

# Data and Fiscal Management Monthly Webinar

July 1, 2014

# PROJECT APPLICATION

July 1, 2014

# GRANT YEARS

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For Grant 2014, the following years apply:

- Grant Year 2014
- School Year 2014 – 2015 (SY14-15)
- Federal Fiscal Year 2014 (FFY14)
- State Fiscal Year 2015 (FY15)

# PROJECT APPLICATION TIMELINES

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- Grant Application
  - Post July 3, 2014
  - Due to OSE no later than July 31, 2014
- Maintenance of Effort (MOE)
  - May 30, 2014
  - Approved 30 of 51
- CEIS Draft Narratives (14 Districts Required)
  - Due June 16, 2014
  - Received 9 of 14

# FY15 Project Application

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What's **new** for FY15 (Grant 2014) IDEA project application:

- Executive Summary
  - Replaced Self-Assessment
- Code List
- Budget Request Page
  - Added Object Codes for all Salaries
- Budget Narrative
  - Budget Strings
  - SPP/APR Results Indicators (from Executive Summary)
- Equipment Budget Request Page
  - Added Object Codes
  - Equipment Tagging
- Private School Participation

# Executive Summary

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- Self-Assessment will now be in the form of an Executive Summary
- Include a data review of indicators grouped into 4 areas as reflected on the SPP/APR District Performance Report
  - FAPE: Indicators 1, 2, 3, 4, 5, 6, 7, and 8
  - Disproportionality: Indicators 9 and 10
  - Child Find: Indicator 11
  - Effective Transition: Indicators 12, 13, and 14
- Must be published on your district's web page by October 1, 2014, along with the District Performance Report

# Code List

- The code list identifies every item on the Budget Request Page with corresponding function codes, object codes, and a description.

LINE ITEM	FUNCTION CODE	OBJECT CODE	DESCRIPTION
1. Salaries	1220	111	Full/part-time permanent professional employees of the LEA, i.e. Teachers, Special Education Director, Assistant Special Education Director, Psychometrist, Psychologist, Speech Pathologist
		112	Teacher assistants
		113	Clerical Staff/Administrative staff
		121	Full-time, part-time employees of the LEA who are hired on a temporary or substitute basis, substitute teachers

# Budget Request Page

- SPED Director salary is 95% IDEA and 5% district
  - (a) SPED Director is placed in the salaries section
    - The object code is 111 (highlighted)
  - (b) You still must indicate FT or PT
  - (c) The percentage being paid out of IDEA and/or Preschool

IDEA PART B AND PRESCHOOL BUDGET REQUEST Fiscal Year 2014-2015			
District/Agency Name: Midnight School District		District Code: 8115	
		Total Amount Budgeted	
Item		IDEA	PRESCHOOL
1. Salaries (List Positions/Object codes)			
(a) 1.1Sped Director (111)	(b) FT / 95% (c)	85,000.00	

# Budget String

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- What is a budget string?
  - Consists of a fund number, general ledger code, function code, program code, object code, and unit code.

- Example

2610-900-1220-XXX-111-XXX

Fund -GLC- FC-PGM- OBJ -Unit

# Budget String

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- Fund = Fund Number
  - 1120 – District Maintenance
  - 1130 – State and Local Special Education
  - 2610 – IDEA Part B
  - 2620 – IDEA Pre-School
- GLC = General Ledger Code
  - 800 – Revenue
  - 900 – Expenditures
- FC = Function Code – Use Code List
- PGM = Program Code – District Assigned
- OBJ = Object Code – Use Code List
- Unit = Unit Code – District Assigned

# Budget Narrative Page

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- Salaries:

1.1 131001 SPED Director - 95% IDEA; 5% District funds. Oversees all aspects of IDEA rules and regulations for 95% of the time and the Gifted program 5% of the time; Mary Hopeful, 230 contract days

**2610-900-1220-XXX-111-XXX**

(NOTE: Budget String = Fund-GLC-FC-PGM-  
OBJ-Unit)

