



Allocation Instructions

Instructions

The Allocation page provides “view only” access to project and multi-district Allocation information as well as enterable fields for transferring funds across multiple programs. It is an excellent source of information for consolidated planning.

The page is divided into six sections:

1. **Current Year Allocation,**
2. **Multi-district,**
3. **Transferring or Flexing funds per the provisions of Title VI,**
4. **Schoolwide transfers,**
5. **Funds not applied for - a section to indicate funds a district choose not to apply for, and**
6. **Total Available for Budgeting.**

1. Current Year Allocation

The first section displays adjustments to the **Current Year Allocation** through:

- **Reallocated Funds** or **Released Funds** resulting from the ESEA Title I reallocation process, or from a district choosing not to apply for funds;
- **Prior Year(s) Funds** (unbudgeted and unexpended) funds carried into the project from the prior year or awarded throughout the current fiscal year.

2. Multi-district

The next section displays **Multi-district** transfers. **Transfers In** to the administrative agent/prime applicant of a multi-district agreement and **Transfers Out** for participating member districts are shown here. The **Administrative Agent** link lists the administrative agent/prime applicant and all participating members with their contributing Allocations. Click on this link to view.

Note: For the IDEA Consolidated application, the allocations page is a read-only page and Instruction Sections 3-5 do not apply.

3. Transferring or Flexing Funds

The third section is available for transferring or flexing funds per the provisions of the ESEA Title VI, Part B, Subpart 2 – Funding Transferability for State and Local Educational Agencies. Complete this section to indicate to the Office of Public Instruction (OPI) that your district is transferring or flexing funds based on its eligibility. The row “Total Available for Transfer/Flex” displays the amount of funds available to be transferred/flexed out of ESEA Title II-A. The ESEA Title I and Title III columns will not display amounts. *Funds cannot be transferred/flexed out of ESEA Titles I or III.*

Funds may be **transferred** into ESEA Title I-A and Title II-A. All transferred funds are subject to the rules and regulations of the receiving programs. Funds may be **flexed** into ESEA Title I-A, Title II-A and Title III.

To make a transfer:

- Identify which program to transfer/flex funds from (e.g., Title II-A) and locate the “From” row in the first column (From Title II-A).
- Tab to the right or click on the open cell in the column for the program to transfer/flex funds to a program (e.g., Title I-A) and enter the amount of the transfer/flex (in the Title I-A column). The total amount entered in the "From" row (Title II-A) cannot exceed the funds available for transfer/flex for the “From” Program (Title II-A). Funds can transferred/flexed from, or to, more than one program.
- Press the **“Calculate Totals”** button. The corresponding negative adjustments will display in the “Total Transfer/Flex” row (for Title II-A). You will see a corresponding positive adjustment in (Title I-A).
- Press the **Save Page** button to save the adjustments.

4. Schoolwide Transfers

If a district shows one or more schoolwide programs on Targeting Step 4, the Public Allocation for each schoolwide must be transferred to Schoolwide on the Funding Allocations page. Do not transfer any amounts listed for NonPublic Allocations. If the district has only schoolwide programs and no participating NonPublic Schools, the district may transfer all Title I funds, including those for set-asides, to Schoolwide on the Funding Allocations page. If any funds are transferred to Schoolwide, then you must select Title IA Schoolwide from the application sections and complete the information requested there under Program Detail and Budget Pages.

5. Funds Not Applied for

If a district chooses not to apply for funds for some but not all programs, check the box for either current year/prior year or both under the title programs for which you are not applying.

If one or both districts within a School System (i.e., Helena Elementary and Helena High School) choose not to apply for any or all funds the OPI must be notified. The OPI will change the status to a single applicant rather than a School System and republish the allocations separately for each legal entity. Then select, as a single applicant, those program(s) for which you choose not to apply. Complete the application for the remaining program(s).

6. The Total Available for Budgeting line will reflect all adjustments to project funds and will display the total funds available for each program budget and budget detail page.

Press the **Save Page button before proceeding to other pages or programs in the application. Failure to save each page as it is completed will result in lost data.**