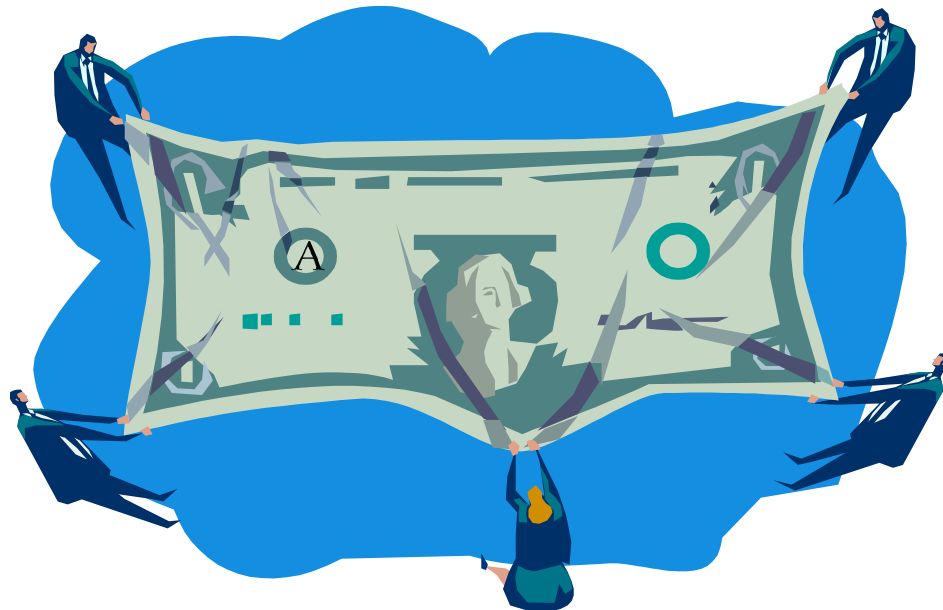


21st CCLC

2012 Continuation Application and Budget Webinar

Illinois State Board of Education
May 11, 2011



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CONTINUATION APPLICATION CHANGES



Cover Page

- More contact information added
- All Superintendents must sign
(Albert Sanchez for CPS)
- Community partner, if any, must sign
- Fiscal Agent must sign



Attachment #2

- No changes
- Make sure all applicant names are listed
- The funds in B must match your allocation letter
- End dates: June 30, 2012 or August 31, 2012
- The number of community partners in D should be the same amount of partners listed in F.



Attachments 3 & 4

- Attachment 3 did not change
- Attachment 4 – include the amount budgeted per site
- Wording added for clarification



Attachment 5, 6 & 7

- Attachment 5 - All boxes should be marked
- Wording updated due to the new processes implemented last year
- #10 on Attachment 5 – All corrective Action plans submitted to ISBE have been fully implemented.
- #4 on Attachment 7 – How do your programs for 2011-2012 incorporate innovative best practices?



BUDGET



New Reimbursement Model

- <http://www.isbe.net/funding/default.htm>
- Funding is generated by your expenditure reports that are submitted once the budget is approved



Budgets Attachments 8 & 9

- Budgets receive a date stamp
- Funds can be expended from the date stamped on the substantially approvable budget received by ISBE or July 1 whichever is later.
- Budgets received by ISBE must have the appropriate original signatures to be considered.



Budget Narrative

The following are examples of how to complete the budget narrative portion of the budget.



Instructional Salaries, 1000, 100

- Positions here **MUST** spend majority of their time in direct instruction of students.
- Employees of the Fiscal Agent
 - Teachers
 - Teacher aides
 - Tutors
 - Others who may teach or lead activities

Budget Salaries, 100 examples

- 10 teachers (5 math, 5 reading) X \$25 hr X 2 hrs/wk X 28 wks--\$70,000
- 5 math tutors X \$10/hr X 2hrs/wk/28 wks = \$2800
- 5 recreation leaders X \$15 hr X 1hr/wkX28 wk= \$2100

Benefits Examples, 200 & 300

■ 200

- 10 teachers TRS
- 5 tutors IMRF
- 5 recreation FICA

■ 300-- (Considered employers' insurance)

- 5 Rec Leaders Workers' comp
- 5 Rec Leaders Unemployment comp

Purchased Services

1000, 300

- Workers' compensation
- Unemployment compensation
- Fees for presentations to students
- Field trip entrance fees
- Software license fees
- Salaries of those not employed by fiscal agent
 - Agencies who provide instruction
 - Teachers, tutors, etc
 - Rec Leaders from YMCA

Supplies and Materials

1000, 400

- It is not enough to put supplies and materials on the budget and provide a total amount
- Examples must be given—supplementary reading books, folders, flip charts, art supplies, educational software
- Equipment and technology purchases must be preapproved by ISBE and shown to be for educational purposes (core academics)
- Incentives—(must include what is to be used) these must be educational

