



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Title I, Part A: Comprehensive Needs Assessment and Schoolwide Program Planning

FASFEPA/ECTAC Spring Forum
May 2018



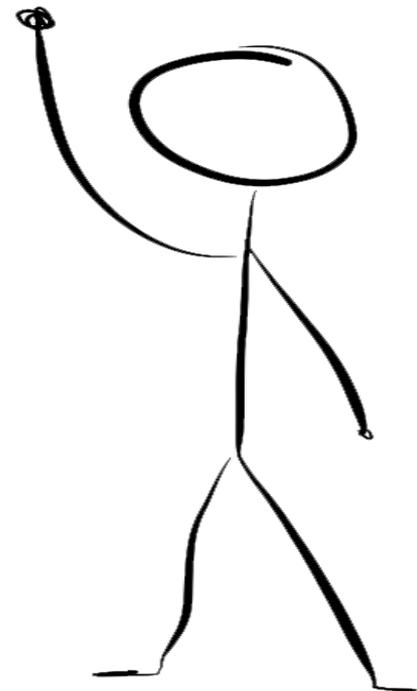
Florida Department of Education, Title I, Part A Presenters

Michael Stowell, Director

Dr. Janet Capps, Program Consultant

Daniel Ring, Program Specialist

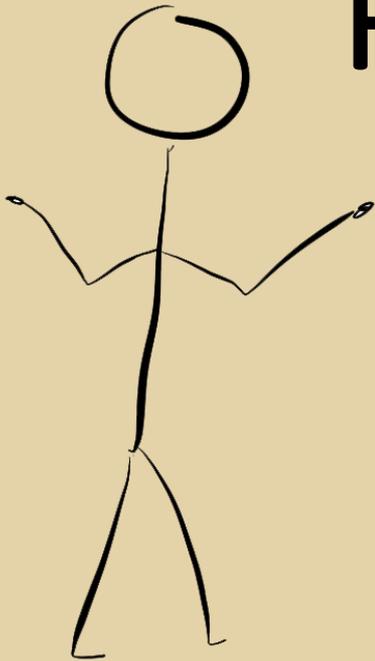
Lindsay Douglas, Program Specialist



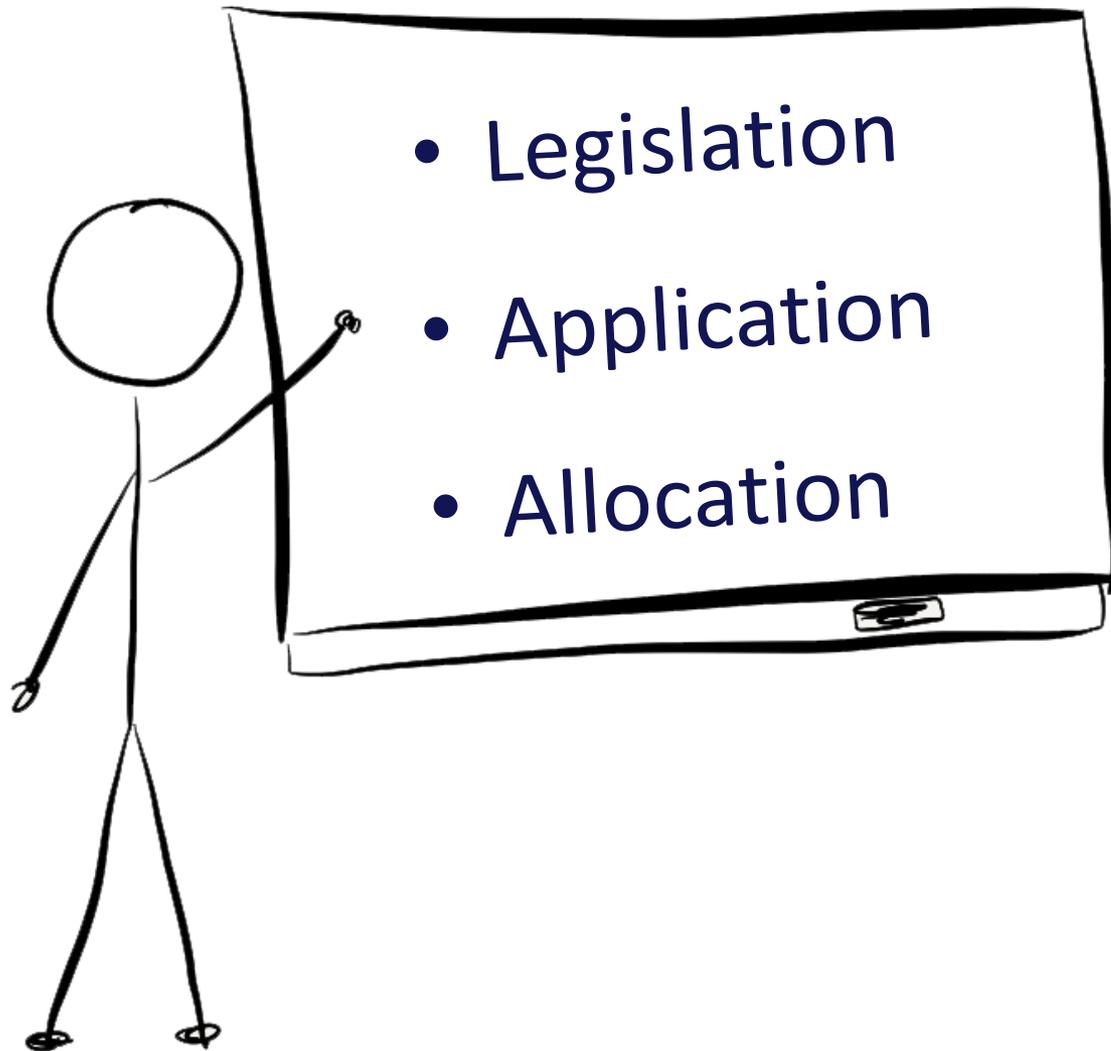


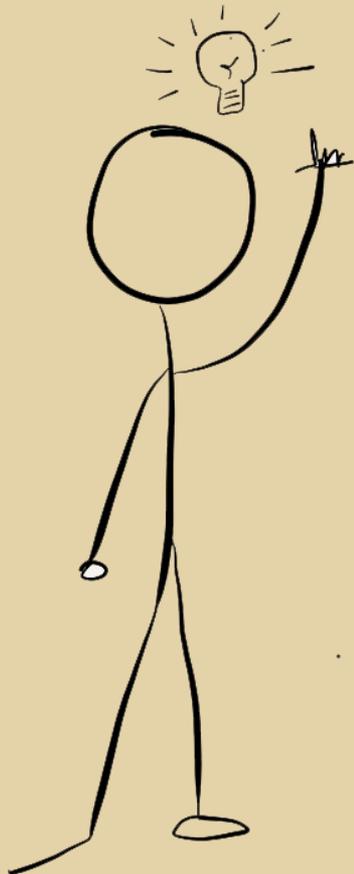
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Program Updates



