

FY12 Title I, Part A Budget Workbook Instructions

Table of Contents

[About the FY12 Title I Budget Workbook](#)

[General File Information](#)

[Obtaining the Budget Workbook Online](#)

[Workbook Contents](#)

[Step One – Before You Begin](#)

[Step Two – Cover Sheet](#)

[Step Three – Forms 1, 2 and 3](#)

[Step Four – Describe Activities](#)

[Step Five – Check Budget Page](#)

[Step Six – Submit Grant Application](#)

[Step Seven – Amend the Grant](#)

About the FY12 Title I Budget Workbook [\[Back to Top\]](#)

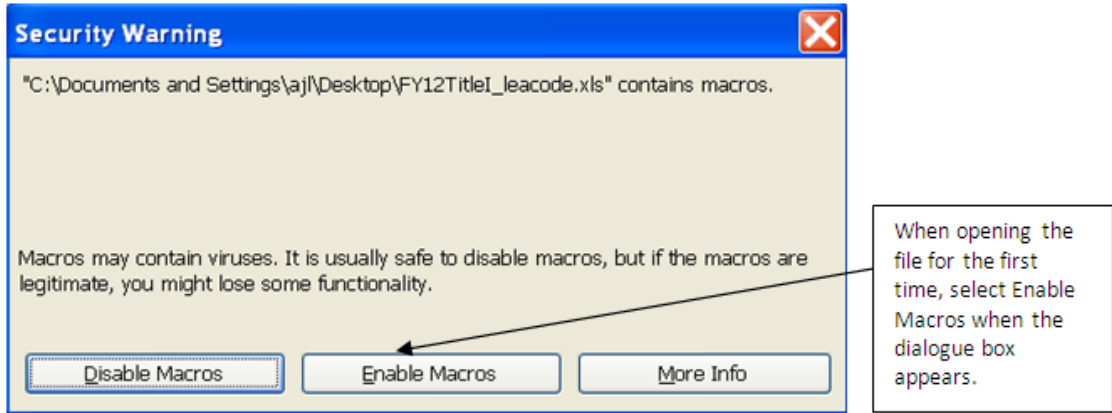
This Excel workbook contains the Title I-specific forms that a school district must submit to the Massachusetts Department of Elementary and Secondary Education in support of the district's application for Title I, Part A funds for FY12.

For questions concerning the submission process, please contact us via phone (781) 338-6230 or e-mail: titlei@doe.mass.edu

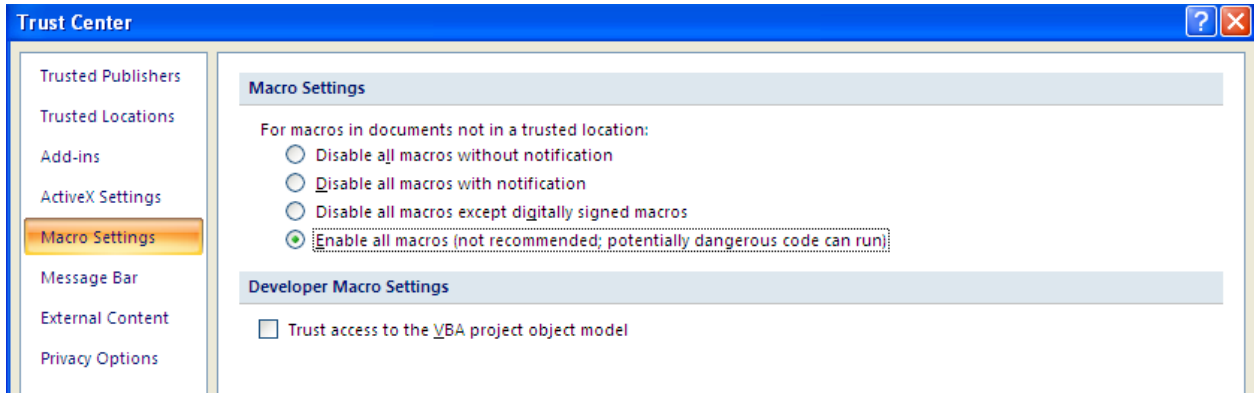
General File Information [\[Back to Top\]](#)

The FY12 Title I Budget Workbook is a Microsoft Excel file (*.xls) which includes macros that enable the workbook to compute totals and summary tables.

