Utah Consolidated Application

Training Module 3
Funding Applications

Utah STATE OFFICE of Education

(9-9-09)

Training Module 3
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Overview of Module 3 Funding Applications

The purpose of Module 3 is to assist LEAs in completing the process to align the available resources, to create budgets for the funds they receive, and to complete the specific budget detail pages for each of the grants they receive.

To complete this part of the UCA, LEAs need to have authorized users with the role of **Data Entry** or **District Superintendent/Charter School Leader**. Personnel with this level of authorization may input information into the system.

Once you have logged into the **UCA Home Page**, you will spend most of your time working in the **Funding** section. The next few slides show you how to log into the funding application section of the UCA.

Accessing Funding Applications

Step 1: As you start from the **Utah Consolidated Application Home** page, go to **Funding** on the main menu, select the **Funding Applications** option

Funding Applications

The **Funding Application** page allows LEAs to access information on different grants/ allocations. There are two funds groupings.

1. The **Entitlement Funding Application** section includes:
   - Consolidated (NCLB funds)
   - IDEA
   - State Funds (Student Success Block Grant)
   - Early Childhood (K-3 Literacy, and Optional Extended-day Kindergarten)
2. The **Competitive Funding Application** section includes funds for which LEAs submit a competitive application

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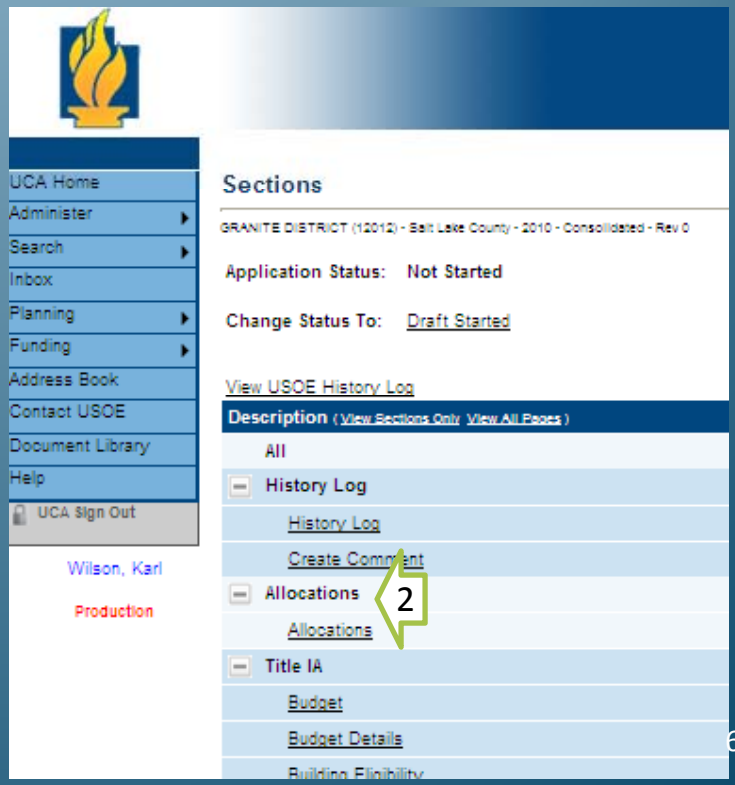
Accessing Allocations

Step 1: From either the **Entitlement Funding Application** section or from the **Competitive Funding Application** section, select the funds group (e.g. **Consolidated**) for which you want to access allocation amounts



Step 2: The next screen, **Sections**, will allow you to look at the Allocations available under that funds group. Select **Allocations**.

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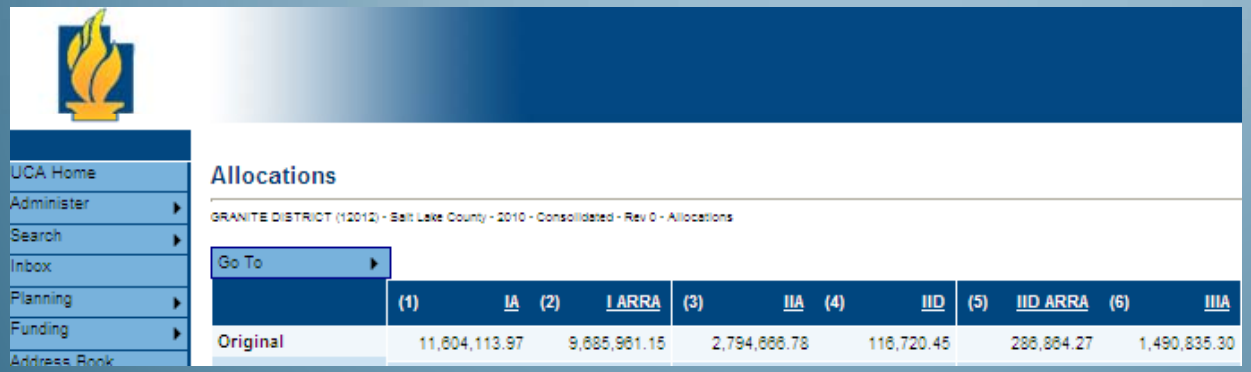
Allocations

