# 2014-2015 PROJECT APPLICATION DEVELOPMENT TITLE I, PART A

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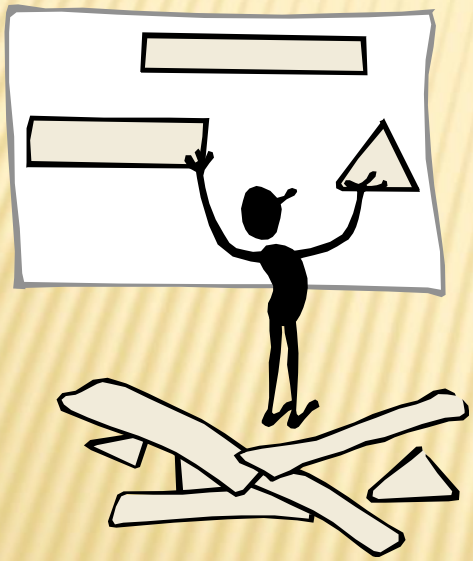
# WHAT'S NEW IN 2014-2015



- **Community Eligibility Provision (CEP)** meals program
- **Florida Standards** (Formerly Common Core State Standards)
- **Florida Assessment** [America Institute for Research (AIR)]

# ONLINE APPLICATION OVERVIEW

# TITLE I PART A APPLICATION COMPONENTS

**Please enter data for each of the following sections. When you have completed all sections, click on the "Application Complete" link at the bottom of this page to submit final data to DOE.**
checkmark indicates that section has some data entered.

- ✓ LEA Profile
- ✓ General Assurances
- ✓ Program Specific Assurances
- ✓ Needs Assessment/Activities
- ✓ Consultation with Private School Officials
- ✓ Coordination of Federal Programs & Participation/Collaborative Partners
- ✓ Reporting Requirements/ Information Dissemination
- ✓ Public School Eligibility Survey
- ✓ Instructional Services to Increase Student Achievement
- Support for Eligible Students in Private Schools
- ✓ Set-Aside Calculations
  *Must complete 100A, PSES and Support for Eligible Students in Private Schools first*
- ✓ Early Childhood Component
- **Edit DOE 100 Form**
- **Edit Budget**
- **Print Budget**
- **Print DOE 100 Form**
- **Printer friendly format of your data**

# APPLICATION CHALLENGE AREAS

- Needs Assessment and Activities
- Private Schools - Consultation
- Public School Eligibility Survey (PSES)
- Set – Aside Calculations/Allocations
- Private Schools – Support for Eligible Students
- Budget Do's and Don'ts

# NEEDS ASSESSMENT AND ACTIVITIES

Narrative

# NEEDS ASSESSMENT AND ACTIVITIES TIPS

| | All Needs are required except those identified as optional or additional. |
|---|---|
| ✓ | Required Need 1 - Strengthening Foundation Skills |
| ✓ | Required Need 2 - Improving Quality of Teaching in the Educational System |
| ✓ | Required Need 3 - Increasing Parental Involvement |
| ✓ | Required Need 4 - To provide comparable services to serve homeless children in non-Title I schools |
| ✓ | Required Need 5 - Providing comparable services to neglected, and, if appropriate, delinquent children and youth |
| ✓ | Required Need 6 - Support for Priority and Focus Schools |
| ✓ | Required Need 7 - Improve College and Career Readiness |
| ✓ | Required Need 8 - If the LEA plans to use funds to purchase technology related equipment (hardware or software) |
| ✓ | Optional Need 9 - LEA-Wide Activities |
| | Additional Need 10 - LEA Determined |
| | Additional Need 11 - LEA Determined |
| | Additional Need 12 - LEA Determined |

# NEEDS ASSESSMENT AND ACTIVITIES TIPS (continued)

- Consider performance measures when determining activities
- Identify the specific data used to determine need
- Ensure data support the need for each activity
- Ensure that all activities are included in the budget
  - Identify the Need in the “Activity” section of budget
  - Include only activities to be funded
- Describe progress monitoring tools and other monitoring processes for each activity
- Ensure that anticipated outcomes are:
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Time Bound