- Users of Microsoft Office 2000/2003 may need to **change your security settings in Excel** before opening the file: In Excel, select **Tools > Macro > Security**. When the dialogue box appears, change the security settings to **Medium** and click **OK**. Reopen the file. Users of Microsoft Office 2000/2003 should enable macros when opening the file for the first time by clicking the Enable Macros button in the dialogue box that appears.



- Users of Microsoft Office 2007 may need to change the security settings in Excel. In Excel, click on the 'Office Button' located on the upper left of Excel. Click on the 'Excel Option' button located at the bottom of the dialogue box. Select 'Trust Center' located on the left panel. Click on 'Trust Center Setting'. Select 'Macro Settings' and then select 'Enable all macros (not recommended, potentially dangerous code can run)'. Close the Excel Application. You must save the workbook as an earlier version of Excel (.xls not .xlsx).



Obtaining the Budget Workbook Online [\[Back to Top\]](#)

The FY12 Title I Budget Workbook is available for download from the Department's FY12 NCLB and IDEA Grant Applications website at www.doe.mass.edu/nclb/grant/.

1. Browse to the section entitled **FY12 No Child Left Behind Act (NCLB)**
2. Locate the Excel icon entitled, **Title I Budget Workbook (Fund Code 305)**
3. Right-Click the Excel icon and select **Save As**
4. **Save** the file to your computer
5. **Rename the file by replacing the words "leacode" in the filename** with your 4-digit district code. For example, Abington (0001) would rename the file as "FY12TitleI_0001.xls."

IMPORTANT: Do not change the filename except for your districts 4-digit code.

Workbook Contents [\[Back to Top\]](#)

The FY12 Title I Budget Workbook contains 10 worksheet tabs. These tabs will be familiar to users of the FY11 Title I Budget Workbook:

1. **Table of Contents:** Information about Title I purpose, priorities, use of funds, how to use the workbook, and links that allow you to access individual worksheets in the workbook.

TIP: Access individual worksheet tabs by using the Table of Contents on the Main Page or by clicking on the appropriate grey tab at the bottom of the screen.

2. **CoverSheet:** Standard budget coversheet. Select your district's name from the drop-down list and click the "Continue" button. Enter your contact information, including a summer telephone number/email address, and your district's FY12 Title I, Part A allocation amount (Cell P15 – yellow box)
3. **T1 Form 1:** Used to identify eligible Title I schools, qualify school attendance areas, select eligible Title I schools, and allocate funds to eligible Title I schools.
4. **T1 Form 2:** Used to reserve funds prior to school allocations.
5. **Activity 1, 2, 3, etc.:** Used to describe your district's uses of Title I, Part A funds and related budget information.
6. **Budget Page:** Combined total budget derived from budget information you entered on one or more worksheets based on your district's proposed activities. This information will transfer automatically to the Budget Page to create a combined total budget. You cannot enter data on this worksheet.

7. **Amendment:** Standard Amendment Request Form (Form AM 1)
8. **Schedule A:** Used if your organization 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 and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
9. **Summary:** Summarizes your district's proposed allocation of funds across line items and activities. When the activities and budget are complete, the primary contact person should review this tab. This tab is for reference purposes only and contains 3 reports that summarize the data entered on the budget worksheets. You cannot enter data on this worksheet.
10. **Indirect Cost Calculator:** Automatically calculates the amount of funds that can be used by a school district for indirect costs. 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/>.

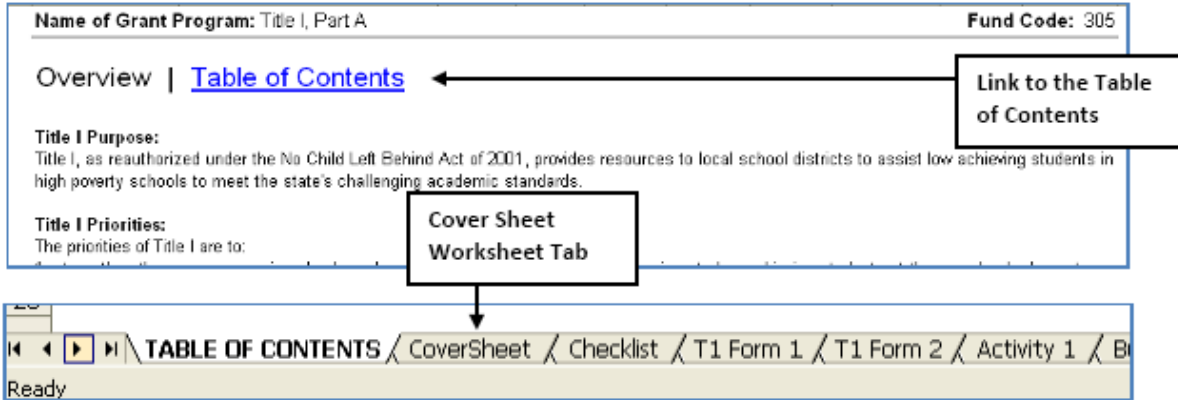
NOTE: Charter schools must apply for an indirect rate each year and should consult with the charter school's business office for updated information.

