

How to Determine Building and Program Categorical Allocations

The Department of Improvement and Innovation's (DII) State and Federal Grants Manager retrieves the estimated Title I, II, III and IV, Section 31a, 41a district allocations from the MDE website when they are released in the spring. The Private – Non Public (PNP) share is calculated first to determine the District's actual estimated allocation. School and program allocations are then calculated based on the prior year's November 15th free and reduced students in grades K-12 lunch counts as well as on current need. Once draft allocations have been determined district-wide, the Executive Team reviews and approves budget allocations.

The State and Federal Grants Manager takes the approved allocation amounts and sets up budget workbooks for each school and program. Workbooks include all categorical budget allocations, projected salaries and benefits for returning categorical staff and average salaries / benefits for any new or vacant positions. Workbooks are then distributed via email to principals and program directors who are tasked with completing the budget narratives. DII staff provide technical assistance with writing budget narratives as needed.

Budget narratives are due to the DII in late spring and are reviewed by the State and Federal Grants Manager and/or Grant Compliance Officer(s) to ensure expenditures are allowable and in alignment with building continuous improvement plans. Technical assistance is provided as needed until all budget narratives are reflective of improvement initiatives and are for allowable expenses.

The State and Federal Grants Manager forwards budget narratives to the Senior Accountant for review after the DII's review has been completed and narratives are ready for input into MEGS+. The Senior Accountant checks salary and benefit amounts to ensure all numbers are accurate and then inputs budgets into the Consolidated Application in MEGS+. The State and Federal Grants Manager then reviews the Consolidated Application and informs Finance of any necessary changes. Once the review process has been completed and approved, the State and Federal Grants Manager informs Finance the application is being submitted.