



FY10 ARRA Title I Budget Workbook Instructions

October 2009

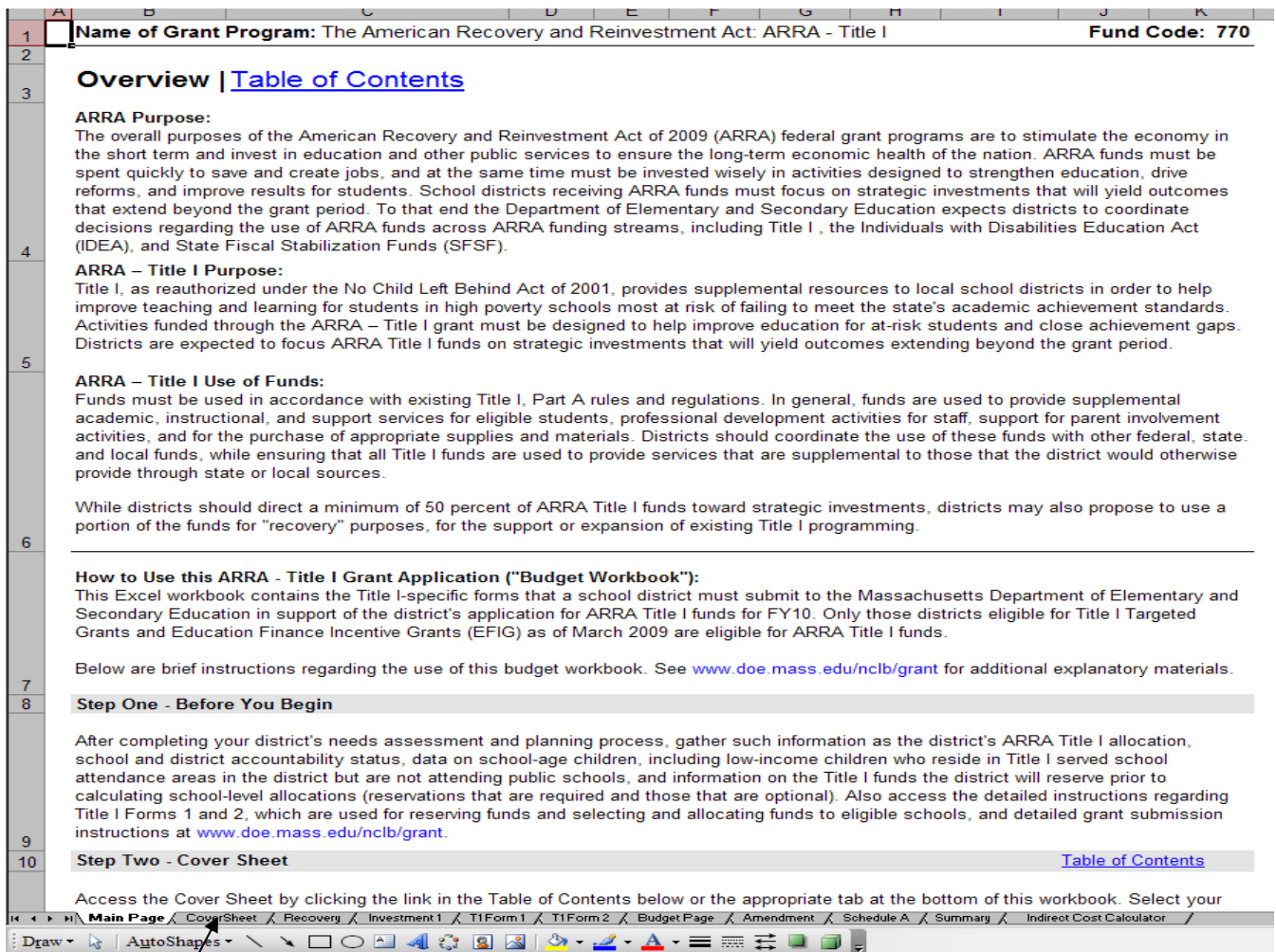
- A. [Obtaining the Budget Workbook File](#)
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A. Obtaining the Budget Workbook File (accessing the file, naming and saving, initial data input)

