

Instructions for Completing and Submitting FY10 Perkins 400 Budget Workbook (EXCEL)

District staff should review the Request for Proposals titled Perkins Act Allocation Grant Project FY2010 – Secondary at <http://finance1.doe.mass.edu/Grants/> and the Massachusetts Perkins IV Manual at http://www.doe.mass.edu/cte/perkins/perkins_manual.doc and their Perkins IV Five-Year Local Plan prior to completing the FY10 Perkins 400 Budget Workbook (EXCEL). Staff are encouraged to contact their liaison in the Career/Vocational Technical Education (CVTE) unit at any point for technical assistance.

The FY10 Perkins 400 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

- Opening the FY10 Perkins 400 Budget Workbook (EXCEL).** Click on the link to the FY10 Perkins 400 Budget Workbook (EXCEL) that is on the Request for Proposals titled Perkins Act Allocation Grant Project FY2010 – Secondary. 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'.
- Saving and Naming the FY10 Perkins 400 Budget Workbook (EXCEL).** Once the Workbook is open, select 'File' and then select 'Save As'. Indicate where you want to save the file. Rename the Workbook as follows:

FY10 Perkins 400_#####.xls (Note: ##### denotes your 4-digit LEA code.)

Example: FY10 Perkins 400_0016.xls

A. Cover Sheet, Project Expenditure (Budget) Pages and NOTES PAGES

- Go to the Cover Sheet by clicking on the grey tab labeled '**Cover Sheet**' at the bottom of the screen. Note: Once the Project Expenditure (Budget) Pages are completed, the Cover Sheet must be printed and two (2) originals must be mailed to Margie Roberts in the CVTE unit – see **B. Submission of the FY10 Perkins 400 Budget Workbook (EXCEL)**.

**MASSACHUSETTS DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION
STANDARD CONTRACT FORM AND APPLICATION FOR PROGRAM GRANTS**

PART I - GENERAL

A. APPLICANT District Name: ORGANIZATION NAME District Code: ORGA

Contact Name Contact email

Address: ADDRESS LINE 1 ADDRESS LINE 2 CITY/TOWN ZIP CODE

PROGRAM FUNDING

Fund Code	Program Name	PROJECT DURATION		AMOUNT REQUESTED
		FROM	TO	
400	Perkins Act Allocation Grant Project FY2010 - Secondary	9/1/2009	8/31/2010	\$ -
	FY10			
TOTAL AMOUNT REQUESTED:				-

C. I 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 PROGRAM...

Annotations:

- Select organization/district name here – relevant information will then appear on all pages of the Workbook.
- Be sure to enter contact information
- Amount will automatically insert from budget pages
- Do not type here – Total amount requested will automatically insert once budget pages have been completed

A. Cover Sheet, Project Expenditure (Budget) Pages and NOTES PAGES - continued

2. In the first box of the Cover Sheet (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 project contact person.
3. The **'Amount Requested'** and the **'Total Amount Requested'** box will fill in automatically once the Project Expenditure (Budget) Pages are completed.
4. To access the Project Expenditure (Budget) Pages, click on the grey tab labeled **'Budget Pages'** at the bottom of the screen. Input 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.

PART II - PROJECT EXPENDITURES - DETAIL INFORMATION										A. FUND CODE: 400			
B. APPLICANT AGENCY ORGANIZATION NAME										District Code: ORGA		FY 2010	
Contact Person:					Address: ADDRESS LINE 1					CITY/TOWN		ZIP CODE	
Telephone:					Email address:								
Summer phone:					Submission Date:								
PLEASE PROVIDE ALL OF THE INFORMATION REQUESTED ABOVE AND SUBMIT ALL PAGES OF THE BUDGET DETAIL.													
C. ASSIGNMENT THROUGH SCHEDULE A <input type="checkbox"/>													
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.													
D. STAFFING CATEGORIES				E. # OF STAFF	F. FTE	G. MTRS*	H. AMOUNT						
1. ADMINISTRATORS:													
Supervisor/Director						<input type="checkbox"/>							
Project Coordinator						<input type="checkbox"/>							
Stipends						<input type="checkbox"/>							
SUB-TOTAL													
D. STAFFING CATEGORIES				E. # OF STAFF	F. FTE	G. MTRS*	H. AMOUNT	I. TOTAL					
2. PROFESSIONAL STAFF:													
						<input type="checkbox"/>							
						<input type="checkbox"/>							
						<input type="checkbox"/>							
Stipends						<input type="checkbox"/>							
SUB-TOTAL													
3. SUPPORT STAFF													
Aides/Paraprofessionals						<input type="checkbox"/>							
Secretary/Bookkeeper						<input type="checkbox"/>							

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 the cursor is moved 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. Close a comment box, by simply moving the cursor.