TITLE I, PART A UPDATES





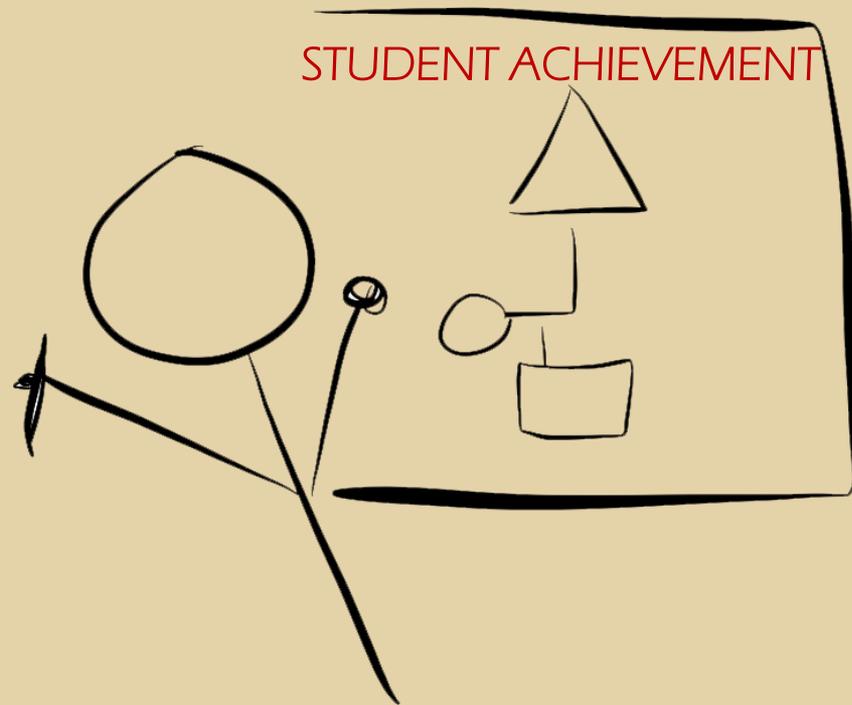
Overview:

An Interactive Share and Learn

TODAY'S OBJECTIVES

- ✓ Summarize comprehensive needs assessment (CNA), Title I, Part A (TIPA) schoolwide program (SWP) planning, and implementation
- ✓ Make connections between the CNA and TIPA SWP with a logic model and decision tree
- ✓ Determine necessary, allowable, reasonable, and allocable costs
- ✓ Provide TIPA updates

Schoolwide Programs: TIPA



SCHOOLWIDE PROGRAMS

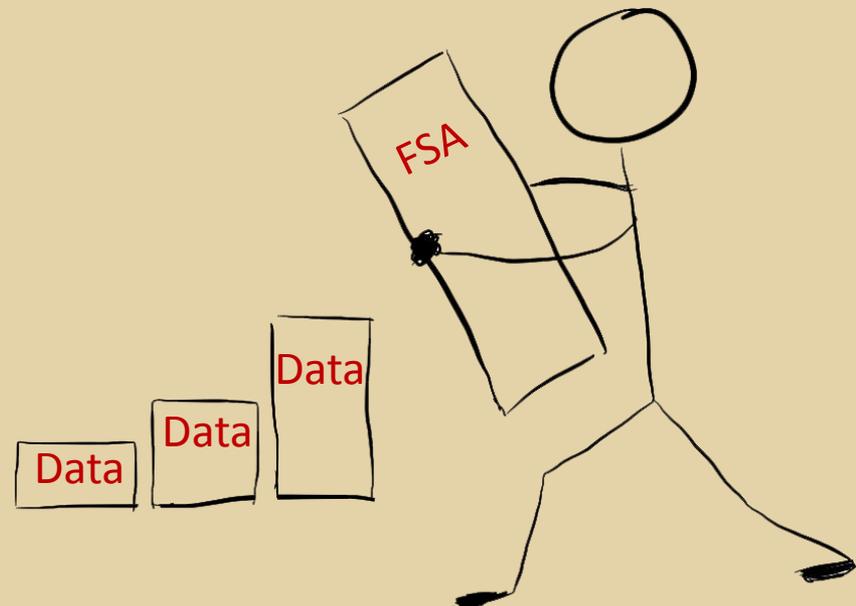
- There should not be any distinction between Title I students and non-Title I students.
- There should not be any distinction between Title I teachers and non-Title I teachers.
- Maximize the impact of Title I and provide greater flexibility by allowing supplemental services and benefits to be provided to all students in the school.

Requirements of a SWP that are essential to effective implementation:

- 1) Conducting a comprehensive needs assessment
- 2) Preparing a comprehensive schoolwide plan
- 3) Evaluating the schoolwide plan for what worked and revising as needed throughout its implementation



Comprehensive Needs Assessment (CNA)



THE CNA

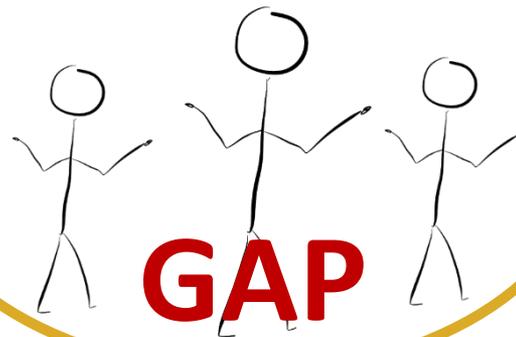
- Required of any school operating a schoolwide program; it must be used in the development of the school's comprehensive plan.
- As the CNA connected plan must be regularly monitored and revised as necessary, a CNA cyclic review and revision is suggested.
- CNA must be developed with participation of individuals who will carry out the schoolwide program plan.

Comprehensive Needs Assessment



American Institutes for Research (AIR), 2017

Currently Know

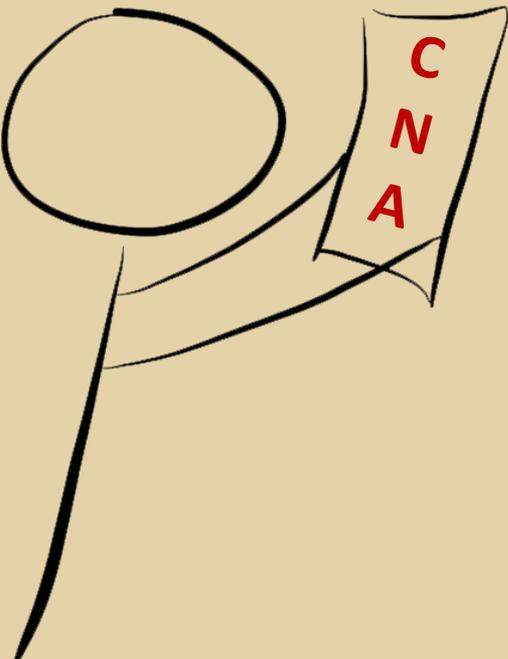


Intended Results

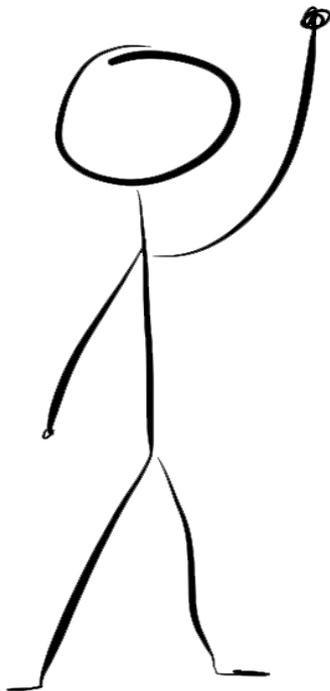
Note: Although the CNA steps above are presented linearly, the process is typically recursive and iterative; therefore, it is likely you will revisit some or all of the components.