Step One – Before You Begin [\[Back to Top\]](#)

1. After completing your district's needs assessment and planning process, including analysis of student achievement data, gather such information as the district's Title I allocation, school and district accountability status, data on school-age children, including low-income children who reside in Title I-served school attendance areas in the district but are not attending public schools, and information on the Title I funds the district will reserve prior to calculating school-level allocations (reservations that are required and those that are optional).
2. **Access the detailed instructions regarding Title I Forms 1 and 2**, which are used for reserving funds and selecting and allocating funds to eligible schools, and detailed grant submission instructions at www.doe.mass.edu/nclb/grant.

Step Two - Cover Sheet [\[Back to Top\]](#)

1. Access the **Cover Sheet** by clicking the link in the **Table of Contents** or the appropriate tab at the bottom of the workbook.



2. **Select your district's name** from the drop-down list. Doing so prepopulates information on other sheets in the workbook.
3. Enter your **contact information**, including a summer telephone number/email address.
4. Enter your district's FY12 Title I, Part A **allocation amount** (Cell P15 – yellow box). You cannot enter information in the shaded **Total Amount Requested** cell. This cell is password protected and will automatically display the total amount of funds being applied for once you begin entering budget information on other worksheets.

NOTE: Access your district's Title I, Part A allocation by clicking the link entitled "FY12 IDEA and NCLB Allocation Amounts" at www.doe.mass.edu/nclb/grant/.

Select the name of your organization from the drop-down menu. The file will automatically populate with information and data from your district.

Fund Code	Program Name	PROJECT DURATION		Total Allocation <small>(Enter allocation amount below)</small>
305	FY12 Title I, Part A Grant	FROM: 9/1/2011 or Upon Approval	TO: 8/31/2012	
TOTAL AMOUNT REQUESTED:				
This amount is linked to the grand total on the budget page and cannot be edited here.				

Complete all highlighted sections, including your district's total FY12 Title I allocation.

The Total Amount Requested field populates automatically when you add funds to your budget.

To navigate the workbook, use the links on the TABLE OF CONTENTS tab or click the appropriate tab label at the bottom of the workbook.

Title I Grant and Amendments folder in Drop Box

Step Three – Forms 1, 2 and 3 [\[Back to Top\]](#)

Districts must use Title I funds in accordance with Title I, Part A rules and regulations, including the requirements that certain funds be reserved (set aside), that districts identify Title I-eligible schools, allocate funds to those schools, and provide information on program model and funding. Forms 1, 2 and 3 are used for these purposes, and can be accessed by clicking the link in the Table of Contents in the Title I, Part A workbook or the appropriate tab at the bottom of the workbook. For detailed instructions on how to complete Forms 1, 2 and 3, see www.doe.mass.edu/nclb/grant.

NOTE: If you do not see your district's schools listed on Form 1, return to the Cover Sheet and select your district's name from the drop-down list.

Step Four - Describe Activities [\[Back to Top\]](#)

After determining Title I school eligibility, school-level allocation amounts, and reservation amounts, you are ready to describe your district's uses of Title I, Part A funds. Classify your district's Title I activities according to one or more of the following five categories: Educator Quality and Effectiveness, Support and Intervention, Assessment and Data Systems, College and Career Readiness, or Other (including grant administration).

NOTE: The total number of activities you describe will be determined in part by the size of your district's Title I allocation and the range of activities you propose to fund. Your district is not required to fund activities in every category, and you may fund more than one activity in a particular category.

1. Begin describing your first activity or activities by clicking the link in the Table of Contents or the tab entitled **Activity 1** at the bottom of the workbook. The worksheet contains a spending summary and detailed guidance to help you provide the required narrative and budget information associated with the activity(ies) you are describing.

