Grant maintenance

Title I Technical Assistance & Networking Session

October 19, 2012
Introduction

★ Title I staff

★ Melissa Williams, Grants Specialist
  ★ is the main contact for TA regarding grants and amendments;
  ★ works closely with the Title IIA & Grants Management Office;
  ★ maintains several sections in the Drop Box (Title I Data, Title I Grants & Amendments, Title I & Title IIA Grant & Directory Administration); and
  ★ also participates in grant amendments & programmatic reviews.

★ Erica, Russ, Julia, Ken, Alex, Susan, Matthew N. & Matt P.
  ★ all participate in
    ★ Programmatic review of grants and amendments;
    ★ Coordinated Program Reviews;
  ★ lead on specific areas: accountability, private schools, time & effort, comparability, N or D, etc.
What we will cover today

- FAQs
- Closing out FY12
- Current year
  - Title I specifics
  - New grant system
  - Payment notifications
  - Request for funds
  - Amendments
  - Carryovers
- Dates to remember
- Helpful websites
Frequent questions ESE receives

- Has our grant been received/approved? (Slide 7)
- When will I receive official approval notification? (Slide 9)
- What is the start date of my grant? (Slide 7)
- Why is the amount on system different than what I wrote for? (Slide 9-10)
- How many payments will we receive? (Slide 9-10)
- How do we request funds? (Slide 11)
- When can I amend the grant? (Slide 12-14)
- What’s this new Grants System I’m hearing about? (Slide 8)
- Why is my final financial report not on system or the last amendment is showing? (Slide 5-6)
- Receiving error message in SIMS-Help!? Send me an email with the name of the school, 8 digit code and new designation (TA, SW, CL, NT)
Final Financial Report (FR-1)

- Posted in the Grants Management Payment Center
- If all FY12 funds were not claimed (request for payment back in July) a decrease amendment will need to be submitted prior to completing the FR-1
- If overspent in a line item by more than 10% the system will put the FR-1 in provisional status
The completed FR-1 will indicate if any funds need to be sent back:

- Check made payable to Commonwealth of MA
- Mail refund check and FR-1 to the Grants Management Office at 75 Pleasant Street, Malden MA 02148 attn: Final Financial Report
- Send me an email and we’ll start the Carryover Process (just for Title I & Title IIA)
Current status of FY13 Title I & Title IIA grants

- There are 382 districts who are eligible to write for Title I funds (and 404 for Title IIA)
- We have received 339 grant applications (Title I & Title IIA)
- 308 grants (318 for Title IIA) have been approved and sent to Grants Management
- Grants received by July 31 or approved by September 14th will have a September 1, 2012 start date
Grantium or G3

★ Web-based system
★ 3 pilot programs using: Title I, Title IIA & Race to the Top
★ Districts should not see a difference (payment center)
★ Process was slower this year due to manual data entry of applications
★ Grants Management is/was having issues sending out payment notifications
Official Award Notification (AKA - Payment Notification)

⭐ Grants Management is responsible for notification and notices are now being sent

⭐ DON’T FORGET the payment notification will not show:
  ⭐ the correct amount you wrote for
  ⭐ the breakdown of the line item totals
Official Award Notification
(AKA - Payment Notification)

The reason for this (and it happens every year):

★ The USED does not send states their full allotment; we receive about 25% of the allocation;

★ Grants Management “tricks” the system so all districts can get their first payment;

★ This corrects itself in the 2\textsuperscript{nd} or 3\textsuperscript{rd} payment notification. Please share this with your business office.
Requesting funds

★ See ‘Appendix F’ ESE PowerPoint presentation regarding this topic @:

★ [http://finance1.doe.mass.edu/grants/procedure/default.html](http://finance1.doe.mass.edu/grants/procedure/default.html)

★ The PPT will show you how to view grants, request funds, the payment schedule, final reports, et cetera

★ Can be done once a month – the window opens on the 20th and closes the last day of the month

★ If district needs more funds than allotted amount, must request an override ~ contact Susan O’Brien in Grants Management office
Amending grants

- The Title I & Title IIA Excel workbook will be used to file an amendment - must use an “amendment-ready” workbook

- The workbook will be uploaded to the Title I & Title IIA Grants’ Drop Box within the Security Portal and will end in “final” – this is the only workbook you can use to file an amendment

- Must adhere to timing of amendments – 30 days prior to the change taking place
An amendment is NOT needed if the increase to a line is 10% or less (unless it exceeds $10,000) or is under $100

Approval time generally takes 30 days from upload date
Completing Title I & Title IIA amendments

