

**Austin ISD State, Federal and Private Accountability
Grant Funded FAQ's
April 1, 2020**

Question: How do I speak with a SAFA team member?

Answer: The SAFA team will be monitoring emails and phone messages very closely. You can send an email, send an invite to a TEAMS meeting and/or leave a voicemail on the office phone.

Question: Where can I find current SAFA documents?

Answer: You may visit our Online Library to find current documents or the Google Drive for BTO Grant Documents.

Question: Have spending deadlines been extended?

Answer: Deadlines for the purchase of supplies/materials have passed. More information is forthcoming for Extended Year purchases. Professional Development deadline remains the same- June 30, 2020.

Question: May I use my PCard?

Answer: No, we are passed spending deadline (March 31).

Question: Is it allowable to use grant funds to support district funded eLearning initiatives/access/technology resulting from the Covid closures?

Answer: All academic requests will be managed by the Academic Office, via Associate Superintendent, Dr. Lisa Goodnow.

Question: Have Grant BTO deadlines been extended?

Answer: Yes, Campuses (**April 3** from March 13) Departments-(**April 15** from March 31)

Question: Will unspent Grant funds be rolled over from 2020 fiscal year into 2021?

Answer: We await guidance from the state and/or federal government and will notify grant receivers once information is received.

Question: Are there any waivers or guidance from TEA or the Federal Government for Grant spending resulting from the Covid closures or is it business as usual?

Answer: Not at this time.

Question: When is the last day to change Explanation of Expenditures (EOE) and/or BCR's for 2019-2020?

Answer: May 8. Clear up ALL negatives now.

Question: May I submit EOE revisions via docusign?

Answer: Yes, but the Budget Specialist assigned to your campus/department must receive and review prior to the Coordinator approving.

Question: When is the last day to submit 2019-2020 Grant Staff Authorizations and/or Account Change Forms?

Answer: May 8

Question: May I submit Account Change Forms via docusign?

Answer: Yes, but the Budget Specialist assigned to your campus/department must receive and review prior to the Coordinator approving.

Question: Will BCRs be processed as usual?

Answer: Yes, Specifically ,clear all negatives in the current budgets. Submit your signed BCR to your assigned Budget Specialist and Coordinator through email as usual.

Question: May I submit Grant Staff Authorizations via docusign?

Answer: Yes, but the last order for signing must be the Budget Specialist. The Budget Specialist will need to complete the accurate salary and forward signature to the Coordinator for approval. SAFA will forward necessary documents from there. An instruction memo will be communicated by April 3.

Question: Are Time and Effort Reports still required?

Answer: Yes, they are due by the 5th of the month to avoid jeopardizing changing the funding to your local account.

Question: When will the Spring Certification Forms be sent and when will they be due?

Answer: The Spring Certification Memos (Employees who worked at your site January 1-June 30) will be sent via email to the principal/director May 15. The signed Spring Certification memo will be due by May 30.

Question: Most face to face Professional Development has been canceled until further notice. Will funds be refunded?

Answer: You will need to communicate directly with the organization or vendor to receive reimbursements or credit vouchers.

Question: Could teachers receive supplemental pay if they are providing online instruction through live webcasts in the evening and/or on weekends which would be beyond the normal work day?

Answer: No. Since instruction is not provided a full 8 hours per day, employees will need to organize their day to include scheduled PD times.

Question: Will all executed contracts be paid?

Answer: Contracts are only paid once the services are completed. Unauthorized work completed will not be honored for payment.

Question: Who do I contact if I need to amend my state or federal grant?

Answer: The process remains the same. You will need to contact and submit amendment documents via email to Dr. Thomas. She will submit to the perspective agency.