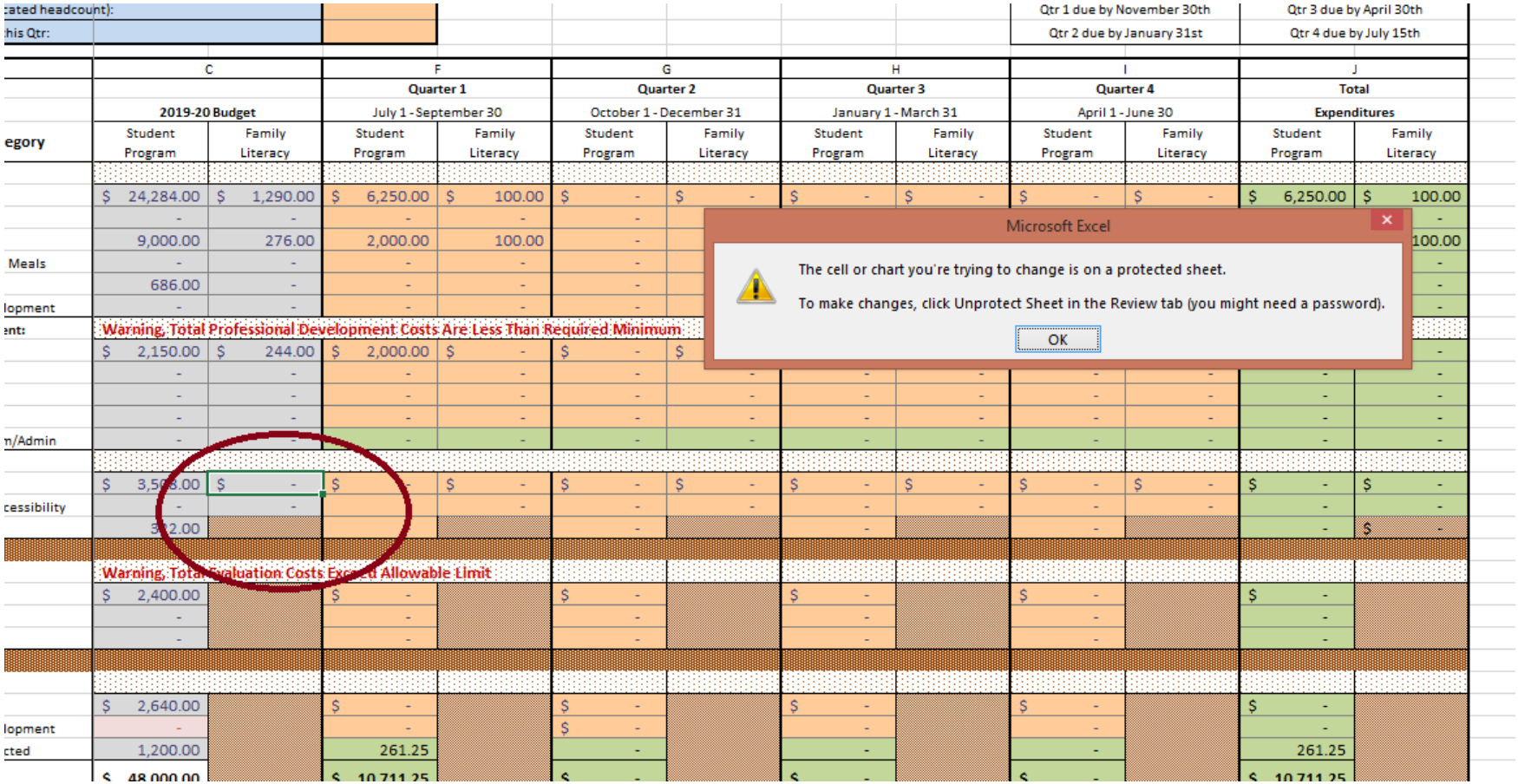
21st Century Community Learning Centers

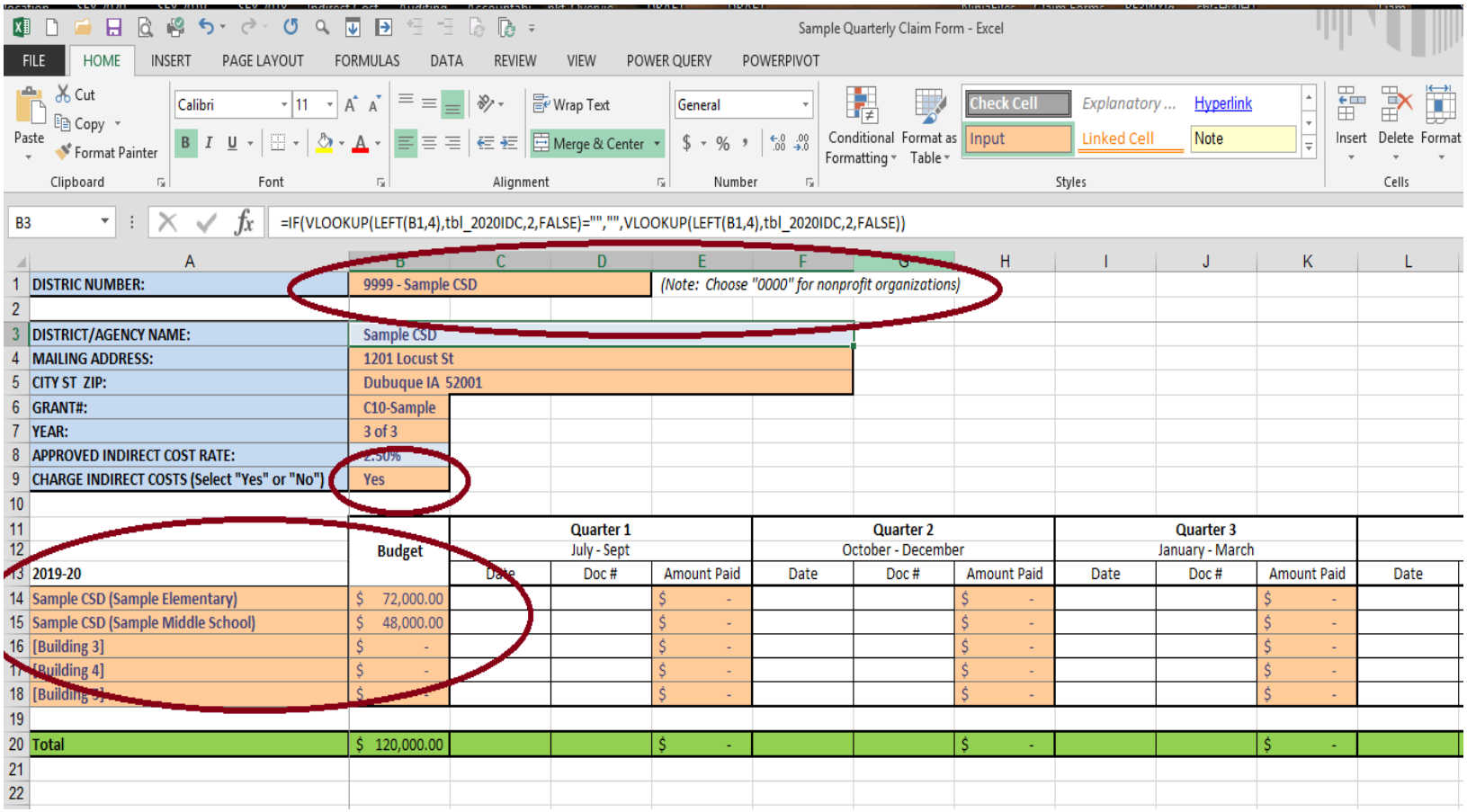
Iowa Department of Education

Using the Excel Claim Form

Protected Cells



Summary Tab


Sample Quarterly Claim Form - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
POWER QUERY
POWERPIVOT
Paste
Cut
Copy
Format Painter
Clipboard
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Check Cell
Explanatory ...
Hyperlink
Input
Linked Cell
Note
Styles
Insert
Delete
Format
Cells
B3
=IF(VLOOKUP(LEFT(B1,4),tbl_2020IDC,2,FALSE)="","",VLOOKUP(LEFT(B1,4),tbl_2020IDC,2,FALSE))
DISTRIC NUMBER:
9999 - Sample CSD
(Note: Choose "0000" for nonprofit organizations)
DISTRICT/AGENCY NAME:
Sample CSD
MAILING ADDRESS:
1201 Locust St
CITY ST ZIP:
Dubuque IA 52001
GRANT#:
C10-Sample
YEAR:
3 of 3
APPROVED INDIRECT COST RATE:
2.50%
CHARGE INDIRECT COSTS (Select "Yes" or "No")
Yes
Budget
Quarter 1
July - Sept
Quarter 2
October - December
Quarter 3
January - March
2019-20
Date
Doc #
Amount Paid
Sample CSD (Sample Elementary)
$ 72,000.00
Sample CSD (Sample Middle School)
$ 48,000.00
[Building 3]
[Building 4]
[Building 5]
Total
$ 120,000.00

Building 1 Tab

Sample Quarterly Claim Form - Excel

D1 =IF(ISBLANK(Summary!A14)=TRUE,"",Summary!A14)

