Grant Maintenance

New Title I Directors

Title I Technical Assistance Session

May 15, 2013
Agenda

- End of year requirements
- Grant maintenance overview
- Common questions
- Dates to remember
- The future of grants
- Helpful websites
5 facts about Title I

★ Title I serves more than 18 million students nationwide
★ Title I was initiated in 1965 as part of the War on Poverty
★ Title I serves students Pre-K through 12th grade
★ Title I is the single largest precollege federal education program
★ Title I students are found in almost every school district in the county
End of school year requirements

- Multi-year delegation form
- Amendments
- Request for funds
- Final Financial Report (FR1)
- Carryover funds (2012 funds)
Multi-year delegation forms

- Only being done for grants using the Grantium/G3 system (Title I & Title IIA)

- Forms were due to Grants Management May 3 –
  Purpose was to provide estimates on spending: Year 1
  (7/1/12 to 6/30/13) and Year 2 (7/1/13 to 6/30/14)

- If all funds are expended by June 30, 2013 ~ FR-1
  must be submitted within 60 days

- Title I office will contact districts spending more than
  15% of their allocation in Year 2
Amendments: regular & carryover

★ Amendment basics
  ★ Why – How – When- Who?

★ Line item changes are allowed until June 15th
  ★ 10% rule: an amendment is not needed if the amount being moved is $100 or less or 10% of the line being increased (unless that increase is $10,000)
Request for funds - regular

★ Request for funds forms will be sent to district control users
★ 10 day window to submit via email to grantsmanagement-G3@doe.mass.edu
★ Last payment for year 1 is in July and should be for the amount you need to pay for all expenses up to June 30th (even if being paid in July)
Request for funds - carryover

★ FY13 Carryover explanation
★ Grants Management Payment Center can be accessed through [http://doe.wji.com/](http://doe.wji.com/) and each district is allowed 2 users
★ Funds can be requested last 10 days of each month
★ Last month to do a request is June
★ Must claim all funds
★ PowerPoint presentation can be found at (Appendix F):
Final financial report (FR1) - regular

★ Will be due 60 days from the end of the grant

★ Districts with Year 2 funds will end on on 6/30/14 and will have 60 days to complete FR-1 ~ however most will end earlier
Final financial report (FR1) - carryover

★ Accessed through the Grants Management Payment Center (http://doegrants.wji.com)
★ Made available the day after the grant closes
★ Must submit within 60 days after the end date
★ Grant is closed when the signed FR1 is received
★ Unexpended funds must be returned – the Department will return $ to USED
Year 2 funds (aka: carryover)

- Funds available July 1, 2013 – June 30, 2014
- Amendments still needed for line item changes
- 15% cap still applies, waiver is needed if carrying 15%+ after September 30th
Common questions

★ Do District Reservation & School Funding worksheets need to be updated when an amendment is submitted?
  ★ YES

★ Do we need to send in a signed hard copy of the amendment?
  ★ YES

★ How long do amendments take to be approved, uploaded, and mailed out?
  ★ approximately 1 month
10 easy rules for Title I Directors

- Read the grant application to make sure you know what is required of you.
- Reread the grant application.
- Discuss the program and budget with the administrators.
- Follow directions and grant requirements.
- Keep records.
- Meet all deadlines.
- Put all budget requests in writing & make sure the program justifies the expenditure.
- Spend the money in a timely manner; do not spend money on items that are not in the budget; and do not spend more money than you have been allocated.
- Implement the program as it is written.
- Keep leadership informed of matters pertaining to the grant.
Important dates to remember

- May – FY14 Title I & Title IIA application posted to the ESE website
- June – FY14 Title I allocations expected
- Summer 2013 – Prepare and submit FY14 Title I and Title IIA grant application
Future of grants

- Title I & Title IIA Grants consolidated application
- Uploading workbook:
  - Both Title I & Title IIA grants have to be completed before submitting application
  - Title I & Title IIA drop-box within the Security Portal
  - Directory Administrator will need to give the “role” to staff in Title I & Title IIA
- G3 – the new Grant System – in development
Helpful web-sites

★ Title I:
http://www.doe.mass.edu/apa/titlei/

★ Grants Management:
http://www.doe.mass.edu/Grants/

★ School & District Profiles:
http://profiles.doe.mass.edu/
Questions