

Guidance for the 2012-2013 Consolidated Application for Federal Title I Funding

Final Due Date to Submit Application: **August 31, 2012**

Please review the following information carefully. This document includes updates for completing the Title I portion of the consolidated application.

Key Information

- The 2012-2013 Consolidated Application for Federal Title Funding was opened on the STARS effective May 7, 2012. School personnel may now start inputting information.
- Grant Period – The grant period for spending Title I funds through this consolidated application is July 1, 2012 through June 30, 2013.
- Electronic Application URL – The Consolidated Application for Federal Title Funding can be accessed at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>.
- Board Approval – The Consolidated Application for Federal Title Funding must be printed out and approved at a school board meeting. The application cannot be submitted without a date indicating when it was approved by the school board.

Issues to Address Before Completing the Consolidated Application

1. Districts need to decide whether they will complete the consolidated application without carryover amounts or wait until these amounts are available. School districts have two options available to them.
 - ✓ The first option would be to leave the carryover box blank and do a budget revision at a later date to incorporate those funds into the budget. If you choose this option, your total on the budget page cannot exceed your allocation amount.
 - ✓ A second option would be to wait until your Final Financial Report has been processed and you know your final Title I carryover amount. If you choose this option, your total budget can equal your allocation plus carryover. **The state Title I office highly recommends using this option.**

Please keep in mind, the consolidated application cannot be approved until your Final Financial Report is processed and approved. When your 2011-2012 Title I Final Financial Report has been received and processed, you will receive a copy of the report. At the bottom of the report, there is a box which will indicate the official amount of Title I carryover funds available for the 2012-2013 school year.

2. School district administrators need to collect all of the required information from Title I personnel before they leave for summer vacation to help you complete the consolidation application. The consolidated application cannot be approved unless all pages are complete and accurate. Worksheets to help you gather this information are available at www.dpi.state.nd.us/title1/conapp.shtm on the department's website.
3. The department anticipates that final Title I allocations will be available on our website in June 2012. School administrators **MUST** hold off submitting their consolidated application until the final allocation amounts are posted and pre-populated on the STARS.

Information on the Title I Portion of the Consolidated Application

- **General Information** – After you have entered the Title I contact information, you will need to click on “General Information” at the top of the page. In addition to listing the name of your homeless liaison and addressing information on the Parents’ Right to Know clause, there is a section on Title I policies. The district needs to check a box assuring that you annually update and disseminate your Title I policies each year (i.e., parental involvement policies, school-parent compacts, dispute resolution policies).

- **Targeted Assistance Programming** –

- ✓ **Title I Description** – The description of your Title I program must include seven key items:

1. Description of Title I program
2. Selection criteria
3. Days and minutes served per week
4. Communication with regular education
5. How Title I supplements instruction
6. Assessment
7. Parental Involvement

- ✓ **Additional Services** – We are seeing many districts broaden the way they use their Title I funds. This is great, but we need to have this information described and approved in your consolidated application.

It is imperative that schools outline if they are using Title I funds to help support any of the options listed under additional services and provide a detailed description for each option selected. Title I targeted assistance requirements, such as student selection, must also be addressed in this section if the school is using Title I funds to offer additional Title I programming.

- ✓ **Parental Involvement** – The Title I law clearly states that all Title I programs must provide “opportunities for training parents to become partners with the school in promoting the education of the child at school and at home; and information about methods parents can use at home to complement the child’s instruction.”

Communication with parents should be an on-going, sustained process. Title I teachers should communicate with parents throughout the school year. Complete the section regarding what your district is doing for parental involvement training opportunities.

- **Schoolwide Programming** –

- ✓ Provide a brief overview of the schoolwide plan.
- ✓ Address the supplement, not supplant narrative by listing the additional services and activities that you will be able to fund with the schoolwide funds.
- ✓ **Additional Services** – We are seeing many districts broaden the way they use their Title I funds. This is great, but we need to have this information described and approved in your consolidated application.