# Budget Narrative Page

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- **Employee Benefits:** All benefits will be prorated in accordance with salary.
- Fixed Charges will be paid at the rate of 23.40.
  - 2610 or 2620-900-1220-XXX-220-XXX (SS)
  - 2610 or 2620-900-1220-XXX-230-XXX (retirement)
    - Social Security and Retirement budget strings must be separate in the Budget Narrative Page
- Group Insurance will be paid at the rate of \$356 per month per person.
  - 2610 or 2620-900-1220-XXX-210-XXX

# Budget Narrative Page

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- Life Insurance will be paid at the rate of \$.15/\$1,000 per year.
  - 2610 or 2620-900-1220-XXX-215-XXX
    - Life Insurance will vary per district
- Workman's Compensation will be paid at the rate of .0049.
  - 2610 or 2620-900-1220-XXX-260-XXX
    - Workman's Compensation Rate will vary per district
- Unemployment Compensation will be paid at the rate \$.81
  - 2610 or 2620-900-1220-XXX-240-XXX
    - Unemployment Compensation Rate will vary per district

# Budget Narrative Page

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- SPP/APR Results Indicators:
  - In an effort to address the results indicators
    - District addresses results indicator targets missed in the Executive Summary
    - District includes results indicators listed in Executive Summary in the Budget Narrative Page
    - District should specifically include the results indicator/s the district plans to address over the next 3 to 5 years

# Budget Narrative Page

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- Example of Results Indicator:
  - Salaries:
    - 1.2 131002 Assistant SPED Director – 100% IDEA; Assist with all aspects of IDEA rules and regulations; Trains special education staff on IEPs and trains parents. Audrey Money, 200 contract days, 2610-900-1220-XXX-111-XXX
  - Provides training to parents on how to compare and explore the different exit options and how a child's placement affects their exit options. The parental trainings will benefit the results indicators 1 (graduation), 2 (Drop-out), and 14 (Post Secondary)

# Budget Narrative Page

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- **Equipment:**

**Equipment:** Includes shipping and freight charges. The following equipment will be purchased:

See attached Equipment List for location, purpose and quantity.

- Midnight County School District will purchase one (1) specially equipped bus with a lift to transport special education students. Bus will be located at the Central Bus Yard. *See attached letter with justification.* (2610-900-XXXX-XXX-774-XXX & 2620-900-XXXX-XXX-774-XXX)
- Midnight County School District will purchase one (1) lap top computer to allow the Special Education Supervisor to have access to special education student records. The lap top computer will be located at Midnight Central office in the Special Education Office. (2610-900-XXXX-XXX-731-XXX)

# Equipment Budget Request Page

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- Equipment changes required:
  - Object codes
- Equipment Tagging:
  - IDEA Tag required for purchases using IDEA funds.
  - Fixed Asset tag is based on the threshold set by the *MS Public School Asset Procedure for Fixed Assets* which requires a fixed asset number for highly walkable items.

# Equipment Budget Request Page

IDEA PART B AND PRESCHOOL EQUIPMENT LIST BUDGET REQUEST Fiscal Year 2014-2015									
District/Agency Name: Midnight School District							District Code: 8115		
Item Name	IDEA Tag	Fixed Asset	Purpose	Location (number at each site)	Unit Cost	Quantity	Total Amount	Total Amount Budgeted	
	731 733 735 737 740 774	731 733 737 774						IDEA	Preschool
Bus	774	774	Instr.	Midnight Bus Barn	106,000	1	106,000	103,000	3,000
Specialized Desk	735		Instr.	Midnight Elem.	495	1	495		495
Filing Cabinets	735		Admin	Midnight Elem(2) Midnight Middle (1) Midnight High (2)	175	5	875	525	350
Computers (desktops)	731		Instr.	Midnight Elem. (2) Midnight Middle (2) Midnight High (2)	450	6	2,700	1,800	900
Printers	731		Instr.	Midnight Elem. (2) Midnight Middle (2) Midnight High (2)	225	6	1,350	900	450
Laptop	731	731	Admin	Midnight SPED office	1,395	1	1,395	1,395	
TOTAL								107,620	5,195

# CEIS Budget Request Page

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- Requires object codes for salaries
- Evaluation supplies is a non-allowable cost



# CEIS Budget Narrative Page

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## Example:

