



**STATE OF DELAWARE  
DEPARTMENT OF EDUCATION  
SUB-GRANT AWARD NOTICE  
(Conditions Attached)**

**SUB-GRANTEE INFORMATION**

District/Agency/Organization: University of Delaware  
 Address: University of Delaware- Newark  
 Project Coordinator: Chrystalla Mouza

**Sub-grant Information:**

Sub-grantee Project Title: Professional Development to Support Quality Teaching and Student Learning in High Needs Schools Sub-grant Number: 01-15

**New**     **Amended**  
 Increased Amount: \$ \_\_\_\_\_ Decreased Amount: \$ \_\_\_\_\_

FY: <u>2015</u>	Appropriation #: <u>40246</u>	<b>Total Award:</b> <u>\$ 125,000</u>
Start Date: <u>07/01/2014</u>	Obligation Date: <u>09/30/2016</u>	Liquidation Date: <u>12/30/2016</u>
CFDA #: <u>84.367B</u>	Public Law #: <u>107-110</u>	P/R Award #: <u>S367B140008</u>

**Sub-grant Issued:**

FSF Project                      Project #: \_\_\_\_\_  
 Voucher                              Voucher#: \_\_\_\_\_  
 Purchase Order                      Purchase Order #: \_\_\_\_\_  
 State Funds                          Transfer #: \_\_\_\_\_

Payment Schedule if Applicable: \$41,666 to be on 9/15/15; \$41,666 to be on 1/15/16, \$41,668 to be paid on 4/15/16 in alignment with key deliverables and data as submitted through a tri-monthly report

**DEPARTMENT OF EDUCATION INFORMATION AND APPROVALS**

DOE Program Title: Title II Part A SAHEs Competitive Sub-grant:  Yes  No

DOE FY: FY 16 DOE Appropriation #: 40246 DOE Project #: %6421

Tasha Cannon                                      Michelle Kriss                                      3027354198  
 Program Manager                                      Program Support Staff                                      Work Group Phone #

**Approval Signatures**

_____ Program Manager	<u>8.25.15</u> Date	_____ Associate Secretary/Chief of Designee	<u>8/27/2015</u> Date
_____ Federal/State Funds Ed Associate	<u>9/2/15</u> Date	_____ Director of Finance Office or Designee	<u>9/2/15</u> Date



**Delaware Department of Education  
FFATA Data Collection Form for Sub-Awardees**

The Federal Funding Accountability and Transparency Act (FFATA), requires entities receiving financial assistance through Federal awards (including contracts, sub-contracts, grants and sub-grants) to report selected information to be published on usaspending.gov. As a prime awardee, Delaware Department of Education is required to file FFATA reports on a monthly basis. Funds will not be issued in the absence of the following information.

<b>Title of Federal Grant:</b> Title II Part A / SAHEs	<b>Sub-Award Amount:</b> \$ 125,000.00
<b>CFDA#:</b> 84.367B	<b>PR/Award or FAIN:</b> S367B140008
<b>Federal Sponsor:</b> US Dept of Education	<b>Sub-Award Number:</b> 01-15
<b>Sub-Award Start Date:</b> 7/1/2015	

**SUB-AWARDEES**

Provide the following information as it appears in the Central Contractor Registration (CCR)

**Sub-Awardees Name:** University of DE

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**DUNS Number:** 059007500

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**Address:** 220 Hullihen Hall

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Street

Newark DE 19716 - 0099

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City State Zip + 4 digit (required)

**Place of Performance:** same

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(If different than above) Street

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City State Zip + 4 digit (required)

**Sub-Award Project Description** (provide enough information to given the public a good idea of the purpose and intended outcomes of the sub-award):

see attached

**Total compensation of Sub-Awardees' top five executives is required if all the following conditions are true:**

- More than 80% of annual gross revenues from the Federal government, and those revenues are greater than \$25M annually, and
- Compensation information is not publicly available

If both statements are true, please list the names and total compensation of your business/organization's five most highly compensated officers:

