

Title II-A Application

Step-by-step instructions on how to complete the newly revised Title II-A Application

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Original Application



FFY2021 Title II-A Application and Budget Overview

Please complete ONLY the yellow editable fields below, the rest will autopopulate as you complete the form.

Step 1: Choose your LEA from drop down menu.

Corp. # School Corp:

Select your corporation number above to autopopulate data.

Step 2: Enter contact information for each role (please enter phone as XXX-XXX-XXXX.)

Superintendent Name:

Email:

Phone:

Treasurer Name:

Email:

Phone:

Title II Contact Name:

Email:

Phone:

Total Allocation:

Total Amount of Transfers to other Federal grants

Step 3: Enter amount of total transfer from other Federal Grants (if applicable).

Total Amount of Transfer in from other Federal Grants

Equitable Share of Trans

Total Allocation Available for Activities

Equitable Share Allocation:

Note: Hover over red triangles to see helpful information.

Public Allocation:

Administration (Optional; maximum 3% of total allocation)

Maximum Allowed (LEA+NPS)

Category One

Category Two

Category Three

Step 4: Enter amounts to transfer to other Federal Grants (as applicable).

Enter amount of transfer to Title I-A (FFY2021)

Enter amount of transfer to Title I-A (FFY2022)

Enter amount of transfer to Title III-A (FFY2021)

Enter amount of transfer to Title III-A (FFY2022)

Enter amount of transfer to Title IV-A (FFY2021)

Enter amount of transfer to Title IV-A (FFY2022)

Overview

Equitable Share

NonPub Activities

LEA Activities

Main Budget

Reimbursement Form

Amend#1 Overview



Title II-A Calculating Equitable Share

Use the formula below to calculate equitable share amounts. Please fill in the yellow editable fields, the rest will calculate for you.

$$\frac{\text{Total LEA Enrollment}}{\text{Total LEA Enrollment} + \text{Total Nonpub Enrollment}} = \frac{\text{Total LEA Enrollment}}{\text{Total Number of Students}}$$

$$\frac{\text{Total LEA Enrollment}}{\text{Total LEA Enrollment} + \text{Total Nonpub Enrollment}} \times \text{Title II-A Allocation} = \text{Per Pupil Allocation (PPA)}$$

Step 1: Enter Total LEA student enrollment count.

Nonpublic School Number

Nonpublic School Name

Nonpublic Enrollment (Enter "0" if not participating)

Equitable Share

Step 3: Enter nonpublic school enrollment count for each school.

Step 2: For each nonpublic school, enter school number in this format: Capital Letter and three-digit number (D150, B025)

Step 4: Scroll down page to see totals.

Overview

Equitable Share

NonPub Activities

LEA Activities

Main Budget

Reimbursement Form

Amend#1 Overview

Amend#1

0

Nonpublic Total

Total Equitable Share



Title II-A Nonpublic School(s) Worksheet

Directions: Please choose the nonpublic school from the drop down menu. Referencing their section of the application, provide a short activity description in the second column. In the third column "Budget Category" please use the dropdown menu to select the appropriate category for the description. In the last column, please enter the amount the non-pub has allocated to that activity. If a non-pub has more than one activity, list them on separate lines. Please check the total for each nonpublic school below the Budget Category Reference table.

Non-Public School	Activity Description	Budget Category	Total
<i>Ex: Sample Private School</i>	<i>10 Copies of mentor text to improve reading instruction</i>	<i>Improvement of Instruction: Gener</i>	<i>\$2,000.75</i>

Budget Category Reference	Total
Instruction: Salary (Cert./Non Cert.)	\$ -
Instruction: Benefits (Cert./Non Cert.)	\$ -
Instruction: Professional Services	\$ -
Instruction: Rentals	\$ -
Instruction: Other Purchases	\$ -
Instruction: General Supplies	\$ -
Instruction: Property	\$ -
Support Services (Student): Salary (Cert./Non Cert.)	\$ -
Support Services (Student): Benefits (Cert./Non Cert.)	\$ -
Support Services (Student): Professional Services	\$ -
Support Services (Student): Rentals	\$ -
Support Services (Student): Other Purchased Services	\$ -
Support Services (Student): General Supplies	\$ -
Support Services (Student): Property	\$ -
Improvement of Instruction: Salary (Cert./Non Cert.)	\$ -
Improvement of Instruction: Benefits (Cert./Non Cert.)	\$ -

Step 1: Choose nonpublic school name from drop-down menu.