# NEEDS ASSESSMENT AND ACTIVITIES TIPS (continued)

## NEEDS 4, 5 AND 8

- Need 4 – Services for Homeless Students in Non-Title I Schools
- Need 5 – Services for Neglected, and if appropriate, Delinquent Children and Youth
- Need 8 – Technology Purchases

# PRIVATE SCHOOLS

Consultation and Services

for the 2015 – 2016 School Year

# PRIVATE SCHOOLS CONSULTATION – 2015-2016 CHALLENGES

- Notification(s)
- Timely and Meaningful Consultation
  - Not timely
  - Missing some of the required consultation topics
- Description of consultation activities to be provided
- Documentation of required consultation activities
- Private schools signed/dated consultation affirmation forms

# PRIVATE SCHOOLS CONSULTATION TOPICS 2015-2016

See Yellow Handout for required consultation topics.

The following are the most excluded consultation topics:

- The LEA and state compliance policy and/or procedures.
- Consultation with private school officials regarding LEA-wide activities.
- Ownership and use of equipment purchased with Title I, Part A funds.

# PRIVATE SCHOOLS CONSULTATION 2015-2016 (continued)

Include the specific timeline for consultation:

- Consultation should begin as early as possible, recommended during the fall.
- Provide the timelines for notifying private schools.
- Provide annual calendar of consultation events.

# PRIVATE SCHOOLS CONSULTATION UPLOAD TEMPLATES FOR 2015-2016

- LEA's Notification/Invitation Letter(s) to Private Schools regarding 2015-2016 SY Services
- LEA's Intent to Participate Form
- LEA's Consultation/Meeting Notice(s)
- LEA/Private School Meeting Agenda(s) and Consultations topics
- Private School Agreement of services to be provided
- List of private schools notified

# PRIVATE SCHOOLS: PROFIT/NON-PROFIT STATUS

- The Office of Independent Education & Parental Choice recently removed the "profit/nonprofit" status column on the online Florida Private School Directory. This change was made in an effort to align practice with existing state statutes. Previously, private schools would send their status information directly to the Choice office via the private school annual survey and LEAs would use the directory to confirm the eligibility of non-profit private schools wishing to receive Title I services. The latest changes to the private school annual survey do not require private schools to identify their profit/nonprofit status.

- To verify private school's profit/nonprofit status you may visit **Florida Department of State, Division of Corporations,** at the following link ***www.sunbiz.org***. It is an available source to check the status of individual private school. Numerous LEAs already verify the private schools' statuses by incorporating a check box in the "Intent to Participate" form, and may require private schools to submit a copy of their **501(c)(3)** form. Each LEA must maintain auditable documentation to support information provided in their affirmations.