- 902006 Licensed Interventionist Specialists (2) will be employed to develop and implement academic interventions in reading and math to the targeted at-risk population. (2610-900-2210-XXX-111-XXX) Give name and contract days\_\_\_\_\_
- 902007 Interventionist Assistants (4) will be employed to assist the general education teachers in implementing the academic interventions in math and reading to the targeted at-risk group. They will be supervised by the Licensed Interventionist Specialists. (2610-900-2210-XXX-112-XXX) Give name and contract days\_\_\_\_\_
- Benefits for the Interventionist Specialists and Interventionist Assistants will be
  - Fixed Charges will be paid at the rate of 23.40.
  - 2610 or 2620-900-1220-XXX-220 (SS) and 230 (retirement)-XXX
  - Group Insurance will be paid at the rate of \$356 per month per person.
  - 2610 or 2620-900-1220-XXX-210-XXX
  - Life Insurance will be paid at the rate of \$.15/\$1,000 per year.
  - 2610 or 2620-900-1220-XXX-215-XXX
  - Workman's Compensation will be paid at the rate of .0049.
  - 2610 or 2620-900-1220-XXX-260-XXX
  - Unemployment Compensation will be paid at the rate \$.81
  - 2610 or 2620-900-1220-XXX-240-XXX

# CEIS Budget Narrative Page cont'd

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- Instructional materials will be purchased such as \_\_\_\_\_ to aid in the implementation of the interventions for the target at-risk group. Shipping and handling charges are included. (2610-900-XXXX-XXX-614-XXX for materials and/or 2610-900-XXXX-XXX-611-XXX for software)
- Staff Travel: Travel expenses will be paid for the Interventionist Specialists to travel between schools to conduct observations, consult with teachers of the target-at-risk group. (2610 & 2620-900-XXXX-XXX-580-XXX)
- Professional Development training on researched-based reading and math strategies/interventions will be provided to the teachers of the target-at-risk group. Consultants will be paid a daily rate plus travel expenses. (2610 & 2620 -900-2213-XXX-327-XXX)

# Private School Participation Budget Request Page

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- Requires object codes for salaries
- Evaluation supplies are not an allowable cost.

# Private School Participation Budget Request Page

## IDEA PART B AND PRESCHOOL PRIVATE SCHOOL PARTICIPATION

BUDGET REQUEST Fiscal Year 2014-2015					
District/Agency Name: Midnight School District				District Code: 8115	
			Total Amount Budgeted		
Item			FY 15		
			IDEA		Preschool
1. Salaries (List Positions/Object codes)	Full/Part Time %	FY 14 Carryover	FY 15	FY 14 Carryover	FY 15
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
2. Employee Benefits					
3. Contractual Services			18,216.77		
4. Equipment					
5. Staff Travel					
6. Instructional Supplies					
7. Professional Development Training					
8. Other (Specify) Transportation Cost					5,969.19
TOTAL			18,216.77		5,969.19

# Private School Participation

## Budget Narrative Page

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- Example:

### 19. Private School Participation:

- Language speech services will be provided to \_\_\_\_\_ (how many) private school students after school by contractual personnel. (2610-900-2190-XXX-337-XXX)
- Transportation for \_\_\_\_\_ (how many) private school students will be provided for receipt of speech language services. (2620-900-2190-XXX-510-XXX)
- Physical therapy services will be provided to \_\_\_\_\_ (how many) private school students. (2610-900-2190-XXX-337-XXX)

# Private School Participation

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- Ages 3-5 year olds
  - Enrolled in a private school or facility that meets the definition of an “elementary school”
    - Receive services as part of the equitable participation provisions
    - Service plan is developed
  - Enrolled in a private school or facility that does not meet the definition of an “elementary school”
    - Services provided are not part of the equitable participation provisions
    - District of Residence must make FAPE available
    - Service plan is not developed
    - IEP is developed

# FY15 Amendments

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- What's new for the FY15 Amendments?
  - Budget Request Page
    - Object codes required for new items
  - Budget Narrative Page
    - Budget string(s) are required for **new items**
  - The 10% rule has been removed

# Amendment Budget Request Page

- Example:

**IDEA PART B AND PRESCHOOL**  
**Amendment Number     1**

BUDGET REQUEST Fiscal Year 2014-2015			
District/Agency Name: Midnight School District		District Code: 8115	
		Total Amount Budgeted	
Item		FY 15	
		IDEA	Preschool
1. Salaries (List Positions/Object Codes)	Full/Part Time %		
1.1 Sped Director (111)	FT/95%	85,000.00	
1.2 Asst Sped Director (111)	FT/100%	62,000.00	
1.3 Sped Secretary (113)	FT/100%	37,750.00	
1.4 Preschool Teacher (111)	FT/2%		2,300.00
1.5 Language Speech Teacher (111)	FT /10%	4,400.00	9,600.00
1.6 Teacher Assistants (2) (111)	FT/100%	52,000.00	
1.7 Psychologist (111)	FT/80%	70,000.00	
1.8 Ed Interpreters (4) (111)	FT/75%	91,000.00	12,006.11

# Amendment Budget Narrative Page

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- Budget string is required:

1.4 132032 Preschool Teacher, **(Include name of employee) Decrease:** Actual MAEP funding changed from 5% Preschool and 95% MAEP to 2% Preschool and 98% MAEP.

1.5 132002 Language-Speech Teacher, **(Include name of employee) Increase:** Actual MAEP funding changed from 3% Preschool, 5% IDEA and 92% MAEP to 4% Preschool, 6% IDEA and 90% MAEP.

1.8 131013 Educational Interpreters. **(Include names of employee; contract days and budget string) Increase:** *An additional educational interpreter was needed.* 25% State EI funds; 75% IDEA. **(1130-900-1220-XXX-111-XXX & 2610-900-1220-XXX-111-XXX)**

# Amendment Budget Narrative Page

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7. Equipment: **Increased** due to need to purchase Smart Boards for special education students for improving their instructional skills. They will be located as follows: Two (2) will be in the special education classroom at Midnight Elementary, Two (2) will be in the special education classroom at Midnight Middle and one (1) will be located in the special education classroom at Midnight High. Includes shipping and handling charges.  
(2610-900-XXXX-XXX-733-XXX)

# Amendment

## Equipment Budget Request Page

IDEA PART B AND PRESCHOOL EQUIPMENT LIST BUDGET REQUEST Fiscal Year 2014-2015 Amendment 1									
District/Agency Name: Midnight School District							District Code: 8115		
Item Name	IDEA Tag	Fixed Asset	Purpose	Location (number at each site)	Unit Cost	Quantity	Total Amount	Total Amount Budgeted	
								IDEA	Preschool
Bus	774	774	Instr.	Midnight Bus Barn	106,000	1	106,000	103,000	3,000
Specialized Desk	735		Instr.	Midnight Elem.	495	1	495		495
Filing Cabinets	735		Admin	Midnight Elem(2)	175	5	875	525	350
				Midnight Middle (1)					
				Midnight High (2)					
Computers (desktops)	731		Instr.	Midnight Elem. (2)	450	6	2,700	1,800	900
				Midnight Middle (2)					
				Midnight High (2)					
Printers	731		Instr.	Midnight Elem. (2)	225	6	1,350	900	450
				Midnight Middle (2)					
				Midnight High (2)					
Laptop	731	731	Admin	Midnight SPED office	1,395	1	1,395	1,395	
Smart Boards	733	733	Inst.	Midnight Elem (2)	5324	2	10,648	10,648	
				Midnight Middle (2)	5324	2	10,648	10,648	
				Midnight High (1)	5324	1	5,324	5,324	
TOTAL								134,240	5,195

# TO CLOSE OUT FY13 GRANT

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- Ensure all monies for FY13 grant are obligated by September 30
- FY14 Expenditure Report is due September 30  
Ensure all amendments have been submitted and approved by MDE
- All documents have been received by MDE (i.e. Child Find, ESY Application, and etc.)
- A *separate* Expenditure Report is due September 30 for Discretionary Grants

# AMENDMENT EXPENDITURE REPORT

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- Amendments to the Expenditure Report will not be accepted.
- Any expenditures, that were not previously approved, must be funded by district funds.
- Remember prior approval via the Project Application is required before expending funds.

# QUESTIONS

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# CONTACT INFORMATION

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