1	AGENCY/SITE NAME:	Sample CSD (Sample Elementary)						STATE OF IOWA						Grant#:	C10-Sample		
2	ADDRESS:	1201 Locust St						DEPARTMENT OF EDUCATION						Year 3 of 3			
3	CITY, STATE, ZIP:	Dubuque IA 52001						BUDGET/QUARTERLY SUMMARY OF EXPENDITURES FOR 21st CCLC						IDC Rate:	2.50%		
4	Total Award:	$ 72,000.00						(Title IV-Part B, CFDA 84.287C)									
5	Budgeted Non-Federal Income:	$ -															
6																	
7	*Provide respective enrollment and attendance data each quarter:*																
8	# Students Served (unduplicated headcount):											Qtr 1 due by November 30th		Qtr 3 due by April 30th			
9	Average Daily Attendance this Qtr:											Qtr 2 due by January 31st		Qtr 4 due by July 15th			
10																	
11	A	B	C		F		G		H		I		J				
12					Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total				
13			2019-20 Budget		July 1 - September 30		October 1 - December 31		January 1 - March 31		April 1 - June 30		Expenditures				
14		Authorized Activity Category	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy			
15	1	Program:															
16		Personnel	$ 37,144.00	$ 1,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
17		Contracted Services	-	-	-	-	-	-	-	-	-	-	-	-			
18		Materials & Supplies	13,873.00	486.00	-	-	-	-	-	-	-	-	-	-			
19		After School Snacks & Meals	-	-	-	-	-	-	-	-	-	-	-	-			
20		Other	1,021.00	-	-	-	-	-	-	-	-	-	-	-			
21		Transfer to Prof Development	-	-	-	-	-	-	-	-	-	-	-	-			
22	2	Professional Development:															
23		Personnel	$ 3,400.00	$ 364.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
24		Contracted Services	-	-	-	-	-	-	-	-	-	-	-	-			
25		Materials & Supplies	-	-	-	-	-	-	-	-	-	-	-	-			
26		Other	-	-	-	-	-	-	-	-	-	-	-	-			
27		Transfer from Program/Admin	-	-	-	-	-	-	-	-	-	-	-	-			
28	3	Student Access:															
29		Transportation	$ 5,222.00	$ 480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -			
30		Facility safety and accessibility	-	-	-	-	-	-	-	-	-	-	-	-			
31		Other	-		-		-		-		-		-	$ -			
32																	
33	4	Evaluation:															
34		Contracted Services	$ 2,400.00		$ -		$ -		$ -		$ -		$ -				
35		Materials & Supplies	-		-		-		-		-		-				
36		Other	-		-		-		-		-		-				
37																	
38	5	Other Admin Costs															
39		Other Admin Costs	$ 3,960.00		$ -		$ -		$ -		$ -		$ -				
40		Transfer to Prof Development	-		-		$ -		-		-		-				
41		Indirect Costs, Restricted	1,800.00		-		-		-		-		-				
42	6	Total Expenditures	$ 72,000.00		$ -		$ -		$ -		$ -		$ -				
43	7	Non-Federal Program Income:	$ -		$ -		$ -		$ -		$ -		$ -				
44	8	Net Reimbursement Claim:	$ 72,000.00		$ -		$ -		$ -		$ -		$ -				
45																	
46			2019-20		Line Item Adjustments:						Affidavit:						

Summary | Elementary | Middle School | Bldg3 | Bldg4 | Bldg5

READY

Building 2 Tab

Sample Quarterly Claim Form - Excel

D1 =IF(ISBLANK(Summary!A15)=TRUE,"",Summary!A15)

1	AGENCY/SITE NAME:	Sample CSD (Sample Middle School)						STATE OF IOWA						Grant#:	C10-Sample
2	ADDRESS:	1201 Locust St						DEPARTMENT OF EDUCATION						Year 3 of 3	
3		Dubuque IA 52001						BUDGET/QUARTERLY SUMMARY OF EXPENDITURES FOR 21st CCLC						IDC Rate:	2.50%
4	Total Award:	$ 48,000.00						(Title IV-Part B, CFDA 84.287C)							
5	Budgeted Non-Federal Income:	$ -													
7	*Provide respective enrollment and attendance data each quarter:*														
8	#Students Served (unduplicated headcount):											Qtr 1 due by November 30th		Qtr 3 due by April 30th	
9	Average Daily Attendance this Qtr:											Qtr 2 due by January 31st		Qtr 4 due by July 15th	
11	A	B	C		F		G		H		I		J		
12					Quarter 1		Quarter 2		Quarter 3		Quarter 4		Total		
13			2019-20 Budget		July 1 - September 30		October 1 - December 31		January 1 - March 31		April 1 - June 30		Expenditures		
14		Authorized Activity Category	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	
15	1	Program:													
16		Personnel	$ 24,284.00	$ 1,290.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
17		Contracted Services	-	-	-	-	-	-	-	-	-	-	-	-	
18		Materials & Supplies	9,000.00	276.00	-	-	-	-	-	-	-	-	-	-	
19		After School Snacks & Meals	-	-	-	-	-	-	-	-	-	-	-	-	
20		Other	686.00	-	-	-	-	-	-	-	-	-	-	-	
21		Transfer to Prof Developme	-	-	-	-	-	-	-	-	-	-	-	-	
22	2	Professional Development:	Warning, Total Professional Development Costs Are Less Than Required Minimum												
23		Personnel	$ 2,150.00	$ 244.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
24		Contracted Services	-	-	-	-	-	-	-	-	-	-	-	-	
25		Materials & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	
26		Other	-	-	-	-	-	-	-	-	-	-	-	-	
27		Transfer from Program/Admin		-	-	-		-	-	-	-	-	-	-	
28	3	Student Access:													
29		Transportation	$ 3,508.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
30		Facility safety and accesssibility	-	-	-	-	-	-	-	-	-	-	-	-	
31		Other	322.00				-		-		-		-	$ -	
32															
33	4	Evaluation:	Warning, Total Evaluation Costs Exceed Allowable Limit												
34		Contracted Services	$ 2,400.00		$ -		$ -		$ -		$ -		$ -		
35		Materials & Supplies	-		-		-		-		-		-		
36		Other					-		-		-		-		
37															
38	5	Other Admin Costs													
39		Other Admin Costs	$ 2,640.00		$ -		$ -		$ -		$ -		$ -		
40		Transfer to Prof Development	-		-		$ -		-		-		-		
41		Indirect Costs, Restricted	1,200.00		-		-		-		-		-		
42	6	Total Expenditures	$ 48,000.00		$ -		$ -		$ -		$ -		$ -		
43	7	Non-Federal Program Income:	$ -		$ -		$ -		$ -		$ -		$ -		
44	8	Net Reimbursement Claim:	$ 48,000.00		$ -		$ -		$ -		$ -		$ -		
46			2019-20		Line Item Adjustments						Affidavit:				

