

Massachusetts SMARTT Technical Manual

for

Program Planning FY 2013

for

Community Adult Learning Centers

and

Correctional Institutions



Adult and Community Learning Services

November 2011

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1 Working on FY12 and FY13 Program Planning Simultaneously

All program plans have been rolled to FY13 so that programs can submit a set of services/ program design for the open and competitive funding process. Since programs will be amending FY12 program plans due to the additional supplemental funding during the same timeframe when submitting a program design for the open and competitive funding process, programs need to follow these steps to access the FY12 approved program plan.

- ◆ Click on the "**Program Plan Status**" link at the bottom of the Program Plan menu.
- ◆ Under "**Plans From Previous Fiscal Years**", click on "2012 Approved".
- ◆ Click on the "**Working Plan**" link at the bottom of the program plan menu. The working plan is a copy of the latest approved plan
- ◆ You can now edit the working plan to add services.
 - In order to add new rate or non rate based classes, you need to create new classes
 - In order to modify existing classes by adding seats or intensity, you need to first end existing classes at the end of a month since attendance is entered monthly. Then you will need to create new classes with increased number of seats and/or increased intensity starting the first of the next month.

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. All the links in the menu refer to the status listed at the top.

- ◆ 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

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.

- ◆ 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.

3 Class Plan

The class plan allows users to select the site to design 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."

For the FY13 open and competitive year, all classes will be entered for the timeframe between 7/1/2012 and 6/30/2013. Once programs are selected for funding, the plans will be amended according to the funding source –state or federal.

- ◆ 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.
- ◆ Summary rows for ABE and ESOL class information display ABE and ESOL class totals. The totals displayed for rate based classes are class hours, total number of classes, slots by funding type, student hours by funding type, eligible cost, and total cost. The totals displayed for non rate based classes are class hours, total number of classes, eligible cost, and total cost.
- ◆ 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, Collaborative, and Match funding. **Programs will enter classes by Direct and/or Match funding only.** Be sure to select the correct class focus.

◆ **The class selections for rate based classes for Community Adult Learning Centers are:**

- ◆ Adult Diploma
- ◆ Algebra
- ◆ Boston Opportunity Network
- ◆ Bridge to College/Math
- ◆ Bridge to College/Writing
- ◆ Core ABE/ESOL
- ◆ Family Literacy
- ◆ Homeless
- ◆ Listening/Speaking (ESOL)
- ◆ Math/Numeracy
- ◆ Pre-Literacy ESOL
- ◆ Reading/Writing
- ◆ STAR

◆ **The class selections for rate based classes for Correctional Institutions are:**

- ◆ Adult Diploma
- ◆ Algebra
- ◆ Bridge to College/Math
- ◆ Bridge to College/Writing
- ◆ Core ABE/ESOL
- ◆ Listening/Speaking
- ◆ Math/Numeracy
- ◆ Pre-Literacy ESOL
- ◆ Reading/Writing
- ◆ STAR

- ◆ 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.
- ◆ Class codes are calculated automatically when you add classes and 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
10 – 12	\$10.70
13 – 16	\$ 8.85
17 – 22	\$ 7.60

- ◆ Use the “link” column to indicate classes that are connected where students attend both classes. When classes are linked, it allows us to get accurate slot counts. For example, if a Bridge to College writing class is offered from 9:00 – 10:30 (with 12 slots) and a Bridge to College 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. . Non-rate based classes are classified in several ways – supplemental, stand alone, and career specific. The supplemental transitions and distance learning class focus selections will be used only after programs are selected for this type of funding. See the ACLS guidelines for the program design requirements for each type of non-rate based class. Be sure to select the correct class focus.

The class selections for non-rate based supplemental (SP) classes for Community Adult Learning Centers are:

- ◆ Bridge to College/Math
- ◆ Bridge to College/Writing
- ◆ Citizenship
- ◆ College and Career Readiness
- ◆ Computer Literacy
- ◆ Drop-in Learning Center
- ◆ Employability Skills
- ◆ ESOL Conversation
- ◆ Family Engagement
- ◆ Financial Literacy
- ◆ Health Education
- ◆ Math
- ◆ Parent/Child Interactive Time
- ◆ Parent Education/Support
- ◆ Student Leadership
- ◆ Writing

The class selections for non-rate based stand alone (SA) classes are:

- ◆ Drop-in Learning Center
- ◆ GED/Content Area Classes

The non-rate based Career Specific stand alone (CS) classes labeled with a prefix CS in the drop down list are:

- ◆ CS: Construction
- ◆ CS: Early Childhood Education
- ◆ CS: Financial Services
- ◆ CS: Green Jobs
- ◆ CS: Health Care

