

# Federal Grants Update

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WISCONSIN DEPARTMENT OF  
**PUBLIC INSTRUCTION**

Tony Evers, PhD, State Superintendent

# Points of Discussion

## **2 CFR 200 (Grant Guidance)**

- DPI Monitoring Requirements
- Audit Findings

## **WISEgrants**

## **Every Student Succeeds Act**



# Auditor WISEgrants Technical Assistance

<https://dpi.wi.gov/wisegrants/ta-auditors>

- A copy of this presentation
- Links to WISEgrants access information
- Links to Federal Funding Conference presentations on the Uniform Grant Guidance
- Links to Federal program area specific technical assistance

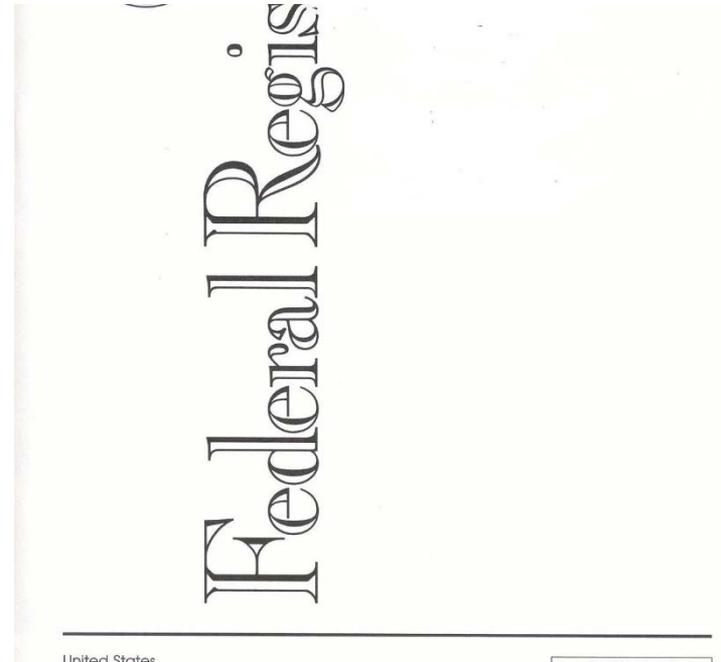


# DPI Monitoring Requirements

## Uniform Grant Guidance §200.331

All pass-through entities must:

**(6)(b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.**



# DPI's Monitoring Process

**The risk assessment is performed for:**

- **All federal grants, regardless of agency**
- **All subrecipients, regardless of type**
- **Every year**



# Types of Subrecipients

**Public School Districts**

**CESAs and CCDEBs**

**Government Agencies (DOC & DHS)**

**Private Schools (Food Service)**

**Independent Charter Schools**

**Non-profits**

**Public Libraries**

**Community Based Organizations**



# Risk Factors

**Total federal funds**

**Significant or multiple audit findings**

**No Federal single audit required**

**Newly consolidated or created district**

**Return of federal funds**

**Financial concerns**

**Insufficient obligation of funds**

**Known fraud**

**New subrecipient of federal award**

**Claims not matching annual report**

**Program fiscal monitoring findings**

**Significant leadership turnover**

**Compliance with prior yr terms/conditions**

**Corporate management organization**

**Other concerns determined as a possible risk of noncompliance**



# Terms & Conditions

**For 2016-17, there were 25-30 subrecipients identified for terms and conditions**

- **Technical assistance**
- **Review and testing of written procedures**
- **Quarterly filing of claims**
- **Supporting documentation submitted with claim**
- **Cash reconciliation**
- **DPI site visit**



# Required Written Procedures

**The Uniform Grant Guidance  
(2 CFR, Part 200) requires all  
subrecipients of Federal funds  
to document certain grant  
procedures.**



# Review and Testing of Written Procedures

- **No written documentation**
- **Policy and not procedure**
- **Answers to DPI checklist of prompts**
- **Unaware of requirement**



# Resources

- **Uniform Grant Guidance - DPI Webpage**

**<https://dpi.wi.gov/wisegrants/uniform-grant-guidance>**

- **Written Procedures - DPI webpage**

**<https://dpi.wi.gov/wisegrants/uniform-grant-guidance/writtenprocedures>**



# Supporting Documentation for Claim

- **No use of project code**
- **Year end journal entries moving costs**
- **Dollar amount of claim  $\neq$  general ledger**
- **Dollar amount by line item of claim  $\neq$  general ledger**
- **Unallowable cost included**

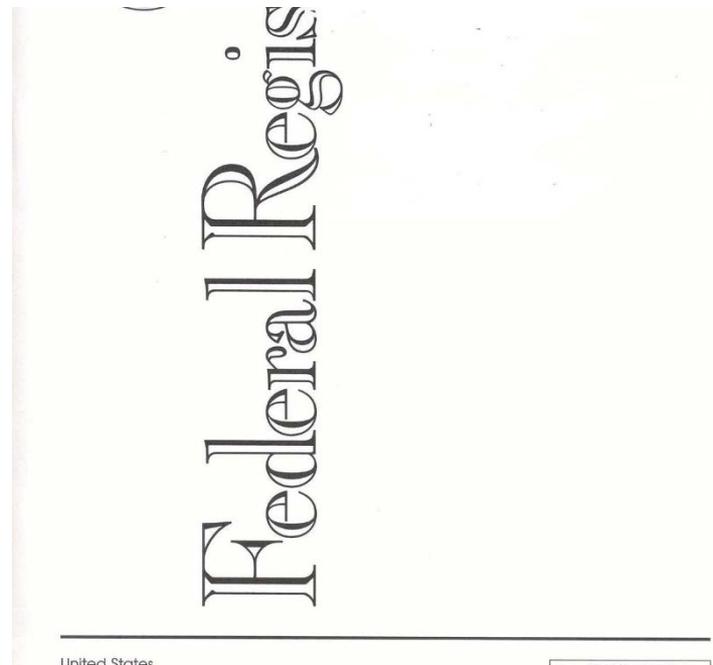


# Audit Findings and Comments

**Uniform Grant Guidance §200.501(a)**

**Audit required.**

**A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.**



# Audit Finding – Uniform Grant Guidance Implementation

## Condition

- **Policies and procedures in place to safeguard assets and establish related controls over receipts, disbursements, payroll transactions and general ledger maintenance.**
- **Federal awards are managed through District-wide policies and procedures.**
- **Policies and procedures have not been evaluated to ensure compliance with the requirements of the Uniform Grant Guidance.**



# Audit Finding - Uniform Grant Guidance Implementation

## Criteria

- **Uniform Grant Guidance requires policies in place related to cash management, cost allowability, procurement, and conflict of interest provisions, along with appropriate financial management systems and internal controls over federal awards to safeguard federal funds.**

## Cause

- **District has not finalized assessment of its financial management system and related internal controls over federal awards, along with the evaluation of existing policies for compliance with Uniform Grant Guidance.**



# Audit Finding - Uniform Grant Guidance Implementation

## Effect

- **District could become noncompliant with requirements of Uniform Grant Guidance, resulting in future findings and questioned costs related to federal awards. Current audit did not identify noncompliance with direct and material compliance requirements of the major federal award program.**



# Audit Finding - Uniform Grant Guidance Implementation

## **Recommendation**

- **Assessment of District's financial management system and related controls over federal awards.**
- **Assessment should include:**
  - Evaluation of existing policies and procedures and determination of where additional enhancements should be made or new policies created.
  - A plan to communicate policies to District employees.
  - Procedures to periodically review and update.