# PUBLIC SCHOOL ELIGIBILITY SURVEY

REMINDER

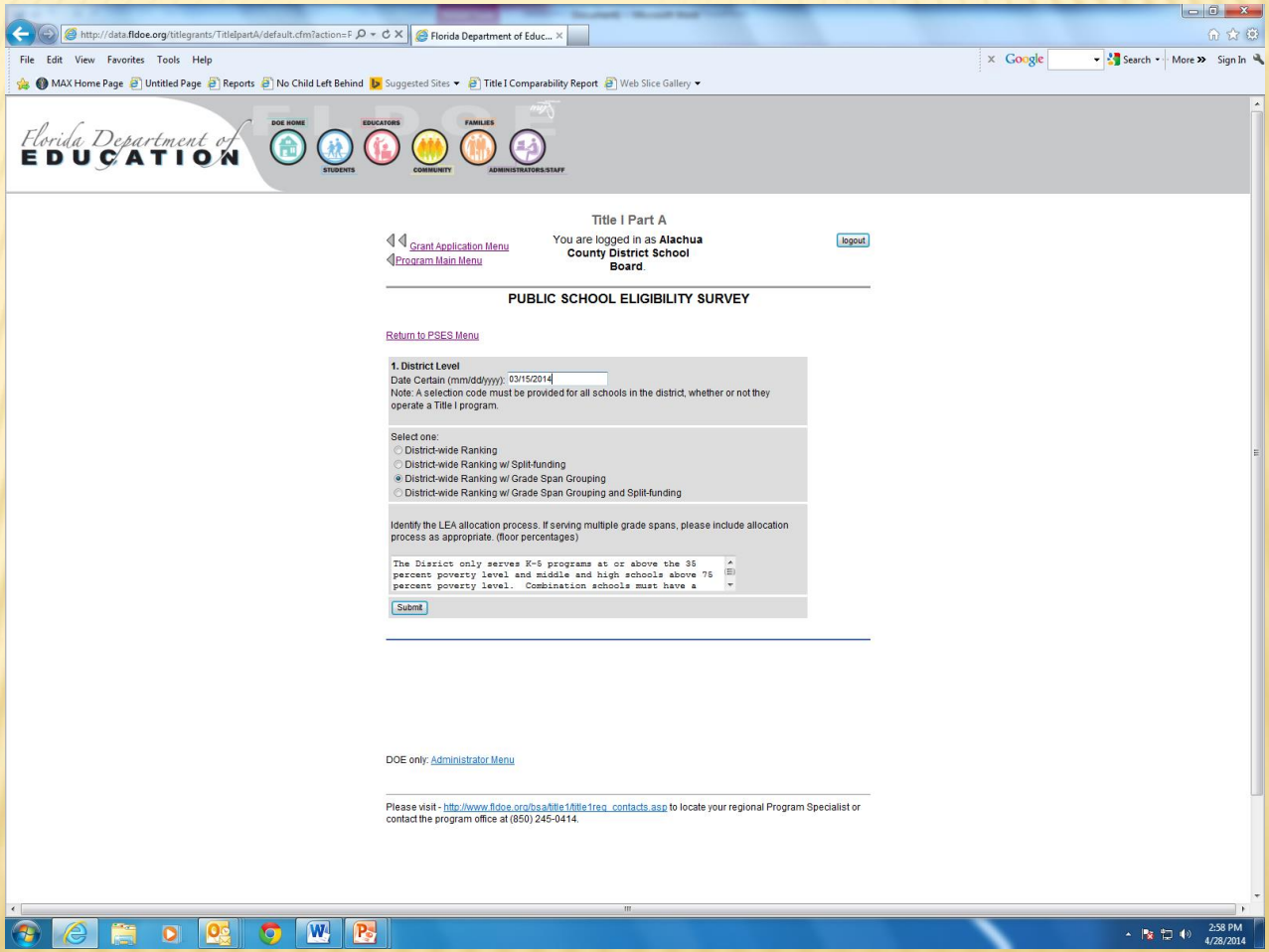
- The Public School Eligibility Survey (PSES) must be completed before the ***"Support for Eligible Students in Private Schools "*** and ***"Set-aside Calculations "*** sections.
- If Targeted Assistance is identified as a Program Type on the PSES this will trigger the ***"Instructional Services to Increase Student Achievement"*** *section*
- When allocating additional funds to public schools, LEAs must increase reservations for eligible students in private schools.

# PUBLIC SCHOOL ELIGIBILITY SURVEY (continued)

ISSUES

- No ***Date Certain*** indicated
- ***Ranking Type*** - **Split-funded** option indicated but not completed
- LEA **allocation process** missing or incomplete
- Schools not served in **rank order**
- Schools **"Skipped"** inappropriately
- **"Grandfather"** clause inappropriately applied
- **Selection codes** used inappropriately or used without explanations
- **New Schools** missing from PSES

# PUBLIC SCHOOL ELIGIBILITY SURVEY (continued)



# PUBLIC SCHOOL ELIGIBILITY SURVEY (continued)

1. District Level

Date Certain (mm/dd/yyyy)

Note: A selection code must be provided for all schools in the district, whether or not they operate a Title I program.

