

## **Allowable Activities –Consolidated Administration**

### **Use of this Document**

This document is designed to support Local Educational Agencies (LEAs), schools and sub-grantees in identifying potential allowable uses of Consolidated Administration (Con-Admin.) funds. It is important to note that while this document lists strategies and activities commonly funded, this should not be considered an exhaustive list, nor does it guarantee that an activity listed will be considered allowable for each sub-grantee.

### **Purpose of Consolidation of Funds for Local Administration**

LEAs, with the approval of the AOE CFP team, may consolidate and use for the administration of one or more consolidated federal programs under the Every Student Succeeds Act or ESSA (or such other programs as the Secretary shall designate) not more than the percentage, established in each program, of the total available for the local educational agency under those programs. A LEA that consolidates administrative funds for any fiscal year shall not use any other funds under the programs included in the consolidation for administration for that fiscal year per ESSA<sup>1</sup>.

### **General Considerations**

No carry forward of administration funds allowed

- Any travel charged must be directly related to perform oversight of grant

Consider using Indirect funds to pay for bookkeeping activities

- View indirect contract – cannot take both direct and indirect for bookkeeping

### **Over Sight of CFP Grant Requirements**

Direct administration is based on the FY allocation

Amount of funds that may be used for administration on a consolidated basis by program:

- Maximum allowed for Title I, Part A is 10%
- Maximum allowed for Title II, Part A is 10%

### **Contact Information:**

If you have questions about this document or would like additional information please contact:

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- Maximum allowed for Title III is 2%
- Maximum allowed for Title IV, Part A is 2%
- No administration for School Improvement 1003A

### Indirect Requirements

- Apply for an Indirect rate from the VT-AOE yearly by April 1
- Allowable indirect is based on the modified allocation (allocation and carry forward)
- 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.
- Title I, Part A - 10% maximum administration – indirect taken is part of this maximum
- Title II, Part A – 10% maximum administration – indirect taken is part of this maximum • Title III – 2% maximum direct administration – indirect can be taken in addition to the direct administration
- Title IV, Part A – 2% maximum – indirect is part of this maximum

### Allowable and Unallowable Uses

Strategy	Allowable Uses	Unallowable Uses
<b>Consolidated Administration: Oversight of Grant</b>	Cost of personnel doing grant oversight <ul style="list-style-type: none"> <li>• Research and development of the application</li> <li>• Work on continuous improvement plans/SWP Plans as connected to the federal funds 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> </ul>	<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>

	<ul style="list-style-type: none"> <li>• Supervision of staff paid for with CFP funds 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>	
<b>Consolidated Administration: Audit</b>	Single audit services (must be allocable to the CFP Grant)	No examples provided.
<b>Bookkeeping</b>	Actual time spent on activities that can be directly attributed to the grant (must be tracked on time sheet by minutes/hours)	General supplies associated with bookkeeping
<b>Indirect</b>	Indirect funds are earned on funds spent with an approved rate	No examples provided.

## Citations

<sup>1</sup> ESSA §8203 [20 U.S.C. 7823]