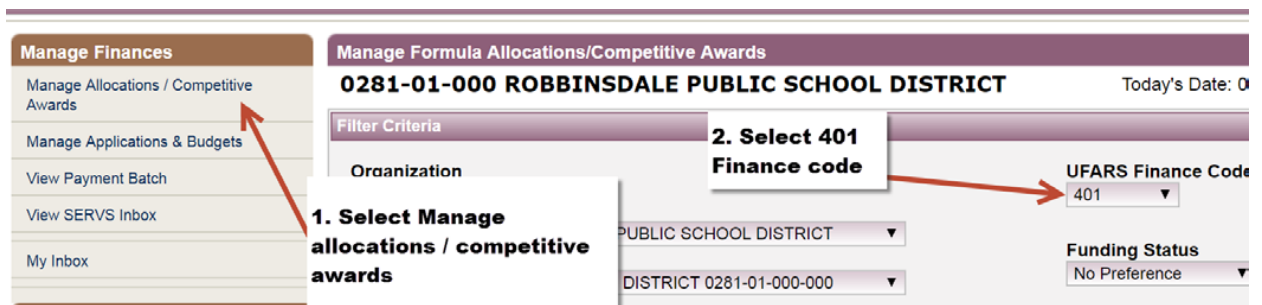


Federal Title Program Balance Forward and Carryover

Districts can use these instructions to balance money forward from one year to the next. This allows districts to use allocations for more than one year within a Title I, II and III program. Once all expenditures have been made from the prior year’s application (2017-18) and budgets have been revised to actuals, complete these steps:

1. Select Manage Allocations/ Competitive Awards.



2. Select UFARS Finance Code. Use 401 for Title I. Use 414 for Title II and use 417 for Title III.
3. Scroll down to **previous** year’s application.


Finance Code	State Fiscal Year	Description	Award Amount	Adjusted Award Amount	Unreserved Amount	Award Status	Actions
401	2019	Formula - 401 - SFY 2018, Title I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2018, CFDA 84.010A, S010A180023A	\$	\$	\$0.00	Accepted	Select Action Go
401	2018	Formula - 401 - SFY 2018, Title I, Part A: Improving the Academic Achievement of ..	\$	\$	\$0.00	Accepted	Select Action Go

4. Find the Select Action tab.

5. Select Manage Award and Allocations (under the action tab in the top right corner).

401	2018	Formula - 401 - SFY 2018, Title I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2017, CFDA 84.010A, S010A170023A	\$2,778,937.16	\$2,778,937.16	\$0.00	Accepted	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Select Action ▼</div><div style="background-color: #0070c0; color: white; padding: 2px;">Select Action</div><div style="padding: 2px;">Accept/Decline Award</div><div style="padding: 2px;">Manage Award/Allocation</div></div>
-----	------	--	----------------	----------------	--------	----------	--

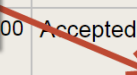
5. Manage Award/Allocation



6. Select Go.

		Academic Achievement of the Disadvantaged, FFY 2018, CFDA 84.010A, S010A180023A					
401	2018	Formula - 401 - SFY 2018, Title I, Part A: Improving the Academic Achievement of the	\$		00	Accepted	<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Manage Award/Allocation ▼</div><div style="background-color: #808080; color: white; padding: 2px;">Go</div></div>

6. Select go



- Select Edit on the pop-up screen.

Manage Award/Allocation

401 - 2018 Award
Formula - 401 - SFY 2018, Title I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2017, CFDA 84.010A, S010A170023A

Carry Forward %: 15.0%
 Federal Obligate By: 09/30/2019
 Federal Expend By: 11/14/2019

7. Select Edit

	\$ for Budget SFY 2018	\$ for Budget SFY 2019	\$ for Budget SFY 2020	Action
401	\$ <input type="text"/>	\$0.00	\$0.00	<input type="button" value="Edit"/>

- Adjust the Amount for Budget to match the Amount Expended (they must match).

Manage Award/Allocation

401 - 2018 Award
Formula - 401 - SFY 2018, Title I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2017, CFDA 84.010A, S010A170023A

Carry Forward %: 15.0%
 Federal Obligate By: 09/30/2019
 Federal Expend By: 11/14/2019

8. Enter the amount for budget which is the same as the amount expended

Enter Amount (\$) for each Budget SFY

Budget State Fiscal Year	Amount for Budget(\$)	Amount Expended(\$)
2018	<input type="text" value="241031.81"/>	\$241,031.81
2019	<input type="text" value="0"/>	\$0.00
2020	<input type="text" value="0"/>	\$0.00

9. Enter into the 2019 budget box, the amount of remaining unspent funds. Award amount should be equal to the sum of 2018 and 2019 amounts for budget.

401 - 2018 Award
Formula - 401 - SFY 2018 Disadvantaged, FFY 2017
Carry Forward %:

9. Remaining funds carryover to 2019

Sum of 2018+ 2019 should equal award amount.

10. Select Save

Budget State Fiscal Year	Amount for Budget(\$)	Amount Expended(\$)
2018	241031.81	\$241,031.81
2019	2537905.35	\$0.00
2020	0	\$0.00

Award Amount: \$2,778,937.16
Amount after Adjustments: \$2,778,937.16
Amount reserved for Budgeting: \$2,778,937.16

Save Cancel

10. Select Save.

Balancing funds forward ensures that the total amount available to the district (current allocation and carryover funds, which were balanced forward) is being utilized.

11. Repeat procedure for all remaining applicable title allocations.