

## Instructions for Completing FY10 760 ARRA-IDEA Budget Workbook and Amendments

The budget workbook includes macros that enable the workbook to compute totals. If you have Microsoft Office 2000 or a newer version, you will need to go into Excel and change the security setting 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.

### Part I - Instructions for Completing FY10 760 ARRA-IDEA Budget Workbook

#### Completing the Electronic Workbook

1. **OPENING THE FILE:** Click on the link named *FY 10 760 ARRA IDEA\_leacode.xls*. A dialog box may appear as the file opens, prompting you to disable or enable macros – in order to use the workbook, you must click '**Enable Macros**'.
2. **SAVING AND NAMING THE FILE:** Once the file is open, select 'File' and then select 'Save As'. Indicate where you want to save the file. The file is currently named **FY 10 760 ARRA IDEA\_leacode.xls**. Edit the current file name by replacing the words '**leacode**' with your 4-digit LEA code. The file will now have the following name format:

FY 10 760 ARRA IDEA\_#### (Note: #### denotes your LEA code)

*Example: FY 10 760 ARRA IDEA\_4891*

#### **Comment Boxes**

When you move the 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. To close a comment box, simply move the cursor.

3. **COVER SHEET:** Go to the cover worksheet by clicking on the tab labeled '**Cover Sheet**' at the bottom of the screen. **Please Note: Once the budget is complete, the Cover Sheet must be printed off and an original, signed copy must be mailed to the ESE Special Education Planning and Policy Development Office – please see [Submission of Electronic Workbook 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's name and select it - address information automatically appears on all relevant pages. Then enter the name, email address, and phone number of the program contact person.
  - Enter the district's **Entitlement Amount** in the white box. The **Total Amount Requested** box will fill in automatically once the budget pages are completed.

**A. APPLICANT** District Name: ORGANIZATION NAME  District Code:

Contact Name: ADDRESS LINE 1  
ADDRESS LINE 2  
CITY/TOWN ZIP CODE

Contact Telephone:  Contact email:

Be sure to enter contact information here.

Select organization/district name here – relevant information will then appear on all pages of the workbook.

**B. APPLICATION FOR PROGRAM FUNDING**

Fund Code	Program Name	PROJECT DURATION		Entitlement Amount
		FROM	TO	
760	American Recovery and Reinvestment Act - IDEA	Upon Approval	6/30/2010	
<b>TOTAL AMOUNT REQUESTED:</b>				\$ -

Enter Entitlement Amount

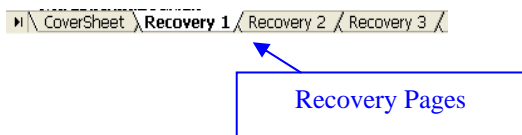
C. I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE; THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I UNDERSTAND THAT FOR ANY FUNDS RECEIVED THROUGH THIS APPLICATION THE AGENCY AGREES TO COMPLY WITH ALL APPLICATION'S PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS.

Do not type here - Total amount requested will automatically appear once budget pages have been completed.

AUTHORIZED SIGNATORY:  TITLE:

Navigation: CoverSheet / Recovery 1 / Investment 1 / Budget Pages / Inst. Support Services / Amendment / Schedule A / Su

- PRIORITY – RECOVERY:** Go to the Priority - Recovery worksheet by clicking on the tab labeled 'Recovery 1' at the bottom of the screen.



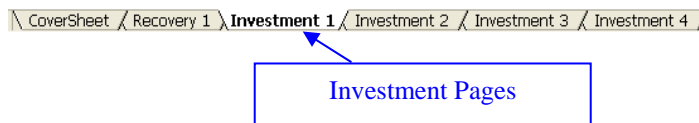
Under this priority, districts may consider using funds to advance ARRA's short-term economic goals by investing quickly to save jobs and improve student achievement. Up to 50% of the total two-year allocation may be used under this priority.