- ◆ CS: Hospitality
- ◆ CS: Manufacturing
- ◆ CS: Other
- ◆ CS: Professional Services
- ◆ CS: Retail
- ◆ CS: Technology
- ◆ CS: Travel and Tourism

The non-rate based supplemental Transitions (TR) class selections labeled with a prefix TR in the drop down list are:

- ◆ TR: Transitions Math
- ◆ TR: Transitions Writing

The non-rate based supplemental Distance Learning (DL) class selections labeled with a prefix DL in the drop down list are:

- ◆ DL: Supplemental FTF

The class selections for non-rate based supplemental (SP) classes for Correctional Institutions are:

- ◆ Bridge to College/Math
- ◆ Bridge to College/Writing
- ◆ Citizenship
- ◆ College and Career Readiness
- ◆ Computer Literacy
- ◆ Drop-in Learning Center
- ◆ Employability Skills
- ◆ ESOL Conversation
- ◆ Family Engagement
- ◆ Financial Literacy
- ◆ Health Education
- ◆ Math
- ◆ Parent Education/Support
- ◆ Student Leadership
- ◆ Writing

The class selections for non-rate based stand alone (SA) classes for Correctional Institutions are:

- ◆ Drop-in Learning Center
- ◆ GED/Content Area Classes

- ◆ 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

For the FY13 open and competitive year, please select state fund codes for rate based classes. Once programs are selected for funding, the plans will be amended according to the funding source –state or federal. Only Direct and Match funding should be selected now.

Direct Slots/ Direct Funding

- ◆ 345 Community Adult Learning Center- State
- ◆ 563 Correctional Institutions

Match Slots/Match Funding

- ◆ Boston Opportunity Network
- ◆ CDBG/OTHER
- ◆ Local Appropriation-City
- ◆ Local Appropriation-County
- ◆ Local Appropriation-LEA
- ◆ ORI
- ◆ Other
- ◆ Private Foundation
- ◆ Verizon

5 Supplemental and Foundation Funding

Users must enter supplemental 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 Collaborative 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 Supplemental categories are:
 - ◆ Volunteer Tutoring Component
 - ◆ Student Transportation
 - ◆ Technology Upgrade
 - ◆ Space
 - ◆ Childcare
 - ◆ Student Transportation
 - ◆ Rural Staff Travel
 - ◆ Education Reintegration Counselor (for Corrections only)
- ◆ The Foundation Funding is:
 - ◆ Community Planning (\$6,000, \$10,000)
 - ◆ Community Planning for Correctional Institutions (\$1,500)
 - ◆ Technology Coordination (\$2,000) -- *plus .75% of student hours in rates funding*
 - ◆ ADA Coordination (\$1,000) -- *plus 1 hr/slot in rates funding*
 - ◆ Program/Staff Development Coordination (\$1,000) -- *plus .5% of staff hours in rates funding*
 - ◆ 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. The staff plan headings are aligned to match the prototype. The last two staff development boxes help programs determine the number of staff development hours that can be distributed to program staff who are most in need of staff development hours to help improve student outcomes and support program improvement goals. These boxes are: **Total Staff Development Hours** (Direct + Collaborative + Match) and **Total Staff Development Percent** (Direct + Collaborative + Match). When data is entered in any of the staff plans, these boxes will be updated on all three plans.

- ◆ The rates support the following hourly rates:
 - **Administrators (A): \$28.00** *plus fringe benefits valued at 30%* and **\$36.40** for staff not receiving benefits.
 - **Professional Services Staff (P): \$20.50** *plus fringe benefits valued at 30%* and **\$26.65** for staff not receiving benefits. This results in a "contact hourly rate" of **\$39.98** for teachers.

- **Support/Clerical Staff (S): \$15.25** *plus fringe benefits valued at 30%* and **\$19.83** 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 Coordinator
 A Executive Director
 A Site Coordinator

A Assistant Director
 A Director
 A Fiscal Officer

P ADA Coordinator
 P Community Planner
 P Computer Teacher
 P Early Childhood Teacher
 P Educational and Career Advisor
 P Health Team Facilitator
 P Program and Staff Development Coord.
 P Teacher’s Assistant
 P Volunteer Coordinator

P Assessment Specialist
 P Computer Lab Coordinator
 P Curriculum Coordinator
 P Education Reintegration Counselor
 P Fiscal Staff
 P Home Visitor
 P Teacher
 P Technology Coordinator

S Administrative Assistant
 S Data Entry Staff
 S Early Childhood Assistant
 S Office Manager
 S Receptionist
 S Support Staff

S Bookkeeper
 S Driver
 S Maintenance
 S Payroll Clerk
 S Security
 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 (\$39.98).
- ◆ 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)
1920 (48 wks/yr * 40 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 any 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, Collaborative, and (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.
 - 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 ACLS staff.
 - 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 \$39.98 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 (1.30 if fringe = 30%) and then divide this total by the total teaching hours.
- c) **Total Staff Development Hours and Total Staff Development Percent:** Two additional staff development boxes are listed on each of the three staff plans to help determine hours that could be pooled for staff .