	(1) IA	(2) I ARRA	(3) IIA	(4) IID	(5) IID ARRA	(6) IIIA
Original	11,604,113.97	9,685,961.15	2,794,666.78	116,720.45	286,864.27	1,490,835.30
Incoming Carryover	0.00	0.00	0.00	0.00	0.00	0.00
Outgoing Carryover	0.00	0.00	0.00	0.00	0.00	0.00
Reallocated	0.00	0.00	0.00	0.00	0.00	0.00
Additional	0.00	0.00	0.00	0.00	0.00	0.00
Released	0.00	0.00	0.00	0.00	0.00	0.00
Consortium	0.00	0.00	0.00	0.00	0.00	0.00
Forfeited	0.00	0.00	0.00	0.00	0.00	0.00
PER Released	0.00	0.00	0.00	0.00	0.00	0.00
Total	11,604,113.97	9,685,961.15	2,794,666.78	116,720.45	286,864.27	1,490,835.30
	(1) IA	(2) I ARRA	(3) IIA	(4) IID	(5) IID ARRA	(6) IIIA

The table in the top half of the page displays the current allocations in each program (IA = Title I, Part A; I ARRA = Title I, Part A ARRA; IIA = Title II, Part A, etc.). You may have to scroll to the right to view the entire allocation table.

Transfer of Funds



The table on the bottom half of the **Allocations** screen allows you to transfer funds between programs. The input fields are configured so that only the appropriate fields are shown based on acceptable funding transfer rules.

If you make changes on this page, go to the top of the page and click the **Save and Go To** button. A sub menu will appear, allowing you to choose where to go after the changes are saved.

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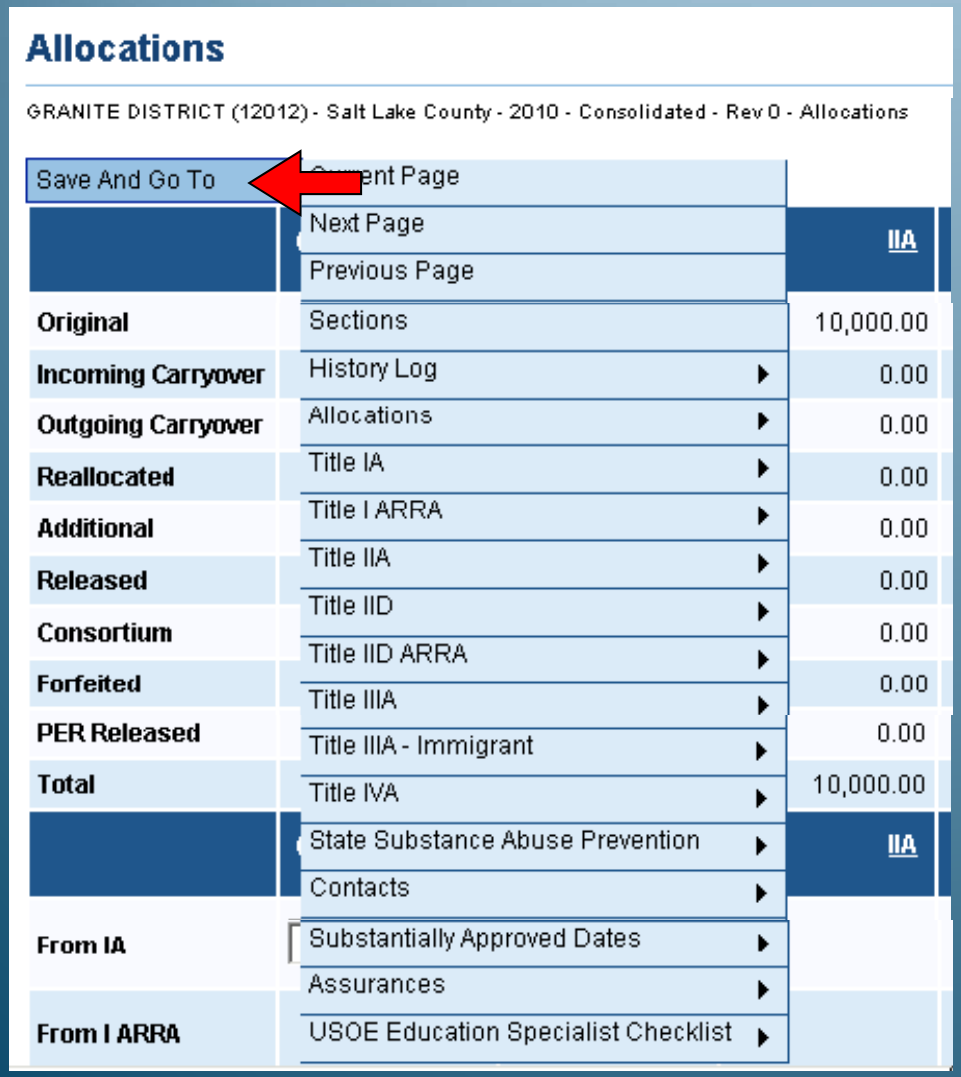
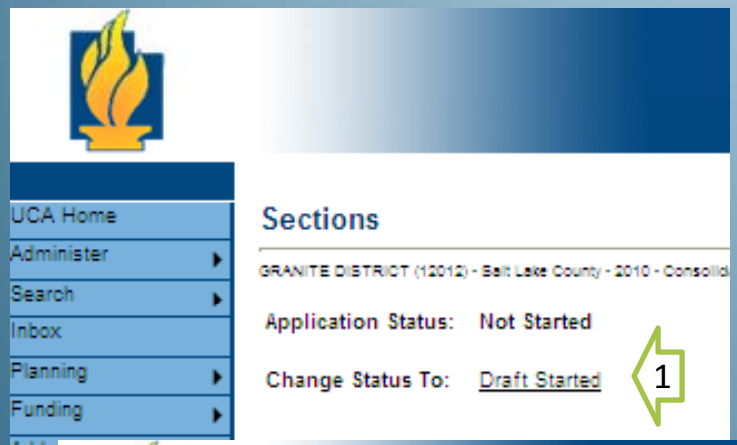
"Save and Go To" Option



