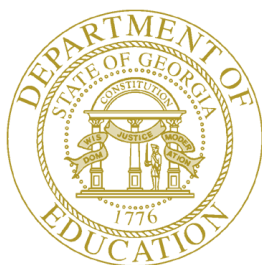


Connections for Classrooms

A collaborative program from the Georgia Department of Education
and the Governor's Office of Student Achievement

Grant Award Procedures



Version History

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Feedback

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Introduction

Congratulations on your Connections for Classrooms grant award!

This guide helps Connections for Classrooms award recipients with the functional operations of the grant. It describes processes such as award acceptance, reimbursement procedures, progress reporting, etc., and outlines the touch-points between award recipients and the state departments that are servicing grant operations.

This grant program is overseen by a representative of the Governor's Office of Student Achievement who serves as the primary contact for program management, operations and assistance:

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Chapter 1: General Information and Requirements

The Connections for Classrooms program is a collaborative funding effort between the Georgia Department of Education (GaDOE) and the Governor's Office of Student Achievement (GOSA).

In every possible instance, the administration of the grant has been unified to maximize alignment. However, in some cases it is necessary for the grant's operations to be separately fulfilled by GaDOE or GOSA because the funding sources are separate. As such, you may be partnering with one or both agencies as you conduct your grant program.

The information here considers documents and procedures for both agencies.

Award Notification and Acceptance of Grant Funds

At the end of October 2014, the primary point of contact for each Connections for Classrooms application received email notification of the outcome of his/her LEA's application. The evaluation of grant applications resulted in one of three outcomes:

Granted Tier 1 in full. An application where only Tier 1 requested items were approved for full funding.

Granted in part. An application that received full Tier 1 funding (if requested), either partial or full funding for Tier 2, and/or partial Tier 3 funding.

Not granted. An application where none of the requested items received funding.

To accept the Connections for Classrooms grant award, a certifying representative of the district was asked to review, complete and return the following Grant Award documents by December 5, 2014:

- Revised GOSA Budget Detail Table
- Revised Implementation Plan Form

This completed Grant Award documents should be provided to Steve Korwan at the Governor's Office of Student Achievement, located at 205 Jesse Hill, Jr. Drive SE, 952 Twin Towers East, Atlanta, GA 30334, or uploaded into the Fluid Review system within timeframe indicated in the Award Notification e-mail instruction package. These documents signify your acceptance of the grant award. Congratulations!

Overview of Grant Award Documents

The Grant Award documents are described below. If questions arise on any of the items, please reach Steve Korwan at skorwan@georgia.gov.

GOSA Budget Detail Tables and Implementation Plan Form. These forms are to be completed by the LEA based upon the Statement of Award Letter. The table(s) outline the line-item equipment, materials and installation services that are to be funded by GOSA. The total of all line item activity budgets will equal the amount of the award on the Statement of Award letter. The line items and corresponding amounts will be the

Grant Award Procedures

maximum amount reimbursed by the program. The Implementation Plan Form should detail how, when, and where the award funds will be used and the parties responsible. Once approved, these documents will be made part of the GOSA contract described below.

Governor’s Office of Student Achievement contract (if applicable). If any portion of the grant is funded through the Governor’s Office of Student Achievement, a contract is needed between the LEA and GOSA to outline the terms and conditions of the award. Two copies of the contract are to be executed so that both parties are able to maintain an original version.

Chapter 2: Reimbursement Management

Specific procedures are designed to expedite payment to LEAs for out-of-pocket expenses related to the Connections for Classrooms grant. This section describes the steps for grant reimbursements, which differ based upon the source of grant funding. The source of grant funding for requested equipment, materials and installation services may be GaDOE, GOSA, or both and is indicated in the Award Letter that is included in the Grant Award Notification e-mail.

Reimbursement Depository Account

The transfer of funds under the Connections for Classrooms program is handled as follows:

- Funds are transferred to the LEA banking account pre-established with GaDOE or established with GOSA through the acceptance of the grant award.