Step 2: Enter concise detailed activity description separately for each activity.

Step 3: Choose budget category for activity.

Step 4: Enter budget amount.

Note: Budget category totals will show in this column.

- Overview
- Equitable Share
- Nonpub Activities
- LEA Activities
- Main Budget
- Reimbursement Form
- Amend#1 Overview
- Amend#1 LEA Activities
- Amend#1 Equita...

Step 5: Scroll down page to see activity totals. If Total Nonpublic Budget cell is green, then all funds have been fully budgeted.

Total Nonpublic Budget	\$ -
Total Nonpublic Allocation	
Available Funds	



Title II-A Public LEA Worksheet

Directions: Please enter details for each activity under Activity Description. Choose the corresponding Category using the drop down menu. Under Budget Category, please use the drop down menu to select the corresponding budget category.

Activity Description	Category	Budget Category	Total
\$500 stipend for department chair	1	Instruction: Salary (Cert./Non Cert.)	\$2,000.75

Step 1: Enter concise detailed activity description separately for each activity.

Step 2: Use drop down menu to choose Category 1, 2, 3, Indirect Cost, or Admin for each activity.

Step 3: Choose budget category for activity.

Step 4: Enter budget amount.

Budget Category Reference	Total
Instruction: Salary (Cert./Non Cert.)	\$ -
Instruction: Benefits (Cert./Non Cert.)	\$ -
Instruction: Professional Services	\$ -
Instruction: Rentals	\$ -
Instruction: Other Purchase	\$ -
Instruction: General Supplie	\$ -
Instruction: Property	\$ -
Support Services (Student):	\$ -
Support Services (Student): Benefits (Cert./Non Cert.)	\$ -
Support Services (Student): Professional Services	\$ -
Support Services (Student): Rentals	\$ -
Support Services (Student): Other Purchased Services	\$ -
Support Services (Student): General Supplies	\$ -
Support Services (Student): Property	\$ -
Improvement of Instruction: Salary (Cert./Non Cert.)	\$ -
Improvement of Instruction: Benefits (Cert./Non Cert.)	\$ -
Improvement of Instruction: Professional Services	\$ -
Improvement of Instruction: Rentals	\$ -

Note: Budget category totals will show in this column.

Overview	Equitable Share	Nonpub Activities	LEA Activities	Main Budget	Original Review	Reimbursement Form	Amend#1 Overview	Amend#1 Equitable Shar ...
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Step 5: Scroll down page to see activity totals. If Total Public Budget cell is green, then all funds have been fully budgeted.

Total Public Budget	-
Total Public Allocation	
Available Funds	



Title II-A Original Budget

Complete the budget below:

Object Code		110	211-290	311-319	440	510-593	611-689	710-748	910		
Account Number	Expenditure Account	Salary	Benefits	Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals	
		Cert./Non Cert.	Cert./Non Cert.								
11000	Instruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21000	Support Services - Student	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22100	Improvement of Instruction (Professional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22900	Other Support Services-Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25191	Refund of Revenue									\$ -	
26000	Operation & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27000	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33000	Community Service Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Column Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
									Subtotal:	\$ -	
District Total (not including nonpublic schools)										\$ -	
Total for Nonpublic Schools										\$ -	
Indirect Cost Rate %	Subtract the amount above \$25,000 (per individual contracted service) from your total budget:										
	Total Available for Indirect Costs:										\$ -
	Amount of Indirect Cost to be used:										\$ -
	Amount of Administration to be used:										\$ -
	Grand Total After Indirect Cost:										\$ -

Step 1: Enter Indirect Cost Rate as a whole number (1.9, 0.26), if utilizing.

