


INDEPENDENT SCHOOL DISTRICT 271
Bloomington, Minnesota

REQUEST FOR SCHOOL BOARD ACTION

DATE OF BOARD MEETING: August 6, 2018

SUBJECT: Striving Readers Comprehensive Literacy Grant


ORIGINATING DEPARTMENT: Curriculum and Instruction

APPROVAL OF ADMINISTRATIVE CABINET MEMBER: Andy Kubas 
Executive Director of Curriculum and Instruction

RESOLUTION FOR BOARD TO ADOPT:

RESOLVED, that the School Board of Independent School District 271 accepts the Striving Readers Comprehensive Literacy Program Grant from the Minnesota Department of Education effective July 10, 2018 to June 30, 2020.

RECOMMENDATION OF SUPERINTENDENT:

Approve. 

DETAILED BACKGROUND:

In the Spring of 2018, the Minnesota Department of Education solicited grant applications for 20 million dollars worth of federally funded literacy coach grants. The official grant name is "Striving Readers Comprehensive Literacy" (SRCL). It was a highly competitive grant process and Bloomington Schools was awarded \$1.6 million to provide literacy coaching at the Early Learning Services and Elementary school levels. The coaching at our elementary schools will happen at our Title schools (VVE, WW, WB, and IM). Our coaches have been hired and will begin coaching this fall. The grant money may be used to pay coaches, provide supplies to ensure a literacy rich environment, and support summer literacy programming. This is a two year grant. We will be collecting data and analyzing program effectiveness over the course of the grant.



Official Grant Award Notification

Grantee Information

Organization Name: Independent School District, ISD 271
Identified Official with Authority Name and Title: Les Fujitake, Superintendent
Address: 1350 W 106th Street
City/State/ZIP+4: Bloomington, MN 55431
Phone and Email: 952-681-6402/lesf@isd271.org

Grantee Project Staff

Program Contact Name: Jeanna Miller, Director of Early Learning Services
Phone and Email: 952-681-6214/jmiller@isd271.org
Business Manager or Accountant Name: Rod Zivkovich, Business Manager
Phone and Email: 952-681-6427/rzivkovich@isd271.org

Grant Project Title: Federal Striving Readers Comprehensive Literacy (SRCL) Program

Single Source Yes No

Funding/Encumbrance Information

GMS NUMBER: 4492/4501
SWIFT Contract Number: 144270
SWIFT Vendor Number: 0000193849
Purchase Order Number: 3000018354
Funding Source/Legislative Authority: PL 111-117 Title I, Part E Elementary and Secondary Education Act of 1965 as amended.
Federal Award Number: S371C170010-17C
Federal Award Year: 2017
Federal CFDA Number: 84.371C
Grantee DUNS Number: 071489827
UFARS Finance Code:01F499

Funding/Encumbrance Information Continued

State Fiscal Year: SFY2019

Fund: 3000
FinDeptID: E373C420
AppropID: E372621
Account: 441402
PC Bus Unit: E3701
Project ID: E3726217
Activity ID: C
Source: REIMB
Amount: \$814,930.00

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AppropID: E372621
Account: 441402
PC Bus Unit: E3701
Project ID: E3726217
Activity ID: C
Source: REIMB
Amount: \$814,930.00

Award Period

Start Date: July 10, 2018

End Date: June 30, 2020

This is a 2 year grant.

Continuation grant awards are / are not an option.

Original/Initial Award: \$1,629,860.00

MDE Authorized Representative

Name: Kari Ross
Division: Academic Standards
Phone: 651-582-8405
Email: kari.ross@state.mn.us

Grant Specialist

Name: Nyagatare Valens
Division: Agency Finance
Phone: 651-582-8480
Email: nyagatare.valens@state.mn.us

Terms of Acceptance

This award is made with respect to the terms and conditions of the application materials for the identified grant project under which the grantee has an approved application and has agreed to the assurances, which are incorporated by reference herein. These materials are referred to as the "Application" throughout this Official Grant Award Notification (OGAN). By accepting this award the grantee agrees to comply with all provisions of the award including all assurances and certifications

made in the Application and all applicable state or federal statutes, regulations and guidelines. The grantee agrees to administer the program in accordance with the approved Application, budget, timelines, and other supplemental information submitted in support of the approved Application. All terms not defined below are as set forth in the Application.

1. PURPOSE OF FUNDING/GRANT

- This funding is available to advance literacy skills, including pre-literacy skills, reading and writing, for children from birth to grade 12, with an emphasis on disadvantaged children, including children living in poverty, English learners, and children with disabilities.