Schoolwide Plan



SCHOOLWIDE PLAN



Schoolwide Plan Checklist

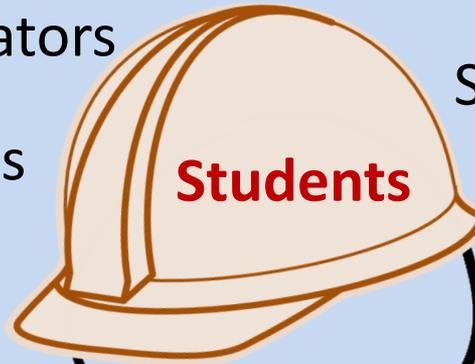
Development and Implementation	
The schoolwide plan must be	✓
Developed during a one-year period unless the LEA determines, in consultation with the school, that less time is needed to develop and implement the schoolwide program.	
Developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan.	
Remain in effect while participating in Title I, Part A, and the plan and its implementation shall be regularly monitored and revised as necessary based on student needs.	
Made available to the LEA, parents, and the public.	
Available to stakeholders in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.	
Developed in coordination and integration with other Federal, State, and local services, resources, and programs, if appropriate and applicable.	
Based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging State academic standards.	
Components	
The schoolwide plan must	✓
Include opportunities for all children, including each of the subgroups of students to meet the challenging State academic standards.	
Include evidence-based methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum.	
Address the needs of all children in the school, but particularly the needs of those at risk of not meeting the State academic standards, through activities which may include	
◆ Counseling, school-based mental health programs, specialized instructional support services, mentoring services, and other strategies to improve students' skills outside the academic subject areas.	
◆ Preparation for and awareness of opportunities for postsecondary education and the workforce, which may include career and technical education programs and broadening secondary school students' access to coursework to earn postsecondary credit while still in high school.	
◆ Implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services, coordinated with similar activities and services carried out under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.).	
◆ Professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data from academic assessments, and to recruit and retain effective teachers, particularly in high-need subjects.	
◆ Strategies for assisting preschool children in the transition from early childhood education programs to local elementary school programs.	
Include, if programs are consolidated, the specific State educational agency and LEA programs and other Federal programs that will be consolidated in the schoolwide program.	

Interactive Activity

Federal Educational
Program Coordinators

School Volunteers/Mentors

Parents & Families
of Students



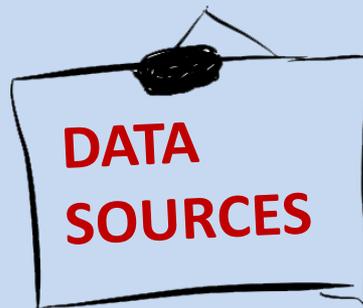
School Counselors

SEA personnel

Faculty

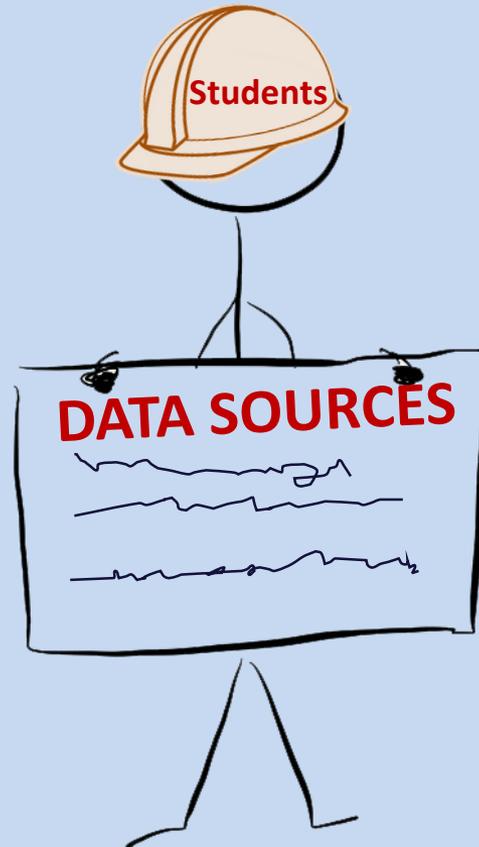
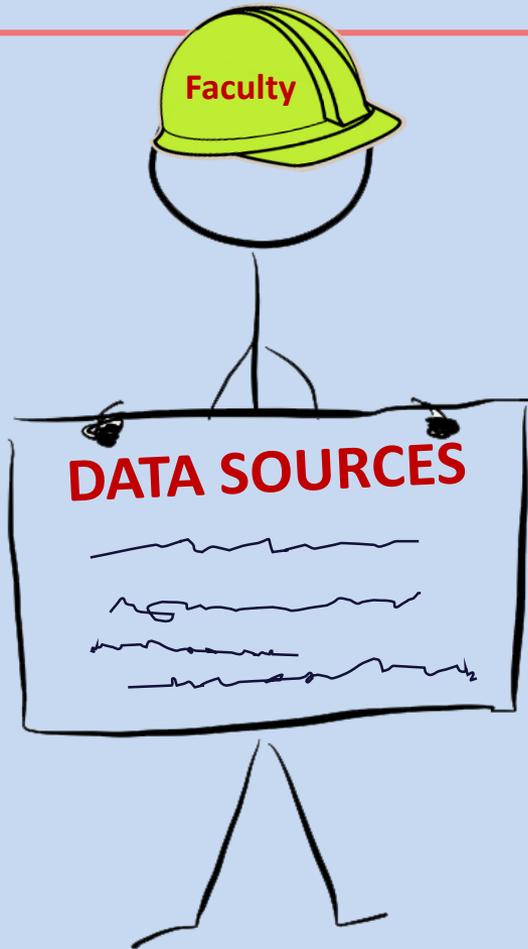
Fiscal Officers

