Funding Your Plan: Budgeting Process for the Consolidated Application
Consolidated Application Process

Consolidation Application
Part 1 – Intent to Apply
Part 2 - Narrative Sections
Part 3 - Budget Building Process

Federal Allocations
• Final 2023-2024 Federal Title Allocations
• Preliminary Set-Aside Amounts 2023-2024

Consolidated Application Resources
• Federal Title Programs Consolidated Application Guidance
  • General Assurances

WebGrants
• WebGrants Login
• Web Grants User Guide

Training Videos Applicable to All Program Areas
• Logging In & Navigation
• Amendments
• Claims
• Multi-budget Claims
• Contracts
Best Practices for Funding Your Plan

• Review **program guidance and trainings** on allowability and requirements. There are no changes to allowable activities from last year.

• Ensure federal Title funds helps accomplish key initiatives, supports the [K-12 Strategic Vision](#), and aligns to the local strategy map as described in the Con App narratives.

• Ensure program activities meet evidence-based criteria.

• Define staff roles and responsibilities for budgeting.

• Ensure budget reflects stakeholder consultation.

Successful outcomes for all depend on a collaborative team which has defined roles and responsibilities.
Timeline of Process and Support

2023-2024 Budget Process in WebGrants

• Part 1-Intent to Apply: Submitted by May 20
• Part 2-Con App Narrative: Submitted by June 30
• Part 3-Budget Process: Submitted by August 25
• Budget process begins after release of final allocations and 5-7 business days after Con App Narrative approval
• District submits contract amendment to obligate funds to NDDPI no later than August 25
Budget Planning Process

- Use your strategic plan, final allocations, and Federal Title Program guidance to determine budget activities.
- NDDPI recommends using other tools to plan a detailed budget until final allocations are released and official budgets are created in WebGrants.
Con App Process for Budget Approval

• Once the Con App narrative is approved, the district will receive an Email/WebGrants notification
  – If you have not received this, there are corrections that are needed for your consolidated application so please check your Alert history

• Within 5-7 business days, NDDPI staff will create a budget(s) for the associated federal Title program(s) with all funds represented in the unobligated object code (950)
Con App Process for Budget Approval

• District completes a Contract Amendment to obligate and justify program activities for the Initial Budget
  – The budget form provides allowable object codes with space for the district to describe activities.
    • Ensure object and tracking codes are accurately aligned to NDSDFARM within the budget and ledger.
    • Descriptions are required for all budget line items.
    • Claims cannot be made in object codes that don’t have funds.

• NDDPI staff reviews the Contract Amendment/Initial Budget
  – If activities are allowable, the amendment is approved and a final budget is created by NDDPI staff
  – If changes are required, the Contract Amendment will be negotiated back for revision

• After the final budget is approved, districts will receive a Contract (grant award) which must be signed by the Authorized Representative before any claim can be made
Creating a Contract Amendment in WebGrants
Steps to Obligate Funds and Enter Program Activities

1. Log into WebGrants.
2. Select "Grants" in the left menu.
3. Select the grant you are working on.
4. Notice the awarded amount at the top of the page. This amount has been pre-populated in the "unobligated" category.
5. Under the "Grant Components" tab, select "Contract Amendment".
6. Select "Add Amendment".
7. Default is Status = "Editing" and Amendment Type = "Budget Revision" (even though this is an initial budget) - leave as is.
8. Enter "Initial budget" in the Title line.
9. SAVE form.
10. Select "Edit Amendment".
11. In the "Budget" tab, select "Edit Form" to add the Amendment Justification.
12. Input "Initial Budget" in the narrative box for the initial justification.
13. Select "Save Form" and "Mark as Complete".
14. Add a row for each program activity within the correct object code section.
15. Provide a specific brief description for the program activity. Use similar verbiage for related activities across object code sections.
General Reminders
• Use labeling
• Enter name of school participating (i.e., Elementary, Middle, HS, or name of school)
• Include a brief but specific description for each program activity (i.e., “ABC Elementary School Title I Reading teacher salary 1 FTE”)