Prerequisites to the Reimbursement of Funds

Prior to making any grant-related expenditures or requesting a reimbursement of funds, the Recipient must complete the following administrative prerequisites:

- The Grant Award documents provided must be completed and returned to Steve Korwan prior to the Recipient's initial reimbursement of funds request. For more information on these documents, see the section titled "Award Notification and Acceptance of Grant Funds" found earlier in this guide.

Reimbursement Requests

Within the Grant Award documents, an Approved Budget Table outlines the line-item equipment, materials and installation services that are funded by GOSA. Items funded by the GaDOE portion of your award are not included in the Approved Budget Table. Funds are provided on the basis of reimbursement for approved expenses actually incurred (not accrued). If payment has been made on an approved expense that is funded by GaDOE, a reimbursement request must be made to GaDOE. Alternatively, if payment has been made on an approved expense that is funded by GOSA, a reimbursement request must be made to GOSA. Both reimbursement processes are described below.

GaDOE reimbursement request process. After reimbursement prerequisites are completed, a district representative may request a reimbursement of funds from GaDOE for any approved GaDOE-funded expense that has been incurred and paid by the district. The Recipient may submit a reimbursement request to GaDOE whenever necessary.

Before making the first reimbursement request, the LEA's grant award must be set up within the MyGaDOE portal. An LEA representative can complete this process by following the following steps:

1. Access the MyGaDOE portal at <https://portal.doe.k12.ga.us>.
2. Go to Consolidated Application and select the Connections of Classroom grant.
3. Select the Program Information tab and upload the Approved Budget Detail file that is provided with the digital version of the Grant Award Package.

4. Select the Budget tab and create a budget based upon the Approved Budget Detail information. **It is imperative that the budget includes GaDOE awarded items only**, as indicated in the Approved Budget Detail form.

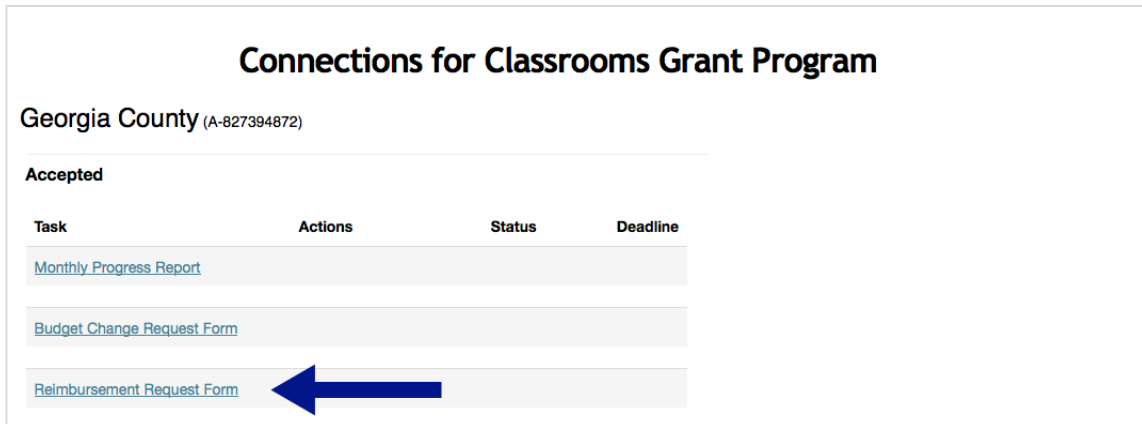
When the budget is created the LEA’s standard approval process is initiated and, once complete, the GaDOE accounting office can set up the MyGaDOE Invoice Application so that grant reimbursements may be requested.

To submit a reimbursement request for a GaDOE funded grant expense, an LEA representative should visit the MyGaDOE portal at <https://portal.doe.k12.ga.us> and enter the request through the Invoice Application.

Questions regarding GaDOE expense reimbursements should be directed to Chris Shealy at cshealy@doe.k12.ga.us or 404-657-3533.

GOSA reimbursement request process. After reimbursement prerequisites are completed, a district representative may request a reimbursement of funds to GOSA for any approved GOSA-funded expense that has been incurred and paid by the district. The Recipient may submit a reimbursement request to GOSA whenever necessary, but not more frequently than once per calendar month.

