

SMARTT Program Planning for FY10

User Guide

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1 Introduction

There are two new features added to Program Planning for FY10. They are “Program Plan Versioning” and the “Abbreviated Staff Plan”.

1.1 Program Plan Versioning

Programs have the option of creating several working plans so they can either “try out” various class plan scenarios or “save” their work as various options are created. Programs will need to select one version to be submitted. A new link has been added under the “Program Plan Status” link on the bottom of the Program Plan menu that states “Create Additional Working Plan.” Programs can create several versions which will be labeled as Working 2, Working 3, etc. and programs can enter a brief note that will assist them in deciding which version to submit for funding. The screen will list the date created, date submitted, date approved, total grant, match funding, and notes.

1.2 Abbreviated Staff Plan

There are two options for completing the FY10 staffing chart. While some find the original, more detailed chart to be a helpful planning tool, an abbreviated staffing chart that combines many similar functions has been developed for those who no longer need the more detailed tool. Either staffing chart is acceptable, at the refunding applicant’s discretion. There is an option on the Program Plan menu on the second section that allows programs to change the staff plan type. The default is set to the current original detailed chart. Programs may select to change to use the abbreviated version. All information from the FY09 staff plan has been copied over to the appropriate combined categories. When programs select the program plan version to submit, they need to make sure that they have selected the staff plan version they intend to be submitted.

The two new categories are “Administrative” and “Other.” The functions listed below have been combined into these two new categories:

Administrative

- Administration
- Data Entry
- Support Staff

Other

- Follow-up
- Intake/Recruitment
- Assessment
- Planning (Pre/Post)
- ADA Coordination
- Technology Coordination
- Misc/Other
- Program/Staff Development Coordination
- Community Planning
- Child Care
- Vacation

2 Program Planning Menu

The Program Planning Main Menu allows users to select which parts of the Program Plan to review or edit. The label at the top indicates the status: Working or Approved. It also indicates the program plan fiscal year. Programs must have “completed” all classes in FY09 before the program plan can be rolled over to FY10. You can click on the link at the bottom of the menu to view a different version of the plan – approved or working. All the links in the menu refer to the status listed at the top.

- ◆ If you are reviewing pages in the "Approved" plan, there will be no edit links since the plan is locked.
- ◆ Once the plan is approved, a new working plan is created and available at all times in case changes need to be made to the current approved plan. Once the changes are made, the new working plan needs to be submitted for approval.
- ◆ The "Program Plan Status" shows the history of all the plans for the current project in the current fiscal year. The status is: Current Working Plan, Current Approved Plan, and Archived Plans.
- ◆ If you want to view the current plan or previous years' plans, click on "Program Plan Status" to select the following:
 - ◆ Current Year – Working, Approved or Archived Plans
 - ◆ Plans From Previous Fiscal Years – select the year and the approved or archived versions

If you modify the plan throughout the year and submit the new working plan for approval, the rows that have been changed will be color coded to highlight the changes.

2.1 Set View

The Set View in the Main Menu allows users to select the project within the agency to design the program plan. Projects in SMARTT are set up by fund code. If changes need to be made to the project and site structures in SMARTT, e-mail Donna Cornellier at dcornellier@doe.mass.edu.

- ◆ Programs may combine fund codes in the program plan for the following fund codes: 345 State ABE, 340 Federal ABE, and 359 EL/Civics. Slots in a class may be split between different fund codes. The summary sheet will reflect the total of the grants. The summary sheet can be filtered to display separate fund codes.
- ◆ The Current Agency and project is displayed. The current project is set to the current project in SMARTT.
- ◆ If you want to change projects, click on the drop down box, select another project, and select Set View.
- ◆ Program Specialists will have the option of selecting any agency and any project in the drop down box. They have “view only” rights to all agencies and projects.

2.2 Moving Program Plan to FY10

- ◆ All data from the previous year has been copied over. You will need to edit class start and end dates in the class plan. Be sure to calculate correctly the number of instructional weeks of service for students. You must enter number of weeks as number of full weeks and then number of additional days in the **“Weeks per Year”** column. **Refer to the calendar when planning weeks of service to allow for holidays, pre/post instructional weeks, etc.** The makeup column in the class section allows users to change monthly funded hours during the year, but the total funded hours must remain the same.
- ◆ New class codes will be generated. If you have a Federal grant with summer classes that run between 7/1/09 and 8/31/09, these classes were approved in the program plan for FY09 and will now appear in the class completion report after site rollover.
- ◆ You will need to make staffing changes in the staff section. The previous staff information was copied over so that only edits are needed.
- ◆ Staff who receive salaries under the match must be entered in the Match staff plan only.

