

Procedure: Development and Closeout of the PDE Federal Applications	Policy: Grant Budgeting	Number: GP0200.8
	<input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New	Supersedes: 7/1/2016

Overview of Procedure

The Pennsylvania Department of Education provides mechanisms to submit applications for federal funds. Different divisions within PDE have their own systems and processes by which to make applications. The primary entities within PDE for the major federal formula awards are the Division of Federal Programs (DFP) and the Bureau of Special Education (BSE). DFP has designed a Local Educational Agency (LEA) Consolidated Application (CA) and many online tools for use in applying for, managing, and closing out federal programs that it administers. BSE maintains a process by which to submit the yearly application for the IDEA award and for its closeout. (Note: Other entities, state agencies or otherwise, have their own methods by which applications are to be submitted). The School District of Philadelphia (SDP) submits the CA online at:

www.egrants.pa.gov/

for the following programs:

- Title I Part A (The carry forward amount should come from the calculated amount on the Carry Forward Analysis portion of the Title I CFA spreadsheet)
 - Title I Part A Equitable Share for Non Public Programs
- Title I Part D: Neglected & Delinquent
- Title II Part A
- Title III for Immigrant Funds
- Title III for Language Instruction for Limited English Proficient and Immigrant Students
 - Title III Equitable Share for Non Public Programs
- Title IV Part A – Student Support and Academic Enrichment Grants
 - Title I IV Part A Equitable Share for Non Public Programs

The following documents must also be uploaded into the Consolidated Application:

- ✓ Head Start MOU
- ✓ Non Public Affirmations of Consultation
- ✓ Title I Part D N& D Agreement Form

It is critical that the application be submitted on or before July 1st of each year for the following year grant period. (If not, a pre-award obligation letter for the period back to July 1st must be requested from DFP)

* In addition to the above-mentioned grants, the IDEA grant application is submitted through the eGrants system and maintains a similar timeline embedded within the timeframe below.

Procedure Details for the Consolidated Application.

The following timeframes, steps and assigned responsible personnel are required for the submission of the new application, reporting for the prior application, and the closeout of the CA.

Procedure Time Frame / Steps

FEDERAL CONSOLIDATED APPLICATION

RESPONSIBLE POSITION	Time Frame	Step	ACTION TAKEN
PLANNING PHASE FOR REQUEST YEAR (SUBMITTED JULY 1ST)			
Federal Program Coordinator (FPC)	November	1	Collect responses and data for the prior year’s Performance Goal Reports and submit in eGrants in the prior year’s CA.
Principal Financial Analyst (PFA)	November	2	Poverty data review and calculation (Title I).
Director of Grant Fiscal Services (GFS), PFA, Grant Budget Analyst (GBA)	December / January	3	Budget system populated/projected. Refreshing CY budget using on-board actual staff and salaries & projected benefit costs & creation of RY budget.
GBAs	January	4	Preliminary carryforward analysis and projected CY spend.
Deputy Grants Compliance and Fiscal Services PFA, GBA	January / February	5	Review of current spend and estimation of RY budget.
Grant Program Managers (GPMs), PFA, GBA	January / February	6	Preliminary calculations for school based and central office budgets for RY.
Sr. Mgmt., Deputy Chief	February	7	Major decisions made by Senior Management on use of funds for RY. Deputy Chief will send to FPC and Director GFS.
PFA, GBA, FPC	February	8	CY CA Final Allocation Funding Adjustment/Amendments for the CY. Once final allocations are determined, DFP will contact FPC for funding adjustments and amendments to be made. This is also the time to review the data that will be used to demonstrate progress toward meeting all performance goals. There will be a performance report process in the Fall. Once GFS has made those changes in eGrants (and the performance goals have been reviewed), the FPC re-submits the application.

