Appendix H: Common Problems/Errors on the NCLB Application

1) Begin/End Dates:
   - check both regular AND extended grant period if offering BOTH regular AND summer school.
   - if extending: assumes grant activities occurring after 6/30
   - if summer activities mentioned on budget details but end date not extended – why?
   - if no activities after 6/30, then no need to extend end date

2) Transfers:
   - need to be requested early in the year; preferably before 12/31
   - if transferring after 12/31; please call Funding and Disbursements so we can check to make sure there are undisbursed funds available to transfer
   - cannot transfer OUT of Title I

3) Budget details:
   a. All grants:
      - if entity in District Improvement/Corrective Action; 10% must be budgeted for staff development activities
      - general admin limit: 5% of the current year allotment for Titles I and IIA
      - function 1000 is for direct student instruction only
      - function 2210 is for staff development/curriculum planning activities
      - function 2220 is for computer lab/library [central location] costs
      - function 2300 is for GENERAL admin costs [total of the function should be within the % limit per program]
      - function 2520 is for bookkeeping costs
      - function 2900 is for SES and non-instructional costs for homeless students.
      - function 3000 should be for parent involvement and non-public expenditures
      - NOT ENOUGH DETAIL
         - benefits: must list what’s included and amounts
         - equipment: list item, per/unit cost/# of items to be purchased/where to be housed/who will use equipment
         - staff development: please include what’s being requested
         -$1 on the budget detail is not acceptable to keep a cell open "just in case there are expenditures"...need to delete row
         - object 100 is for salaries of staff employed by the LEA (including temporary staff (subs) and stipends.
         - object 200 is for fringe benefits of the staff listed in object 100.
         - object 300 is for contractual services, workers/unemployment compensation. (software SITE licenses, on-line services, etc.)
         - object 400 is for SUPPLIES and equipment costing < $500/unit.
         - object 500 is for EQUIPMENT items costing > $500/unit – or IF the LEA has an ENTITY-WIDE, BOARD-APPROVED threshold for equipment items > $500, then equipment items > LEA threshold.
         - object 600 is for other/tuition/transfers (other = professional dues).
         - object 700 is ONLY for LEAs with an ENTITY-WIDE, BOARD-APPROVED equipment thresholds of > $500/unit (items between $500 and the approved threshold. If items included in object 700 – MUST include LEAs entity-wide, board-approved threshold for non-capitalized equipment in the budget details).
b. Title I
   - homeless:
     - INSTRUCTIONAL fees (locker fee) = function 1000/obj. 300
     - INSTRUCTIONAL supplies (pencils) = function 1000/obj. 400
     - NON-INSTRUCTIONAL services (dr. appt.) = function 2900/obj. 300
     - NON-INSTRUCTIONAL supplies (shoes) = function 2900/obj. 400
     - function 2550 is for pupil transportation (over and above regular route) and for School Choice transportation costs
     - function 2900 is for SES (supplemental education services)

   c. Title IIA
     - if "shortage of highly qualified staff" checked on the program specific tab; the 40% of the current year allotment must be budgeted in function 2640 for RECRUITMENT and RETENTION activities
     - gray cells allowable for Title I school wide or REAP districts ONLY
     - if funds budgeted in function 1000: please include in the budget details that these staff are to reduce class size (if they are not to reduce class size; then this should be a Title I school wide school or a REAP district