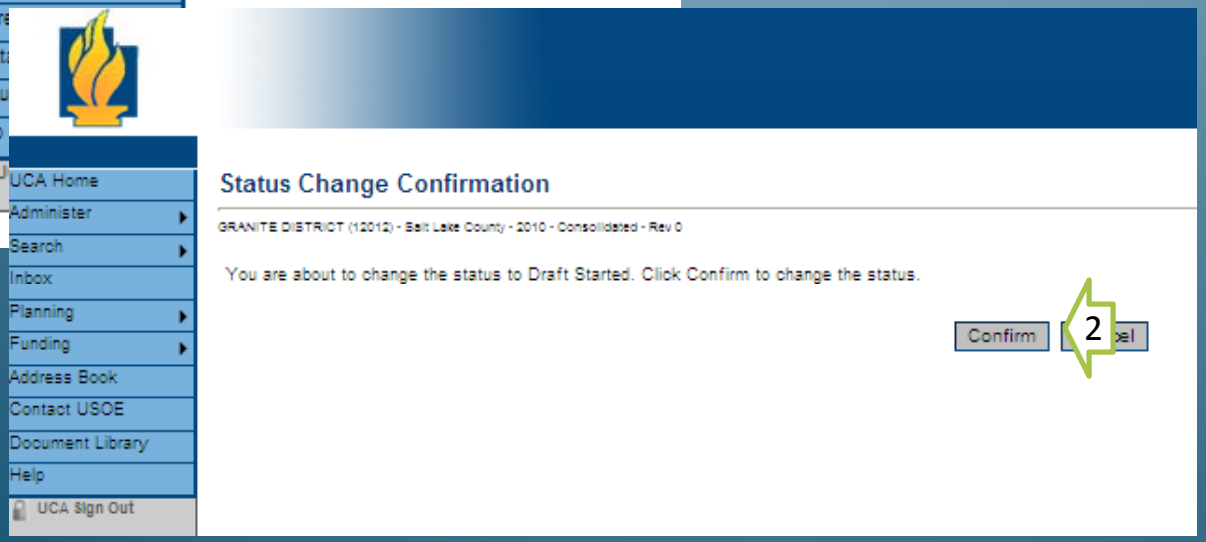
The **Save and Go To** button is included on most pages of the funding application so you can quickly save your work and move to the desired section without excessive navigation.

Activate Budget Section



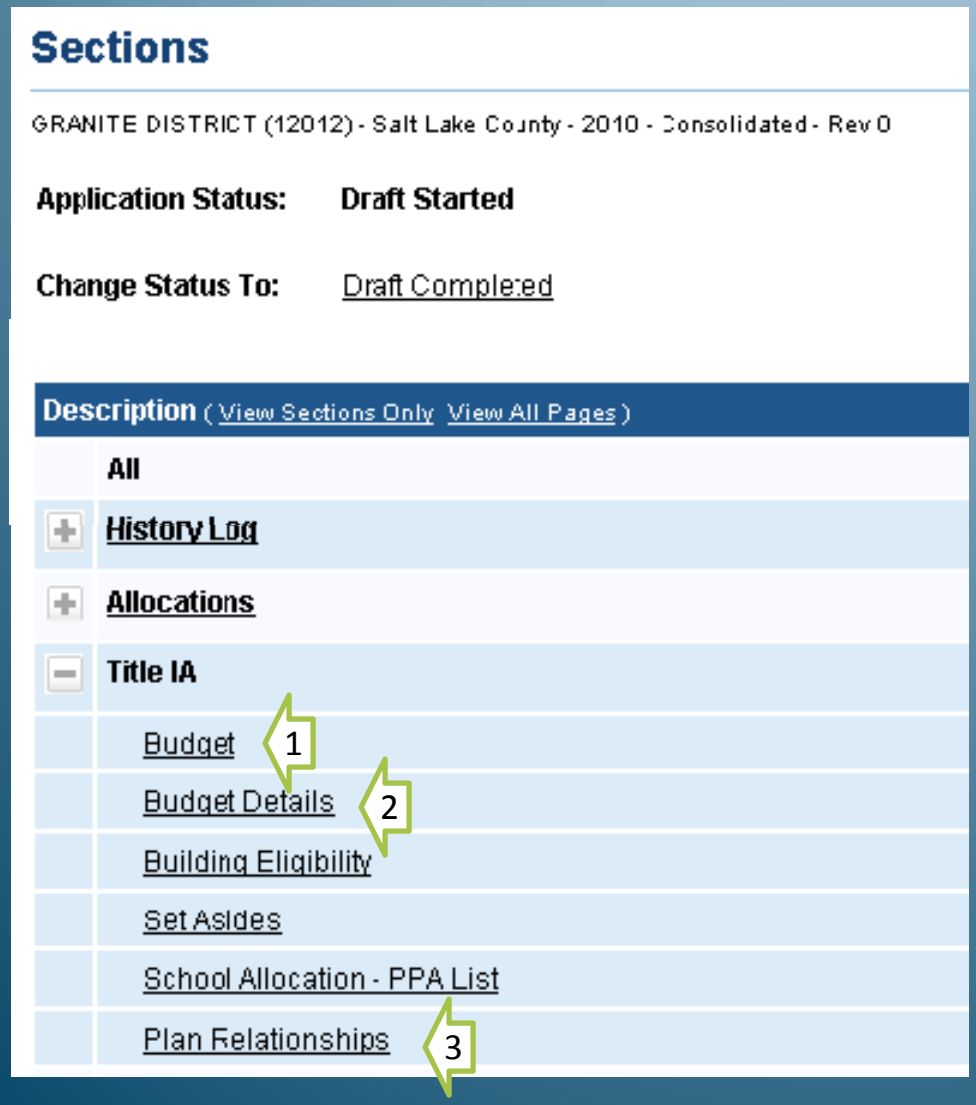
In order to activate the Budget functions of UCA, the LEA needs to change the Funding Application status.