Directions for proposing activities under the "Recovery" priority:

- For each Recovery activity proposed, **complete all the required program information.** Respond to each question prompt by entering narrative information into the yellow boxes.
- For each Recovery activity that will *save jobs and improve student achievement*, complete the required program information under **Recovery Activity I - Save Jobs and Improve Student Achievement.**
- For other Recovery activities that are designed to support and sustain existing special education programming, complete the required program information under **Recovery Activity II - Other.**
- Once the narrative components are completed, enter the budget information into the Recovery priority sheet at the bottom of the worksheet. **All budget information entered on the priority pages will be automatically entered and totaled on the budget pages.**
- If additional Recovery activities are proposed, click on the button at the bottom of the worksheet labeled **"Click here to add another RECOVERY sheet"**. A new worksheet labeled **"Recovery 2"** will appear at the bottom of the screen. Follow the steps described above to complete the required program information and budget detail.

Click here to add another RECOVERY sheet

5. **PRIORITY – INVESTMENT:** Go to the Priority - Investment worksheet by clicking on the tab labeled 'Investment 1' at the bottom of the screen.



At least 50% of the total two-year allocation must be used under this priority. There are four categories under which proposed Investment activities may be aligned:

- **Educator Quality and Effectiveness** - Activities resulting in increased educator effectiveness and in the equitable distribution of qualified teachers, administrators, para-educators, and other personnel working with students with disabilities and their families.
- **Supporting Schools, Districts, and Students** – Activities resulting in enhanced systems and programming for students with disabilities and their families.
- **Assessment and Data Systems** – Activities that will result in increased and/or improved implementation of high-quality assessment and data systems to determine eligibility, track progress and foster continuous improvement for students with disabilities.
- **College and Career Readiness** – Activities that will result in greater numbers of students with disabilities effectively prepared for post-secondary options.

Directions for proposing activities under the “Investment” priority:

- Select the appropriate investment category from the dropdown menu. A description of the category and long-term goals will automatically populate in the white box underneath the dropdown menu.
- For each Investment activity proposed, **complete all the required program information**. Respond to each question prompt by entering narrative information into the yellow boxes.
- In the box labeled **Name of Activity**, provide a title for the activity that is reflective of its purpose and goals (e.g., Developing and Sustaining In-District Special Education Programs).
- Once the narrative components are completed, enter the budget information into the Investment priority sheet at the bottom of the worksheet. **All budget information entered on the priority pages will be automatically entered and totaled on the budget pages.**
- If additional Investment activities are proposed, click on the button at the bottom of the worksheet labeled “**Click here to add another Investment sheet**”. A new worksheet labeled “**Investment 2**” will appear at the bottom of the screen. Follow the steps described above to complete the required program information and budget detail. This process may be repeated for as many Investment activities as needed.

Click here to add another INVESTMENT sheet

6. **ADDITIONAL INFORMATION ON BUDGETS:** When filling in budget information for any of the priorities, please note the following common issues:

- Contractual rate, hour/day (Part 5) **must** be entered on each priority sheet. **(The information will *not* be reflected on the budget pages, ONLY on the priority sheets.)**
- For any amounts entered for stipends that choose to pay into MTRS, be sure to click the MTRS box (9% will be calculated automatically).

7. **BUDGET PAGES:** To access the budget pages, click on the tab labeled ‘Budget Pages’ at the bottom of the screen. **ONLY complete Part II, contact person, telephone, summer phone, email and submission date on the budget pages.**

Totals and sub totals will calculate automatically. All other cells are password protected as they contain formulas; you cannot type in these cells.

8. **NOTICE OF INTENT TO USE IDEA FUNDS FOR INSTRUCTIONAL SUPPORT SERVICES (EARLY INTERVENING):** Only complete this form when the applicant agency elects to use IDEA funds for instructional support services (early intervening) as a general education service. All sections of this report must be completed, and the report submitted as part of the electronic workbook, with all required forms for Fund Code 760 – ARRA-IDEA. The line items included in this report must be aligned with line items submitted in the Fund Code 760 application.