# Auditor Comments – Uniform Grant Guidance

## **District was not required to have a federal single audit**

- **District has not fully implemented the requirements of Uniform Grant Guidance.**
- **Uniform Grant Guidance requires organizations that receive Federal awards to enhance their control documentation over managing these grants in an effort to strengthen oversight over federal awards.**
  - Recommend enhancing Uniform Grant Guidance documentation
  - District currently working with an agency to create policies and procedures



# Auditor Comments – Written Procedures

**Federal awards received by District were less than \$750,000.**

**Wisconsin Public School District Audit Manual requires a review of internal controls over federal and state awards, a Uniform Grant Guidance audit may have resulted in additional testing of internal controls or compliance over federal awards which may have identified areas where your internal control documentation or District policies could be enhanced or improved primarily with Allowable Costs, Cash Management, Procurement Suspension and Debarment, Conflict of Interest and Reporting.**



# Audit Finding – Cash Management

## Criteria

- **Cash draw down requests should be approved by a responsible party other than the original preparer of the request.**

## Condition

- **The cash draw down request for this program was prepared and approved by the original preparer as tested through means of a valid statistical sample.**



# Audit Finding – Review of Claim Forms

## Condition

- **In our testing of the special education cluster and special education and school age parents program, we noted that there was no documented review of claim forms submitted for reimbursement by someone other than the preparer. In addition, the required state report 1505-SE was also not reviewed by anyone other than the preparer before it was submitted.**

## Criteria

- **According to the Statement on Auditing Standards (SAS) Nos. 104-111, collectively known as the risk assessment standards, sufficient internal accounting controls should be in place that mitigate the risk of material misstatement in the financial records due to fraud or error.**



# **WISEgrants Process Question:**

**DPI maintains that the same person who prepares and submits the claim may also be the same person who authorizes the claim, if...**

# Audit Comment

**The District filed the majority of its grant claims after year-end. This is not proper cash flow management. It also deters the District from reviewing the expenses related to the grant on a periodic basis. We recommend the District file their grant claims throughout the year in order to efficiently manage their cash flow and related expenses.**



# Cash Management

## **§200.302 Financial Management (b)(6)**

- **The sub-recipient's financial management system must have:**
  - **Written procedures regarding cash management and claiming of Federal funds.**



# Cash Management

## **§200.305 Payment**

- **Advance Payment**

Requesting Federal funds for expenditures not yet incurred.

- **Cost Reimbursement**

Requesting Federal funds for expenditures after they have been liquidated.



# Advance Payment

## §200.305 Payment

- **Subrecipient must:**

Maintain written procedures that minimize the time elapsing between the transfer of funds from DPI and the disbursement of those funds.

Maintain financial management systems that meet the standards for fund control and accountability per the Uniform Grant Guidance.



# Advance Payment

## §200.305 Payment

- **Subrecipient must:**
  - Advance funds limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the LEA in carrying out the purpose of the approved program or project.
  - As close as administratively feasible to the actual disbursements.



# Cost Reimbursement

## **§200.305 Payment**

- **Preferred when requirements of cash advance not met.**
- **Almost always method used by LEAs.**
- **Expenditures are obligated and liquidated prior to reimbursement.**



# Obligating Funds

## **When can an LEA begin to obligate Federal funds?**

**Must be made within the grant period (July 1 - June 30)**

- **Obligation – the amount of orders placed, contracts and subgrants awarded, goods and services received, and similar transactions during a given period that will require payment by the grantee during the same or a future period.**



# Obligating Funds

## **EDGAR §76.708 When certain subgrantees may begin to obligate funds**

- **Formula grants – DPI may not authorize an applicant to obligate funds until the date that the applicant submits its application to the State in substantially approvable form or July 1, whichever is later.**
- **Discretionary grants – DPI may not authorize an applicant to obligate funds under a subgrant until the award is made (approval of application).**



# EDGAR §76.707 When Obligations are Made

If the obligation is for -	The obligation is made -
(a) Acquisition of real or personal property	On the date on which the State or subgrantee makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the State or subgrantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the State or subgrantee	On the date on which the State or subgrantee makes a binding written commitment to obtain the services
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the State or subgrantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the State or subgrantee uses the property.
(h) A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR part 200, Subpart E-Cost Principles	On the first day of the grant or subgrant performance period.

# Liquidation

## §200.343(b) Closeout

- **Unless DPI authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.**
- **Liquidation – to liquidate an obligation, the service has occurred or the purchased item has been received and payment has been made to vendor or provider.**



# Claiming Funds

- **Method of tracking cost**
- **Preparation of claim**
- **Verifying costs:**
  - Obligated and liquidated
  - Actual to Budget
  - Allowable
- **Review of claim**
- **Approval of claim**



# Audit Comment

## Appropriations

- **Budget categories had expenditures in excess of amounts budgeted (appropriated). District should continue to monitor its expenditure activity and adopt budget amendments when necessary to properly authorize expenditures.**

*CFR 2, §200.308(a) The approved budget for the Federal award summarizes the financial aspects of the project or program as approved during the Federal award process.*

*CFR 2, §200.308(b) Recipients are required to report deviations from budget or project scope or objective, and request prior approvals from Federal awarding agencies for budget and program plan revisions, in accordance with this section.*

*CFR 2, §200.302(b) The financial management system of each non-Federal entity must provide for comparison of expenditures with budget amounts for each Federal award.*



# Allowability of Costs

## **§200.302 Financial Management (b)(7)**

- **Written procedures for determining the allowability of costs prior to claiming grant fund.**



# Allowability of Costs

**Required written procedures must address how the subrecipient is ensuring that costs on the federal grant, and ultimately claimed, are allowed under the individual Federal program and in accordance with the cost principles established in the Uniform Grant Guidance.**

- **This includes how charges made to the grant for personnel are determined.**



# Compensation - Personnel

## **§200.430 Standards for Documentation of Personnel Expenses (i)**

- **Personnel salary and benefit charges made against the Federal awards must be based on records that accurately reflect the work performed.**



# Audit Finding – Time and Effort Reporting

## Condition

- **The district did not have time and effort reporting completed for all employees. Also the District did not have written procedures in place to be in alignment with the Uniform Grant Guidance at the time of our audit.**



# Audit Finding – Time and Effort Reporting

## Criteria

- **Federal award guidelines state an employee who works, in part, on a federal program or cost objective must document their time and effort spent working on each federal program or cost objective. An employee who works on multiple activities or cost objectives must complete a personnel activity report which demonstrates the amount of actual time spent working on the federal grant objectives. Furthermore, 2 CFR Part 200, §200.302 (b) (7) requires written procedures to be in place to ensure costs claimed under federal programs are in accordance with cost principles established by the Uniform Grant Guidance.**



# Audit Finding – Time and Effort Reporting

## Cause

- **The District did not believe that time and effort reporting was required for employees who worked solely on single cost objectives. The District did not complete written procedures to ensure costs were claimed in accordance with cost principles established by the Uniform Grant Guidance.**

## Effect

- **The District is not in compliance with the federal requirement requiring time and effort reporting for employees who work on federal programs. The District is also not in compliance with the federal requirement to have written procedures in place to ensure claimed costs meet Uniform Grant Guidance requirements**

# DPI's Time & Effort Technical Assistance

**Districts should be implementing time and effort reporting in accordance with DPI's guidance at <https://dpi.wi.gov/sites/default/files/imce/wisegrants/pdf/time-and-effort-requirements.pdf>**



# DPI's Time & Effort Technical Assistance

**Prior to July 1, 2015, subrecipients of Federal grants were to maintain semi-annual certifications and personnel activity reports (PARs) for individuals whose salaries were charged to grants. Under the new regulations, the maintaining of semi-annual certifications and PARs are no longer required and have been replaced with 2 CFR §200.430(i) Standards for Documentation of Personnel Expenses.**



# Audit Finding – Wage/Benefit Reporting

## Condition

- **Eligible expenditures for wages and benefits for a long-term substitute were not charged to the grant.**

## Criteria

- **Procedures should be in place to ensure the full amount of wages and benefits for all employees eligible for grant reimbursement are properly recorded.**



# Audit Finding – Wage/Benefit Reporting

## Cause

- **Expenditures for wages and benefits for an individual whose wages are eligible for grant reimbursement were charged to a non-reimbursed project.**

## Effect

- **Eligible expenditures were not coded to the grant until the program was subject to audit.**