3 Class Plan

The class plan allows users to select the site to design or edit rate based and/or non-rate based classes. Once the site is selected from the drop down list, you need to click on "Select Site." The selected site appears and then you can select the link to "Edit Rate Based Classes" or "Edit Non-Rate Based Classes."

- ◆ Once you have entered and saved 5 rows, an additional 5 rows are displayed for data entry.
- ◆ Each class must be entered on a separate line.
- ◆ For any class row entered, all columns of data are required.
- ◆ All summer classes offered in July and August must be entered on a separate row.
- ◆ When the new fiscal year begins, classes will be listed in the “Post Planning-Class Completion” section.
- ◆ Make sure the class focus is correct for each class.
- ◆ Columns that are automatically calculated are coded in yellow.
- ◆ Enter number of full weeks and then number of additional days in the **“Weeks per Year”** column.
- ◆ The print links are added so that these long class pages can be printed in two sections.
- ◆ Be sure to set the print setup in the browser to landscape mode.

3.1 Rate Based Classes - Edit

This screen allows the user to design rate based classes to determine the eligible cost for Direct, Indirect funding and Match funding.

- ◆ Select the correct class focus. The class selections for rate based classes are:
 - ◆ Core ABE/ESOL (default)
 - ◆ Integrated ABE/Workforce Development
 - ◆ Pre-Literacy ESOL I, Pre-Literacy ESOL II, Pre-Literacy ESOL III
 - ◆ ADP
 - ◆ Homeless
 - ◆ Workplace (for Workplace grants – fund code 538)
- ◆ If you need to delete a class entered, check the "Delete" box at the end of the row. When you hit the Save button, the class will be deleted.
- ◆ The class code will be calculated automatically when you hit the Save button.
- ◆ The code is calculated by taking the midpoint between the beginning and ending level and the following rules apply:

Service Type	Level Range	Class Code Range
Beginning ABE	0 – 3.9	100 – 199
Intermediate ABE	4 – 8.9	200 – 299
Advanced ABE/ASE	9 – 12	300 – 399
Beginning ESOL	0 – 3	500 – 599
Intermediate ESOL	4 – 5	600 – 699
Advanced ESOL	6 – 7	700 – 799

- ◆ Rate - The following rates are derived from this slots table:

TOTAL SLOTS	RATE
7 – 8	\$11.69
9 – 10	\$ 9.94
11 – 12	\$ 8.83
13 – 15	\$ 7.67
16 – 20	\$ 6.56

- ◆ Use the “link” column to indicate classes that are connected where students might attend both of them. When classes are linked, it allows us to get accurate slot counts. For example, if a GED writing class is offered from 9:00 – 10:30 (with 12 slots) and a GED math class is offered from 10:30 – 12:00 (with 12 slots), you will use this column to link those classes since the same students will attend the classes. The slot count will then be 12 rather than 24.
- ◆ The 3 command buttons are:
 - ◆ Save (saves the data to the database and returns you to the updated class plan)
 - ◆ Reset (resets the values of the fields to the initial values they had when the page was created/displayed; i.e., resets to the values before the user made any edits)
 - ◆ Cancel (allows the user to leave the page without making any changes to the database; i.e., it ignores any edits you made and returns you to the view only class plan)
- ◆ Please remember to save your work every 30 minutes.

3.2 Non-Rate Based Classes - Edit

This screen allows the user to design non-rate based classes and to enter an eligible cost for the class. A maximum of 20% of the instructional funding can support non-rate based classes. Non-rate based classes are classified in two ways – supplemental or stand alone. See the ACLS guidelines for the program design requirements for each type of non-rate based class.

- ◆ Select the correct class focus – supplemental or stand alone.
- ◆ The non-rate based supplemental (SP) class selections labeled with a prefix SP in the drop down list are:
 - ◆ Citizenship
 - ◆ Computer Literacy
 - ◆ Drop-in Learning Center
 - ◆ Employability Skills
 - ◆ ESOL Conversation
 - ◆ Health Education
 - ◆ Interactive Literacy (formerly call Parent and Child Together or PACT)
 - ◆ Math
 - ◆ Next Steps
 - ◆ Parenting Support/Education
 - ◆ Writing
- ◆ The non-rate based stand alone (SA) classes labeled with a prefix SA in the drop down list are:
 - ◆ Drop-in Learning Center
 - ◆ GED/Content Area Classes
- ◆ Other class selections are:
 - ◆ FS: Family Support (for Family Success component only)
 - ◆ P21
- ◆ The class code will be calculated automatically when you hit the SAVE button. The service type determines the code range (N400's or N800's). The code is calculated by the following rules:

