

When submitting a request that includes reimbursement for purchases related to travel, you should include supporting documentation that provides the following:

- Date expenses were incurred
- Amount of expense
- Service provider (e.g., Solution Tree, Delta Airlines, Starbucks)
- Brief description of travel expense (e.g., conference registration, airfare, per diem meals, mileage reimbursement)

Documentation for Supplies and Materials

When submitting a request that includes reimbursement for supplies and materials, you **must include receipts for all purchases**. Additional documentation may also be included, but should include at a minimum:

- Date expenses were incurred
- Amount of expense
- Service provider (e.g., Amazon, Office Max)
- Brief description of how supplies were used in alignment with application for funding (e.g., professional learning texts, banners for recruitment fair).

As a summary, documentation submitted with your reimbursement requests should identify the **date, amount, and provider or payee and where necessary highlight how funds were used in accordance with acceptable use of Title II, Part A funds**. Efforts to include necessary documentation and to make it easy to understand and identify incurred expenses will expedite processing of your reimbursement.