# Audit Finding – Time and Effort Reporting

## Condition

- **Payroll liabilities not reconciled to general ledger during the year. Year-end reconciliation revealed a difference that was adjusted at year end and increased expenditures.**

## Criteria

- **Reconciliation of payroll liability accounts should be made monthly.**

## Effect

- **Affects expense accounts which are not correctly reflected in the general ledger and could result in incorrect expenditures for grant claims.**

# Audit Finding – Title I MOE

## Condition

- **During our review of Title I, it was noted that the District is not meeting MOE.**

## Cause

- **The main contributing factor to not meeting the required level of expenditures is a reduction of expenditures during the year caused by an unusually high level of turnover. Both vacant positions at time during the year and compensation levels of succession staffing resulted in less expenditures than the prior period.**

## Effect

- **If the finding is sustained, the result could be a reduction in Title I funding in the subsequent year.**

# **ESEA Maintenance of Effort (MOE): Definition & Purpose**

- **A year-by-year analysis to ensure LEAs are supporting core education in Title I schools.**
- **An LEA may receive its full allocation of ESSA funds if the State determines the LEA has maintained its fiscal effort.**



# ESEA MOE: Definition & Purpose

- **LEAs demonstrate MOE by either the combined fiscal effort per student**  
**OR**
- **the aggregate expenditures (non-federal funds) of the LEA for the preceding fiscal year was not less than 90 percent of combined fiscal effort or aggregate expenditure for the second preceding fiscal year.**

*(No change under ESSA)*



# ESEA MOE: Calculations

- **The annual financial report (PI-1505) is used to determine MOE.**
- **Amount from preceding year must not be less than 90 percent of the second preceding year.**

**Example:** To receive funds available July 2017, DPI will compare 2015-16 school year expenditures to 2014-15 school year expenditures.



# Annual Report

- SFS Consultants
  - Program Contacts
- Related Links**
- SPED Licensure
  - All-District Reports
  - Activity Reports
  - SFS Data Warehouse



Fund 10: General Fund			
10E-000000-000	Total Expenditures	7,835,574.68	
10E-255000-000	Total Fac Acquis/remod		1.00
10E-280000-000	Total Debt Services		98,292.00
10E-411000-827	Transfer To Special Education Fund		584,493.22
10E-411000-830	Debt Services		518,692.63
10E-491000-935	State Grants Transited To Others		0.00
10E-491000-937	Federal Grants Transited To Others		0.00
10R-000000-317	Federal Aid Transits From Wisconsin Districts		0.00
10R-000000-517	Federal Aids Transited Through Cesas Or Intermediate Sources		51,774.27
10R-000000-581	Medicaid Reimbursements Through Cesas		0.00
10R-000000-700	Total Federal Revenue		176,567.97
10R-000000-878	Long-term Debt Proceeds - Capital Leases		0.00
Fund 27: Special Education Fund			
27E-000000-000	Total Expenditures	810,027.21	
27E-255000-000	Total Fac Acquis/remod		0.00
27E-280000-000	Total Debt Services		0.00
27E-491000-935	State Grants Transited To Others		0.00
27E-491000-936	State Special Education Aid Transited To Others		0.00
27E-491000-937	Federal Grants Transited To Others		0.00
27R-000000-317	Federal Aid Transits From Wisconsin Districts		0.00
27R-000000-517	Federal Aids Transited Through Cesas Or Intermediate Sources		0.00
27R-000000-581	Medicaid Transit From Cesa		0.00
27R-000000-700	Total Federal Revenue		171,161.96
27R-000000-878	Long-term Debt Proceeds - Capital Leases		0.00
Fund 29: Other Special Projects Fund			
29E-000000-000	Total Expenditures	0.00	
29E-255000-000	Total Fac Acquis/remod		0.00
29E-280000-000	Total Debt Services		0.00
29E-419000-810	Transfer To General Fund		0.00
29E-491000-935	State Grants Transited To Others		0.00
29E-491000-937	Federal Grants Transited To Others		0.00
29R-000000-317	Federal Aid Transits From Wisconsin Districts		0.00
29R-000000-517	Federal Aids Transited Through Cesas Or Intermediate Sources		0.00
29R-000000-700	Total Federal Revenue		0.00
29R-000000-878	Long-term Debt Proceeds - Capital Leases		0.00
	Subtotals	8,645,601.89	1,600,983.05
	Subtractions	-1,600,983.05	
	Net State and Local Expenditures	\$7,044,618.84	

# Per Student

27E-280000-000	Total Debt Services		0.00
27E-491000-935	State Grants Transited To Others		0.00
27E-491000-936	State Special Education Aid Transited To Others		0.00
27E-491000-937	Federal Grants Transited To Others		0.00
27R-000000-317	Federal Aid Transits From Wisconsin Districts		0.00
27R-000000-517	Federal Aids Transited Through Cesas Or Intermediate Sources		0.00
27R-000000-581	Medicaid Transit From Cesa		0.00
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<b>Fund 29: Other Special Projects Fund</b>			
29E-000000-000	Total Expenditures	0.00	
29E-255000-000	Total Fac Acquis/remod		0.00
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29R-000000-517	Federal Aids Transited Through Cesas Or Intermediate Sources		0.00
29R-000000-700	Total Federal Revenue		0.00
29R-000000-878	Long-term Debt Proceeds - Capital Leases		0.00
	Subtotals	8,645,601.89	1,600,983.05
	Subtractions	-1,600,983.05	
	<b>Net State and Local Expenditures</b>	<b>\$7,044,618.84</b>	
	October 15, 2014 Aid Membership	685	
	<b>State and Local Expenditures per Member</b>	<b>\$10,284.12</b>	

# ESEA MOE

- [https://apps5.dpi.wi.gov/safr\\_ro/moe\\_all\\_districts\\_new.asp?year=2016](https://apps5.dpi.wi.gov/safr_ro/moe_all_districts_new.asp?year=2016)



# ESEA MOE: Consequences of Failure

## NCLB

The state must reduce amount of allocation in the exact proportion by which LEA fails to maintain effort by falling below 90 percent in the previous year.

## ESSA

The state must reduce amount of allocation in the exact proportion by which LEA fails to maintain effort by falling below 90 percent in the previous year and at least once in the prior five years.

Slide adapted from Brustein and Manasevit Fall 2012 Forum



# ESSA Programs to which MOE Applies

Reduction applies to all applicable ESEA/ESSA programs that are still funded by USDE (not just Title I):

- Title I, Part A
- Title I, Part D
- Title II, Part A
- Title III, Part A
- Title IV, Part B
- Title V, Part B, Subpart 2
- Title VI, Part A, Subpart 1



# ESEA MOE Example

<b>Analysis for Meeting MOE in Previous Year</b>	<b>Aggregate Expenditures</b>	<b>Amount per Student</b>
2014-15 Actual Amount	\$1,000,000	\$6,100
90% of 2014-15 Amount	\$900,000	\$5,490
2015-16 Actual Amount	\$950,000	\$5,495
Difference	\$50,000	\$5
Percent Reduction in Award for 2017-18	0%	0%

**Maintenance of Effort was met.**

# ESEA MOE Example

Analysis for Meeting MOE in Previous Year	Aggregate Expenditures	Amount per Student
2014-15 Actual Amount	\$1,000,000	\$6,100
90% of 2014-15 Amount	\$900,000	\$5,490
2015-16 Actual Amount	\$850,000	\$5,200
Difference (Shortfall)	<\$50,000>	<\$290>
Percent Shortfall/ Reduction in Award for 2017-18	-5.6%	-5.3%

**Under ESEA, the 2017-18 funds will be reduced by 5.3 percent.  
Under ESSA, the funds will be reduced by 5.3 percent if the LEA also failed MOE in  
one of the five prior fiscal years.**

# ESEA MOE Example

<b>Analysis for Meeting MOE in Previous Year</b>	<b>Aggregate Expenditures</b>	<b>Amount per Student</b>
2014-15 Actual Amount	\$1,000,000	\$6,100
90% of 2014-15 Amount	\$900,000	\$5,490
2015-16 Actual Amount	\$890,000	\$5,495
Difference (Shortfall)	<\$10,000>	\$5
Percent Shortfall/ Reduction in Award for 2017-18	-1.11%	0%



**Maintenance of Effort was met.**

# ESEA MOE: Waivers

## NCLB

- **USDE Secretary may waive if:**
  - there are exceptional or uncontrollable circumstances such as natural disaster
- OR
- precipitous decline in financial resources of the LEA.