Service Type	Level Range	Class Code Range
ABE/ASE	0 – 12	N400 – 499
ESOL	0 – 7	N800 – 899

- ◆ The 3 command buttons are:
 - ◆ Save (saves the data to the database and returns you to the updated class plan)
 - ◆ Reset (resets the values of the fields to the initial values they had when the page was created/displayed; i.e., resets to the values before the user made any edits)
 - ◆ Cancel (allows the user to leave the page without making any changes; i.e., it ignores any edits you made and returns you to the view only class plan)

4 Class Funding Detail

- Please select fund codes correctly for each class. Department analysis depends on **your** selection of correct fund codes. For example, if the program is funded for homeless and received federal funding (340), enter the slots/funding amount in the 340 – homeless. We get many requests from legislators, other funding sources, etc. for numbers served in various categories.
- Select P21 under Match funding if your program serves students funded by the LWIB's Pathways to Success by 21 initiative funded through Commonwealth Corporation.
- Class funding detail must be aligned with the class focus. For example, if the program receives state funding (fund code 345) and the class focus is core ABE/ESOL, then the class funding detail should be 345 State ABE (core ABE/ESOL)

5 Flex/Set-Aside/ Foundation Funding

Users must enter flex, set-aside and foundation funding in this screen. Text fields are provided so the user can enter a description of the services and funding. The columns are provided so that funds can be entered by funding type. The first column is for Direct funding, the second column is for Indirect (SDA/LWIB) funding, the third column is for Match funding, and the last column shows the combined funding.

- ◆ All of the fields are data entry.
- ◆ All description fields are text fields that allow 180 characters.
- ◆ The Flex Services are:
 - ◆ Participatory Health Education
 - ◆ Family Literacy Coordinator
 - ◆ Volunteer Tutoring Component
- ◆ The Set-Aside categories are:
 - ◆ Space
 - ◆ Childcare
 - ◆ Student Transportation
 - ◆ Student Leadership
 - ◆ Reimbursement for Staff Travel for Programs Serving Rural Communities
 - ◆ Education Reintegration Counselor (for Corrections only)
- ◆ The Foundation Funding is:
 - ◆ Community Planning (\$6,150, \$10,250)
 - ◆ Technology Coordination (\$2,050)
 - ◆ ADA Coordination (\$1,025)
 - ◆ Program/Staff Development Coordination (\$1,025)
 - ◆ Unrestricted (up to \$8,000)
 - ◆ Outstationing
- ◆ The 3 command buttons are:
 - ◆ Save (saves the data to the database and returns you to the Flex/Set-Aside/Foundation Services screen)
 - ◆ Reset (resets the values of the fields to the initial values they had when the page was created/displayed; i.e., resets to the values before the user made any edits)
 - ◆ Cancel (allows the user to leave the page without making any changes; i.e., it ignores any edits you made and returns you to the view only screen)

6 Staff Plan – Direct Funding

The staffing plan has several purposes. It is a planning tool to make sure that your design, budget and staffing are compatible; it is a tool to verify your compliance with important required program components: paid counseling time, staff development time and program development time; it enables the Department to check that sufficient paid time is available to deliver high-quality services; and it verifies your eligibility for receiving grant funds. After the plan is approved and the site is rolled to FY10, the data is populated into the staff salary record in SMARTT. The staff plan headings are aligned to match the prototype.

- ◆ The rates support the following hourly rates:
 - **Administrators (A) : \$25.50** *plus fringe benefits valued at 25%* and **\$31.87** for staff not receiving benefits
 - **Professional Services Staff (P): \$18.54** *plus fringe benefits valued at 25%* and **\$23.17** for staff not receiving benefits. This results in a "contact hourly rate" of **\$34.76** for teachers.
 - **Support/Clerical Staff (S): \$13.91** *plus fringe benefits valued at 25%* and **\$17.39** for staff not receiving benefits
- ◆ Select the appropriate category for all staff : Administrator (A), Professional (P) or Support (S) according to the following guidelines/definitions.
 - Administrator (A):** includes Directors, Coordinators and any other staff who have overall supervising and administration responsibilities
 - Professional (P):** includes Teachers, Educational Counselors/ADA Coordinators, Technology Coordinators, Program and Staff Development Facilitators, Community Planners
 - Support (S):** includes Data Entry Staff, Clerical Staff, Support Staff
- ◆ Select the appropriate title for staff. If a staff person has multiple roles that are in two categories (for example “A” and “P” or “P” and “S”), the hours for each category must be listed separately on the SMARTT staff plan and in the budget. Also, for each position use the title that applies to the majority of hours.