Indirect Costs

The indirect costs line (Line 9) includes a formula that will calculate the indirect costs automatically when the approved rate is entered. Note that the formula block is not protected, because there is an option to write in an amount that is less than the approved amount. If a number is entered into the last column of the indirect costs line, the formula will be erased. If you later need to change the approved rate, you will need to calculate the indirect costs amount. The formula for indirect costs is: ROUND(I68*(M16+M24+M30+M38+M49+M55+M60+M67),0)

Reminders

Every sub-line of the three staffing categories (administrators, instructional/professional and support) except the stipends line must have entries in the ‘# of Staff’ and ‘FTE’ columns. All required information relative to line item expenditures must be completed. Any cell with required information will turn red if left incomplete. Every sub-line of ‘**Contractual Services**’ (Line 5) must have entries in the ‘Rate’ and ‘Hour/Day’ columns. Please use the dropdown menu to select ‘Hour/Day/Other’.

As stated in the Request for Proposals titled “Perkins Act Allocation Grant Project FY2010 – Secondary,” at least a portion of allocation funds must be used for activities and services aimed at closing the achievement gap. At least a portion of allocation funds must be used for professional development.

NOTES PAGES

The NOTES PAGES are for describing/explaining proposed expenditures that are on the Project Expenditure (Budget) Pages because the Department must ensure that all expenditures meet Perkins IV requirements. Specific instructions for each NOTES PAGE, i.e., NOTES PAGE ONE and NOTES PAGE TWO are provided below. **Special Notes:** As stated in the RFP titled Perkins Act Allocation Grant Project FY2010 – Secondary, at least a portion of allocation funds must be used for activities and services aimed at closing the achievement gap. At least a portion of allocation funds must be used for professional development. The Department may request additional information on the proposed expenditures upon review of the Project Expenditure (Budget) Pages and the NOTES PAGES.

NOTES PAGE ONE

Line Items 1 (Administrators), 2 (Instructional/Professional Staff), and 3 (Support Staff)

In Column 1, provide sufficient written information to show the connection between the Line Item on the Project Expenditure (Budget) Pages and closing the achievement gap, if applicable to this Line Item. In Column 2, check Yes/No regarding applicability to closing the achievement gap.

In addition, in Column 1, provide sufficient written information to show the connection between the Line Item and one or more of the **REQUIRED** or **PERMISSIVE FUND USES**, and the **CORE INDICATOR CODES*** that are listed in the in the APPENDICES in the FY10 Perkins 400 Budget Workbook. List the applicable **FUND USE CODE** and **CORE INDICATOR CODE** in Columns 3 & 4, respectively.

* The process for ensuring that the proposed budget on the Project Expenditure (Budget) Pages would meet **REQUIRED FUND USE CODE 9R** (sufficient size, scope, and quality) was explained in the Perkins IV Five-Year Local Plan by each district, so it is not necessary to include **9R** in the **NOTES PAGES**.

Line Item 4 (Fringe Benefits) - No explanation required on the NOTE PAGES

Line Item 5 (Contractual Services) – Use the instructions for Line Item 1 for this Line Item as well.

Line Item 6 (Supplies and Materials) - List the items proposed to be purchased. Note that supplies and materials are items costing less than \$5,000 per unit or having a useful life of less than one year. Use the instructions for Line Item 1 for this Line Item as well.

Line Item 7 (Travel) - Use the instructions for Line Item 1 for this Line Item as well.

Line Item 8 (Other Costs) - Use the instructions for Line Item 1 for this Line Item as well.

Line Item 9 (Indirect Costs) - No explanation required on the NOTE PAGES

Line Item 10 (Equipment) - List the equipment to be purchased, its purpose, and estimated dollar amount for each item. Note that equipment is defined as tangible non-expendable items having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Use the instructions for Line Item 1 for this Line Item as well.

