



LOUISIANA DEPARTMENT OF EDUCATION

November 27, 2012

MEMORANDUM

TO: District LA 4 Coordinators for the Cecil J. Picard Program and Business Managers

FROM: Charlotte Stevens, Director *CS*
Division of Education Finance

SUBJECT: **The Cecil J. Picard LA 4 Prekindergarten Program**

This letter is to notify the District LA 4 Coordinators and Business Managers of the approval of the Community Development Block Grant funds for the Cecil J. Picard LA 4 Prekindergarten Program. The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Districts may begin obligating the CDBG funds as of November 15, 2012. Please note below how the CDBG funds can be budgeted in your application.

CDBG Funds can only be used for the following activities:

Salaries and Benefits:

- Salaries and benefits must be supported with timesheets, earning statements, and payroll registers that support the employer contribution to an employee's benefits, taxes, worker's compensation and etc..
- If the teachers are spending any time on programs other than LA 4, CDBG will only pay the prorated portion of the employees' salaries that relates directly to LA 4.
- Cost certifications must be completed for employee salaries.

Supplies:

- Each supply item purchased with CDBG funds must be procured using three bids.
- On-line quotes are acceptable. Documentation of the bids must be maintained.
- Purchased under \$1000 are considered supplies

Equipment:

- No equipment may be purchased with CDBG funds. (Items priced over \$1000 will be considered equipment).

Professional Services/Contractors:

- Each contract will need to be competitively procured. The process for selection must be documented.

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Travel:

- All travel must comply with all the regulations and forms detailed in PPM 49.

Should you have questions regarding this information, please contact Vondrica Alexander at vondrica.alexander@la.gov or 225-342-1871.

CS/VA/fa

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