

Instructions for Completing the "Budgeted Required Local Effort and Budgeted Required Local Match" Template for Mandatory Standards of Quality Programs and Optional School Facilities and Incentive Programs for Fiscal Year 2008

The Department of Education is required to make annual calculations to ensure that each school division has appropriated sufficient funds to support its estimated required local expenditure for providing an educational program meeting the prescribed Standards of Quality, required by Article VIII of the Constitution of Virginia and Chapter 13.2 ([§ 22.1-253.13:1](#) et seq.). To complete this requirement, each school division must complete and return a "Budgeted Required Local Effort and Required Local Match" certification file, provided as an Excel template. The template is located on the department's Web site and can be downloaded from the following address:

<http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html>

The Excel template determines whether budgeted required local effort for mandatory Standard of Quality (SOQ) accounts for fiscal year 2008 has been met by school divisions, in accordance with language contained in Chapter 847, 2007 Acts of Assembly.

In addition, the Excel file also determines whether budgeted required local match for optional School Facilities and Incentive program accounts for fiscal year 2008 has been met by school divisions. This file also includes the program certification forms for optional School Facilities and Incentive Programs for fiscal year 2008.

Please note that each jointly-operated school division (Bedford County and Bedford City, Fairfax County and Fairfax City, Greensville County and Emporia City, and James City County and Williamsburg) must submit separate certifications for each participating locality.

This Excel template includes references to the Annual School Report Financial Section (ASRFIN) account code structure that is included as Attachment C to this memorandum. School divisions should reference the account code structure to ensure that budgeted data entered into this data collection is consistent with the required local effort and required local match calculations that will be included in the fiscal year 2008 ASRFIN.

Projected required local effort and projected required local match calculations for fiscal year 2008 are based on the fiscal

year 2008 per pupil amounts and funding formulas adopted in Chapter 847, 2007 Acts of Assembly.

For those accounts that are calculated on a basis of March 31 Average Daily Membership (ADM), the template allows divisions to calculate projected required local effort and projected required local match using either the department's ADM projections or locally developed ADM projections.

This document provides detailed instructions for:

1. [Accessing the Excel template through the department's Web site;](#)
2. [Using the template to calculate the state and local shares of funds based on projected ADM;](#)
3. [Using the template to calculate required local expenditures for the mandatory SOQ programs;](#)
4. [Using the template to calculate projected local capital funds available for the optional School Facilities programs;](#)
5. [Using the template to calculate required local match for the optional School Facilities and Incentive programs;](#) and
6. [Submitting the certification forms and final Excel file to the department.](#)

In addition, this document provides pictorial examples of:

[Fig. 1*](#): Click to begin button

[Fig. 2*](#): Selection of your school division

[Fig. 3*](#): Local effort and match calculation variables matrix

[Fig. 4*](#): Revise ADM projection button

[Fig. 5*](#): ADM projection user form

[Fig. 6*](#): "Budgeted RLE" worksheet tab

[Fig. 7*](#): "Budgeted RLE" check for errors button

[Fig. 8*](#): Revise data on "Budgeted RLE" worksheet

[Fig. 9*](#): "Budgeted Local Capital" check for errors button

[Fig. 10*](#): Selection of "Yes" check-box - "Budgeted RLM - Opt In" worksheet

[Fig. 11*](#): Selection of "No" check-box - "Budgeted RLM - Opt In" worksheet

[Fig. 12*](#): Revise data on "Budgeted Local Capital" worksheet

[Fig. 13*](#): "Budgeted RLM - Opt In" check for errors button

[Fig. 14*](#): "Proceed" user-form

- [Fig. 15*](#): "Confirmation" user-form
- [Fig. 16*](#): Use of rank-order list - "Budgeted RLM - Prioritize" worksheet
- [Fig. 17*](#): Step Two of the "Budgeted RLM - Prioritize" worksheet
- [Fig. 18*](#): Return to Step One of the "Budgeted RLM - Prioritize" worksheet
- [Fig. 19*](#): Selection of "Yes" check-box - "Budgeted RLM - Prioritize" worksheet
- [Fig. 20*](#): Opt-in, with additional appropriation request requirement
- [Fig. 21*](#): Selection of "No" check-box - "Budgeted RLM - Prioritize" worksheet
- [Fig. 22*](#): Revise data on "Budgeted Local Capital" worksheet
- [Fig. 23*](#): "Budgeted RLM - Prioritize" check for errors button
- [Fig. 24*](#): "Proceed" user-form
- [Fig. 25*](#): "Confirmation" user-form
- [Fig. 26*](#): "Summarize" user-form
- [Fig. 27*](#): Proceed to next certification from School Construction worksheet
- [Fig. 28*](#): Proceed to certification forms from SOL Algebra Readiness worksheet
- [Fig. 29*](#): Email and print user-form
- [Fig. 30*](#): Certification of non-participation
- [Fig. 31*](#): Certification of participation
- [Fig. 32*](#): Certification of additional local appropriation request

*Please note that several of the figures included in these instructions may include references to prior fiscal years. These figures are for illustrative purposes only and are not intended to reflect the latest Excel template.

1. ACCESSING AND DOWNLOADING THE EXCEL TEMPLATE

The Excel template for completing the budgeted required local effort and budgeted required local match calculations for fiscal year 2008 can be downloaded from the following Web address:

<http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html>

Both the Excel template and the instructions for completing the template are available at this site.

You may either enter or click on the complete Web address as printed above or you may log onto the department's Website at <http://www.doe.virginia.gov>.

From this home page:

- Select the drop-down box titled "DOE Offices"
- Click on "Finance"
- Click on "Budget"
- Click on "Current Data Collections"
- Go to the item on this page labeled "FY 2008 Budgeted Required Local Effort and Required Local Match"

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

- RIGHT-CLICK on the "Excel Template" link for the FY 2008 Budgeted Required Local Effort and Budgeted Required Local Match.
- Select "Save Target As" and save the file to your local drive.
- Once the file is saved, close Internet Explorer and open the file using Excel.
- A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.
- If you are prompted with a Microsoft Visual Basic error, please see the instructions below on adjusting macro security levels.

Please follow the steps below to access the Excel file if you use **Mozilla Firefox** or **Netscape** as your Internet browser:

- After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
- A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.
- If you are prompted with a Microsoft Visual Basic error, please see instructions below on adjusting macro security levels.

Adjusting Macro Security Levels

Please follow the steps below if you are prompted with a ***Microsoft Visual Basic*** error alerting you to disabled macros.

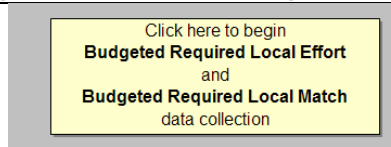
- Select the "Tools" menu from the drop-down options at the top of the spreadsheet.
- Select "Macro;" then select "Security."
- Set the security level to "Medium." This will give you the option to disable or enable macros.
- You must to exit out of the spreadsheet and reopen the file for the macro security changes to take effect.
- When accessing the calculation templates from the Department of Education, you must click on the "ENABLE MACROS" button before using the spreadsheets.

