



Allocations Instructions

The Allocations page provides view-only access to program and multi-district allocation information.

Consolidated applications – applications that have more than one program per application – have columns for each program within the application, ex: IDEA Part B and IDEA Preschool.

The allocations page is divided into sections, which are explained below. Not all sections are applicable to every application.

Current/Prior Year Funds

The first section on the page displays original allocations, reallocated/released funds, and carryover funds.

Multi-District

The ESEA Consolidated and IDEA Consolidated applications allow multi-district participation (consortiums, cooperatives, and school systems). If the applicant is a fiscal agent, transfers from participating members will display on the Transfers In (+) line. On member applications, the Transfers Out (-) line displays the amount of the allocation that was transferred from the member to the fiscal agent.

Applicants can click on the blue hyperlink on the Administrative Agent line to open a pop-up window listing the member applicants and their respective allocations, reallocations, releases, etc.

- IDEA fiscal/administrative agents must click this hyperlink to gain access to their member's applications for approval or refusal.

Total Available for Budgeting

This line reflects all adjustments to project funds and displays the total funds available for budgeting. The Total Available for Budgeting will display on the budget detail page in each application.

Press the **Save Page** button before leaving the page. Failure to save each page will result in lost data.