2. Ranking Type

Select one:

- District-wide Ranking
- District-wide Ranking w/ Split-funding
- District-wide Ranking w/ Grade Span Grouping
- District-wide Ranking w/ Grade Span Grouping and Split-funding

3. Community Eligibility Provision (CEP)

- Options One – Combination (CEP and non-CEP participation)
- Option Two – District-wide CEP Participation
- Not Applicable – No participation

4. Allocation Process

Identify the LEA allocation process. If serving multiple grade spans, please include allocation process as appropriate. (floor percentages)

# PUBLIC SCHOOL ELIGIBILITY SURVEY RANKING TYPE - SPLIT FUNDING (continued)

- Should only be used in schools with a combination of grade spans, if:
  - The district does not serve all grade spans of the school; or
  - The district serves elementary, middle, and/or high school grade spans at different per-pupil allocations
- Per-pupil and enrollment for each grade span must equal total school data
- Cannot split fund a school over 75% FRPL

# PUBLIC SCHOOL ELIGIBILITY SURVEY RANKING TYPE - SPLIT-FUNDING (continued)

**District:** Okaloosa County District School Board

| No. | School Name | School Number | Grade Code | School type | Neglected and Delin-quent | New School | Reported 2013-2014 Number of Children Attending Public Schools | Reported 2013-2014 Number of Children from Low Income Families | Reported 2013-2014 Percent of Children from Low Income Families | 2013-2014 Number of Children Attending Public Schools | 2013-2014 Number of Children from Low Income Families | 2013-2014 Percent of Children from Low Income Families | Selection Code (codes) | Select for Split Funding | Program Type | 2013-2014 PPA Per Pupil Allocation | 2013-2014 TSA Total School Allocation | 2012-2013 TSA Total School Allocation | Provision 2 | 1% Allocation for Parental Involvement | School Grade 2012 | Del. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | WRIGHT ELEMENTARY SCHOOL | 0281 | PREK-5 | Elem. | N | | 620 | 491 | 79.19% | 620 | 491 | 79.19% | B | | SW | 836 | 410,476.00 | --- | | 4419 | A | |
| 2 | EMERALD COAST CAREER INSTITUTE N | 0791 | PREK-12 | Combo. | N | | 90 | 63 | 70.00% | 57 | 44 | 77.19% | B | | SW | 836 | 36,784.00 | --- | | 396 | F | |
| **Grade Span Grouping** For all schools below this line the Percent of Children from Low Income Families is less than 75% (grouped by school type) | | | | | | | | | | | | | | | | | | | | | | |
| | **Combination** | | | | | | | | | | | | | | | | | | | | | |
| 3 | RICHBOURG SCHOOL | 0801 | PREK-12 | Combo. | N | | 38 | 23 | 60.53% | 18 | 13 | 72.22% | B | Y | SW | 797 | 1,300.00 | --- | | 117 | | |
| | split | 0801 | k-12 | Combo. | N | | --- | --- | --- | 18 | 13 | 72.22% | B | Y | SW | 100 | 1,300.00 | --- | | --- | --- | |
| | split | 0801 | 6-12 | Combo. | N | | --- | --- | --- | 22 | 12 | 54.55% | I | Y | NA | 0 | 0.00 | --- | | --- | --- | |
| 4 | LAUREL HILL SCHOOL | 0201 | PREK-12 | Combo. | N | | 387 | 257 | 66.41% | 189 | 134 | 70.90% | B | Y | SW | 836 | 13,400.00 | 212,940.00 | | 3300 | B | |
| | split | 0201 | k-5 | Combo. | N | | --- | --- | --- | 189 | 134 | 70.90% | B | Y | SW | 100 | 13,400.00 | --- | | --- | --- | |
| | split | 0201 | 6-12 | Combo. | N | | --- | --- | --- | 216 | 131 | 60.65% | I | Y | NA | 0 | 0.00 | --- | | --- | --- | |
| 5 | SILVER SANDS-EXCEP. CHILDREN | 0241 | PREK-12 | Combo. | N | | 77 | 51 | 66.23% | 41 | 25 | 60.98% | B | Y | SW | 797 | 2,500.00 | --- | | 500 | | |
| | split | 0241 | 6-12 | Combo. | N | | --- | --- | --- | 40 | 29 | 72.50% | I | Y | NA | 0 | 0.00 | --- | | --- | --- | |
| | split | 0241 | k-5 | Combo. | N | | --- | --- | --- | 41 | 25 | 60.98% | B | Y | SW | 100 | 2,500.00 | --- | | --- | --- | |
| 6 | BAKER SCHOOL | 0041 | PREK-12 | Combo. | N | | 1245 | 639 | 51.33% | 640 | 387 | 60.47% | B | Y | SW | 797 | 38,700.00 | 406,472.00 | | 3476 | A | |
| | split | 0041 | k-5 | Combo. | N | | --- | --- | --- | 640 | 387 | 60.47% | B | Y | SW | 100 | 38,700.00 | --- | | --- | --- | |
| | split | 0041 | 6-12 | Combo. | N | | --- | --- | --- | 659 | 270 | 40.97% | I | Y | NA | 0 | 0.00 | --- | | --- | --- | |
| 7 | CHOICE HIGH SCHOOL AND TECHNICAL CENTER | 0701 | PREK, 6-12 | Combo. | N | | 173 | 109 | 63.01% | 201 | 118 | 58.71% | I | | NA | 0 | 0.00 | --- | | 0 | | |
| 8 | ADDIE R. LEWIS SCHOOL | 0671 | PREK-8 | Combo. | N | | 622 | 254 | 40.84% | 622 | 254 | 40.84% | I | | NA | 0 | 0.00 | --- | | 0 | A | |
| 9 | OKALOOSA VIRTUAL INSTRUCTION PROGRAM | 7001 | K-12 | Combo. | N | | 39 | 0 | 0.00% | 5 | 2 | 40.00% | J | | NA | 0 | 0.00 | --- | | 0 | | |
| 10 | NORTHWEST FLORIDA BALLET ACADEMIE | 9818 | 3-8 | Combo. | N | | 139 | 43 | 30.94% | 138 | 43 | 31.16% | J | | NA | 0 | 0.00 | --- | | 0 | A | |

