

Race to the Top AcceleGrants Budget Instructions

General Information

The following instructions have been created to assist applicants in entering the information required for the funding application process under the Race to the Top (RTTT) grant.

A fully implemented RTTT project will ultimately fund grant activities through September 30, 2014. During the initial application submission phase, LEAs will be budgeting for activities occurring during years 1 and 2 of the project from **April 1, 2011 through September 30, 2012**. For years 3 and 4 of the project, LEAs will have the opportunity to amend their approved budgets to include grant activities occurring during the project's second half.

The application submission process for the RTTT funding is similar to other projects hosted through the web based AcceleGrants application system. Each LEA has assigned system users with specific roles within AcceleGrants. Personnel representing both program and fiscal interests must move the applications status along the approval path before final submission can occur at the Superintendent level. Only then will RIDE personnel conduct their programmatic and fiscal review and provide final application approval.

The information contained herein will focus primarily on those steps of the process that differ from the instructions previously provided under other projects within the AcceleGrants system. Saved within the AcceleGrants Document Library are two guides which will provide more of a general overview of the AcceleGrants process. These guides are titled "AcceleGrants User Guide" and "AcceleGrants Budget Guidance".

Document Library

A separate RTTT program section within the document library has been created and includes the following documents designed to assist LEA users with the funding application process specific to Race to the Top:

- **LEA Budget Guidance** – provides an overview of budget definitions, requirements, amendment and adjustment process and other pertinent information specific to the RTTT grant
- **Urban Districts** – this document illustrates which districts are designated as Urban Core and those that are Urban Ring districts
- **ISP Support** – a list of those districts that have agreed to be part of the Educator Evaluation ISP support model
- **Intensive Curriculum Schedule**– a guidebook for the budgeting process under the Standards and Curriculum support system

Definitions:

The following definitions are provided to assist in understanding the RTTT budget:

- **Direct Allocation** – In AcceleGrants, this is also referred to as Adjusted Allocation which is funding an LEA will receive for reimbursement of costs incurred by the LEA for RTTT approved activities.
- **Set-Aside** – LEA funds designated to support the costs incurred at the SEA for the design, development, and implementation of the five RTTT systems. These funds will be allocated to LEAs, but RIDE will budget the funding and post expenditures for each LEA as funding is drawn down for reimbursements for approved activities.
- **Non-Committed** – Available funds that have not yet been earmarked for specific agreed-upon RTTT activities outlined in the LEA's memorandum of understanding (MOU) and scope of work (SOW). These funds will be allocated based upon the gap analysis that is scheduled for the spring of 2011.

To access the RTTT application, follow the Race to the Top link on the *Funding Applications page*. Please note that in future fiscal years, the year 2011 will need to be selected in order to locate the Race to the Top application, expenditure reporting and reimbursement sections.

Funding Applications Page:

RIDE BARRINGTON (01)
Nina Lennon [Logout]

Home > Funding Applications

Funding Applications

2011

All Active Applications

ENTITLEMENT FUNDING APPLICATIONS	AMENDMENT	STATUS	STATUS DATE
Consolidated	1	Amendment Started	1/28/2011
ARRA IDEA Part B	0	RIDE CRP Coordinator Final Approved	1/19/2011
ARRA IDEA Preschool	0	RIDE CRP Coordinator Final Approved	10/22/2010
ARRA SESE	1	Amendment Started	1/28/2011
Education Job Fund	0	RIDE CRP Coordinator Final Approved	10/5/2010
Race to the Top	0	Draft Started	2/9/2011

BUDGET ENTRY REVIEW
[Budget Summaries](#)

CASH REIMBURSEMENT REQUESTS AND QUARTERLY FINANCIAL STATUS REPORTS
[Consolidated](#)
[ARRA Title I](#)
[ARRA IDEA Part B](#)

Session Timeout in 00:59:54

Applications Section Page:

RIDE BARRINGTON (01)
Nina Lennon [Logout]

Application Status: Draft Started

Change Status To: [Draft Completed](#)

