

FY26 School Improvement Grants Project

Cash Request (PCR) Policy

The Office of School and District Improvement (OSDI) is responsible for ensuring that LEAs that receive School Improvement Grants (specifically the Title I Non-Competitive Supplemental School Improvement (TI NC SSI) grant and Expanding Opportunities for Each Child Non-Competitive (EOEC NC) grant) are expending grant funds in alignment with their grant application. The following outlines the process for when a discrepancy is identified during the Project Cash Request (PCR) submission and reimbursement process.

OSDI randomly reviews Project Cash Requests (PCR) for the TI NC SSI and EOEC NC grants throughout the fiscal year to ensure grant funds are being used for allowable activities and that the expenditures are aligned with the approved grant application. If during the random review process, OSDI identifies a discrepancy in the PCR submission, OSDI may work with the Office of Grants Administration to disable the PCR auto-approval capability in the CCIP.

PCR Review Process

If a discrepancy is identified, the approval process for PCR submissions may include the following steps:

- Review of PCR submissions to ensure alignment with budget grid, allowable activities, and approved application.
- Turning off the PCR auto-approval for the listed schools. (This applies to both grants in the School Improvement funding application.)
- Requiring a Detailed Financial Report (DFR) for each PCR submission. More information on the DFR requirements can be found in the next section.
- Reviewing the PCR along with the DFR before granting approval.

Detailed Financial Report (DFR) Requirements

Grantees must submit a Detailed Financial Report (DFR) if a discrepancy is identified during the random PCR review. The DFR should include:

- A breakdown of all grant-funded expenditures includes, and is not limited to, fund, object and function codes, vendor names, description of expenses, purchase order dates, payment dates, and amounts paid.
- Documentation supporting each expenditure examples can be found [HERE](#)
- Justifications for how each expenditure aligns with the approved grant objectives

Review and Approval

OSDI reserves the right to review all PCR submissions before they are approved for reimbursement by the Office of Grants Administration. This review process is crucial to ensure that all expenditures are appropriate and aligned with the grant's objectives.

By implementing this policy, we aim to maintain the integrity of the grant process and ensure that all funds are used effectively to achieve the intended improvements in our schools.