

Massachusetts Department of Elementary and Secondary Education

FY10 NCLB Budget Workbook Instructions

(For Titles IIA, IID, III and IV)

- A. Budget Workbook File
- B. General Instructions and Guidelines
- C. Submitting the Budget Workbook

IMPORTANT NOTE REGARDING THE NCLB COORDINATED GRANT PROCESS

In preparing budget proposals for FY10 NCLB program grants, the Department encourages districts to coordinate decisions regarding the use of NCLB funds across NCLB programs, including Title I, Title II-A, and Titles II-D, III, and IV, as applicable. This coordination should also include the district's planned uses for any American Recovery and Reinvestment Act (ARRA) funds it is receiving, and for its regular FY10 IDEA allocation.

In response to feedback we have received from the field, we have made a technical change in the NCLB grant submission process. In the past, the district's designated 'Grant Coordinator' was required to compile the individual budgets into one larger workbook that then became the only document that could be uploaded through the Department's security portal. That final step in the process caused some confusion and delays for many districts.

To alleviate these problems, we have made changes to the NCLB coordinated budget workbook. The changes allow the individual budgets to be uploaded through the security portal separately once they have been given overall district level approval. Therefore, the district Grant Coordinator will no longer have to rewrite the individual grant information into the single document. This means that changes that are required after the initial submission can now be handled without resubmitting the entire original workbook.

The coordinated grant application cover page, which the superintendent must sign one time for all of the NCLB grants for which the district has applied, will remain but has been moved to serve as the cover for the required Forms 4 & 5. The instructions for submitting the signed cover page by mail are the same.

A. Budget Workbook (naming and saving, initial data input):

The budget workbook is a Microsoft Excel file which includes macros that enable the workbook to compute totals and summary tables.

- For **Microsoft Office 2000/2003**, you may need to change the security setting in Excel **before opening the file**. In Excel, click 'Tools', 'Macro', and then 'Security'. When the dialog box appears, change the security setting to 'Medium' and then click 'OK'. You can now open the budget file.
- For **Microsoft Office 2007** you must save the workbook as an earlier version of Excel (.xls **not .xlsx**).

1. Saving and Naming the File: The file is currently named **FY10Budget_FundCode_LeaCode.xls** (each NCLB fund code – 140, 160, 180 and 331 – will have their own workbook). Edit the file name by replacing the words 'LeaCode' with your 4-digit LEA code. The file will now have the following name format:
 FY10Budget_160_#### (Note: #### denotes your LEA code)
 Example: FY10Budget_160_4891.xls

Note: Fund Code 160 is being used as an example

2. Begin by clicking on the grey tab at the bottom of the screen labeled 'Cover Sheet' (see screenshot below). In the first box (labeled **A. Applicant**), click on the down arrow to view the pull down menu for ORGANIZATION NAME. Scroll down to find your district name and select it – district and address information automatically appears on all relevant pages. Then complete all yellow highlighted areas (contact information, submission date and allocation amount).

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
STANDARD CONTRACT FORM AND APPLICATION FOR PROGRAM GRANTS

PART I - GENERAL

A. APPLICANT District Name: ORGANIZATION District Code: LEA

Contact Name: Contact email:

Address: ADDRESS 1:
 ADDRESS 2:
 TOWN/CITY: MA ZIP:

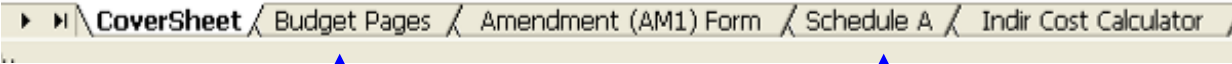
Contact Telephone: Submission date:

B. APPLICATION FOR PROGRAM FUNDING

Fund Code	Program Name	PROJECT DURATION		ALLOCATION
		FROM	TO	
160	Title IID - Enhancing Education Through Technology	9/1/2009	8/31/2010	
FY2010				
TOTAL AMOUNT REQUESTED:				

Select Organization from the drop down menu

TOTAL AMOUNT REQUESTED is password protected - an amount will appear automatically once the budget pages are completed.



Individual worksheets can be accessed by clicking on the appropriate grey tab at the bottom of the screen.

B. General Instructions & Guidelines:

Budget Pages:

IMPORTANT NOTE: All required information relative to line item expenditures must be completed – cells left blank will turn red.

Contact information – will auto populate when completed on the Cover Sheet. In the event that contact must be made during summer vacation, please provide a summer contact telephone number.

Comment Boxes:

When you move your cursor over cells that have a red flag in the upper right hand corner, a comment box will appear. The comment boxes include reminders such as expenditure restrictions and MTRS eligibility.

