

Department of Public Instruction
Dr. Wayne G. Sanstead, State Superintendent
600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440

Overview of the Title I Targeting Process

TITLE I TARGETING PROCESS STEPS INVOLVED

- Collect poverty data from both public and private school buildings within the district. **March/April**
- Title I estimated allocations posted on the Department of Public Instruction website. www.dpi.state.nd.us/grants/NCLB.shtm. **April**
- Determine district reservation amounts. **April**
- Electronically complete and input targeting parts 1-5 (Targeting Report) on the State Automated Reporting System (STARS). DO NOT CLICK ON SUBMIT! **April-May**
- School district personnel will not click on "SUBMIT" until the entire Title I section of the consolidated application has been approved by the Title I state office. If you click submit, your application will be locked and you will not be able to make any further changes.
- When you have finished inputting parts 1-5 (Targeting Report) on the STARS, email and inform Patty Carmichael at pcarmichael@nd.gov in the state Title I office. **April-May**
- The state Title I office calculates a preliminary targeting spreadsheet for each district. **May**
- Districts receive preliminary spreadsheet via email. If acceptable, initial in the box indicating acceptance and fax to state Title I office. If changes are needed, describe in detail or call and submit to the state Title I office. **May**
- The district needs to provide all Title I buildings with their building budgets. (This needs to occur before school is dismissed for the year.)**
- Title I building principals and staff determine how Title I funds and parent involvement set asides are going to be used in their building. The intent is for individual schools to build a budget that meets the needs of their particular school. The building descriptions should be individualized to reflect the initiatives within each building.
- Final Title I allocations are generated and posted. **May**
- When final allocations have been determined, the state Title I office will generate a final targeting spreadsheet and email a copy to the Title I authorized representative. If acceptable, initial the box indicating acceptance and fax to State Title I office. **May-June**
- District personnel need to collect budget and narrative information from all Title I buildings. All Title I buildings must submit a signed budget page and narrative forms to appropriate district personnel. **District personnel will input authorized activities for each Title I building on the STARS in addition to inputting the district activities.** The budgeted amounts for activities at each building will automatically drop into the appropriate column on the Title I budget page of the consolidated application. **May-August**
- When the final financial report has been processed and the Title I carryover amount has been determined per email from Mary Neigum, complete **Appendix A** and submit it to the state Title I office, incorporating carryover funds into the targeting process. **July-August**
- State Title I office generates carryover spreadsheet and disseminates to districts. **July-August**
- Please note that if the district inputted data into the consolidated application before the final allocations and final carryover amounts were determined, then adjustments must be made to ensure that building information matches the information on the final targeting spreadsheets. **August**
- Districts submit consolidated applications for federal Title funding for the 2012-2013 school year. **August**
- The Department of Public Instruction approves consolidated applications for federal Title funding for the 2012-2013 school year. **August-September**
- Final Title I building allocations, which include carryover amounts, are computed by the state Title I office and a chart (Form B) is created. These final charts are mailed to all Title I buildings by the state Title I office. When school districts receive Form B from the state Title I office, the Title I targeting process is complete. **August-September**

Sample Public School District

Title I Targeting for the 2012-2013 School Year

Date

Allocation	0.00	Total Allocation Divided By Total Poor Children	0.00	Per Pupil Allocation
Admin. Serv.	0.00	Serving Schools Below 35%, 1.25% per Pupil Required	1.25	
Staff Dev.	0.00		0.00	
Teacher Quality-5%	0.00	0% is Set Aside of Your Total Allocation		
Indirect Cost	0.00			
N/D	0.00			
LEP	0.00			
Homeless	0.00			
Parent Inv.	0.00			
Other	0.00			
Program Imp.	0.00			
Net for Prog.	0.00			

<u>SCHOOL NAME</u>	<u>GRADE SPAN</u>	<u>ENROLLMENT</u>			<u>CHILDREN FROM LOW INCOME FAMILIES</u>			<u>PERCENT POOR</u>	<u>ELIG. SCH 1=YES 0=NO</u>	<u>Attendance Area Allocation</u>	<u>Running Total Allocation</u>	<u>Allocation Generated By Public School Poor Children</u>	<u>Allocation Generated By Private School Poor Children</u>
		Public	Private	Total	Public	Private	Total						
DISTRICT TOTALS		10380	1000	11380	2032	9	2041	18%		0.00		0.00	0.00
School A	K-6	109	1	110	76	0	76	69%	1	0.00	0.00	0.00	0.00
School B	K-6	406	10	416	222	0	222	53%	1	0.00	0.00	0.00	0.00
School C	K-6	276	12	288	115	0	115	40%	1	0.00	0.00	0.00	0.00
School D	K-6	267	16	283	97	1	98	35%	1	0.00	0.00	0.00	0.00
School E	K-6	338	41	379	87	1	88	23%	1	0.00	0.00	0.00	0.00
School F	K-6	486	90	576	125	0	125	22%	1	0.00	0.00	0.00	0.00
School G	K-6	438	28	466	100	1	101	22%	1	0.00	0.00	0.00	0.00
School H	K-6	148	33	181	36	2	38	21%	1	0.00	0.00	0.00	0.00
School I	K-6	298	29	327	51	0	51	16%	0	0.00	0.00	0.00	0.00
School J	K-6	512	68	580	84	0	84	14%	0	0.00	0.00	0.00	0.00
School K	K-6	238	17	255	36	0	36	14%	0	0.00	0.00	0.00	0.00
School L	K-6	616	43	659	77	2	79	12%	0	0.00	0.00	0.00	0.00
School M	K-6	505	93	598	57	0	57	10%	0	0.00	0.00	0.00	0.00
School N	K-6	524	44	568	48	0	48	8%	0	0.00	0.00	0.00	0.00
School O	K-6	150	20	170	11	1	12	7%	0	0.00	0.00	0.00	0.00
School P	7-9	845	59	904	232	0	232	26%	0	0.00	0.00	0.00	0.00
School Q	7-9	805	41	846	179	1	180	21%	0	0.00	0.00	0.00	0.00
School R	7-9	827	105	932	82	0	82	9%	0	0.00	0.00	0.00	0.00
School S	10-12	1346	141	1487	228	0	228	15%	0	0.00	0.00	0.00	0.00
School T	10-12	1105	109	1214	89	0	89	7%	0	0.00	0.00	0.00	0.00
School U	11-12	141	0	141	0	0	0	0%	0	0.00	0.00	0.00	0.00