Set-asides Labeling
• PFE = Parent and Family Engagement
• Nonpublic "Name of School" = Nonpublic Equitable Services
• N&D = Neglected and Delinquent services for identified students based on need
• Homeless = Homeless services for identified students based on need
WebGrants Link: https://nddpi.grants.nd.gov/index.do
### Approaching Deadlines - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days or overdue.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Document Type</th>
<th>Sub-Type/Round</th>
<th>ID</th>
<th>Status</th>
<th>Title</th>
<th>Program Area</th>
<th>Funding Opportunity</th>
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</thead>
<tbody>
<tr>
<td>Jun 30, 2023</td>
<td>Application</td>
<td>Final Application</td>
<td>30010</td>
<td>Closed</td>
<td>LHI Test 4-26-23</td>
<td>Title-Federal Title Programs</td>
<td>&quot;32061-Consolidated Application 2023-2024&quot;</td>
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### Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

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<thead>
<tr>
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<th>Document Type</th>
<th>Sub-Type/Round</th>
<th>ID</th>
<th>Status</th>
<th>Title</th>
<th>Organization</th>
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<th>Funding Opportunity</th>
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<tbody>
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### Recent Correspondence - Within the Last 30 Days

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<thead>
<tr>
<th>Send Date</th>
<th>Flag</th>
<th>From</th>
<th>To</th>
<th>Subject</th>
<th>Message</th>
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<tbody>
<tr>
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</tbody>
</table>

### My Site Visits - Inbox

Site Visits assigned to you personally appear below.

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<thead>
<tr>
<th>Due Date</th>
<th>Number</th>
<th>Type</th>
<th>Status</th>
<th>Grant</th>
<th>Organization</th>
<th>Program Area</th>
<th>Funding Opportunity</th>
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</tbody>
</table>

### Organization Compliance

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<tr>
<th>Status</th>
<th>Type</th>
<th>Due Date</th>
<th>Description</th>
<th>Compliance Date</th>
<th>Resolution</th>
<th>Duration</th>
<th>Attachment</th>
<th>Comments</th>
<th>Submitted By</th>
<th>Submitted Date</th>
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</thead>
<tbody>
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</tbody>
</table>

No data available in table.
Grant Project Period

- Each pot of money will exist in its own project year (the fiscal year it is awarded).
  - Example: FY 2023-2024 will exist beyond this year from July 1, 2023-September 30, 2025.
- There is no longer a “carryover” process.
- Each awarded grant will only allow budgeting for the grant period.
<table>
<thead>
<tr>
<th>Component</th>
<th>Form Type / Source / Security</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>📈📝🔍🔍</td>
<td>Feb 23, 2021 2:57 PM - Rebecca Pollert</td>
</tr>
<tr>
<td>Claims (Requests for Funds)</td>
<td>📈📝🔍🔍</td>
<td>-</td>
</tr>
<tr>
<td>Appropriations</td>
<td>📈📝🔍🔍</td>
<td>-</td>
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<tr>
<td>Encumbrances</td>
<td>📈📝🔍🔍</td>
<td>-</td>
</tr>
<tr>
<td>Set-Aside Reports (if Applicable)</td>
<td>📈📝🔍🔍</td>
<td>Aug 10, 2021 1:49 PM - Amanda Peterson</td>
</tr>
<tr>
<td>Contract Amendments (Budget Change Requests)</td>
<td>📈📝🔍🔍</td>
<td>Aug 10, 2021 1:43 PM - Amanda Peterson</td>
</tr>
<tr>
<td>Correspondence</td>
<td>📈📝🔍🔍</td>
<td>Aug 10, 2021 1:42 PM - Rebecca Pollert</td>
</tr>
<tr>
<td>Budget</td>
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<td>-</td>
</tr>
<tr>
<td>ID</td>
<td>Type</td>
<td>Status</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>9471 - 001</td>
<td>Budget Revision</td>
<td>Editing</td>
</tr>
<tr>
<td>9471 - 002</td>
<td>Budget Revision</td>
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</tr>
<tr>
<td>9471 - 003</td>
<td>Budget Revision</td>
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</tr>
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</table>
General Information - Amendment - Edit