If a district intends to use IDEA funds for instructional support services as a general education service, please contact the Special Education Planning and Policy Development Unit at 781.338.3375. For additional guidance please refer to the following resources:

- [http://www.doe.mass.edu/sped/IDEA2004/spr\\_meetings/eiisservices.html](http://www.doe.mass.edu/sped/IDEA2004/spr_meetings/eiisservices.html) (see Statutory Language and Key Points);
- <http://www.ed.gov/policy/gen/leg/recovery/factsheet/idea.html> (see section titled IDEA, Part B Fiscal Issues); and
- <http://www.ed.gov/policy/gen/leg/recovery/guidance/idea-b.pdf> (see items B-3, D-2, and D-8).

9. **SCHEDULE A WORKSHEET:** The Schedule A Worksheet is to be completed if the applicant operates and administers a grant project using funds assigned to more than one agency. Fill in the name of each participating agency and amount of assigned funds. Print the Schedule A Worksheet and obtain authorized signatures. A signed original must be mailed to: **Grace Willis, Special Education Planning and Policy Development Office, 4th Floor, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906.**
  
10. **SUMMARY WORKSHEET:** When the priority sheets and budget are complete, the primary contact person should review the 'Summary' worksheet. This sheet is for reference purposes only and contains four reports that summarize the data entered on the budget worksheets. You cannot enter data on the 'Summary' worksheet.

## **Submitting the Electronic Workbook**

1. **UPLOADING THE WORKBOOK TO THE SECURITY PORTAL:** All 760 workbook submissions are to go through the Security Portal. UPLOAD the entire file ***FY 10 760 ARRA IDEA #####.xls*** (Note: ##### denotes your LEA code) to the Security Portal, through Drop Box Central, into the **"SPED Grant Application and Amendments"** box.

### Directions on Security Portal access and uploading:

- Log in to the Security Portal at <https://www4.doemass.org>. For general information about the Security Portal, visit <https://www4.doemass.org/loginhelp.asp?mode=about>.
  - Click "Drop Box Central" from the list of Applications.
  - Select "SPED Grant Application and Amendments" at the Drop Box Central screen and click "Next". (If you do not see this drop box, contact your District Directory Administrator to have access granted.)
  - On the next screen, select your organization and click "Next".
  - You are now in the "SPED Grant Application and Amendments" drop box, where you can upload your grant application. Please be sure to add your four-digit LEA Code in place of the words "leacode" before uploading them to the Drop Box. The Drop Box will only accept filenames with the extensions ".doc" and ".xls" (Microsoft Word and Excel, respectively).
  - When each file is uploaded, a Success! window informs you that your upload was successful. You will also see the file appear under "SPED\District Name\ESE Inbox" along with the date and time of transmittal. The Department will be notified via email that a file has been uploaded and is ready for review. To view all of the files in your Inbox or Outbox, click "Expand All".
  - Click "Logout" to exit the Security Portal.
  - For questions concerning the submission process, please contact Grace Willis at (781) 338-3363 or via e-mail at [gwillis@doe.mass.edu](mailto:gwillis@doe.mass.edu)
2. **SUBMITTING SIGNED ORIGINAL COVER SHEETS:** Two (2) copies of the 'Cover Sheet' need to be printed, signed by the Superintendent or Executive Director, and mailed to: **Grace Willis, Special Education Planning and Policy Development Office, 4th Floor, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906.**

Please note that you do not have to submit hard copies of the narrative descriptions provided in the priority sheets.

## Part II - Instructions for Completing FY10 760 ARRA-IDEA Grant Amendments

In order to expedite the amendment process, all amendments must be submitted to the Department through the FY 10 budget workbook only. ***Please Note: Districts should not use amendment forms obtained at the Department’s Grants Management website for this process; amendment forms obtained at the Grants Management website differ in format and submission guidelines.***

### A. Accessing/Opening File/Saving File

The final budget workbook will be posted to the Security Portal once it is complete and approved by Grants Management. The file name will be **FY 10 760 ARRA IDEA\_leacode\_FINAL**. This is the only workbook that can be used to file amendments.