To submit a reimbursement request for a GOSA funded grant expense, an LEA representative should visit the FluidReview portal at <http://cfc.fluidreview.com> and complete the following:



1. Select the option “Reimbursement Request Form.”
2. Complete the first page of information about the reimbursement contact, the reimbursement request and the banking information.
 - The Grant Project # can be found in the Grant Award Package materials.
 - The Reimbursement Request # indicates which sequenced reimbursement request this is for your LEA.

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GOSA Reimbursement Request

Complete this process for requests for reimbursement for items granted from the Governor's Office of Student Achievement (GOSA) under the Connections for Classrooms program. The reimbursement of items granted through the Georgia Department of Education should be requested through the [MyGaDOE Portal](#).
 * Only complete line-items relevant to this reimbursement request.

Date:

LEA Name:

LEA ID:

Reimbursement Request Contact
 (To assist with questions or follow-up)

Name

Phone

Email

Reimbursement Request Information
 * See how to identify the [Routing Number and Bank Account Number](#)

Grant Project #

Reimbursement Request #

Final Reimbursement Request? Yes No

Routing Number

Bank Account Number

3. Proceed using the Next button to complete the second page of information on the specific reimbursement being requested.
 - Complete the Reimbursement Request section of the approved Budget Detail Table with only those line-items that pertain to the reimbursement being requested.
 - Upload the Budget Detail Table with the reimbursement request completed into the FluidReview system where indicated on page 2 of the form. Each reimbursement request should be included as a new tab in the Budget Detail Table.

Upload Reimbursement Request Spreadsheet

Upload your budget request spreadsheet with the next reimbursement tab filled out. Please ensure dollars and descriptions are placed in the appropriate blanks.

No file chosen

Supporting Documentation

Please provide the documents that support the reimbursement request, including receipts, payment records, etc. Each piece of documentation must be uploaded sep

No file chosen

Upload 2

No file chosen

Upload 3

No file chosen

4. Upload documents that support the reimbursement request, including receipts, payment records, etc.
5. Indicate the approving authority.
6. Select Save & Exit, and then select Submit Reimbursement Request Form to complete the request.

To support timely reimbursements, please make sure you enter ONLY GOSA grant amounts into the form and submit proper documentation with each reimbursement request.

Questions regarding GOSA expense reimbursements should be directed to Steve Korwan at skorwan@georgia.gov or 404-463-2399.

Reimbursement Request Processing

GaDOE and GOSA representatives understand the need for LEAs to be reimbursed for expenses and consider payment a top priority. Reimbursement requests are handled as quickly as possible from the time they are submitted. The process for funding reimbursements is as follows:

- The Recipient makes a reimbursement request to GaDOE or GOSA, using the steps outlined above.
- The request is reviewed and validated by grant administrators.
- The LEA representative is sent an email message if the reimbursement request requires follow-up information to validate and approve the request.
- Funds will then be wired via ACH transfer to the Recipient's bank. Please note that GOSA funds will be transferred from the One Georgia Authority at the Department of Community Affairs.

Chapter 3: Monitoring Project Performance and Compliance

For the successful completion of a Connections for Classrooms program, Recipients must monitor performance to ensure that time schedules are being met, projected milestones are being accomplished, quality materials and services are being received, and other performance goals are being achieved in accordance with the approved application. Grant administrators, too, must monitor the progress of the grant’s portfolio of programs to ensure that the state’s goals for broadband access are achieved.

Monthly Progress Report

All Recipients must submit a status report each month to outline the previous period’s progress. Monthly Progress Reports are submitted online at <http://cfc.fluidreview.com> and are due no later than the 10th calendar day of each month, except when the 10th calendar day falls on a weekend or state-recognized holiday, at which time the reports are due on the following business day. Monthly Progress Reports are required each month beginning the month following Grant Acceptance and recurring through Grant Closeout. The information requested ties back to the Implementation Plan included with the grant application and includes information such as the following:

- Total grant dollars expensed to-date
- Total local funds expensed to-date (if applicable)
- Estimated completion date
- An indication of the progress as on time, ahead of schedule or behind schedule
- A brief project status summary narrative

To submit a monthly progress report an LEA representative should visit the FluidReview portal at <http://cfc.fluidreview.com> and complete the following steps:

Connections for Classrooms Grant Program

Georgia County (A-827394872)

Accepted

Task	Actions	Status	Deadline
Monthly Progress Report			
Budget Change Request Form			
Reimbursement Request Form			

1. Select the option “Monthly Progress Report.”
2. Complete information on the LEA, the report preparer and the previous month’s progress, if any. If no grant eligible work was completed the previous month, check “No” and the report is complete for that month. If grant eligible work was done, check the “Yes” box and complete the remaining fields in the report form.
3. If the project was completed in the prior month, check the box “The Grant Project is Complete and Ready to Closeout.”