A Assistant Coordinator	A Assistant Director
A Coordinator	A Director
A Executive Director	A Fiscal Officer
A Site Coordinator	
P ADA Coordinator	P Assessment Specialist
P Community Planner	P Computer Lab Coordinator
P Computer Teacher	P Curriculum Coordinator
P Early Childhood Teacher	P Education Reintegration Counselor
P Educational Counselor	P Educational Counselor/ADA Coord.
P Fiscal Staff	P Health Team Facilitator
P Home Visitor	P Outstationing Counselor
P Program and Staff Development Coord.	P Teacher
P Teacher’s Assistant	P Technology Coordinator
P Volunteer Coordinator	
S Administrative Assistant	S Bookkeeper
S Data Entry Staff	S Driver
S Early Childhood Assistant	S Maintenance
S Office Manager	S Payroll Clerk
S Receptionist	S Security
S Support Staff	S Work Study/Intern

- ◆ The Direct staff plan will only show Direct hours. Match staff hours must be entered on the Match staff plan.
- ◆ The teacher code and class codes are transferred from the class plan - rate and non-rate based. The teaching hours for all classes taught by the same teacher are automatically calculated in the "Teaching" column. If all classes for a given teacher are deleted from the class plan, the teacher will automatically be deleted from the staff plan.
- ◆ If a staff person is paid different hourly rates for different duties, enter the staff person in multiple rows with the correct hourly rate and assigned duties.
- ◆ The teacher code and class code columns are to be left blank if staff are non-teaching members.
- ◆ The teaching hours for rate based classes are calculated by multiplying the class hours by the percentage of Direct Slots (Direct Slots divided by Total Slots).
- ◆ The teaching hours for non-rate based classes are calculated by multiplying the class hours by the percentage of Direct Eligible Cost (Direct Eligible Cost divided by Total Cost).
- ◆ Programs must provide paid preparation time for instructional staff. The rates support teaching time to prep time at a rate of 2:1 (teaching to prep time). The recommended range is 1:1 to 4:1 (teaching to prep time). Paid prep time is not required when the hourly rate paid by programs meets or exceeds the rate system's contact hour rate (\$34.76).
- ◆ The box at the end of each row in the staff plan allows users to enter the agency definition for full-time for that position. This number represents the number of hours a person would work if full-time for the agency. Check with your fiscal office for this definition. The FTE's for each staff member are automatically calculated by dividing the staff hours worked by the agency definition for full-time. Therefore, the user does not need to calculate them.
- ◆ A scroll bar keeps the header stationary while entering data in the various rows.
- ◆ You must select a value before the staff plan can be saved. The dropdown box indicates:

2080 (52 wks/yr * 40 hrs/wk)	1950 (52 wks/yr * 37.5 hrs/wk)
1827 (52.2 wks/yr * 37.5 hrs/wk)	1820 (52 wks/yr * 35 hrs/wk)
1800 (36 wks/yr * 50 hrs/wk)	1800 (50 wks/yr * 36 hrs/wk)
1764 (49 wks/yr * 36 hrs/wk)	1715 (49 wks/yr * 35 hrs/wk)
1705 (44 wks/yr * 38.75 hrs/wk)	1680 (40 wks/yr * 42 hrs/wk)
1600 (40 wks/yr * 40 hrs/wk)	1560 (52 wks/yr * 30 hrs/wk)
1470 (42 wks/yr * 35 hrs/wk)	1312 (36.2 wks/yr * 36.25hrs/wk)
1300 (50 wks/yr * 26 hrs/wk)	1295 (37 wks/yr * 35 hrs/wk)
1260 (36 wks/yr * 35 hrs/wk)	

If the full time definition for your agency does not appear in the dropdown box, please e-mail Donna Cornellier at dcornellier@doe.mass.edu to have the number added.

- ◆ The FTE calculated for each staff member will appear on the staff salary report.
- ◆ You may delete rows in each of the three staff plans, if necessary. Only rows without classes and teachers can be deleted.
- ◆ **Required Check Boxes:** The following three boxes at the top of the staff plan **must** meet the following requirements for the staffing plan to be approved. These percentages may be met by combining the data in the Direct, Indirect, and Non-DOE (Match) staff plans. See the Staff Plan Summary Report for more information.
 - a) **Counseling:** The result must be 2.5% or more of Total Student Hours to be approved. (Divide the Total Paid Counseling Hours by the Total Student Hours on the rate based class plan).
 - b) **Staff Development:** The result must be 2.5% or more of Total Paid Staff Hours to be approved. (Divide the Total Paid Staff Development Hours by the Total Paid Staff Hours). New direct service staff must be paid an additional 15 hours to allow for participation in New Staff Orientation and must be entered in the column labeled "Other." Staff Development hours are 2.5% of the total paid hours or a minimum of 12 hours, but can be overwritten with a compelling rationale.
 - c) **Program Development:** The result must be 3.5% or more of Total Paid Staff Hours to be approved. (Divide the Total Paid Program Development Hours by the Total Paid Staff Hours).
- ◆ **Additional Check Boxes:** These check boxes will be reviewed by DOE:
 - a) **Teaching/Prep Time Ratio:** The guidelines recommend a range of 1:1 to 4:1 - teaching to prep hours. (Divide Total Teaching Hours by Total Prep Hours).
 - b) **Contact Hourly Rate for Teachers:** The contact hourly rate supported by the Massachusetts ABE Rates System is \$34.76 for teaching services. If higher, the match must support the additional costs. If lower, programs will be advised to revise the figures or the base award request might be lowered accordingly. To calculate this, add the teaching hours and prep time hours, multiply this figure by the hourly rate, multiply by 1.fringe benefit rate (1.25 if fringe = 25%) and then divide this total by the total teaching hours.