PART II - PROJECT EXPENDITURES - DETAIL INFORMATION										A. FUND CODE:	160	
B. APPLICANT AGENCY ORGANIZATION										District Code: LEA		FY2010
Contact Person:			Address:			Email Address:						
Telephone:			ADDRESS 1			TOWN/CITY						
Funding Source:			ADDRESS 2			MA.				Submission date:		
TITLE IID - Enhancing Ed			MA.			ZIP						
PLEASE PROVIDE ALL OF THE INFORMATION REQUESTED ABOVE AND SUBMIT ALL PAGES OF THE BUDGET DETAIL.												
C. ASSIGNMENT THROUGH SCHEDULE A <input type="checkbox"/>												
Check this box ONLY if this project will be using funds assigned by more than one agency. A completed Schedule A, with signatures and the amount of funds assigned by each participating agency, must be attached to this Budget Detail.												
D. STAFFING CATEGORIES	E. # OF STAFF	F. FTE	G. MTRS*	H. AMOUNT	I. TOTAL	J. PRIMARY FUNCTION	K. FLEX USE	L. FLEX INTO TITLE	M. LINE ITEM EXPL			
1. ADMINISTRATORS:				do not use cents		SELECT FUNCTION FROM DROP DOWN BOX	SELECT FLEX USE FROM DROP DOWN BOX	SELECT TITLE	To add narrative, click on "Enter" key works only when pressed together			
Supervisor/Director	1.00	0.10	<input type="checkbox"/>	\$10,000		Data Collection/Management						
Project Coordinator			<input type="checkbox"/>	\$5,000								
			<input type="checkbox"/>									
			<input type="checkbox"/>									
			<input type="checkbox"/>									

Enter line item expenditures here (whole \$ amounts only – no cents or formulas). Do not forget # of staff, FTE and staffing category.

Select a Primary Function and add narrative for line item expenditures

If staff contribute to MTRS check the box – 9% will automatically be calculated and appear in line item 4A – Fringe Benefits.

IMPORTANT NOTE: All required information relative to line item expenditures must be completed – cells left blank will turn red.

Line Item Expenditures:

Enter line item expenditures on appropriate lines (whole \$ amounts only – no cents or formulas). Sub-totals will calculate automatically (sub-total cells have formulas in them and are password protected).

Indirect Costs:

Consult the Indirect Costs Calculator in the workbook to calculate this amount – a lower % and/or \$ amount may be entered.

121	9. INDIRECT COSTS	Approved Rate:	5.00%	\$995
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Primary Function:

For each line item, select a primary function - each cell in the Primary Function column has a pull down menu of options. Click on the down arrow to view the pull down menu. In addition, you may add any other information that will be helpful in clarifying this expenditure in the narrative column.

Narrative:

To the right of the budget pages is a section for a narrative related to line item expenditures – this section must be completed. The “Enter” key will only work when “Alt” and “Enter” are pressed together.

Transferability/FLEX Money Restrictions:

You are allowed to flex money **into and out of** Title IIA, Title IID and Title IV. You are allowed to flex money **into** Title I but are **not allowed** to flex money **out of** Title I. Additionally, you are **not allowed** to flex money **into or out of** Title III. Certain additional restrictions apply to districts identified for improvement or corrective action. Guidance on NCLB transferability and flexibility provisions is available on the Department’s Web site at:

<http://finance1.doe.mass.edu/grants/grants09/rfp/nclb.html>. You may add any other information that will be helpful in clarifying the flexing of funds in the **narrative column**.

D. STAFFING CATEGORIES	# OF STAFF	FTE	MTRS*	AMOUNT	TOTAL	PRIMARY FUNCTION	FLEX USE	FLEX INTO TITLE	EXPENDITURE
INSTRUCTIONAL/ 2. PROFESSIONAL STAFF:				do not use cents		SELECT FUNCTION			To add narrat "Enter" key wo
Teacher	100	0.50	<input type="checkbox"/>	\$20,000		Flex	Assistive/UDL Technology	Title IIA	Total Flex Amount
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						
			<input type="checkbox"/>						
Stipends			<input type="checkbox"/>	\$2,000		Flex			
			<input type="checkbox"/>						

1. Select Flex in the Primary Function column

2. Select a use for the flexed money in the Flex Use column

3. Select the Title you are flexing money to in the Flex Into column.

Permissible Allocation Warnings:

On the TIII and TIV budget worksheets, certain cells (subtotals) in the **Total** column will **turn yellow in color** if the expenditure subtotal exceeds your permissible allocation for that line item (based on total award amount). This is a warning signal intended to alert you to a budget error. In order to correct the error, you will need to modify the expenditures in that line item.

Additional Worksheets:

Title IIA Form 3:

Equitable Participation worksheet - **must be completed** – this sheet is applicable to Title IIA (fund code 140) only.

Amendment Form:

This is used for budget amendments – directive on how to amend will be sent to districts once the budget has been approved and finalized.

Indirect Cost Calculator worksheet:

This worksheet provides information and assistance for calculating indirect costs if you choose to include this line item in the budget.

Schedule A:

Consolidated assignment schedule – This requires an original signature and must be mailed to: **Charlotte Fitzgerald, Grants Management, Dept. of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148.**

C. Submitting the Budget Workbook:

- All budget submissions must be uploaded to the Department’s Security Portal. **UPLOAD** the file (along with other required documents) to the **Security Portal** in the **NCLB Grant Application and Amendments** file located in **Drop Box Central** - <https://www4.doemass.org/auth/Login>.

[Back to cover](#)