

Integrated Planning & Budget Technical Guide

Version 2: September 2022

Overview

This tool is designed to align your planned outcomes and strategies to the discrete activities and associated expenditures for funds distributed across all six programs outlined in the Integrated Guidance. It is designed to assist in multiple years of planning and budgeting.

Completing the Integrated Planning and Budget Template

There are seven tabs in the Integrated Planning and Budget Template. The first four tabs (START HERE, Planning, Budget 23-24, and Budget 24-25) are designed for easy submission of your planned budget for the 2023-25 biennium, while the fifth tab (Additional and Tiered Planning) is a place to incorporate a tiered approach to your budget by identifying potential activities during the initial planning process. The sixth tab (Codes) is for your reference while you complete the budget tabs. Finally, the seventh tab (Example outcomes, strategies, and activities) is designed to showcase some sample outcomes, strategies, and activities for quick reference.

Notes on Formatting:

The Integrated Planning and Budget Template is a spreadsheet, with some columns and rows formatted with formulas to auto sum. Heading rows will have a light green background color. Cells that have a grey background are not meant to be written over, for example the rows that contain the formulas to auto sum:

Outcome and Strategy	<u>Proposed Activity</u>	<u>Partnership</u>	<u>FTE</u>	<u>FTE Type</u>	<u>CTE - Function Code</u>	<u>EIS - Allowable Expenditure Area</u>	<u>HSS - Activity Category</u>	<u>SIA - Allowable Use Category</u>	<u>Object Code</u>
--	Total Allocation 2023-24:	--	--	--	--	--	--	--	--
--	Total Budgeted Amounts (Autosum):	--	--	--	--	--	--	--	--
--	Unbudgeted (Autocalculate):	--	--	--	--	--	--	--	--

Cells that have a white background are meant for your use.

Many cells contain the information found in the Integrated Guidance as an embedded feature. To view the guidance within the template, hover over the cell and further instructions will appear:

EIIS - Allowable Expenditure Area	If this Activity is partially or fully funded by the Early Indicator and Intervention Systems allocation, select the appropriate code from the dropdown. The dropdown options are found on the Codes Tab.			
	HSS - Activity	SIA -	Allowable U	Object Code
	Budg (23-2			

Some of the cells in the Budget 23-24 and Budget 24-25 tabs are formatted to help you correctly input the information. This includes dropdowns for the various codes as well as restrictions in the type of data to be input. One example is that if you try to put just a letter in the “Outcome and Strategy” column, it will display a message that the value needs to be a letter and number combo. This is because the strategies on the planning tab are assigned letter and number combos, not just letters, and the correct corresponding letter and combo number should be input into this column.

Out	
--	Total Allocation 2023
--	Total Budgeted Amou
--	Unbudgeted (Autocal
S1	Sample
--	Indirect/Administrator
sl	
input the letter and number combo (A1) for all strategies from the planning tab that this activity applies to. You can input more than one; please separate using commas (A1, B3).	

START HERE Tab

The information provided on the START HERE tab will facilitate completing the rest of the template.

Institution

First, you will select your institution from the dropdown menu. After your institution is selected, it will populate your preliminary allocation amounts for each eligible grant program on the Budget 23-24 tab and the Budget 24-25 tab.

Select your institution from the drop down list to the right:		▼
Please provide contact information for the person completing this budget		
Name		
Phone		
Email		

Contact Information

Fill out the contact information of the person completing the budget template.

Planning Tab

The planning tab is the place for you to indicate your expected outcomes, the strategies to arrive at those outcomes, and the programs that are associated with those strategies.

Outcomes

Outcomes are assigned a letter (A, B, C, D...) to allow for easy coordination to your budget. Once developed, put your outcome into the top row of each lettered section (Blue cell in graphic below).