2. USING THE TEMPLATE TO CALCULATE THE STATE AND LOCAL SHARES OF FUNDS BASED ON PROJECTED MARCH 31 ADM

Upon opening the file, you will see the "Instructions" worksheet that provides an abridged version of the instructions contained in this document.

Once you have read through this document, and the "Instructions" worksheet, you may proceed to the next worksheet in the workbook. Do this by clicking on the button at the bottom of the "Instructions" worksheet:

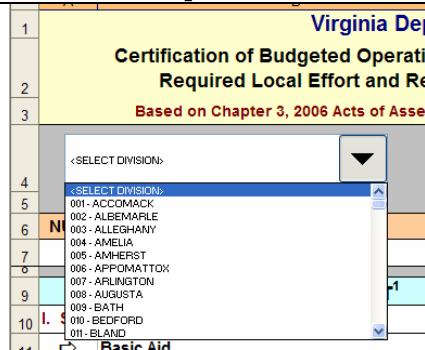
Fig. 1: Click to begin button



After clicking on the button, you will be directed to the "State and Local Funds Worksheet." This worksheet is similar to the department-issued calculation templates. All SOQ, School Facilities, Incentive, and Categorical accounts are shown in this worksheet, although not all accounts have a required local match. All accounts are shown for your information, so that you can best estimate the total state share of funds your school division is projected to receive in fiscal year 2008.

Click on the arrow in the drop-down menu to display a listing of school divisions. Scroll through the list of divisions and select your division:

Fig. 2: Select your school division



A box will appear that asks you to confirm that you have chosen the correct division. If the division name is correct, click "Yes." If you have selected the wrong division, click "No" and select the correct division using the drop-down box.

After you have confirmed your division selection, a box will appear that notifies you that the file will automatically be saved to the following location on your computer's hard drive:

C:\DOE_DATA\Budgeted FY 2008 Required Local Effort & Match\
File download - Budgeted FY 2008 Required Local Effort and Match.xls

An Excel macro will automatically calculate the projected state and local shares required for the SOQ programs in fiscal year 2008 based on the department's latest March 31 Average Daily Membership (ADM) projections for your division and the SOQ per pupil amounts and funding formulas as contained in Chapter 847, 2007 Acts of Assembly.

In addition, state shares and required local match amounts for fiscal year 2008 School Facilities programs (Lottery and School Construction Grants Program) and Incentive programs (At-Risk, and Compensation Supplement) that are calculated on the basis of ADM are also automatically calculated using the department's latest ADM projections for your division and the latest calculation data as contained in Chapter 847.

Projected state share of payment and projected local match for the Virginia Preschool Initiative offered in fiscal year 2008 are based on the application data received by the department in May 2007. Final payments and final required local match amounts for this program will be based on Fall Verification Report data submitted to the department in fall 2007.

Required local match for other Incentive programs (Early Reading Intervention, K-3 Primary Class Size Reduction, and SOL Algebra Readiness) are based on projected 2007 fall membership. Final payments and final required local match amounts for these programs will be based on actual fall membership data submitted to the department in fall 2007.

You have the option to use your local ADM projections when calculating required local effort and required local match amounts for those accounts that are calculated on the basis of ADM.

You will not have the option to revise fall membership data or At-Risk Four-Year-Old data used in the calculations. Figure 3, shown on the next page, provides an overview of the accounts affected by changing ADM projections.

Actual required local effort and required local match amounts for fiscal year 2008 will be collected as part of the 2007-2008 Superintendent's Annual School Report and will be based on final

March 31 ADM, final fall membership, and final At-Risk Four-Year-Old Fall Verification Report data.

Fig. 3: Local Effort and Match Calculation Variables

Account	Projected Required Local Effort or Required Local Match Based On:		
	Projected March 31 ADM	Projected 2007 Fall Membership	May 2007 Application Data
Basic Aid	X		
Textbooks	X		
Vocational Education	X		
Gifted Education	X		
Special Education	X		
Prevention, Intervention & Remediation	X		
VRS Retirement	X		
Social Security	X		
Group Life	X		
English as a Second Language		X	
Lottery	X		
Additional Lottery	X		
School Construction Grants Program	X		
At-Risk	X		
Virginia Preschool Initiative			X
Compensation Supplement	X		
Early Reading Intervention		X	
K-3 Primary Class Size Reduction		X	
SOL Algebra Readiness		X	

If you wish to change the projected March 31 ADM used in calculations, click on the button shown in row four of the "State and Local Funds Worksheet":

Fig. 4: *Revise ADM projection*

Click here to run new ADM	
Projected FY 2007 Unadjusted ADM²	Projected FY 2007 Adjusted ADM²
1,779.85	1,779.85

You will then view a user form with two buttons, one to allow you to use the department's ADM projections and one to allow you to use local ADM projections:

Fig. 5: *ADM projection user form*

If you wish to use your locally developed ADM projections, select the button labeled "Use Local ADM Projection." When prompted, enter your division's projections for both unadjusted ADM and ADM adjusted for half-day kindergarten. If your division's ADM is not adjusted for half-day kindergarten, these projected ADM figures will be the same.

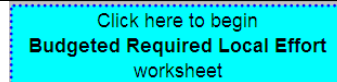
An Excel macro will recalculate state shares and the required local expenditures for the SOQ programs and other accounts that use ADM for fiscal year 2008 based on the local ADM projections entered into the spreadsheet. Should you choose to go back to using the department's projected ADM, click the button labeled "Click here to run new ADM" again and choose the button in the text-box marked "Use DOE's Projected ADM."

Please take time reviewing the "State & Local Funds Worksheet" in detail, as this worksheet provides information on the required local effort and required local match amounts that your school division must certify as meeting in fiscal year 2008 in order to receive the state share of funding for SOQ, School Facilities, and Incentive programs.

3. USING THE TEMPLATE TO CALCULATE YOUR REQUIRED LOCAL EXPENDITURES FOR THE MANDATORY SOQ PROGRAMS

After you have reviewed the information on the "State and Local Funds Worksheet," you may proceed to the "Budgeted RLE" worksheet by clicking on the blue button at the top of the "State & Local Funds Worksheet":

Fig. 6: "Budgeted RLE" worksheet tab



In order to provide the information needed for fiscal year 2008 required local effort, you will need to estimate budgeted total expenditures and state, federal, and local revenues as they would be reported on the 2007-2008 Annual School Report Financial Section (ASRFIN). The "Budgeted RLE" worksheet contains numerous cell comments that provide additional guidance and should be reviewed before entering the data.

You can only enter data into yellow-shaded cells on the worksheet; all green-shaded cells will automatically be updated by formula. Refer to Attachment C of this memorandum for the 2006-2007 ASRFIN account structure.