Targeting Spreadsheet Acceptable



Mail or fax to (701) 328-0203 to state Title I office

ALLOCATING TITLE I CARRYOVER FUNDS INTO THE TARGETING PROCESS

School districts will not know carryover amounts until final financial reports have been submitted. When your carryover has been established, you will need to include those funds in your targeting process. The following options are available to school districts in allocating carryover funds:

1. The district may decide to use carryover for district-wide endeavors for eligible Title I schools supported by the reservations outlined in §200.77 of the Title I regulations. (Note that if an LEA adds carryover funds to a reservation to which equitable services apply (e.g., parental involvement), the LEA must also calculate and provide equitable services from the carryover funds.)
2. The districts may add carryover funds to the LEAs current year allocation and distributing them to participating areas and schools in accordance with allocation procedures that ensure equitable participation of private school children.
3. The districts may allocate the carryover to schools with the highest concentrations of poverty in the LEA, thus providing a higher per-pupil amount to those schools, ensuring equitable participation of private school children.
4. The district may allow the individual schools that generated the carryover to retain the funds.

LEAs may not use carryover funds to provide services in an ineligible school. LEAs may not simply provide carryover funds to schools whose allocations are minimal. The process to distribute carryover must reflect one of the four options list on this handout.

After your carryover has been established, you need to do the following:

- a) **Determine which of these options listed above, you would like to use to reallocate your carryover funds.**
- b) **Submit Appendix A, to the state Title I office indicating where your carryover dollars funds will go.**

Once the Title I office receives Appendix A, we will generate a carryover spreadsheet and disseminate it to each district.

When final allocations have been posted, the state Title I office will rerun each district's targeting spreadsheet and disseminate electronically.

The state Title I office then creates Form B which combines allocations by building and carryover by building to outline final building allocations.

District Name: _____

Title I CARRYOVER FUNDS

Our Title I carryover from the 2011-2012 school year is \$_____. The following indicates how we would like these funds incorporated into our 2012-2013 targeting budgets.

Carryover Options: (Check all that apply)

Option 1

The district will use carryover Title I funds for district-wide endeavors. (Specify amounts for each category)

Funds:

- Administrative Services: _____
- Staff Development: _____
- Teacher Quality: _____
- Indirect Cost: _____
- Neglected Children Services: _____
- LEP Children: _____
- Homeless Children: _____
- Parent Involvement: _____
- PI Professional Development: _____
- PI School Choice: _____
- PI Supplemental Educational Services: _____
- Cooperative Agreement: _____
- Private School: _____
- Other Reserved: _____
- Total _____

Option 2

The district will distribute the carryover Title I funds to eligible Title I schools in rank order through the targeting process.

Option 3

The district will allocate their Title I carryover funds to schools with the highest concentrations of poverty in the LEA, thus providing a higher per-pupil amount to those schools. Please list buildings to receive funds and define the per pupil amount for each building.

Option 4

The district will allow the individual schools that generated the Title I carryover to retain the funds. (District must submit accounting ledger showing building carryover amounts).

Signature – Title I Authorized Representative

Date

Once carryover is finalized, please complete and email this form to Patty Carmichael at pcarmichael@nd.gov.

Attendance Area Allocation Budgets

School District

Attendance Area Allocations for the 2012-2013 School Year

Per the targeting process, the following buildings in your district are eligible for Title I funds. Listed below are the final building allocations for 2012-2013 school year. Their budgets include the addition of carryover funds from the 2011-2012 school year distributed per your instructions.

Building	Building Allocation	+Carryover Funds	+Parent Involvement	+Total (with carryover)
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non Public				\$0.00
Program Improvement set aside				\$0.00
Reservations (i.e. administration, staff development, indirect costs)				\$0.00
Unobligated				\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Total Funds Available=				\$0.00