

Appendix H: Common Problems/Errors on the NCLB Application

- 1) Begin/End Dates:
 - check both regular AND extended grant period if offering BOTH regular AND summer school.
 - if extending: assumes grant activities occurring after 6/30
 - if summer activities mentioned on budget details but end date not extended – why?
 - if no activities after 6/30, then no need to extend end date
- 2) Transfers:
 - need to be requested early in the year; preferably before 12/31
 - if transferring after 12/31; please call Funding and Disbursements so we can check to make sure there are undisbursed funds available to transfer
 - cannot transfer OUT of Title I
- 3) Budget details:
 - a. All grants:
 - if entity in District Improvement/Corrective Action; 10% must be budgeted for staff development activities
 - general admin limit: 5% of the current year allotment for Titles I and IIA
 - function 1000 is for direct student instruction only
 - function 2210 is for staff development/curriculum planning activities
 - function 2220 is for computer lab/library [central location] costs
 - function 2300 is for GENERAL admin costs [total of the function should be within the % limit per program]
 - function 2520 is for bookkeeping costs
 - function 2900 is for SES and non-instructional costs for homeless students.
 - function 3000 should be for parent involvement and non-public expenditures
 - NOT ENOUGH DETAIL
 - benefits: must list what's included and amounts
 - equipment: list item, per/unit cost/# of items to be purchased/where to be housed/who will use equipment
 - staff development: please include what's being requested
 - \$1 on the budget detail is not acceptable to keep a cell open "just in case there are expenditures" ...need to delete row
 - object 100 is for salaries of staff employed by the LEA (including temporary staff (subs) and stipends.
 - object 200 is for fringe benefits of the staff listed in object 100.
 - object 300 is for contractual services, workers/unemployment compensation. (software SITE licenses, on-line services, etc.)
 - object 400 is for SUPPLIES and equipment costing < \$500/unit.
 - object 500 is for EQUIPMENT items costing > \$500/unit – or IF the LEA has an ENTITY-WIDE, BOARD-APPROVED threshold for equipment items > \$500, then equipment items > LEA threshold.
 - object 600 is for other/tuition/transfers (other = professional dues).
 - object 700 is ONLY for LEAs with an ENTITY-WIDE, BOARD-APPROVED equipment thresholds of > \$500/unit (items between \$500 and the approved threshold. If items included in object 700 – MUST include LEAs entity-wide, board-approved threshold for non-capitalized equipment in the budget details).

b. Title I

-homeless:

-INSTRUCTIONAL fees (locker fee) = function 1000/obj. 300

-INSTRUCTIONAL supplies (pencils) = function 1000/obj. 400

-NON-INSTRUCTIONAL services (dr. appt.) = function 2900/obj. 300

-NON-INSTRUCTIONAL supplies (shoes) = function 2900/obj. 400

-function 2550 is for pupil transportation (over and above regular route) and for School Choice transportation costs

-function 2900 is for SES (supplemental education services)

c. Title IIA

-if "shortage of highly qualified staff" checked on the program specific tab; the 40% of the current year allotment must be budgeted in function 2640 for RECRUITMENT and RETENTION activities

-gray cells allowable for Title I school wide or REAP districts ONLY

-if funds budgeted in function 1000: please include in the budget details that these staff are to reduce class size (if they are not to reduce class size; then this should be a Title I school wide school or a REAP district