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. **Obtain the budget workbook:** The FY10 American Recovery and Reinvestment Act (ARRA) Title I budget workbook is available online at www.doe.mass.edu/nclb/grant. Click the Microsoft Excel icon next to the file name to open the file.
2. The workbook will open to the 'Main Page' (see screenshot below). This worksheet provides an overview of the grant application and how to use it, as well as a Table of Contents that shows you how the various worksheets are organized within the file.



Individual worksheets can be accessed by using the Table of Contents on the Main Page or by clicking on the appropriate grey tab at the bottom of the screen.

3. **Save and Name the File:** The file is currently named **FY10TitleIARRA_LeaCode.xls**. Edit the file name by replacing the words **'LeaCode'** with your 4-digit district (LEA) code. The file will now have the following name format:

FY10TitleIARRA_#### (Note: #### denotes your LEA code)
 Example: FY10TitleIARRA_4891.xls

4. Go to the **'Cover'** worksheet by clicking on the link to the **'Cover Sheet'** on the Main Page or by clicking on the grey tab labeled **'CoverSheet'** at the bottom of the screen.
5. 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, select it, and click on the **'Continue'** button. You may notice certain information being automatically entered on other worksheets, it may take several seconds before this action is completed. The district and address information automatically appears on all relevant pages. Complete all contact information and submission date (yellow highlighted areas).
6. In the section entitled **'Total Allocation'** enter your district's ARRA Title I allocation amount. As of April 2009, allocation amounts for the first portion of ARRA Title I funding are available on the Department's website. Allocation amounts for the second portion of ARRA funding should be available in early fall 2009. Districts submitting applications for first portion funding should enter the first portion allocation amount on the Cover Sheet.
7. You cannot enter any information in the grey shaded **'Total Amount Requested'** cell. This cell is password protected and will automatically calculate once you begin entering budget information on other worksheets.

Complete all areas highlighted in yellow

Select district name here and click "Continue". District name will appear on all worksheets and district schools will be listed on Title I Form 1

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 Cover Sheet: ARRA - Title I
 Select District/Organization Name and click 'Continue' button.

PART I - GENERAL

A. APPLICANT	District Name:	ORGANIZATION NAME	▼	Continue	District Code:	ORGA
	Coordinator Name:					
	Address:					
		ADDRESS LINE 1				
		ADDRESS LINE 2				
		CITY/TOWN	MA	ZIP CODE		
Contact Tel:			Summer #:			Submission date:

B. APPLICATION FOR PROGRAM FUNDING

Fund Code	Program Name	PROJECT DURATION		Total Allocation (Enter allocation amount below)
	FY10	FROM:	TO:	
770	ARRA - Title I Grant	Upon Approval	6/30/2010	
TOTAL AMOUNT REQUESTED:				
This amount is linked to the grand total on the budget page and cannot be edited here.				

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 STATE AND FEDERAL GRANT REQUIREMENTS COVERING BOTH THE PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS

AUTHORIZED SIGNATORY: _____	TITLE: _____
TYPED NAME: _____	DATE: _____

Enter ARRA Title I allocation amount here.

The grey cell is protected. An amount will appear automatically once you have entered budget information on other worksheets.

B. General Instructions & Guidelines – Completing Recovery/Investment Budget Worksheets

1. To navigate around this workbook either use the **'Table of Contents'** on the **'Main Page'** or by clicking on the appropriate grey tab at the bottom of the screen.

2. Once the cover sheet is filled in you must complete Title I Forms 1 & 2. To access these forms use the **'Table of Contents'** or click on the grey tabs at the bottom of the screen.