7 Agency Staff Salary Report – Direct Funding

The agency staff salary report lists all staff entered on the staff plan for all the projects at the agency. This report should assist agency directors when planning budgets for all the project grants. The report lists the project, staff title, staff name, hourly rate, fringe benefit rate, Direct hours, match hours, total hours, Direct salary and Direct loaded salary (includes benefits). A total column is provided for the hours and salary columns.

8 Project Staff Salary Report – Direct Funding

The project staff salary report lists all staff entered on the staff plan and sorts staff by the classification entered by the program - (A) Administrator, (P) Professional and (S) Support Staff. These classifications correspond to the line items 1-3 in the Direct budget detail pages. These reports will help programs develop their line item budget and budget narrative. The report lists classification, staff title, staff name, hourly rate, fringe benefit rate, Direct hours, Direct salary, fringe amount and FTE for each staff person.

9 Staff Salary Analysis – Direct Funding

Programs must ensure that the Staff Salary Analysis is within an allowable range of +/-3% of the DOE approved rate per staff category (Administrative, Professional, and Support).

ACLS is committed to ensuring that all staff members at DOE-funded ABE programs are paid at least at the salary rate supported by the DOE rates. This applies to staff hours paid with Direct and Indirect funds as well as hours that are supported using matching funds. In order to assist programs in determining if staff are compensated at the Department approved rate, the salary analysis calculation in SMARTT is described below.

The salaries supported by the rates are:

Line Item	Categories	With 25% Benefits	With no Benefits
1	(A) Administrators	\$25.50	\$31.87
2	(P) Professionals	\$18.54	\$23.17
3	(S) Support Staff	\$13.91	\$17.39

The Staff Salary Analysis figures indicate the difference between the amount the program is spending and the amount the DOE rates support. These figures are found on the Staff Salary Analysis screens (Direct, Indirect and Match) in SMARTT. Programs must ensure that the Staff Salary Analysis is within an **allowable range of +/-3% of the DOE approved rate per staff category (Administrative, Professional, and Support).**

- If the amount is more than 3% below the allowable range per category (A, P, S) the program is not spending what the ABE rates support for salaries. The grant award will be lowered if programs choose not to use all funds allocated to them according to DOE rates. The DOE will reduce the amount of grant funds accordingly.
- If the amount is more than 3% above the allowable range per category the program is spending more than what the ABE rates support for salaries. Matching funds (above the minimum required 20%) and/or Unrestricted funds must account for the difference. The additional matching funds must be clearly marked on the match narrative. The funds may provide salaries and other rates supported costs and may also include funds/cash for space costs.

Remember that all matching funds must be in categories that directly support the ABE program. The Match narrative must document clearly what role in the ABE program each matching staff person plays, what the other specific rates based costs are and the source of matching funds for all match costs.

The report shows the salary for each staff member on the staff plan. Page one of the chart shows the first 11 columns from the staff plan. Page two lists salaries for teachers as well as for non-teachers comparing the program salary to the DOE salary supported by the rates. The category labeled “+/- % Per Individual” compares the total program salary and total DOE salary supported by the rates. The last two columns under this heading calculate the difference between the amount the program pays and the DOE salary amount supported by the rates. The last column calculates the % the program is over or under paying each individual compared to what the DOE rates support.

The last category lists the percent for each staff category (Administrative, Professional, and Support). Programs must ensure that the Staff Salary Analysis is within an **allowable range of +/-3% of the DOE approved rate per staff category (Administrative, Professional, and Support)**.