The following information explains the data that will be entered in Sections 1 through 5 of the worksheet:

Rows 5, 6, & 7: Contact Information

Please enter your name, e-mail address, and telephone number into the three cells at the top of the page. This information will be copied into all worksheets in the workbook.

SECTION 1: Qualifying Expenditures for Operations

Total budgeted expenditures for fiscal year 2008 - Enter the estimated total expenditures planned for fiscal year 2008 in this cell. Include all educational programs, both operational and capital, and all fund sources in this estimate.

Excluded Capital Expenditures: Enter budgeted expenditures included in the following categories:

- 1. Capital Outlay Additions** - Enter budgeted expenditures that would be categorized in all functions under object codes 8200 through 8220. This deduction is required per language in the appropriation act.

2. Facilities - Capital Outlay Replacements - Enter budgeted expenditures that would be categorized in function 66000, sub-function 68800, and sub-function 69800 under object codes 8100 through 8120. This deduction is authorized per language in the appropriation act.

3. Debt Service - Enter budgeted expenditures that would be categorized in sub-functions 67100, 68900, or 69900 under object codes 4000 through 9300. This deduction is authorized per language in the appropriation act.

School Nutrition, Enterprise & Community Services - Enter budgeted expenditures that would be categorized under sub-functions 65100, 65200, 65300, 68700, or 69700 for all object codes except object codes 8200 through 8220 and object code 9800. These expenditures are not considered part of a school division's cost of operations relating to the Standards of Quality and should therefore be deducted.

Excluded Intra-Fund Transfers - Enter any transfers that would be categorized in sub-function 67200 and 69900 under object codes 9400 and 9800. These transfers are not considered part of a school division's operational costs and should be deducted.

Excluded Inter-Fund Transfers - Capital Purchased by Locality - Enter any transfers budgeted under sub-function 67300 in object code 9600. These transfers are not considered part of a school division's operational costs and should be deducted.

Excluded Inter-Fund Transfers - Transfer to Inter-Agency Fund - Enter any transfers budgeted under sub-function 67300 in object code 9700. These transfers are not considered part of a school division's operational costs and should be deducted.

Excluded Programs - Enter any budgeted expenditures that would be categorized in programs 7, 8, or 9 for all object codes except object codes 8200 through 8220. Programs 7, 8, and 9 relate to adult education, non-regular day school, and non-LEA programs and are therefore not considered part of the operational costs related to the Standards of Quality. These expenditures should be deducted.

Total Excluded Expenditures - This cell does not require any data entry. It contains a formula that deducts the sum of items 1 through 3 and the budgeted transfers and program exclusions from total budgeted expenditures.

SECTION 2: Adjustment for State Funds

Sales Tax - This field is automatically populated with the department's latest sales tax estimate for fiscal year 2008, based on Chapter 847. If you wish to use a different sales tax projection, you may enter your projection in this cell and override the formula. This deduction is authorized per language in the appropriation act.

Other State Funds - Enter your estimate of total state revenues from all sources for fiscal year 2008 excluding state revenues related to equipment, pre-school, school food, and adult education/literacy, as these revenues are not defined as operational costs as they relate to the Standards of Quality and have already been accounted for as excluded expenditures in Section 1 above. The state revenue sources that should be excluded from this total include:

Revenue Source Code	Excluded from State Funds Total
240308 and 240312	Sales Tax (<i>already excluded on line 30</i>)
240206	Adult Education
240215	School Lunch Program
240218	Career & Technical Education Adult Education
240262	Career & Technical Education Adult - Regional Program
240220	State-operated Programs
240240	Adult Literacy
240281	Virginia Preschool Initiative
240295	Special Education in Jails
240347	School Breakfast Program

If, at any point during the data collection, you return to the "State & Local Funds Worksheet" and revise the fiscal year 2008 ADM projection, then subsequent worksheets will be hidden, and you will be directed to the "Budgeted RLE" worksheet to revise the amount of "Other State Funds," as the expected value will change with a revised ADM projection.

Carry-Forward State Funds from Prior Year - Includes state funds paid from the Department of Education as well as other state agencies. This amount must be deducted because the funds were recorded as received in the prior fiscal year. Beginning of year carry-forward balances will include unexpended fiscal year 2007 state funds related to the following programs:

Revenue Source Code	Excluded from State Funds Total
240214	Textbooks
240233	Lottery

240294	Competitive Leadership Grants
240306	School Construction Grants Program

NOTE on Regional Program Pass-Through Funds: The sum of funds entered into the "State Funds Passed Through to Regional Programs" in Section 2 cannot exceed the total amount of excluded inter-fund transfers to inter-agency funds from Section 1. You will be prompted with an error message and unable to continue with your data submission if Section 2 pass-through funds exceed Section 1 data. **The only school divisions that report funds in the "State Funds Passed Through to Regional Programs" cells in Section 2 should be those divisions that serve as the fiscal agent on behalf of a regional program.**

State Funds Passed Through to Regional Alternative Education Program - Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional alternative education program in fiscal year 2008. Enter any transfers budgeted under sub-function 67300 in object code 9700. The amount in this cell represents an addition because the funds were transferred to regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional alternative education program.**

State Funds Passed Through to Regional Governor's School - Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional governor's school program in fiscal year 2008. Enter any transfers budgeted under sub-function 67300 in object code 9700. The amount in this cell represents an addition because the funds were transferred to regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional governor's school program.**

State Funds Passed Through to Regional Career and Technical Education Center - Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional career and technical education center in fiscal year 2008. Enter any transfers budgeted under sub-function 67300 in object code 9700. The amount in this cell represents an addition because the funds were transferred to regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional career and technical education program.**

State Funds Passed Through to Regional Special Education Program

- Fiscal agent school divisions should enter the budgeted amount of state funds that you anticipate will be passed through your school division to a regional special education program in fiscal year 2008. Enter any transfers budgeted under sub-function 67300 in object code 9700. The amount in this cell represents an addition because the funds were transferred to regional program, and are not part of the current year operational cost for your school division. **Do not enter data in this cell if you are not a fiscal agent for a regional special education program.**

Unspent State Funds (at end of fiscal year) - Enter the budgeted amount of state funds that you anticipate will remain unexpended as of June 30, 2008. The amount entered into this cell represents an addition because the funds will not be expensed in the current fiscal year and are not part of current year operational costs.

Sum of Capital Expenditures Paid from State Funds - Enter the budgeted amount of expenditures from state funds related to object codes 8100 through 8120 (capital outlay replacements) in sub-functions 66100 through 66600, 68800, and 69800. You will also need to include budgeted expenditures related to object codes 8200 through 8220 across all functions. This entry adds back part of the capital deduction taken in Section 1 in order to ensure that state funds related to capital outlay are not deducted twice.

