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## Allowable Activities – Administration

Strategy	<b>Consolidated Administration: Oversight of Grant</b>
Allowable	<p>Cost of personnel doing grant oversight</p> <ul style="list-style-type: none"> <li>• Research and development of the application</li> <li>• Work on continuous improvement plans/SWP Plans as <u>connected to the federal funds</u></li> <li>• Meeting assurances</li> <li>• Planning for professional development activities that are included in the grant as investments.</li> <li>• Reviewing the implementation of the investments in the grant</li> <li>• Supervision of staff paid for with CFP funds</li> <li>• Evaluation of grant investments</li> <li>• Consolidated administration allowed for CFP Team Leader, audit costs and bookkeeping that can be directly attributed to grant activities</li> <li>• Attendance at conferences directly related to CFP work, i.e. Spring Meeting, Title I National Conference</li> </ul>
Non-Allowable	<ul style="list-style-type: none"> <li>• Writing or development of curriculum</li> <li>• Planning of professional development activities that are not part of the CFP application</li> <li>• Attendance at or participation in board meetings</li> <li>• Local administrative functions that include teacher supervision and evaluation</li> <li>• Direct services to students</li> <li>• Writing other grants</li> </ul>
Requirements	<p>Direct administration is based on the FY allocation</p> <ul style="list-style-type: none"> <li>• Maximum allowed for Title I, Part A is 10%</li> <li>• Maximum allowed for Title II, Part A is 10%</li> <li>• Maximum allowed for Title III is 2%</li> <li>• Maximum allowed for Title IV, Part A is 2%</li> </ul> <p>No administration for School Improvement 1003A</p>

Strategy	<b>Consolidated Administration: Oversight of Grant</b>
Considerations	<ul style="list-style-type: none"> <li>• No carry forward of administration funds allowed</li> <li>• Any travel charged must be directly related to perform oversight of grant</li> </ul>

Strategy	<b>Consolidated Administration: Audit</b>
Allowable	Single audit services
Requirements	Must be allocable to the CFP grant

Strategy	<b>Bookkeeping</b>
Allowable	Actual time spent on activities that can be directly attributed to the grant
Non-Allowable	General supplies associated with bookkeeping
Requirements	Actual time spent on activities attributed to the grant must be tracked on time sheet by minutes/hours
Considerations	<ul style="list-style-type: none"> <li>• Consider using Indirect funds to pay for bookkeeping activities</li> <li>• View indirect contract – cannot take both direct and indirect for bookkeeping</li> </ul>

Strategy	<b>Indirect</b>
Allowable	Indirect funds are earned on funds spent with an approved rate
Requirements	<ul style="list-style-type: none"> <li>• Apply for an Indirect rate from the VT-AOE yearly by April 1</li> <li>• Allowable indirect is based on the modified allocation (allocation and carry forward)</li> <li>• Allowed to apply in the application for maximum indirect based on awarded amounts but must reconcile at the end of the year based on actual expenditures.</li> <li>• Title I, Part A - 10% maximum administration – indirect taken is part of this maximum</li> <li>• Title II, Part A – 10% maximum administration – indirect taken is part of this maximum</li> <li>• Title III – 2% maximum direct administration – indirect can be taken in addition to the direct administration</li> <li>• Title IV, Part A – 2% maximum – indirect is part of this maximum</li> </ul>
Considerations	View indirect contract