# PUBLIC SCHOOL ELIGIBILITY SURVEY (continued)

- **Identify the LEA allocation process. If serving multiple grade spans, please include allocation process for each grade span.**
  - Example: Using February 12, 2014, as the date certain, the district identifies and serves all schools above 75%; elementary schools 40% and above; and middle and high schools at 50% and above.

# PUBLIC SCHOOL ELIGIBILITY SURVEY (continued)

Reporting Student Data:

- Use pre-populated data or
  - Determine another date certain and enter or upload data
  - Must be the same date certain for all schools
  - Projected data may be used for new or expanding schools (Selection Code “K”)
- Schools assigned Selection Code “K” – must submit an amended PSES with actual data after October survey (Survey 2)

# PUBLIC SCHOOL ELIGIBILITY SURVEY (continued)

## SELECTION CODES

See Green Handout

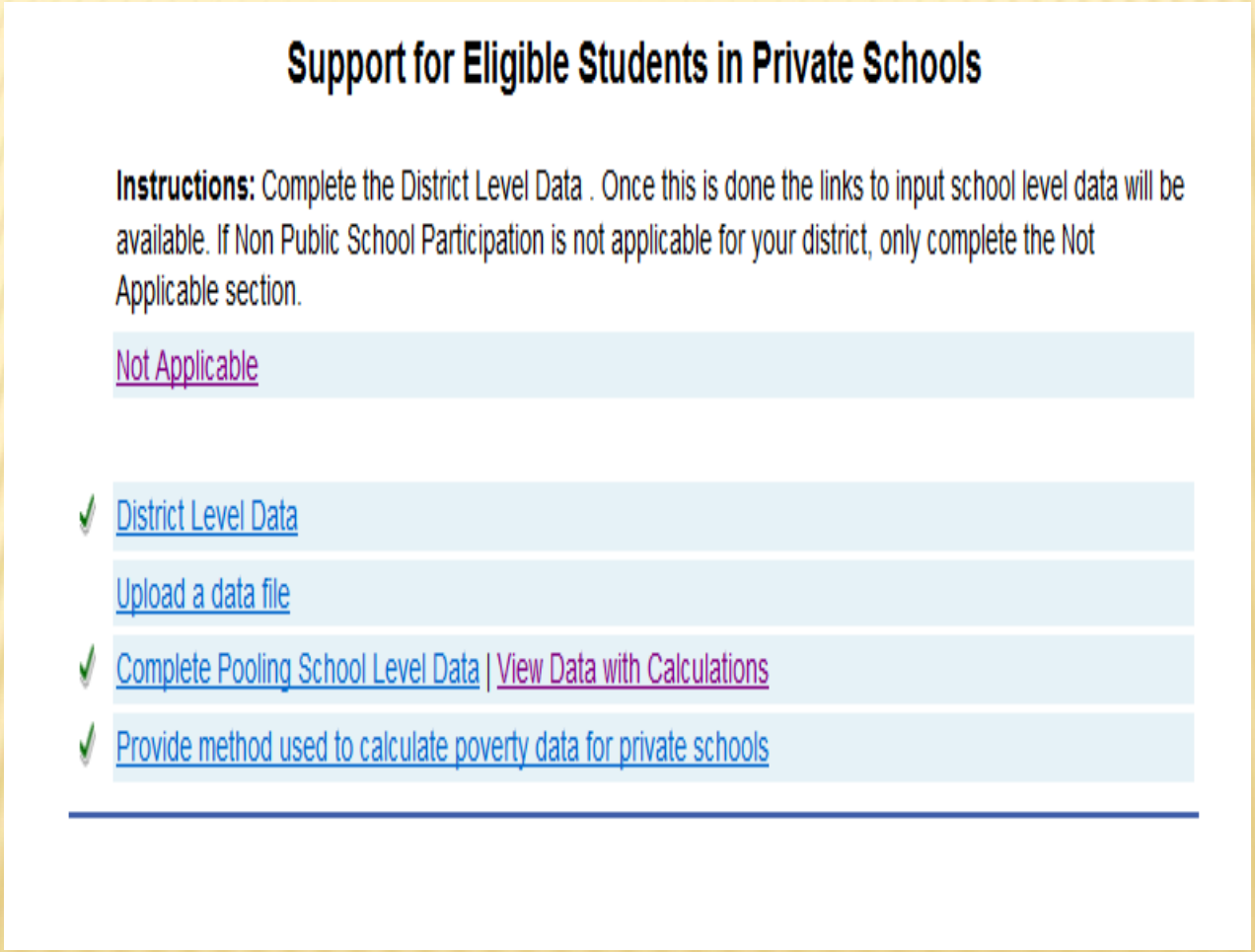
# PUBLIC SCHOOL ELIGIBILITY SURVEY PARENTAL INVOLVEMENT SCHOOL-LEVEL ALLOCATIONS

- School-level parental involvement allocations from the 1% required set-aside is reflected on the PSES.
  - 95% of the 1% (after equitable share to private schools).
  - School-level parental involvement allocation is not included in the PPA or taken from the school's allocation.