Status*: Editing

Amendment Type*: Budget Revision

Title*: Initial Budget

Add version (Initial Budget) of budget revision here
Grant
List of all current grants

Amendment Preview  Alert History  Map  Versions

Amendment Details

9471 - testing forms - 2022

Amendment Details

Funding Opportunity: 7678-Transfer Title I 2020-2021
Program Area: Title I
Status: Editing
Amendment Number: 001
Amendment Type: Budget Revision
Amendment Title: Initial Budget

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:
Approved Date:
Approved By:

Contact Information

Primary Contact Information  Organization Information
This section includes current approved budget amounts by object code. When completing, enter the total requested for each object code in the Proposed Revision Amount. (Do not enter the amount of the increase/decrease but rather the proposed total by line.)

Amendment Justification

Justification:

Last Edited By: Stefanie Two Crow - Aug 13, 2021 11:10 AM

Mark as Complete

Initial Budget

486 character(s) left

Save Form
### 110 - Salaries of Regular Employees-Certified Personnel - Multi-List

Certified Personnel – Salaries for certified personnel including teachers, substitute teachers, stipends to staff for attending workshops that are held after regular school hours. Object Code 110 Guidance.

**DO NOT DELETE LINES!!** Remove an item, please enter 0 in the Revised Budget Amount. If a line is deleted, the Current Budget Amount will display inaccurately at the top of the page, and users will need to start a new amendment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Budget Amount</th>
<th>Revised Budget Amount</th>
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<tbody>
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</tbody>
</table>

**Last Edited By:** Laul Naid - Jun 29, 2022 2:33 PM

### 120 - Salaries of Regular Employees-Noncertified Personnel - Multi-List

Nontcertified Personnel – Salaries for non-certified personnel including aids, paraprofessionals, bus drivers, secretaries. Object Code 120 Guidance.

**DO NOT DELETE LINES!!** Remove an item, please enter 0 in the Revised Budget Amount. If a line is deleted, the Current Budget Amount will display inaccurately at the top of the page, and users will need to start a new amendment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Budget Amount</th>
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</tbody>
</table>

**Last Edited By:** Laul Naid - Jun 29, 2022 2:33 PM

### 200 - Personal Services-Employee Benefits - Multi-List

Employee Benefits – Payments that are not part of gross salary made on behalf of employees including insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave. School districts paying stipends to staff must pay benefits for these stipends Object Code 200 Guidance.

**DO NOT DELETE LINES!!** Remove an item, please enter 0 in the Revised Budget Amount. If a line is deleted, the Current Budget Amount will display inaccurately at the top of the page, and users will need to start a new amendment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Budget Amount</th>
<th>Revised Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Last Edited By:** Laul Naid - Jun 29, 2022 2:33 PM

### 300 - Purchased Professional and Technical Services - Multi-List

<table>
<thead>
<tr>
<th>Description</th>
<th>Current Budget Amount</th>
<th>Revised Budget Amount</th>
</tr>
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<tbody>
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</tbody>
</table>

**Last Edited By:** Laul Naid - Jun 29, 2022 2:33 PM
<table>
<thead>
<tr>
<th>Description</th>
<th>Awarded Amount</th>
<th>Proposed Revision Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title I Reading Teachers (2 FTEs)</td>
<td>$0.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Description</td>
<td>Awarded Amount</td>
<td>Proposed Revision Amount</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------</td>
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</tr>
<tr>
<td>Initial Grant Award</td>
<td>$289,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Totals**

- **Budget Amount Totals**
  - 110 - Salaries of Regular Employees-Certified Personnel: $0.00
  - 120 - Salaries of Regular Employees-Noncertified Personnel: $0.00
  - 200 - Personal Services-Employee Benefits: $0.00
  - 300 - Purchased Professional and Technical Services: $0.00
  - 400 - Purchased Property Services: $0.00
  - 500 - Other Purchased Services: $0.00
  - 600 - Supplies and Materials: $0.00
  - 700 - Property and Equipment: $0.00
  - 800 - Other Objects: $0.00
  - 900 - Other Use of Funds: $0.00
  - Unobligated: $289,000.00
  - Total Requested: $289,000.00
### Review Budget Summary Totals