Summary | Elementary | Middle School | Bldg3 | Bldg4 | Bldg5

Building 2 Tab (cont.)

Sample Quarterly Claim Form - Excel

D1 =IF(ISBLANK(Summary!A14)=TRUE,"",Summary!A14)

31		Other	-		-		-		-		-		-	$ -		
32																
33	4	Evaluation:														
34		Contracted Services	$ 2,400.00		$ -		$ -		$ -		$ -		$ -			
35		Materials & Supplies	-		-		-		-		-		-			
36		Other	-		-		-		-		-		-			
37																
38	5	Other Admin Costs														
39		Other Admin Costs	$ 3,960.00		$ -		$ -		$ -		$ -		$ -			
40		Transfer to Prof Development	-		-		$ -		-		-		-			
41		Indirect Costs, Restricted	1,800.00		-		-		-		-		-			
42	6	Total Expenditures	$ 72,000.00		$ -		$ -		$ -		$ -		$ -			
43	7	Non-Federal Program Income:	$ -		$ -		$ -		$ -		$ -		$ -			
44	8	Net Reimbursement Claim:	$ 72,000.00		$ -		$ -		$ -		$ -		$ -			

		2019-20 Award Balance	
47			
48	Authorized Activity Category:	Student Program	Family Literacy
49	Program:	$ 52,038.00	$ 2,336.00
50	Professional Development:	$ 3,400.00	$ 364.00
51	Student Access:	$ 5,222.00	$ 480.00
52			
53			
54			
55	Evaluation:		$ 2,400.00
56			
57	Other Admin Costs		$ 3,960.00
58			
59	Indirect Costs, Restricted		$ 1,800.00
60			
61	Total		$ 72,000.00

Line Item Adjustments:

Quarter	Category Transfer From:	Category Transfer To:	Amount:	Category	Approved

Mail to:
Abdisamat Aden, Accountant 1
Bureau of Internal Operations
Department of Education
Grimes State Office Building
400 E 14th St
Des Moines IA 50319-0146
Phone: (515)-281-5315
FAX: (515) 242-6025

Affidavit:
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

SIGNED:

Handwritten or Typed Name & Position

Signature Date

FOR DEPARTMENT OF EDUCATION USE ONLY

IDOE Approval Signature Date

IDOE Bureau Chief Approval Signature Date

Summary | Elementary | Middle School | Bldg3 | Bldg4 | Bldg5

Quarterly Claim Report

	2019-20 Budget		July 1 - September 30		October 1 - December 31		January 1 - March 31		April 1 - June 30		Expenditures	
ry	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy
	$ 24,284.00	$ 1,290.00	$ 6,250.00	$ 100.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,250.00	$ 100.00
	-	-	-	-	-	-	-	-	-	-	-	-
	9,000.00	276.00	2,000.00	100.00	-	-	-	-	-	-	2,000.00	100.00
als	-	-	-	-	-	-	-	-	-	-	-	-
	686.00	-	-	-	-	-	-	-	-	-	-	-
ent	-	-	-	-	-	-	-	-	-	-	-	-
	Warning, Total Professional Development Costs Are Less Than Required Minimum											
	$ 2,150.00	$ 244.00	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,000.00	$ -
	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-
lmin	-	-	-	-	-	-	-	-	-	-	-	-
	$ 3,508.00	$ -	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 1,840.00	$ -	$ -	$ -	$ 3,840.00	$ -
ibility	-	-	-	-	-	-	-	-	-	-	-	-
	322.00		-		-		-		-		-	$ -
	Warning, Total Evaluation Costs Exceed Allowable Limit											
	$ 2,400.00		$ 600.00		$ 600.00		$ 600.00		$ -		$ 1,800.00	
	-		-		-		-		-		-	
	-		-		-		-		-		-	
	$ 2,640.00		$ -		$ -		$ -		$ -		$ -	
ent	-		-		$ -		-		-		-	
	1,200.00		301.25		-		61.00		-		362.25	
	$ 48,000.00		$ 12,351.25		$ 1,600.00		$ 2,501.00		$ -		$ 16,452.25	
e:	$ -		$ -		$ -		$ -		$ -		$ -	
	$ 48,000.00		$ 12,351.25		$ 1,600.00		$ 2,501.00		$ -		$ 16,452.25	
			Line Item Adjustments:						Affidavit:			

Quarterly Claim Report (cont.)

