

### Grantees Budget Fact Sheet

#### Overview

This budget reporting document relates to funds allocated from federal funding. Supported by funds are required to complete a budget and annual financial report (AFR). LEAs must submit a budget by December 15, 2024 for approval by their Colorado Multi-Tiered System of Supports (COMTSS) Specialists. Budget revisions must be submitted by April 30, 2025. AFRs must be submitted by December 31, 2025.

#### Allowable Use of Funds

Awarded funds can be used for the following purposes:

- 1) FTE for the COMTSS District Coordinator (benefits excluded).
- 2) Activities related to professional development including training fees, curricula/school climate surveys, implementation tools, outcome measurement, time for collaboration, remote technology, travel, staff stipends, salaries (benefits excluded), substitute pay to create time for job-embedded learning opportunities or other planned activities (excluding food purchases).
- 3) Monitoring and execution of the distribution, collection, standardization, and analysis of data collected.
- 4) Monitoring and performance of the distribution, collection, and analysis of implementation data indicating the degree to which the school, leadership team, and school staff implement COMTSS.
- 5) Administrative costs (maximum of 5% of total funds).

Funding from this opportunity may not be used to purchase food. Funds from this opportunity must be used to supplement and not supplant any federal, state and local moneys currently in place.

#### Suggested Use of Funds

Participating LEAs should use their funds for activities related to COMTSS improvement efforts and personnel development. If MTSS is included as part of your Unified Improvement Plan, your budget should align to activities associated with the major improvement strategy. Additionally, LEAs should budget to spend all allocated funds by end of fiscal year. Please contact your COMTSS Specialist for additional guidance on the use of funds.

#### Important Dates and Information

The fiscal year for this grant spans <b>September through October 30</b>
<b>December 15, 2024</b> – Yearly Budgets are due
<b>December 31, 2024</b> – AFRs are due
<b>April 30, 2025</b> – Budget revisions due
<b>August 15, 2025</b> – 2025 budget must be submitted for reimbursement
COMTSS EASI grantees must separately submit EASI budget reports

## EASI Grantees

Empowering Action for School Improvement (EASI) grantees will be required to complete separate budget reports for funds associated with their EASI applications. For more information on EASI grants and COMTSS services offered through the grant, please refer to [Federal Program Unit EASI Application](#) and [COMTSS Grant Program](#).

## Important Information and Guidance

- **Complete instructions are provided in the budget worksheet** you received from CDE's Office of Grants Fiscal Management. This includes instructions on budgeted expenses, description/narratives, actual costs, and the AFR.
- The worksheet title **"2-Cover Page"** includes information on allocations, potential carry-over, reimbursements submitted, and remaining allocations to be budgeted. Remember, carry-over cannot be guaranteed so LEAs should make attempts to spend down funds.
- The worksheet titled **"3-Budget and Actual Detail"** should be completed in detail, with the following considerations:
  - Column 1, Expenses relate to the allowable use of funds;
  - Column 2, Budget Object, are CDE's budget codes;
  - Make sure expenses and budget objectives (Columns 1 and 2) match the budget narrative;
  - Descriptions/Budget Narratives (Column 9) should provide details related to each expense such as the professional development vendor, the specific outcome measures;
  - Please use Columns 10 and 11 to indicate if expenses are related to your CO-MTSS PD Plan and/or UIP (expenses may be aligned to both);
  - Update the Actual Expenses (Column 8) and Reimbursement Submission Date (Column 12) on a regular basis.
- Most cells in worksheet titled **"4-Budget Summary"** will automatically populate from the "3-Budget and Actual Detail" worksheet so please make sure information is accurate. Contact your finance office/personnel to determine if you want to override indirect cost amounts (Line 21).
- The worksheet titled **"5-AFR Summary"** should be completed on an annual basis. Most information is automatically populated from the "3-Budget and Actual Detail" worksheet so please make sure information is accurate. Contact your finance office/personnel for determining the indirect cost amount (Line 15).
- Funds are distributed using a reimbursement process. **Requests for funds (RFFs)** can be completed on a monthly basis.
- **For questions about reimbursements and/or RFFs**, please contact the grants fiscal office (Evan Davis, 303-866-6129, [davis\\_e@cde.state.co.us](mailto:davis_e@cde.state.co.us)).
- For more information on the SPDG refer to [COMTSS Grant Program](#).
- For assistance with the budgeting process, contact your COMTSS Specialist or send an email to the [COMTSS@cde.state.co.us](mailto:COMTSS@cde.state.co.us).