10 Summary Sheet – Direct Funding

The summary sheet summarizes the program plan for Direct funding and requires the user to enter the match for the grant. All figures are calculated from the class plan and Flex/Set-Aside/Foundation Services sheet. The line labeled “GRAND TOTAL: REQUESTED FUNDING” **must** match your current award. If the class funding detail indicates that the classes are funded by multiple fund codes, you can set a filter to get summary sheets by fund code. The summary sheet defaults to all with a dropdown to select other fund codes. The core fund code such as 345 State ABE sheet includes all flex and foundation funding. Other fund codes such as 345 Homeless will only show the class funding portion at the top.

The match is calculated on the total funding ---Direct and Indirect funding. Note that the summary sheet lists the total for both funding sources and the percent is based on that total. Programs will not be required to increase the percent of match until a new competitive funding cycle.

11 Prototype – Direct Funding

The Direct prototype provides the user with funding amounts allocated in the ABE rate system for the expense categories that are calculated from their planned program design. Review the formulas in the reference materials for the calculations. These amounts will help the user determine the budget for the program design.

The prototype also includes two columns: non rate based and foundation. The non rate based column lists total costs entered in the class plan. The teaching and prep amounts are calculated in the same way as they are calculated for rates based section. Programs can then determine how the additional funding is spent to support the class and must explain that in the budget narrative. The foundation amount that the program requested is listed in the foundation column. Foundation amounts that are supported in the ABE rates appear next to the category as well as the amount the programs entered.

The prototype summary at the bottom is broken down into several categories to provide better analysis. The total rates costs are calculated and then a row is inserted to show the rate based amount from the class plan so the program can compare the prototype total to the rate based award. Flex, set-aside and foundation amounts entered in the Flex/Set-Aside/Foundation Services sheet are listed so that the grand total more closely reflects the grant award.

Please note that the rates support 3 weeks vacation for every staff person. The Department strongly encourages programs to use the funds to provide vacation time for every full-time and every part-time staff person. The Department also strongly encourages programs to provide some sick time for every full-time and every part-time staff person.

The following figures in the Prototype are derived from total Direct slots, total Direct class hours and total Direct student hours. The rate-based award comes from the summary screen.

- ◆ This screen is “read only.”
- ◆ The slots are calculated from the total Direct Slots in the rate based class plan. We are counting only slots for classes that are held between 9/1 and 11/15 so as not to count duplicate slots for summer, semester or trimester classes.
- ◆ The Class Hours/Year are derived from the total Class Hours in the rate based class plan multiplied by the total Direct Slots divided by the Total Slots.
- ◆ The Student Hours/Year are derived from the total Direct Student Hours in the rate based class plan.
- ◆ The Rate Based Amount is derived from the Direct Eligible Cost from the rate based class plan.
- ◆ See the reference materials for a description of rate based expenses for personnel and non-personnel.
- ◆ The Total Direct Costs is the sum of the total personnel and non-personnel costs
- ◆ The Indirect Cost is calculated by multiplying the Total Direct Costs (lines 1-8 on the DOE budget detail pages) by 5%.
- ◆ The Grand Total is the sum of the Rate and Flex/Set-Aside/Foundation Services totals.
- ◆ The Cost per Student/slot is calculated by dividing the Total Direct Costs by the total number of slots.
- ◆ The Cost per Class Hour is calculated by dividing the Grand Total by the total class hours.
- ◆ The Cost per Student Instructional Hour is calculated by dividing the Grand Total by the number of student hours.

12 Volunteer Plan

The volunteer plan allows users to identify the number of proposed volunteers (who will provide at least 1 hour of tutoring a week and commit to at least 6 months of service) for ABE and/or ESOL services for volunteer matches and/or in class assistants. This screen is used as a guide for the user to determine funding for a volunteer coordinator.

- ◆ The user enters the proposed number of volunteers for matches and in-class assistants.
- ◆ The total columns and the total volunteer row are automatically calculated.
- ◆ A volunteer tutoring component for a Community Adult Learning Center must use funds to support a minimum of .25 FTE or a .5 FTE Volunteer Coordinator.
 - ◆ The .25 FTE Volunteer Coordinator will be required to maintain a minimum active caseload of 20 tutor matches with a minimum of 12 tutors.
 - ◆ The .50 FTE Coordinator will be required to maintain a minimum active case load of 35 of volunteer tutor matches with a minimum of 24 tutors.
- ◆ For a volunteer tutoring component in collaboration with one or more additional DOE funded programs must use funds to support a .75 or 1.0 FTE Volunteer Coordinator.
 - ◆ The .75 FTE Volunteer Coordinator will be required to maintain a minimum active caseload of 50 tutor matches with a minimum of 36 tutors.
 - ◆ The 1.0 FTE Coordinator will be required to maintain a minimum active caseload of 65 tutor matches with a minimum of 48 tutors.

