[Open primary application window]

Hello and welcome to the Department's web series on completing the ESEA Consolidated Application.

In this session, we will be discussing the "*Summary of Project Totals by Title*" page within the ESEA Consolidated Application. From the primary navigation window, scroll down toward the bottom of the page and click the "*Summary of Project Totals by Title*" link.

You'll immediately notice that this page has two funding charts on it and, upon scrolling down, you'll see the option to request pre-award costs within the application.

The first table on this page is an aggregated summary of the various ESEA Title funding that a district receives. Not all districts receive an allocation of funding from all Title programs, so don't be alarmed if your application looks somewhat different that the content displayed here. The purpose of this table within the application is to provide a "snapshot" of where all of the district's federal funds have been budgeted. As you can see, the information covers (1) initial allocations, (2) transfers, (3) school and district level projects, as well as (4) the remaining balances for each Title program. You'll also notice that the final row of this first table will display an error for any Title program where the budgeted amount does not match the adjusted Title allocation (in row 3). This first table is a useful "check and balance" mechanism for district's in ensuring that they have adequately budgeted the funding available to them within the application. As you can see here, there is still some work to be done in budgeting for my various projects.

The second table on this page, entitled the "Complete Chart of Title IV-A Funding", is an input table. Unlike some of the other pages within the application, these fields are not auto-populated for you. For those applicants that intent to use some or all of their Title IV, Part A funding to support allowable Title IV, Part A projects, this is where you will need to outline what funds have been dedicated to each of the three project categories. It will be very important to ensure that the information provided here aligns with the various project amounts within the application as well as the district's response to question #3 on the Title IV, Part A "Use of Funds" page within the application.

Now, depending upon the level of funding a district receives in Title IV, Part A (after all transfers), districts may be required to devote funding to more than one project category within this table. In this example, the roughly $9,000 amount does not require that I allocated funding to each of the three categories. In fact, I'm only required by law to do one. That said, the results of my district's CNA has highlighted data which demonstrates that both "*well-rounded education*" and "*effective use of technology*" are priority areas for this district and so funds have been budgeted in both areas.

As is the case with other budget tables within the application, this too will display error messages in the event that your funds have not been adequately budgeted. For example, if I were to remove the $0.61 cents from the technology project category and click "post update", you'll see that I get several errors that will prevent me from being able to submit this page of the application. Upon adding that same amount back into my project and clicking "post update", the error is gone and the page can be submitted.

The third and final section of this page is an input field that allows each district to request pre-award costs. The Uniform Grant Guidance defines pre-award costs as, "*costs incurred by the applicant prior to the start date of the period of performance of the Federal award*". In other words, pre-award costs are those reasonable costs that are necessary for the performance of activities under the awarded grant program, but also take place prior to the effective start date for the grant award. This "start date" would be the date upon which the district submits its application in a substantially approvable format. Examples of pre-award costs can include payroll for employee contracts, summer professional development, and the procurement of goods and services. All pre-award costs must, however, have a start or obligation date after July 1st and such costs must be incurred to support the upcoming school year.

If a district seeks pre-award cost approval within its application, it must click "yes" when asked about pre-award costs and then provide a brief narrative describing what those costs are and why such costs are being requested. For example, a district might request pre-award costs to cover the costs of salaries and benefits for Title I staff whose contracts for the upcoming school year start in July. In order for such a request to be considered for approval, the district must ensure timely submission of its Consolidated ESEA application. The due date for the application is August 1st. Applications that are submitted much later in the year will not be eligible for pre-award costs, even if such costs are requested within the application. Therefore, it is very important that any district seeking pre-award costs submits their entire Consolidated ESEA application in a timely manner.

When updating information for either the "*Complete Chart of Title IV-A Funding*" table or the pre-award cost request sections of this page, please ensure that you click the appropriate "Post/Update" button to ensure that your changes are saved.

This concludes the guidance material on the "*Summary of Project Totals by Title*" page of the Consolidated application. For additional questions, please reach out to a member of the Department's ESEA Federal Programs Team.