School Administrators



Broad Community
Partners

Interactive Activity

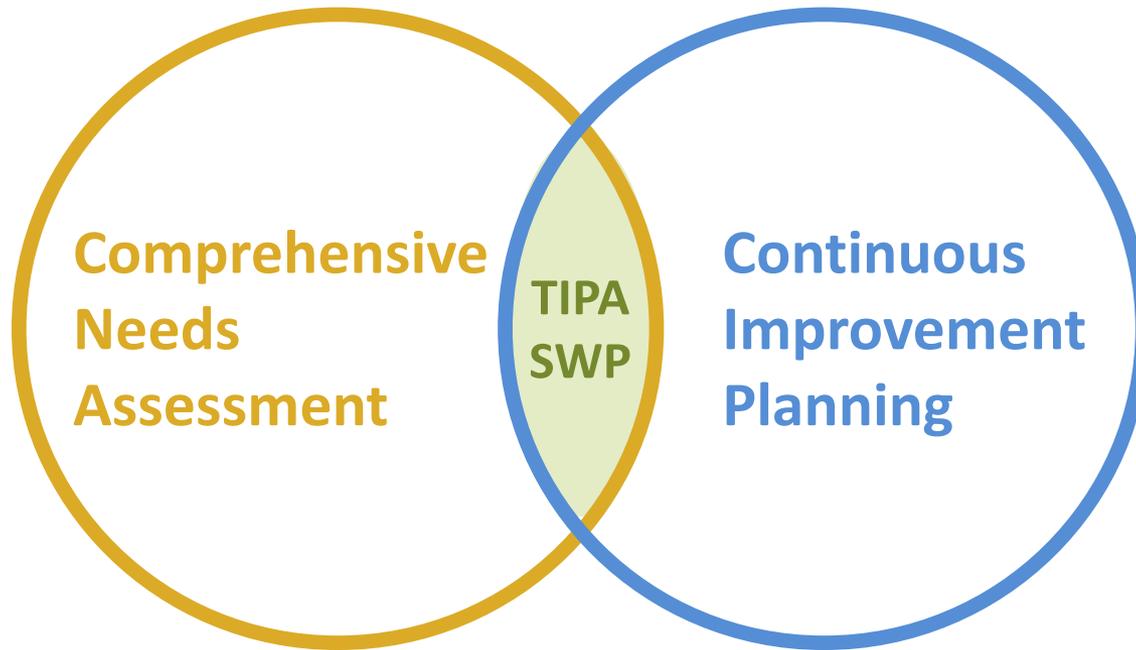




Logic Model: A TIPA Way



CONNECTIONS TO TIPA LOGIC MODEL



Planned Work

Inputs
Resources

Outputs
Activities and Products

Intended Results

Outcomes
Short-term to Intermediate

Long-Term

CONNECTIONS TO TIPA LOGIC MODEL

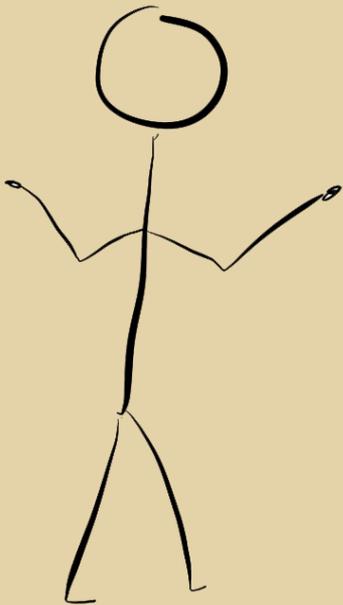
Year _____ School: _____

Inputs <i>Resources</i>	Outputs <i>Activities and Products</i>	Outcomes	
		<i>Short-term to Intermediate</i>	<i>Long-Term</i>

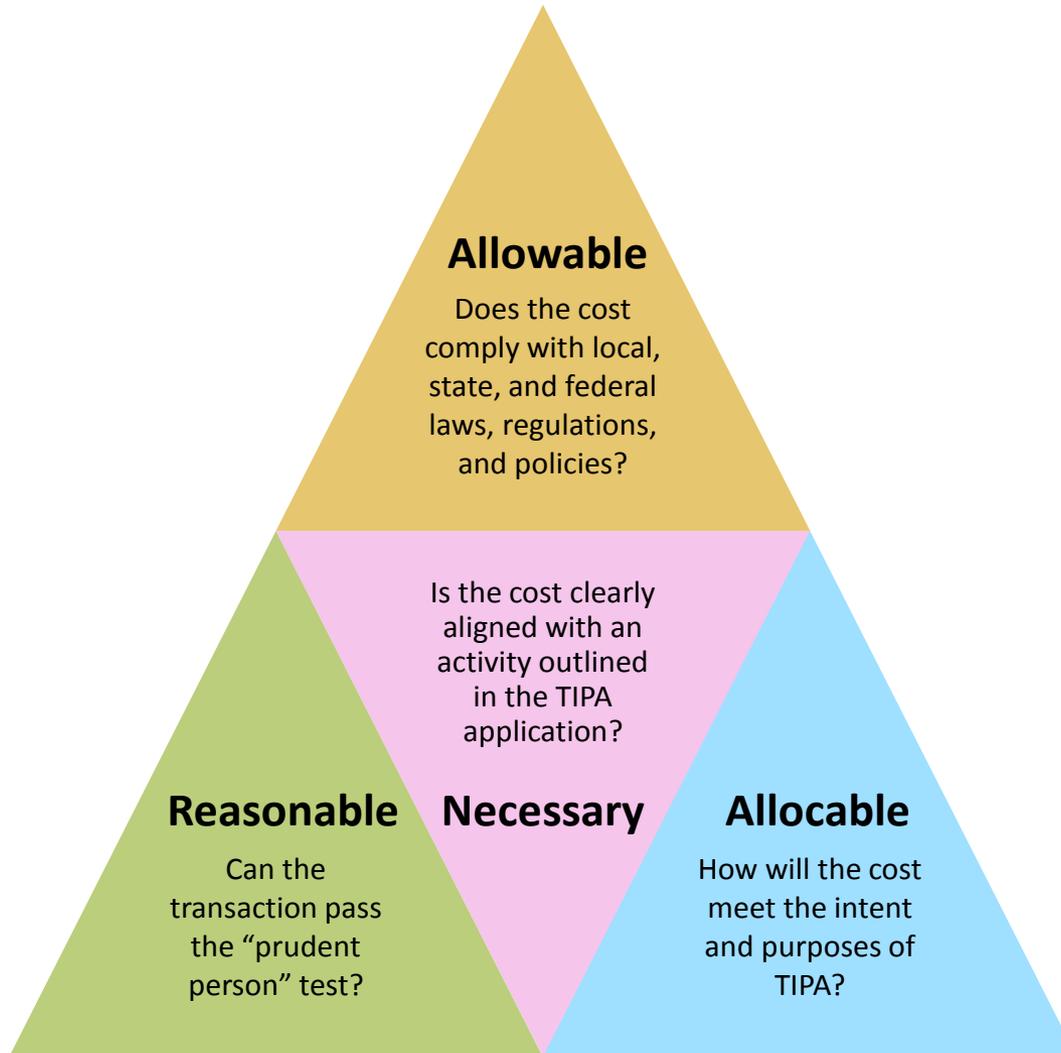


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Program Management



ALLOWABILITY OF COSTS



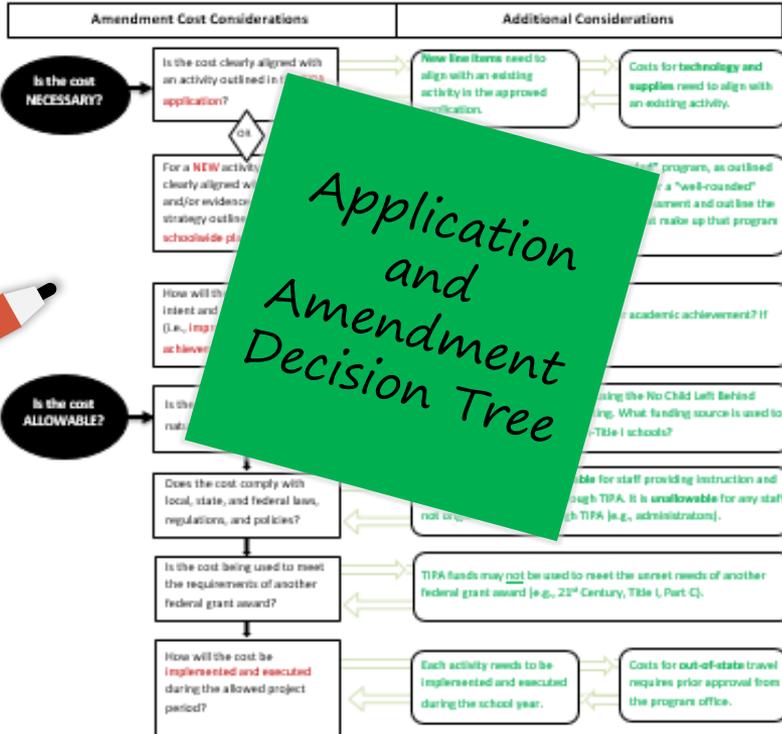
Title I, Part A Application and Amendment Decision Tree

DOE 150 Narrative Form

What to include:

- (1) The educational need as identified in a school's comprehensive needs assessment (CNA) and schoolwide plan (SWP).
- (2) The approved activity, from Title I, Part A (TIPA) grant application, and implementation timeline for the cost.
- (3) The TIPA grant program goals and academic achievement data associated with the cost.

