

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

GUIDELINES FOR FEDERAL AND STATE AIDED PROGRAMS

1. The administrator recommending and/or considering a proposed project must complete the attached "Early Alert Form" and submit it to the Assistant Superintendent for Instructional and School Support Services. The purpose for this form is to initiate the process for obtaining Board of Education approval to submit the application.
2. The submission of all federal/state-aided or externally-funded applications, with proposed budgets, must be approved by the District Superintendent or designee.
3. All budgets and amendments must be reviewed (prior to their submittal to the funding agency) by the Assistant Superintendent for Administrative Services or designee to ensure that all the financial implications and procedures have been considered. The project administrator must ensure that the budget reflects the current approved indirect cost rate, unless prior approval to use a different rate is obtained from the Assistant Superintendent for Administrative Services.
4. All applications should be accompanied by a transmittal letter. A copy of the complete application, budget and any amendments must be sent to the Assistant Superintendent for Administrative Services at the same time as mailed to the applicable agency. A copy of each application, budget and any amendments must also be kept on file by the project administrator. It is the responsibility of the project administrator(s) to ensure that copies are sent as outlined above.
5. Upon grant approval, the project administrator must ensure that the payroll office is notified in a timely manner of the names and full-time equivalent (FTE) of all personnel to be funded through the grant project.
6. The Assistant Superintendent for Administrative Services or designee will periodically review with each program administrator the status of his or her federal and/or state-aided budgets and project the cost for the program (to determine as accurately as possible the end of the project carryover balance that may be available for the subsequent year's project). This review will be aimed at determining the projected cost of salaries and fringe benefits of each project and to review the status of ordering supplies, equipment, and other contractual items. An overall budget status report for each program administrator and director will be available to discuss at that time.
7. Project administrators should make every effort to order the necessary supplies for their program early into program implementation. Ordering supplies at or near the end of a program causes several problems:
 - a. The students may not always have all of the designated materials and supplies in a timely manner.
 - b. Cost projections for the project are more difficult to calculate if most of the supplies are ordered in the middle of the year or later.
 - c. The order date may be later than the cutoff date for the project, in which case the BOCES must then pick up the cost.
8. General guidelines as defined by the local [BOCES], state or federal agencies are to be adhered to by each project administrator (see below).
9. The project administrator and director are responsible for seeing that all agreements and deadlines have been met.

GENERAL GUIDELINES FOR FEDERAL/STATE AIDED PROJECTS

1. Purchase orders and commitments for services for a federal/state-aided project cannot be made until after the initial approval date by the federal or state agency.
2. Purchase orders and/or contracts entered into after the ending date of the project, or contracts for periods of time that extend beyond the ending date of the project, will not be approved.
3. Budget amendments must be submitted and approved by the federal or state agency prior to any of the following changes:
 - a. Personnel positions number and type
 - b. Equipment items having a unit value of \$1,000 or more, number and type
 - c. Minor remodeling
 - d. Any increase in a budget subtotal (professional salaries, purchased services, travel etc.) by more than 10% or \$1,000, whichever is greater
 - e. Any increase in the total budget amount
4. Staff paid by federal or state-aided projects are covered by the appropriate collective bargaining or Board of Education agreement. They may only be paid during the approved start and end dates of the project.
5. Purchased supplies and equipment under federal or state-aided projects must conform to WSWHE BOCES purchasing policies and to bid laws in the same manner as the purchase of general fund items. Any category of equipment and/or supplies of a similar nature that exceeds \$10,000 is subject to New York State competitive bidding laws. Such bids are processed by the business office and approved at a meeting by the Board of Education. The exception to this rule is where the equipment or supplies are purchased on State contract.
6. Internal transactions such as postage, supplies, etc. must be documented showing the date of the transaction and any identifying data. Where project personnel have made cash purchases and are reimbursed, the name of the commercial vendor must be given as well as the name of the individual making the purchase on the cash register receipt.

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GRANT-FUNDED PROJECT

“Early Alert Form”

DIRECTIONS: The administrator recommending and/or considering a proposed federal/state aided (or externally funded) project is requested to submit preliminary information on this “Early Alert Form” to the respective director and the Assistant Superintendent for Instructional and School Support Services.

_____	_____	_____
Name of Proposed Project	Funding Source	Amount
_____	_____	_____
RFP Deadline Date	Submitted By (Name of Administrator)	Date of this form

PURPOSE OF PROPOSED PROJECT: (brief) _____

_____ Date Received by Director's office

_____ Date Received by the Assistant Superintendent for Instructional and School Support Services