[View Status/Comments History Log](#)
[View Agency Comments Log](#)

ALLOCATIONS	MESSAGES	PRINT
Allocations		

SUPPLEMENTAL INFORMATION	MESSAGES	PRINT
Assurances		
Budget Summary		

DESCRIPTION (CLICK HERE TO SHOW SECTIONS ONLY)	MESSAGES	PRINT
Standards & Curriculum		
Budget		
Related Documents		
Instructional Improvement Systems		
Budget		
Set Asides		

Session Timeout in 00:59:32

Allocations:

The chart found through this link shows the *Direct Allocation* (see definition on page 1) amount for years one and two of the grant for each support system.

The acronyms in the column headings refer to the five support systems:

- **SC** – Standards & Curriculum
- **IIS** – Instructional Improvement Systems
- **EE** – Educator Effectiveness
- **HCD** – Human Capital Development
- **STI** – School Transformation & Innovation

The screenshot shows the AccelaGrants application interface. On the left is a navigation menu with items like 'Funding Application', 'Address Book', 'Inbox', 'Document Library', 'Reports', 'Contact RIDE', 'My Profile', and 'Help'. The main area displays a table with the following data:

	SC	IIS	EE	HCD	STI
ORIGINAL ALLOCATION	5,600.00	4,800.00	90,075.00	27,000.00	0.00
INCOMING CARRYOVER	0.00	0.00	0.00	0.00	0.00
OUTGOING CARRYOVER	0.00	0.00	0.00	0.00	0.00
RE-ALLOCATED FUNDS	0.00	0.00	0.00	0.00	0.00
ADDITIONAL FUNDS	0.00	0.00	0.00	0.00	0.00
RELEASE FUNDS	0.00	0.00	0.00	0.00	0.00
CONSORTIUM	0.00	0.00	0.00	0.00	0.00
FORFETTED FUNDS	0.00	0.00	0.00	0.00	0.00
TOTAL AVAILABLE	5,600.00	4,800.00	90,075.00	27,000.00	0.00
TOTAL AFTER TRANSFERS	5,600.00	4,800.00	90,075.00	27,000.00	0.00
BUDGETED	0.00	0.00	0.00	0.00	0.00
UNBUDGETED	5,600.00	4,800.00	90,075.00	27,000.00	0.00

Supplemental Information:

The *Assurance* link contains both, standard language information as well as assurance language specific to RTTT which each LEA signed in the SOW.

Budget Summary:

Under the *Supplemental Information* section, the *Budget Summary* link provides an overall budget summary of the total four year award amount for your district. This includes the *Set Aside* (see definition on page 1) allocations for the LEA contribution to the design and development of each statewide system of support as well as the direct allocations for all four years.

	TOTAL AWARD	SET ASIDE (LEA CONTRIBUTION TO BE BUDGETED BY RIDE)			DIRECT ALLOCATION (TO BE BUDGETED BY LEA)			
		ALLOCATION	BUDGETED IN ACCELEGRANTS	BALANCE OF ALLOCATION	1-2 YEARS	3-4 YEARS	1-2 YEARS BUDGETED IN ACCELEGRANTS	1-2 YEARS BALANCE OF ALLOCATION
STANDARDS & CURRICULUM	\$33,100.00	\$0.00	\$0.00	\$0.00	\$5,600.00	\$27,500.00	\$0.00	\$5,600.00
INSTRUCTIONAL IMPROVEMENT SYSTEMS	\$62,308.00	\$34,108.00	\$34,108.00	\$0.00	\$4,800.00	\$23,400.00	\$0.00	\$4,800.00
EDUCATOR EFFECTIVENESS	\$99,475.00	\$4,600.00	\$4,600.00	\$0.00	\$90,075.00	\$4,800.00	\$0.00	\$90,075.00
HUMAN CAPITAL DEVELOPMENT	\$81,105.00	\$105.00	\$105.00	\$0.00	\$27,000.00	\$54,000.00	\$0.00	\$27,000.00
SCHOOL TRANSFORMATION AND INNOVATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$275,988.00	\$38,813.00	\$38,813.00	\$0.00	\$127,475.00	\$109,700.00	\$0.00	\$127,475.00

Description:

Back in the *Applications Section*, the *Description* section shows that each of the five (5) support systems has an associated budget. For the purpose of this document, the “Instructional Improvement System” will be utilized as a visual training tool.