Districts must use ARRA Title I funds in accordance with existing Title I, Part A rules and regulations, including the requirements that certain funds be reserved (set aside) and that districts identify Title I-eligible schools and allocate funds to those schools. Refer to the detailed instructions regarding Title I Forms 1 and 2 at www.doe.mass.edu/nclb/grant before beginning.

3. After determining Title I school eligibility, school-level allocation amounts, and reservation amounts, you are ready to describe your district's proposed uses of ARRA Title I funds. The Department expects each district to use a minimum of 50 percent of ARRA Title I funds for strategic investments that will yield tangible benefits that last beyond the grant period, however a district may also propose to use a portion of its funds for "Recovery", or support/expansion of existing Title I programming. Details and sample application materials are available at www.doe.mass.edu/nclb/grant

Access the Recovery or Investment worksheets by clicking the links in the Table of Contents below or the appropriate tabs at the bottom of the workbook. Each worksheet contains a spending summary and detailed information and guidance to help you provide the required narrative and budget information associated with each funding category. Enter information regarding all Recovery activities, if applicable, on the Recovery worksheet. Describe each Investment activity separately on independent Investment worksheets. (You can display up to ten separate Investment worksheets.)

Recovery & Investment Worksheets:

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

133

	A	B	C	D	E	F	G	H	I	J	K	L	M	P	Q	R
27	6 Does the district plan to sustain the proposed activities beyond the grant period? If so, how will the district do so?															
28																
31	II. ALLOCATION OF FUNDS															
32	1 ADMINISTRATORS:															
33		# of staff	FTE	MTRS	Amount	Select a Primary Function										
34	Supervisor/Director			<input type="checkbox"/>												
35	Project Coordinator			<input type="checkbox"/>												
36				<input type="checkbox"/>												
37				<input type="checkbox"/>												
38				<input type="checkbox"/>												
39				<input type="checkbox"/>												
40				<input type="checkbox"/>												
41				<input type="checkbox"/>												
42	Stipends			<input type="checkbox"/>												
43				<input type="checkbox"/>												
44				<input type="checkbox"/>												
45				<input type="checkbox"/>												
46				<input type="checkbox"/>												
47				<input type="checkbox"/>												
48				<input type="checkbox"/>												
49				<input type="checkbox"/>												
50				<input type="checkbox"/>												
51	SUB-TOTAL	0	0.00		\$ -											
52	2 INSTRUCTIONAL PROFESSIONAL STAFF:															
		# of staff	FTE		Amount	Select a Primary Function										

Enter programmatic information in pale yellow boxes

Enter budget information for Recovery/Reinvestment activities. Be sure to select Primary Function.

Investment worksheet (only):

142	Telephone/Utilities				
143					
144	SUB-TOTAL			\$ -	
145					
146	9 INDIRECT COSTS - Must be entered directly on Budget Worksheet				
147					
148	10 EQUIPMENT:				
149	Only list items costing \$5,000 or more per unit and having a useful life of more than one year.				
150	Describe below.				
151				Amount	Select a Primary Function
152	Instructional Equipment				
153	Non-instructional Equipment				
154	SUB-TOTAL			\$ -	
155	TOTAL FUNDS REQUESTED			\$ -	
156	<div style="background-color: #4a7ebb; color: white; padding: 5px; display: inline-block;">Click here to add another INVESTMENT sheet</div>				

Describe each investment activity on a separate Investment worksheet. Click here to add a worksheet.

Budget Page:

Contact information (name, telephone number, email address) is linked to the information provided on the 'Cover Sheet.' Please be sure to provide a summer contact telephone number.

