

TA Session #28: Federal Programs Application Review Process: Do's and Don't

Judy K. Nelson, Ed.D.
Executive Director

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

May 19, 2022



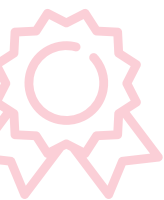
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated "C" or Higher

6





Teams Housekeeping

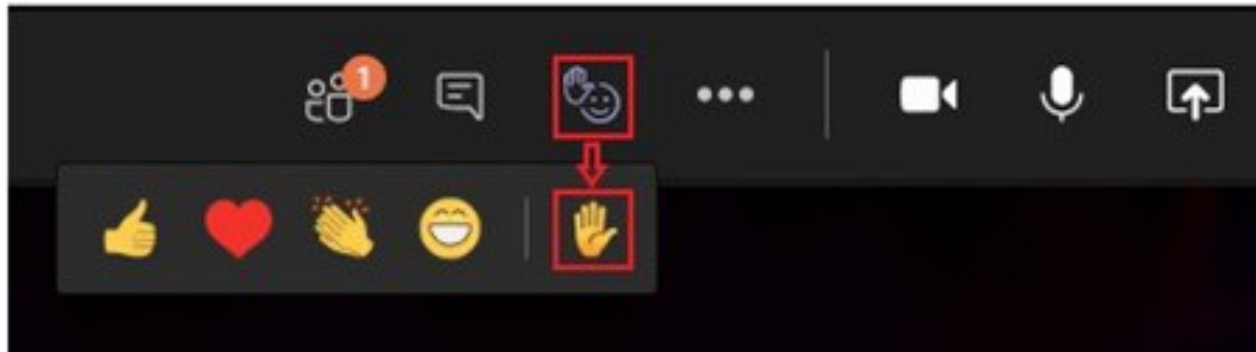


MISSISSIPPI
DEPARTMENT OF
EDUCATION

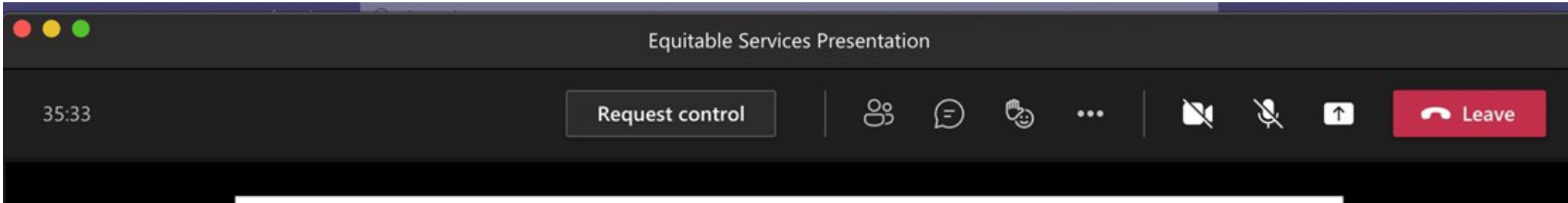
- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth to reduce technical glitches
- Please ask questions throughout the presentation via chat or “raise hand” feature

“Raise Hand” Feature

Just select **Show reactions** 🙌 in the meeting controls, and then choose **Raise your hand** 🙋 . Everyone in the meeting will see that you've got your hand up.



"Chat" Feature



- To use the **chat** feature in Teams, simply click the “Chat” icon. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.

- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.
- Presentation and recording will be updated in MCAPS, MDE Document Library, Technical Assistance Sessions folder.



Agenda



MISSISSIPPI
DEPARTMENT OF
EDUCATION

- What and when is a revision needed?
- Process for completing a revision
 - MCAPS Application
 - Non-MCAPS Application
- Questions

- The goal of this session is to provide technical assistance on how to conduct revisions for funding applications.
- The objective is to have 100% of the LEAs submission of revisions to be accurate on the first submission.

What & When Is a Revision Needed?



- A revision is any change to the approved application.

You will need to submit a revision within MCAPS for the following:

- Any transfers among functions and/or objects which exceed or are expected to exceed the approved cost/budget;
- Any revision of the LEA Plan or School Plan (regardless of whether there is an associated budget revision requiring prior approval); and
- Any changes in personnel who are specified in approved application.

- MCAPS
- MDE Document Library
- Revision

<http://mcaps.mdek12.org>

Revision Process- MCAPS Applications



MISSISSIPPI
DEPARTMENT OF
EDUCATION

- CFPAs
 - Title I-A
 - Title I-A Neglected
 - Title I-D Delinquent
 - Title II-A
 - Title III
 - Title IV-A
 - Title V
 - Cost Pool

- Title IV-B (21st CCCLC)
- McKinney Vento Homeless Education (FY22)
- ESSER
 - ESSER I
 - ESSER II
 - ARP ESSER

In order to start a revision to the LEA Plan, School Plan, and/or Funding Application, take the steps below:

1. Select “Planning Tool” or “Funding Application” from the left navigation column
2. Select appropriate year (e.g. 2021 for FY21 Application)

3. Select appropriate plan for revision (e.g., Consolidated)
4. Change status to “Revision Started”
5. Make revisions as needed
6. Upload the MCAPS Revision Form [with the three (3) required signatures] to the “Related Documents” of the Funding Application, regardless of the reason.

7. After revisions have been completed, change status to “Revision Completed”
 - a. Revisions to the Funding Application require Business Manager approval
 - b. Revisions to the LEA Plan requires two levels of approval (“Revision Completed” and “LEA Reviewer Approved”)
 - c. Revisions to the School Plan requires three levels of approval (“Revision Completed,” “School Plan Reviewer Approved,” and “LEA School Plan Reviewer Approved”)

NOTE: Please ensure that every area requiring modification has been addressed within the LEA Plan, School Plan, and/or Funding Application as appropriate.