Where a *Set Aside* (see definition on page 1) is provided under a particular system, this information can be viewed by clicking on the *Set Asides* link. This funding is for design and development purposes, and the LEA will not be responsible for budgeting this funding.

To begin the funding application process, click on the ‘Budget’ link under a support system.

Budget:

The RTTT grant contains budgets for each support system that align with the LEA's SOW. The LEA's funds have been allocated among these support systems and LEAs are required to budget within each support system by specific reserves. RIDE has provided each LEA a table of allocated amounts by specific reserve to assist in the budgeting process.

After clicking on the *Budget* link for each support system, the *Object Codes* and corresponding *Descriptions* will be displayed, as well as the *Adjusted Allocation* (also referred to as *Direct Allocation*), specific to the district. This *Adjusted Allocation* will be the total amount the district has to budget for project years 1 and 2. To enter in data for an *Object Code*, click on the *Object Code* link for the desired budget item.



The screenshot shows a web browser window displaying the 'Instructional Improvement Systems - Budget' page. The page title is 'Barrington, Race to the Top - Fiscal Year 2011 (Amd 0)'. The page contains a table with the following data:

OBJECT CODES	DESCRIPTION	TOTAL
51000	Personnel Services - Compensation	\$0.00
52000	Personnel Services - Employee Benefits	\$0.00
53000	Purchased Professional & Technical Services	\$0.00
54000	Purchased Property Services	\$0.00
55000	Other Purchased Services	\$0.00
56000	Supplies & Materials	\$0.00
57000	Property & Equipment	\$0.00
58000	Miscellaneous	\$0.00
TOTAL BUDGETED		\$0.00
ADJUSTED ALLOCATION		\$4,800.00
REMAINING		\$4,800.00

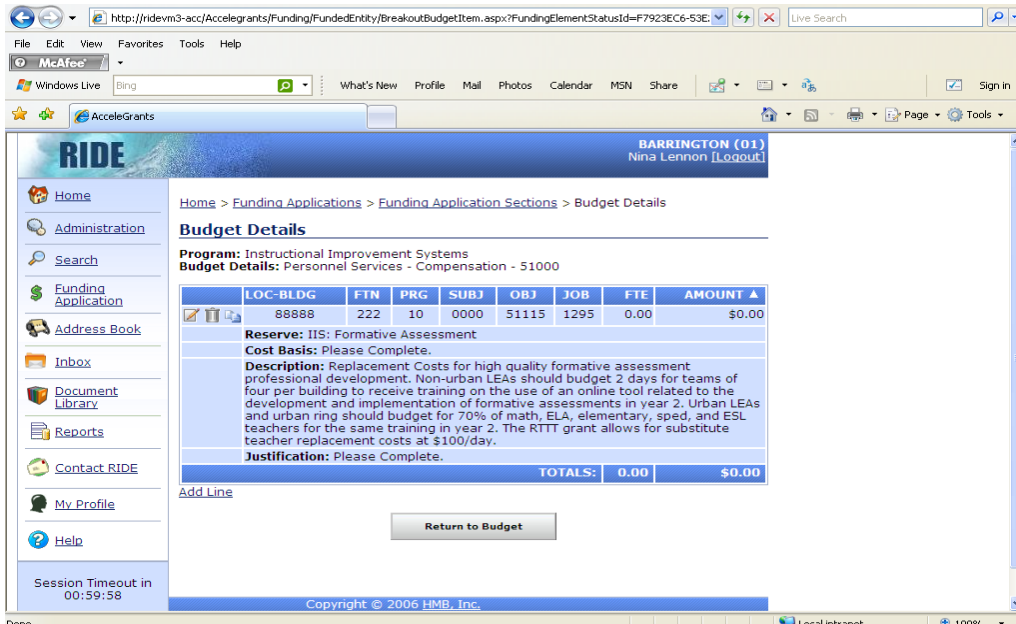
Budget Detail:

IMPORTANT NOTE: Do not delete any of the pre-populated budget detail lines. If deleted, the LEA will need to contact RIDE and the budget detail line will need to be manually re-entered by the LEA.