Note: The information provided on the DOE 150 should not duplicate the information provided on the DOE 151.



Application and Amendment Decision Tree



Decision Tree

in the DOE 151.

ations

for the goods/services

"The primary purpose of the lowest-cost educational program," expenditures are allocated for staffing

ing supported by the Title I, Part A funds?

May 2018

Updated: May 2018

School: Cumberland Elementary

Year: 2018

Inputs Resources

Outputs Activities and Products

Outcomes

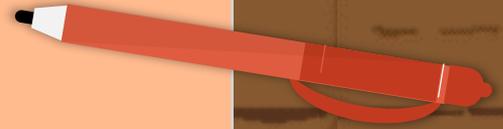
A) Terrapin County School District District/Agency Name B) 123-6567B-8CB01 / 00A000 Project Number TAPS Number
 C) # 1 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
 BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$ 969,057.00	E) Total Project Amount resulting from this Budget Amendment \$ 1,249,193.00
---	---

F) Line Item Description					
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5100	120	Classroom Teachers – extended day budget approved budget line item 56 School level cost not to exceed 1%		\$215,975.00	
5100	210			\$17,108.00	
5100	220			\$16,523.00	
5100	240	W Tea app Sch		\$14,882.00	
5100	360	Com read appro School		\$5,650.00	
6400	310	PROFES consult develop approved budget line item 56 LEA-level cost not to exceed 1%		10,000.00	
				\$ 280,136.00	
			Total	Total	

Interactive Activity: Amendment Connections





Title I, Part A Application and Amendment Decision Tree

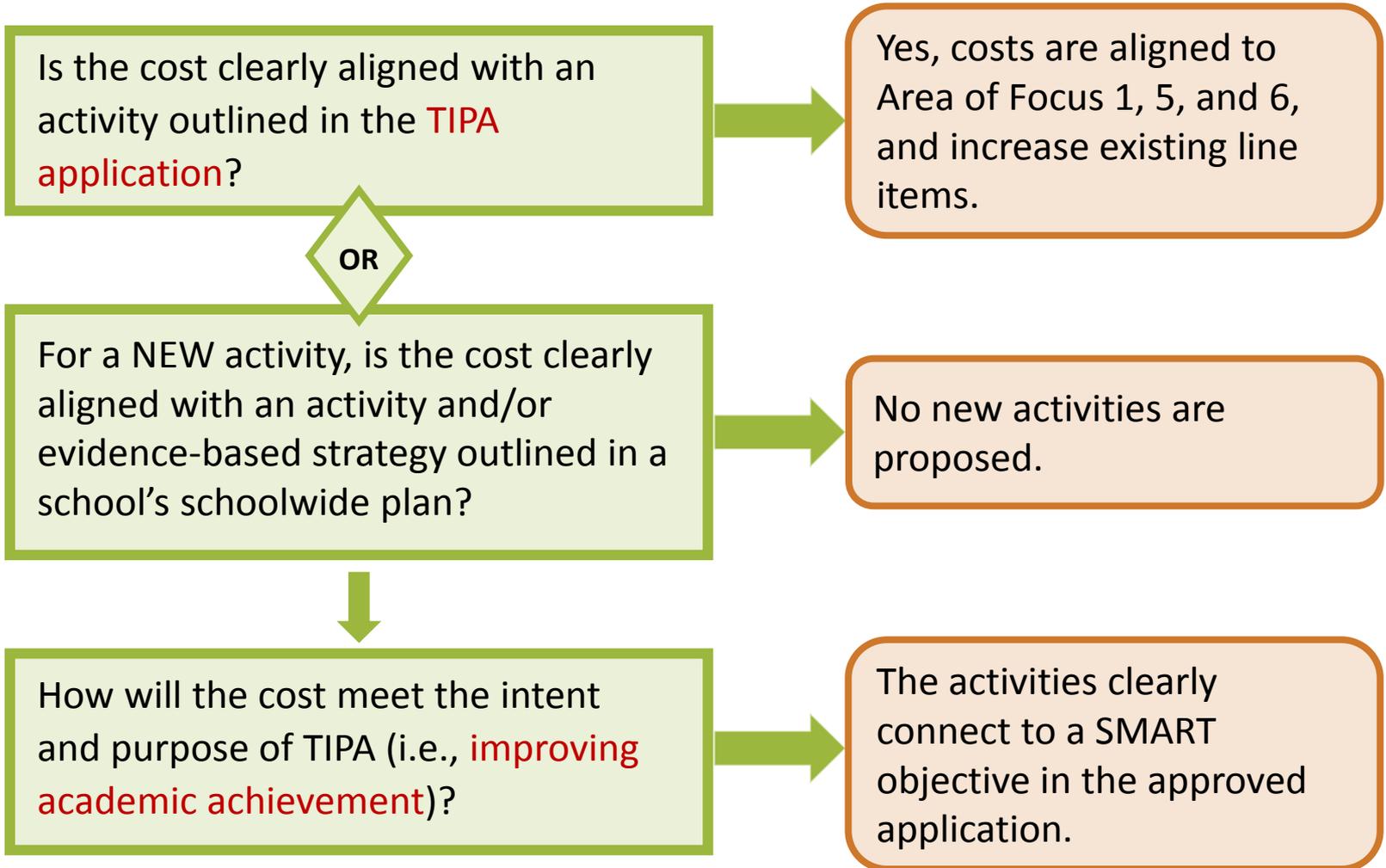
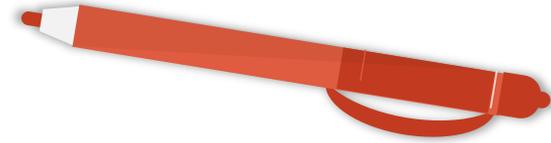
DOE 150 Narrative Form

What to include:

- (1) The educational need as identified in a school's comprehensive needs assessment (CNA) and schoolwide plan (SWP).
- (2) The approved activity from the TIPA grant application and implementation timeline for the cost.
- (3) The TIPA grant program goals and academic achievement data associated with the cost.