13 Staff Plan – Indirect Funding (SDA/LWIB)

The staff plan for the Indirect (SDA) is the same as the Direct staff plan except that:

- ◆ The Teaching Hours for rate based classes are calculated by multiplying the class hours by the percentage of Indirect Slots (Indirect slots divided by Total Slots).
- ◆ The Teaching Hours for non rate based classes are calculated by multiplying the class hours by the percentage of Indirect Eligible Cost (Indirect Eligible Cost divided by Total Cost).
- ◆ We added a scroll bar to keep the header stationary while entering data in the various rows.

14 Project Staff Salary Report – Indirect Funding (SDA/LWIB)

The project staff salary report lists all staff entered on the staff plan and sorts staff by the classification entered by the program - (A) Administrator, (P) Professional, and (S) Support Staff. These classifications correspond to the line items 1-3 in the detail budget pages. These reports will help programs develop their line item budgets and budget narratives. The report lists classification, staff title, staff name, hourly rate, fringe benefit rate, Indirect hours, Indirect salary, fringe amount, and FTE for each staff person.

15 Staff Salary Analysis – Indirect Funding (SDA/LWIB)

The report generated is the same as the one for Direct Funding except that it shows salaries for staff members on the Indirect staff plan.

16 Summary Sheet – Indirect Funding (SDA/LWIB)

The summary sheet for Indirect (SDA) is the same as the Direct summary sheet except that:

- ◆ The calculation for rates and non rate based classes is based on Indirect (SDA) student hours, class hours, and total cost.
- ◆ Summary of services for flex services and foundation funding is calculated from the Indirect column.

17 Prototype – Indirect Funding (SDA/LWIB)

The prototype for Indirect Funding is the same as the prototype for Direct Funding except that the calculations are based on total Indirect slots, total Indirect class hours, and total Indirect student hours. The rate-based award comes from the Indirect Summary sheet.

18 Staff Plan – Match Funding

This plan captures staff hours allocated for match slots and hours. A scroll bar keeps the header stationary while entering data in the various rows. This will assist programs in calculating their match budget and narrative. For example if the class was funded for 300 teaching hours and 7 slots were allocated for Direct and 7 slots for Match, then 150 teaching hours would appear in the Direct staff plan and 150 teaching hours would appear in the Match staff plan.

The Match Staff plan lists:

- 1) Teachers paid by matching funds only or a part of their salary is paid by matching funds (slots were assigned to Match in the class plan).
- 2) Staff who are paid only by matching funds.

19 Project Staff Salary Report – Match Funding

The project staff salary report lists all staff entered on the staff plan and sorts staff by the classification entered by the program - (A) Administrator, (P) Professional and (S) Support Staff. These classifications correspond to the line items 1-3 in the budget detail pages. These reports will help programs develop their line item budget and budget narrative. The report lists classification, staff title, staff name, hourly rate, fringe benefit rate, Match hours, Match salary, fringe amount and FTE for each staff person.

20 Staff Salary Analysis – Match Funding

The report generated is the same as the one for DOE Direct Funding except that it shows salaries for staff members on the Match staff plan.

21 Summary Sheet – Match Funding

The summary sheet for Match is the same as the summary sheet for Direct Funding except that:

- ◆ The calculation for rate and non-rate based classes is based on Match slots, student hours, class hours and total cost.

22 Prototype – Match Funding

The Match prototype provides the user with funding amounts allocated in the ABE rate system for the expense categories that are calculated from their planned program design. Review the formulas in the reference materials for the calculations. These amounts will help the user determine the match budget for the program design. This is a read only screen. The figures in the Prototype are derived from Match slots, total Match class hours, and Match student hours.

23 Match Benefits

The Match benefits section allows users to enter benefits that will be paid by match for salaries that are paid by Direct or Indirect funding. All staffing from the Direct and Indirect Staff Plans appear on this screen. The only editable fields on this screen are the benefits. Once the benefit rate is entered, the amount for benefits is calculated. This calculated amount indicates the amount paid by match. The screen lists the following:

- ◆ Teacher Code
- ◆ Class Code
- ◆ Name/Title
- ◆ Classification
- ◆ Hourly Rate
- ◆ Total Direct Hours
- ◆ Total Indirect Hours
- ◆ Benefits – only editable field
- ◆ Direct Salary
- ◆ Calculated Benefits – amount paid by match

24 Administrative Cost

The administrative cost screen is designed for the user to enter the administrative costs for each line item in the budget. The Department will NOT approve administrative costs that are higher than 25%. The user needs to read the reference materials that explain which costs are considered administrative.

The total requested funds is based on Direct and Indirect funding.