Step 1: Under the **Sections** page, select **<u>Draft Started</u>**



Step 2: The UCA will show the **Status Change Confirmation** screen, select **Confirm**

Program Items



The **Sections** page includes a section for each grant (e.g. **Title IA**), with the appropriate item links shown underneath. The item links will vary depending on the grant. In most cases, a grant section will include:

1. **Budget**
2. **Budget Details**
3. **Plan Relationships**

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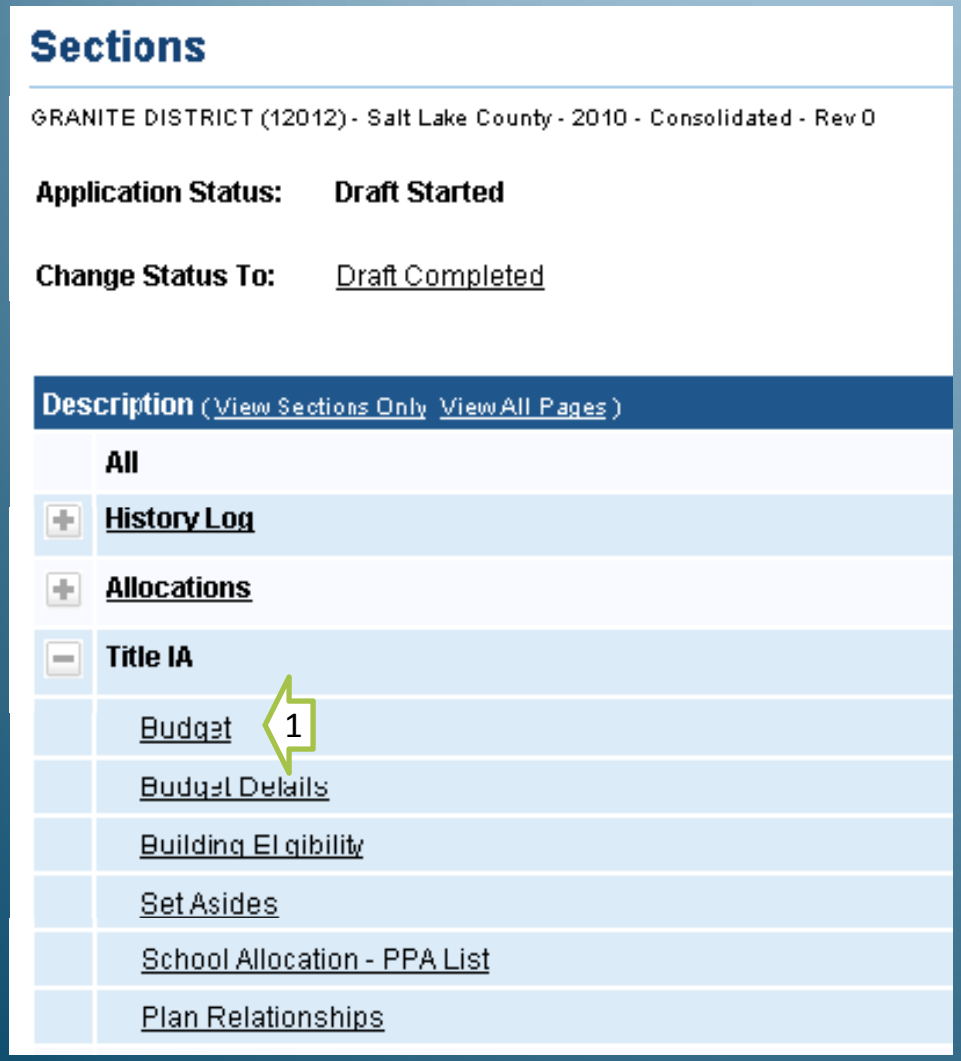
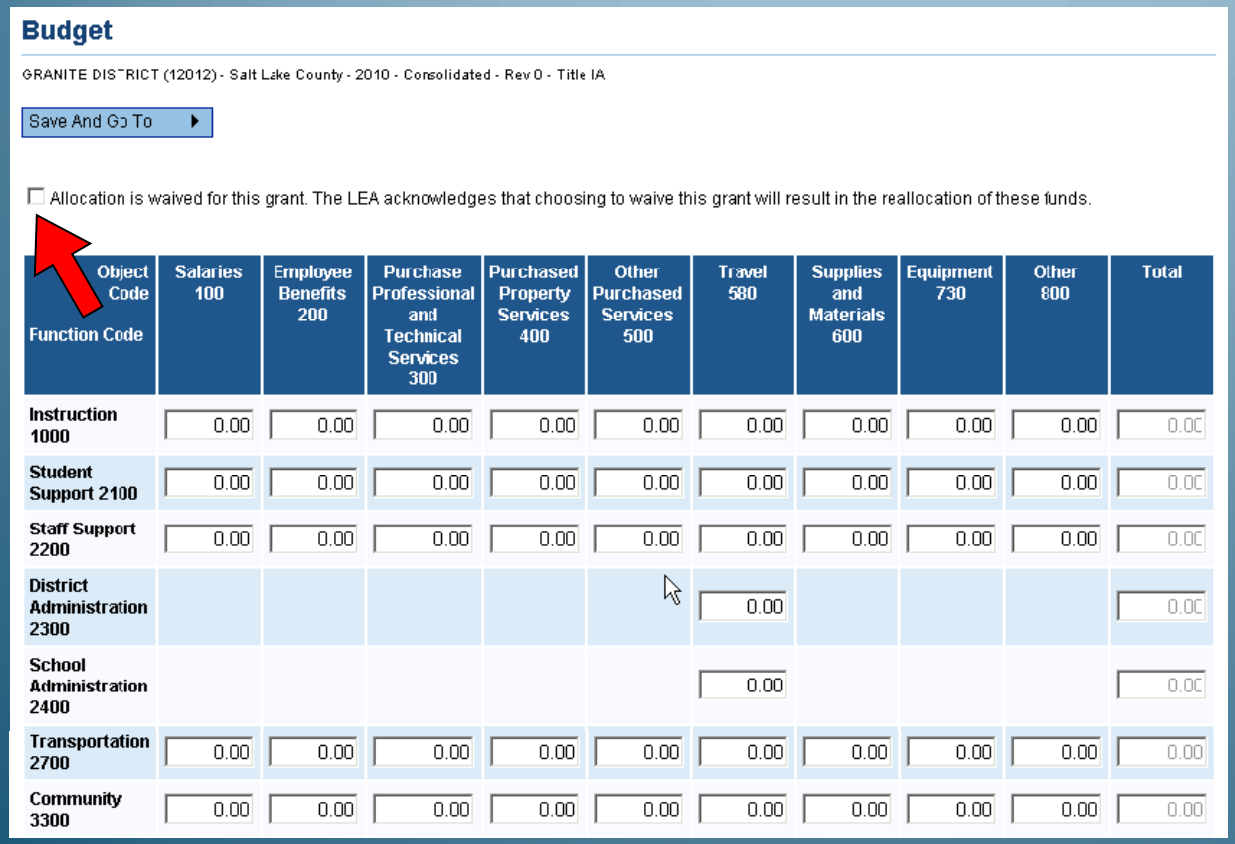
Budget



