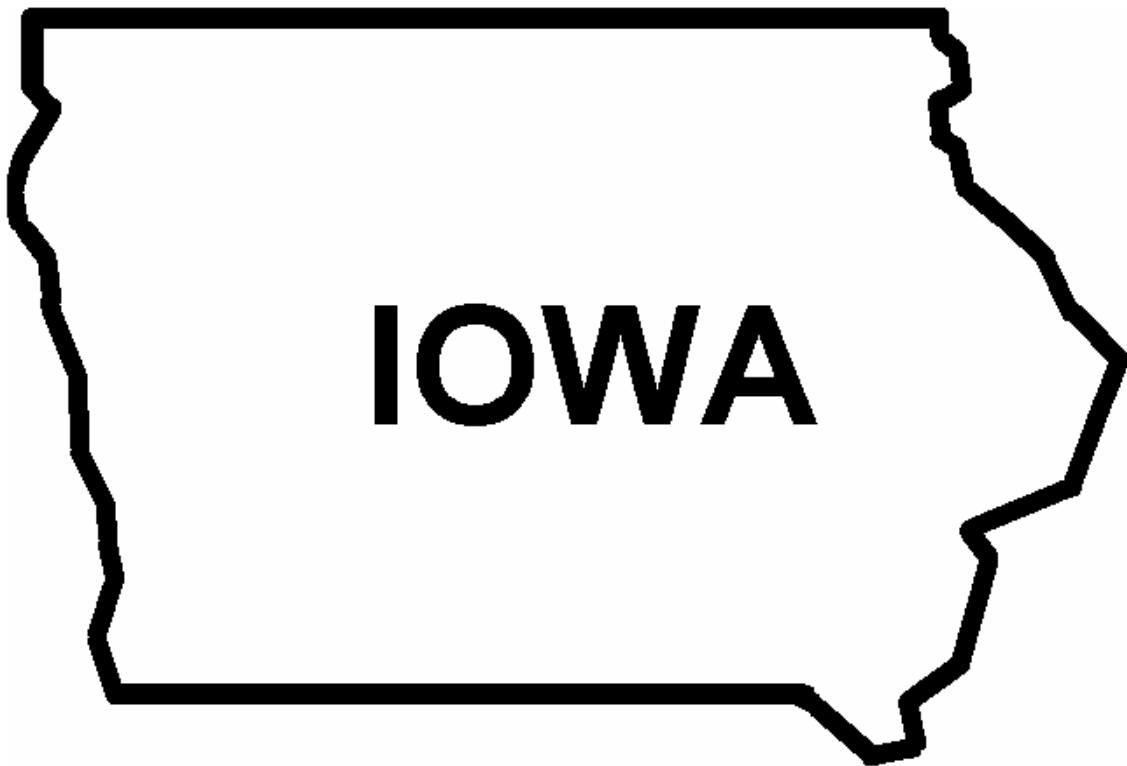


No Child Left Behind Act Title II Programs

**Improving Teacher Quality State Grant Program
(Title IIA)**

**Mathematics and Science Partnerships Program
(Title IIB)**



**REQUEST FOR PROPOSALS
Fiscal Year 2008 Funds**

FINANCIAL POLICIES AND BUDGET INSTRUCTIONS

- **Funds' General Purposes**

Award funds must supplement, not supplant, local funds. Funds may not be used to pay for equipment; i.e., tangible non-expendable personal property which has a useful life of more than one year. Funds may pay stipends, subsistence costs for participants, materials and resources necessary to help LEAs achieve the goals of the project, and tuition for participants or salaries for administrative staff of the project.

Project participation is applicable towards the professional development requirements of educator licensure.

Questions about the proper use of funds may be directed to the Title II staff at the Board of Regents, State of Iowa, or the Iowa Department of Education.

- **Funding Estimate and Caveats**

Grants will be awarded for single- or multi-year projects of up to three years in duration. Partnerships may request up to \$150,000 per year for project costs. Approximately 3-4 projects will be selected for the first year of funding from the current competition. Second- and third-year funding for multi-year projects will be contingent upon federal approval of ongoing program funds. The Board of Regents, State of Iowa, and the Iowa Department of Education may request budget revisions to meet funding recommendations.

- **Audit Requirements**

Grant recipients are required to audit in accordance with OMB Circulars A-133 and A-110. The audit must reference the program's Catalog of Federal Domestic Assistance (CFDA) number (84.367B). Audits of public institutions are reported in Iowa's Single Audit Report. Independent institutions must submit copies of their single audit report for federal funds to the Title II grant administrator for those fiscal years in which the institution receives more than \$25,000 in grant funds. For each state fiscal year in which funds are received, a copy of the annual audit or Schedule of Federal Funds (and any findings on the Schedule) must be supplied to the grant administrator.

- **Financial Agent for the Eligible Partnership**

It is strongly advised that the financial agent for the proposed project be a college or university since the financial agent must have an established internal audit procedure as well as an annual independent audit, including a Schedule of Federal Funds.

- **Disbursement of Funds**

Funds will be made available on a reimbursement basis, monthly or quarterly. An Expense Reimbursement form will be provided to awardees. Awardees must use this form to request reimbursement for project expenses.