Capital Outlay (1000/2220/2230/3000 - 500)

- Newly opened cells for equipment purchases when items > than \$500 per unit

Non-Capitalized Equipment

(1000/2220/2230/3000 - 700)

- If entity has an entity-wide, board approved capitalization threshold, then those items under that amount, yet > \$500 go in 1000,700



Pre-Approval for Equipment and Technology

- Provide ISBE with a written plan for utilizing the technology or equipment, prior to budget submission, that includes how the requested items will be used for direct instruction of students (preferably in core academic subjects) or direct instruction of parents



Pre-Approval for Equipment and Technology

- Provide ISBE with a current inventory of all equipment and technology
- All future purchases of equipment and technology must be inventoried
- Class sets of equipment and technology will only be approved once during the life of the grant



Guidance Services, 2120

- 100—Guidance salaries for fiscal agent employees
- 200—benefits except unemployment and workers' compensation
- 300—unemployment and workers' compensation
- 400—guidance supplies (list examples)

Improvement of Instruction, 2210 (Professional Development)

- **100--**Stipends for those attending professional development outside regular work hours
- **100—**Substitute teachers' fees (if PD held during regular work hours)
- **200--**Benefits on stipends
- **300--**Fees for conferences (list conference if known), per diem, hotel expenses, consultant fees*
Out of state travel must receive approval by ISBE
- **400—**books and journals for those attending professional development training

Assessment and Testing, 2230

- 100--Salary paid specifically for someone who performs testing (employee of fiscal agent)
- 200—Benefits on salary (always list separately)
- 300—Salary for contracted assessment; unemployment and/or workers' comp
- 400—ACT/PSAE test prep materials or other pre/post assessments



General Administration, 2300

- Administrative Positions
 - Project Director
 - Project Coordinator
 - Grants Coordinator
- No teaching salaries, site coordinators, unless they are administrators serving as site coordinators
- Administration costs are limited to 5% of budget total, which includes indirect costs

Administrative Examples

- 100 -- Salaries
 - 100--Project Director-- .25 FTE= \$15,000
 - Project Coordinator -- .5 FTE=\$15,000
- 200 --Benefits for these positions (list)
- 300-- Workers comp, unemployment comp, postage, travel costs between projects, audit (prorated)
- 400—Supplies—general office supplies

Operations and Maintenance, 2540

- 100--Janitor salary for cleaning after school areas used (employee of fiscal agent)
- 200--Associated benefits (list)
- 300—Workers' comp; rent for use of a site to provide instruction, if not housing the fiscal agent
- 400—General cleaning supplies

Pupil Transportation, 2550

- 100--Bus drivers' salaries
- 200--Benefits—list each out separately
- 300-- Benefits for own workers or contractual bus service
 - 150 days at \$200 per day= \$30,000
- 400-- Gas, oil = \$4000 (if grantee is paying; usually included in a contract)

Food Services, 2560

- 100—Cafeteria workers salaries to serve snacks
 - $2 \text{ workers} \times \$10/\text{hr} \times 5\text{hrs}/\text{wk} \times 28\text{wks} = \2800
- 200—IMRF, insurance
- 300—WC; UC

Planning, Research and Evaluation, 2620

- 100—If employees of fiscal agent do this internally
- 200 and/or 300—benefits--list
- 300--Contractual Evaluation
 - —(if this is paid to other governmental units, it goes in 4000, 300)

2900-- Support Services

Site Coordinators Salaries go here

- 100— Salaries-- .4 FTE=\$15,000 or by hour, if so paid, using same example as for instructional salaries
- 200—benefits—list each separately with percents that apply and total
- 300—if applies
- 400—General office supplies=file folders, ink cartridges, paper, markers

3000--Community Services

- All payments related to parents/community
- 100 salaries paid for adult education by employees of fiscal agent; parent liaison
- 200/300--Benefits—list
- 300—Contractual programs for adults
 - Drug awareness counselor
 - Contractual instruction programs
- Supplies—art and craft supplies, books on parenting, take home reading kits, food for parent meetings (not to exceed \$10 per person)

Indirect Costs

- May not be used on initial budget unless applicant is a university
- University uses 8%
- May not be used if anything is budgeted in 2520, 2570, 2640 and 2660.
- Also excludes all capital outlay and non capitalized equipment
- Indirect costs will be allowed on final budgets

How to Calculate Indirect Cost

Description	Code	Amount
1. Total Allocation	AL	\$43,994
2. Capital Outlay – objects 500 & 700 (AL-CO)	CO	5,450
3. Total Allocation Minus Nonallowable Costs	A	(43,994 - 5,450) 38,544
4. Indirect Cost Rate	R	5% or .05
5. Formula	<u>(R) (A)</u> 1+R	<u>(.05) (38,544)</u> 1.05
6. Allowable Indirect Cost		1,835

Common Errors



OOPS!