Once the Object Code is opened, the Budget Details information will be displayed. For your convenience, RIDE has already created the budget detail lines. LEAs are only required to enter in specific cells within the budget details. Please note that only the 51000, 52000, and 53000 codes have been pre-populated. If an attempt is made to utilize an Object Code not allowable within a system, AcceleGrants will issue a warning that directs the LEA to contact RIDE.

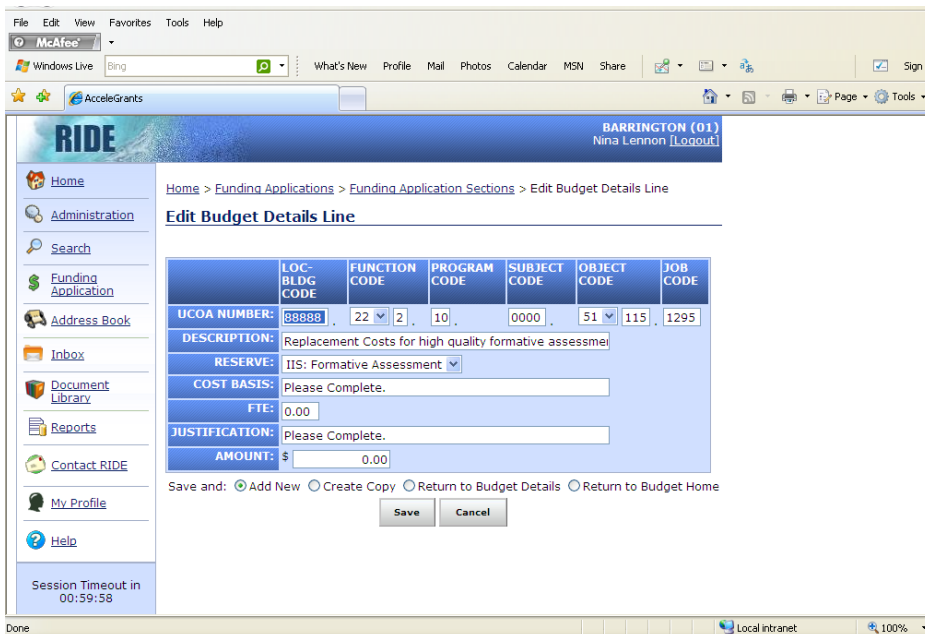
Before entering in any data, please review the information found under the description column. These descriptions have been pre-populated by RIDE, and give details of the assumptions to be used to create the budget estimates. The assumptions estimate the cost for professional development, replacement costs, personnel costs for evaluation, induction and intervention, and design and development of the support systems. Replacement costs during the school year were estimated at \$100 per day per substitutes, and stipends for the summer were estimated at \$150 per day per educator. **Please contact RIDE if the actual replacement cost is higher than the amount made by RIDE in the budget assumptions.**

As you are budgeting for each compensation line, cost of benefits, generally the tax liability, must also be budgeted. RIDE has populated a reciprocal benefit line for each compensation line item.



Edit Budget Details Line:

After clicking on the *Edit* button for a particular budget detail, all that needs to be completed is the *Location Building Code*, *Job Code*, *Cost Basis*, *Justification* and *Amount*



As a reminder, be sure to:

- Save your data
- Pay attention to warning and validation messages
- Ensure that the roles and contact information for your district are up-to-date in AcceleGrants
- Review all of the documents within the RTTT Document Library
- Thoroughly review your application before submission to RIDE
- Contact your RIDE Grants Administrator and/or RTTT Liaison with any questions or if you are in need of clarification before finalizing your application.