- **Salaries versus Tuition**

Grant funds may be used to pay participants' tuition for projects offering graduate credit. However, any requested tuition must offset project-related salary expenses for project staff. In general, this means that support may be requested for either salaries or tuition, but not both.

- **Stipends for K-12 Educators**

Stipends for participating educators of up to \$120 per day may be paid from project funds. Partial days should be prorated.

- Room and Board
Room and board costs should be calculated at state rates, as follows:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$23.00
Hotel	\$75.00 plus tax

- Supplies
Supplies necessary for the professional development activities of the participants include books; materials such as manipulatives, chemicals, and lab materials; and other instructional materials. Allowable supplies costs also include those associated with copying, printing, phone, fax, postage, and rental costs for computers, rooms, and other equipment. Grant funds may not be used to purchase equipment, i.e., as tangible non-expendable personal property which has a useful life of more than one year, or to supplant operational funds for on-going costs.

- Travel Costs
Mileage reimbursements may be calculated at the state rate, \$0.39 per mile. Report both administrative and participant travel expenses. Out-of-state travel must be for the direct benefit of the participants and must be clearly explained in the proposal.

- Indirect costs
Facilities and administrative (i.e., indirect) costs will be calculated at 10% of the project budget. The difference between this rate and the institution's federally approved indirect cost rate should be reported in the Project Budget as an institutional contribution under "Applicant Support".

- Reduction for Fewer than Anticipated Participants
If a project enrolls fewer participants than projected, expenditures should be reduced accordingly or reallocated. Reallocation of unexpended funds must receive prior approval by the Title II Administrator.

- Post-Award Budget Changes
Budgetary reallocations of 10% or more among any of the seven major budget categories must receive prior written approval of the Title II Administrator. Any requests for project budget changes must be accompanied by a completed Budget Amendment Request form (available electronically at <http://www2.iowaccess.org/regents/HigherEd/titleii.htm>).

- Special Rule
According to a special rule in NCLB Title II Part A (Subpart 3, Section 2132c), no single participant in an eligible partnership may receive more than 50 percent of award funds. The Budget Compliance Worksheet in Appendix B should demonstrate the partnership's compliance with this special rule.

PROJECT BUDGET

Project Name:	Requested Grant Funding for Year 1	Requested Grant Funding for Year 2 (if applicable)	Requested Grant Funding for Year 3 (if applicable)	Applicant Support ¹ (All Years)	Funding from Other Partners ² (All Years)	Other Funding ³ (All Years)	Total Project Funding
1. Project Administrative Salaries/Wages							
A.							
B.							
C. (add more rows if necessary)							
2. Benefits for Salaries/Wages							
3. Consultants/Presenters⁴ not above							
4. Participant Support							
A. Tuition							
B. Stipends							
C. Room and Board							
5. Supplies							
A. Books							
B. Materials							
C. Copying							
D. Phone/Fax/Postage							
E. Rentals							
F. Other (Explain)							
6. Travel							
A. Administrative							
B. Participant							
C. Dissemination ⁵							
7. Other (Explain)							
A. (add more rows if necessary)							
Subtotal Areas 1 to 7							
Indirect Costs (see instructions)							
Totals (Sum of Previous 2 Lines)							
Project Director Name and Title:		Signature:				Date:	
Institutional Representative Name and Title:		Signature:				Date:	

¹ Applicant support indicates complementary project funding from the applicant institution.

² Proposed complementary project funding from partnership member-institutions other than the applicant institution.

³ Project funding from sources outside the eligible partnership; e.g., NSF or other grants and corporate sponsorships.

⁴ Project staff not employed by the applicant institution.

⁵ Dissemination travel includes costs of project administrators attend conferences.

BUDGET COMPLIANCE WORKSHEET FOR YEAR _____

Project Name:	Estimated Distribution to Education College or Department	Estimated Distribution to Content Area(s) College or Department	Estimated Distribution to (n) Local Education Agencies	Total Requested Funds
1. Project Administrative Salaries/Wages				
A.				
B.				
C.				
D.				
2. Benefits for Salaries/Wages				
3. Consultants/Presenters not above				
4. Participant Support				
A. Tuition				
B. Stipends				
C. Room and Board				
5. Supplies				
A. Books				
B. Materials				
C. Copying				
D. Phone/Fax/Postage				
E. Rentals				
F. Other (Explain)				
6. Travel				
A. Administrative				
B. Participant				
C. Dissemination				
7. Other (Explain)				
A.				
B.				
Subtotal Areas 1 to 7				
Indirect Costs (see instructions)				
Totals (Sum of Previous 2 Lines)				

Project Director Name:

Project Director Signature:

Institutional Representative:

Institutional Representative Signature:

Date:

According to a special rule in NCLB Title II Part A (Subpart 3, Section 2132c), no single participant in an eligible partnership may receive more than 50 percent of award funds. This Budget Compliance Worksheet must demonstrate the partnership's compliance with this special rule. The project director and an authorized institutional officer must sign the budget compliance form.