  - The total school-level parental involvement allocations should add up to the amount indicated as being allocated to schools in set-aside section for parental involvement.

# PUBLIC SCHOOL ELIGIBILITY SURVEY PROGRAM TYPE - TARGETED ASSISTANCE

- TA Program Type – will generate *Instructional Services to Increase Student Achievement.*
- Only applies to districts implementing targeted assistance programs.
- Targeted assistance programs must
  - Identify multiple, educationally related, objective criteria for identifying the lowest performing students.
  - Establish process for prioritizing students for services, if necessary.

# PRIVATE SCHOOLS 2014-2015 SUPPORT FOR ELIGIBLE STUDENTS



# PRIVATE SCHOOLS 2014-2015 SUPPORT FOR ELIGIBLE STUDENTS

- District-level Data:

**Methods for determining poverty data:**

- Free and reduced price lunch applications
- Direct Certification
- Proportionality
  - Based on the percentage of students in each eligible attendance area.
- Extrapolation
  - Taken from a representative sample of actual data

**Pooling or non-pooling**

# PRIVATE SCHOOLS 2014-2015 SUPPORT FOR ELIGIBLE STUDENTS

Pooling versus non-pooling

- Determined in consultation.
- Allows “pooling” of funds across multiple schools to maximize services to those schools.
- Unexpended funds are returned to the pool.

In general, LEAs must expend the amount of funds generated for private school services.