3	Contact Person:	Address: ADDRESS LINE 1	CITY/TOWN	ZIP CODE
4	Telephone:	Email address:		
5	Summer phone:	Submission Date:		
6				
7	PLEASE PROVIDE ALL OF THE INFORMATION REQUESTED ABOVE AND SUBMIT ALL PAGES OF THE BUDGET DETAIL.			
8	C. ASSIGNMENT THROUGH SCHEDULE A <input type="checkbox"/>			
9	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.			
10	D. STAFFING CATEGORIES	E. # OF STAFF	F. FTE	G. MTRS*
11				H. AMOUNT
12	I. TOTAL			
13	1. ADMINISTRATORS:			
14	Supervisor/Director		<input type="checkbox"/>	
15	Project Coordinator		<input type="checkbox"/>	

Info here is linked to info provided on the Cover Sheet

Information on the Recovery and/or Investment worksheets based on your district's proposed activities **will transfer automatically to the Budget Page** to create a combined total budget. While you **cannot** change most details on the Budget Page, you should ensure that the details from the Recovery and/or Investment sheets are accurately represented. If applicable, you can enter a different contact name, as well as information on indirect costs directly on the Budget Page.

Make sure that the total amount requested (displayed at the bottom of the budget pages) is equal to or less than the ARRA Title I allocation amount you entered on the Cover Sheet.

Schedule A Worksheet:

The Schedule A Worksheet must 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, include LEA code and amount of assigned funds. Print the Schedule A Worksheet and obtain authorized signatures. A signed original must be mailed to:

**Melissa T. Williams, Title I Grants Specialist, School Improvement Grant Programs,
Massachusetts Department of Elementary & Secondary Education
75 Pleasant Street, Malden, MA 02148-4906**

1	MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION			
2	STANDARD APPLICATION FOR PROGRAM GRANTS			
3	SCHEDULE A			
4	(Assignment Schedule)			
5				
6				
7	1 This Schedule A is to be completed if the applicant agency operates and administers a grant project using funds assigned to more than one agency.			
8				
9				
10	Agency operating and administering the project: (Legal Name of Agency)	ORGANIZATION NAME		
11		ORGA	FY10	
12				
13	Name of grant program/ Source of funds:	The American Recovery and Reinvestment Act: ARRA - Title I	Fund Code:	770
14				
15				
16				
17				
18	Name of Participating Agency	Amount of Assigned Funds	* Authorized Signature	
19				
20				
21				
22				
23				

This will be automatically filled in using the information provided on the cover sheet.

List the amount of funds being assigned

For districts, Superintendent's signature is required.

List participating agency(ies) and/or districts

Indirect Cost Calculator:

For districts using indirect cost, a worksheet has been built into the workbook to calculate the correct amount. Your district's indirect cost rate can be found under the second bullet in the School Business Services Information at <http://finance1.doe.mass.edu/Grants/>. Charter Schools must apply for an indirect rate each year and should consult with the charter school's business office for updated information.

	A	B	C	D	E	F	G
1	Indirect Cost Calculation Worksheet						
2							
3							
4	The following worksheet will automatically calculate the amount of funds that can be used by a school district for indirect costs.						
5	You will need to insert your school district's approved allowable rate and total funds requested in the yellow boxes.						
6	You will need to input the rate in either percentage (A) or decimal form (B). The "amount that can be used for indirect" is the maximum amount that your school districts can put in for indirect costs in line item 9. This worksheet assumes no capital expenditures. See other important notes below.						
7	Indirect Cost Calculation (A)			Input Your Grant Information Below			
8	<i>Note: if percentage format used</i>						
9		Example					
10	Total Funds Requested	\$100,000					
11	Indirect Cost Percentage: If percentage used (2.18%)	2.18%					
12	Total Funds/(1+Percentage)	\$97,867	\$0				
13	Maximum Amount that can be used for Indirect:	\$2,133	\$0				
14							
15							
16	Indirect Cost Calculation (B)			Input Your Grant Information Below			
17	<i>Note: if decimal format used</i>						
18		Example					
19	Total Funds Requested	\$100,000					
20	Indirect Cost Percentage: If decimals used (.0218)	0.0218					
21	Total Funds/(1+Percentage)	\$97,867	\$0				

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 3 reports that summarize the data entered on the budget worksheets. You cannot enter data on the 'Summary' worksheet.