Step 2: Enter the amount as directed (if applicable).

Categories	Amount	%
Category One: Recruitment, Retention, Incentives, and Differentiated Pay	\$ -	
Category Two: Professional Development	\$ -	
Category Three: Class-size Reduction	\$ -	

Note: If budget cells M18-19, and M22-24, turn green, the budget is reconciled and accurate.



Amendments



FFY2021 Title II-A Application and Budget Overview

Please complete ONLY the yellow editable fields below, the rest will autopopulate as you complete the form.

Corp. # School Corp: 0

0

Select your corporation number above to autopopulate data.

Superintendent Name:	0	Email:	0	Phone:	
Treasurer Name:	0	Email:	0	Phone:	
Title II Contact Name:	0	Email:	0	Phone:	

Step 2: Make any updates to contacts as needed.

Total Allocation:

Total Amount of Transfers to other Federal grants	\$	-	
Total Amount of Transfer in from other Federal Grants	\$	-	
Total Allocation Available for Activities			
Equitable Share Allocation:			
Public Allocation:			
Administration (Optional; maximum 3% of total allocation)	\$	-	Maximum Allowed (LEA+NPS)

Step 3: Revise any transfers (in or out), as applicable.

Category One

Category Two

Category Three

Enter amount of transfer to Title I-A (FFY2021)	\$	-
Enter	\$	-
Enter	\$	-
Enter	\$	-
Enter amount of transfer to Title IV-A (FFY2021)	\$	-
Enter amount of transfer to Title IV-A (FFY2022)	\$	-

Step 1: Make sure to be on the correct Amendment Tab (1, 2, 3, or 4).



Title II-A Calculating Equitable Share

Use the formula below to calculate equitable share amounts. Please fill in the yellow editable fields, the rest will calculate for you.

$$\frac{\text{Total LEA Enrollment}}{\text{Total LEA Enrollment}} + \frac{0}{\text{Total Nonpub Enrollment}} = \frac{\text{Total Number of Students}}{\text{Total Number of Students}}$$

$$\frac{\text{Title II-A Allocation}}{\text{Total Number of Students}} / \frac{0}{\text{Total Number of Students}} = \frac{\text{Per Pupil Allocation (PPA)}}{\text{Per Pupil Allocation (PPA)}}$$

Note: Revisions may not be made to any equitable share page after approval of original application. Should allocation or transfer amounts be revised, the page will automatically update equitable share for this and future Amendments.

Nonpublic School Number	Nonpublic School Name	Nonpublic Enrollment (Enter "0" if not participating)	Equitable Share
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	
0		0	



Step 1: Select the most recently approved Nonpublic Activities page. Then fully copy all cells containing data (Nonpublic School, Activity Description, Budget Category, and Total columns).

Once that has been completed, you may then revise Activity Descriptions, Budget Category and Total as applicable.

Nonpublic School	Activity Description	Budget Category	Total
Ex: Sample Nonpublic School	10 copies of mentor texts to improve reading instruction	Improvement of Instruction: Gener	\$2,000.75

Step 2: Paste the copied cells by clicking on Cell A6 and pasting. All copied data should now be available.

Step 3: Make any revisions to current activities, or add activities below current activities.

Budget Category Reference	Total
Instruction: Salary (Cert./Non Cert.)	\$
Instruction: Benefits (Cert./Non Cert.)	\$
Instruction: Professional Services	\$
Instruction: Rentals	\$
Instruction: Other Pur	\$
Instruction: General S	\$
Instruction: Property	\$
Support Services (Student): Salary (Cert./Non Cert.)	\$
Support Services (Student): Benefits (Cert./Non Cert.)	\$
Support Services (Student): Professional Services	\$
Support Services (Student): Rentals	\$
Support Services (Student): Other Purchased Services	\$
Support Services (Student): General Supplies	\$
Support Services (Student): Property	\$
Improvement of Instruction: Salary (Cert./Non Cert.)	\$
Improvement of Instruction: Benefits (Cert./Non Cert.)	\$
Improvement of Instruction: Professional Services	\$

Note: Budget category totals will show in this column.

