
Frequently Asked Questions (FAQs) State-Aided Institutions (SAIs) Program, fiscal year 2023

This page will be updated with frequently asked questions and answers on a continual basis.
Last updated: October 19, 2022

- Question:** When submitting the Invoice Form, our institution has more than 20 schools to list, and it's cumbersome to add lines to the Form. Can we provide a list of schools as an attachment instead?

Answer: Yes, that is fine. On the front of the Invoice Form, please write something along the lines of "see attachment for a list of schools" and ensure that the total number is recorded on the Invoice Form. Submit the Invoice Form and all attachments as one pdf file.
- Question:** When I submit the Invoice Form for the second payment, we won't have any student visits to report because all of our student activities are planned for after January. Will this affect our disbursement?

Answer: No, it will not affect the disbursement. Please provide a brief narrative on the form that explains that no student groups were hosted during the reporting period, and when you plan on hosting students.
- Question:** For the Invoice Form, are we reporting on total program expenses or just expenses allocated to the SAI funds?

Answer: Just expenses from your SAI budget.
- Question:** Is the Invoice Form required for SAIs with budgets under \$20,000?

Answer: Yes, the Invoice Form is required for all SAIs that receive state government funding.
- Question:** Why do we have to complete an Invoice Form, in addition to a Midyear Progress Report and a Final Progress Report?

Answer: It is required that MSDE verifies the accuracy of expenditure and performance data reported by SAIs receiving state funds. This requirement is satisfied through the submission and review of the Invoice Form, as well as any required supporting documentation to substantiate what the SAI reports on that form. The Midyear Progress Report and the Final Progress Report provide an update on the SAI's progress towards meeting goals and outcomes and expenditure of funds.
- Question:** Why do we have to provide attachments (like timesheets, receipts, etc.) for expenditures on the Invoice Form?

Answer: MSDE must have a way to verify the accuracy of the SAI's self-reported expenditure and performance data. This data is critical for ensuring the propriety of the grant expenditures and grant compliance with grant performance requirements.

7. **Question:** Can you please provide a multi-year timeline of important events?

Answer: Of course! A multi-year timeline has been posted on the [SAI webpage](#) under "SAI FY 2023".

8. **Question:** We use SAI funds to subsidize student and educator admissions. How do I report that on the Invoice Form?

Answer: Following feedback received during the October 7 and October 11 technical assistance sessions, the Invoice Form was revised. The question that asked for admission prices and number of attendees was removed. An additional question was added for SAIs to report any costs that fell outside of salaries, wages, supplies and materials.

9. **Question:** Do we have to host student groups from schools? Can we provide service to students through non-profit organizations?

Answer: It is a requirement that SAIs communicate with schools (public, nonpublic, or homeschooling) to coordinate the experiential learning activity, as well as connect the experience to the curriculum and to what the students are learning in the classroom.

10. **Question:** Can we use funds for supplies, equipment, and materials to run the program?

Answer: Funds may be used for educational materials and supplies for student use during the hands-on experience. If your institution provides theatrical performances, for example, you may use funding for the purchase of equipment to put on shows during SAI-funded field trips. Funds may not be used to purchase food, to fund construction or capital improvements, or for transportation.

11. **Question:** What supporting documentation should I attach to the Invoice Form to substantiate the cost of salaries and wages?

Answer: It is required that institutions who are using a portion of their SAI funds for employee salaries document the time and effort of those individuals related to the SAI program. The portion of their paid salary should be reflective of the time and effort the individual has put forth for the SAI program. You may attach a signed timesheet, a written statement from the employee stating their time commitment, or you may decide to track time spent using a Time and Effort log. All of these are acceptable forms of supporting documentation. A sample Time and Effort log is shared on the [SAI webpage](#).

12. **Question:** What ages can we count towards the number of students served?

Answer: Those students in grades Prekindergarten through grade 12 may be counted towards the number of students served. Be sure that you can demonstrate communication with the school and a connection to the classroom curriculum.

13. **Question:** How should we report the names of schools and the number of students served? We typically receive that information from the schools at the end of the school year.

Answer: You, as the State-Aided Institution and the receiver of State funds, have a responsibility to maintain records of the students you serve through your program. If your organization is not

collecting this information already, you must begin now. To assist you, an “SAI School Field Trip Form” has been created for you to use. This form captures all of the data that you are required to collect for this program. This form can be found on the [SAI webpage](#) under “Resources”.

14. **Question:** For supplies and materials, we have so many receipts that our supporting documentation would be extremely long. Is there an easier way to report these expenses?

Answer: As opposed to attaching hundreds of pages of receipts, you may provide a summary of the expenses, which total the amount reported on the Invoice Form. A sample expenses template is shared on the [SAI webpage](#) under “Resources”. You can use it or choose to use another summary tool from your accounting or record-keeping software. Be prepared to compile receipts if they are requested during a financial audit.