## ESSA

- **USDE Secretary may waive if:**
  - there are exceptional or uncontrollable circumstance such as natural disaster or change in organizational structure of the LEA
- OR
- precipitous decline in financial resources of the LEA.

Slide adapted from Brustein and Manasevit Fall 2012 Forum



# ESEA MOE: Waivers

## Waiver Process:

1. DPI will contact LEAs if MOE is not met.
2. LEAs will notify DPI if they want to request a waiver.
3. DPI will request waivers on behalf of all LEAs needing waivers, and
4. DPI will notify LEAs if waivers are granted or not.



# Title I Comparability Requirement



# Title I Comparability Definition

- An LEA may receive Title I, Part A funds only if it uses state and local funds to provide services in Title I schools that, taken as a whole, are at least comparable to the services provided in non-Title I schools.
- If all schools in a grade span within the LEA are Title I schools, all schools must be “substantially comparable.”

*NCLB Section 1120A(c)*



# Timing

**LEAs must determine comparability *annually***

- DPI is only required to collect comparability data at least once every two years.

**Comparability is completed in the fall because LEAs need to review current-year resources and *make adjustments* for the current year as necessary.**



# Required LEAs

- Comparability is determined on a grade span-by-grade span basis.
- If an LEA has at least one non-Title I school and at least one Title I school within a grade span, the LEA must demonstrate comparability for that grade span.
- If an LEA has more than one Title I school at the same grade span (even without the presence of a non-Title I school), the LEA must demonstrate comparability for that grade span.



# Grade Spans

## Elementary

- PK-5
- K-8

## Middle School

- 6-8
- 6-9

## High School

- 9-12
- 9-10
- 11-12



# Exemptions

- **LEAs are exempt if there is only one school per grade span (nothing to compare).**

Example: Phelps School District has two schools, a 4K – 8 and 9 – 12. Phelps School District is exempt from completing the comparability report.

- **Schools are exempt if the a school has fewer than 100 students.**



# Required LEAs Q & A

## **A district consists of:**

- One elementary school (Title I Schoolwide)
- One middle school (Title I Targeted Assistance)
- One high school (Non-Title I)

Is this district required to complete the Comparability Report?



# Required LEAs Q & A

**NO**, this district is exempt  
because there is only one  
school per grade span.



# Required LEAs Q & A

## **A district consists of:**

- Three elementary schools (all Title I Schoolwide)
- One middle school (Title I Targeted Assistance)
- One high school (Non-Title I)

Is this district required to complete the Comparability Report?



# Required LEAs Q & A

- **YES**, the district is required to complete the comparability report to demonstrate comparability among the *elementary schools only*.
- The district is not required to complete the comparability report for the middle school because there is no other school in that grade span to compare it to.



# Required LEAs Q & A

## **A district consists of:**

- Two elementary schools (PK-2 and 3-5)
- One middle school (6-8)
- One high school (9-12)
- Two elementary schools receive Title I funds.

Is this district required to complete the Comparability Report?



# Required LEAs Q & A

**NO**, because the grade spans do not overlap.

**BUT**, if the district had two PK – 2 schools and two 3-5 schools that received Title I funds, then the district would be required to complete comparability for each grade span.



# Required LEAs Q & A

## **A district consists of:**

- One elementary school (PK-5, TI Schoolwide)
- One middle school (6-8, TI Schoolwide)
- One high school (9-12, TI Targeted Assistance)
- One alternative high school (9-12, Non-TI)

Is this district required to complete the Comparability Report?



# Required LEAs Q & A

**Only if** the district entered an enrollment greater than 100 students for the alternative high school in the Title I application.

This district would be exempt from the comparability report if the alternative high school has less than 100 students.



# Comparability Report Workbook

- 2016-17 Comparability Report was not collected by DPI.
- Districts required to complete the report were advised to use the workbook which can be accessed here: [LINK](#)
- Tabs 2 and 3 are for districts with TI and Non TI schools and then all TI schools in a given grade span.



# Screenshot: Tabs

Wisconsin Department of Public Instruction  
Title I, Part A Comparability Report

## Instructions

1. Use current year data.

2. Do not include federal resources in this report. Local Educational Agencies (LEAs) may also exclude state and local costs for:

Language instruction for LEP students;

Excess cost of providing services to student with disabilities

Staff salary differentials for years of employment; and

Supplemental programs that meet the intent and purpose of Title I.

3. Comparability must be met in one of the three options provided. If schools are found not comparable under any of the options, make adjustments to the LEA's general ledger and re-allocate state and local resources so that schools are comparable.

4. Use the worksheet on the green tab titled, "Non TI and TI schools" to determine comparability between Title I and non-Title I schools in the same grade span. Complete one worksheet for each grade span.

5. Use the worksheet on the blue tab titled, "All TI schools in grade span" to determine comparability between all schools in the grade span because all schools receive Title I funds. Complete one worksheet for each grade span.

[6. Contact your Title I Consultant for assistance as needed.](#)

Complete 1 report for each grade span in which you need to demonstrate comparability

### Why must comparability be determined?

An LEA may receive Title I, Part A funds only if it uses State and local funds to provide services in Title I schools that, taken as a whole, are at least comparable to the services provided in schools that are not receiving

Instructions READ THESE FIRST

Non TI and TI schools

All TI schools in grade span



# Determining Comparability

- **LEAs should use current-year data.**
- **LEAs should not include federal resources in the calculations.**
- **LEAs *may* exclude state and local funds expended for:**
  - language instruction for Limited English Placement students,
  - excess costs of providing services to students with disabilities,
  - staff salary differentials for years of employment, and/or
  - supplemental programs that meet the intent and purpose of Title I (for example, SAGE/AGR).





# Definition of Instructional Staff

**Teachers and other personnel assigned to schools who provide direct instructional services.**

- Music, art, and physical education teachers
- School counselors, speech therapists, and librarians

**Other personnel who provide services that support instruction.**

- School social workers and psychologists
- The LEA must be consistent with the categories of staff included for its schools



# Instructional Staff Q & A

Should LEAs include teachers' aides in the calculations for instructional staff salaries or instructional staff?



# Instructional Staff Q & A

## **It depends on the function of the position:**

- If the person is providing direct instructional support to students, then **YES**. This person is considered a paraprofessional and **must be included** in the calculation.

**OR**

- If the person is providing other support services such as lunch or recess duty, taking attendance, making copies, and decorating bulletin boards, then **NO**. This person **shall not be used** in the calculations for comparability.



# Instructional Staff Q & A

How should LEAs count an instructional staff person that is shared between two or more schools, but not across all schools within the LEA?



# Instructional Staff Q & A

LEAs should determine the FTE/salary for the staff person and include each school's share in the comparability calculation.



# Instructional Staff Q & A

How should LEAs count an instructional staff person that supports all the schools equally across the entire district (i.e. one art teacher for the entire district)?



# Instructional Staff Q & A

LEAs could either divide the staff person's time/salary equally for each school's comparability calculation or the LEA could exclude the staff person from the comparability calculations for all of the schools. Either way the LEA must be consistent across all schools.



# Definition of Instructional Materials

## **Instructional materials and supplies include:**

- general supplies for instruction,
- instructional media,
- textbooks and workbooks,
- computers, software and other technology, and
- library books and media center learning materials.