OUTCOMES & STRATEGIES		CSI/TSI	CTE	EIIS	HSS	SIA	ACTIVITIES	
Strategies	Outcome-SAMPLE	SD achieves at least a 93% graduation rate across all demographic groups.						OUTCOME ACTIVITIES: ENTER ON BUDGET TAB
	S1	Fully implement a K-12 Multi-Tiered System of Support (MTSS) and reduce class size to close the opportunity and achievement gap.					x	
	S2	Implement culturally-responsive pedagogy and curriculum for equitable learning outcomes for all.					x	
	S3	Provide equitable access to social, behavioral and mental health supports.					x	
Strategies	Outcome-A							OUTCOME ACTIVITIES: ENTER ON BUDGET TAB
	A1							
	A2							
	A3							
	A4							
	A5							

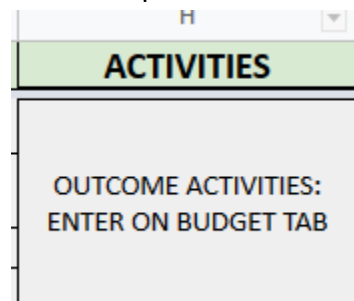
Strategies

Each outcome will have strategies that will be used to achieve progress toward the outcome. Each of those strategies should be listed below the outcome, and have a number (A1, A2 etc.) that indicates which strategy it is. There is space provided for five strategies for each outcome. If you are in need of additional strategy rows, please reach out to ODE. Indicate with an “x” which program(s) this strategy is associated with.

OUTCOMES & STRATEGIES		CSI/TSI	CTE	EIIS	HSS	SIA	
Strategies	Outcome-SAMPLE	SD achieves at least a 93% graduation rate across all demographic groups.					
	S1	Fully implement a K-12 Multi-Tiered System of Support (MTSS) and reduce class size to close the opportunity and achievement gap.					x
	S2	Implement culturally-responsive pedagogy and curriculum for equitable learning outcomes for all.					x
	S3	Provide equitable access to social, behavioral and mental health supports.					x
Strategies	Outcome-A						
	A1						
	A2						
	A3						
	A4						
	A5						

Activities

The Planning tab has a column for activities to remind you that each strategy has associated activities; however, you will not fill these in on the Planning tab. Instead, head to each budget tab and input those activities there.



Budget 23-24 and Budget 24-25 Tabs

These tabs are used to indicate across funding streams how you will braid and blend funds in strategic ways to work toward achieving your stated outcomes. They contain multiple columns that are specific to an individual program; therefore, not all columns will need to be filled out if the program is not directly funding the activity. For example, if an activity is not being funded by CTE, then you can leave the “CTE-Function Code” and “CTE Activity Budget” columns blank.

The top rows of this sheet are where your preliminary allocations get populated and where you can track how much remains from your budgeted amounts as you add to your budget. Row 3, Column P will auto sum the budgeted items and Row 4, column P will indicate how much remains to be budgeted for that funding stream. Row 6 indicates the amounts for Administrative or Indirect funds (which are not associated with any activities, strategies, or outcomes). You do not need to fill in any codes for this row, only the budgeted amount for each funding stream. The “—” is put into the cells that you do not need to fill in (and they are grey) as a reminder.

Outcome and Strategy	Proposed Activity	Partnership	FTE	FTE Type	CTE - Function Code	EIS - Allowable Expenditure Area	HSS - Activity Category	SIA - Allowable Use	Object Code	CSI/TSI Activity Budget (23-24)	CTE Activity Budget (23-24)	EIIS Activity Budget (23-24)	HSS Activity Budget (23-24)	SIA Activity Budget (23-24)	Total Activity Budget (23-24) (Autosum)
--	Total Allocation 2023-24:	--	--	--	--	--	--	--	--	\$0.00	\$ -	#N/A	#N/A	#N/A	#N/A
--	Total Budgeted Amounts (Autosum):	--	--	--	--	--	--	--	--	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
--	Unbudgeted (Autocalculate):	--	--	--	--	--	--	--	--	\$0.00	\$0.00	#N/A	#N/A	#N/A	#N/A
S1	Sample	--	1.5	Equity/Diversi	STP	--	H&S	111	--	\$3,250.00	--	\$2,500.00	--	\$65,000.00	\$70,750.00
--	Indirect/Administration	--	--	--	--	--	--	690	--	--	--	--	--	--	\$0.00

Outcome and Strategy

Please indicate which outcome and strategy (A1, A2, A3...) from the Planning Tab each activity is working toward.