Sum of Debt Service Expenditures Paid from State Funds - Enter the budgeted amount of expenditures from state funds related to sub-function 67100. This entry adds back part of the debt service deduction taken in Section 1 in order to ensure that state funds related to debt service are not deducted twice.

Total Excluded and Added State Revenues - This cell does not require any data entry. The cell contains a formula that deducts Sales Tax, Other State Funds, and Carry-Forward State Funds, and adds Unspent State Funds, Capital Expenditures paid from State Funds, and Debt Service Expenditures Paid from State Funds. The sum of these deductions and additions becomes an adjustment to total budgeted expenditures.

SECTION 3: Adjustment for Federal Funds

Federal Funds - Enter your estimate of total federal revenues from all sources excluding the following federal revenues related to pre-school, school food, federal impact aid and land-use, and

adult education/literacy, as these revenues are not part of the definition of operational costs as they relate to the Standards of Quality and have already been accounted for as expenditure exclusions in Section 1 above:

Revenue Source (CFDA) Code	Excluded from Federal Funds Total
84173	Special Education Preschool
93600	Head Start
84040	Impact Aid
84041	Impact Aid
10665	Forest Reserve
12112	Federal Land Leasing
84002	Adult Literacy
84213	Even Start
10553	School Food
10555	National School Lunch Program
10556	Special Milk Program for Children

Carry-Forward Federal Funds from Prior Year - Includes federal funds paid by the State Department of Education or directly by federal agencies that were carried forward at June 30, 2007. This amount represents a deduction because the funds were recorded as received in the prior fiscal year.

Unspent Federal Funds (at end of fiscal year) - Enter federal funds received in fiscal year 2008 that you anticipate will remain unexpended as of June 30, 2008. This amount represents an addition because the funds will not be expensed in the current fiscal year and are not part of current year operational costs.

Sum of Capital Expenditures Paid from Federal Funds - Enter the budgeted amount of expenditures from federal funds related to object codes 8100 through 8120 (capital outlay replacements) in sub-functions 66100 through 66600, 68800, and 69800. You will also need to include budgeted expenditures related to object codes 8200 through 8220 across all functions. This entry adds back part of the capital deduction taken in Section 1 in order to ensure that federal funds related to capital outlay are not deducted twice.

Total Excluded and Added Federal Revenues - This cell does not require any data entry. The cell contains a formula that deducts Federal Funds and Carry-Forward Federal Funds and adds Unspent Federal Funds, Capital Expenditures from Federal Funds, and Debt Service Expenditures Paid from Federal Funds. The sum of these deductions and additions becomes an adjustment to total budgeted expenditures.

SECTION 4: Adjustment for Other Local Revenue

Tuition and Other Payments from Another City or County - Enter the estimated amount of revenues from revenue sources 1901010 and 1901020. This deduction is authorized per language in the appropriation act.

Local Funds Carried Forward from FY 2007 for Textbooks - This entry will be deducted from total budgeted expenditures.

Local Funds Carried Forward from FY 2007 for School Construction Grants - This entry will be deducted from total budgeted expenditures.

Local Funds Carried Forward from FY 2007 for Lottery - This entry will be deducted from total budgeted expenditures

Total Excluded Local Revenues - This cell does not require any data entry. The cell contains a formula that adds tuition and other payments to the local carry-forward amounts from fiscal year 2007. The sum of these deductions becomes an adjustment to total budgeted expenditures.

SECTION 5: Verify Required Local Effort

Net Local Expenditures for Operations - The total displayed in this cell represents your division's estimated net operating expenditures budgeted for meeting the division's required local effort from local fund sources for fiscal year 2008.

FY 2008 Required Local Effort for SOQ Accounts - The figure calculated as "Net Local Expenditures for Operations" in Section 5 is compared to the required local effort calculation in the "State and Local Funds Worksheet." If your division has met required local effort on a budgeted basis for fiscal year 2008, then a message will be displayed indicating that your division has met budgeted local effort related to the Standards of Quality.

Conversely, if your division has not met its local effort requirement, then a message will be displayed indicating that your division has not met budgeted local effort related to the Standards of Quality. If this is accurate, you will have to submit a signed certification stating that your school division will request additional local appropriation from the local governing body that is sufficient to meet the Standards of Quality.

Please see Item 135, B.8-9, Chapter 847, 2007 Acts of Assembly, for the specific reporting requirements. If you believe that your division does have sufficient local funds budgeted to meet the Standards of Quality, then you must review the data entered on this worksheet and recalculate your division's local operating expenditures before continuing.

Please note that this workbook has several error-checks built into the file. If the yellow-shaded cells are left blank, you will not be able to proceed to the next required worksheet until the "Budgeted RLE" worksheet is complete. **You may enter zeroes (0) as values, but may not leave any yellow-shaded cells blank.** Several cells also contain data validation checks. If the data you enter into these cells is outside an expected range, you will see an error message that prompts you to reenter the data.

Once you have completed the worksheet in full, and all yellow-shaded cells have data entered into them, you may proceed to the next worksheet in the workbook. Do this by clicking on the yellow button at the bottom of the "Budgeted RLE" worksheet:

Fig. 7: "Budgeted RLE" check for errors button



After your "Budgeted RLE" worksheet is complete and has passed all error checks successfully, the file will automatically take you to the "Budgeted Local Capital" worksheet.

Please note that after you proceed to the "Budgeted Local Capital" worksheet, the data entered on the "Budgeted RLE" worksheet will be locked and you will only be able to revise this data by returning to this worksheet and forfeiting any data entered into subsequent worksheets.

4. USING THE TEMPLATE TO CALCULATE YOUR PROJECTED LOCAL CAPITAL FOR THE OPTIONAL SCHOOL FACILITIES PROGRAMS

In order to provide the information needed for the fiscal year 2008 required local match data collection, you will need to estimate the amount of local capital funds that will be used to meet required local match requirements for School Facilities programs. You can only enter data into yellow-shaded cells on the worksheet; all other cells will automatically be updated by formula.

The total capital expenditures reported in section one of the "Budgeted RLE" worksheet are linked to this section in row 13. Of this total amount, the amounts attributable to capital and debt service expenditures paid from state funds, and capital and debt service expenditures paid from federal funds, as well as any other capital expenditures paid from loans, bonds or temporary financings, are deducted from the total shown in row 13 to generate the "TOTAL Capital Expenditures Paid from Local Funds."

The amount of capital expenditures paid from local funds is used to determine the total amount of eligible capital funds that could be used to meet required local match requirements for School Facilities programs in fiscal year 2008.

SECTION 1: Determination of Local Share of Capital Expenditures

Most of the data in this section is linked from the "Budgeted RLE" worksheet and no additional data entry is required. If your division has other capital expenditures that are paid from loans, bonds, or temporary financings, then the total amount should be entered on row 23. If not, then enter zero (0) into this cell.