RESPONSIBLE POSITION	Time Frame	Step	ACTION TAKEN
Director GFS, PFA, GBAs	February	9	Finalize budgets for the CY and the RY. CY budget including most recent revisions & baseline RY budget prior to senior management final decisions on funding.
PFA, GBAs	March 1st	10	Budget load for School Based resources and Central Office resources (SMS) for RY. (Budget System adjusted after school purchases).
PFA/GBAs/ Director of Office of Non Public Programs (ONPP)	April - June	11	Non-Pub poverty data finalized for the RY. The Director ONPP will be able to include survey results.
FPC	Late May / Early June	12	Receive preliminary Award Amounts from PDE for the RY. Share with Deputy Chief GCFS, Director GFS, Director of Grants Compliance Office.
FPC, GPMs, PFA, GBAs	Late May / Early June	13	The new RY CA opens in eGrants. OFP/GFS may begin entering application/budget data.
FPC will contact Director ONNP, who will contact AOP, IMS and Private Schools	Early April	14	Contact the ONNP to create the private school allocations based on the calculated Equitable Share. When received, enter the private school allocations in the CA.
FPC	Late April/ Early May (shortly after award amounts)	15	Convene “team”/send emails for all parties involved to review their sections from CY CA in order to prepare the same information for this RY’s CA. This will include collection of measurable performance goals and the need to collect baseline data if not already doing so. Set a deadline for the 1st week of June to collect pieces of application. (SEE DEFINITIONS)
PFA/GBA	May/June	16	Finalize RY allocations & calculate equitable share for RY. At this point will have carryforward and child count in order to determine equitable share.
FPC/GPM	1 st Week of June	17	Set up individual meetings with all parties to help with their submissions. Follow up with “team” to reach out and offer assistance in submitting data/information, and to stay informed of any delays to their submission.

RESPONSIBLE POSITION	Time Frame	Step	ACTION TAKEN
Director ONPP	June	18	Have the ONPP get Sign Offs (or permission to be designee) completed. Remind the ONPP to start this as early as possible (as soon as the portal opens), as data input takes a long time to complete, and need to the send Sign Offs to the schools (and theoretically back from them) before school lets out for the summer, since many non-public schools close for the summer (without phones, email and mail communication). Upload the Non-Public verification forms in the reporting section of the CA.
FPC, PFA, GBA, GPM	June	19	Input data and narratives, and check with CY’s submissions. Make sure there are no new screens, sections or questions added. If there are, catch them as early as possible in case there are additional team members needed to provide the information.
FPC	June	20	Sign the Federal Funding Accountability and Transparency Act (FFAFTA) document, stating that we are exempt from the requirements. FFAFTA Sub-recipient Data Sheet. We do not meet the conditions for reporting highly compensated officials. DUNS #: 048825962
FPC	June / July 1st	21	SUBMIT by JULY 1st! Make sure all components are marked complete. Run Report. Submit.
FPC, General Counsel, Superintendent’s Office	June	22	Contact the Office of General Counsel (OGC) to add the <i>Appendix D: Addendum to PDE Master Standard Terms and Conditions</i> to the agreement (who will then forward on to the Superintendent’s Office for signature). Follow up with OGC to ensure a prompt return. Forward the signed grant agreement with Appendix D to PDE. Note: PDE must have the Superintendent’s signature in order to process and approve the CA.
CLOSING PHASE OR TWO YEARS PRIOR CA (BEGINNING JULY 1ST)			
FPC	August	23	Begin revisions from the grant ending two fiscal years prior (it is now finally finished due to it being a 12 month grant with a 15 month carryforward). If amendments are required, FPC will reach out to the respective “team” members for Title IA, Title ID (with guidance from N&D Principals) and Title IIA and complete the input of any amendments into eGrants. The Deputy Chief of Multilingual Programs will make the changes (or send the changes to the FPC) to Title III to add into eGrants.