Step 1: To view and edit the grant budget, select the appropriate **Budget** link under the desired grant section.

The **Budget** page will appear.

Establish Budget



Budget

GRANITE DISTRICT (12012) - Salt Lake County - 2010 - Consolidated - Rev 0 - Title IA

Save And Go To

☐ Allocation is waived for this grant. The LEA acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Object Code / Function Code	Salaries 100	Employee Benefits 200	Purchase Professional and Technical Services 300	Purchased Property Services 400	Other Purchased Services 500	Travel 580	Supplies and Materials 600	Equipment 730	Other 800	Total
Instruction 1000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Student Support 2100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Support 2200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District Administration 2300						0.00				0.00
School Administration 2400						0.00				0.00
Transportation 2700	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Community 3300	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

At the top of the screen, you can elect to waive the allocation by clicking the checkbox (see red arrow). CAUTION: Any funds waived will be reallocated to other LEAs.

The budget table fields can be populated based on the column and row headings. LEAs are asked to identify budget amounts by both Object Code and Function Code. More information on Function Codes is available on the next slide. When finished, click the **Save and Go To** button at the top of the page.

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Function Codes

Function Code	Function Category	Description
1000	Instruction	The activities/costs directly related to teaching. Costs may include services provided by certificated/licensed teachers, certificated/licensed teacher substitutes, and certificated/licensed teacher tutors, which includes salaries, retirement benefits, supplemental service contracts, and termination benefits. Additionally, supplies, materials, technology, and equipment for teaching are included.
2100 2200	Student Support Staff Support	The services that provide technical and logistical support to facilitate and enhance instruction. This includes expenses related to program support, curriculum services, teacher aides, paraprofessionals, secretaries, health services, food services, library/media services, supplies and materials for instruction.
2300 2400	District Admin School Admin	Expenditures for activities related to fiscal operations, process management, along with directing and managing the operation of a particular program which may include program oversight and/or direct program supervision.
2200	Staff Support	Learning experiences designed to help educators and parents develop knowledge, skills, attitudes and behaviors that enhance student success. This includes the cost of, training, training materials, teacher mentors, and purchased services related to costs incurred for staff development that is program related such as travel, meals, lodging, teacher stipends, and substitute teachers.