It is imperative that schools outline if they are using Title I funds to help support any of the options listed under additional services and provide a detailed description for each option selected.

- ✓ **Parental Involvement** – The Title I law clearly states that all Title I programs must provide “opportunities for training parents to become partners with the school in promoting the education of the child at school and at home; and information about methods parents can use at home to complement the child’s instruction.”

Communication with parents should be an on-going, sustained process. Title I teachers should communicate with parents throughout the school year. Complete the section regarding what your district is doing for parental involvement training opportunities.

Allowable Uses

- Guidance Applicable to Both Targeted Assistance and Schoolwide
 - ✓ www.ed.gov/policy/gen/leg/recovery/guidance/title-i.pdf
 - ✓ www.dpi.state.nd.us/title1/springwkshp/expenditures.pdf
- Targeted Assistance
 - ✓ www.dpi.state.nd.us/title1/targeted/index.shtm
 - ✓ www.dpi.state.nd.us/title1/guidance.shtm
- Schoolwide
 - ✓ www.dpi.state.nd.us/title1/schlwide/index.shtm
 - ✓ www.dpi.state.nd.us/title1/guidance.shtm

Teachers – Credentials

All Title I teachers must have a current and valid Title I credential number.

In a schoolwide program, any teacher that has been assigned the position of providing extra supplemental assistance to students must hold a valid Title I credential.

Title I Aides

A Title I program staffed entirely by aides/paraprofessionals is not permitted. A Title I program must include a “highly qualified” Title I teacher to provide services to eligible students.

If a Title I teacher is to hold the caseload for all Title I students and oversee all services provided in a Title I program, then a Title I-paid aide must be under the direct supervision of a Title I-paid teacher in a targeted assistance program. If the Title I teacher is responsible for the lessons and evaluation of Title I students, then there must be clear supervision and communication between the Title I teacher and Title I aide/paraprofessional.

The NCLB Act focuses on using “highly qualified” teachers, especially in the Title I program. Therefore, a quality Title I program is one that employs more FTE time using “high quality” teachers than FTE time using Title I aides/paraprofessionals.

All aides/paraprofessionals listed on the application who work in a program supported with Title I funds must have a Title I paraprofessional certificate number. In a targeted assistance program, working in a program supported with Title I funds refers to those aides/paraprofessionals paid with Title I funds. In a schoolwide program, working in a program supported with Title I funds refers to all instructional aides in the building.

For more information on aides/paraprofessionals, go to www.dpi.state.nd.us/title1/aides.shtm on the Title I website.

Object Codes

It is extremely important that the budgets on your local accounting records match those approved and on file in the state Title I office. The state Title I offices uses the North Dakota School District Financial Accounting and Reporting Manual (NDSDFARM) to determine the activities that go under each object code. District and school personnel need to review the following chart to familiarize themselves with the activities listed in each object code.

Object/ID Code	Example	Object/ID Code	Example
110	Professional salaries – salaries paid to certified individuals; includes substitute teacher salary.	580	Travel – Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging.
120	Non-professional salaries – salaries paid to other staff that are not certificated; i.e., paraprofessionals, secretaries, teachers’ aides, bus drivers.	600	Materials/Supplies – Expendable items that are consumed, worn out, or deteriorated in use; includes equipment that costs less than \$750, freight, books, school supplies, and periodicals.
200	Employee benefits – payments that are not part of gross salary made on behalf of employee; i.e., insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave.	730	Equipment – Includes equipment that costs more than \$750 per item and computers, regardless of the cost (iPads, iPods, computers, cameras, scanners, etc.)
300	Contracted services – purchased services for which the district has a contract on file (includes speaker fees and professional development on site).	800	Dues, Memberships, Registration Fees, Subscription Fees, License Fees.
430	Maintenance – repair of equipment.	900	Indirect Costs.