# Determining Comparability

Title I Schools <i>Do not include schools in the grade span that have fewer than 100 students enrolled.</i>	Grade Span	Public School Enrollment <i>(Column C)</i>	Option A		Option B		Option C	
			FTE Staff <i>(Column D)</i>	Student Staff Ratio	Total Budgeted for Instr. Staff Salaries Minus Longevity <i>(Column G)</i>	Average Per Pupil Amount for Instr. Staff Salaries	Total Budgeted for Instr. Materials & Supplies <i>(Column J)</i>	Average Per Pupil Amount for Instr. Materials & Supplies
East	K-5	100	10.00	10.00	300,000.00	3,000.00	30,000.00	300.00
West	K-5	200	20.00	10.00	600,000.00	3,000.00	60,000.00	300.00
North	K-5	350	35.00	10.00	800,000.00	2,285.71	80,000.00	228.57
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00
				0.00		0.00		0.00

<b>Total number of students in Title I schools in grade span</b>	<b>650</b> <i>Sum of column C</i>		
<b>Totals for comparability options</b>	<b>65.00</b> <i>Sum of column D</i>	<b>1,700,000.00</b> <i>Sum of column G</i>	<b>170,000.00</b> <i>Sum of column J</i>
<b>Averages for comparability options</b>	<b>10.00</b> <i>Number of students in Title I schools in grade span divided by the total for the option.</i>	<b>2,615.38</b> <i>Total for the option divided by the number of students in Title I schools in the grade span.</i>	<b>261.54</b> <i>Total for the option divided by the number of students in Title I schools in the grade span.</i>
<b>Allowable variance for the average</b> <i>The variance level for each school must fall within the defined percentage for each option's average.</i>	<b>11.00</b> <i>Shall not exceed 110% of average</i>	<b>2,353.85</b> <i>Shall not be less than 90% of average</i>	<b>235.38</b> <i>Shall not be less than 90% of average</i>



# Audits

- Through inquiry and review, ascertain if the LEA has developed procedures and measures for complying with the comparability requirements.



# Audits

- Review LEA comparability documentation to ascertain (1) if it has been updated at least biennially and (2) that it documents compliance with the comparability requirements.
- Test comparability data to supporting records.



# Supplement Not Supplant

- **ESSA made changes that are similar to comparability.**
- **USDE has not provided any clarification or guidance yet.**



# Notes to Schedule of Expenditures of Federal and State Awards

The School District has elected to **not**  
**use the 10% de minimis indirect cost**  
**rate** of the Uniform Grant Guidance.



# Indirect Cost Rate

## **§200.414 Indirect (F&A) costs**

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.



# Indirect Cost Plan

**DPI has a local education agency (LEA) indirect cost rate plan approved by USDE (federal cognizant agency) to assure that LEAs have the capability to claim indirect costs in federally assisted programs if the district so elects to do so.**

**<https://dpi.wi.gov/sfs/aid/federal/indirect-costs>**



# Comments

**District does not have a formal policy regarding employee conflicts of interest.**

***CFR 2, §200.318(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.***



# Comments

- **Although District management has a good understanding of the rules and regulations regarding procurement, Uniform Grant Guidance requires that the procurement policy be written.**
- **The District's purchasing policy should be updated for the new Uniform Grant Guidance procurement requirements for the 2016-17 school year.**

*CFR 2, §200.318(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.*



# Procurement

- **For LEAs, the Uniform Grant Guidance created more flexibility than under OMB Circular A-87.**



## **Micro Purchase**

- Supplies or services, aggregate cost of purchase is less than \$3,000
  - Unlike equipment, not a “per item” amount, but bulk purchase amount
- No need to solicit competitive quotes if the subrecipient considers the price to be reasonable

## **Small Purchase**

- Supplies or services, aggregate cost of purchase is less than the Simplified Acquisition Threshold
  - Between \$3,000 and \$150,000
- Gather quotes from an adequate number of qualified sources
  - Adequate not defined

# Simplified Acquisition Threshold

**For all projects or services which will cost more than \$150,000, the subrecipient must (§200.323)**

- **Perform a cost analysis and determine an estimate *before* receiving bids or proposals**
- **Must negotiate a fair and reasonable profit as a separate element from cost**



## Sealed Bids

- Preferred procurement method for services with a cost over \$150,000
- Lump sum contract through formal advertising for the lowest responsible bidder who meets the material terms and conditions of the bid invitation
- Several steps to be completed per §200.320(c)

## Competitive Proposal

- Use when sealed bids (the preferred method) is not feasible
- Fixed price or cost reimbursement
- Formal advertising and all evaluation factors identified
- Subrecipient must have a *written method* for vendor selection

# **Non-Competitive Proposal**

Proposal from only one source, under these conditions:

- The item is only available from one source (but remember – cannot be based on “Name Brand”)
- Public emergency makes a sealed or competitive bid process unrealistic
- The pass-through entity expressly authorizes in response to a written request by subrecipient
  - Contracts with LEAs / CESAs
- After solicitation of a number of sources, competition is determined inadequate

# Procurement Written Procedures

**The subrecipient must use its own documented procurement procedures which reflect applicable State and local regulations, provided that the procurements conform to applicable Federal laws and the Uniform Grant Guidance.**

**The subrecipient must have written procedures regarding solicitations to ensure that all procurement transactions are conducted in a manner providing full and open competition.**



# Procurement Written Procedures

**These written standards must ensure that all solicitations:**

**1) Incorporate a clear and accurate description of the technical requirement.**

Description cannot contain features which unduly restrict competition (such as unnecessary experience or specifying only “brand name” products).

**2) Identify all requirements which the vendor must fulfill and all other factors to be used in evaluating bids or proposals.**



# What is WISEgrants?

- DPI's federal grant management web portal
- IDEA, Title I-A, Title II-A, Title III-A, Title I-D,  
Focus Schools



# Getting Started

**Auditors must have a WAMS ID**

<https://dpi.wi.gov/sites/default/files/imce/wisedash/pdf/wams-guide.pdf>



# Getting Started

## **Before beginning the audit:**

- District must select auditor's WAMS ID and grant access to WISEgrants.
- Done by WISEgrants Application Administrator in the Application Security Manager web portal.
- The district grants the auditor View Only access to all grants that will be reviewed.
- Done by a user with the WISEgrants Administrator role within WISEgrants.

# Logging In

[www.wisegrants.dpi.wi.gov/wisegrants](http://www.wisegrants.dpi.wi.gov/wisegrants)

- Use your WAMS ID
- The same WAMS ID can be given access to multiple districts



# Landing Page

Navigate in blue menu bar

ESEA



Wisconsin Information System for Education  
**Federal Grants Portal**

Home ▾ Change Act Here ▾ Authorizations ▾ Reports ▾ Message Board

## WISEgrants User Landing Page

### Messages

- **The ESSA Affirmation of Consultation with Private School Officials Form (PI-9580-AC) has been updated to align with ESSA and is now available [downloaded here](#). School districts with private schools within their district boundaries can upload completed forms once the 2017-18 applicati**

# Landing Page

## Grant Summary Panel

Madison Metropolitan School District - Grant Summary

Grant	Allocation Amount	Carryover Amount	Fund Management Selection
IDEA - Flow-through	\$5,872,866.00	\$1,251,110.76	Manage Own
IDEA - Preschool	\$143,052.00	\$53,321.69	Manage Own
Title I Focus	\$126,000.00	\$0.00	Manage Own
Title I-A	\$7,432,682.00	\$666,781.53	Manage Own
Title I-D Delinquent	\$10,673.00	\$4,974.00	Manage Own
Title II-A	\$1,165,695.00	\$522,823.80	Manage Own
Title III-A	\$778,267.00	\$765,759.79	Manage Own

# Landing Page

## Grant Status Panel

### Madison Metropolitan School District - Application Status

Application	Budget Last Status	Budget Status Date	Budget Revisions	Claim Last Status	Claim Status Date	Claimed to Date
CEIS	Approved	04/07/2017	No revisions made	Under Review by DPI	04/28/2017	\$425,889.25
Flow-through	Approved	04/06/2017	No revisions made	Under Review by DPI	05/02/2017	\$3,067,354.14
Preschool	Approved	03/30/2017	No revisions made	Under Review by DPI	04/28/2017	\$75,711.32
Title I Focus	Approved	01/23/2017	No revisions made	Approved	04/20/2017	\$70,321.64
Title I Schoolwide	Unlocked	06/29/2016	No revisions made			\$0.00
Title I-A	Approved	03/24/2017	No revisions made	Under Review by DPI	04/27/2017	\$3,982,498.94
Title I-D Delinquent	Approved	01/23/2017	No revisions made	Approved	02/17/2017	\$8,930.64
Title II-A	Approved	11/21/2016	No revisions made	Approved	04/19/2017	\$676,044.56
Title III-A	Approved	11/09/2016	No revisions made	Approved	04/28/2017	\$597,982.54

# Navigation

Change school districts (if necessary) on the right

WISEgrants User Landing Page

Private School Officials Form (PI-9580-AC) has been updated to align with ESSA and is now available for the 2017-18 school year. The form can be used by schools within their district boundaries to upload completed forms once the 2017-18 application year is opened in WISEgrants.