NOTES PAGE TWO

If **REQUIRED FUND USE CODES 1R-8R** are not entered on **NOTES PAGE ONE**, the district must explain on **NOTES PAGE TWO** how it will meet the requirement to use Perkins funds for the required uses. Example, *“The district is devoting FY10 technology grant funds for 4R (developing, improving, or expanding the use of technology in career and technical education.”*

EXPANDING BOXES ON NOTES PAGES

To expand the boxes on **NOTES PAGES**, use the following instructions. Place the pointer in the far left gray column. When the pointer is on the line separating two numbers, it should turn into a cross. Pull down on this cross until the box expands.

B26 The process for assuring that the proposed budget would meet REQUIRED FUND USE CODE 9R (sufficient size, scope, and quality) was explained in the Perkins IV Five-Year Local Plan by each institution, so it is not necessary to include 9R in the NOTES PAGES.

Line Item #	Column 1 Follow the instructions for completing NOTES PAGE ONE contained in the In the Instructions for Completing FY10 Perkins 400 Budget Workbook.	Col. 2 Achievement Gap Yes/No	Col. 3 Fund Use Codes ex. 1R.	Col. 4 Core Indicator Codes ex. 1S1
1. Administrators				
2. Instructional/ Professional Staff				
3. Support Staff				
5. Contractual Services				
6. Supplies and Materials				
7. Travel				
8. Other Costs				
10. Equipment				

Place the pointer on the line between two numbers in the gray column and pull down.

Budget Pages / Schedule A / Amendment / Part IIIA Equity&Access / Notes Page / APPENDIX A / APPENDI

Schedule A Form

A Schedule A Form is to be completed if the district operates and administers a grant project using funds assigned by other school districts. A signed original must be mailed to: **Margie Roberts, Massachusetts Department of Elementary and Secondary Education, Career/Vocational Technical Education Unit, 75 Pleasant Street, Malden, MA 02148-5023.**

Part III-A – Equity and Access Form

This Form must be completed for each Perkins 400 allocation grant.

B. Submission of the FY10 Perkins 400 Budget Workbook (EXCEL)

The FY10 Perkins 400 Budget Workbook (EXCEL) must be submitted through the ESE Security Portal. UPLOAD the entire file FY10 Perkins 400_leacode.xls to the ESE Security Portal, through Drop Box Central into the **“Perkins Grant Application and Amendments”** box.

Directions on ESE Security Portal Access and Uploading:

You will need to ask your district's "Directory Administrator" to use the Directory Administration application, also available through the ESE Security Portal, to assign the "Perkins Grant Application and Amendment" security role to the person or persons in your district who will be responsible for submitting the FY10 Perkins 400 Budget Workbook (EXCEL).

1. Login to the ESE Security Portal.
View general information about the Security Portal
2. Click "Drop Box Central" from the list of Applications.
3. Select "Perkins Grant Application and Amendment " at the Drop Box Central screen and click "Next." (If you do not see this drop box, contact your district's Directory Administrator to have access granted.)
4. On the next screen, select your organization and click "Next".
5. You are now in the "Perkins Grant Application and Amendment" Drop Box, where you can upload the FY10 Perkins 400 Budget Workbook (EXCEL). Please be sure to add your four-digit LEA Code in place of the words "leacode" before uploading the Workbook to the Drop Box. The Drop Box will only accept filenames with the extensions ".doc" and ".xls" (Microsoft Word and Excel, respectively).
6. When the Workbook is uploaded, a Success! window informs you that your upload was successful. You will also see the file appear under "Perkins\District Name\ESE Inbox" along with the date and time of transmittal. The Department will be notified via email that a Workbook 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 Margie Roberts at (781) 338-3951 or via email mroberts@doe.mass.edu .

In addition, submit two (2) original Cover Pages (Part I - General – Program Unit Signature Page – Standard Contract Form and Application for Program Grants), each with an original signature of the Superintendent. **Mail to:**

Margie Roberts
Massachusetts Department of Elementary and Secondary Education
Career/Vocational Technical Education Unit
75 Pleasant Street
Malden, MA 02148-5023

Part II - Instructions for Completing FY10 Perkins 400 Grant Amendments

All amendments for the Perkins Act Allocation Grant Project FY2010 – Secondary must be submitted to the Department through the Security Portal using the FY10 Perkins 400 Budget Workbook (EXCEL). Districts should not use Form AM-1 (Amendment Request Form) from the ESE Grants Information website for this process because Form AM-1 (Amendment Request Form) on the Grants Information website differs in format and submission guidelines.