- Not enough detail
- Using zeroes, decimals, etc.
- Not receiving prior approval for out of state travel and overnight travel for students
- Not budgeting for professional development or evaluation
- Not putting workers' comp in Object 300

More Common Errors



OOPS!

- Not delineating supplies
- Categorizing workers' salaries in wrong place
- 2210—salary cannot be for time with student contact
- 4000, 300—not putting payments to other governmental units, LEAs, ROEs and Universities regardless of service provided

More Common Errors



- Not having original signatures on budgets and grant agreements
- Indirect cost rates
 - Using wrong rates
 - Using budgeted costs that are considered part of indirect costs
 - Calculating indirect cost amount incorrectly
- Not establishing correct end date

More Common Errors



OOPS!

- Not submitting an original budget because believing continuation means *automatic* renewal
- Not keeping copies of the final approved budget which may have changes made by ISBE



Non Allowable Costs

- non educational incentives and field trips
- non educational equipment
- memberships
- snacks/meals for students or professional development
- Furniture, clothing, promotional items
- Capital improvements
- Classes for credit recovery previously offered and paid for by the District
- Supplanting

FRIS

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[Division Links](#)

Financial Reimbursement Information System Illinois State Board of Education



Search Info

Project Year: 2011 ▾

Search By: RCDT Code or Entity Name

Contains:

*Example:

- RCDT (Region County District Type) Code:
01001172022
- Entity Name: Quincy (not case sensitive)
- Enter RCDT Code or Entity Name for displaying project based Reports

Project Information

Payment Information

Payee

Reports

[Contact Us](#)

Amendments

- When a budget cell changes by 20% or \$1,000 whichever is greater
- Adding a new expenditure (cell) on the budget
- End date changes
- Scope of the program changes
- Form is on our website
- **SUBMIT AMENDMENTS PRIOR TO MAKING THE CHANGE**



Attachments 10 -17

- No Changes
- Attachment 10 – Amounts to be paid to subcontractors should match the budget narrative.
- Attachment 11 – non public sign offs
- Attachment 17 – Describe the steps that will be taken to overcome barriers to equitable program participation of students, teachers, and other beneficiaries with special needs.

FFATA – Attachment 18

Please fill out the following form. You can save data typed into this form.

Highlight Fields

ILLINOIS STATE BOARD OF EDUCATION
Innovation and Improvement Division
100 North First Street, E-240
Springfield, Illinois 62777-0001

ATTACHMENT 18

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

DISTRICT NAME AND NUMBER/AGENCY/INSTITUTION NAME		REGION, COUNTY, DISTRICT, TYPE CODE
FISCAL YEAR	SOURCE OF FUNDS CODE	PROGRAM NAME
10	4421-10	

The Federal Funding Accountability and Transparency Act (P.L. 109-282, as amended by section 6202(a) of P.L. 110-252) requires a Prime Awardee, such as a State agency, to report an award of \$25,000 or more made to a subrecipient as of October 1, 2010.


To fulfill reporting requirements, provide a brief but succinct description of how the funding you receive will support your activities and actions to meet the purpose and goals of your Federal grant. If there are multiple funding actions, please provide a description for each funding action.

Example of project description: Funds will be used for professional development to train teachers in the use of technology to improve instruction and make Adequate Yearly Progress. In addition, funds will be used to recruit and retain highly-qualified teachers.

Project Description*: (255 maximum characters used)

FFATA continued.

Please fill out the following form. You can save data typed into this form.

 Highlight Fields

Project Description*: (255 maximum characters used)

Agency's Annual Gross Revenues*:

- Yes No In the previous fiscal year, did your organization (including parent organizations, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **AND** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? Please select the Yes check box only if both (1) and (2) are answered affirmatively.

Please provide the names and the total compensation package (using the preceding fiscal year's compensations of the top 5 highest paid individuals within your organization, regardless of the funding source*. ftp://help.isbe.net/webapps/eGMS/2011/FFATA_Fed_Regis_7_8_2010.pdf

	NAME	TOTAL COMPENSATION
1.		
2.		
3.		
4.		
5.		

* Required Field

ISBE 54-25 FFATA (4/11)

Print

Reset Form



Resources

www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf

Fiscal Policies and Procedures Handbook

www.isbe.net/21cclc

budget amendment forms

continuation applications

Questions??

In Springfield, 217-524-4832

- **Marci Johnson** marjohns@isbe.net
- **Tammy Greco** tgreco@isbe.net

ISBE 21st CCCLC website,
www.isbe.net/21cclc