# Navigation

Select grant -> Change Act Here

ESEA

- Home ▾
- Change Act Here ▾**
  - ESEA ▸
  - IDEA ▸**
    - Certification and Assurances
    - IDEA - Flow-through ▸**
      - Application**
    - IDEA - Preschool ▸
- Authorizations ▾
- Reports ▾
- Message Board

■ The ESSA Affirmation of Consultation with Private Schools downloaded [here](#). School districts with private schools

ESEA

- Home ▾
- Change Act Here ▾**
  - ESEA ▸
  - IDEA ▸**
    - Certification and Assurances
    - Private School Affirmation Forms
    - Title I Focus ▸
    - Title I-A ▸**
      - Application**
    - Title I-D Delinquent ▸
    - Title II-A ▸
    - Title III-A ▸
- Authorizations ▾
- Reports ▾
- Message Board

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hool districts with private scho

# Grant Application

Can navigate with  
dropdown or  
landing page

The screenshot displays the WISEgrants User interface. At the top, there is a green header with the text 'ESEA - Title I-A'. Below this is a dark blue navigation bar with several dropdown menus: 'Home', 'Change Act Here', 'Application', 'Authorizations', 'Reports', and 'Message Board'. The 'Application' dropdown menu is currently open, showing a list of options: 'DPI Contacts', 'Select Fund Management', 'View / Edit Funding', 'Public School Enrollment', 'Private Schools Outside of LEA', 'Private School Enrollment', 'Plan Reservations', 'Verify TI Services for Homeless Students', 'TI School Eligibility', 'Budget', 'Submission History', 'Enter Claims', and 'Reports'. Each of these options has a right-pointing arrow next to it, indicating further sub-options. Below the 'Application' dropdown, there is a light blue area with the text 'Public School Enrollment', 'Private Schools Outside of LEA', 'Private School Enrollment', 'Plan Reservations', 'Verify TI Services for Homeless Students', and 'TI School Eligibility'. To the right of this area, there is a white area with the text 'Budget', 'Reservations', and 'Instructional'. In the top right corner of the interface, the text 'WISEgrants User' is visible. Below the navigation bar, there is a white area with the text 'Information of Consultation with Private School Officials Form (PI-9580-AC) has been updated. School districts with private schools within their district boundaries can update their information.' and 'Application'.

# Budgeting

Use dropdowns  
and section tabs

Title I-A Budget - Instructional - All Schools

Personnel

Submission Personnel Purchased Services Non-Capital Objects Capital Objects Other Objects Indirect View All Sections

Personnel

Program Type: Schoolwide

Position: Teacher

Position Activity: Standard (Default)

Function: 127000 - Social Sciences

School: Select a School Name...

Salary: \$0.00

General Ledger Account:

FTE:

Detailed Description:

Goals: Select a Goal..

Area: History

Object: At-Risk Tutor

Benefits: English as a Second Language

ELO Entity #: History

- Academic Support- Teachers
- At-Risk Tutor
- Elementary - All Subjects
- English
- English as a Second Language
- General Science
- History
- Mathematics
- Reading and Reading Interventions/including RH

Cancel Save Save and Repeat Combo

# Budgeting

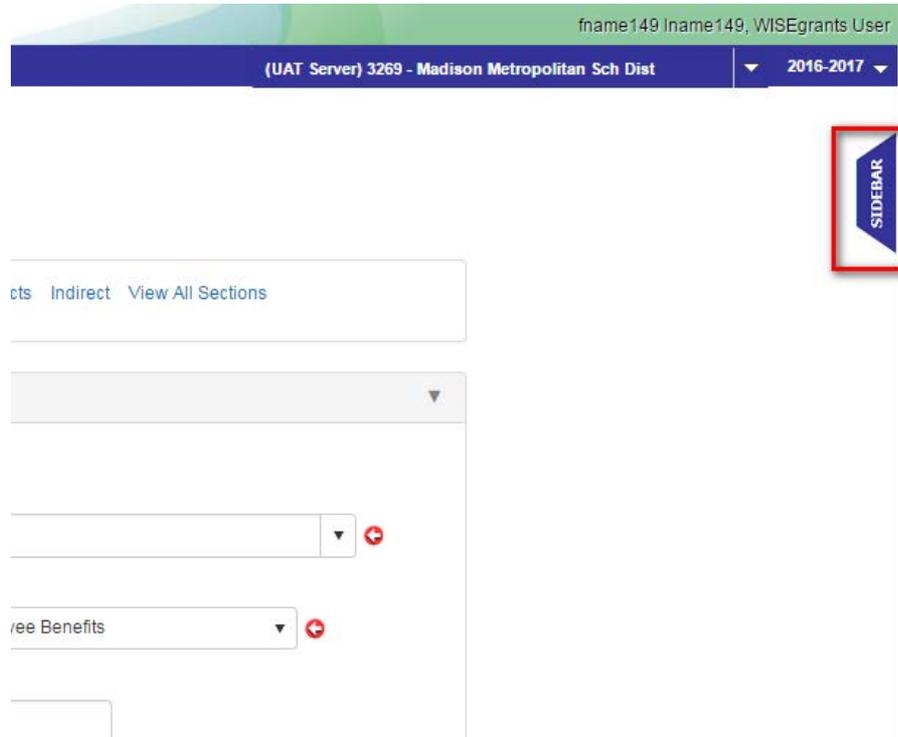
## Sidebar for detailed breakdown

fname149 Iname149, WISEgrants User

(UAT Server) 3269 - Madison Metropolitan Sch Dist 2016-2017

cts Indirect View All Sections

Free Benefits



Funding Detail

Grant: Title I-A  
Allocation: \$7,432,682.00  
Carryover: \$666,781.53  
Total: \$8,099,463.53

Budget Overview

Title I-A Instructional  
Amount: \$6,489,089.53  
Amount Budgeted: \$5,857,749.85  
Amount Remaining: \$631,339.68

Title I-A Schoolwide  
Amount: \$5,998,289.85  
Amount Budgeted: \$5,480,945.85  
Amount Remaining: \$517,344.00

Title I-A Instructional Targeted Assistance  
Amount: \$371,126.40  
Amount Budgeted: \$262,627.00  
Amount Remaining: \$108,499.40

Title I-A Instructional Private School  
Amount: \$119,633.65  
Amount Budgeted: \$114,177.00  
Amount Remaining: \$5,456.65

Public Schools Reservation  
Amount: \$1,596,141.54  
Amount Budgeted: \$1,597,792.07  
Amount Remaining: (\$1,650.53)

Private Schools Reservation  
Amount: \$14,222.46



# Submission History

Can see all previous  
budget revisions

The screenshot shows a navigation menu with the following items: Here, Application, Authorizations, Reports, and Message Board. The 'Application' menu is expanded, showing a list of options: DPI Contacts, Select Fund Management, View / Edit Funding, Public School Enrollment, Private Schools Outside of LEA, Private School Enrollment, Plan Reservations, Verify TI Services for Homeless Students, TI School Eligibility, Budget, Submission History, Enter Claims, and Reports. The 'Submission History' option is highlighted with a red box. To the right of the 'Submission History' option, the text 'Title I-A' is visible. Below the navigation menu, there is a section titled 'Title I-A Budge' and a list of items: 'Submission', 'Personnel', 'Purchased Services', and 'Nor'. At the bottom of the page, there is a 'Position Activity' dropdown menu set to 'Standard (Default)'.