Name	Total Compensation

**Provide contact information for the person completing this form should follow-up be necessary. Incomplete or missing information will delay the release of funding. .**

<b>PREPARED BY:</b> Teacher & Leader Effectiveness Unit
<b>Name:</b> Tasha Cannon
<b>Title:</b> Deputy Officer, Program Manager
<b>Phone Number:</b> 302-4023 x 4279
<b>Email:</b> tasha.cannon@doe.k12.de.us

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**SUBGRANT AWARD CONDITIONS  
POST SECONDARY AND HIGHER EDUCATION INSTITUTIONS  
(TO BE USED FOR FEDERAL AWARDS AFTER 12/31/14)**

1. Funding for this subgrant is subject to availability of funds.
2. Funding is subject to EDGAR 34 CFR Parts 75, 76, 77, 79, 81, 82, 84, 85, 86, 97, 98, and 99, OMB Circular A-133 and 2 CFR Part 220 in addition to all federal program statutes, rules and regulations. Subgrantees are responsible for adhering to all applicable fiscal and programmatic regulations.
3. Program regulations can be reviewed at: **Program Managers should insert hyperlink here**
4. This funding may not be used to pay for services rendered prior to the grant start date.
5. **All invoices must be received by the Department of Education by the liquidation date.**
6. It is not permissible to charge an Indirect Cost against a subgrant that is \$5,000 or less.
7. Completion of Federal Funding Accountability and Transparency Act form is required before funds will be released.
8. Reports as required by the Department of Education and the federal grantor.
9. Unobligated funds are to be returned to the Department of Education at least three (3) weeks prior to the liquidation date.
10. Grant amendments are required for all major programmatic changes and any movement of funds between budget account codes that exceed 15% of the individual account code or \$5,000 (whichever is greater). **The subgrantee must receive approval from the DOE Program Manager prior to obligating the funds according to the amendment.** Amendment requests must be submitted via email to the DOE Program Manager listed on your Sub Grant Award Notice (SAN). The email request should include the following:
  - 
  - Grant year, appropriation, project number and account codes requested for amendment;
  - Justification for the requested amendment which shall include the original budget, new proposed budget and impact of not using the funds for their original intended purpose will be (if any); and
  - The amount of funds requested for reallocation.
11. According to 2 CFR Part 3485 Non-procurement Debarment and Suspension subgrantees may not make any award or permit any award at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs. Prior to issuing a subgrant or contract, confirm that the vendor has not been disbarred or suspended. A list of disbarred and suspended vendors can be reviewed at: <https://www.sam.gov>
12. Per 2 CFR Part 200.313 and 200.439 procedures for managing equipment, whether acquired in whole or in part with grant funds, until disposition takes place will at a minimum meet the following requirements:
  - Property inventory record containing the following:
    1. Description of the property
    2. Serial number or other identification number
    3. Source of property
    4. Who holds the title
    5. Acquisition date

6. Cost of the property
  7. Percentage of Federal participation in the cost of the property
  8. Location
  9. Use and condition of the property
- Any ultimate disposition data including the date of disposal and sale price of the property.
  - Physical inventory of the property must be taken and result reconciled with the property records at last once every two years.
  - A control system must be developed to ensure adequate safeguards to prevent lost, damage, or theft of the property. Any loss, damage or theft shall be investigated.
  - Adequate maintenance procedures must be developed to keep property in good condition.
  - If authorization is granted to sell the property, proper sales procedures must be established to ensure the highest possible return.
13. The subgrantee must adhere to the compensation-personal services requirements of 2 CFR Part 200.430. The Department of Education requires an employee whose salary and wages are supported in whole or in part, with Federal funds to document his/her time spent working on Federal programs in order to ensure that charges to each Federal program reflect an accurate account of the employee's time and effort devoted to that program. The frequency of the documentation and requirements are:
- Monthly certifications – employee works on multiple activities or cost objectives (i.e. employee is paid less than 100% of a specific Federal award). The distribution of who the employee's salary and fringe benefits are funded must be supported by a personnel activity report (PAR) or under a substitute system.
    - The PAR must be:
      - Signed and dated timely by the employee;
      - Prepared at least monthly and coincide with one or more pay periods;
      - Account for all funding used to compensate the employee; and
      - Reflect an after-the-fact distribution of the actual activity of the employee.
    - Under the substitute system, in lieu of a PAR, eligible employees may support a distribution of their salaries and wages through documentation of an established work schedule. Employee schedules must:
      - Indicate the specific activity or cost objective that the employee worked on for each segment of the employee's schedule;
      - Account for the total hours for which each employee is compensated during the period reflected on the employee's schedule; and
      - Be certified at least semiannually;
      - Signed by the employee and a supervisory official having firsthand knowledge of the work performed by the employee; and
      - Indicate time period schedule reflects.
  - Semi-annual certifications – employee works solely on a single Federal award or cost objective (i.e. employee is paid 100% from a Federal award).

