

ELECTRONIC CONSOLIDATED APPLICATION HELP SCREENS

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ELECTRONIC CONSOLIDATED APPLICATION HELP SCREENS

GENERAL INFORMATION

The electronic consolidated application is accessible through the STARS August 26, 2011. The application should be completed for the time period of July 1, 2011 through June 30, 2012. **No applications will be accepted after August 26, 2011, and no paper applications will be accepted.** The Consolidated Application is on the new STate Automated Reporting System (STARS). The URL for STARS is <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>. STARS will support the following browsers: PC – Internet Explorer 6.0+, Fire Fox 1.5+, or Netscape 8.1; Mac (OS X) – Fire Fox 1.5+, Netscape 7.2+, or Safari 2.0+.

Department of Public Instruction (DPI) staff will review each application and will issue an electronic Grant Award, which is a section of the Consolidated Application. An approval letter will be sent via email to the applicant's authorized representative. **Individual applications will not be approved until all clarification for all title programs has been received. NO funding will be disbursed until the entire application is approved.**

DPI may require a consolidated end-of-program report covering all Title programs as required by the U.S. Department of Education under the *No Child Left Behind Act*.

Technical assistance is available from the following DPI staff:

Consolidated Grants	Stephanie Gullickson	328-2176
Title I Part A	Laurie Matzke	328-2284
Title II Part A	Greg Gallagher	328-1838
Title II Part D	Patricia Laubach	328-4525
Title III Part A	Kerri Whipple	701-361-1392
Title IV Part A	Valerie Fischer	328-4138

This **Help** screen document can be accessed throughout the report by clicking on "Help" at the bottom left of each screen.

Date Fields. The format for date fields is MM/DD/YYYY.

Delete a school building or an integrated activity by clicking on the garbage can to the left of the item.

Check-Out. To enter data into the program, click on "Check-Out" at the left side of the screens. This will change the report from read-only to write and data can then be entered into the cells. Once you have checked out of this report, it is locked in your name until it is checked-in.

Check-In. To leave the section that is being worked on and either go to another section or exit the report, click on "Check-In." This will change the report from write to read-only and will save the data that has been entered. The user can always go back to a section, click on "check-out" and add new data or change existing data. Exiting the report will also check-in each section automatically.

Save. To save data entered into the program, click on "Save" located at the left side of the screens. **Be sure to save often.** A "Save Complete" message appears at the top right corner indicating the save was successful. If you move from one section to another without saving, the system will give you a message to either click "OK" or to "Cancel." If you want to save the changes, click "Cancel" and then click on "Save." If you click "OK," the system will move to the new section without saving the changes you made.

Validate. To check for warnings and errors, click on "Validate" at the left of the screen and follow the directions to correct the problems. If errors occur, a red asterisk will appear, and a summary of the errors will appear at the top of the page. The errors must be fixed before the application can be submitted.

Submit. Once everything is finalized and all information is entered correctly, click on “Submit” at the left of the screen. Clicking on “Submit” submits the report to DPI and becomes read-only to the district staff. No changes can be made after that. Do not submit the application until the Title I section is approvable as indicated by the district’s Title I contact person (see the Title I website for a list of the districts that have been assigned to each Title I program staff).

Print. To print data entered into the program, click on “Print Page” located at the bottom left side of the screen under the Functions section. See the Budget section on page 34 for suggestions to print the budgets. To print the screens in smaller print, click on “View” on the browser, “Status Bar,” “Text Size,” and “Smallest” and then click on “Print Page” at the bottom left of the STARS screen.

Exit Report. The entire Consolidated Application will be checked in, and the system will return to the Report Select in screen.

Log Out. Click on “Exit Report” at the top right of the screen and then click on the blue “Log Out” at the top left of the next screen. It is very important to log out of the STARS properly.

ALLOCATIONS

Title Program Allocations

- Click on “Check Out”.
- Enter the “District Contact Information” (name, phone, and email). Do not enter the district name.
- Enter the contact name and telephone number of the person to call for information for each title program. Enter the name of the person to whom the district has given signature authority for each program, which should be the person authorized to approve payment of funds as documented in the school board minutes. For Title I, enter the email address of the contact person.
- For Title I, check targeted assistance, schoolwide, or schoolwide co-mingling all title funds.

A targeted assistance school is one that receives Title I Part A funds but is ineligible or chooses not to operate a Title I schoolwide program. Services are provided to a select group of students who are identified as failing, or most at risk of failing, to meet the state’s challenging content and student performance standards.

A schoolwide program allows a school to use funds from Title I Part A and other federal education program funds and resources to raise the academic achievement of all students. Schools must be approved to operate as a schoolwide program and have an approved plan. A schoolwide co-mingling program combines its title funds into one budget to support school reform. Schoolwide schools co-mingling their funds must have approval from the state Title I office.

