

# Instructions for Completing FY09 SPED 240 Budget Workbook

## Part I - Budgets Part II – Amendments

The budget workbook includes macros that enable the workbook to compute totals. If you have Microsoft Office 2000 or a newer version, you will need to go into Excel and change the security setting before opening the file. In Excel, click 'Tools', 'Macro', and then 'Security'. When the dialog box appears, change the security setting to 'Medium', and then click 'OK'. You can now open the budget file.

- 1. Opening the File:** Click on the link named FY 09 SPED 240\_leacode.xls. A dialog box may appear as the file opens prompting you to disable or enable macros – in order to use the workbook, you must click '**Enable Macros**'.
- 2. Saving and Naming the File:** Once the file is open, select 'File' and then select 'Save As'. Indicate where you want to save the file. The file is currently named **FY 09 SPED 240\_leacode.xls**. Edit the current file name by replacing the words '*leaCode*' with your 4-digit LEA code. The file will now have the following name format:

FY 09 SPED 240\_#### (Note: #### denotes your LEA code.)

Example: FY 09 SPED 240\_4891

### Cover Sheet

Go to the cover worksheet by clicking on the grey tab labeled '**Cover Sheet**' at the bottom of the screen. *Note: Once the budget is completed the Cover Sheet must be printed off and an original signed copy mailed into the SPED Department – see B. Submission of Budget below.*

In the first box (labeled **A. Applicant**), click on the down arrow to view the pull down menu for ORGANIZATION NAME. Scroll down to find your district name and select it - address information automatically appears on all relevant pages. Then enter the name, email address, and phone number of the program contact person.

Enter the district's Entitlement Amount in the white box. The '**Total Amount Requested**' box will fill in automatically once the budget pages are completed

The screenshot shows the 'Cover Sheet' form with the following callouts:

- Select organization/district name here – relevant information will then appear on all pages of the workbook.** (Points to the 'ORGANIZATION NAME' dropdown menu)
- Be sure to enter contact information here.** (Points to the 'Contact Name', 'Address', and 'Contact Telephone' fields)
- Enter Entitlement Amount** (Points to the 'Entitlement Amount' field in the table)
- Do not type here - Total amount requested will automatically appear once budget pages have been completed.** (Points to the 'TOTAL AMOUNT REQUESTED' field)

MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION STANDARD CONTRACT FORM AND APPLICATION FOR PROGRAM GRANTS				
PART I - GENERAL				
A. APPLICANT District Name:		ORGANIZATION NAME		
Address:		Contact email		
Contact Telephone:		ZIP CODE		
B. APPLICATION FOR				
Fund Code	FY09	PROJECT DURATION		Entitlement Amount
240	Special Education	FROM	TO	
TOTAL AMOUNT REQUESTED:		\$		

19 I, THE APPLICANT, CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE, THAT THE APPLICANT AGENCY HAS AUTHORIZED ME, AS ITS REPRESENTATIVE, TO FILE THIS APPLICATION; AND THAT I UNDERSTAND THAT FOR ANY FUNDS RECEIVED THROUGH THIS APPLICATION THE AGENCY AGREES TO COMPLY WITH ALL APPLICATION STATE AND FEDERAL GRANT REQUIREMENTS COVERING BOTH THE PROGRAMMATIC AND FISCAL ADMINISTRATION OF GRANT FUNDS.

21 AUTHORIZED SIGNATORY: \_\_\_\_\_ TITLE: \_\_\_\_\_

### Budget Pages

To access the budget, click on the grey tab labeled ‘Budget Pages’ at the bottom of the screen. Complete your budget by inputting amounts into each line item – totals and sub totals will calculate automatically. Some cells are password protected as they contain formulas; you cannot type in these cells. MTRS will automatically calculate 9% of all boxes checked.