1201 Locust St
Dubuque IA 52001

DEPARTMENT OF EDUCATION
BUDGET/QUARTERLY SUMMARY OF EXPENDITURES FOR 21st CCLC
(Title IV-Part B, CFDA 84.287C)

Year 5 of 5
IDC Rate: 2.50%

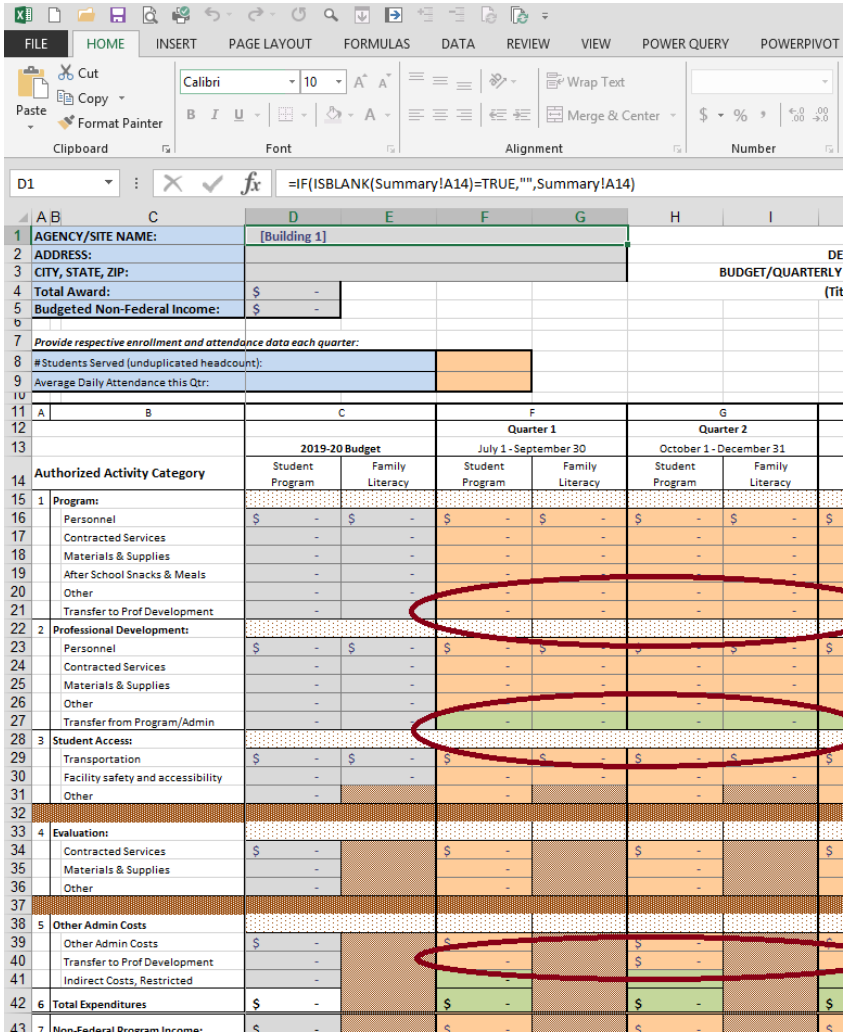
$ 48,000.00
e: $ -

ttendance data each quarter:
eadcount):

Qtr 1 due by November 30th
Qtr 2 due by January 31st
Qtr 3 due by April 30th
Qtr 4 due by July 15th

	C		F		G		H		I		J	
	2019-20 Budget		Quarter 1 July 1 - September 30		Quarter 2 October 1 - December 31		Quarter 3 January 1 - March 31		Quarter 4 April 1 - June 30		Total Expenditures	
	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy
	$ 24,284.00	$ 1,290.00	$ 6,250.00	$ 100.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,250.00	$ 100.00
	-	-	-	-	-	-	-	-	-	-	-	-
	9,000.00	276.00	2,000.00	100.00	-	-	-	-	-	-	2,000.00	100.00
	-	-	-	-	-	-	-	-	-	-	-	-
	686.00	-	-	-	-	-	-	-	-	-	-	-
t	-	-	-	-	-	-	-	-	-	-	-	-
	Warning, Total Professional Development Costs Are Less Than Required Minimum						Warning, Total Professional Development Costs Are Less Than Required Minimum					
	$ 2,150.00	$ 244.00	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,000.00	$ -
	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-
n	-	-	-	-	-	-	-	-	-	-	-	-
									Warning, Total Student Access Costs Exceed Allowable Limit			
	$ 3,508.00	$ -	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 1,840.00	$ -	$ 50.00	$ -	$ 3,890.00	$ -
ity	-	-	-	-	-	-	-	-	-	-	-	-
	322.00		-		-		-		-		-	$ -
	Warning, Total Evaluation Costs Exceed Allowable Limit											
	$ 2,400.00		$ 600.00		$ 600.00		$ 600.00		$		$ 1,800.00	
	-		-		-		-		-		-	
	-		-		-		-		-		-	
	$ 2,640.00		$ -		$ -		$ -		$ -		$ -	
t	-		-		$ -		-		-		-	
	1,200.00		301.25		-		61.00		1.25		363.50	
	$ 48,000.00		$ 12,351.25		$ 1,600.00		$ 2,501.00		$ 51.25		$ 16,503.50	
	$ -		$ -		$ -		$ -		$ -		$ -	
	$ 48,000.00		$ 12,351.25		$ 1,600.00		$ 2,501.00		$ 51.25		$ 16,503.50	