# PRIVATE SCHOOLS 2014 - 2015 SUPPORT FOR ELIGIBLE STUDENTS

- Identify if services to participating private school students are provided through a third-party contractor.
- Provide a description of the multiple educationally related objective criteria used to identify private school students to be served.
- Provide a description of the services to be provided in 2014-2015 to participating private school students, their teachers, and parents.
- Provide a description of the LEA's evaluation process to determine the effectiveness of the services provided.

# PRIVATE SCHOOLS 2014-2015 SUPPORT FOR ELIGIBLE STUDENTS

- Services must be designed to meet the academic needs of participating children, their parents and teachers.
- LEA must provide services, not just materials and equipment.
- Programs must be designed to ensure adequate supervision and control of program by LEA.

# PRIVATE SCHOOLS 2014-2015 SUPPORT FOR ELIGIBLE STUDENTS

## Adequate Examples:

- Parent night to show the parents of participating children how to help their child comprehend what they have read.
- Providing parent training sessions.

## Inadequate Examples:

- Allowing parents to participate in activities provided to parents of students attending public schools.
- Providing general parental involvement activities for the school.
- Providing materials to place in a parent resource room at the private school.

# SET-ASIDES

- Highly qualified**
- Parental Involvement**
- Homeless*
- Neglected and Delinquent*
- LEA-wide Professional Development Activities**
- LEA-wide Instructional Activities **
- Optional Set-Aside for Professional Development for LEAs with Identified Priority and Focus Schools*

*Must be linked to the Needs Assessment and Activities and subject to equitable reservation.
**Must be linked to the Needs Assessment and Activities and subject to equitable reservation.

# PRIVATE SCHOOLS RESERVATIONS: WHEN IS IT TIME TO UPDATE?

- If an LEA allocate additional funds to public schools, LEA must increase reservation for instructional services for eligible students in private schools. This update should be reflected by using the form "Support for Eligible Students in Private Schools."
- If an LEA increase the reservation for parental involvement activities, the LEA should determine and reserve the equitable share for parents of eligible participating students' in private schools.
- If and LEA increase the reservation for LEA-wide activities for professional development and instructional activities, the LEA must apply equitable share.

# COMMON ISSUES WITH SET-ASIDES

- Allocations not described in or linked to Needs Assessment and Activities.
- Equitable Share for each applicable set-aside is not appropriately reflected for private schools reservations.
- Equitable services not properly determined or applied.
- Equitable reservation not properly identified in the Budget Narrative or is not included in the budget.
- The set-aside amount indicated for homeless is different than the amount indicated in Homeless Education Grant.
- The set-aside amount indicated for neglected and delinquent is different than the amount indicated in Title I, Part D project application.
- The total Parental Involvement reservation indicated in the set-aside section for public schools is not appropriately reflected on PSES.
- The amounts indicated in set-asides does not match totals indicated on budget.

# EARLY CHILDHOOD COMPONENTS

- Required for LEAs Supporting Early Childhood Programs
  - Identify programs by type and number of sites
    - Blended (Head Start, VPK, migrant pre-kindergarten, etc.)
    - Standalone (“Other”)
  - Number of hours funded with Title I
  - Professional development
  - Parental involvement

# EARLY CHILDHOOD

- Other Requirements
  - Describe coordination with other preschool programs in the LEA
  - Describe how the LEA will ensure that on-going progress monitoring measures will align with VPK Education Standards, are administered multiple times throughout the program, and provide data to inform instructional focus and strategies for use by the classroom teacher
  - Describe how the LEA will assist parents in effectively **transitioning** their preschool children to kindergarten
  - Describe other services to be funded with Title I to support early childhood **(i.e., transportation)**

# BUDGET DO'S AND DON'TS

Activity

- Should be linked to the activities described in the application
    - Example: The LEA will provide afterschool tutoring for all elementary schools in reading and math. Need 1/Activity 1
- Account Title and Description
    - Actual expenditures
        - Classroom Teachers - stipends for teachers (7 teachers @ $2500 per teacher)

Exception to FTE Rule

- Salaried item for which FTE count is **NOT** applicable
    - Stipends
    - Substitutes

Reporting required FTE

- Object Codes in the 100s

# BUDGET DO'S AND DON'TS

- Budget items must align to Needs Assessments/Activities .
  - If it is in the budget, it should be described in the application
- Identify set-aside codes, as applicable.
- Provide detail
  - Identify each budgeted item
    - Computer Hardware Capitalized Computer Hardware. (CD ROM Drives, Computer Powerbook/Laptops (estimated 65), Computer Servers (Estimated 40), LCD Panels (Estimated 40).
    - Professional and Technical Services Contract with third-party providers **(identify)** for educational services to eligible students attending public and non-public schools (200,000).