RESPONSIBLE POSITION	Time Frame	Step	ACTION TAKEN
PFA, GBAs, Director GFS, FPC	August	24	<p>SUBMIT revisions (for grant two years preceding) by AUGUST 31st.</p> <p>Fiscal staff will make all fiscal changes in eGrants. They must notify the FPC that changes have been made. Once all programmatic changes have been made, submit and notify DFP.</p>
PFA, GBAs, Director GFS, FPC	September / October	25	<p>FER is due October 31st for the grant ending two fiscal years prior (at this point, PDE should have approved the revisions submitted by August 31st, in order to create a final report due October 31st). Must wait for approval of revisions from DFP. Then they will notify FPC that FER screen is open. FPC will notify GFS. Once GFS notifies the FPC that changes have been made, FPC will submit.</p> <p>SUBMIT BY OCTOBER 31st</p> <p>Once the DFP reviews the CA they will notify the FPC of any issues prior to approval. This may require changes made by GFS, GPMs (input from Title III or Title I N&D) or to the narratives by the FPC.</p>

IDEA APPLICATION

RESPONSIBLE POSITION	Time Frame	Step	ACTION TAKEN
PLANNING PHASE FOR REQUEST YEAR (SUBMITTED JULY 1ST)			
Director of Grant Fiscal Services (GFS), PFA, Grant Budget Analyst (GBA)	December / January	1	Budget system populated/projected. Refreshing CY budget using on-board actual staff and salaries & projected benefit costs & creation of RY budget.
GBAs	January	2	Preliminary carryforward analysis and projected CY spend.
Deputy Grants Compliance and Fiscal Services PFA, GBA	January / February	3	Review of current spend and estimation of RY budget. Calculate the preliminary dollar value of the following year EP amount. Assume IDEA award and number of identified public school student disabled count is the same as the current year. Transfer results to Director of ONPP and Deputy Chief of GCFS.
Grant Program Managers (GPMs), PFA, GBA	January / February	4	Preliminary calculations for school based and central office budgets for RY.
Sr. Mgmt., Deputy Chief	February	5	Major decisions made by Senior Management on use of funds for RY. Deputy Chief will send to Director OSS and Director GFS.
Director GFS, PFA, GBAs	February	6	Finalize budgets for the CY and the RY. CY budget including most recent revisions & baseline RY budget prior to senior management final decisions on funding.
PFA, GBAs	March 1st	7	Budget load for School Based resources and Central Office resources (SMS) for RY. (Budget System adjusted after school purchases).
Director ONNP, who will contact AOP, IMS and Private Schools	Early April	8	Create private school allocations based on the calculated Equitable Share. Enter Nonpublic equitable share into eGrants.

RESPONSIBLE POSITION	Time Frame	Step	ACTION TAKEN
OSS Director of Financial Management	Late May/Early June	9	Receive preliminary Award Amounts from PDE for the RY. Share with Deputy Chief GCFS, Director GFS, Director of Grants Compliance Office. Office of Specialized Services (OSS) Director of Financial Management will finalize new budget.
OSS, GPMs, PFA, GBAs	Late May/Early June	10	A new application will open in eGrants, which allows GFS to add data.
PFA/ GBA	May/June	11	Finalize RY allocations & calculate equitable share for RY. At this point will have carryforward and child count in order to determine equitable share.
PFA/GBAs/ Director of Office of Non Public Programs (ONPP)	June	12	Non-Pub poverty data finalized for the RY. The Director ONPP will be able to include survey results.
PFA/ GBA	June	13	In June, in coordination with the submission to PDE of the entire IU 26 IDEA budget for the following year, update the EP calculation with final PIT count and final relevant data points (i.e., IDEA award for the following year and SDP public school disability student count). Provide new PIT Determined Eligible count number and dollar value to Director, ONPP and OSS.
OSS, PFA, GBA, GPM	June	14	Input data and narratives, and check with CY's submissions. Make sure there are no new screens, sections or questions added. If there are, catch them as early as possible in case there are additional team members needed to provide the information.
OSS	June	15	Sign the Federal Funding Accountability and Transparency Act (FFAFTA) document, stating that we are exempt from the requirements. FFAFTA Sub-recipient Data Sheet. We do not meet the conditions for reporting highly compensated officials. DUNS #: 048825962
PFA/GBA, OSS	June	16	SUBMIT IDEA grant application by JUNE 30th! PDE will contact OSS/GFS if any corrections need to be made in the month of July.