- ◆ The first column lists budget line items that correlate to line items as they appear on the standard budget detail pages.
- ◆ The second column is read only and totals Column 3 (rates and flex) and Column 4 (set-aside and foundation).
- ◆ The third column is data entry for rates and flex administrative costs. The percent of funds used for administrative costs must not exceed 25%.
- ◆ The last column is data entry for set-aside and foundation administrative costs.
- ◆ The total administrative costs for rates and flex and set-aside and foundation are calculated.
- ◆ The total requested funds are automatically entered from the Total Direct and Indirect Funding line on the Direct Summary Sheet.
- ◆ The user needs to enter the total amount of requested funds for rates and flex funding as well as for set-aside and foundation funding.
- ◆ The last row is automatically calculated by dividing the total administrative costs by the total requested funds.

25 Summary Reports

The summary report section consists of 2 reports:

- ◆ Staff Plan
- ◆ Summary Sheet

25.1 Staff Plan

The staff plan summary report combines the data from each category in all three staff plans – Direct, Indirect and Match. The staff plan summary reports lists information depending on the staff plan version selected ---full or abbreviated staff plan. The report also combines the prototype figures from each funding source. The report lists all the staff plan categories and has 8 rows of data:

Staff Plan

- ◆ Direct Staff Plan Totals
- ◆ Indirect Staff Plan Totals
- ◆ Match Staff Plan Totals
- ◆ Grand Total – sum of Direct, Indirect, and Match Staff Plan Totals

Prototype Figures

- ◆ Direct Prototype Totals
- ◆ Indirect Prototype Totals
- ◆ Match Prototype totals
- ◆ Grand Total – sum of Direct, Indirect, and Match Prototype Totals

This summary is useful so that programs can see how close their staff plan budgeted hours are in comparison to the prototype figures to ensure that adequate hours are allotted for various functions.

Remember that the foundation funding amounts for the 3 positions below are not included in the rates (they are foundation funding) so the prototype numbers do not include these amounts for these 3 functions:

ADA Coordinator	\$1,025
Technology Coordinator	\$2,050
Program/Staff Development Coordination	\$1,025

The boxes at the top calculate the percentages for the totals for all 3 plans. Programs **must** meet the following requirements for the program plan to be approved:

- ◆ **Counseling:** The result must be 2.5% or more. (Divide the Total Counseling Hours by the Total Student Hours on the rate based).
- ◆ **Staff Development:** The result must be 2.5% or more. (Divide the Total Staff Development Hours by the Total Staff Hours). New direct service staff must be paid an additional 15 hours to allow for participation in New Staff Orientation and must be entered in the column labeled “Other.”
- ◆ **Program Development:** The result must be 3.5% or more. (Divide the Total Program Development Hours by the Total Staff Hours).

Additionally, these check boxes will be reviewed by DOE:

- ◆ **Teaching/Prep Time Ratio:** The guidelines recommend a range of 1:1 to 4:1 - teaching to prep hours. (Divide Total Teaching Hours by Total Prep Hours).
- ◆ **Contact Hourly Rate for Teachers:** The contact hourly rate supported by the Massachusetts ABE Rates System is \$34.76 for teaching services.

25.2 Summary Sheet

The summary report combines the data in all three staff plans – Direct, Indirect, and Match.

26 Budget Forms

The section labeled “Budget Forms” has links to the Department’s grants management page for the detail budget pages in Excel. There is also a link to the “Sample Budget Narrative” in Word and Excel in the SMARTT section on the ACLS webpage. These forms must be saved on your hard drive since they are not part of the SMARTT data entry system.

27 Part III: Required Program Information

Programs need to enter the responses to the refunding package narrative questions in this section. The section is divided into question numbers. If you type the response in a Word document, cut and paste it into this section. Make sure you cut and paste the question also. You will be able to review your responses each year.

28 Program Plan Status

The program plan status is a view only screen that shows the status of the program plan for the project. If you want to view the current plan or previous years’ plans, click on "Program Plan Status" to select the following:

- ◆ Current Year – Working, Approved or Archived Plans
- ◆ Plans From Previous Fiscal Years – select the year and the approved or archived versions

29 Request Funding

The request for funding screen allows users to check off the sections of the planning module that have been completed and to submit the approval request to the Program Specialist.

- ◆ The first set of check boxes is required. Check all boxes even if they do not apply to your specific funded program.
- ◆ Once the plan is submitted, the planning module will be locked for the readers to review.
- ◆ After the request has been submitted, the Program Plan Status screen will appear verifying that the plan has been submitted.

30 Revert Plan

Pressing the "Revert Plan" button on this screen will revert the working plan back to the last approved plan. Or if no last approved plan exists, the plan will be emptied.

This operation is permanent and cannot be reversed.