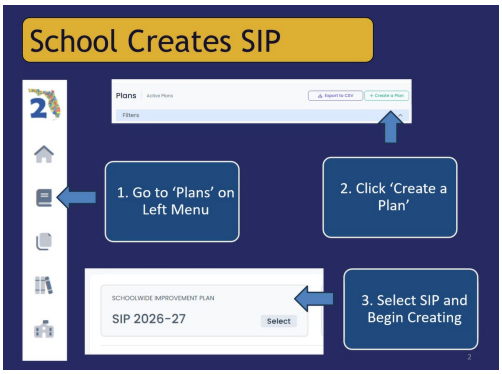
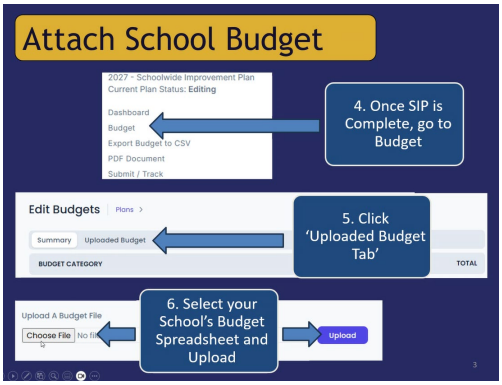
Presenters: Gracie Parish & Heather McCoy, BSI

Biggest change to the UniSIG Process: Budget upload process. All budgets transitioned to using the same budget template as all other federal programs in an effort to combine and streamline the budget submission process.

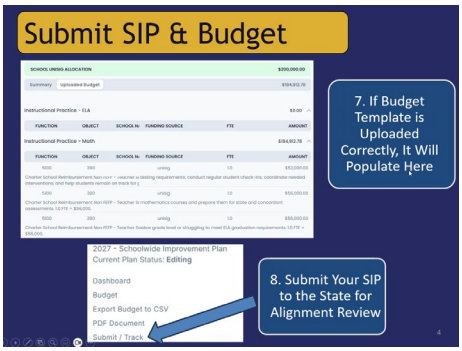


Once the school completes the SIP (submitted and cannot be edited anymore), go into budget section.



Upload the completed budget template saved on your computer to the school SIP.

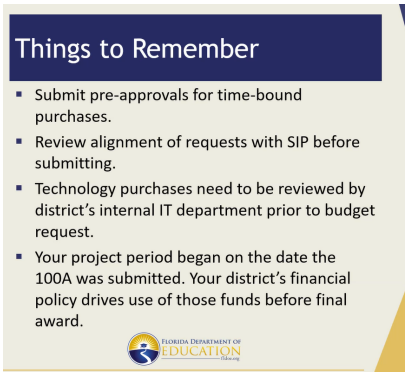
For the sake of the SIP process, schools must have individual budgets so they can be uploaded by school and OGM required the use of the same Budget template be used for UniSIG that is being used by other federal programs.



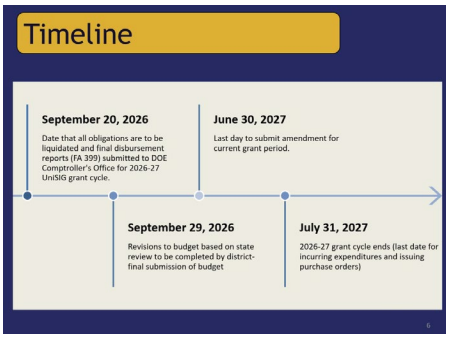
After upload, the SIP will populate with information in the excel budget document.

Regional field team, or Jimmy Nice, or Gracie will be assigned to the school SIPs. Review begins by reviewing for alignment between SIP narrative/action steps and budget.

If alignment exists, then goes to grants specialist for allowability review.



- Time-bound purchases can receive pre-approvals.
- Recommend individual amendments for time sensitive expenditures.
- Alignment review first, then allowability review.
- Technology – Make sure you clear purchases with the district IT department to ensure the district will approve the purchase.
- Project period – August 4 is earliest date you can charge expenditure IF the application was submitted by August 4. If submitted later, then the date of the 100A was submitted in sharefile is the start date.



2025-2026 (not 2026-2027) 399 submitted to FDOE is September 20, 2026

BSI's alignment review and changes made by September 29, 2026

- BSI can't move budget to OGM for review/approval until all SIPs are submitted and reviewed.

Amendments due June 30, 2027

- Reminder to submit time sensitive activities for approval individually. It is okay to have extra amendments submitted.

July 31 grant period ends

Q&A

What documents are needed to verify that technology purchases are supported by the district?

- Nothing specific is required by BSI. Just ensure that what you're purchasing is allowable internally in the district.

RFA?

- Posted on ECTAC website.
- Removed from CIMS to make a minor correction. Will be added back to CIMS soon.

Please clarify what gets submitted into sharefile by whom and when.