Professional Development



1. Complete the Professional Development Activity Report
2. Enter the total Program Personnel Salary and Benefit Cost as a negative number in Row 21 and the total Other Admin Personnel Salary and Benefit Cost as a negative number in Row 40 of the Claim worksheet.
3. The Total will automatically transfer to Row 27 of the claim form.

Line Item Adjustments

	301.25		-		61.00		1
	$ 12,351.25		$ 1,600.00		$ 2,501.00		$ 51
	$ -		$ -		$ -		$
	$ 12,351.25		$ 1,600.00		$ 2,501.00		$ 51

Line Item Adjustments:

nce	Quarter	Category Transfer From:	Category Transfer To:	Amount:	Category	Approved
ily Literacy						
1,366.00						
244.00						
-						

Affidavit:

By signing thi
the report is
disbursemer
forth in the t
any false, fict
material fact
penalties for
Title 18, Sect

SIGNED:

Signature

FOR DEPARTM

IDOE Appro

600.00
2,640.00
836.50

Mail to: Abdisamat Aden, Accountant 1
Bureau of Internal Operations
Department of Education
Grimes State Office Building
400 E 14th St
Des Moines IA 50319-0146
Phone: (515)-281-5315

Line Item Adjustments

	Authorized Activity Category	2019-20 Budget Student Program	2019-20 Budget Family Literacy	July 1 - September 30 Student Program	July 1 - September 30 Family Literacy	October 1 - December 31 Student Program	October 1 - December 31 Family Literacy	January 1 - March 31 Student Program	January 1 - March 31 Family Literacy	April 1 - June Student Program
1	**Program:**									
	Personnel	$ 24,284.00	$ 1,290.00	$ 6,250.00	$ 100.00	$ -	$ -	$ -	$ -	$ -
	Contracted Services	-	-	-	-	-	-	-	-	-
	Materials & Supplies	9,000.00	276.00	2,000.00	100.00	-	-	-	-	-
	After School Snacks & Meals	-	-	-	-	-	-	-	-	-
	Other	686.00	-	-	-	-	-	-	-	-
	Transfer to Prof Development	-	-	-	-	-	-	-	-	-
2	**Professional Development:**	Warning, Total Professional Development Costs Are Less Than Required Minimum						Warning, Total Professional Developm		
	Personnel	$ 2,150.00	$ 244.00	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -
	Contracted Services	-	-	-	-	-	-	-	-	-
	Materials & Supplies	-	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-
	Transfer from Program/Admin	-	-	-	-	-	-	-	-	-
3	**Student Access:**									Warning, Total S
	Transportation	$ 3,508.00	$ -	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 1,840.00	$ -	$ 50.00
	Facility safety and accessibility	-	-	-	-	-	-	-	-	-
	Other	322.00		-		-		-		-
4	**Evaluation:**	Warning, Total Evaluation Costs Exceed Allowable Limit								
	Contracted Services	$ 2,400.00		$ 600.00		$ 600.00		$ 600.00		$ -
	Materials & Supplies	-		-		-		-		-
	Other	-		-		-		-		-
5	**Other Admin Costs**									
	Other Admin Costs	$ 2,640.00		$ -		$ -		$ -		$ -
	Transfer to Prof Development	-		-		$ -		-		-
	Indirect Costs, Restricted	1,200.00		301.25		-		61.00		1.25
6	**Total Expenditures**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**
7	**Non-Federal Program Income:**	$ -		$ -		$ -		$ -		$ -
8	**Net Reimbursement Claim:**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**

Authorized Activity Category:	2019-20 Award Balance Student Program	2019-20 Award Balance Family Literacy
Program:	$ 25,720.00	$ 1,366.00
Professional Development:	$ 150.00	$ 244.00
Student Access:	$ (60.00)	$ -

Line Item Adjustments:

Quarter	Category Transfer From:	Category Transfer To:	Amount:	Category	Approved
Quarter 2	Program: After Sch	Professional Deve	100.00	StudentProgram	

Affidavit:

By signing this report, I
the report is true, com
disbursements and ca
forth in the terms and
any false, fictitious, or
material fact, may sub
penalties for fraud, fal
Title 18, Section 1001
SIGNED:

Ha

Iowa Department of Education

Line Item Adjustments

	Authorized Activity Category	2019-20 Budget		July 1 - September 30		October 1 - December 31		January 1 - March 31		April 1 - June 3	
		Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	
1	**Program:**										
	Personnel	$ 24,284.00	$ 1,290.00	$ 6,250.00	$ 100.00	$ -	$ -	$ -	$ -	$ -	$
	Contracted Services	-	-	-	-	-	-	-	-	-	
	Materials & Supplies	9,000.00	276.00	2,000.00	100.00	-	-	-	-	-	
	After School Snacks & Meals	-	-	-	-	-	-	-	-	-	
	Other	686.00	-	-	-	-	-	-	-	-	
	Transfer to Prof Development	-	-	-	-	-	-	-	-	-	
2	**Professional Development:**	Warning, Total Professional Development Costs Are Less Than Required Minimum							Warning, Total Professional Developme		
	Personnel	$ 2,050.00	$ 244.00	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$
	Contracted Services	-	-	-	-	-	-	-	-	-	
	Materials & Supplies	-	-	-	-	-	-	-	-	-	
	Other	-	-	-	-	-	-	-	-	-	
	Transfer from Program/Admin	-	-	-	-	-	-	-	-	-	
3	**Student Access:**	Warning, Total Student Access Costs Exceed Allowable Limit								Warning, Total St	
	Transportation	$ 3,608.00	$ -	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 1,840.00	$ -	$ 50.00	$
	Facility safety and accessibility	-	-	-	-	-	-	-	-	-	
	Other	322.00		-		-		-		-	
4	**Evaluation:**	Warning, Total Evaluation Costs Exceed Allowable Limit									
	Contracted Services	$ 2,400.00		$ 600.00		$ 600.00		$ 600.00		$ -	
	Materials & Supplies	-		-		-		-		-	
	Other	-		-		-		-		-	
5	**Other Admin Costs**										
	Other Admin Costs	$ 2,640.00		$ -		$ -		$ -		$ -	
	Transfer to Prof Development	-		-		$ -		-		-	
	Indirect Costs, Restricted	1,200.00		301.25		-		61.00		1.25	
6	**Total Expenditures**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**	
7	**Non-Federal Program Income:**	$ -		$ -		$ -		$ -		$ -	
8	**Net Reimbursement Claim:**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**	

Authorized Activity Category:	2019-20 Award Balance: Student Program	Family Literacy
Program:	$ 25,720.00	$ 1,366.00
Professional Development:	$ 50.00	$ 244.00
Student Access:	$ 40.00	$ -

Line Item Adjustments:

Quarter	Category Transfer From:	Category Transfer To:	Amount:	Category	Approved
Quarter 1	Professional Deve	Student Access: Tr	100.00	StudentProgram	11/15/19

Affidavit:

By signing this report, I c
the report is true, compl
disbursements and cash
forth in the terms and co
any false, fictitious, or fr
material fact, may subje
penalties for fraud, false
Title 18, Section 1001 ar
SIGNED:

Line Item Adjustments

	Authorized Activity Category	2019-20 Budget		July 1 - September 30		October 1 - December 31		January 1 - March 31		April
		Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program
1	**Program:**									
	Personnel	$ 24,284.00	$ 1,290.00	$ 6,250.00	$ 100.00	$ -	$ -	$ -	$ -	$ -
	Contracted Services	-	-	-	-	-	-	-	-	-
	Materials & Supplies	9,000.00	276.00	2,000.00	100.00	-	-	-	-	-
	After School Snacks & Meals	-	-	-	-	-	-	-	-	-
	Other	686.00	-	-	-	-	-	-	-	-
	Transfer to Prof Development	-	-	-	-	-	-	-	-	-
2	**Professional Development:**	Warning, Total Professional Development Costs Are Less Than Required Minimum							Warning, Total Professional Deve	
	Personnel	$ 2,050.00	$ 244.00	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -
	Contracted Services	-	-	-	-	-	-	-	-	-
	Materials & Supplies	-	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-
	Transfer from Program/Admin	-	-	-	-	-	-	-	-	-
3	**Student Access:**	Warning, Total Student Access Costs Exceed Allowable Limit								Warning, T
	Transportation	$ 3,608.00	$ -	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 1,840.00	$ -	$ 50.0
	Facility safety and accessibility	-	-	-	-	-	-	-	-	-
	Other	322.00		-		-		-		-
4	**Evaluation:**	Warning, Total Evaluation Costs Exceed Allowable Limit								
	Contracted Services	$ 2,400.00		$ 600.00		$ 600.00		$ 600.00		$ -
	Materials & Supplies	-		-		-		-		-
	Other	-		-		-		-		-
5	**Other Admin Costs**									
	Other Admin Costs	$ 2,640.00		$ -		$ -		$ -		$ -
	Transfer to Prof Development	-		-		$ -		-		-
	Indirect Costs, Restricted	1,200.00		301.25		-		61.00		1.25
6	**Total Expenditures**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**
7	**Non-Federal Program Income:**	$ -		$ -		$ -		$ -		$ -
8	**Net Reimbursement Claim:**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**

