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| **Massachusetts Department of Elementary and Secondary EducationFund Code:240 – FY19 Making Money Matter (M3) PlanningSmartForm Instructions** |
| OverviewIn FY19, districts required to participate in Making Money Matter (M3) are those with:1. A 2017 special education determination level of *Needs Technical Assistance (NTA), Needs Intervention (NI),* or *Needs Substantial Intervention (NSI)*; AND
2. one or more schools serving grades 3-8 with 2017 MCAS English language arts (ELA) and/or mathematics achievement percentiles 1-10, and/or one or more high schools serving grades 9-12 only with 2017 accountability percentiles 1-10.

For additional information regarding special education determination of district need for technical assistance or intervention please review the [2017 Determination of Need for Special Education Technical Assistance or Intervention](http://www.doe.mass.edu/accountability/special-edu-determinations.docx) on the ESE *Accountability Lists, Materials, and Tools* webpage. |
| Opening the File, Enabling Macros and Saving the M3 SmartFormClick on the link named **'FY19\_M3\_*District Name\_LEA Code.’*** A dialog box may appear as the file opens prompting you to disable or enable macros and/or data connections. In order to use the workbook you must ‘Enable Macros and Active X’ and/or ‘Enable Data Connection’. Please set your security level to “Low,” then you will reset it once you have completed working with this file. The first tab in the SmartForm provides additional directions for changing your security levels.Once the file is open, select ‘Save As’ and indicate where you want to save the file on your computer. The file is currently named **'FY19\_M3\_*District Name\_LEACode’***. Edit the current file name by replacing the words 'District Name' with your district's name and the words ‘leacode’ with your 4-digit LEA code. **For additional assistance please contact your local district IT support personnel.** |
| AssurancesPart I – General Information1. District Information: Select the district name from the drop-down menu. Once the district is selected, the address and *M3 identification year* will auto-populate.

Part II – Re-direction of Funds1. District’s FY19 Fund Code 240 Allocation Amount: This funding amount will auto-populate once the district name is selected in Part I.
2. Percentage of funds to be re-directed for the district’s M3 project: Enter any percentage between 2% - 4%, or more if determined by the district.
3. Total amount of funds for the district’s M3 project: This funding amount will auto-calculate once step 3 is complete.

**Important Note:** The optional use of some funds available through discretionary grant Fund Code 274 for M3 activities to offset the use of Fund Code 240 funds that was available in prior years is not available for FY19. All funds must be identified from the districts’ Fund Code 240 allocation. Part III – Assurances Statement1. *The school district staff member who is responsible for programmatic oversight* of the 240 grant should: *review*the M3 Assurance Statement and *enter their name, title, and contact information*indicating that they have read and understand the obligations of the district and the purpose and principles of the M3 project, as outlined.
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| M3FY19 Update and Spending PlanPart IV – M3 Updates1. A short description of substantive updates: ***If*** ***the district has made a substantive change*(s)** to the FY19 Action Plan or Multi-year Strategic Plan since the FY18 M3 End of the Year Report, include a short description (2-4 sentences) of the change(s). ***If the district has not made a substantive change*(s)** to either plan, enter “N/A.”

Part V – M3 Spending Plan**Important:** This is your projected M3 FY19 Spending Plan,***not*** a grant budget workbook. The M3 spending plan must align with the Fund Code 240 budget entry in Ed Grants. However, because the spending plan represents only a portion of your district’s current FY19 Fund Code 240 allocation, the spending plan cannot be substituted for the Ed Grants budget entry formlet. ESE anticipates that as districts make data-based midcourse corrections to the FY19 Action Plan, changes in district spending will also occur. For this reason, this spending plan is considered a non-binding estimate.1. Amount of Funds for the M3 project: Enter the whole dollar amount of funds that will be expended for each Spending Category.
2. ***Required*** Spending Category Narrative Description and Rationale: For each Spending Category, enter a *very short* description providing detail including, for example, information that clearly identifies the individual or group providing a service and the rationale for proposing a purchase.
3. Percent of M3 Funds by Spending Category: This percentage will auto-calculate once step 2 is complete. The calculation shows the *percentage of the total M3 funds that will be expended for each* Spending Category.
4. Total Amount of Funds for the M3 project: This amount will auto-calculate throughout user entry. The calculation shows the sum of all Spending Category amounts entered into the Spending Plan. This cell is intended to be an aid for filling out the Spending Plan. Once the Spending Category amounts are completed, this calculation will result in the same funding amount as "Total amount of funds for the district’s M3 project" on the Assurances Statement and the cell will turn from red to green. If you have completed step #2 to your satisfaction and the cell remains red, you may need to update the information entered on the Assurances Statement.
5. Percentage of 240 Entitlement Funds for the M3 project: This percentage will auto-calculate throughout user entry. The calculation shows the percentage of the total 240 entitlement funding amount that will be expended for the M3 project in all Spending Categories.

This cell is intended to be an aid for filling out the Spending Plan. Once the Spending Category amounts are completed, this calculation will result in the same percentage as "Percentage of funds to be re-directed for the district’s M3 project" on the Assurances Statement and the cell will turn from red to green. If you have completed step #2 to your satisfaction and the cell remains red, you may need to update the information entered on the Assurances Statement. |
| Submitting the M3 SmartFormOpen EdGrants and upload the SmartForm to the Fund Code 240 application. If you have not already done so, edit the file name, **'FY19\_M3\_*District Name\_leacode’,*** by replacing the words 'DistrictName' and ‘leacode’ with your district's name and 4-digit LEA code. Save.For additional directions regarding how to upload the SmartForm go to pages 15-17 in the <http://www.doe.mass.edu/grants/edgrants/application.docx>. |