The screenshot shows a spreadsheet interface with a callout box. The spreadsheet has columns labeled A through M. Row 1 is titled 'PART II - PROJECT EXPENDITURES - DETAIL INFORMATION' with 'A. FUND CODE: 240'. Row 2 is 'B. APPLICANT AGENCY ORGANIZATION NAME' with 'District Code: ORGA' and 'FY 2009'. Rows 3-5 contain contact information fields. Row 7 has a note: 'PLEASE PROVIDE ALL OF THE INFORMATION REQUESTED ABOVE AND SUBMIT ALL PAGES OF THE BUDGET DETAIL.'. Row 8 is 'C. ASSIGNMENT THROUGH SCHEDULE A' with a checkbox. Row 9 has a note: 'Check this box ONLY if this project will be using funds assigned by more than one agency. A completed Schedule A, with signature of funds assigned by each participating agency, must be attached to this Budget Detail.'. Row 10 is the header for 'D. STAFFING CATEGORIES' with columns for 'E. # OF STAFF', 'F. FTE', 'G. MTRS\*', and 'H. AMOUNT'. Row 11 is '1. ADMINISTRATORS:'. Rows 12-15 list 'Supervisor/Director', 'Project Coordinator', and 'Stipends', each with a checkbox in the 'G. MTRS\*' column. Row 16 is 'SUB-TOTAL'. Row 17 is the header for 'D. STAFFING CATEGORIES' with columns for 'E. # OF STAFF', 'F. FTE', 'G. MTRS\*', 'H. AMOUNT', and 'I. TOTAL'. Row 18 is '2. INSTRUCTIONAL/ PROFESSIONAL STAFF:'. At the bottom, there are tabs: 'CoverSheet', 'Budget Pages', 'Inst. Support Services', 'Amendment', 'Schedule A', and 'S'. A callout box points to the 'G. MTRS\*' checkbox in row 12, containing the text: 'Only check the MTRS box if the identified employee is a member of the Mass. Teachers Retirement System. The required 9% will be calculated automatically.'

### Comment Boxes

When you move the cursor over cells that have a red flag in the upper right hand corner, a comment box will appear. The comment boxes include reminders such as expenditure restrictions and MTRS eligibility. To close a comment box, simply move the cursor.

### Instruction Support Services Sheet

#### NOTICE OF INTENT TO USE FEDERAL SPECIAL EDUCATION ENTITLEMENT FUNDS FOR INSTRUCTIONAL SUPPORT SERVICES (EARLY INTERVENING) IN FY09

Complete this form **only** when the applicant agency elects to use Federal Special Education Entitlement funds for instructional support services (early intervening) as a general education service. All sections of this report must be completed, and the report submitted, with all required forms for Fund Code 240 – Federal Special Education Entitlement. The line items included in this report must be aligned with line items submitted in the Fund Code 240 application.

### Schedule A Worksheet

A Schedule A is to be completed if the applicant operates and administers a grant project using funds assigned to more than one agency. A signed original must be mailed to: **Grace Willis, Special Education Planning and Policy Development Office, 3<sup>rd</sup> Floor, Massachusetts Department of Elementary & Secondary Education, 350 Main Street, Malden, MA 02148-5023.**

### Summary Sheet

When the budget has been completed, the primary contact person should review the ‘Summary’ worksheet. This sheet is for reference purposes only and contains 3 reports that summarize the data entered on the budget worksheets. You should not enter data on the ‘Summary’ worksheet.

## Submission of Budget

All 240 budget submissions are to go through the security portal. UPLOAD the entire workbook FY 09 SPED 240\_####.xls (Note: #### denotes your LEA code) to the security portal, through Drop Box Central into the "SPED Grant Application and Amendments" box. Directions on Security Portal access and uploading:

Your FY09 240 submission package will be considered complete when all of the required components are uploaded to the Drop Box by the suggested due date of June 23, 2008. You will need to ask your district "Directory Administrator" to use the Directory Administration application, also available through the ESE Security Portal, to assign the "SPED Grant Application and Amendments" security role to the person or persons in your district who will be responsible for submitting materials related to SPED 240 Grant.

1. [Login to the Security Portal.](#)  
[view general information about the portal](#)
2. Click "Drop Box Central" from the list of Applications.
3. Select "SPED Grant Application and Amendments" at the Drop Box Central screen and click "Next". (If you do not see this drop box, contact your District Directory Administrator to have access granted.)
4. On the next screen, select your organization and click "Next".
5. You are now in the "SPED Grant Application and Amendments" drop box, where you can upload your grant application. Please be sure to add your four-digit LEA Code in place of the words "leacode" before uploading them to the Drop Box. The Drop Box will only accept filenames with the extensions ".doc" and ".xls" (Microsoft Word and Excel, respectively).
6. When each file is uploaded, a Success! window informs you that your upload was successful. You will also see the file appear under "SPED\District Name\ESE Inbox" along with the date and time of transmittal. The Department will be notified via email that a file has been uploaded and is ready for review. To view all of the files in your Inbox or Outbox, click "Expand All".
7. Click "Logout" to exit the Security Portal.
8. For questions concerning the submission process, please contact Grace Willis at (781) 338-3363 or via e-mail at [gwillis@doe.mass.edu](mailto:gwillis@doe.mass.edu)

Two (2) copies of the 'Cover Sheet' need to be printed, signed by the Superintendent or Executive Director, and mailed to: Grace Willis, Special Education Planning and Policy Development Office, 3<sup>rd</sup> Floor, Massachusetts Department of Elementary & Secondary Education, **350 Main Street, Malden, MA 02148-5023**.