Mississippi Department of Education
MCAPS Revision Form

District Name	
Reason for Revision (Please provide detailed description)	
Revision Number (e.g. Revision 3)	
Fiscal Year (e.g. FY17)	
Program Name (e.g. Title I, Part A, SIG, SPED)	

Required Signatures:

School Principal (SIG and 1003(a) ONLY)	Date
Federal Programs/Special Education/Project Coordinator	Date
Business Manager	Date
Superintendent/Executive Director	Date

Mississippi Department of Education
MCAPS Revision Form

	District Name	
	Reason for Revision (Please provide detailed description)	
		Public District - FY 2022 - Consolidated - Rev 3
	Revision Number (e.g. Revision 3)	
	Fiscal Year (e.g. FY17)	
	Program Name (e.g. Title I, Part A, SIG, SPED)	


Required Signatures:

School Principal (SIG and 1003(a) ONLY)


Date

 _____
Federal Programs/Special Education/Project Coordinator

Date

 _____
Business Manager

Date

 _____
Superintendent/Executive Director

Date

Always review the appropriate program **most current approved**
“Request for Funds”

Project Summary

FY 2022 - Title I-A

[Return to Requests for Funds](#)

Project Information	
Project Number	22-572-1700000
C.F.D.A. Number	84.010A
Initial Substantially Approved Date	11/15/2021
Project Begin Date	7/1/2021
Project End Date	12/12/2023
Allocation	\$5,080,690.12
Available Budget	\$5,080,690.12
Allow Carryover	False
Project Status	Normal [Hold]

Requests for Funds					
#	Amount	Request Period	Status	Status Date	Voucher #
4	\$351,967.20	<u>April 11, 2022</u>	Released for Payment	April 13, 2022	Not Yet Created
3	\$704,070.48	<u>March 11, 2022</u>	Released for Payment	March 15, 2022	Not Yet Created
2	\$321,497.33	<u>January 12, 2022</u>	Released for Payment	January 13, 2022	Not Yet Created
1	\$831,263.04	<u>December 8, 2021</u>	Released for Payment	December 9, 2021	Not Yet Created

Adjustments			
Amount	Type	Creator	Date

1. Click on the most recent “Released for Payment” date
2. Click on Expenditure Details
 - Details the last reimbursed amount by function and object codes

OFP reviewer will question any change in the revised budget that is less than the amount requested.

Judy Nelson

In order to move the application forward, please review the following concern and make the adjustment:

Title I-Request for funds Expenditure Details

	Revision (new budget amount)	Requested Amount
Function 1260 Object 100	\$15,131.51	\$16,087.27
Function 1260 Object 200	\$2,063.17	\$2,291.52
Function 2330 Object 100	\$76,951.65	\$76,957.63
Function 2330 Object 700	\$10,376.19	\$12,200

The revision amount cannot be less than the requested amount unless there are some journal entries.

Transfers

- LEAs **cannot** reduce the amount of the transfer in a revision
 - **Exception:** reduction of allocation and exceed admin limit (must confer with OFP)
- Funds are pulled from the smaller grants first

Payment Details

[Redacted] - FY 2021 - Consolidated Cost Pool

Return

Grant	Source	Amount
Title I-A	Title I-A-2021 (F)	\$61,046.40
Title II-A	Title II-A-2021 (F)	\$20,201.00
Title III English Learners	Title III-EL-2021 (F)	\$2,629.00
Title IV-A	Title IV-A-2021 (F)	\$6,605.00
Total		\$90,481.40

1. Request for Funds
2. Click on appropriate program
3. Click on the Request #1 date
4. Click Request
5. Click Payment Details

Revision Process-Non- MCAPS Applications



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Non-MCAPS Applications

- Migrant
- ARP Migrant
- ARP Delinquent
- ARP Homeless I
- ARP Learn More

Mississippi Department of Education
Revision Form (Applications **NOT** in MCAPS)

District Name	
Reason for Revision (Please provide detailed description)	
Revision Number (e.g. Revision 3)	
Fiscal Year (e.g. FY17)	
Program Name (e.g. Homeless)	
Project Number: (e.g. HC 18-####)	

Required Signatures:

School Principal (SIG and 1003(a) ONLY)	Date
Federal Programs Director/Project Coordinator	Date
Business Manager	Date
Superintendent/Executive Director	Date

FOR MDE USE ONLY	
DATE RECEIVED: _____	DATE APPROVED: _____
Signatures:	
Program Coordinator: _____	
Director: _____	
Bureau Director: _____	
Grants Manager: _____	
Bureau Manager: _____	



Required Signatures:

<div>School Principal (SIG and 1003(a) ONLY)</div>	<div>Date</div>
<div>Federal Programs Director/Project Coordinator</div>	<div>Date</div>
<div>Business Manager</div>	<div>Date</div>
<div>Superintendent/Executive Director</div>	<div>Date</div>

FOR MDE USE ONLY

DATE RECEIVED:

DATE APPROVED:

Signatures:

Program Coordinator:

Director:

Bureau Director:

Grants Manager:

Bureau Manager:

Mississippi Department of Education
Budget Revision Summary Form

School District _____ Project Year _____

Category/Acti vity	Last Approved Amount	Amount Subtracted	Amount Added	New Amount	Modification Description (Reason for revised amount)
e.g. Salaries	\$25,000	\$12,481.23		\$12,518.77	Tutor only worked part of the year

Revision packet must include the following:

- Completed revision form with the three (3) required signatures and Budget Revision Summary Form
- Revised budget
- Last approved budget

Questions



MISSISSIPPI
DEPARTMENT OF
EDUCATION



Judy K. Nelson, Ed.D.

Executive Director

jnelson@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