SECTION 2: Amount of Local Capital Funds Used to Meet Local Match Requirement

This section of the data collection determines the amount of budgeted local capital expenditures, as calculated in section one, which will be used to meet required local match requirements for School Facilities programs (Lottery and School Construction Grants Program) in fiscal year 2008.

Enter the amount of local capital funds that will be used to meet required local match requirements for School Facilities programs on Row 30. Please note that the total entered on Row 30 cannot exceed the total shown on Row 26.

Once both data entry requirements are complete, the total funds available for School Facilities programs local matches, and the total funds available for School Facilities and Incentive program local matches are shown:

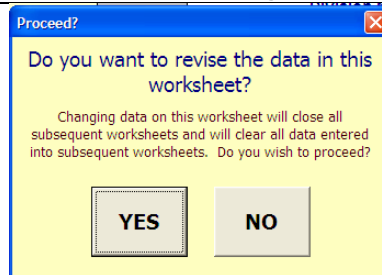
Row 31 - The total capital funds available for School Facilities program local matches can only be applied to Lottery, Additional Lottery, and School Construction Grants programs. If or when these funds are exhausted, then the local match for School Facilities programs can be met from local operational funds after required local effort for the SOQ is met. If the total budgeted amount in cell F30 exceeds the required local match for School Facilities programs in cell H30, then the amount used for required local match calculations will be the total required local match for School Facilities programs shown in cell H30. If the total budgeted amount in cell F30 is less than the required local match for School Facilities programs shown in cell H30, then the amount used for required local match calculations will be the local budgeted amount shown in cell F30.

Row 33 - The total funds available after required local effort for the SOQ is met are the total funds available for School Facilities and Incentive program local match amounts.

REQUIRED LOCAL MATCH FOR INCENTIVE PROGRAMS CAN ONLY BE MET WITH OPERATIONAL FUNDS; LOCAL CAPITAL FUNDS CANNOT BE USED FOR INCENTIVE PROGRAM LOCAL MATCHES.

If you need to revise the data entered in the "Budgeted RLE" worksheet, which affects the "Budgeted Local Capital" worksheet, you can return to the "Budgeted RLE" worksheet and revise data on that worksheet by clicking on the "yes" button:

Fig. 8: Revise data on "Budgeted RLE" worksheet



Note that any data entered on the "Budgeted Local Capital" worksheet will be **ERASED** if you elect to change data on the "Budgeted RLE" worksheet.

Once you have completed the "Budgeted Local Capital" worksheet, you may proceed to the next worksheet in the workbook. Do this

by clicking on the yellow button at the bottom of the "Budgeted Local Capital" worksheet:

Fig. 9: "Budgeted Local Capital" check for errors button



After your "Budgeted Local Capital" worksheet is complete and has passed all error checks successfully, the file will automatically take you to a "Budgeted RLM" worksheet.

Please note that after you proceed to the "Budgeted RLM" worksheet, the data entered on the "Budgeted Local Capital" worksheet will be locked and you will only be able to revise this data by returning to this worksheet and forfeiting any data already entered into subsequent worksheets.

5. USING THE TEMPLATE TO CALCULATE YOUR REQUIRED LOCAL MATCH FOR THE OPTIONAL SCHOOL FACILITIES AND INCENTIVE PROGRAMS

After completing the "Budgeted Local Capital" worksheet, you will either be taken to a worksheet labeled "Budgeted RLM - Opt In," or "Budgeted RLM - Prioritize." The worksheet you are directed to will be based on the amount of local funds available, after required local effort for SOQ programs is met, for optional School Facilities and Incentive programs.

If the local funds available are equal to or greater than the total local match amount for all School Facilities and Incentive programs, then your school division will be directed to complete the "Budgeted RLM - Opt In" worksheet.

If the local funds available are less than the total local match amount for all School Facilities and Incentive programs, then your school division will be directed to complete the "Budgeted RLM - Prioritize" worksheet.

Directions for the "Budgeted RLM - Opt In" worksheet:

Based on data entered in the "Budgeted RLE" and "Budgeted Local Capital" worksheets, your school division has sufficient budgeted operating expenditures from local funds to meet all projected required local match obligations, in addition to the required local effort obligations. In this worksheet, you must indicate in which School Facilities and Incentive programs your school division chooses to participate for fiscal year 2008.

Your division has the option to participate in all of the School Facilities and Incentive programs, or only those selected by your division. To signal intended participation, click in the "Yes" check-box next to each program:

Fig. 10: "Yes" check-box

	FY 2007 Required Local Match	Opt-In?
Lottery	142,181.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Note that if your division "opts-in" to participate, you will be directed to the superintendent's certification form for program requirements, as well as verification that the local match of funds will be provided in fiscal year 2008.

To indicate that your school division will not participate in a program, click on the "No" check-box next to the program:

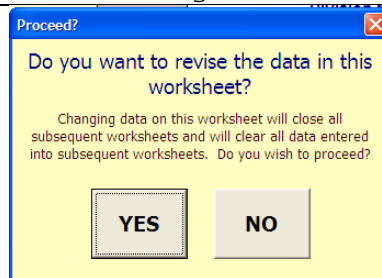
Fig. 11: "No" check-box

	FY 2007 Required Local Match	Opt-In?
Lottery	0.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Note that if your division "opts-out" of participation, the required local match amount is zero (0) and you are not required to provide a local match of funds for this program in fiscal year 2008. You will be directed to a superintendent's certification form to certify that your division will not participate in the program in fiscal year 2008. Your division will not receive the state share of payment for the program in fiscal year 2008.

Note that if you need to revise the data entered in the "Budgeted Local Capital" worksheet, you can return to the "Budgeted Local Capital" worksheet and revise data on that worksheet by clicking on the "yes" button:

Fig. 12: Revise data on "Budgeted Local Capital" worksheet



Any data entered on the "Budgeted RLM - Opt In" worksheet will be erased if you elect to return to the "Budgeted Local Capital" worksheet and change data.

Similarly, if you need to revise the data entered in the "Budgeted RLE" worksheet, you can return to the "Budgeted RLE" worksheet and revise data on that worksheet by clicking on the "yes" button.

Once you have completed the "Budgeted RLM - Opt In" worksheet in full, and all yellow-shaded cells have a check mark in a "yes" or "no" box, you may proceed to the next worksheet in the workbook.