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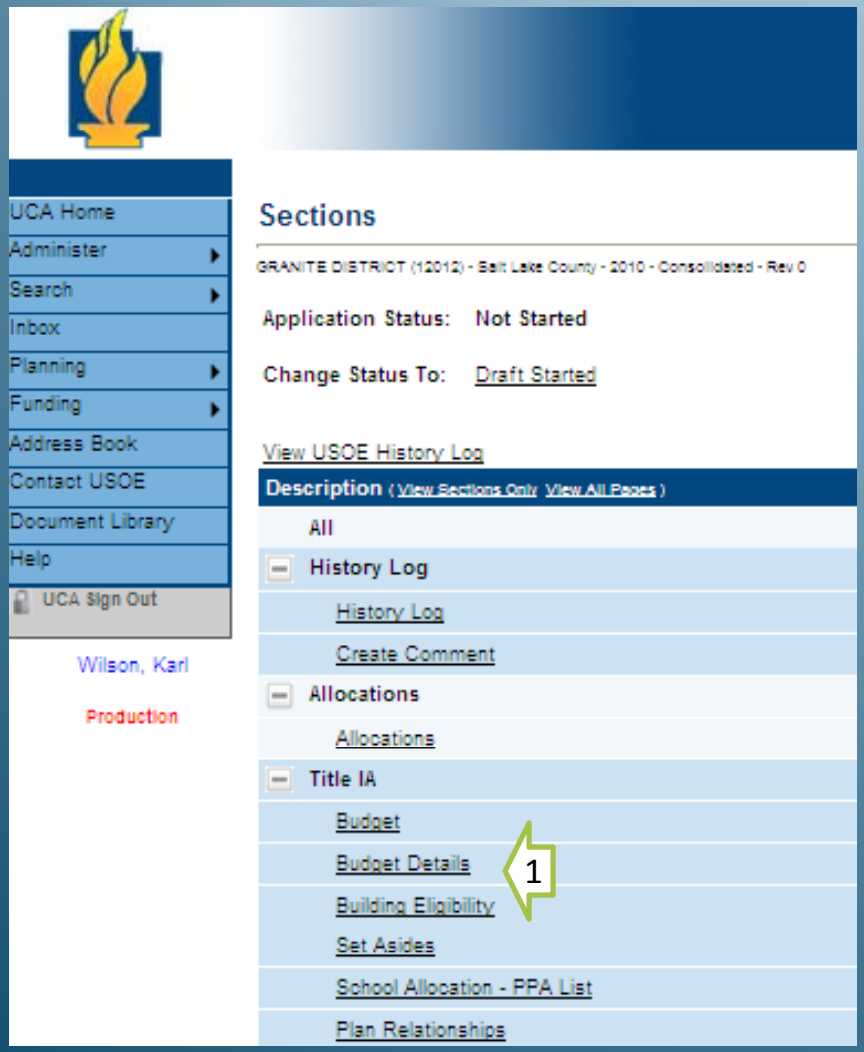
Function Codes

Function Code	Function Category	Description
3300	Community	Activities and programs designed to encourage families and communities to become involved in education. Expenses may include the following: parenting skills training, family literacy training, a family liaison position, a parent mentor position, parent tutoring, meaningful communications training, and purchases of related parent involvement materials to increase student achievement.
2600	Maintenance of Plant	Activities intended to contribute to creating a safe environment for all persons involved in a given education experience. This includes hiring and training school security personnel, reporting criminal offenses, purchasing and installing safety equipment, planning and researching school security, and supporting safe zones of passage activities.
4500	Facilities	Costs associated with providing appropriate facilities. This may include the costs associated with acquiring, maintaining, upgrading, and caring for physical facilities and property.
2700	Transportation	Costs associated with providing services to nonpublic school students residing in the public school district attendance area.

Budget Details



Most grants include a Budget Details page. This is where LEAs are asked to provide additional information related to the specific requirements of that grant.

Step 1: To view and edit the budget details, click the **Budget Details** link under the desired grant section (e.g. Title IA). The **Budget Details** page will appear.

Budget Details Page

Budget Details

GRANITE DISTRICT (12012) - Salt Lake County - 2010 - Consolidated - Rev 0 - Title IA

Save And Go To

LEA Plan Development – Required Participation

The LEA has involved the following required stakeholders in the development of the LEA Consolidated Plan:

- ☐ LEA administrator(s)
- ☐ Principal(s)
- ☐ Teacher(s)
- ☐ Parents(s)
- ☐ Others (optional)

Check Spelling

0 of 3000 characters

LEA Parent Involvement Policy

☐ The LEA has a current LEA Parent Involvement Policy

Enter the URL for the LEA Parent Involvement Policy

Check Spelling

0 of 3000 characters

For each program that has a Budget Details page, provide the information unique to your LEA that is requested. Some responses may be check boxes, others may request data, short narrative, dollars budgeted, etc.

Note: Additional information regarding individual Budget Details requirements for specific grants will be provided in Module 4.