To begin the amendment process, download the approved budget from the Security Portal. As you open the file, a dialog box may appear stating that ‘*the workbook you are opening contains macros.*’ Click on ‘**Enable Macros**’ to begin.

Save the file to your computer using “Save As”. Be sure to keep the **exact** filename as designated by the Department of Elementary and Secondary Education.

### B. Budget Sheets

Make line item changes on the actual priority pages themselves which are accessed by clicking on the grey tab labeled ‘**1, 2, 3, and 4**’ – each line item is linked to the Form AM 1 (Amendment Request Form) by formulas.

### C. Amendment (AM-1) Form

- To access the Form AM 1 (Amendment Request Form), click on the grey tab labeled ‘**Amendment**’ at the bottom of the screen.
- On the Form AM 1 (Amendment Request Form) worksheet, complete the **yellow highlighted areas** only: **Part 1:I** – Name of person completing this report, Title and Phone Number; **Part II** – Justification; and **Part III** – Authorized signature.

G. Project Number:		
H. Name of grant program/ Source of funds	American Recovery and Reinvestment Act - IDEA - Fund Code 760	
I. Name of person Completing this report:  (Print or Type)	Name:	
	Title:	
	Phone Number:	

<p><b>PART II</b></p> <p>Justification: (Explain and justify why the proposed amendment should be implemented; attach additional sheets if the space provided is insufficient for this.)</p> <div style="background-color: yellow; height: 150px;"></div>

Complete yellow highlighted areas only.

**Important note:** Do not try to enter information in Part III – Columns A, B, C, and D; the cells are linked to the budget pages and are password protected.

<p><b>A.</b> Column A will be filled in by the Department of Education.  <b>B.</b> Column B will be filled in by the Department of Education as each amendment is approved.  <b>C.</b> Column C will fill in automatically as changes are made to the budget sheets.  <b>D.</b> Column D will fill in automatically according to the changes in Column C.</p>				
	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>
<b>LINE ITEM</b>	<b>BUDGET APPROVED ORIGINALLY</b>	<b>APPROVED AMENDED BUDGET</b> (If applicable)	<b>AMENDMENT REQUEST</b>	<b>REVISED BUDGET</b>
1. Administrators			\$0	\$0
2. Instructional/Direct Service Staff			\$0	\$0
3. Support Staff			\$0	\$0
4. Fringe			\$0	\$0
MTRS			\$0	\$0
Benefits				
Other				
5. Contractual Services				
6. Supplies			\$0	\$0

DO NOT try and fill out columns A, B, C and D - the columns are populated automatically using formulas and are password protected.

3. Please do not submit any amendments by using the individual amendment forms available on the Grants Management website. All amendments must be processed using the electronic method detailed above.

### D. Submitting Amendments

When the amendment is ready for submission, UPLOAD one copy of the entire budget workbook to the Security Portal. Be sure to maintain the same filename that the Department has designated.

Mail one copy of Form AM 1 (Amendment Request Form) with an original signature in Part III to: **Grace Willis, Special Education Planning and Policy Development Office, 4th Floor, Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906.**

### E. Approved Amendments

1. Once the amendment has been approved, a signed hard copy will be mailed back to the contact person listed on the Form AM 1 (Amendment Request Form).
2. A revised electronic budget workbook will be posted back into the Security Portal and a confirmation email sent to the district contact person. The name of the grant workbook will change slightly with each amendment filed. After the first amendment, the file name will become FY 10 760 ARRA IDEA\_leacode\_AM1. With each subsequent amendment, the last part of the file name will change, e.g., AM2, AM3, etc. Please remember to use the most current workbook when filing new amendments.