Do this by clicking on the yellow button at the bottom of the "Budgeted RLM - Opt In" worksheet:

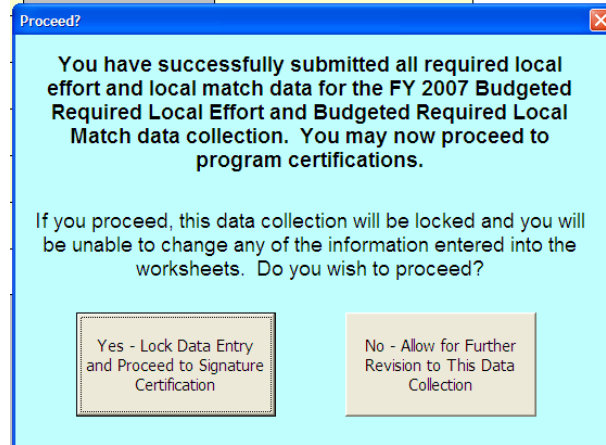
Fig. 13: "Budgeted RLM - Opt In" check for errors button



After your "Budgeted RLM - Opt In" worksheet is complete and has passed all error checks successfully, the file will automatically

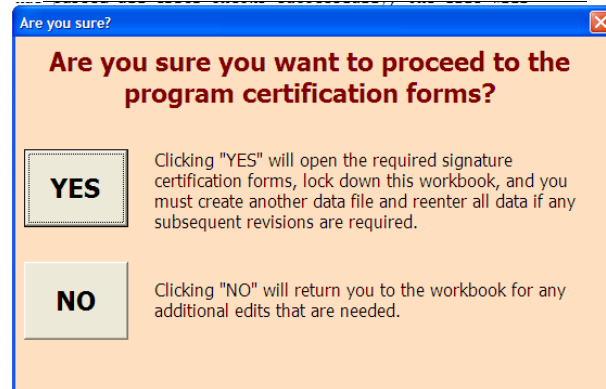
take you to a user-form that asks you to lock the data entered in the workbook:

Fig. 14: "Proceed" user-form



The user-form will ask if your division wants to proceed to the certification process of the data collection. If you select "No - Allow for Further Revision to This Data Collection," you will be able to revise data entry cells. Certification forms will not show until you have locked the data in the workbook. If you select "Yes - Lock Data Entry and Proceed to Signature Certification," then you will be asked to confirm your decision to lock down the workbook:

Fig. 15: "Confirmation" user-form



If you select "yes," then the required program certification forms will be visible, and the workbook will be locked and any changes to the workbook will require the user to create a completely new data file by reentering all data. If you select "no," then you can continue to revise the workbook, but the required program certification forms will not be visible.

The program certification forms are discussed in greater detail in Section 6 of these instructions.

Directions for the "Budgeted RLM - Prioritize" worksheet:

Based on data entered in the "Budgeted RLE" and "Budgeted Local Capital" worksheets, your school division either:

- Only has sufficient budgeted expenditures to meet local match requirements for all School Facilities and Incentive accounts if local capital funds are used in the required local match calculations;

or:

- Does not have sufficient budgeted operating expenditures to meet all required local match obligations.

In this worksheet, your school division must first prioritize the School Facilities and Incentive programs in which your school division chooses to participate, and then must opt-in or opt-out of those prioritized programs based on your division's ability to provide a local match of funds.

Step 1: Rank order (prioritize) the School Facilities and Incentive programs from most important (1) to less important (9)

- In this section, your school division must rank order the School Facilities and Incentive programs based on their relative importance in terms of your division's participation in them.

To begin, click in the cells in column B labeled "Select program by clicking on arrow button:" to display the drop-down list of School Facilities and Incentive programs. Scroll down the list, and highlight and click on the program you wish to select. Please note that there are error checks built into the file that will not allow you to select the same program twice. If you inadvertently select the same program twice, then you will be directed to revise your selection:

Fig. 16: Rank-order drop down list

STEP 1: Rank-order School Facilities & Incentive programs:	
Priority:	Program:
1	Select from the drop down menu by clicking on the arrow:
2	<div style="border: 1px solid black; padding: 2px;"> Select from the drop down menu by clicking on the arrow: Additional Lottery At-Risk At-Risk Four-Year-Olds Compensation Supplement Early Reading Intervention K-3 Primary Chair-Site Reduction Lottery </div>
3	Select from the drop down menu by clicking on the arrow:
4	Select from the drop down menu by clicking on the arrow:
5	Select from the drop down menu by clicking on the arrow:
6	Select from the drop down menu by clicking on the arrow:
7	Select from the drop down menu by clicking on the arrow:
8	Select from the drop down menu by clicking on the arrow:
9	Select from the drop down menu by clicking on the arrow:

You must rank order all nine programs. In part two of this worksheet, you will have the option to opt-out of those programs for which your division is unable to meet local match requirements or in which your division chooses not to participate. This section of the worksheet provides the priority order only.

Once you have rank-ordered all nine programs, step two of the worksheet can be completed.

Section 2: Opt-In or Opt-Out of School Facilities and Incentive Programs Based on Rank-Ordered Priority - In this section, your school division must indicate in which School Facilities and Incentive programs your school division chooses to participate, and for which programs your school division will provide a local match of funds.

As you opt-in and opt-out of School Facilities and Incentive programs using the "Yes" and "No" check-boxes, an updated balance of available funds will be shown in column F (Decreasing Balance - Local Capital) and column G (Decreasing Balance - Local Operating).

Please remember that "Local Capital" can only be used to meet local match requirements for the Lottery and School Construction Grants Program accounts. If there is not sufficient local capital to meet the match requirements for these accounts in full, then match, in whole or in part, is met with the "Local Operating" funds shown in column G.

Fig. 17: Step 2 of the "Prioritize" worksheet

STEP 1: Rank-order School Facilities & Incentive programs:			STEP 2: Select 'yes' or 'no' for each program:	Decreasing Balance <u>Local Capital</u>	Decreasing Balance <u>Operating Funds</u>
Priority:	Program:	FY 2007 Required Local Match:	Click in the boxes to opt-in or opt-out of each program:	\$0.00	\$120,267.62
1	SOL Algebra Readiness		<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Additional Lottery		<input type="checkbox"/> Yes <input type="checkbox"/> No		
3	School Construction Grants Program		<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	At-Risk		<input type="checkbox"/> Yes <input type="checkbox"/> No		
5	Lottery		<input type="checkbox"/> Yes <input type="checkbox"/> No		
6	At-Risk Four-Year-Olds		<input type="checkbox"/> Yes <input type="checkbox"/> No		
7	K-3 Primary Class Size Reduction		<input type="checkbox"/> Yes <input type="checkbox"/> No		
8	Compensation Supplement		<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Early Reading Intervention		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Revise rank-order list			Ending Balance:		

If, at any time while working in step two, you wish to revise the rank-order priority list in step one, you must click on the button in row 32. Returning to section one will clear any data selections made in step two, and will reset the priority order in step one:

Fig. 18: Return to Step One



Your division has the option to participate in all School Facilities and Incentive programs, or only those selected by your division. To indicate intended participation, click in the "Yes" check-box next to each program:

Fig. 19: "Yes" check-box

	FY 2007 Required Local Match	Opt-In?
Lottery	142,181.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Note that if your division "opts-in" to participate, you will be directed to a superintendent's certification form for program requirements, as well as verification that the local match of funds will be provided in fiscal year 2008.