New Information for the 2012-2013 School Year

- **Coding Periodicals**

In the past, we have always stated in our Title I fiscal guidance that expenditures for subscription fees for magazines and newspapers were to fall under object code 800-Dues, Memberships, and Registration Fees. However, during the recent monitoring review for the 2011-2012 school year, it was brought to our attention by a school district that the NDFARM guidelines actually lists periodicals (e.g., magazines and newspapers) under object code 600-Materials and Supplies. Periodicals are listed specifically as object code 650 in the NDFARM. Therefore, we are asking school districts to make this adjustment from object code 800 on your Title I ledger to object code 650 or 600.

- **Coding Unobligated Funds**

We have had a number of inquires as to the object code to be used for unobligated set-aside funds. Unobligated set-aside funds should be listed as object code 950 on the Title I ledger. Keep in mind that any Title I funds listed under object code 950-Unobligated Set-aside Funds cannot actually be expended on this line. In order to use these funds, you would need to submit a budget revision and move the funds to the appropriate object code based on how the district plans to utilize the funds.

- Coding Equipment

All federal program expenditures that fit the definition of equipment, regardless of the purchase price, must be coded to 730 cost code line item, as equipment.

In recent correspondence with the U.S. Department of Education, the state Title I office was informed ALL COMPUTERS (computers, monitors, iPads), TECHNOLOGY RELATED PURCHASES (cameras, iPods, white boards, etc.), and TITLE I FURNITURE (filing cabinets, bookshelves) are considered equipment so that they are tracked on an inventory to prevent loss or misplacement.

Reservations

Some districts were required to reserve funds off the top of their Title I application. These funds include:

- Parent Involvement

If a district's allocation is \$500,000 or more, then they are required to set aside 1% of their district's Title I allocation for parent involvement. Ninety-five percent (95%) of these funds must be used at the building level.

- Program Improvement

Schools and districts identified for Title I program improvement are required to set aside 10% of their allocation for professional development. For detailed information regarding program improvement set-aside requirements, visit the Title I Program Improvement website at www.dpi.state.nd.us/title1/progress/index.shtm.

Important Title I Requirements

- Unless a school district is co-mingling its federal Title funds as an approved schoolwide program, the Title funds must be accounted for and tracked separately at the district level. The Title I funds and the REAP funds cannot be combined together in one account on the district's accounting ledger.
- The consolidated application requires a signature assuring that each building receiving Title I funds is in compliance with the highly qualified staff provision for teachers and aides/paraprofessionals in the NCLB Act. The federal law requires that the building principal, not the superintendent, sign the testimony. In addition, the private school forms require signatures.

The electronic process does not allow for signatures; however, the law still requires districts to obtain them. It is the responsibility of the district personnel to obtain and keep signature documentation on file, which will be crosschecked during the monitoring process.

- If you REAP funds into the Title I program, you must first allocate all of your available Title I funds (allocation and carryover).
- For districts that have private schools in their attendance area, there are additional forms that must be completed electronically on the STARS.
- The 2007 Legislature appropriated funds for full-day kindergarten. Therefore, districts may not use their Title I funds to extend a kindergarten program for the 2012-2013 school year. (Exceptions may be considered in a schoolwide setting; contact the state Title I office for more information.)
- Districts using Title I funds for Homeless or Neglected and Delinquent students or to supplement an ELL program must complete additional information electronically on the STARS.

- School districts are no longer required to set aside 5% of their Title I funds to ensure that all teachers are highly qualified, as the federal deadline for teachers to be highly qualified was July 1, 2006. If there are staff members who have applied for the Rural Flexibility Endorsement or are still working on becoming highly qualified, districts may still set aside funds to assist them as long as they teach a core subject in a Title I building. Districts choosing to do this must know specifically how the funds are going to be utilized and which teachers/aides will be assisted. Districts will not be able to put funds on the unobligated line item for teacher quality.

