



Manor ISD Special Revenue Position Request Form 2021-2022

Department/Campus: _____ Date: _____ Grant Source: _____

Position: _____

You must answer the following questions in the space provided before your request can be considered:

1	How is this position reasonable and necessary to carry out the intent and purpose of the program?	
2	Provide the description, as written in the campus or district improvement plan, of the program, activity, or strategy that will be addressed by the position requested. Goal ___ Objective ___ Strategy ___	
3	What need, as identified in the comprehensive needs assessment, does the position address? Explain how the position addresses this need.	
4	How will the expenditure be evaluated to measure a positive impact on student achievement?	
5	<p>The “supplement, not supplant” provision is to help ensure grant funds are expended to benefit the intended population, rather than being diverted to cover expenses the LEA would have paid out of other funds in the event the grant funds were not available. Please check to ensure the following:</p> <ul style="list-style-type: none"> • This expenditure is an addition(extra) to the basic/required instructional program • This is not a requirement by state law or Board Policy • This was not previously funded with local funds 	

***By signing my name, I acknowledge I have reviewed all of the above for accuracy. I further acknowledge that the duration of this position is subject to the availability of grant funds on a year to year basis. This form must be resubmitted each grant year and approval will be determined based on need and available funds.

Requestor: _____ Signature: _____ Date: _____

Division Chief: _____ Signature: _____ Date: _____

Human Capital: _____ Signature: _____ Date: _____

Finance: _____ Signature: _____ Date: _____

Federal & State Programs: _____ Signature: _____ Date: _____

To be completed by HC: Cost of position: \$ _____

To be completed by Finance: Account Code(s): _____

NOTE: This form is to be submitted prior to beginning the hiring process and must be renewed each grant year.

Positions without a detail description clearly connecting to the purposes outlined in the funding source application, will be denied.

Revised 8/2021

Approved _____ Denied _____ Comments (if any) _____