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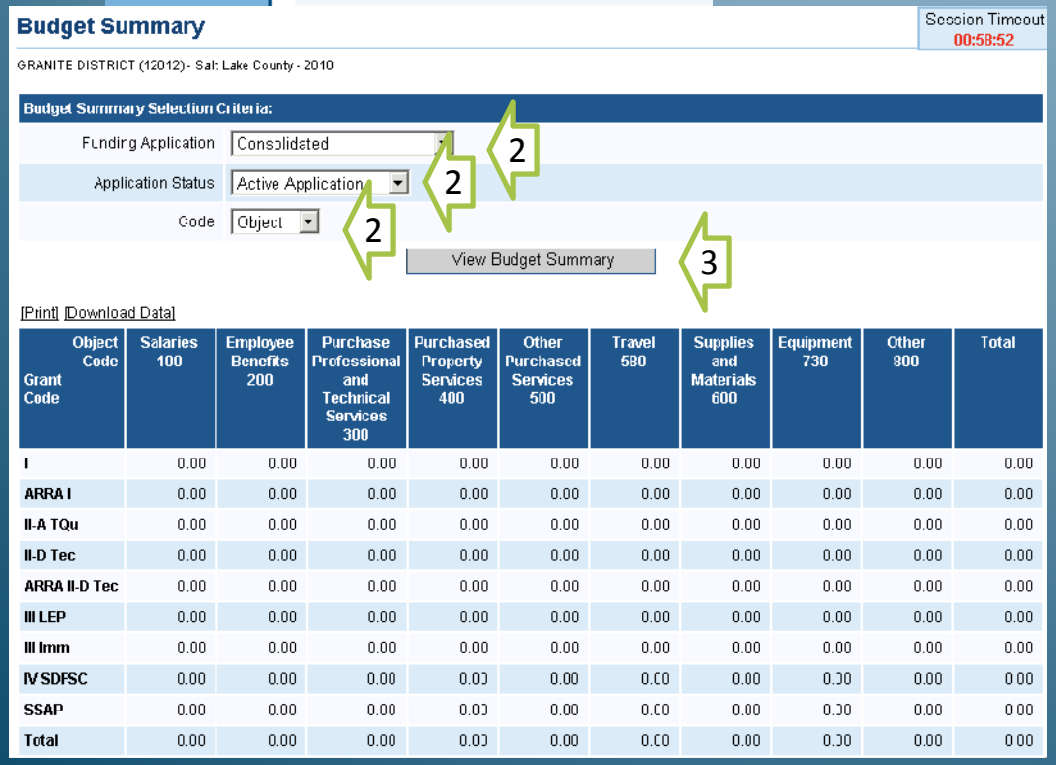
Budget Summary



Grant Code / Object Code	Salaries 100	Employee Benefits 200	Purchase Professional and Technical Services 300	Purchased Property Services 400	Other Purchased Services 500	Travel 580	Supplies and Materials 600	Equipment 730	Other 800	Total
I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ARRA I	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
II-A TQu	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
II-D Tec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ARRA II-D Tec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
III LEP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
III Imm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IV SDFSC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SSAP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 1: From the UCA Home Page, go to the **Funding** option and select **Budget Summary**

Step 2: Use the **Budget Summary Select Criteria** to define the custom filters for your budget summary. Use the drop down menus to choose a **Funding Application**, **Application Status**, and **Code** type.

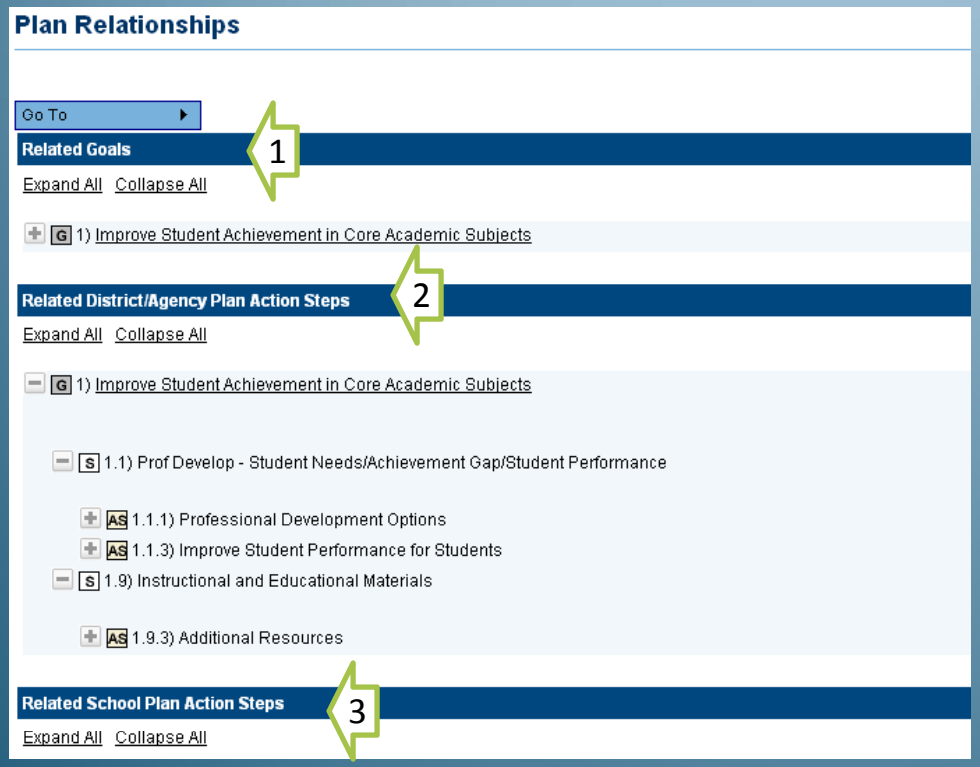
Step 3: Select **View Budget Summary** button.