Step 4: Scroll down page to see activity totals. If Total Nonpublic Budget cell is green, then all funds have been fully budgeted.

Total Nonpublic Budget	\$ -
Total Nonpublic Allocation	
Available Funds	



Step 1: Select the most recently approved LEA Activities page. Then fully copy all cells containing data (Activity Description, Category, Budget Category, and Total columns).

Amendment #1 Worksheet

Once that has been completed, you may then revise Activity Descriptions, Budget Category and Total as applicable.

Activity Description	Category	Budget Category	Total
\$500 stipend for department chair	1	Instruction: Salary (Cert./Non Cert.)	\$2,000.75

Budget Category Reference	Total
Instruction: Salary (Cert./Non Cert.)	\$ -
Instruction: Benefits (Cert./Non Cert.)	\$ -
Instruction: Professional Services	\$ -
Instruction: Rentals	\$ -
Instruction: Other Purchased	\$ -
Instruction: General Supplies	\$ -
Instruction: Property	\$ -
Support Services (Student): Salary (Cert./Non Cert.)	\$ -
Support Services (Student): Benefits (Cert./Non Cert.)	\$ -
Support Services (Student): Professional Services	\$ -
Support Services (Student): Rentals	\$ -
Support Services (Student): Other Purchased Services	\$ -
Support Services (Student): General Supplies	\$ -
Support Services (Student): Property	\$ -
Improvement of Instruction: Salary (Cert./Non Cert.)	\$ -
Improvement of Instruction: Benefits (Cert./Non Cert.)	\$ -
Improvement of Instruction: Professional Services	\$ -
Improvement of Instruction: Rentals	\$ -

Step 2: Paste the copied cells by clicking on Cell A6 and pasting. All copied data should now be available.

Step 3: Make any revisions to current activities, or add activities below current activities.

Note: Budget category totals will show in this column.

Main Budget
Original Review
Reimbursement Form
Amend#1 Overview
Amend#1 Equitable Share
Amend#1 NPS Activities
Amend#1 LEA Activities
Amend#1 ...

Step 4: Scroll down page to see activity totals. If Total Public Budget cell is green, then all funds have been fully budgeted.

Total Public Budget	\$ -
Total Public Allocation	
Available Funds	



Note: Any cells in which amounts were revised on the Activity pages will show text in red or green to indicate the change.

Title II-A Amendment #1 Budget

Complete the budget below:

Object Code		110	211-290	311-319	440	510-593	611-689	710-748	910		
Account Number	Expenditure Account	Salary	Benefits	Professional Services	Rentals	Other Purchase Services	General Supplies	Property	Transfer	Line Totals	
		Cert./Non Cert.	Cert./Non Cert.								
11000	Instruction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
21000	Support Services - Student	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22100	Improvement of Instruction (Professional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22900	Other Support Services-Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25191	Refund of Revenue									\$ -	
26000	Operation & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
27000	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33000	Community Service Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Column Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
									Subtotal:	\$ -	
District Total (not including Non-Pubs)										\$ -	
Total for Nonpublic Schools										\$ -	
Indirect Cost Rate %	0.00	Subtract the amount above \$25,000 (per individual contracted service) from your total budget:									
		Total after deducting property:									\$ -
		Amount available for indirect costs:									\$ -
		Amount of indirect cost to be used:									\$ -
		Amount of administration to be used:									\$ -
		Grand Total After Indirect Cost:									\$ -

Step 1: Revise Indirect Cost Rate (as applicable).

Step 2: Enter the amount as directed (if applicable).

Note: If budget cells M18-19, and M22-24, turn green, the budget is reconciled and accurate.

Categories	Amount	%
Category One: Recruitment, Retention, Incentives, and Differentiated Pay	\$ -	
Category Two: Professional Development	\$ -	
Category Three: Class-size Reduction	\$ -	



Thank You.

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