- Certification must be prepared semiannually.
- Certification is signed and dated timely by the employee or official having firsthand knowledge of the work performed by the employee.



**STATE OF DELAWARE  
DEPARTMENT OF EDUCATION  
SUB-GRANT AWARD NOTICE  
(Conditions Attached)**

**SUB-GRANTEE INFORMATION**

District/Agency/Organization: Wilmington University  
 Address: 320 N. DuPont Hwy New Castle DE 19720  
 Project Coordinator: Donna Mitchell

**Sub-grant Information:**

Sub-grantee Project Title: Enhancing Teacher Quality Through Residency Program & Professional Learning Sub-grant Number: 01-15

**New**     **Amended**

Increased Amount: \$ \_\_\_\_\_ Decreased Amount: \$ \_\_\_\_\_

FY: <u>2015</u>	Appropriation #: <u>40246</u>	<b>Total Award:</b> <u>\$ 75,000</u>
Start Date: <u>07/01/2014</u>	Obligation Date: <u>09/30/2016</u>	Liquidation Date: <u>12/30/2016</u>
CFDA #: <u>84.367B</u>	Public Law #: <u>107-110</u>	P/R Award #: <u>S367B140008</u>

**Sub-grant Issued:**

<input type="checkbox"/> FSF Project	Project #:	_____
<input type="checkbox"/> Voucher	Voucher#:	_____
<input checked="" type="checkbox"/> Purchase Order	Purchase Order #:	_____
<input type="checkbox"/> State Funds	Transfer #:	_____

Payment Schedule if Applicable: \$25,000 to be on 9/15/15; \$25,000 to be on 12/15/15, \$25,000 to be paid on 3/15/16 in alignment with key deliverables and data as submitted through a tri-monthly report

**DEPARTMENT OF EDUCATION INFORMATION AND APPROVALS**

DOE Program Title: Title II Part A SAHes Competitive Sub-grant:  Yes  No

DOE FY: FY 16 DOE Appropriation #: 40246 DOE Project #: %6421

Tasha Cannon  
Program Manager

Michelle Kriss  
Program Support Staff

3027354198  
Work Group Phone #

**Approval Signatures**

<u>7/1/15</u> Program Manager	<u>8.25.15</u> Date	<u>[Signature]</u> Associate Secretary/Chief or Designee	<u>8/27/2015</u> Date
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<b>CFDA#:</b> 84.367B	<b>PR/Award or FAIN:</b> S367B140008
<b>Federal Sponsor</b> US Dept of Education	<b>Sub-Award Number:</b> 01-15
<b>Sub-Award Start Date:</b> 7/1/2015	

**SUB-AWARDEES**

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**Sub-Awardees Name:** Wilmington University

**DUNS Number:** 046549150

**Address:** 320 N. Dupont Hwy.  
Street

New Castle DE 19720 - 6434  
City State Zip + 4 digit (required)

**Place of Performance:** same  
(If different than above) Street

City State Zip + 4 digit (required)

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