## Instructions for Completing FY09 SPED 240 Grant Amendments

In order to expedite the amendment process, all amendments must be submitted to the Department through the FY09 budget workbook only. Districts should not use amendment forms obtained at the Department's Grants Management website for this process; amendment forms obtained at the Grants Management site differ in format and submission guidelines.

### A. Accessing/Opening File/Saving File

The final budget workbook will be posted to the security portal once it is complete and approved by Grants Management. The file name will be **FY 09 SPED 240\_leacode\_FINAL**. This is the only workbook that can be used to file a first amendment.

To begin the amendment process, download the approved budget from the security portal. As you open the file, a dialog box may appear stating that 'the workbook you are opening contains macros.' Click on '**Enable Macros**' to begin.

Save the file to your computer using "Save As". Be sure to keep the **exact** filename as designated by the Department of Elementary & Secondary Education.

## B. Budget Sheets

Make line item changes on the actual budget pages themselves which are accessed by clicking on the grey tab labeled 'Budget Pages' – each line item is linked to the AM-1 form by formulas.

## C. Amendment (AM-1) Form

1. To access the amendment (AM-1) form, click on the grey tab labeled 'Amendment' at the bottom of the screen.
2. On the amendment (AM-1) worksheet, complete the **yellow highlighted areas** only: **Part I:I** – Name of person completing this report, Title, and Phone Number; **Part II** – Justification; and **Part III** – Authorized signature.
3. Please do not submit any amendments by using the individual amendment forms available on the Grants Management website. All amendments must be processed using the electronic method detailed above.

19	G. Project Number:		
20	H. Name of grant program/ Source of funds		Special Education 240
22	I. Name of person Completing this report:  (Print or Type)	Name:	
23		Title:	
24		Phone Number:	
26	<b>PART II</b>		
27	Justification: (Explain and justify why the proposed amendment should be implemented; attach additional sheets if the space provided is insufficient for this.)		
28			

Complete yellow highlighted areas only.

CoverSheet / Budget Pages / Inst. Support Services / Amendment / Schedule A / Summary / Indir Cost Calculator

**Important note:** Do not try to enter information in Part III – Columns A, B, C, and D; the cells are linked to the budget pages and are password protected.

3.	Support Staff		\$414,771		-\$30,619	\$384,152
4.	Fringe	MTRS	\$124,733		-\$19,179	\$105,554
	Benefits	Other	\$506,033		\$4,899	\$510,932
5.	Contractual Services		\$101,530		\$90,060	\$191,590
6.	Supplies		\$78,511		\$46,277	\$124,788
7.	Travel		\$17,000			\$17,000
8.	Other		\$10,000			\$10,000
9.	Indirect Costs					
10.	Equipment					
11.	<b>Total</b>					

DO NOT try and fill out columns A, B, C and D - the columns are populated automatically using formulas and are password protected.

## D. Submitting Amendments

When the amendment is ready for submission, UPLOAD one copy of the entire budget workbook to the security portal (SPED Grant Application and Amendments in Drop Box Central). Be sure to maintain the same filename that the Department has designated.

Mail one copy of the revised budget worksheets and one copy of the amendment worksheet **with an original signature in Part III** to:

**Grace Willis**  
**Special Education Planning and Policy Development Office**  
**3<sup>rd</sup> Floor**  
**Massachusetts Department of Elementary & Secondary Education**  
**350 Main Street**  
**Malden, MA 02148-5023**

## E. Approved Amendments

Once the amendment has been approved, a signed hard copy will be mailed back to the contact person listed on the AM-1 form.

A revised electronic budget workbook will be posted back into the security portal and a confirmation email sent to the district contact person. The name of the grant workbook will change slightly with each amendment filed. After the first amendment the file name will become FY 09 SPED 240\_leacode\_AM1, then with each subsequent amendment the last part of the file name will change, e.g., AM2, AM3, etc. Please remember to use the most current workbook when filing new amendments.