If your division "opts-in" to participate, but there is not a sufficient local match of funds available to meet required local match for this program, then this will be flagged in column H of the worksheet, and you will be directed to a superintendent's certification form for program requirements, as well as verification that an additional appropriation of local funds will be requested in order to meet the required local match in fiscal year 2008:

Fig. 20: Opt-in, with additional local appropriation request requirement

42	School Construction Grants Program	36,222.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional appropriation required
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To indicate that your school division will not participate and will not be required to provide a local match of funds, click on the "No" check-box next to each program:

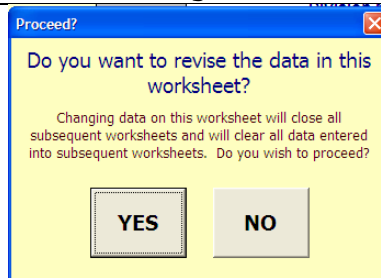
Fig. 21: "No" check-box

	FY 2007 Required Local Match	Opt-In?
Lottery	0.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Note that if your division "opts-out" of participation, the required local match amount is zero (0) and you are not required to provide a local match of funds for this program in fiscal year 2008. You will be directed to a superintendent's certification form that will certify that your division is not participating in the program in fiscal year 2008, and that your division will not receive the state share of payment for the program.

Note that if you need to revise the data entered in the "Budgeted Local Capital" worksheet, you can return to the "Budgeted Local Capital" worksheet and revise data on that worksheet by clicking on the "yes" button:

Fig. 22: Revise data on "Budgeted Local Capital" worksheet



Similarly, if you need to revise the data entered in the "Budgeted RLE" worksheet, you can return to the "Budgeted RLE" worksheet and revise data on that worksheet by clicking on the "yes" button.

Note that any data entered on the "Budgeted RLM - Prioritize" worksheet will be erased if you elect to return to the "Budgeted Local Capital" worksheet and change data.

Once you have completed the "Budgeted RLM - Prioritize" worksheet in full, and all programs have been prioritized in section one and all yellow-shaded cells have a check mark in a "yes" or "no" box in section two, then you may proceed to the next worksheet in the workbook.

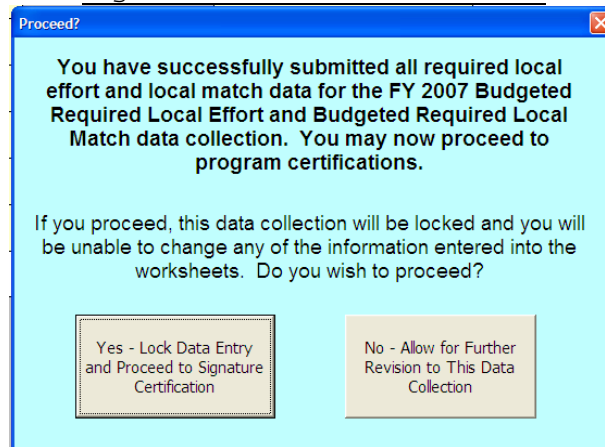
Do this by clicking on the yellow button at the bottom of the "Budgeted RLM - Opt In" worksheet:

Fig. 23: "Budgeted RLM - Prioritize" check for errors button



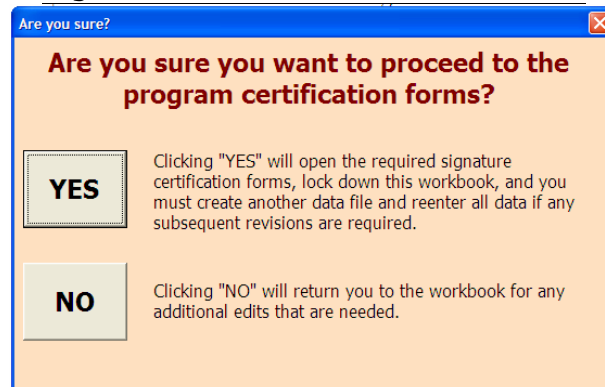
After your "Budgeted RLM - Prioritize" worksheet is complete and has passed all error checks successfully, the file will automatically take you to a user-form asking you to lockdown the data entered in the workbook:

Fig. 24: "Proceed" user-form



The user-form will ask if your division wants to proceed to the certification process of the data collection. If you select "No - Allow for Further Revision to This Data Collection," you will be able to revise data entry cells. Certification forms will not show until you have locked the data in the workbook. If you select "Yes - Lock Data Entry and Proceed to Signature Certification," then you will be asked to confirm your decision to lock down the workbook:

Fig. 25: "Confirmation" user-form



If you select "yes," then the required program certification forms will be visible, and the workbook will be locked and any changes to the workbook will require the user to create a completely new data file by reentering all data. If you select "no," then you can continue to revise the workbook, but the required program certification forms will not be visible.

The program certification forms are discussed in greater detail in Section 6 of these instructions.

6. SUBMITTING THE CERTIFICATION FORMS AND FINAL EXCEL FILE TO THE DEPARTMENT

Upon locking data entry and proceeding to superintendent's certification, your completed file will be saved with a version number that is based on the number of submissions received from your school division by the department. The file will be saved to the following location on your hard drive:

C:\DOE_DATA\Budgeted FY 2008 Required Local Effort & Match\Budgeted FY 2008 Required Local Effort and Required Local Match, v.1.xls

This is the file version that must be sent to the department; later in the certification process, your division will be given the option to automatically e-mail the file. If you do not choose to automatically e-mail the file, then you must remember this file name and be sure to send the latest, complete version of the file to the department.

PLEASE NOTE THAT PAYMENTS FOR ALL SCHOOL FACILITIES AND INCENTIVE ACCOUNTS WILL NOT BEGIN UNTIL ALL SCHOOL DIVISIONS HAVE SUCCESSFULLY SUBMITTED A COMPLETED EXCEL FILE AND THE DEPARTMENT HAS RECEIVED THE SIGNED CERTIFICATION FORMS.

You will then be directed to a screen that will provide you with a summary of intended participation in School Facilities and Incentive programs and status of meeting local match; as well as your school division's status of meeting required local effort:

Fig. 26: "Summarize" user-form

Program	Intent to Participate?	Met Required Local Match?
School Construction Grants Program	Yes	No
SOL Algebra Readiness	Yes	Yes
Required Local Effort for the SOQ	Has met budgeted RLE for the SOQ for FY07	
Lottery	No	Not applicable, not participating
Additional Lottery	No	Not applicable, not participating
At-Risk	Yes	No
At-Risk Four-Year-Olds	Not eligible	Not eligible
Compensation Supplement	No	Not applicable, not participating
Early Reading Initiative	Yes	Yes
K-3 Primary Class Size Program	Not eligible	Not eligible

OK

Next, you will be directed to the two program certifications that require additional data entry for completion. The first certification is for the At-Risk program. If your division opts-in for participation in fiscal year 2008, then you will be required to report on your school division's planned uses of these funds..

