



# GRA: Guidelines and Allowable Uses of Funds

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**Let's take a quiz!!!**



# What is the GRA?



- Grant Reimbursement Application (GRA)
- Facilitates award recipient's requests for reimbursement of funding from federal grants
- Funds are allocated, requested, and managed through the GRA

# GRA Requests Are Compared With...



All ESEA Title Program GRA requests are compared with the LEA's CFSGA, with exceptions for the following:

- **CSI Up** – requests are compared to the submitted SWIP plan
- **Title I-D Neglected & Delinquent** – requests are compared to the submitted Title I-D application
- **Title IX-A Subgrant** – requests are compared to the submitted application
- **Title IV-A Stronger Connections** – requests are compared to the submitted application

# GRA Payments



After review, approved GRA requests are sent to the SDE's Accounting Division where they are processed on a bi-monthly basis, and paid out on the 11th and 25th of each month.

GRA requests that are submitted after 5pm on the 10<sup>th</sup> and 24<sup>th</sup> of each month will be reimbursed in the next two week cycle.



# Documentation is...



## Required on all GRA requests



Documentation needs to match  
requested amounts

or

Be highlighted or annotated with  
what is being requested for  
reimbursement

# Documentation



- Documentation should be an expense ledger report, spreadsheet or something of that nature
- Invoices will not work as the sole documentation as they do not include a proof of payment, which is needed for reimbursements



# GRA requests can be submitted...



Only after all of the obligations have been paid  
(including salaries)





# Documentation (yes, again)



GRA requests still need to have the Notes field filled out on the request

**Reviewer Notes:** (required if being returned for corrections)

**Request History:**

Action	Date	User	Notes
Created	8/18/2023 11:36 AM	[REDACTED]	
Submitted	8/18/2023 11:37 AM	[REDACTED]	\$2,837.71 Salary for two total .93 FTE Title IA Paras \$551.14 FICA & PERSI for FTE's

# Title V-A Transferability



Submit the GRA request under the original grant and put in the Notes field that you are using transferability

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Submitted	8/2/2023	[REDACTED]	Benefits for 1 Admin Assistant, 4 ESL Paras, 2 Summer Title 1 Paras, 2 Summer Title 1 Secretaries (For Title 1 summer school), 2 Summer Support Professionals, 15 Summer Title 1 Teachers, 1 Title 1 Coordinator, 6 Title 1 Interventionists, 16 Title 1 Paraprofessionals for payroll issued during the month of July. Title 4 funds spent as Title 1 under Title 5 Transferability.
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Approved	8/9/2023	MPerreira@edu.id
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2:33 PM

**Generally, food is unallowable because expenditures on food are usually not necessary for the performance of the grant award.**

Where do we find this information?

- ESEA/ESSA
- Terms and conditions of grant award
- USED guidance (see colleague letter)
- State and local policies

Generally, there is a very high burden of proof to show that paying for food and beverages with Federal funds is necessary to meet the goals and objectives of a Federal grant. When a grantee is hosting a meeting, the grantee should structure the agenda for the meeting so that there is time for participants to purchase their own food, beverages, and snacks. In addition, when planning a meeting, grantees may want to consider a location in which participants have easy access to food and beverages.

While these determinations will be made on a case-by-case basis, and there may be some circumstances where the cost would be permissible, it is likely that those circumstances will be rare. Grantees, therefore, will have to make a compelling case that the unique circumstances they have identified would justify these costs as reasonable and necessary.

# Title II-A: Supporting Effective Instruction



## Purpose

- Increase student achievement consistent with the challenging State academic standards;
- Improve the quality and effectiveness of teachers, principals, and other school leaders;
- Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

# Applies to all Title grants



- Necessary → 2 CFR 200.403
- Reasonable → 2 CFR 200.404
- Allocable → 2 CFR 200.405
- Conform to the Uniform Grant Guidance (UGG)  
2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
- Terms and Conditions of the Grant Award
- Adequately Documented

## Costs for ceremonies, banquets, or celebration expenditures, including décor, are not an allowable use of funds



- Considered “entertainment costs”, which are not allowable under 2 CFR Part 200.438
- Does not align with the purpose of the Title I-A program:
  - The purpose of Title I-A is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational gaps.
  - Title I-A provides supplemental funding to help low-income children served to meet the challenging State academic standards.

# Thanks!



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