RESPONSIBLE POSITION	Time Frame	Step	ACTION TAKEN
OSS, General Counsel, Superintendent's Office	June	17	<p>Contact the Office of General Counsel (OGC) to add the <i>Appendix D: Addendum to PDE Master Standard Terms and Conditions</i> to the agreement (who will then forward on to the Superintendent's Office for signature). Follow up with OGC to ensure a prompt return. Forward the signed grant agreement with Appendix D to PDE.</p> <p>Note: PDE must have the Superintendent's signature in order to process and approve the IDEA application.</p>
CLOSING PHASE OR TWO YEARS PRIOR CA (BEGINNING JULY 1ST)			
PFA/GBA, OSS	November	18	Final Expenditure Report (FER) is due November 30th for the IDEA grant ending two fiscal years prior.

Policy

- *GP0200: Grant Budgeting*

Forms

- *Crystal Reports*

Contacts

- *Grant Fiscal Services*
- *Office of Management and Budget*

Definitions

1. “TEAM” (with positions to reach out to)

Consolidated Narrative: Federal Program Coordinator

Title I

Financial: GFS Analyst (Title I- focus on schools), GFS Analyst (Title I- focus on admin), GFS Analyst (Title I- focus on applications and revisions), GFS Analyst (Title I- focus on Non-Public), GFS Principal Analyst (Title I- focus on everything)

Narratives:

Targeted Assisted Programs (not applicable- mark “NO” to first question and move on)

Schoolwide Programs: Provided by GFS PFA entered by FPC

Reservation of Funds: FPC

Professional Development: Office of Teaching and Learning (Deputy Chief of Teaching and Learning)

Parent Involvement: FACE Office (Deputy Chief of Parent & Family Engagement)

Transitions: Chief Academic Office (Deputy Chief of Early Childhood and Deputy Chief of Curriculum, Instruction and Assessment)

Homeless: Director of Services for Homeless Children

Foster Care: LEA Foster Care Liaison

Performance Goals

Student Achievement: Chief Academic Office (Deputy Chief of Curriculum, Instruction and Assessment)

Non Public: Director (Director and Assistant Director of Non-Public Programs)

Professional Development: Office of Teaching and Learning (Deputy Chief of Teaching and Learning)

Neglected Institutions: Not applicable

Parental Involvement: FACE (Deputy Chief of Parent & Family Engagement)

Carryover: GFS Analyst

Neglected Institutions: Not applicable- just mark complete

Title I D

Financial (Carryover and Expenditures): GFS Analyst

Narrative and Performance Goals: Juvenile Justice Center and Penny Pack House Principals (Site Principals) and/or the Grant Compliance Monitor for their FBA

Title II A

Financial (Carryover and Expenditures): GFS Analyst

Narrative

Needs Assessment: Office of Teaching and Learning (Deputy Chief of Teaching and Learning)

Assurances: Office of Teaching and Learning (Deputy Chief of Teaching and Learning)

HQT: HR (Director of Certifications and HR: Business Information Analyst)

Programs Description: Office of Teaching and Learning (Deputy Chief of Teaching and Learning)

Performance Goals: PD (Office of Teaching and Learning - Deputy Chief of Teaching and Learning), Class size reduction (Chief Academic Office – Deputy Chief of Curriculum, Instruction and Assessment)

Title III

Financial: GFS Analyst

Narratives: The Deputy Chief of Multilingual Programs

Legal

General Counsel

Frequently Asked Questions

Related Information

History

- Created 7/1/2016
- Amended May 21, 2018 for technical updates.
- Updated July 2021 to be consistent with current practices.

Issue Date: July 1, 2021	Effective Date: July 1, 2021	Approved by: Deputy Chief of Grant Compliance and Fiscal Services
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