2. PROGRAM REPORTING

Interim Progress Reports (IPR), summarizing grant activities and outcomes, including any data collected/requested related to the grant program, are due to MDE, as follows:

IPR must be received by: **December 1, 2018** for activities occurring for the grant period of July 10, 2018 through November 15, 2018. **June 1, 2019** for activities occurring for the grant period of November 16, 2018 through May 15, 2019. **December 1, 2019** for activities occurring for the grant period of May 16, 2019 through November 15, 2019.

3. FINANCIAL REPORTING

Financial Reporting Forms (FRF) summarizing grant expenditures to date, shall be submitted in the form and manner prescribed by MDE, as follows:

- a) FRFs must be received quarterly summarizing grant expenditures to date:
 - October 15, 2018** for expenditures incurred from July 10, 2018 – September 30, 2018.
 - Marc 15, 2019** for expenditures incurred from October 1, 2018 – February 28, 2019.
 - July 15, 2019** for expenditures incurred from March 1, 2019 – June 30, 2019.
 - October 15, 2019** for expenditures incurred from July 1, 2019 – September 30, 2019.
 - March 15, 2020** for expenditures incurred from October 1, 2019 – February 28, 2020.
 - July 15, 2020** for expenditures incurred from March 1, 2010 – June 30, 2020.
- b) If this grant goes beyond the state fiscal year end date of June 30 or ends June 30 of that state fiscal year, all expenditures incurred through June 30 must be submitted by July 15 of that same state fiscal year.
- c) Expenditures incurred on or after July 1 must be submitted on a new and separate FRF.
- d) Reimbursement of approved expenditures will be made based on expenditures reported on the FRF. Reimbursement for expenditures deemed allowable, allocable and reasonable will be made within 30 days of receipt of a request. Payments are subject to review of supporting documentation, if requested. The state reserves the right to withhold payment for any

reimbursement request deemed to be in question of being allowable, allocable and reasonable, or for which adequate supporting documentation does not exist.

- e) Reimbursement requests may be submitted no more frequently than once per month and no less frequently than quarterly unless otherwise stated in this OGAN.
- f) Grantees must track the grant budget and record expenditures and reimbursement payments separately from their other organization budgets.

4. FINANCIAL RECONCILIATION/MONITORING AND SUPPORTING DOCUMENTATION

- a) A **financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a financial reporting form (FRF) submitted by the grantee.
- b) In the event a **monitoring visit(s)** is required by MDE, the grantee shall cooperate with MDE and shall comply with MDE's request for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the grantee and provided to MDE upon request.

5. FINAL PROGRAM AND FINANCIAL REPORTING

Final Program and Financial Reporting Forms are due by **July 15, 2020**. Final reporting may include, but is not limited to, the following items:

- a) A final program report summarizing activities completed, as requested by MDE, along with supporting data requested by the program staff or federal or state funding.
- b) Final Financial Reporting Form (FRF) with a budget narrative describing expenditures.
- c) Expenditure detail report, such as general ledger, from accounting system.

6. BUDGET AND/OR WORK PLAN REVISIONS

The grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10 percent of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10 percent of the total award must be approved in writing by MDE prior to incurring the expenditure. In their request for approval the grantee must include supporting information to justify why the change is necessary. MDE is not legally

obligated to approve expenditures incurred on budget line item changes that exceed 10 percent of the total award for which prior approval has not been granted. Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

7. CANCELLATION


- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

8. AMENDMENTS

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE authorized representative or their delegate. *No amendments will be considered on expired grant awards.*

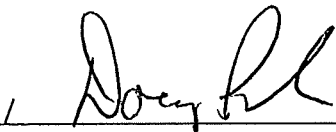
MDE Signatures

I, the Authorized Representative, acknowledge by signing below that I have reviewed all documentation and documents related to this award to ensure that adequate oversight and appropriate internal controls to properly administer grant funds have been measured.

Kari Ross 
Authorized Representative Name and Signature

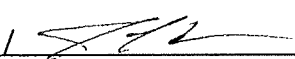
6-19-18
Date

I, the division director, by signing below verify that agency policies and procedures were followed in the awarding of this grant and do hereby approve this award and attest to the Authorized Representative's review of said documentation and documents related to this award.

Doug Paulson 
Division Director Name and Signature

6-21-18
Date

I hereby certify that funds have been encumbered as required by Minnesota Statutes, section 16A.15 and 16C.05. *(Signature is for current fiscal year only.)*

JOEL BERGEVIN 
Encumbrance Agent Name and Signature

7-3-18
Date

As representative of the Minnesota Department of Education, I hereby certify that this award notification and release of funds are therefore approved, legal, binding and valid.

Andre Prah 
Authorized Representative Name and Signature

7/10/18
Date