# RESOURCES

Red Book

http://www.fldoe.org/fefp/redtoc.asp

Green Book

http://www.fldoe.org/grants/greenbook/

# RESOURCES

Serving Preschool Children Through Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended, Non-Regulatory Guidance, October 2012

http://www2.ed.gov/policy/elsec/guid/preschoolguidance2012.pdf

# PRIVATE SCHOOLS: USDE RESOURCES

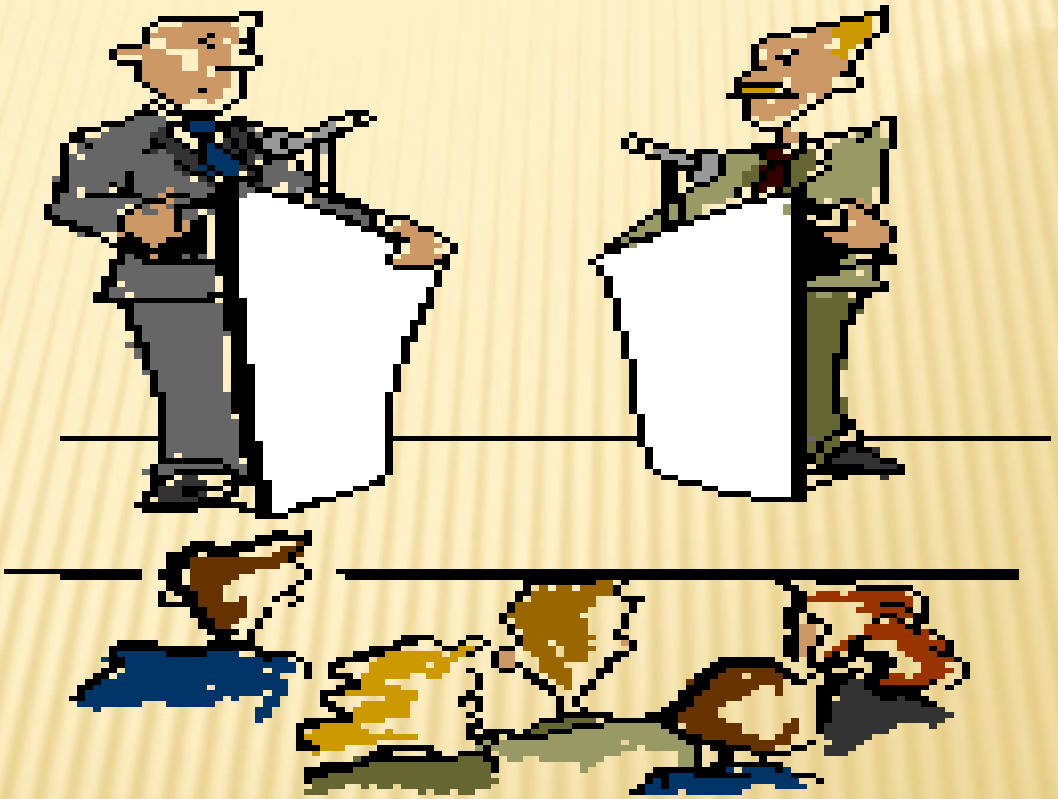
Title I, Part A:

http://www.ed.gov/programs/titleiparta/psguidance.doc

Title I Tool Kit:

http://www.fldoe.org/bsa/title1/titleitoolkit.asp
http://www.ed.gov/policy/elsec/leg/esea02/pg111.html

# Q & A



# CONTACT INFORMATION

See Blue Handout – Title I, Part A Staff