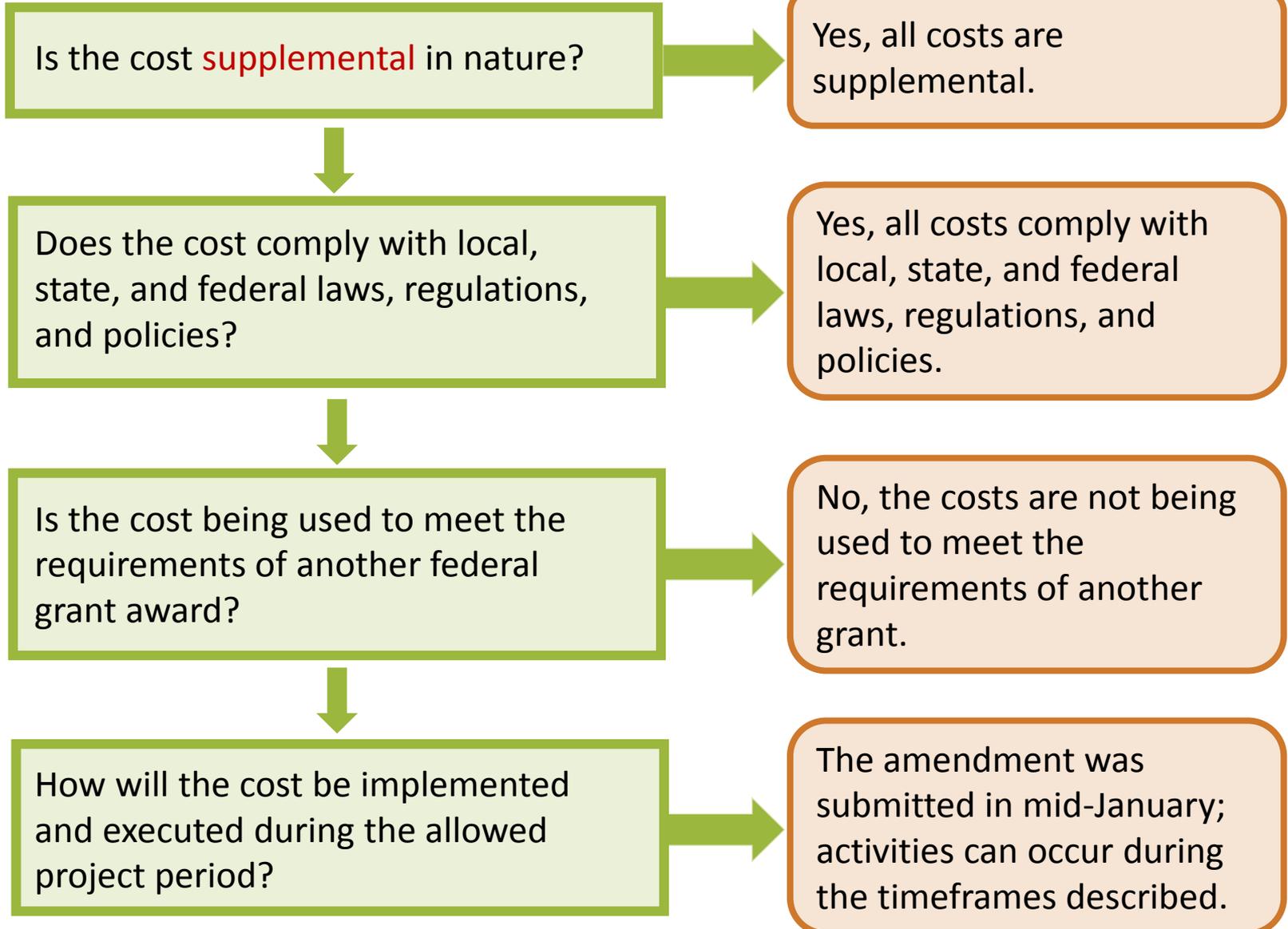
Note: The information provided on the DOE 150 should not duplicate the information provided on the DOE 151.

Necessary





Allowable



Reasonable



Can the transaction pass the “prudent” person test?



Yes, the increased costs are reasonable given the goods and services to be purchased.



Does the cost demonstrate that the related costs represent a good/best value?



Yes, the costs represent a good/best value given available options.

Allocable



How will the cost meet the intent and purpose of TIPA (i.e., **improving academic achievement**)?

The activities clearly connect to a SMART objective in the approved application.

Is the cost allocable to TIPA? That is, will the goods or services benefit the Title I program in proportion to the amount charged to TIPA?

All costs solely benefit Title I schools; no partially funded positions or services are included.



Title I, Part A Application and Amendment Decision Tree

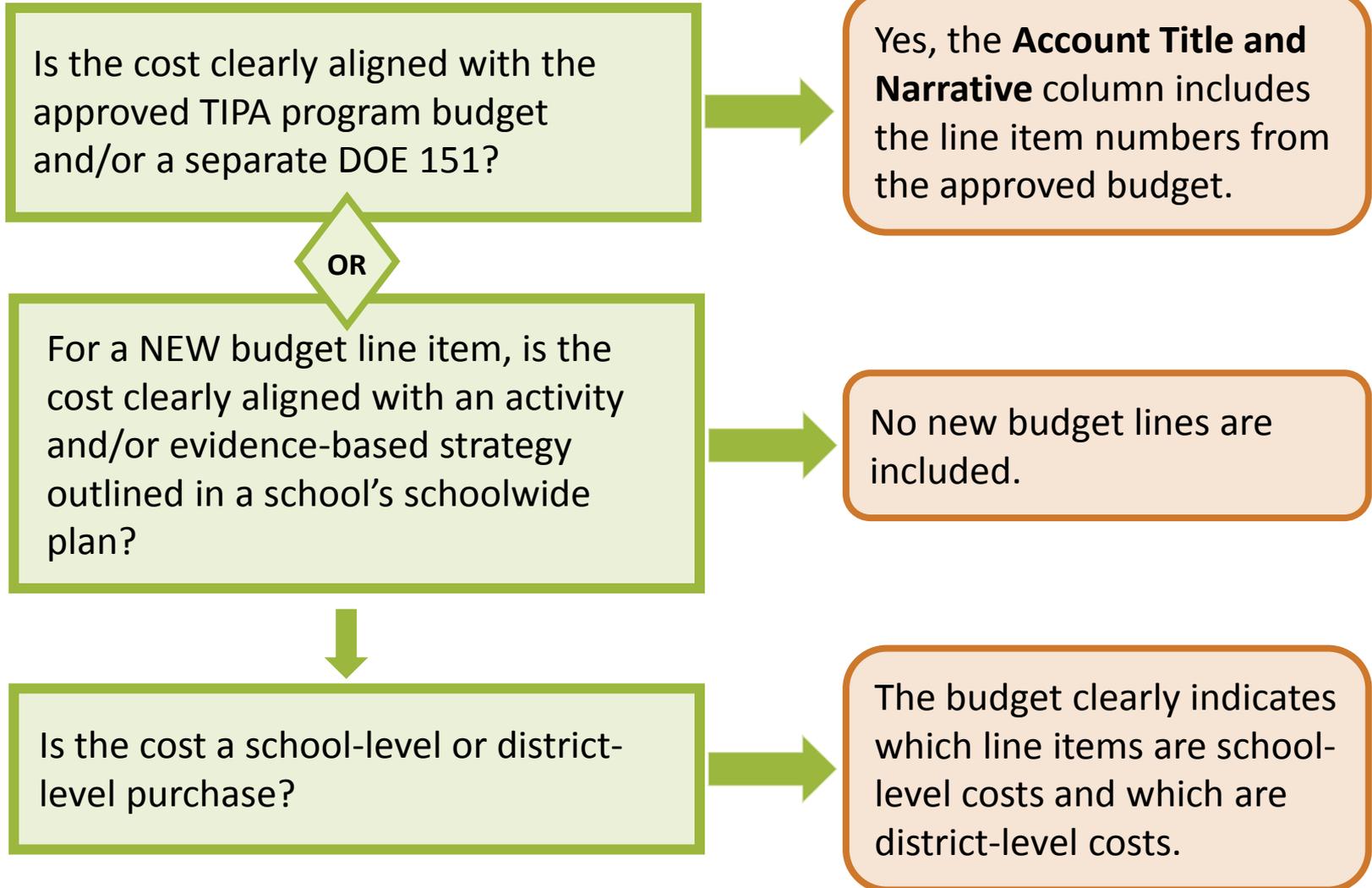
DOE 151 Budget Form

What to include:

- (1) For existing line items, reference the budget line item number from the approved TIPA application budget.
- (2) Indicate if the cost is coded A, B-1, B-2, C, D, E, F, G, H-1, H-2, H-3, H-4, I, J, K, L, or M.
- (3) Indicate whether the line item is a school-level or LEA-level cost.