- Someone in District has uploaded the 100A. If issues have occurred with this, OGM is helping set up access and folders.
- Once the ALL Schools' SIPs and school budgets have been uploaded and submitted to CIMS, district is able to create UniSIG plan, including the district budget. The

entire district budget will be created in CIMS by pulling in all schools' budgets and district level budget.

- For school level budget lines, use the AOF in column B of budget excel document.
- For district level budget lines, use the "Instructional Practice" AOF.
- Ensure the AOF are accurate because CIMS automatically uses that information to populate the budgets in CIMS.
- CIMS will pull together all school budgets and district budget together.
- Once the UniSIG plan is submitted by the district to the FDOE, there is no editing until BSI reopens it back to the district.

BSI is looking for action steps, narrative, and activities that align with every budget line.

- If there is a budget entry, make sure the SIP narrative supports it in the SIP.
- Some lines, like benefits, won't have unique alignment (they follow the salary or stipend cost), but MOST lines should have alignment/connection with narratives in SIP.

If a district is withholding 5% of each school's allocation to cover district-level direct administrative costs, where should the district budget sheet reflecting those expenditures be uploaded?

- Can't see the district plan or budget in CIMS until all schools have submitted SIPs and budgets.

Should indirect costs be reflected in each school's budget sheet or should that amount be part of the District Administrative Cost budget sheet?

- Once CIMS recognizes that all schools' budgets are entered, you will be able to edit or add the LEA/district budget. This is where all indirect costs can be added.

To clarify, once school budgets are submitted in CIMS, they pull into the LEA budget and we download that to upload to ShareFile, correct? Will that downloaded be complete with the Activity #, AOF, Function, Object, etc.? Do we have to complete the PPAF?

- Yes, all AOF will appear in the final budget that includes all school and district lines.
- The Project Performance Accountability Form (PPAF) is not a UniSIG requirement.

Would the school budget exclude the 5% for the district? Where is that 5% allocated? Is it on the District Budget?

- Indirect Costs can be included in the school-level budget. It can also be entered by the LEA in the LEA budget.

The school amount will not match the allocation due to administrative costs. Will that cause a conflict because it won't match their original allocation?

- No, the budget doesn't have to equal the total school allocation.
- If it is a school level expenditure is an indirect cost, that will stay on the schools' budget and be coded as "Instructional Practice".

Schools will include the indirect costs on their budget. LEAs are allowed to keep 5% for direct administrative costs. That would not be included in the schools' budgets. Will this cause a problem for making the budget balance.

- When working on the district plan, there is a feature where you can assign the costs to schools. There is a district admin tab where you can choose the school name to take the cost from.

A way to avoid the school thinking they have full allocation amount is to plan with the school for 5% less than the total amount. Also, deduct the potential indirect cost for school level expenditures before having the school plan their expenditures and use of school level funds.

Since the school must submit first, it is important that they know that they won't have to budget the full amount.

If the school budget is uploaded for 5% less than allocation, will CIMS accept it?

- Yes

We have already created a district plan and budget. Do we need to delete this and start over with the school submitting plans first?

- Yes, that is what you should do in order to not have duplicate entries. The budget form template must be used and uploaded.

Do schools manually enter their budgets?

- No. Schools use the OGM budget form and upload the excel budget spreadsheet into CIMS. Then it will populate into CIMS.

Where is the school budget uploaded?

- You can upload for the school, but if the school has already submitted their SIP to the district, the district won't have that tab available until you return the SIP to the schools.

When I uploaded my budget it would only let me attach it to one area of Instructional Practice- I have both ELA and Math, but it is only attaching to one or the other. Do I need to submit separate budgets?

- As long as it says "Instructional Practice", then there isn't a problem because this is the "main AOF". This will not delay or hinder the processing with BSI's review. Heather will work with Kace, the CIMs programmer, to explore why this is occurring.

Is the 5% district admin max including indirect or in addition to it?

- Indirect is in addition to the 5% administrative cap.

From RFA:

Administrative Costs including Indirect Costs:

School Districts

FDOE has been given the authority by USED to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by FDOE's Comptroller. **Indirect costs shall only apply to Federal programs.** Additional information and forms are available at www.fldoe.org/finance/comptroller/.

Section 1010.06 Florida Statute (F.S.) Indirect cost limitation – State funds appropriated by the Legislature to the Division of Public Schools (DPS) within FDOE may not be used to pay indirect costs to a university, state university, school district or any other entity.

Program-Specific Allowable Expenses:

- A maximum of 5% grant administration, allocated at the LEA level, may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project. The individual school allocations will be posted on Florida's Continuous Improvement Management System Version 2 (CIMS2) at www.cims2.floridacims.org.
- Up to a maximum of 10% per school for technology that shall directly impact student achievement.
- Up to a maximum of 5% per school for office supplies (such as paper, ink, post-its, markers) and shall directly impact student achievement.