# Submission History

## Title I-A Submission History

 Export to Excel

 Export to PDF

Drag a column header and drop it here to group by that column

Revision Number	Submitted Date	Submitted By	Submitter's E-mail	Submitter's Phone	Application Status	Last Updated
<a href="#">View Revision 3</a>	3/15/2017	Waldner, Jennifer	jmwaldner@madison.k12.wi.us	(608) 663-5200	Approved	3/24/2017
<a href="#">View Revision 2</a>	11/18/2016	Waldner, Jennifer	jmwaldner@madison.k12.wi.us	(608) 663-5200	Approved	11/21/2016
<a href="#">View Revision 1</a>	11/3/2016	Waldner, Jennifer	jmwaldner@madison.k12.wi.us	(608) 663-5200	Returned	11/18/2016



# Submission History

Madison Metropolitan School District 2016-2017 Title I-A Budget

Submission and status  
info at the top

Submission Info
CESA Location: 02
DPI Contact:
DPI Contact Email:
DPI Contact Phone:
Application Status: Approved
Submitted Date: 3/15/2017
Revision Number: 3
Submitted By: Waldner, Jennifer
Submitter's E-mail: jmwaldner@madison.k12.wi.us
Submitter's Phone: (608) 663-5200
Reviewed Date: 3/24/2017
Reviewed By: Hickey, Michael

Budget
Application

# Submission History

Budget and Application info can be expanded

Budget



Application



# Application Review

- Has view of each section of the application

<u>Application</u>
Fund Management
Funding
Private School Affirmation Forms
Public Enrollment
Private Schools Outside of LEA
Private Enrollment
Reservations Subject to Equitable Participation
Reservations NOT Subject to Equitable Participation
Plan Reservations Summary
Verify TI Services for Homeless Students
TI School Eligibility



# Budget Review

Broken into positions,  
purchases, equipment,  
and then all budget  
items.

## Budget

Positions

Purchases

Non-Capital Equipment and Capital Equipment Items

All Budget Items

# Budget Review

Budget displays  
can be exported  
and default info  
can be changed

Positions

Export to Excel Export to PDF Fiscal Display

Section X

Sub-Budget	Program Type	Sch... Nam...	Position Label	Area Label
Section: Personnel				
Reservations	Homeless		Teacher	Title I - Reading
Reservations	Homeless		Teacher	Title I - Reading
			Other Professional	

# Budget Review

- Display can be fully sorted, filtered and customized
- Indirect can only be seen on the All Budget Items tab

The screenshot shows a web application interface for reviewing budget positions. At the top, there are buttons for 'Export to Excel', 'Export to PDF', and 'Fiscal Display'. Below these is a 'Section' dropdown menu. The main area is a table with columns for 'Sub-Budget', 'Program Type', 'Sch... Nam...', and an unlabeled column. A context menu is open over the table, showing options for 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. The 'Columns' option is highlighted. To the right of the table is a sidebar with a list of checkboxes for various filters and display options.

Sub-Budget	Program Type	Sch... Nam...	
Section: Personnel			
Reservations	Homeless		
Reservations	Homeless		
Reservations	Homeless		Staff in a Non-Instructional role
Reservations	Administration		Program Coordinator
Reservations	Administration		Other Support Staff
Reservations	Parent Involvement		Other Professional Staff in a Non-Instructional role
Reservations	Parent Involvement		Other Professional Staff in a Non-Instructional role

Export to Excel   Export to PDF   Fiscal Display

Section x

Sub-Budget   Program Type   Sch... Nam...

Section: Personnel

Reservations   Homeless

Reservations   Homeless

Reservations   Homeless

Reservations   Administration

Reservations   Administration

Reservations   Parent Involvement

Reservations   Parent Involvement

Staff in a Non-Instructional role

Program Coordinator

Other Support Staff

Other Professional Staff in a Non-Instructional role

Other Professional Staff in a Non-Instructional role

Budget Section

Sub-Budget

Program Type

School Name

Position Number

Position Label

Area Number

Area Label

Position Activity

Entity Number

Staff Name

FTE

Purchase Item

Purchase Item Detail

Object Number

Object

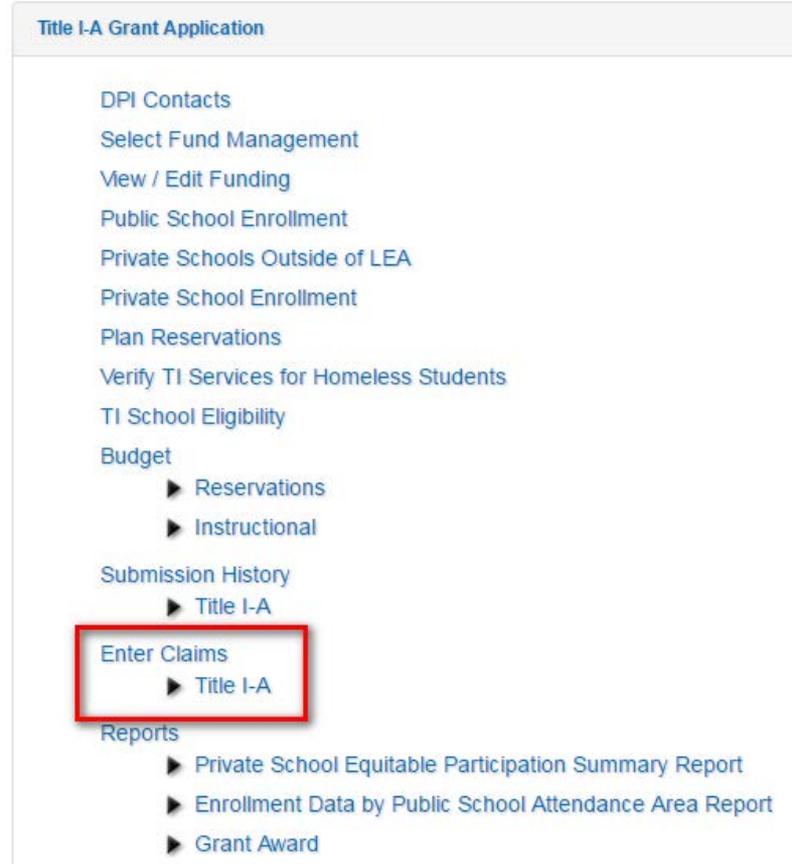
Function Number

Function Label

General Ledger Account

# Claiming

Can be accessed in the  
application dropdown or  
grant landing page



The image shows a screenshot of a web application menu titled "Title I-A Grant Application". The menu items are listed in a vertical column, with some items having a right-pointing triangle icon indicating a sub-menu. The "Enter Claims" item is highlighted with a red rectangular box, and its sub-menu item "Title I-A" is also visible within this box.

- Title I-A Grant Application
  - DPI Contacts
  - Select Fund Management
  - View / Edit Funding
  - Public School Enrollment
  - Private Schools Outside of LEA
  - Private School Enrollment
  - Plan Reservations
  - Verify TI Services for Homeless Students
  - TI School Eligibility
  - Budget
    - ▶ Reservations
    - ▶ Instructional
  - Submission History
    - ▶ Title I-A
  - Enter Claims**
    - ▶ Title I-A
  - Reports
    - ▶ Private School Equitable Participation Summary Report
    - ▶ Enrollment Data by Public School Attendance Area Report
    - ▶ Grant Award

# Claiming

Maintain Claims - Title I-A

## Messages

- Claim data can now be entered by using the Upload / Download spreadsheet feature located below this message panel. A tutorial screencast is available to walk the user through this process.
- A claim was submitted Wednesday, April 19, 2017. No edits can be made until the review process is complete.
- Edits to this claim can be saved but not submitted. The Title I-A budget has validations that must be resolved prior to claim submission. To see a list of required corrections, visit the budget landing page.

