Federal Program
Title IV

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
2023-2024 Budget Process in WebGrants

- Part 1-Intent to Apply: Submitted by May 20, 2023
- Part 2-Con App Narrative: Submitted by June 30, 2023
- Part 3-Budget Process: Submitted by August 25
- Budget process begins after the 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, 2023
Best Practices for Funding Your Plan

**Title IV**

Federal Title funds help districts accomplish key initiatives which supports the [K-12 Strategic Vision](#), and aligns to their local strategy map as described in the Con App narratives.

- Review purpose and allowable use of Title IV funds.
- Ensure program activities meet evidence-based criteria.
- Define staff roles and responsibilities for budgeting. *Note*- Time and effort logs should be kept for all employees paid with federal funds. You must account for all their time vs. just the portion paid with federal funds.
- Ensure budget reflects stakeholder consultation.

**Update**- Title IV has received clarification regarding School Nurse/eNurse and use of Federal Funds.

- [Use of Federal Title Funds for School Nurse/E-nurse](#)
Districts $30,000 and over:

- at least 20% of Title IV funds on activities to support well-rounded education,
- at least 20% of Title IV funds on activities to support safe and healthy students, and (all districts must track spending in these areas)
- *a portion of funds on activities to support the effective use of technology AND of this portion, no more than 15% can be used on technology infrastructure. (all districts)

*Reasonable amount to support a program or activity in this section.

- School districts cannot spend more than 15% of the funds allocated for the Effective Use of Technology for purchasing technology infrastructure which includes:
  - Devices
  - Equipment
  - Software applications to address readiness shortfalls
  - Blended learning technology software and platforms
  - Digital instructional resources
  - One-time informational technology purchases
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
Budgeting Set-Asides

Preferred Labeling
- PFE = Parent and Family Engagement
- Nonpublic "Name of School" = Nonpublic Equitable Services
- N&D = Neglected and Delinquent
- Homeless = Homeless services for identified students based on need

General Reminders
- Use labeling and enter name of school participating
- Include brief and specific budget description for each budget line item
- Funds used for a specific building, it is best practice to identify the school (i.e., Elementary, Middle, HS or enter name of school)
Steps to Create an Initial Budget in WebGrants

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.
5. Under the "Grant Components" tab, select "Contract Amendment".
6. Select "Add Amendment".
7. Default is Status = "Editing" and Amendment Type = "Budget Revision".
8. Enter "**Initial budget**" in the Title line.
9. SAVE form.
10. Save form (green bar on the right side)
11. Select Budget Amendment Title IV (at the bottom under amendment details)
12. Select +Add Row
13. Select a category for coding (budget codes)
14. Select Budget Activity; SH (Safe and Healthy), WR (Well-Rounded), and EUT (Effective use of Technology)
15. Justification for Amendment- enter activity description that is specific but brief- establishes allowability and approvability.
16. Enter Amount
17. Save Row
18. Repeat steps 12-17 for each activity.
Successful outcomes for all depend on a collaborative team which has defined roles and responsibilities.

Best Practices for Fiscal Procedures

• Establish a process for submitting claims at least quarterly.

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

• Ensure district accounting ledgers ALWAYS match most current approved budget.

WebGrants Link: [https://nddpi.grants.nd.gov/index.do](https://nddpi.grants.nd.gov/index.do)
Log into WebGrants.

Select "Grants" in the left menu.

Select the grant you are working on.

Title IV Budgeting Help Document.
Notice the awarded amount at the top of the page.

Under the "Grant Components" tab, select "Contract Amendment".

If allocation is over 30,000 20% must be spent in both WR and SH and a portion is EUT.
Select Contract Amendment
Select "Add Amendment"
Amendment Type = "Budget Revision"

Enter "Initial budget" in the Title line.

Save Form (green bar on right side)
Select Budget Amendment Title IV (at the bottom under amendment details)
Select +Add Row
Select a category for coding (budget codes)

Select Budget Activity; SH (Safe and Healthy), WR (Well-Rounded), and EUT (Effective use of Technology)

Justification for Amendment—enter activity description that is specific but brief—establishes allowability and approvability

Enter Amount

Save Row

Repeat these steps for each activity
If you do not have activities for all your funds, place them in the correct category under unobligated.

Note the total at the bottom is over the allocation of $100,000 that we designated for this test application.

This amendment would need to be edited to adjust amounts to match the allocation.
Remember
You can edit amendments at any time before you submit.
When you have entered all your activities:

Review for accuracy.

The total on the right side of the contract amendment should balance with your total Title IV allocation before you submit.

Mark as Complete, and (you can edit at any time before you hit submit)

If allocation is over 30,000

20% of your allocation must be spent in both WR and SH

and a portion is EUT
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, Neglected & Delinquent, and Nonpublic School Equitable Services
  - Status report due with claims through June 30th and $0 balance
    NOTE: This only affects a small number of districts
  - Time and effort logs should be kept for all employees paid with federal funds. You must account for all their time vs. just the portion paid with federal funds.
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