



Title V Directions

Instructions for Completing the ESEA Title VB, Rural and Low-Income School Program Page

****If you are a Schoolwide District your Title V funds need to be transferred to Schoolwide.**

Budget Detail Page Prepare a separate budget for each Topic selected. To determine which Purpose Categories and Object Codes to use, refer to the Instructions link on the Budget Detail page.

Program Detail Page Determine the greatest need for student achievement found from the district needs assessment. Then select appropriate topics on the Topic Funding page under the Funding tab of the ESEA/ESSA Consolidated page.

Topic 1: Improving Academic Achievement for the Disadvantaged

1. Check at least one of the five activities.
2. Review the requirements of the associated program (Title I, Part A; Title II, Part A; Title III, Part A; Title IV Part A; Family Engagement)
3. Briefly describe your planned activities in the text box.

Required fields: The application cannot be saved or submitted if

1. No activity is checked.
2. There is no information in the description cell.
3. The information in the description exceeds the maximum number of characters

NOTE: The text boxes will accept a large amount of information but will not save it. To be sure the limits are not exceeded, the number of characters used is tracked in the parentheses immediately after the words "Briefly describe." The E-Grants System will not accept formatted text such as bulleted lists.

Topic 2: Supporting Effective Instruction (if Title II activity is checked in Topic 1)

1. Check at least one of the two activities.
2. Review the requirements of Title II, Part A.
3. Briefly describe your planned activities in the text box.

Required fields: The application cannot be saved or submitted if

1. No activity is checked.
2. There is no information in the description cell.
3. The information in the description exceeds the maximum number of characters

NOTE: The text boxes will accept a large amount of information but will not save it. To be sure the limits are not exceeded, the number of characters used is tracked in the parentheses immediately after the words "Briefly describe." The E-Grants System will not accept formatted text such as bulleted lists.

Topic 4: Improving School Climate (if Title IV activity is checked in Topic 1)

1. Check the activity.
2. Briefly describe your planned activities in the text box.

Required fields: The application cannot be saved or submitted if

1. No activity is checked.
2. There is no information in the description cell.
3. The information in the description exceeds the maximum number of characters

NOTE: The text boxes will accept a large amount of information but will not save it. To be sure the limits are not exceeded, the number of characters used is tracked in the parentheses immediately after the words "Briefly describe." The E-Grants System will not accept formatted text such as bulleted lists.

Topic 6: Increasing Parent and Family Engagement (If Parent and Family activity is checked in Topic 1)

1. Check at least one of the two activities.
2. Review the requirements of Title I, Part A.
3. Briefly describe your planned activities in the text box.

Required fields: The application cannot be saved or submitted if

1. No activity is checked.
2. There is no information in the description cell.
3. The information in the description exceeds the maximum number of characters

NOTE: The text boxes will accept a large amount of information but will not save it. To be sure the limits are not exceeded, the number of characters used is tracked in the parentheses immediately after the words "Briefly describe." The E-Grants System will not accept formatted text such as bulleted lists.

Budget Pages Tab

1. Budget Detail-This page will contain information on how Title V - B funds will be spent during the school year. Note that there are several topic areas on the budget page. Dollars must be spent under the appropriate topic area. For example, the salaries and benefits for teachers and paraprofessionals would go under Topic 1. All professional development goes under Topic 2, etc. Remember that set asides that are listed on Targeting Step 4 under the Consolidated Application must show up on the budget pages. (These set asides maybe on the Basic, Schoolwide, or a combination of both budget pages.)
 1. If the district has, and choses to use its indirect cost rate, that amount is calculated on the lower, left-hand corner of the page. The indirect cost rate amount cannot exceed the maximum amount. The amount that the district wants to use must be placed in the open box (G) Budgeted Indirect Cost Rate on the lower, right-hand corner of the page.
 2. After this page has been calculated and saved, the district must then go back to the Consolidated Application, click on Select Eligible Attendance Areas, go to Targeting Step 4, place the budgeted indirect cost rate amount in the Indirect Cost Rate Box directly about the “ghosted” out Indirect Cost rate amount, and then recalculate the page.
- A.

B. Property and Equipment Tab

1. Should a district purchase any singular item with a cost of \$5,000 or more, this page must be completed. The district will give a description of the item, how may are being purchased, and the unit cost. The page will automatically calculate the total costs.
 2. If needed, further clarification can be given in the textbox at the bottom of the page.
- C.

D. Budget Summary Tab

1. This page just gives an overview of the budgeted items saved on the Budget Detail page. Data cannot be entered on this tab.
- E.

F. Page Lock Control

1. The page lock control tab can be used to unlock any page within the Title I-Basic portion of the grant application.
2. After clicking on the tab, check the radio button titled Expand All to see the list of options.
3. The district may select the Open Page for Editing radio button for any page that needs change, and then it must click the Save Page button to actually open the page.