- Try to coordinate the submission of Title I & Title IIA at the same time
- If changes are minor, complete justification section on the amendment tab
- More than minor changes – indicate in the TI Narrative tab. Keep existing text – add “amendment & date” and explain what the changes are
- Update the TI District Reservation Tab & TI School Funding Tab, as necessary
- Update the budget pages to reflect the changes
- Fill in yellow boxes on the amendment tab – Part III will populate once budget pages are updated
- Amendment form must be signed by superintendent or his/her designee
Carryover grants

★ How Carryover Funds are generated:
★ By decreasing last years grant
★ By leaving funds “on the table” – either by not writing for the full amount or not requesting the last payment
★ Final Financial Report shows an unexpended balance

★ Carryover applications are available in your district’s Title I & Title IIA Grants’ Drop Box within the security portal.
Carryover grants

★ The same Title I regulations apply to spending these funds – districts are not required to include these funds as part of their required reservations (Level status), but can use these funds to meet reservation requirements for the regular Title I grant.

★ These are FY13 grants pulling funds from the FY12 account – that is the only difference. Request for funds and the final financial report need to be done.
Important dates to remember

- **June/July:** Allocations for the next fiscal year are released

- **August 1st:** Submit grant if you want a 9/1 start date

- **August/September:** Contact from your reviewer will take place, if needed. This will happen within 30 days of submitting your application
Important dates to remember

- August/September/October: Applications are sent to Grants Management as they are approved

- August/September: First payment is automatically sent, usually 14 days after the grant is posted

- October/November: Finalized workbooks are posted to the Security Portal, followed by an email notice

- October-July: Amendments are allowed
Important dates to remember

- Last two weeks of every month: Request for payments are allowed, last one allowed in July

- March/April: Increase/decrease amendments are due

- May-August: You can request a grant extension from August 31st to September 30th

- September-November: Final Financial Reports (FR-1) are due
Important dates to remember

★ August-November: Carryover workbooks are sent out

★ November 1st: Deadline to have grant in

★ December 31st: Deadline to submit carryover application. If not, available funds will be reallocated
Helpful websites

- www.doe.mass.edu
- http://www.doe.mass.edu/apa/titlei
- http://www.doe.mass.edu/apa/titlei/grant-applications/
- http://www.doe.mass.edu/grants/
- http://profiles.doe.mass.edu/
- http://profiles.doe.mass.edu/search/search.aspx?leftNavId=11239
Title I / Federal Support Programs

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended (ESEA) provides financial assistance to districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through statutory formulas that are based primarily on census poverty estimates and the cost of education in each state. Title I, Part A is a program that provides funds to improve educational services for children and youth in local and state institutions for neglected or delinquent children. The Massachusetts Department of Elementary and Secondary Education (MDESE) also provides subgrants using state and federal funds to districts for the purpose of providing assistance for district and school improvement.

Title I: An Introduction

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Understanding Title I Programs: Targeted Assistance & Schoolwide

[6:36, 12 mb]

| View text transcript
| Download QuickTime [23 mb]
Title I / Federal Support Programs

TITILE I / FEDERAL SUPPORT PROGRAMS HEADLINES:

- Distribution of 2012 District and School Report Cards
- Alignment of Accountability and Assistance Level Classifications with Determinations of Need for Special Education Technical Assistance or Intervention (2011-12 & 2012-13)
- Waiver of Requirements Regarding Supplemental Educational Services (SES) and NCLB Public School Choice

General Information & Organization

On this Page:

2012-2013 (FY13) Grant Application Materials

General Information

- FY13 Allocation Amounts
- Detailed FY13 Title I, Parts A & D Grant Allocations
- FY13 Title IIIA Grant Allocations
- How Funds Are Allocated to States, Districts, & Schools

Title I, Part A and Title IIIA

- FY13 Title IIA and Title I Application Workbook - Updated 08/17/2012
- Educator Evaluation Title IIA Addendum
- FY13 Title I Request for Proposal
- FY13 Affirmation of Consultation with Participating Non-Public School Officials

Title I, Part D (Neglected & Delinquent)

- Budget Workbook

Resources:

- Grant Maintenance (PowerPoint from May 11, 2012 Title I Technical Assistance Session)
- Internal Controls (PowerPoint from May 11, 2012 Title I Technical Assistance Session)
- FY13 Instructions for Completing Title I Forms
- FY13 Title I Schoolwide Program: Justification and Assurances
- FY13 Title I Review Rubric
- Selecting Title I Schools and Allocating Funds

Subpart 2 (Community Residential Facilities) Memorandum
A list of Directory Administrators by district is available at: www.doe.mass.edu/InfoServices/data/diradmin/list.aspx
Question time

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