A. Accessing/Opening File/Saving File

The final FY10 Perkins 400 Budget Workbook (EXCEL) will be posted to the ESE Security Portal once it is complete and approved. The file name will be **FY10 Perkins 400_leacode_Final**. This is the **only** Workbook that can be used to file amendments.

To begin the amendment process, download the approved FY10 Perkins 400 Budget Workbook (EXCEL) from the ESE 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 and Secondary Education (ESE).

B. Project Expenditure (Budget) Pages

Make Line Item changes on the actual Project Expenditure (Budget) Pages, which are accessed by clicking on the grey tab labeled ‘**Budget Pages**’ – each Line Item is linked to the Form AM-1 (Amendment Request Form) by formulas. Update the ‘**Notes Page**’ as needed.

C. Form AM-1 (Amendment Request Form)

1. To access Form AM-1 (Amendment Request Form), click on the grey tab labeled ‘**Amendment**’ at the bottom of the screen.
2. On the Form AM-1 (Amendment Request Form), complete the **yellow highlighted areas** only: **Part 1:G** - Project Number (if available); **Part I:I** - Name, Title, and Phone Number of person who completed the Form; **Part II** – Justification; and **Part III** - Authorized signature, etc.

14	A	B	C	D	E	F	G	H	I	J	K	L	M	N
15	E. Grant Recipient: (Legal Name of Agency)		ORGANIZATION NAME			FY10								
16	F. Address: (Street, City/Town/Zip Code)		ADDRESS LINE 1			ADDRESS LINE 2								
17	G. Project Number:		CITY/TOWN			ZIP CODE								
18	H. Name of grant program/ Source of funds		Perkins Act Allocation Funds - Secondary											
19	I. Name of person Completing this report: (Print or Type)		Name:											
20			Title:											
21			Phone Number:											
22	PART II													
23	Justification: (Explain and justify why the proposed amendment should be implemented; attach additional sheets if the space provided is insufficient for this.)													
24														
25														
26														
27														
28														

Important note: Do not try to enter information in Part III – Columns A, B, C, and D; the cells are linked to the Project Expenditure (Budget) Pages and are password protected.

		Column A	Column B	Column C	Column D
LINE ITEM		BUDGET APPROVED ORIGINALLY	APPROVED AMENDED BUDGET (if applicable)	AMENDMENT REQUEST	REVISED BUDGET
1. Administrators					
2. Instructional/Professional Staff					
3. Support Staff					
4. Fringe	MTRS				
Benefits	Other				
5. Contractual Services					
6. Supplies					
7. Travel					

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

3. Do not use the individual Amendment Form (AM 1) on the Grants Management website. All amendments must be submitted using the method detailed above.

D. Submitting the Form AM-1 (Amendment Request Form)

When Form AM-1 (Amendment Request Form) is ready for submission, UPLOAD one copy of the **entire** FY10 Perkins 400 Budget Workbook (EXCEL) to the ESE Security Portal. 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 Form AM-1 (Amendment Request Form) **with an original signature in Part III** to:

Margie Roberts
Massachusetts Department of Elementary and Secondary Education
Career/Vocational Technical Education Unit
75 Pleasant Street
Malden, MA 02148-5023

E. Approved Form AM – 1 (Amendment Request Form)

- Once Form AM – 1 (Amendment Request Form) has been approved, a signed hard copy will be mailed back to the contact person listed on Form AM – 1 (Amendment Request Form).
- A revised FY10 Perkins 400 Budget Workbook (EXCEL) will be posted back into the ESE Security Portal. The name of the Workbook will change slightly with each Form AM – 1 (Amendment Request Form) approved. After the first Form AM – 1 (Amendment Request Form) is approved, the file name will become FY10 Perkins 400_leacode **AM1**, then with each subsequent Form AM – 1 (Amendment Request Form), the last part of the file name will change, e.g., **AM2**, **AM3**, etc. Please remember to use the most current FY10 Perkins 400 Budget Workbook (EXCEL) when filing a Form AM – 1 (Amendment Request Form).