



Title I-A Schoolwide Application Directions

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Title I-A Schoolwide Application Directions

Program Detail Tab

Schoolwide Plans Tab

1. Enter the date of the last review/revision of the Title I, Part A Schoolwide Plan for each school using this format: mm/dd/yyyy.
2. Click Save

Transfers from Title III-A Tab

1. Districts may transfer Title III funds to the schoolwide program. However, the intents and purposes of the Title III funds must remain even when moved to Title I-A.
2. The district/consortium must describe how it will develop, implement, and administer instructional programs and activities to ensure that 100% of children who are English Learners will attain English proficiency and meet state language proficiency standards within five years.
3. Click Save Page

Budget Pages

Schoolwide Full-Time Equivalents Tab

1. Enter the number of FTEs for all staff members who are paid for out of Title I, Part A Schoolwide funds. These numbers must be close to the actual number.
2. Keep in mind this is the equivalent of an FTE. For example, if you receive \$10,000, it would not be reasonable to pay 2 FTEs, however, it would be reasonable to pay .25 FTE.
3. These FTEs should match the FTEs on your Budget Detail expenditure descriptions.
4. Click Calculate Totals
5. Click Save Page

Budget Detail Tab

1. Enter detailed budget information on how Schoolwide funds will be spent during the school year.
2. Click Calculate Totals
3. Click Save Page

Expenditure Description and Itemization - must include the following:

100 Personal Services—Salaries and 200 Employee Benefits

1. Position Title(s) and FTE

Example: Title I A Math Teacher .75 FTE, Title I A Reading interventionist FTE.5, Title I A Paraprofessional .25 FTE

300 Purchased Professional and Technical Services

(ONLY for services that have an actual contract. For services that are not done through a contract, code as 500 Other Purchased Services)



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Scenario A: Contract is in place during budget development:

1. List specific contracted services provided
2. Date range of service(s) if known

Example: Professional development facilitation provided by Vendor X. Specific services include 4 events on literacy strategies and 2 on math intervention strategies.

Scenario B: District plans to use ESEA funds to pay for contracted services in upcoming school year:

1. List of type(s) of services to be contracted
2. Estimated date range of services if known

Example: Contracted services for Math PD and Teacher Leader Trainings. Estimated to occur January-May 20XX.

400 Purchased Property Services

1. List of Specific services provided
2. Date range of service(s) if known

500 Other Purchased Services

(For services that are not done through a contract)

Scenario A: Purchased services and costs are known during budget development:

1. List specific services provided
2. Date range of service(s) if known

Example: Professional development facilitation provided by Vendor X. Specific services include 4 events on literacy strategies and 2 on math intervention strategies.

Scenario B: District plans to use ESEA funds to purchase non-contracted services in upcoming school year:

1. List of type(s) of services to be purchased
2. Estimated date range of services if known

Example: Services for Math PD and Teacher Leader Trainings. Estimated to occur January-May 20XX.

600 Supplies

1. List of planned supply purchases OR
2. List of anticipated types of supply purchases i.e. classroom supplies, technology, supplemental curriculum, homeless supplies

Example: calculators, pens, pencils, highlighters, Chromebooks, reading intervention curriculum

700 Property and Equipment Acquisition

(Items over \$7,000 apiece)



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1. List of property and equipment to be purchased (also needs to be entered in Property and Equipment tab of budget page)

800 Other Expenditures

1. List expenditure(s) to be purchased

Set Asides - Enter set asides that are listed on Targeting Step 4 under the Consolidated Application on the budget pages. (These set asides maybe on the Basic, Schoolwide, or a combination of both budget pages.)

Indirect Costs - If the district has, and chooses to use its indirect cost rate, that amount is calculated on the lower, left-hand corner of the page. The indirect cost rate amount cannot exceed the maximum amount. The amount that the district wants to use must be placed in the open box (G) Budgeted Indirect Cost Rate on the lower, right-hand corner of the page.

Property and Equipment Tab

1. Should a district purchase any singular item with a cost of \$5,000 or more, this page must be completed.
2. Enter a description of the item, how many are being purchased, and the unit cost.
3. The page will automatically calculate the total costs.
4. If needed, further clarification can be given in the textbox at the bottom of the page.
5. Click Save Page

Budget Summary Tab

This page just gives an overview of the budgeted items saved on the Budget Detail page. Data cannot be entered on this tab.

Page Lock Control Tab

1. The page lock control tab can be used to unlock any page within the Title I-Basic portion of the grant application.
2. After clicking on the tab, check the radio button titled Expand All to see the list of options.
3. The district may select the Open Page for Editing radio button for any page that needs change, and then it must click the Save Page button to open the page.