Conditional Formatting

Conditional formatting is built-in to the budget tabs in order to facilitate tracking potential fund sources as you braid and blend funds aligned to a given outcome and strategy. The conditional formatting pulls the information you already completed from the planning tab to the budget tab.

For example, let’s say you identified three potential funding sources for Outcome/Strategy A1: CSI/TSI, HSS, and SIA on the planning tab.

OUTCOMES & STRATEGIES		CSI/TSI	CTE	EIIS	HSS	SIA
Outcome-SAMPLE	SD achieves at least a 93% graduation rate across all demographic groups.					
S1	Fully implement a K-12 Multi-Tiered System of Support (MTSS) and reduce class size to close the opportunity and achievement gap.			x		
S2	Implement culturally-responsive pedagogy and curriculum for equitable learning outcomes for all.	x				x
S3	Provide equitable access to social, behavioral and mental health supports.	x				x
Outcome-A						
A1	Awesome Activity	x			x	x

Then, when you go to the budget tab and enter “A1” in the “Outcome and Strategy” column, you will see the different cells from the potential funding sources highlighted in light blue. All possible codes and budget cells are highlighted, though it’s important to note that not all highlighted cells will need to be filled in – it is dependent upon whether all funding sources are chosen to fund the activity and/or whether a specific column pertains to the activity.

Outcome and Strategy	Proposed Activity	Partnership	FTE	FTE Type	CTE - Function Code	EIIS - Allowable Expenditure Area	HSS - Activity Category	SIA - Allowable Use	Object Code	CSI/TSI Activity Budget (23-24)	CTE Activity Budget (23-24)	EIIS Activity Budget (23-24)	HSS Activity Budget (23-24)	SIA Activity Budget (23-24)	Total Activity Budget (23-24) (Autosum)
--	Total Allocation 2023-24:	--	--	--	--	--	--	--	--	\$0.00	\$ -	#N/A	#N/A	#N/A	#N/A
--	Total Budgeted Amounts (Autosum):	--	--	--	--	--	--	--	--	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
--	Unbudgeted (Autocalculate):	--	--	--	--	--	--	--	--	\$0.00	\$0.00	#N/A	#N/A	#N/A	#N/A
S1	Sample	--	1.5	Equity/Diversi	--	STF	--	H&S	111	\$3,250.00	--	\$2,500.00	--	\$65,000.00	\$70,750.00
--	Indirect/Administration	--	--	--	--	--	--	--	690	--	--	--	--	--	\$0.00
A1															\$0.00

Proposed Activity

Activities are the specific steps/actions/investments you will make to reach your outcomes. For grant programs, they are what you are spending your funds on. The Budget tabs are where you will document these funded activities. Consider each outcome and the associated strategy and develop a set of activities that are necessary to move toward each outcome. What will you need to purchase to achieve the desired outcomes? What positions will you need to hire? Please be as specific as possible. For example, rather than saying “Hire teachers,” say “Hire math teachers for the high school.”

For staff positions, you may list the salary and benefits on the same or separate lines. If you choose to list them on the same line, please use the appropriate salary object code. Similar staff positions may be indicated on the same line (e.g., “Hire 2.0 elementary reading teachers” However, when staff positions are qualitatively different, list those positions on separate lines. For example, if you are planning on hiring a social studies teacher and a CTE teacher for robotics, indicate “Hire 1.0 high school social studies teacher” on one line, and “Hire 1.0 CTE teacher for robotics” on a different line.

Partnership

This column indicates whether the activity provides funding to an outside organization. If funding is provided to an outside organization, select the type of organization from the dropdown menu. If this activity does not fund an outside organization, leave this field blank. You can find the partnership category definitions on the Codes tab.

FTE

This numeric field indicates the number of FTE that this activity pays for. Up to two decimal places can be used (e.g. 1.25 FTE). If this activity does not have any FTE associated with it, leave this field blank.