Authorized Activity Category:	2019-20 Award Balance: Student Program	Family Literacy
Program:	$ 25,720.00	$ 1,366.00
Professional Development:	$ 50.00	$ 244.00
Student Access:	$ 40.00	$ -

Line Item Adjustments:

Quarter	Category Transfer From:	Category Transfer To:	Amount:	Category	Approved
Quarter 1	Professional Deve	Student Access: Tr	100.00	StudentProgram	11/[illegible]/19
Quarter 2	Program: Personn	Professional Deve	1,000.00	FamilyLiteracy	

Affidavit:

By signing this re
the report is tru
disbursements
forth in the term
any false, fictitio
material fact, m
penalties for fra
Title 18, Section
SIGNED:

Line Item Adjustments

	Authorized Activity Category	2019-20 Budget		July 1 - September 30		October 1 - December 31		January 1 - March 31		April 1 - June
		Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program	Family Literacy	Student Program
1	**Program:**									
	Personnel	$ 24,284.00	$ 290.00	$ 6,250.00	$ 100.00	$ -	$ -	$ -	$ -	$ -
	Contracted Services	-	-	-	-	-	-	-	-	-
	Materials & Supplies	9,000.00	276.00	2,000.00	100.00	-	-	-	-	-
	After School Snacks & Meals	-	-	-	-	-	-	-	-	-
	Other	686.00		-	-	-	-	-	-	-
	Transfer to Prof Development	-	-	-	-	-	-	-	-	-
2	**Professional Development:**								Warning, Total Professional Developme	
	Personnel	$ 2,050.00	$ 1,244.00	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -
	Contracted Services	-	-	-	-	-	-	-	-	-
	Materials & Supplies	-	-	-	-	-	-	-	-	-
	Other	-		-	-	-	-	-	-	-
	Transfer from Program/Admin	-	-	-	-	-	-	-	-	-
3	**Student Access:**	Warning, Total Student Access Costs Exceed Allowable Limit								Warning, Total St
	Transportation	$ 3,608.00	$ -	$ 1,000.00	$ -	$ 1,000.00	$ -	$ 1,840.00	$ -	$ 50.00
	Facility safety and accessibility	-	-	-	-	-	-	-	-	-
	Other	322.00		-		-		-		-
4	**Evaluation:**	Warning, Total Evaluation Costs Exceed Allowable Limit								
	Contracted Services	$ 2,400.00		$ 600.00		$ 600.00		$ 600.00		$ -
	Materials & Supplies	-		-		-		-		-
	Other	-		-		-		-		-
5	**Other Admin Costs**									
	Other Admin Costs	$ 2,640.00		$ -		$ -		$ -		$ -
	Transfer to Prof Development	-		-		$ -		-		-
	Indirect Costs, Restricted	1,200.00		301.25		-		61.00		1.25
6	**Total Expenditures**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**
7	**Non-Federal Program Income:**	$ -		$ -		$ -		$ -		$ -
8	**Net Reimbursement Claim:**	**$ 48,000.00**		**$ 12,351.25**		**$ 1,600.00**		**$ 2,501.00**		**$ 51.25**

Authorized Activity Category:	2019-20 Award Balance: Student Program	2019-20 Award Balance: Family Literacy
Program:	$ 25,720.00	$ 366.00
Professional Development:	$ 50.00	$ 1,244.00
Student Access:	$ 40.00	$ -

Line Item Adjustments:

Quarter	Category Transfer From:	Category Transfer To:	Amount:	Category	Approved
Quarter 1	Professional Deve	Student Access: Tr	100.00	StudentProgram	11/15/19
Quarter 2	Program: Personn	Professional Deve	1,000.00	FamilyLiteracy	01/15/20

Affidavit:

By signing this report, I
the report is true, comp
disbursements and cas
forth in the terms and c
any false, fictitious, or f
material fact, may subj
penalties for fraud, fals
Title 18, Section 1001 a

SIGNED:

Claim Submission

Affidavit:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

SIGNED:

Type Name Here, Position Here

Handwritten or Typed Name & Position

Signature

Date

Indirect Costs – non government grantees

2 CFR 414(f) allows any non-Federal entity (NFE) that has never received a negotiated indirect cost rate to charge a de minimis rate of 10% of modified total direct costs (MTDC), which the NFE may use indefinitely as a Federally-negotiated rate.

MTDC is defined at 2 CFR 200.68.

For purposes of the 21CLCC grant the indirect cost rate is further limited to the 8% cap for administrative costs.

Questions and Feedback

Contact Information

Vic Jaras
vic.jaras@iowa.gov
515-242-6354

Deb Schroeder
deb.Schroeder@iowa.gov
515-281-3146

Abdisamat Aden
abdisamat.aden@iowa.gov
515-281-5315