

Effective December 13, 1999

Revised August 10, 2009

1. Purpose

To establish procedures for subgrantees to request State/Federal funds once a subgrant award has been issued.

2. Scope

This procedure shall apply to all offices in the Department for use by recipients who have been issued a subgrant award and are requesting State/Federal funds to cover the actual costs associated with the project.

3. Reference

Once the subgrant recipient has received approval of their application from the Department and a Notification of Subgrant Award, a request for funds may be sent to the Department of Education. Requests for funds should comply with the provisions of the Cash Management Improvement Act, unless specifically exempted in the Notification of Subgrant Award.

4. Form

Request of State or Federal Funds for Project Activities, Form SFP-02
State or Federal Report of Expenditures, Form SFP-07

5. Procedures

a. SFP-02 forms should be provided to the subgrant recipient by the Office responsible for the project. They are also available on the Fiscal Services Office website. The subgrant recipient should be instructed to submit the completed form, except for the bottom box which is completed by the appropriate Program Officer in the Department, when cash is needed to support subgrant activities. The Program Officer should inform the subgrant recipient when they may apply for cash in the Notification of Subgrant Award. (eg., if the program is subject to reimbursement or if cash may be claimed in advance to conduct project activities).

b. The subgrant recipient should complete the form as follows:

General Information

- Name and Address of Grantee: Provide complete name and address of the agency.
- Project Number: Provide the number assigned by the Department of Education on the subgrant award.
- Project Title: Provide the name of the project.
- Source of Funds: Check the box or specify in writing the source of the grant funds.

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Part I - Disbursements

- Enter the ending date for which the last State/Federal funding was requested and the ending date for the current request.
- Item 1: Enter the cumulative total of the agency's expenditure of State/Federal cash previously reported on the SFP-02.
- Item 2: Enter the total of funds previously requested on SFP-02 forms.
- Item 3: Enter the agency's expenditures of State/Federal cash for the current period which has just ended.
- Item 4: Enter the State/Federal cash on hand.

Part II – Estimated Funding Requirements

- Enter the ending date of the period for which the State/Federal funding is requested.
- Item I: Enter the amount of State/Federal cash the agency estimates it will need to operate for the next period.
- Item 2: Enter the same as Part I, Item 4, "State/Federal Cash on Hand."
- Item 3: Enter the net amount of State/Federal cash needed for the current period. This is the estimated amount of State/Federal cash needed, plus or minus the State/Federal cash on hand.

- c. Each SFP-02 should be submitted with a Report of Expenditures (SFP-07).
- d. The form should be returned to the subgrant Program Officer in the Department. The Program Officer should complete the NDE Approved box by filling in the amount of State/Federal cash approved. The Program Officer should also complete the “For Department of Education Use Only” section – budget account number, category, expenditure g/l (object), Federal common account number, Federal Job Number and Vendor T or D number. The Program Officer or Office Director is authorized to sign the request.
- e. One copy should be retained by the Program Officer after signature and filed in the program folder. The original form should be transmitted to Fiscal Services for processing. Payments are normally processed within five working days.
- f. When payment has been processed, the voucher number and date payment was processed to the subgrantee can be retrieved by the Department Program Officer from the State Controller’s Office Data Warehouse (DAWN) at <http://washoe.state.nv.us/>. If the Program Officer has questions, Office support staffs are familiar with this website.

Approved: _____
 Keith W. Rheault, Ph.D
 Superintendent of Public Instruction