Grant Maintenance for New Title I Directors

Spring Title I Statewide Conference

May 15, 2014
Agenda

★ End of year requirements
★ Grant maintenance overview
★ Common questions
★ Dates to remember
★ The future of grants
★ Helpful websites
End of school year requirements

- Multi-year delegation form
- Final financial report (FR1)
- Request for funds
- Amendments
Multi-year delegation forms

- Only being done for grants using the Grantium system (Title I & Title IIA)
- Forms are due to grants management this week
- The purpose is to provide accurate spending estimates
  - FY14 for year 1 (7/1/13 - 6/30/14) and year 2 (7/1/14 - 6/30/15)
  - FY13 for year 3 (7/1/14 - 9/30/14)
- Title I office will contact districts spending more than 15% of their allocation in year 2
Multi-year delegation forms

FY2014 Title I (Fund Code: 305) Multi-Year Grant Funding Delegation Form

<table>
<thead>
<tr>
<th>District Name:</th>
<th>4 Digit LEA Code:</th>
<th>Project Number:</th>
<th>Contact Name:</th>
<th>Contact Number:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
<th>Total Current Budget</th>
<th>Decrease</th>
<th>Increase</th>
<th>Revised Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>7/1/2013 - 6/30/2014</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Year 2</td>
<td>7/1/2014 - 6/30/2015</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Year 3 (NA)</td>
<td>7/1/2015 - 6/30/2016</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

TOTAL: $ - $ -

Signature of District Authorized Representative: X

Typed or Printed Name:

Title:

Date:

DEPARTMENT USE ONLY

Signature of Authorized ESE Representative:

Printed Name:

Title:

Date:

Click to add factor.
Final financial report (FR1)

★ 60 days after the grant ends or ALL funds have been expended
  ★ Grant end date is June 30 - report due August 31
  ★ All funds written for and requested

★ Filed a multi-year delegation form
  ★ FY13 Year 3 ends on September 30, 2014 – report is due November 30, 2014
  ★ FY14 Year 2 ends June 30, 2015 – report is due once all funds have been spent but no later than August 31, 2015
Request for funds

- Emailed to districts control users
- Sent out on the last day of the month
- Reimbursing the previous month’s expenses
- 10 day window to submit via email to grantsmanagement–G3@doe.mass.edu
- Final draw down window for Year 1 is July (reimbursement for expenses through June 30)
Amendments

- Amendment basics (how, when & why)
- Status of increase amendments
- Amendment ready workbooks uploaded
- Approved amendments emailed
- Line item changes allowed 30 days prior to the end of the grant (May 30 for a June 30 end date)
  - 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)
Year 2 ~ aka carryover

- Runs July 1, 2014 – June 30, 2015
- Request funds as usual
- First draw down window – August
- File amendments (program changes/additions)
- 15% cap still applies, waiver is needed if carrying 15%+ after September 30
Common questions

★ Do district reservation & school funding worksheets need to be updated when an amendment is submitted?
  ★ Maybe, depending on scope of amendment

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

★ How long do amendments take to be approved & emailed/uploaded?
  ★ About one month
Important dates to remember

★ Last day of each month request for funds (RF1) is sent out and due 10 days later

★ May
  ★ Multi-year delegation form due
  ★ Final amendment
  ★ FY15 Title I & Title IIA application posted to the Department’s website

★ June-July
  ★ FY14 allocations released

★ July
  ★ Year 2 amendments allowed
  ★ Submitting last RF1 for FY13 Year 2 or FY14 Year 1
Important dates to remember

Summer 2014 – Prepare and submit FY15 Title I grant application
Future of grants

★ Uploading workbook – same format as FY14
  ★ Both grants have to be completed before submitting application
  ★ Title I & Title IIA Grants’ drop box within the security portal

★ Grantium
  ★ Running internally
  ★ Roll out to districts TBD
Helpful websites

⭐ 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/
Question time