Upon completion of all required data entry, the certification forms for your division will show. Once you have reviewed the certification form, you may click on the yellow button at the bottom of the page to proceed to the SOL Algebra Readiness Certification form:

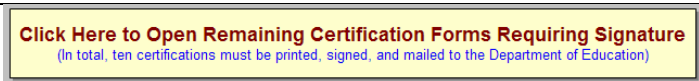
Fig. 27: Proceed to next certification



The next certification requiring additional data entry is for the SOL Algebra Readiness Program. If your division opts-in for participation in fiscal year 2008, then you are required to indicate which diagnostic test will be offered in your school division. Select a check-box in rows 21 and 22 to complete this data entry requirement. If your division has opted-out of this program for fiscal year 2008, then additional information about diagnostic tests is not required.

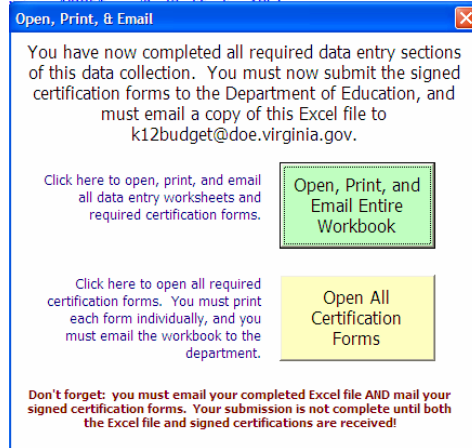
Once you have reviewed the certification form, you may click on the yellow button at the bottom of the page to proceed to the remaining certification forms:

Fig. 28: Proceed to additional certification forms



Once your SOL Algebra Readiness data entry certification form is complete, upon clicking on the button shown in figure 28, you will see a user-form that will allow you to print the entire workbook in preparation for submission, and to e-mail a copy of the file to the Department of Education:

Fig. 29: E-mail and print user-form



If you select the green button, then all worksheets in the workbook will print for signature certification, and the file will automatically save and attach to an e-mail for you to send to the department.

If you select the yellow button, then all certification forms will open, but you must print them each individually, and you will be responsible for e-mailing the file to the department.

In general, the certification forms contained in the workbook are based on the "opt-in" and "opt-out" selections made by your division on the data entry screens in this workbook. The amount of available local capital and local operating expenditures also determines whether or not your division has sufficient budgeted local expenditures to meet the local match requirements for those programs in which you choose to participate.

Opt-Out of Program - If your school division "opts-out" of participating in a program (regardless of whether or not sufficient local expenditures have been appropriated for the program), then you will be directed to a certification form that indicates that your division will not participate in the program in fiscal year 2008:

(Note: It is not possible to "opt-out" of the required SOQ programs. This certification is not shown for Budgeted Required Local Effort for the SOQ.)

Fig. 30: Certification of non-participation

Will [redacted] Participate in this Program in FY 2007?	No
Have Sufficient Local Expenditures Been Appropriated for this Program in FY 2007?	No
Certification of Non-Participation - Fiscal Year 2007	

Opt-In to Program, Sufficient Budgeted Expenditures - If your school division "opts-in" to participate in a program, and if sufficient local expenditures have been budgeted, then you will be directed to a certification form that indicates that your division will participate in the program in fiscal year 2008 and that sufficient local expenditures have been budgeted to meet local match requirements:

Fig. 31: Certification of participation

Will [redacted] Participate in this Program in FY 2007?	Yes
Have Sufficient Local Expenditures Been Appropriated for this Program in FY 2007?	Yes
Certification of Budgeted Operational Expenditures from Local Funds to Meet Required Local Effort for Fiscal Year 2007	

Opt-In to Program, Insufficient Budgeted Expenditures - If your school division "opts-in" to participate in a program, and if sufficient local expenditures have not been budgeted, then you will be directed to a certification form that indicates that your division will request additional appropriation of local funds to meet the local match requirements for the program in fiscal year 2008.

The additional appropriation request certification form will include the additional appropriation that must be requested in order for your school division to meet the budgeted local match requirements for the specified program.

The certification also indicates that this data collection will resubmitted once the additional appropriation is secured, so the final submitted data collection on file reflects all accounts in which required local effort or required local match was met.

Should your division need to resubmit the data collection template when additional local appropriation is secured, then the department budget staff will provide additional guidance on how to resubmit data using your initial template as submitted to the department.

Please note that the state share of payments for those programs in which additional appropriation of local funds must be requested will not begin until the department receives the final certification form from your school division reflecting the requested additional appropriation required to meet local match requirements:

Fig. 32: Certification of additional appropriation request

Will [redacted] Participate in this Program in FY 2007?	Yes
Have Sufficient Local Expenditures Been Appropriated for this Program in FY 2007?	No
Certification of Need For Additional Local Appropriation - Fiscal Year 2007	
I hereby certify that additional local appropriation will be requested from the local governing body in order to meet Required Local Match for fiscal year 2007.	
An additional appropriation in the amount of \$27,360 must be secured from the local governing body in order to meet required local match for this program. This additional appropriation amount is based on data submitted today, July 25, 2006 12:18 PM	

Once your division has reviewed all certification forms, and if you did not choose to automatically e-mail the file to the department, you must e-mail the completed file to:

K12budget@doe.virginia.gov

A hardcopy of all ten certification forms (checklist enclosed below) must be signed by the division superintendent and mailed by October 1, 2007, to:

**Virginia Department of Education
Attention: Budget Office
P. O. Box 2120
Richmond, Virginia 23218-2120**

Program Certification Form Checklist	
Hard Copy Signed and Mailed to the Department?	Program Certification
<input type="checkbox"/>	Budgeted Required Local Effort ¹
<input type="checkbox"/>	School Construction Grants Program ¹
<input type="checkbox"/>	SOL Algebra Readiness ¹
<input type="checkbox"/>	Lottery ¹
<input type="checkbox"/>	Pre-K Pilot Program
<input type="checkbox"/>	At-Risk Program ¹
<input type="checkbox"/>	Compensation Supplement ²
<input type="checkbox"/>	Virginia Preschool Initiative Program ³
<input type="checkbox"/>	Early Reading Intervention ⁴
<input type="checkbox"/>	K-3 Primary Class Size Reduction ⁵
<input type="checkbox"/>	Email Excel Template to: k12budget@doe.virginia.gov

¹Final local match amounts and final payments will be based on actual March 31, 2008 ADM.

²Compensation supplement certification is due March 1, 2008.

³Additional certification will be required on the VPI Fall Verification Report due Fall 2007.

⁴Additional certification is required per [Inf. Supts. Memo. No. 92](#), April 27, 2007.

⁵Additional certification is required on the fall data collection, due Fall 2007.

Thank you for completing the budgeted required local effort and budgeted required local match certifications for fiscal year 2008.