

Federal Grant Funds

The Office of Education recognizes the responsibility to maintain fiscal integrity and transparency in the use of all funds awarded through federal grants. The district shall comply with all requirements detailed in any grant agreement with an awarding agency and with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards specified in 2 CFR 200.0-200.521 and any stricter state laws and district policy.

Any goods or services purchased with federal funds shall be reasonable in cost and necessary for the proper and efficient performance or administration of the program.

The Superintendent or designee shall ensure that the district's financial management systems and procedures provide for the following: (2 CFR 200.302)

1. Identification in Office of Education accounts of each federal award received and expended and the federal program under which it was received.
2. Accurate, current, and complete disclosure of the financial and performance results of each federal award or program in accordance with the reporting requirements of 2 CFR 200.327 and 200.328.
3. Records and supporting documentation that adequately identify the source and application of funds for federally funded activities, including information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest.
4. Effective controls and accountability for all funds, property, and other assets and assurance that all assets are used solely for authorized purposes.
5. Comparison of actual expenditures with budgeted amounts for each federal award.
6. Written procedures to implement provisions governing payments as specified in 2 CFR 200.305.
7. Written procedures for determining the allowability of costs in accordance with 2 CFR 200.400-200.475 and the terms and conditions of the federal grant award.

The Superintendent or designee shall develop and implement appropriate internal control processes to reasonably assure that transactions are properly

executed, recorded, and accounted for so that the Office of Education can prepare reliable financial statements and federal reports, maintain accountability over assets, and demonstrate compliance with federal laws, regulations, and conditions of the federal award. (2 CFR 200.61, 200.62, 200.303)

Equipment purchased with federal funds shall be properly inventoried and adequately maintained to safeguard against loss, damage, or theft of the property.

All staff involved in the administration or implementation of programs and activities supported by federal funds shall receive information and training on the allowable use of federal funds, purchasing procedures, and reporting processes commensurate with their duties.

The Office of Education shall submit performance reports to the awarding agency in accordance with the schedule and indicators required for that federal grant by law and the awarding agency. As required, such reports may include a comparison of actual accomplishments to the objectives of the federal award, the relationship between financial data and performance accomplishments, the reasons that established goals were not met if applicable, cost information to demonstrate cost effective practices, analysis and explanation of any cost overruns or high unit costs, and other relevant information. The final performance report shall be submitted within 90 days after the ending date of the grant. (2 CFR 200.301, 200.328)

Forest Reserve Funds received by the Office of Education will be distributed to the local education agencies (LEAs) that are eligible to receive such funds in accordance with applicable statutes. The Superintendent or designee will implement the Board of Education's plan for the disbursement of these funds. The plan will be reviewed and approved by the Board prior to June 30 of each year. If there are changes in federal forest boundaries within the county that affect eligible LEAs.

It is the intent of the Board of Education to maintain a reserve of its own Forest Reserve Funds equal to at least 10% of the approved expenditure budget of the County Office.

Legal reference:

EDUCATION CODE

- 2300 Apportionment of money received from federal forest reserves*
- 29480-29484 Proceeds of U.S. Forest Reserve Fund*
- 42122-42129 Budget requirements*

CODE OF FEDERAL REGULATIONS, TITLE 2

- 180.220 Amount of contract subject to suspension and debarment rules*
- 200.0-200.521 Federal uniform grant guidance, especially:*
 - 200.1-200.99 Definitions*
 - 200.100-200.113 General provisions*
 - 200.317-200.326 Procurement standards*
 - 200.327-200.329 Monitoring and reporting*
 - 200.333-200.337 Record retention*
 - 200.400-200.475 Cost principles*
 - 200.500-200.521 Audit requirements*

CODE OF FEDERAL REGULATIONS, TITLE 34

- 76.730-76.731 Records related to federal grant programs*

CODE OF FEDERAL REGULATIONS, TITLE 48

- 2.101 Federal acquisition regulation; definitions*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

- California Department of Education Audit Guide*
- California School Accounting Manual*

EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

- Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

- Questions and Answers Regarding 2 CFR Part 200, March 17, 2016*

WEB SITES

- California Department of Education: <http://www.cde.ca.gov>*
- Education Audit Appeals Panel: <http://www.eaap.ca.gov>*
- Office of Management and Budget, Uniform Guidance: https://www.whitehouse.gov/omb/grants_docs*
- State Controller's Office: <http://www.sco.ca.gov>*
- System for Award Management (SAM): www.sam.gov/portal/SAM/##11*
- U.S. Department of Education: <http://www.ed.gov>*
- U.S. Government Accountability Office: <http://www.gao.gov>*