

# State and Federal Grant Administration Policy, Fiscal Requirements and Procedures Fact Sheet

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## How to get there:

ISBE Home Page: [www.isbe.net](http://www.isbe.net)

Division & Program Areas

Funding & Disbursements

General Grant Info (Located in the Resources Box – right side of the screen)

Fiscal Policy/Procedures/Requirements

Direct link: [http://www.isbe.net/funding/pdf/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf)

## Contains:

- Glossary of Acronyms and Terms
- State and Federal Grant Administration Policy
  - Project begin and end dates
  - Amendments
  - Expenditure Reporting
  - Obligations
- Requirements:
  - Equipment Policy and Deletion Requirements
  - Interest Income
  - Records Retention Requirements
- Grant Procedures (budgets, payment schedules, amendments, expenditure reporting)
- Carryover
- Excess Cash on Hand
- Indirect Costs
- Cost Allocation Plans
- Required Audits
- Time and Effort Reporting
- Function and Object Descriptors
- Return of Grant Funds
- Grants Funds Recovery Act
- Core Functions of Fiscal Agents
- Supplement vs. Supplant and Maintenance of Effort

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