4. Select Save & Exit to save the reported information.

Enter Required Report Information

LEA Name	<input type="text"/>
LEA ID	<input type="text"/>
Date Report Prepared	<input type="text"/>
Report Preparer:	<input type="text"/>
Report Preparer Title:	<input type="text"/>
Report Preparer Phone:	<input type="text"/>
Report Preparer Email:	<input type="text"/>

Were there any grant funds spend during this calendar month? Yes, complete the remainder of the report. No, no further entries needed. Submit report.

Implementation Issues

It is not uncommon for a complex program of activities to experience minor shifts in the timing for the completion of planned tasks. Outside of these expected circumstances, the Recipient should proactively communicate variances to the Implementation Plan that was approved in the contract. Problems, delays, or adverse conditions that will affect the Recipient's ability to meet its program objectives or its time schedules as outlined in its application should be reported to the Program Manager as soon as the issue is detected.

Program Change Request

Technology evolutions, environmental complexities, unanticipated circumstances, and more can necessitate changes to the best-formed broadband implementation plans. It is expected that LEAs make every attempt to design a solid solution and create a feasible implementation plan for its grant program; however, changes to equipment, materials, installation services or timelines may become prudent or unavoidable.

When such an occasion arises, a Request for Change must be made to the Program Manager. Program Change Requests are submitted online at <http://cfc.fluidreview.com>, with the following information included:

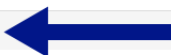
- LEA Name and ID
- Requesting Contact Name, Phone Number and Email Address
- A summary description of the change request
- A line-item indication of the impact of the proposed change to the approved budget (if applicable)
- Documentation supporting the change request

The LEA is responsible for all cost increases and expense overruns.

Connections for Classrooms Grant Program

Georgia County (A-827394872)

Accepted

Task	Actions	Status	Deadline
Monthly Progress Report			
Budget Change Request Form			
Reimbursement Request Form			

1. Select the option “Budget Change Request Form.”
2. Complete information on the LEA, the change request contact and the nature of the change.

Connections for Classrooms Grant Program

[Home](#)

Connections for Classrooms Program Change Request

Complete this Change Request for any proposed modification to the approved Connections for Classrooms grant program that impacts the project financials or the project's stated deliverables.

LEA Name: <input type="text"/>	LEA ID: <input type="text"/>
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Program Change Request Contact

(To assist with questions or follow-up)

Name

Phone

Email

Does this change request impact the Approved Grant Budget?

Yes
 No

Does the change request impact the LEA matching funds commitment submitted within the approved grant application?

Yes
 No

Note: The LEA is responsible for all cost increases and expense overruns.

Please provide a summary of the change request, including a description of the desired change and the reason for the change. (No more than 200 words.)

3. Proceed using the Next button to complete the second page of information on the budget impact of the change being requested.
 - Complete a revised Budget Detail Table with only the line items affected by the budget change request.
 - For each of those line-items, complete the fields “Equipment,” “Materials,” “Installation Services,” “with the new figures that have been estimated and upload the revised Budget Detail Table where indicated.
 - Upload documents that support the change request, including quotes, RFI responses, statements of work and similar third party materials that demonstrate the rationale for the change.

4. Select Save & Exit to save the reported information and then select Submit Budget Change Request Form to complete the request.

Complete this Change Request for any proposed modification to the approved Connections for Classrooms grant program that impacts the project financials or the project's stated deliverables. Please enter only the line items that will have revisions due to this change request.

Please Upload the Revised Budget Table Spreadsheet

No file chosen

Supporting Documentation

Please provide documents that support the change request including quotes, RFI responses, statements of work and similar third party materials that demonstrate the itemized price of materials and services comprising the change request. Each piece of documentation must be uploaded separately.