General Title I Fiscal Policies

- The dates of the reporting period of expenditures on the Request for Funds form should be the actual dates in which expenditures were incurred.
- School personnel should allow a two-week period to process all Title I Requests for Funds, Budget Revisions, and Mid-Year and Final Financial Reports. If there are problems that need to be addressed, a delay can be expected.
- The Title I authorized representative on file, along with the business manager, must sign all Title I financial documents.
- Indirect costs cannot be claimed for reimbursement until the end of the fiscal year. Indirect costs are only paid on actual expenditures minus any dollars spent on equipment and minus the amount of funds remaining on the unobligated line. Indirect costs are figured by adding the amounts listed in object codes 110 through 800 minus equipment object code 730 and any unobligated funds.
- It is imperative that the accounting ledgers kept at the school district's fiscal office match the approved budget on file in the state Title I office. Expenditures reported in column 2 on the Mid-Year and Final Financial Report must match the accounting ledgers at the school district office. Expenditures listed on these reports must be reported on the appropriate object code lines.
- Business managers must take the approved budget revisions they receive from the Title I office and change their accounting ledgers to match the approved budget. Failure to do this will result in an audit exception, which could jeopardize your Title I reimbursement. School districts can amend federal program budgets by board approval (NDCC 57-15-31.1).
- School districts can only provide educators with a stipend during non-work times; otherwise, it is considered double dipping. A stipend to attend after-hour functions, to work on their own time, or attend events during weekends or summertime is appropriate. Schools cannot provide a stipend if staff is already being paid for their time, for example to attend the Title I, Special Education, and 21st CCLC Fall Conference.
- Title I funds are paid to school districts on a reimbursement basis only.
- School districts cannot claim funds on a line item with no approved budget. If a school district submits a budget on the application with no funds in travel (line item 580) then decides to send a teacher to the Title I, Special Education, and 21st CCLC Fall Conference, they must submit a budget revision and put funds into the travel object code (580) before the travel to the conference takes place. If a budget revision is not submitted, you jeopardize receiving reimbursement for this activity. You cannot claim funds on an object line that did not have funds approved.
- All expenditures must fall within the grant award period listed on the official grant award.

Budget Revisions

- The Department of Public Instruction developed an electronic budget revision format that is linked to the electronic federal Title application budgets that school districts submit. This will help school districts submit budget revisions more efficiently and accurately. The application must be approved before budget revisions can be done.
- The department has created guidance/directions for completing a budget revision for federal Title programs. Log on to www.dpi.state.nd.us/resource/STARS/Reports/ConsolidatedBudgetRevision.pdf to access this document.
- All budget revisions must be submitted electronically on the STARS.
- School districts must submit a budget revision, and it must be approved by DPI staff before the revision is implemented by the district.
- Save often! There are “Save” buttons at the top and the bottom of the screen.
- Business managers must take the approved budget revisions they receive from the Title I office and change their accounting ledgers to match the approved budget. Failure to do this will result in an audit exception, which could jeopardize your Title I reimbursement. School districts can amend federal program budgets by board approval during the school year (NDCC 57-15-31.1).
- If you submit a budget revision on the STARS, you must provide a description of why the revision is needed in Section B on the form. Many budget revisions are submitted to the state Title I office with this space blank, causing a delay in the approval process.

Common Problems

- Title I personnel are listed who did not meet qualifications.
 - ✓ Teacher Credentials
 - ✓ Aide/Paraprofessional Certificates
 - ✓ Coordinator Credentials
- Descriptions of the Title I program are inadequate.
- Title I Final Financial Report was not submitted and approved in a timely manner. This causes a delay in the approval process of the consolidated application.
- Inconsistencies between FTE, hours listed for Title I personnel, and what has been budgeted.
- Information listed in consolidated application does not coincide with MIS03.
- The activities are coded to the wrong object code. The state Title I office uses the North Dakota School District Financial Accounting and Reporting Manual (NDSDFARM) to determine the activities that go under each object code. District and school personnel need to review the guidance at www.dpi.state.nd.us/title1/resource/costcode.pdf to familiarize themselves with the activities listed in each object code.