Plan Relationships

Step 1: To view the plan relationships for a grant, select the **Sections** option under **Funding (UCA Home Page)**

Step 2: Go to the specific grant desired (e.g. Title IA) and Select **Plan Relationships**. The **Plan Relationships** page will appear.

Plan Relationships

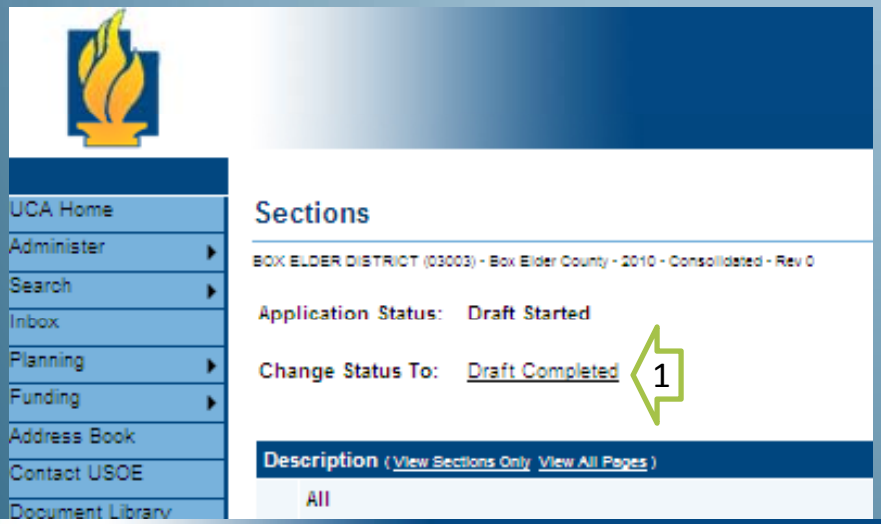


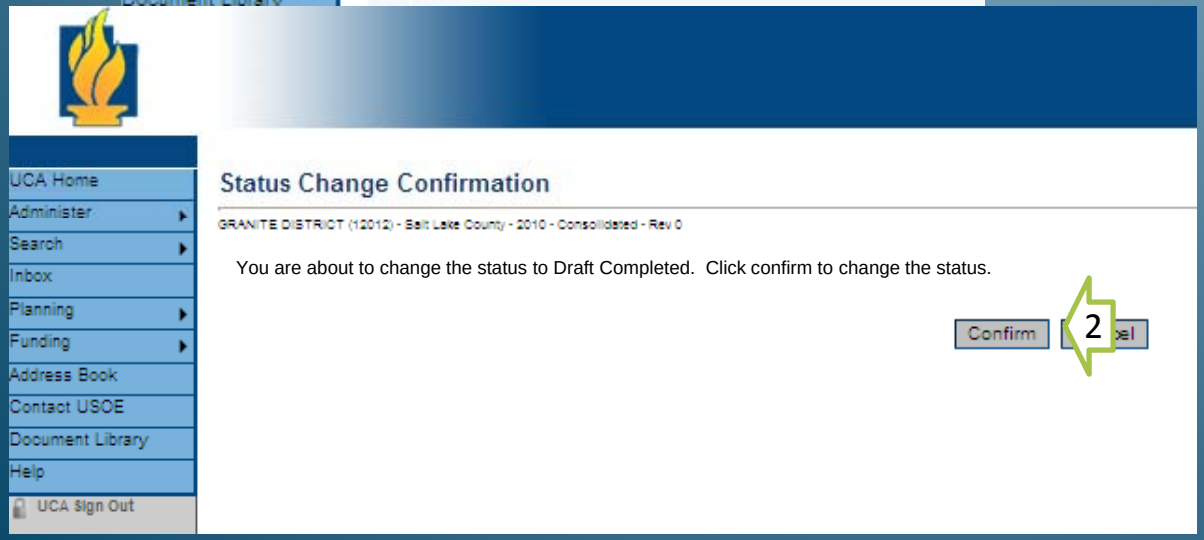
The **Plan Relationships** page is divided into three sections:

1. Related Goals
2. Related District/Agency Plan Action Steps
3. Related School Plan Action Steps

The goal, strategy and action step data can be expanded or collapsed as needed by using the individual plus (+) and minus (-) icons next to each line, or by using the **Expand All** and **Collapse All** links in each section.

Update Budget Status





The LEA needs to change the Funding Application status.

Step 1: Within the **Sections** page, go to the **Change Status To**: option and select **<u>Draft Completed</u>**

Note: All grants with an adjusted allocation greater than 0 must have a budget greater than 0 or must waive allocation.

Step 2: The UCA will show the **Status Change Confirmation** screen, select **Confirm**

End of
Utah Consolidated Application Training
Module 3 – Funding Applications

To continue with
Utah Consolidated Application Training
Module 4 – Program-Specific Sections
Go to Module 4