Note: The DOE 151 does not contain columns specific to TIPA because it is used by multiple programs.

Budget Considerations



Budget Considerations



Is the cost associated with the LEA's certified roll forward?



Yes, this is a roll forward amendment, which increases the total project amount.



Is the cost associated with one of the TIPA reservations?



Yes, all line items are coded I, meaning they are funded with roll forward.

Alignment

TIPA SWP Logic Model

Approved TIPA Application

Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Miami-Dade County School District	2 PROJECT NUMBER 190-21208-0700
3 PROJECT/PROGRAM TITLE Title I Part A Improving Basic Programs TAPS 18A001	4 AUTHORITY 84-FR18 Title I, Part A, Basic LEAF or Appropriate Agency FAFN#: 8010A170000
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 07/01/2017 - 06/30/2018 Program Period: 07/01/2017 - 06/30/2018
7 AUTHORIZED FUNDING Current Approved Budget: \$137,438,141.00 Amendment Amount: Estimated Roll Forward: \$17,715,980.00 Certified Roll Amount: Total Project Amount: \$155,154,121.00	8 REIMBURSEMENT OPTION Federal Cash Advance
9 TIMELINES <ul style="list-style-type: none"> Last date for incurring expenditures and issuing purchase orders: 06/30/2018 Date that all obligations are to be liquidated and final disbursement reports submitted: 08/20/2018 Last date for receipt of proposed budget and program amendments: 08/20/2018 Retinal date of unexpended funds; mail to DOE Comptroller, 944 Washington Building, Tallahassee, Florida 32399-0400; 05/31/2018 Date(s) for program reports: Federal Award Date: 07/01/2017 	
10 DOE CONTACTS Comptroller Office Program: Sonya Morris Phone: (850) 245-9614 Email: Sonya.Morris@fldoe.org Grants Management: Uta A. (850) 245-9600	Contract Officer Phone: (850) 245-4401 Email: 105964000 FEIN: FS9600572005
11 TERMS AND SPECIAL CONDITIONS <ul style="list-style-type: none"> This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RA, hereby incorporated by reference. For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be filed with the school, immediate cash requirements to carry out the purpose of the approved project. All provisions not in conflict with any amendment(s) are in full force and effect and are to be performed at the level specified in the project award notification. 	
12 APPROVED:  Authorized Official on behalf of Pam Stewart Commissioner of Education Date: 11/20/17  Date of Signing	

DOE-200
Revised 07/15

Year: 2018 School: Cumberland Elementary

Inputs Resources	Outputs Activities and Products	Outcomes	
		Short-term to Intermediate	Long-Term
Professional and technical services Classroom teachers Software rentals Instructional coaches Instructional aides MTSS PD Supplies Substitute teachers	ELA Tutoring (before and after school) Intensive ELA interventions during the regular school day Professional development to align the instructional framework	Increase the number of elementary students scoring at or above Level 3 by 8% on the ELA FSA. (Interim progress monitoring reports, such as iReady, etc.) Teachers have an increased understanding of RTI and are able to facilitate RTI strategies in the classroom effectively. (As measured by classroom observations and subject walk-throughs) Teachers are using student data to drive their instruction and inform practice. (classroom observations, coaching session reports, walk-throughs, teacher lesson plans, and student achievement)	Third - fifth grade students performing at or above the state average on the ELA FSA. All teachers will receive an "effective" or "highly effective" rating based on the school's evaluation.

TIPA Amendment (DOE 150 and 151)

FLORIDA DEPARTMENT OF EDUCATION
PROJECT AMENDMENT REQUEST

Please return to: **Agency Name:** Florida Department of Education, Office of Grants Management, 125 West Gaines Street, Tallahassee, Florida 32309-0400, Telephone: (850) 245-0404

Agency Contact: Tamara Green, School Director

Date Received: January 11, 2018

DOE USE ONLY

Program Name: Title I, Part A, Improving the Academic Achievement of the Disadvantaged

Project Number (DOE assigned): 125-5428-0000

TAPS Number: 06A000

C) Amendment Type <input type="checkbox"/> New Program <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Budget Amendment Number: 01 Certified Roll Forward	B) Amendment Request Contact Information Contact Name: Mr. William Ragan Phone Number: (121) 484-1495 (Office) (121) 484-1495 (Fax) Mailing Address: 125 West Gaines St., Tallahassee, Florida 32303 E-mail Address: wragan@fldoe.org
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E) Acquired Signature and Certification

I, Do Robert Wragan, as the official authorized to legally bind the agency organization, do hereby certify to the best of my knowledge and belief that all the information and statements submitted in this application amendment are true, complete and accurate for the purposes and objectives stated herein and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal or administrative penalties for the false statement, false claims or otherwise. Furthermore, all applicable statutes, regulations, procedures, administrative and programmatic requirements, and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate for this project, and will not be used for matching funds on this or any special project, where prohibited.

Signature: I understand the responsibility of this certification and to obtain from my governing body the authorization for the submission of this application amendment.

Signature of Agency Head: _____ Title: _____ Date: _____

Signature: _____ Title: _____ Date: _____

See Page 2 for Narrative

SAMPLE DOE 150 Page 1 of 2

SAMPLE DOE 151 Page 1 of 1

A) Terrapin County School District B) 123-4567B-SCB01 /00A000
 District/Agency Name Project Number TAPS Number
 C) #1
 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
 BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$ 969,057.00	E) Total Project Amount resulting from this Budget Amendment \$ 1,368,755.00
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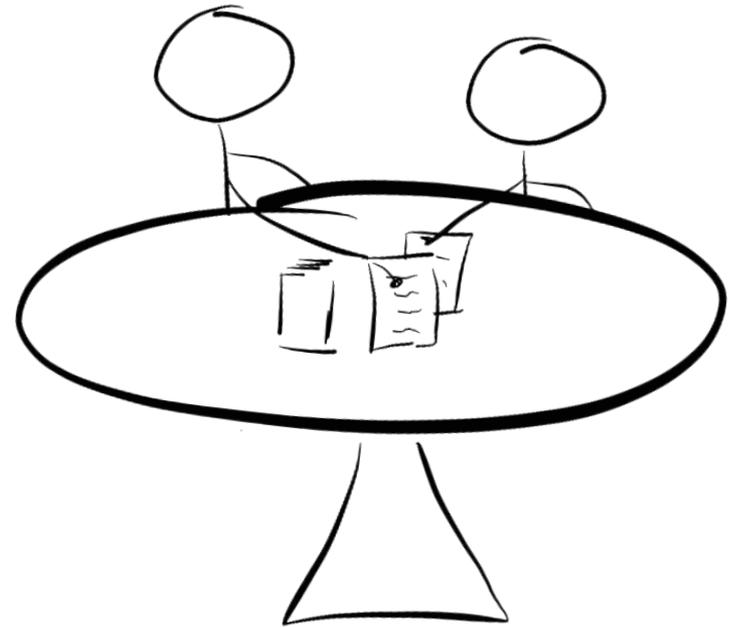
F) Line Item Description			DATE	AMOUNT INCREASE	AMOUNT DECREASE
FUNCTION	OBJECT	ACCOUNT DESCRIPTION			
5100			5.0	\$215,975.00	
5100	2			\$17,106.00	
5100	220			\$16,523.00	
5100	240			\$14,882.00	
5100	644			\$119,562.00	
5100	360	Professional & Technical Services - expansion of existing intervention software licenses. approved budget line item 36 School-level cost		\$5,650.00	
6400	310	Professional & Technical Services - Learning, Inc. consultant group provides professional development. approved budget line item 56 LEA-level cost not to exceed 1%		10,000.00	
				\$ 399,698.00	
				Total	Total

Interactive Activity: Amendment Connections



ACTIVITY INSTRUCTIONS

- 1) Review your assigned amendment, using the **Decision Tree** and **Logic Model** to guide your thinking.
- 2) Capture your notes on the **Conversation Starter** form.
- 3) Share your notes with the table and come to consensus.
- 4) Designate a spokesperson for your table and share out with the group.