Key Reminders

- **State Funding for Interim Assessment** – The 2009 North Dakota legislative session, in Section 22 of HB 1400, incorporated state funding for ND school districts to give students the Measure of Academic Progress test in grades 2-10 (or a comparable test approved by the state superintendent). The funds for this test are included in the state aid payment. This provision became effective during the 2009-2010 school year.

Since it is now in state law that districts are receiving funds to pay for the Measures of Academic Progress test, or one comparable, districts may not use Title I funds to pay for this test. The only exceptions would be using Title I funds for the non-mandated grades.

Since districts are required to use state or local funds to identify which students are in need of Title I services, this test is now an allowable assessment that can be used to select students for Title I services.

- **Summer School** – Each legislative session, the ND State Legislature provides funding through the state aid payment for summer school. Beginning in the spring of 2010, funding is included for non-remedial science, social studies, math, and reading classes in grades 5-8.

Districts using Title I funds for summer school must ensure that the Title I summer school program is at a separate time than the state-funded summer school program or that a Title I summer school program builds on or adds to a state-funded program for Title I students.

- **PowerSchool** – Section 15.1-07-33 of the North Dakota Century Code states that each school district shall acquire PowerSchool through the Information Technology Department and use it as its principal student information system.

Funds for this are incorporated into each district's state aid payment, therefore, Title I funds cannot be used for this expense.

- **Title I Preschool Programming** – We are seeing an increase in the number of districts using their Title I funds for preschool.

The Title I Preschool Guidance has been updated. We are increasing our collaboration with Head Start and have incorporated some of their suggestions into our guidance. If you will be offering a Title I-paid preschool program, it is imperative that you review this guidance. The updated version is available on the Title I website at www.dpi.state.nd.us/title1/earlychild/guidance.shtm.

- **Student Performance Strategist** – The 2009 North Dakota legislative session, in HB 1400, incorporated funding for and mandated that each district have one (1) full FTE “student performance strategist” for every 400 K-3 students. This requirement went into effect for the 2010-2011 school year. This position does not need a Title I credential, but a North Dakota teaching license is required. The Teacher School and Effectiveness office has assigned this position a special code for reporting on the MIS03.

Since this requirement is in state law, districts cannot use Title I staff to meet this requirement, as that would be supplanting. Small districts may need to work collaboratively with other districts or their REA to share a student performance strategist.

Title I Approval Process

- Each district has been assigned a Title I program staff member to answer Title I questions on the consolidated application. This list is available at www.dpi.state.nd.us/title1/conapp.shtm on the Title I website. Title I staff can only address Title I questions. Issues pertaining to the other Title programs should be directed to Stephanie Gullickson at (701) 328-2176.
- Each district's Title I contact person's phone number and email address are posted online. When you have your application completed, but not submitted, you can email or call your Title I contact person to review it for accuracy. Once your contact person determines accuracy, you will be notified to submit the application.

- After your Title I contact person has reviewed your consolidated application, it will be forwarded on to the Title I director for final approval. The grant award will then be completed and signed.
- It is imperative that you make sure that your consolidated application is complete and accurate before you press the submit button. If any significant changes need to be made, Stephanie Gullickson will have to un-submit your application. You can then make your corrections and resubmit the corrected sections; however, this is a tedious and a time-consuming process.
- In the event that changes need to be made and you have NOT submitted the consolidated application, district personnel will be able to access the consolidated application and make the necessary changes. This is a significant benefit of not submitting until you are very confident there are no issues.
- In the event that minor changes need to be made to your Title I budget and you have already pressed the submit button, a Title I staff member will note those changes and email you a copy of the budget that our office approves. Please note: You will need to revise your Title I budget to reflect these changes using the electronic budget revision process on the STARS. You will not be able to request Title I funds until a budget revision has been completed and approved.

