Agenda

• Overview
• Changes from last year
• Timeline
• Reporting Requirements
  • Grant agreement
  • Midyear progress report
  • Invoices
  • Site visits
  • Final reports
• Questions

State-Aided Institutions (SAI) webpage
Overview

- Budget bill for fiscal year 2024 (HB 200, page 159)
- Requirements defined in COMAR 13A.05.13.00 through 13A.05.13.06
- Provide engaging, hands-on, experiential learning opportunities that support the State’s curricular and educational goals and priorities
- Free or reduced admission, full-day and residential field trips, mentoring, activities for educators, professional development for teachers
- State-Aided Institutions (SAI) webpage
Changes

- Grant agreement, no more rate of reimbursement
- Invoice form is simpler
- Invoice schedule is flexible
- SAIs must still attach supporting documentation to invoices
- Site visits will take place for every SAI
- Site visits will have 2 components: programmatic and fiscal
- Final progress report and MFR report are combined
- Webpage provides forms, templates, and updates
Timeline

- Fiscal year 2023 ends June 30
- Final reports are due
- Fiscal year 2024 begins July 1, 2023
- Sign grant agreement
- Midyear report due
- Fiscal year 2024 ends June 30, 2024
- Final reports are due
- Fiscal year 2025 begins July 1
- Sign grant agreement
## Reporting Requirements

<table>
<thead>
<tr>
<th>Due</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>June – July 2023</td>
<td>Grant agreement is finalized</td>
</tr>
<tr>
<td>October 31, 2023</td>
<td>SAIs submit invoices to MSDE for expenses</td>
</tr>
<tr>
<td>January 31, 2024</td>
<td>Midyear progress report, SAIs submit invoices to MSDE for expenses</td>
</tr>
<tr>
<td>April 30, 2024</td>
<td>SAIs submit invoices to MSDE for expenses</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Site visits</td>
</tr>
<tr>
<td>August 15, 2024</td>
<td>Final reports (final progress report and MFR report), SAIs submit final invoices to MSDE for expenses</td>
</tr>
</tbody>
</table>
Grant Agreement

• An agreement between MSDE and the SAI
• Scope of work performed
• Approved budget
• Invoicing schedule
**Midyear Report**

- Report template available on the SAI webpage
- Captures progress achieved and grant funds spent at the mid-point of the grant period

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### MARYLAND STATE DEPARTMENT OF EDUCATION INTERIM PROGRESS REPORT

<table>
<thead>
<tr>
<th>Grant Name: State-Aided Institutions (SAI) Program, FY 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSDE Grant #: 123456</td>
</tr>
<tr>
<td>MSDE Project Manager: Nicole Obregon</td>
</tr>
<tr>
<td>Fund Source Code:</td>
</tr>
<tr>
<td>Grant Recipient Name:</td>
</tr>
<tr>
<td>Recipient Grant #: 123456</td>
</tr>
<tr>
<td>Recipient Project Manager: Point of Contact</td>
</tr>
<tr>
<td>Grant Period: July 1, 2023 – June 30, 2024</td>
</tr>
</tbody>
</table>

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1. Explain grant activities that have taken place during the reporting period. What milestones have been met? What milestones have not been achieved? Have staff been hired according to schedule?
   - Record response here or in an attached word document.

2. Are the goals and objectives expected to be achieved by the end of the grant period?
   - Yes [ ] No [ ]
   - Record response here or in an attached word document.

3. Are grant timelines being adhered to?
   - Yes [ ] No [ ]
   - If not, explain and discuss the impact on grant outcomes.
   - Record response here or in an attached word document.

4. How much of the budget has been expended to date?
   - $ [ ] or % [ ]
   - Record response here or in an attached word document.