FTE Type

If this activity has FTE associated with it, indicate the type(s) of positions that have been hired or will be hired with the funds. If no FTE is associated with this activity, leave this field blank. The dropdown options are found on the Codes Tab.

CTE-Function Code (For CTE/Perkins Direct Recipients Only)

If this activity is funded with CTE/Perkins funds (partially or fully funded through CTE/Perkins allocations), select the correct function code for this activity. If this activity is not funded through CTE/Perkins dollars, leave this field blank. You can find the allowable CTE-Function Codes on the Codes tab.

EIS-Allowable Expenditure Area

If this activity is partially or fully funded by the Early Indicator and Intervention Systems allocation, select the appropriate code from the dropdown. The dropdown options are found on the Codes Tab.

HSS-Activity Category

If this activity is partially or fully funded by High School Success allocations, the HSS Activity Category must be selected. The dropdown options are found on the Codes Tab.

SIA-Allowable Use Category

If this activity is partially or fully funded by the Student Investment Account allocation, select the appropriate code from the dropdown. The dropdown options are found on the Codes Tab.

Object Code

Select the appropriate Object Code¹ for this activity from the dropdown. Object Codes can be found in the Codes Tab, and a full description of object codes can be found in the Program Budgeting and Accounting Manual (PBAM) on the [ODE District Budgeting and Accounting Website](#).

CSI/TSI Activity Budget

The dollar amount with two decimal places for how much is budgeted for the indicated year for this activity from the ESSA Partnerships/CSI/TSI funding stream.

CTE Activity Budget

The dollar amount with two decimal places for how much is budgeted for the indicated year for this activity from the CTE/Perkins funding stream. If you are a direct CTE/Perkins recipient, you will complete dollar amounts on this template. If you are a CTE/Perkins Consortia recipient, you will not need to complete the dollar amounts on this template, rather you will put an "x" where the dollar amount should go.

¹ Not all object codes are available in the dropdown. Please select the most closely related object code.

EIIS Activity Budget

The dollar amount with two decimal places for how much is budgeted for the indicated year for this activity from the Early Indicator and Intervention System (EIIS) funding stream.

HSS Activity Budget

The dollar amount with two decimal places for how much is budgeted for the indicated year for this activity from the High School Success (HSS) funding stream.

SIA Activity Budget

The dollar amount with two decimal places for how much is budgeted for the indicated year for this activity from the Student Investment Account (SIA) funding stream.

Total Activity Budget

Auto sum column that will add up the spending for this activity across all funding streams.

Additional and Tiered Planning Tab

This tab, formatted the same as the budget tabs described above and completed in the same manner, allows you the opportunity to identify potential activities for review during the initial plan review and approval process. Then, as shifts occur during implementation, you have a variety of activities already aligned to your strategies and approved that you can add to your plan as necessary. When done well, this will significantly decrease the administrative burden of a plan change process.

In instances where funding levels change or activities are no longer able to be completed, applicants would select an appropriate activity from the Additional and Tiered Activities tab with which to move forward. This allows grantees to be nimble with their implementation and move quickly to address shifts or gaps in implementation, though it still does necessitate a touch point with ODE staff to implement.

It is the responsibility of the recipient to ensure that any spending requirements (for example, High School Success) continue to be adhered to when changing activities throughout the biennium. Pre-approval of these activities does not replace those requirements.

Codes Tab

The codes tab is where you will find each code and its related description. The columns on the budget tabs also contain links that will take you to the appropriate section on the codes tab for the particular code categories you need to reference.

	C	D	E	F	G	H	I	J
	Partnership	FTE	FTE Type	CTE - Function Code	EHS - Allowable Expenditure Area	HSS -Activity Category	SIA - Allowable Use	Object Code

Example Outcomes, Strategies, and Activities Tab

This tab showcases some sample outcomes, strategies, and activities for quick reference.

If you have any questions, please reach out to the ODE Office of Education Innovation and Improvement at ODE.EII@ode.oregon.gov