## Title I-A - Claim

Report Period Ending Date: 04/15/2017

Partial Claim  Final Claim

Filter:

Clear Filter

Sort by Function

Sort by Object

Account	Object Name	Function Name	Approved Budget Amount	Total Amount Claimed to Date	Obligations	Amount Requested this Claim	Amount Remaining	Cumulative Claimed to Date
10-100-110000-141	Salaries	Undifferentiated Curriculum	\$740,130.00	\$161,786.95	\$0.00	\$36,876.64	\$541,466.41	\$198,663.59
10-100-120000-141	Salaries	Regular Curriculum	\$69,154.00	\$17,154.59	\$0.00	\$29,336.41	\$22,663.00	\$46,491.00
10-100-122000-141	Salaries	English Language	\$1,188,520.00	\$512,564.21	\$0.00	\$245,599.81	\$430,355.98	\$758,164.02
10-100-124000-141	Salaries	Mathematics	\$471,270.00	\$220,534.56	\$0.00	\$86,348.91	\$164,386.53	\$306,883.47
10-100-171000-141	Salaries	Culturally/Socially Disadvantaged	\$8,025.00	\$0.00	\$0.00	\$364.66	\$7,660.34	\$364.66

## Budget Overview

Title I-A Amount: \$8,099,463.53  
Amount Budgeted: \$7,457,344.64  
Amount Unbudgeted: \$642,118.89  
Period of Availability: 11/17/2016 - 06/30/2017  
Claimed to Date: \$3,982,498.94  
Total Unclaimed: \$4,116,964.59

## Budget Status

Current Status: Unlocked  
Amendment #: 4  
Last Submitted: 03/24/2017  
Last Approved: 03/24/2017

## Claim Status

Current Status: Under Review by DPI  
Number of Claims: 2  
Last Submitted: 04/19/2017  
Last Approved: 02/17/2017

# Claiming

- User can enter data in Obligations and Amount Requested this Claim
- Amount Remaining and Cumulative Claim to Date will auto-sum
- Negative numbers can be entered to aid with budget revision

Obligations	Amount Requested this Claim	Amount Remaining	Cumulative Claimed to Date
\$0.00	\$36,876.64	\$541,466.41	\$198,663.59
\$0.00	\$29,336.41	\$22,663.00	\$46,491.00
\$0.00	\$245,599.81	\$430,355.98	\$758,164.02
\$0.00	\$86,348.91	\$164,386.53	\$306,883.47
\$0.00	\$364.66	\$7,660.34	\$364.66
\$0.00	\$28,375.12	\$36,770.80	\$79,225.20
\$0.00	\$636.39	\$0.00	\$3,088.00
\$0.00	\$17,553.39	\$31,270.51	\$60,151.49
\$0.00	\$18,285.32	\$94,626.31	\$122,294.09
\$0.00	\$14,137.11	\$92,090.58	\$70,786.42
\$0.00	\$250,766.54	\$517,694.62	\$634,870.38
\$0.00	\$795.80	\$1,878.96	\$2,835.04
\$0.00	(\$6,876.68)	\$63,305.94	\$149,888.66

# Claiming

- Totals at the bottom of table
- Indirect works as a regular budget item but has a cap

10-940-221300-141	Dues and Fees	Instructional Staff Training	\$500.00	\$235.00	\$0.00	\$0.00	\$265.00	\$235.00
		Subtotal	\$7,134,647.19	\$2,781,076.49	\$0.00	\$1,201,422.45	\$3,152,148.25	\$3,982,498.94
		Indirect	\$147,879.45	\$0.00	\$0.00	\$0.00	\$147,879.45	\$0.00
		Running Total	\$7,282,526.64	\$2,781,076.49	\$0.00	\$1,201,422.45	\$3,300,027.70	\$3,982,498.94

Restricted Indirect Rate: 4.47 %

Effective Indirect Rate: 2.07 %

Amount available to claim for indirect: \$82,545.04

Amount of indirect claimed to date: \$0.00

[View PI-1086](#)



# Claim History

- Can view all previous claims

## Claims History

Status	Claim Type	Submitted to Authorizer Date	Submitted By	Subrecipient Authorization Date	Authorizer By	DPI Approval Date	DPI Review	Report Period Ending Date	Amount Requested This Claim	Amount Claimed to Date	View
Under Review by DPI	Partial	04/19/2017		04/27/2017				04/15/2017	\$1,201,422.45	\$3,982,498.94	<a href="#">View</a>
Approved	Partial	02/13/2017		02/13/2017		02/17/2017		01/31/2017	\$1,565,742.04	\$2,781,076.49	<a href="#">View</a>
Approved	Partial	11/22/2016		11/22/2016		11/28/2016		11/15/2016	\$1,215,334.45	\$1,215,334.45	<a href="#">View</a>



# Subawards

Subawards can be viewed in the *Reports* section of each grant.

The screenshot displays the 'ESEA - Title I-A' application management interface. The top navigation bar includes 'Home', 'Change Act Here', 'Application', 'Authorizations', 'Reports', and 'Message B'. The 'Application' menu is expanded, showing options like 'DPI Contacts', 'Select Fund Management', 'View / Edit Funding', 'Public School Enrollment', 'Private Schools Outside of LEA', 'Private School Enrollment', 'Plan Reservations', 'Verify TI Services for Homeless Students', 'TI School Eligibility', 'Budget', 'Submission History', and 'Enter Claims'. The 'Reports' menu is also expanded, showing options like 'Private School Equitable Participation Summary Report', 'Enrollment Data by Public School Attendance Area Report', 'Grant Award', 'ESEA Program Plan', and 'Title I-A Grant Budget Summary'. The 'Grant Award' option is highlighted with a red border.

ESEA - Title I-A

Home ▾ Change Act Here ▾ Application ▾ Authorizations ▾ Reports ▾ Message B

DPI Contacts

Select Fund Management

View / Edit Funding

Public School Enrollment

Private Schools Outside of LEA

Private School Enrollment

Plan Reservations

Verify TI Services for Homeless Students

TI School Eligibility

Budget ▶

Submission History ▶

Enter Claims ▶

Reports ▶

Private School Equitable Participation Summary Report

Enrollment Data by Public School Attendance Area Report

**Grant Award**

ESEA Program Plan

Title I-A Grant Budget Summary

Title I Focus

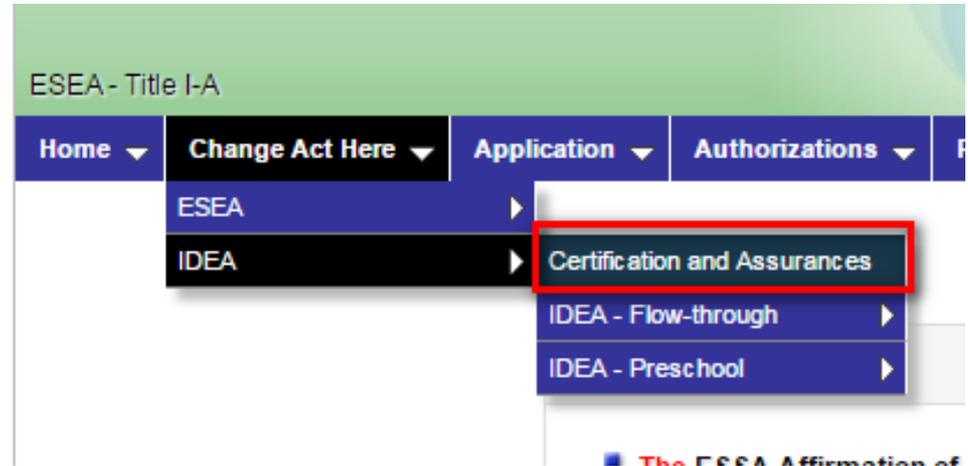
Title I-A

Title I-D Delinquency

Title II-A

# Certifications and Assurances

Packets for each act  
can be viewed under  
*Change Act Here*



**QUESTIONS?**

