

## Creating an Initial Title IV Budget - District Guidance

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Districts whose allocation is over \$30,000 must spend a

- minimum of 20% of their total allocation in Safe and Healthy,
- minimum of 20% of their total allocation in Well Rounded, and
- a portion in Effective Use of Technology. (Not more than 15% of the amount spent in Effective Use of Technology can be spent on technology infrastructure.)

Districts whose allocation is under \$30,000 can spend their funds in any area; however, if funds are spent in the Effective Use of Technology area- the 15% rule applies. (Not more than 15% of the amount spent in Effective Use of Technology can be spent on technology infrastructure.)

**FOR INITIAL BUDGETS, THE TOTAL ALLOCATION WILL BE ENTERED AS UNOBLIGATED IN THE SAFE AND HEALTHY BUDGET UNDER “CURRENT BUDGET AMOUNT”. YOU WILL NEED TO DECREASE THAT LINE ITEM AS YOU MOVE FUNDS TO ACTIVITIES/OTHER AREAS.**

### Log into WebGrants

- On the left side you will see your dashboard
- Select **Grants** - Here you will see all the grants to which you have been assigned
- Select the grant you are working on, in this case, **Title IV**
- Note your **total allocation** for Title IV is at the top of the page
- Under Grant Components - Select **“Contract Amendment”**
- Select **“Add Amendment”** (located on the green bar)
- Default Status is “Budget Revision” - Change to **“Initial Budget”**
- **“Title”**- Enter **“Initial Budget”**
- **Save Form** (green bar on the right side)
- Select the area you wish to create an amendment for: *Safe & Healthy (SH), Well-Rounded (WR), and/or Effective Use of Technology (EUT)*
- Select **“+Add Row”**
- Select the **Budget Activity** that best aligns with your proposed activity
- **Justification for Amendment** - Enter an activity description that is brief but specific. The description establishes if the activity is reasonable, allowable, and approvable. The budget may be returned if there is not enough information to make a determination.
- **Enter the Amount** you are **increasing/decreasing**. (A decreased amount should always have a minus i.e. -\$1,500)
- **“Save Row”**

**Repeat this process until you have entered all activities within each area where you have proposed activities.**

### CREATING MULTIPLE BUDGETS

Districts that must spend funds in all three areas will have a budget for each area. Follow the same steps above, except your overall budget total for that area may be different depending upon the movement of funds. The total of all submitted amendments must equal the grant award.

## Grid and Budget Guidance When Creating an Initial Budget

The Budget Grid will reflect the total amount of all the corresponding lines in the Budget Justification section.

Safe & Healthy Students Budget Grid				
Category	Awarded Amount	Proposed Revision Amount		
110 - Salaries of Regular Employees-Certified Personnel	\$0.00	\$17,205.00		
120 - Salaries of Regular Employees-Noncertified Personnel	\$0.00	\$0.00	←	If no activities are added in a category, the amount stays \$0.00
200 - Personal Services-Employee Benefits	\$0.00	\$0.00		
300 - Purchased Professional and Technical Services	\$0.00	\$37,750.00	←	Reflects the total of all corresponding line items in the budget justification section
400 - Purchased Property Services	\$0.00	\$0.00		
500 - Other Purchased Services	\$0.00	\$0.00		
600 - Supplies and Materials	\$0.00	\$4,200.00		
700 - Property and Equipment	\$0.00	\$0.00		
800 - Other Objects	\$0	\$555.00		
900 - Other Use of Funds	\$0.00	\$0.00		
900 - Other Use of Funds	\$0.00	\$0.00		
Unobligated	\$100,000.00	\$0.00	←	reflects the amount left in SH unobligated
<b>Safe&amp; Healthy Budget Justification</b>	<b>total</b>	<b>\$100,000.00</b>	←	<b>This amount must be accounted for in the budget justification area.</b>

The Budget Justification section details what is being added to the initial Safe and Healthy Budget - minus the total of unobligated funds. This will equal the balance of funds to be used in the other two areas.

Category	Budget Activity	Description	Current Budget Amount	Proposed line increase/decrease per activity
110 - Salaries of Regular Employees-Certified Personnel	SH-Based Health & Mental Health Services	1. FTE school social worker to coordinate the AT Risk Program	\$0.00	\$17,205.00
<b>Subtotal</b>			\$0.00	<b>\$17,205.00</b>
300 - Purchased Professional and Technical Services	SH-Campus Safety	.75 Contract with PD for School Resource Officer. K-12 ( 20 hours per week)	\$0.00	\$37,750.00
<b>Subtotal</b>			\$0.00	<b>\$37,750.00</b>
800 - Supplies and Materials	SH-Non-Public	St. Ann's SEL curriculum- 6 kits @ \$700 for students in K-5	\$0.00	\$4,200.00
<b>Subtotal</b>			\$0.00	<b>\$4,200.00</b>
600- Other objects	SH- SchoolBased Health and Mental Health Services	Registration for 3 staff to attend Restorative Justice Training ( 3x \$185 = \$555)	\$0.00	\$555.00
<b>Subtotal</b>			\$0.00	\$555.00
Unobligated	SH- unobligated	Initial budget	\$100,000.00	-\$100,000.00
<b>Subtotal</b>			<b>\$100,000.00</b>	<b>(\$100,000.00)</b>
				<b>(\$40,290.00)</b>

A balance of \$40,290 exists and needs to be reflected in Well Rounded and Effective Use of Technology

A decreased amount should always have a minus i.e.-\$1,500