Activity Category: Select a Category (Details will display below)

- Select a Category (Details will display below)
- Educator Quality and Effectiveness
- Support and Intervention
- Assessment and Data Systems
- College and Career Readiness
- Other (including grant administration)

REQUIRED PROGRAM INFORMATION - NARRATIVE COMPONENT

Describe a proposed activity or set of related activities below. Begin by giving the activity a brief name, then respond to each numbered item. Describe additional activities that fall within different Activity Categories on separate worksheets (details below).

Activity Name:
(6 words or fewer)

1. Describe all activities that are listed in the budget details below and explain how they will **supplement (be in addition to)** activities that the district would otherwise support through state or local funds. Describe how each activity will benefit only Title I students and/or their teachers. (Note that in Schoolwide programs all students are Title I.)

Select a category for your activity, give it a brief title, and respond to the narrative questions for each activity in the spaces provided.

Details about the activity category you selected will display in the space below the drop-down menu

NOTE: Make sure that the total amount requested (displayed at the bottom of the budget page) is equal to or less than the FY12 Title I allocation amount you entered on the Cover Sheet.

Step Six - Submit Grant Application [\[Back to Top\]](#)

This grant application includes a *Checklist* on a separate worksheet tab to help you to keep track of all required steps. Please review the checklist and do a final check of all completed worksheets before submitting your district's FY12 Title I, Part A grant application.

<h3>Checklist and Reminders</h3> <p>The purpose of this Checklist and Reminders worksheet is to help you ensure that all required steps have been completed correctly prior to submission via the ESE Security Portal. You avoid common errors that can hold up the grant approval process. To indicate that a step has been completed, fill the box in with a check mark.</p> <p>Cover Page</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover page is completed. <input type="checkbox"/> District Name, Contact Information including summer contact number is included. <input type="checkbox"/> Correct Allocation amount is included. <p>Form 1</p> <ul style="list-style-type: none"> <input type="checkbox"/> A method of qualifying is chosen and selected by clicking "OK". <input type="checkbox"/> Item is selected in column 3 for each school. <input type="checkbox"/> Column 2 per pupil amounts are the same or descend for schools rank ordered by poverty. <input type="checkbox"/> For schools not served, column 10 is left blank (no zeroes). <input type="checkbox"/> Total of school allocation (column 10) must equal balance remaining for school allocation on Form 2. 	<p>The purpose of the Checklist and Reminders worksheet is to help ensure that the grant workbook has been completed correctly prior to submission via the ESE Security Portal. The goal of the tool is to help you avoid common errors that can hold up the grant approval process.</p>	<p>has help will</p>
<p>Clicking on an empty box will fill the box in with a check mark.</p>		

After doing a final check of all completed worksheets, you should be ready to submit your district's FY12 Title I, Part A grant application.

- Mail** two signed copies of the Cover Sheet with an original signature of the Superintendent/Executive Director to:

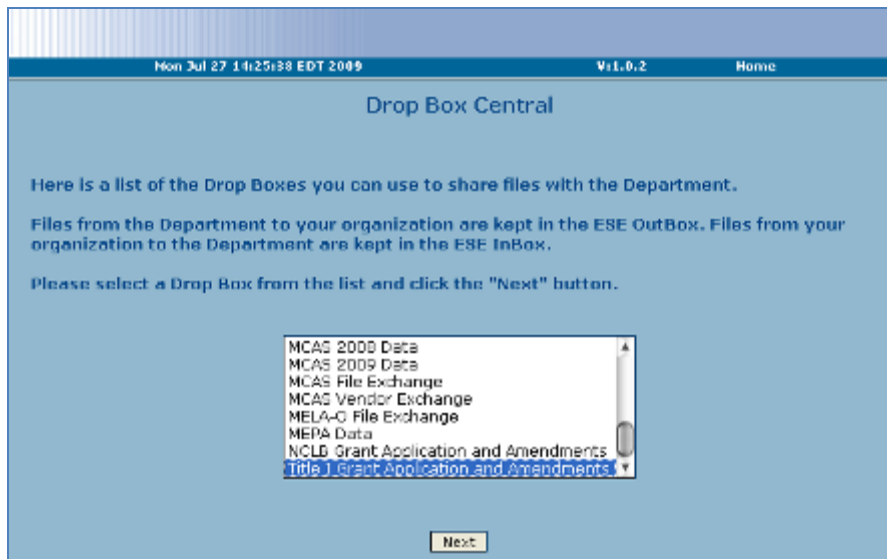
Melissa T. Williams, Title I Grants Specialist, School Improvement Grant Programs
 Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, MA 02148-4906

2. **Upload** the FY12 Title I Budget Workbook to the ESE Security Portal. The destination folder is entitled **Title I Grant and Amendments**, located in **Drop Box Central**

NOTE: Each district's **Directory Administrator** has the authority to assign specific "roles" that allows people to access resources on the Security Portal. A complete list of Directory Administrators is available at www.doe.mass.edu/infoservices/data/diradmin/list.asp.