No file chosen

Upload 2

No file chosen

Upon consideration, if the proposed change is deemed acceptable, a Change Request Approval will be provided to the LEA with an updated Approved Budget Detail Table.

Sanctions

Whenever grant administrators determine that a Recipient of any award funds has failed to comply with the requirements of the grant program, the Program Manager will notify the primary LEA contact with notice of noncompliance and will request appropriate compliance action.

Noncompliance includes failure to implement the proposed project as described in the approved Connections for Classrooms application or violation of applicable laws or regulations. If, within a reasonable period, the LEA fails or refuses to comply, grant administrators may take any of the following actions:

- Terminate payments to the Recipient.
- Require repayment of funds improperly spent.
- Reduce payments to the Recipient by an amount equal to the amount of such payments that were not expended in accordance with the requirements of the Program.
- Take such other action as may be provided by law or regulation.

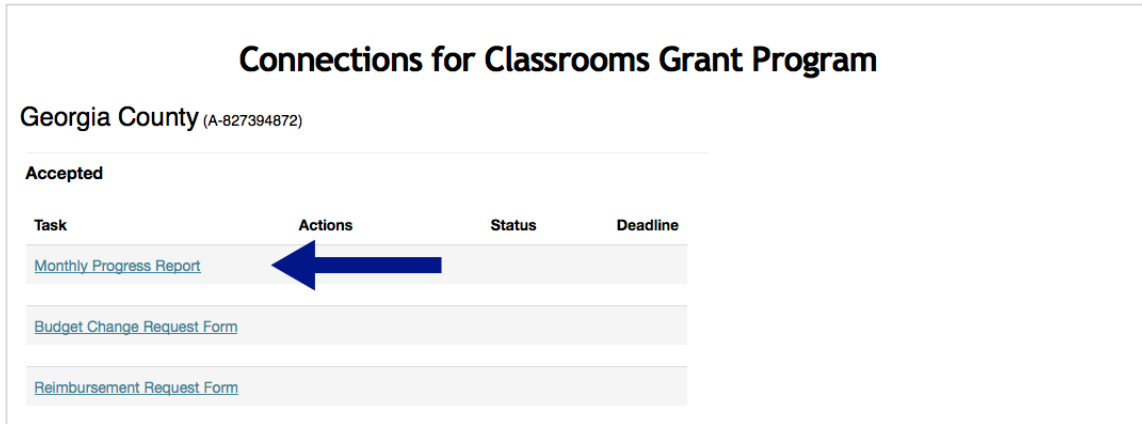
Opportunity for Consultation

Prior to a reduction, withdrawal, or adjustment of an award or other appropriate action taken pursuant to this section, the Recipient shall be notified of such proposed action and given an opportunity, within a reasonably prescribed time period, for an informal consultation.

Grant Closeout Procedures

When the LEA has completed its Connections for Classrooms grant project, an LEA representative should indicate that a closeout is requested through the Monthly Progress Report form. The closeout of a program signifies that all grant-related work is complete,

and all approved expenses have been paid and reimbursed by grant administrators. A Request for Closeout releases the LEA from obligations related to monitoring project performance and compliance, and can be submitted online at <http://cfc.fluidreview.com> along with a final Monthly Progress Report using the following steps:



1. Select the option “Monthly Progress Report.”
2. Complete information on the LEA, the report preparer and the previous month’s progress.
3. Check the box “The Grant Project is Complete and Ready to Closeout.”



4. Select Save & Exit to save the reported information.

Upon approval of the closeout request, the LEA is provided a Notice of Closeout from grant administrators. At that time, an LEA representative must complete a short grant-related survey in order to provide process improvement feedback to grant administrators.

Compliance Assurance

At any time during the Connections for Classrooms program fulfillment grant administrators may pre-arrange a visit to any grant-related school or district facility for the purpose of assessing the inventory and workmanship of granted equipment, materials and services, or for validating that Special Conditions, if any, are appropriately met. Grant administrators will follow standard notification procedures for arranging an on-site visit and appreciate the assistance of local district representatives with this endeavor.

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