5. Is spending consistent with budget projections?
   - Yes [ ] No [ ]
   - If not, what steps are being taken to expend the funds as planned?
   - Record response here or in an attached word document.
Invoice Schedule

- Initial distribution of 25%
- Quarterly reimbursement requests for the remaining 75% of the Institution's funding allocation
- Reimbursement requests must contain: completed invoice, proof of expenditures
- The submission deadlines for these requests are as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Reporting Period</th>
<th>Invoice Due to MSDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial 25%</td>
<td></td>
<td>July 2023</td>
</tr>
<tr>
<td>1</td>
<td>July 1 through September 30, 2023</td>
<td>October 31, 2023</td>
</tr>
<tr>
<td>2</td>
<td>October 1 through December 31, 2023</td>
<td>January 31, 2024</td>
</tr>
<tr>
<td>3</td>
<td>January 1 through March 31, 2024</td>
<td>April 30, 2024</td>
</tr>
<tr>
<td>4</td>
<td>April through June 30, 2024</td>
<td>August 15, 2024</td>
</tr>
</tbody>
</table>
## Invoices

**Institution:** McDaniel College  
123 College Rd, Westminster, MD 21157

**Contact:** Name  
Email: name@mcdaniel.edu  
Phone: 410-123-456

**Bill To:**  
Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

**Invoice #:** 001  
**Date:** 1/15/2023  
**NOGA #:** 123456

### Description of Services

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; wages</td>
<td>2691.23</td>
</tr>
<tr>
<td>Grant Director salary</td>
<td>1967.55</td>
</tr>
<tr>
<td>Program Coordinator salary</td>
<td></td>
</tr>
<tr>
<td>Contracted services</td>
<td>1500.00</td>
</tr>
<tr>
<td>Educator stipends for 3 educators</td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; materials</td>
<td>750.00</td>
</tr>
<tr>
<td>Student swamp boots (15 pairs)</td>
<td></td>
</tr>
<tr>
<td>Other charges</td>
<td>250.00</td>
</tr>
<tr>
<td>Creation of digital flyers</td>
<td></td>
</tr>
<tr>
<td><strong>Total invoiced:</strong></td>
<td>7158.78</td>
</tr>
</tbody>
</table>

**Signed by:** Sample Signature  
**Signature of Financial Representative**

**Expenses aligned to your approved budget**

**Total being invoiced:** 7158.78

**MSDE budget categories**

**Institution letterhead**

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**Domain:** Maryland State Department of Education  
**Program:** SAI Program for Fiscal year 2024  
**Page:** 10  
**Date:** 06.22.2023
Site Visits: Programmatic

To be compliant with [COMAR 13A.05.13.03 Program Qualifications](#), MSDE collects responses to the following questions:

- Do the activities align with what's in the approved application?
- Are the students from a Maryland school group?
- Are students and teachers engaged and interested?
- Are staff members present and engaged?
- Is there a clear and equitable registration process for teachers/schools to book an event?
## Site Visits: Fiscal

<table>
<thead>
<tr>
<th>Question</th>
<th>Citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do the activities align to the approved budget?</td>
<td>§ 200.403 Allowable costs Maryland Financial Manual (see page 59)</td>
</tr>
<tr>
<td>Are employees funded through SAI funds engaged?</td>
<td>§ 200.430 Compensation, Maryland Financial Manual (see page 138 – Direct Costs: 1) Compensation of employees</td>
</tr>
<tr>
<td>Is there a clear process for keeping track of expenses?</td>
<td>§ 200.302 Financial management § 200.453 Materials and supplies costs § 200.416 Cost allocation plans Section 5-101(b) of the Education Article</td>
</tr>
<tr>
<td>Do you keep evidence on file to substantiate expenses?</td>
<td>§ 200.332 Requirements for pass-through entities § 200.303 Internal controls Maryland Financial Manual (see page 17 - Accounting and Reporting Requirements</td>
</tr>
<tr>
<td>Is there a clear and equitable process for booking reservations for SAI-funded field trips?</td>
<td>§ 200.405 Allocable costs</td>
</tr>
</tbody>
</table>
Final Reports

- Report templates available on the SAI webpage
- Final Progress Report captures year-end achievements and grant funds spent by the end of the grant period
- Managing For Results (MFR) Report captures service numbers and whether goals were met
Questions?

Contact:

Nicole Obregon, Special Fiscal Programs Administrator
(410) 767-2939
sai.applications@maryland.gov