- **Ensure all activities are represented**
- **Total Requested cannot exceed Awarded Amount**

#### Budget Revision Summary Totals

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>110</td>
<td>Salaries of Regular Employees-Certified Personnel</td>
<td>$200,500.00</td>
</tr>
<tr>
<td>120</td>
<td>Salaries of Regular Employees-Noncertified Personnel</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>200</td>
<td>Personal Services-Employee Benefits</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>300</td>
<td>Purchased Professional and Technical Services</td>
<td>$1,500.00</td>
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<tr>
<td>400</td>
<td>Purchased Property Services</td>
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</tr>
<tr>
<td>500</td>
<td>Other Purchased Services</td>
<td>$2,000.00</td>
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<tr>
<td>600</td>
<td>Supplies and Materials</td>
<td>$1,500.00</td>
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<tr>
<td>700</td>
<td>Property and Equipment</td>
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<td>800</td>
<td>Other Objects</td>
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<td>900</td>
<td>Other Use of Funds</td>
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<tr>
<td></td>
<td>Unobligated</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total Requested</strong></td>
<td><strong>$289,000.00</strong></td>
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<tr>
<td>Title I Reading Teachers (2 FTEs)</td>
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<td>$100,000.00</td>
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<tr>
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<td>$100,000.00</td>
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Last Edited By: Stefanie Two Crow - Aug 13, 2021 11:44 AM
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<th>Component</th>
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<tr>
<td>General Information</td>
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<td>Aug 16, 2021 9:43 AM - Stefanie Two Crow</td>
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<tr>
<td>Budget Revision Summary</td>
<td>✓</td>
<td>Aug 16, 2021 10:05 AM - Stefanie Two Crow</td>
</tr>
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</table>
Reminders: Fiscal

- Ensure district Sam.gov registration is active. No Contract can be created unless it is active.
- Sign the Contract (i.e., grant award) in WebGrants and ensure the Contract shows “Executed”
- FUNDS MUST BE CLAIMED WITHIN 120 DAYS OF EXPENDITURE.
  - 2 CFR § 200.305(b) subgrantees, including LEAs, must minimize the time elapsing between disbursement by the subgrantee and the transfer of funds from the State
- Final Claim is made once all dollars are expended, and the grant has a $0 balance
- Detailed ledgers are required to be uploaded with each claim, including the final claim
- Contract amendments may need to be made if funds are used for purposes outside of what was described in the approved Consolidated Application
- Complete assigned Status Reports for required set-asides
  - Title I Parent & Family Engagement, Title I Neglected & Delinquent, and Nonpublic School Equitable Services (Title I, II, or IV)
  - Status report due with claims through June 30th (by July 12) and $0 balance
  - NOTE: This only affects a small number of districts
Best Practices for Fiscal Procedures

• Establish a process for submitting claims at least quarterly for small districts and monthly for large districts

• Complete budget revisions at the time changes in activities occur.

• Ensure district accounting ledgers have details which provide enough descriptions of activities to ensure allowability and must ALWAYS match the most current, approved budget.
Upcoming Training Opportunities

- Consolidated Application Budget Training and Q&A Microsoft Teams Sessions
  - July 24, 2023 – 1:00-2:00 PM CDT [Click here to join](#)
  - August 22, 2023 – 9:00-10:00 AM CDT [Click here to join](#)
- Back-to-School Drilldown for School Leaders – August 2, 2023 [Register here](#)
- Accountability Report Review-Data Overview – August 18, 2023 1:00-2:00 PM CDT [Click here to join](#)
- EL Crash Course – September 13-14, 2023 [Register here](#)
- Foster Care/Homeless/N&D Meeting – September 18, 2023
- Title I Schoolwide and Targeted Assistance Training – September 22, 2023
- Continuous Improvement Fall Trainings (various locations) – TBD
- Choice Ready Workshops
  - October 2, 2023 – Bismarck
  - October 4, 2023 – Fargo
- NDCEL Fall Conference – October 18-20, 2023
- Educators’ Conference (sponsored by Cognia/NDDPI) – April 23-24, 2024