CHOICE READY GRANT RECIPIENT GUIDANCE

- The timeline to incur expenses under the Choice Ready grant is from September 1, 2022, through August 31, 2023.

- Federal dollars are being used to fund the Choice Ready grants. It is not allowable to use federal funds to pay students.

- Multiple Choice Ready applications included the need for student transportation (i.e., job shadowing). Since it is not allowable to pay students directly, grant recipients may purchase gas cards to give to students.

- Multiple Choice Ready applications included providing students with dual credit opportunities. Districts must pay the universities for dual credit costs, as it is not allowable to reimburse students directly for this cost.

- Federal funds may not be used to purchase food. The North Dakota Department of Public Instruction (NDDPI) cannot reimburse recipients for any food-related costs associated with this grant. If your application included food-related costs, you must find another funding source and repurpose those dollars for another activity.

- Object code 300 in the fiscal accounting process is labeled as “Purchased Professional and Technical Services.” This code must be used when funds will be used to purchase a service. All activities coded to object code 300 must be evidenced with a contract.

- Project Codes: The grant-specific project and program codes are listed on each grant recipient’s grant award.

- As a reminder, your local school district accounting ledger must reflect the expenditure amounts approved by the NDDPI for the Choice Ready grant.

- Grant recipients are allowed to make changes to their budget throughout the grant period. However, any changes to the budget must be made through a formal budget revision within WebGrants.

- All equipment purchased with federal funds must be labeled and indicated as federally funded equipment.

- Some applications proposed to provide incentives or door prizes. Guidance on using federal funds for such activities can be accessed here.

- Grant recipients may contact the following staff for questions regarding the Choice Ready grant.

  **Questions on Choice Ready**  
  Laurie Matzke at (701) 328-2284

  **Questions on WebGrants**  
  Shauna Greff at (701) 328-2117  
  Rebecca Pollert at (701) 328-2615  
  Lisa Johnson at (701) 328-2824