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, teacher code, 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 approved rate per staff category (Administrative, Professional, and Support).

ACLS is committed to ensuring that all staff members at ESE-funded ABE programs are paid at least at the salary rate supported by the rates. This applies to staff hours paid with Direct and Collaborative 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. A filter is added that can be selected to display only staff who are paid below 3% below the rates.

The salaries supported by the rates are:

Line Item	Categories	With 30% Benefits	With no Benefits
1	(A) Administrators	\$28.00	\$36.40
2	(P) Professionals	\$20.50	\$26.65
3	(S) Support Staff	\$15.25	\$19.83

The Staff Salary Analysis figures indicate the difference between the amount the program is spending and the amount the rates support. These figures are found on the Staff Salary Analysis screens (Direct, Collaborative and Match) in SMARTT. Programs must ensure that the Staff Salary Analysis is within an

allowable range of +/-3% of the ESE 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 ACLS rates. ACLS 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.

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 salary supported by the rates. The category labeled “+/- % Per Individual” compares the total program salary and total salary supported by the rates. The last two columns under this heading calculate the difference between the amount the program pays and the salary amount supported by the rates. The last column calculates the % the program is over or under paying each individual compared to what the 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 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 Supplemental and Foundation Funding screen. The line labeled “GRAND TOTAL: REQUESTED FUNDING” **must** match your grant request. 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. The match is calculated on the total funding --Direct and Collaborative funding. Note that the summary sheet lists the total for both funding sources and the percent is based on that total.

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. Supplemental and foundation amounts entered in the Supplemental and Foundation Funding screen 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 Budget Detail pages) by 5%.
- ◆ The Grand Total is the sum of the Rate and Supplemental and 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.

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 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 Collaborative funding. All staffing from the Direct and Collaborative 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 Collaborative Hours
- ◆ Benefits – only editable field
- ◆ Direct Salary
- ◆ Calculated Benefits – amount paid by match

24 Administrative Cost

This screen is not required at this time. It will be required after programs are notified of final funding amounts.

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

Prototype Figures

- ◆ Direct Prototype Totals
- ◆ Collaborative Prototype Totals
- ◆ Match Prototype totals
- ◆ Grand Total – sum of Direct, Collaborative, 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 three positions below are not included in the rates (they are foundation funding) so the prototype numbers do not include these amounts for these three functions:

ADA Coordinator	\$1,000
Technology Coordinator	\$2,000
Program/Staff Development Coordination	\$1,000

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 ACLS staff.

- ◆ **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, Collaborative, and Match.

26 Budget Forms

The section labeled “Budget Forms” has a link to the Department’s grants management page for the detail budget pages in Excel. This form must be saved on your hard drive since it is not part of the SMARTT data entry system.

27 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

27.1 Program Plan Versioning

Programs have the option of creating several working plans so they can “try out” various class plan scenarios. Users will need to select one version to be submitted. Click on the “Create Additional Working Plan” link under the “Program Plan Status” link on the bottom of the Program Plan menu. You first need to select the version that you want copied such as "Working 1. Programs can create several versions which will be labeled as Working 2, Working 3, etc.. Be sure to enter a brief note such as "intense classes" before clicking on "CREATE ADDL WORKING PLAN". The note entered will assist users in deciding which version to submit for funding. The "Additional Working "Plan" screen lists the date created, date submitted, date approved, total grant, match funding, and notes. Once a new version is created, users need to set the view to the working version they want to complete and submit. To set the view to a different working plan, go to "Program Plan Status". All newly created versions such as Working 2, Working 3, etc. are listed under the heading "Additional Working Plans" There are check boxes so you can click next select the plan that you want set as the current view. After you check a box, then click on "Set as Current Working Plan".

29 Request Funding

The request for funding screen requires users to check off the sections in the “Program Plan Checklist” that have been completed in order to submit the approval request.

- ◆ The first set of check boxes is required. Check all boxes even if they do not apply to your specific funded program.

Program Plan Checklist	
Click on the checkboxes below to indicate which components of the program plan have been completed and are to be submitted as part of this funding request.	
<input type="checkbox"/>	Class Plan
<input type="checkbox"/>	Flex/Foundation Services Plan
<input type="checkbox"/>	Summary Sheet - Direct
<input type="checkbox"/>	Staff Plan - Direct
<input type="checkbox"/>	Administrative Cost Worksheet – will be required after grant approval

- ◆ 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.