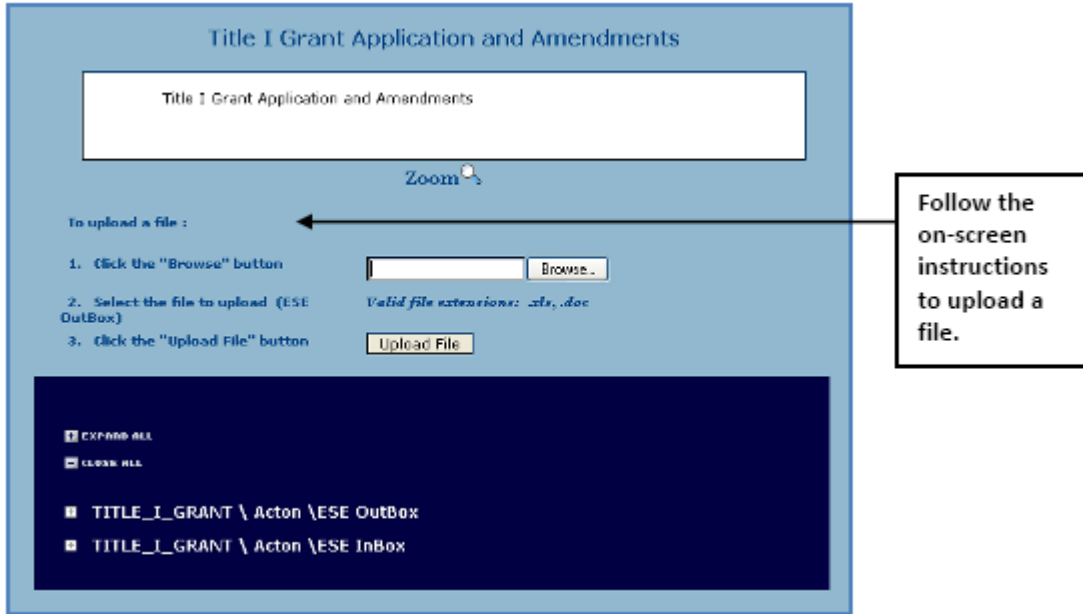
- a. Login to the ESE Security Portal at <https://www4.doemass.org/auth/Login>
- b. From the list of applications (links), select **DropBox Central**
- c. Scroll to the Drop Box entitled **Title I Grant Application and Amendments** and click **Next** (see below)



- d. Select the name of your organization and click **Next**
- e. You are now in the **Title I Grant Application and Amendments Drop Box**, where you can upload your grant application.

IMPORTANT: Rename the file by replacing the words "leacode" in the filename with your 4-digit district code. For example, Abington (0001) would rename the file, "FY12TitleI_0001.xls." **Do not change the filename except for your districts 4-digit code.**

- f. The Drop Box will only accept filenames with the extensions ***.doc** and ***.xls** (Microsoft Word and Excel, respectively).



- g. When the file is uploaded, a **Success!** message will tell you if 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.

TIP: To view all of the files in your Inbox or Outbox, click **Expand All**

- h. Click **Logout** to exit the Security Portal.

For questions concerning the submission process, please contact us via phone (781) 338-6230 or e-mail: titlei@doe.mass.edu

Step Seven – Amend the Grant [\[Back to Top\]](#)

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.** 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 tab of 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, “**FY12TitleI_####_AM1.xls**” where “**####**” is your district’s 4-digit LEA code.
 - b. **Print** the amendment tab
 - c. Have it **signed** by the Superintendent or designee
 - d. **Mail** it to:

Melissa T. Williams, Title I Grants Specialist, School Improvement Grant Programs
 Massachusetts Department of Elementary and Secondary Education
 75 Pleasant Street, Malden, MA 02148-4906
 - e. Upload the entire workbook to the Title I Grant Application and Amendment drop box in the 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.

[\[Back to Top\]](#)