Additional Resources

The following resources are available on the department's website to help you complete the consolidated application.

- Help Screens – The department has developed consolidated application help screens to assist school personnel in completing the Consolidated Application for Federal Title Programs. To access this information, log on to the department's website at www.dpi.state.nd.us/grants/NCLB.shtm.
- Title I Contact List – Each year, the state Title I office divides the responsibility for assisting school personnel in entering information on the consolidated application among all program staff. Each staff member provides technical assistance to assigned schools. To find out the name of your district's Title I contact person, please visit the Title I website at www.dpi.state.nd.us/title1/conapp.shtm and refer to the second bullet entitled "Title I Contact List".
- Print-Ready Forms Available – When completing the consolidated application, assistance is often needed from the Title I teacher or, in the case of a cooperative agreement, the cooperative district needs to provide information on its program. The state Title I office has print-ready forms available for assistance in filling out the consolidated application. To access these documents, please visit the Title I website at www.dpi.state.us/title1/conapp.shtm and refer to the section entitled "Additional Consolidated Application Worksheets for Title I".

- Other Helpful Documents – The department has many other helpful resource documents to provide guidance and answer program questions for you. These include:
 - ✓ Guidance for Title I Homeless Set-Aside
www.dpi.state.nd.us/title1/conapp.shtm
 - ✓ Guidance on Title I N&D Set-Aside
www.dpi.state.nd.us/title1/conapp.shtm
 - ✓ Guidance on LEP Title I Services
www.dpi.state.nd.us/title1/conapp.shtm
 - ✓ Targeting Information
www.dpi.state.nd.us/title1/require/index.shtm
 - ✓ Private School Information
www.dpi.state.nd.us/title1/nonpublic/index.shtm
 - ✓ Title I Cooperative Agreements
www.dpi.state.nd.us/title1/coopagree.shtm
 - ✓ Title I Fiscal Questions
www.dpi.state.nd.us/title1/resource/fiscal.shtm
 - ✓ Title I Teacher and Coordinator Credentials
www.dpi.state.nd.us/title1/credentials.shtm
 - ✓ Policies on Aides/Paraprofessionals
www.dpi.state.nd.us/title1/aides.shtm
 - ✓ Title I Targeted Assistance Information
www.dpi.state.nd.us/title1/targeted/index.shtm
 - ✓ Title I Schoolwide Information
www.dpi.state.nd.us/title1/schlwide/index.shtm
 - ✓ Early Childhood Education
www.dpi.state.nd.us/title1/earlychild/index.shtm
 - ✓ Title I Extended Day Programs
www.dpi.state.nd.us/title1/resource/aftrschl/index.shtm
 - ✓ Title I Targeted Assistance Preschool/Summer School/Extended-Day Guidance
www.dpi.state.nd.us/title1/targeted/index.shtm
 - ✓ Title I Targeted Assistance Alternative to Pullout Ideas
www.dpi.state.nd.us/title1/resources.shtm

Other Information

- **Questions on Other Federal Programs** – The individuals on the Title I contact list can only assist you in answering Title I questions. If you have questions on the other federal programs in the consolidated application, including Title II Part A and REAP/Transferability questions, please contact Stephanie Gullickson for clarification and assistance on these issues. Stephanie can be reached at (701) 328-2176. Questions specific to Title III Part A can be directed to Kerri Whipple. Kerri can be reached at (701) 361-1392.
- **Submitting the Application** – **Before** pressing the submit button on the Consolidated Application for Federal Title Programs, please make sure that all information is in approvable form. If information is not properly submitted, your district's application may need to be unsubmitted to make changes or you may be required to complete a mandatory budget revision. Ask your Title I contact person if the application is in approval form **before** you press the submit button.