Let's discuss the **green** amendment!

A) Tarasburg County School District B) 121-4547B-SCB01 00A000
 District/Agency Name Project Number TAFS Number

C) ±1
 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
 BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$ 959,057.00	E) Total Project Amount resulting from this Budget Amendment \$ 1,368,755.00
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F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5100	120	Classroom Teachers - extended day tutoring approved budget line item 6 School-level cost	5.0	\$215,975.00	
5100	210	Retirement - for classroom teachers/extended day tutoring approved budget line item 12 School-level cost		\$17,100.00	
5100	220	Social Security - for classroom teachers/extended day tutoring approved budget line item 15 School-level cost		\$10,523.00	
5100	240	Workers' Compensation - for classroom teachers/extended day tutoring approved budget line item 18 School-level cost		\$14,882.00	
5100	644	Computer Hardware - 40 Apple Ipad, 270 Chromebooks, 21 Apple laptop computers. New Line Item School-level cost		\$110,562.00	
5100	360	Computer Software Licenses - expansion of reading intervention software licenses. approved budget line item 36 School-level cost		\$5,850.00	
6400	310	Professional & Technical Services - Learning, Inc. consultant group provides professional development approved budget line item 56 LEA-level cost not to exceed 1%		10,000.00	
				\$ 399,698.00	
Total				Total	

SAMPLE DOE 151 Page 1 of 1

EVIDENCE OF CONNECTION

Let's discuss the **yellow** amendment!

A) Terrace County School District B) 121-14478-SCR01 / 00A000
 District/Agency Name Project Number TAFS Number

C) ± 1
 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
 BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved		E) Total Project Amount resulting from this Budget Amendment	
\$ 662,017.00		\$ 1,249,193.00	

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5100	120	Classroom Teachers - extended day tutoring approved budget line item 6 School-level cost	6.0	\$216,975.00	
5100	210	Reliefment - for classroom teachers/extended day tutoring approved budget line item 12 School-level cost		\$17,106.00	
5100	220	Special Services - for classroom teachers/extended day tutoring approved budget line item 15 School-level cost		\$16,523.00	
5100	240	Workers' Compensation - for classroom teachers/extended day tutoring approved budget line item 13 School-level cost		\$14,882.00	
5100	360	Computer Software Licenses - expansion of reading intervention software licenses approved budget line item 36 School-level cost		\$5,650.00	
6400	310	Professional & Technical Services - Learning, Inc. consultant group provides professional development approved budget line item 56 LEA-level cost not to exceed 1%		10,000.00	
				Total	Total
				\$ 280,136.00	

Total **Total**

SAMPLE DOE 151 Page 1 of 1

EVIDENCE OF CONNECTION

Let's discuss the blue amendment!

A) Tarascon County School District District Agency Name B) 121-4547B-1CB01 / 90A000 Project Number TAFS Number

C) # 1 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM**

D) Total Project Amount Currently Approved \$ 969,017.00	E) Total Project Amount resulting from this Budget Amendment \$ 1,246,193.00
---	---

F) Line Item Description

FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5100	120	Classroom Teachers - extended day tutoring approved budget line item 6 School-level cost	5.0	\$215,976.00	
5100	210	Replacement - for classroom teachers/extended day tutoring approved budget line item 12 School-level cost		\$17,106.00	
5100	220	Social Security - for classroom teachers/extended day tutoring approved budget line item 15 School-level cost		\$16,523.00	
5100	240	Workers Compensation - for classroom teachers/extended day tutoring approved budget line item 18 School-level cost		\$14,882.00	
5100	380	Computer Software Licenses - expansion of reading intervention software licenses approved budget line item 36 School-level cost		\$6,650.00	
6400	310	Professional & Technical Services - Learning, Inc. consultant group provides professional development approved budget line item 56 LEA-level cost not to exceed 1%		10,000.00	
				Total	Total
				\$ 280,136.00	

SAMPLE DOE 151 Page 1 of 1

EVIDENCE OF CONNECTION

Let's discuss the pink amendment!

A) Tarascon County School District District Agency Name B) 121-4547B-1CB01 / 90A000 Project Number TAFS Number

C) # 1 Amendment Number

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET AMENDMENT NARRATIVE FORM**

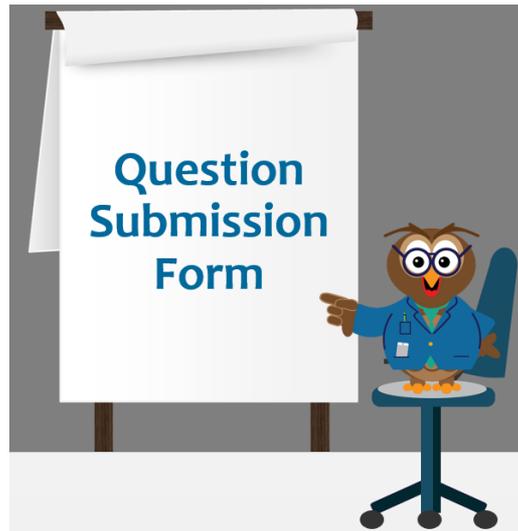
D) Total Project Amount Currently Approved \$ 662,037.00	E) Total Project Amount resulting from this Budget Amendment \$ 1,246,193.00
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F) Line Item Description

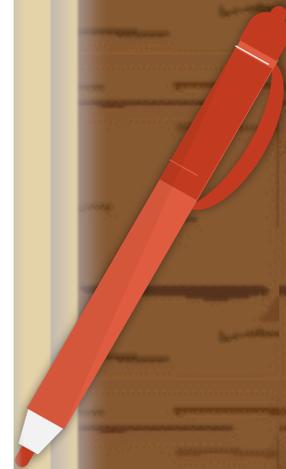
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE	AMOUNT INCREASE	AMOUNT DECREASE
5100	120	Classroom Teachers - extended day tutoring approved budget line item 8 School-level cost	5.0	\$215,976.00	
5100	210	Retirement - for classroom teachers/extended day tutoring approved budget line item 12 School-level cost		\$17,106.00	
5100	220	Social Security - for classroom teachers/extended day tutoring approved budget line item 15 School-level cost		\$16,523.00	
5100	240	Workers' Compensation - for classroom teachers/extended day tutoring approved budget line item 18 School-level cost		\$14,882.00	
5100	300	Computer Software Licenses - expansion of reading intervention software licenses approved budget line item 36 School-level cost		\$6,650.00	
6400	310	Professional & Technical Services - Learning, Inc. consultant group provides professional development approved budget line item 56 LEA-level cost not to exceed 1%		10,000.00	
				\$ 280,136.00	
Total				Total	

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Any Questions?



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Thank You!



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