C. Submitting the Budget Workbook

To submit the ARRA Title I budget workbook, log into the Department's Security Portal and follow the steps below:

- Login to the Security Portal.
View general information about the portal
- Click "Drop Box Central" from the list of Applications.
- Select "Title I Grant Application and Amendments" from the list of folders and click "Next".
(If you do not see this drop box, contact your District Directory Administrator to have access granted to you.)
- On the next screen, select your organization and click "Next".
- You are now in the "Title I 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 the file (**FY10TitleIARRA_LeaCode.xls**) to the Drop Box. The Drop Box will only accept filenames with the extensions ".doc" and ".xls" (Microsoft Word and Excel, respectively).
- When the file is uploaded, a Success! window informs you that your upload was successful. You will also see the file appear under "Title I \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 our office at (781) 338-6230 or via e-mail at titlei@doe.mass.edu

Two (2) copies of the '**Cover Sheet**' need to be printed, signed by the Superintendent or Executive Director, and mailed to:

Melissa T. Williams, Title I Grants Specialist, School Improvement Grant Programs
Massachusetts Department of Elementary & Secondary Education
75 Pleasant Street, Malden, MA 02148-4906

D. Amending the Budget Workbook *

Grant amendments are required when there is:

- a significant change in program objectives; or
- an increase or decrease in the total amount of grant; or
- an increase in a line of the budget that exceeds \$100 or 10 percent of the line (whichever is greater), or exceeds \$10,000.

To amend the budget workbook:

1. Make relevant changes to the grant application narrative and budget:*
 - a. Retrieve your approved budget workbook from the Department's Security Portal.
 - b. Click on the worksheet(s) for the activity or activities that you would like to amend and modify the narrative and budget details as appropriate.
 - i. Narrative: Make changes to narrative responses to questions by adding new text after your original text. Begin the amended narrative with "**[Date] Amendment:**".
 - ii. Budget: Make budgetary changes to the budget section below the narrative section.
2. Make changes to Forms 1 and 2, as necessary:
 - a. If the amendment results in changes to school allocation amounts on Form 1 or district set-aside amounts on Form 2, revise these forms within the workbook.
3. Complete the amendment form.
 - a. Click on the Amendment worksheet in the application workbook to open the amendment form.
 - b. Complete the contact information in the yellow boxes.
 - c. In the justification section, provide a description of the activities of the grant and line items of the budget that are being changed.
 - d. Complete the signature section on the second page (yellow boxes).
4. Submit the amendment:
 - a. Save the file by changing "Final" to "AM1" to read, "FY10TitleI_LEA_AM1.xls".
 - b. Print the Amendment worksheet, have it signed by the Superintendent or designee and mail it to the address noted in Part 1, Section C.
 - c. Upload the entire workbook to the Title I Grant Application and Amendment drop box in the Department's Security Portal.

Please note: When amending a grant to reallocate the 20% School Choice transportation and/or Supplemental Educational Services (SES) required set-aside amount, the following stipulations must first be met:

- a minimum of two enrollment windows must be offered at separate points in the school year that are of sufficient length to enable parents of eligible students to make informed decisions about the options offered, and
- amendments that reallocate School Choice transportation/SES reserved funds will not be approved by the Department before mid-December.

* Districts requesting a waiver from ARRA Title I funds of the 20 percent spending obligation for NCLB school choice/SES or from the district's 10 percent obligation for professional development, must meet specific requirements when first amending the ARRA Title I grant application. Such districts must:

- Use funds freed up by the waiver to address needs identified based on data;
- Describe in the Title I ARRA grant application
 - (1) the data on which the district relied to identify needs that will be addressed using the funds freed up by the waiver and
 - (2) the evidence that supports the strategies it intends to address those needs.

Use the 'Justification' section of the Amendment tab to describe how the district satisfied its obligation to identify needs based on data and how it will address those needs using evidence-based strategies.

Resources for identifying high quality programs and practices can be found at:

<http://www.doe.mass.edu/titlei/research.html>

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