- The allocation amounts are prepopulated and are indicated in the “Allocation” field. See the allocation tables on DPI’s website at <http://www.dpi.state.nd.us/grants/NCLB.shtm>. For districts that are schoolwide and co-mingle Titles I, II A, and II D, the allocation amount in the Title I “Allocation” field is the total of the three programs. The “Allocation” field for those districts for Titles II A and II D are zero.
- Enter the amount of allowable carryover from the 2010-2011 school year, if known. For districts that are schoolwide and co-mingle Titles I, II A and II D funds, combine carryover for all programs and enter in the Title I “Carryover” field. If the carryover amount is not known at the time you want to submit the application, leave the amount at zero. You can access any allowable carryover by submitting a budget revision later in the year. Allowable Title I carryover ranges from 15-50 percent of a school district’s allocation depending on the amount of the Title I allocation. See Title I Carryover Requirements on the Title I website at <http://www.dpi.state.nd.us/title1/resource/carryover.pdf> for specific information. Allowable Title II

Part A and Title II Part D carryover is 50 percent of the total amount available from the previous year for each program.

General Information

Homeless Children and Youth Local Liaison Information. The McKinney-Vento Homeless Assistance Act requires each school district to appoint a liaison for homeless students in its district. The Title I office must have the name of each school district's local liaison for the Education of Homeless Children and Youth program. See the Title I website at <http://www.dpi.state.nd.us/title1/homeless/index.shtm> for more information.

- Enter the name, title, phone number, and e-mail address of the liaison for the Education of Homeless Children and Youth program.

Professional Development. Every school district must have a current professional development plan that includes the following six components: Overview, Needs Assessment, Goals, Activities, Performance Indicators, and Evaluation. See <http://www.dpi.state.nd.us/title1/profdev/chcklist.pdf> for more information. You **DO NOT** need to submit a plan with this electronic application; however, you will be required to submit the professional development plan as part of the monitoring process.

- Click on "yes" or "no" whether the district's professional development plan allows teachers to meet the requirements of a "highly qualified" teacher.
- Click on "yes" or "no" whether the district's professional development plan aligns with the state performance goals as listed on pages 2-4 of the Guidance.
- Click on "yes" or "no" whether the district's professional development plan aligns with the district's 2011-2012 local educational improvement goals.
- If "no" to any item above, the district's professional development plan must be amended to address the issue(s).

Equity Provision (Section 427) of the General Education Provisions Act (GEPA). Section 427 of the General Education Provisions Act (GEPA) requires that each applicant for federal funds include in its application a description of the steps it proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs to meet challenging standards.

- Describe the steps your school district proposes to take to permit students, teachers, and other beneficiaries to overcome barriers that may impede their access to or participation in federal educational programs. If your school board has approved policies regarding equity issues, you may simply reference those policies. Samples of barriers are: gender, race, national origin, color, disability, age, low-income, pregnancy, or concerns about school violence. Before answering the question, consider the purpose of the program for which funds are sought and only address those barriers that are applicable to your circumstances. For example, if a program focuses solely on services to pre-school children, there would be no need to address barriers based on age. **Do NOT state, "we have no barriers."**

Examples:

- *An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls to encourage their enrollment.*
- *An applicant that proposes to develop instructional materials for elementary school students might determine that the materials should be made available on audiotape in order to provide access to the materials to students in the school who are blind.*
- *An applicant that proposes to carry out an after school community service program might contract with a transportation company to transport physically disabled students to the activity as part of its strategy.*

Parents' Right to Know Clause. Every school that receives Title I funds must comply with the following provisions of the Parents' Right to Know Clause in the No Child Left Behind Act (NCLBA): 1) individual school building administrators must notify parents of all students that they may request information regarding the professional qualifications of the student's classroom teachers; and if the school receives a request, it must provide parents with this information; and 2) schools must notify parents if students are taught for four consecutive weeks by a teacher who is not "highly qualified" under federal law. See the Guidance on page 17 for additional information on this requirement. The State Title I staff will randomly monitor school districts for compliance with this requirement during the 2011-2012 school year.

- Click on "yes" or "no" whether your schools have a process in place to comply with the Parents' Right to Know Clause.
- If "no", click in the text box and briefly explain why you do not have a process in place.

Title I Policies. Each year, Title I programs must comply with the parental involvement provisions in the No Child Left Behind Act. These programs include the dissemination of the Dispute Resolution Policy, Parental Involvement Policy and School-Parent Compact. These policies must be updated annually. The State Title I staff will randomly monitor school districts for compliance with these provisions during the 2011-2012 school year.

- Click on "yes" or "no" whether your schools have a process in place to comply with the parental involvement provisions.
- If "no", click in the text box and briefly explain why you do not have a process in place.

LEP Identification and Assessment Plan. Every school district that receives federal funding under the No Child Left Behind Act must have a system in place to identify and assess Limited English Proficient (LEP) students. LEP students must be identified by a state approved language proficiency test and assessed on an annual basis. For more information, see page 6 of the Guidance.

- Click on "yes" or "no" whether your district has a system in place to identify and assess students who are limited in English language proficiency.
- If "no", click in the text box and briefly explain why you do not have a system in place.

Title II Part A Funding Priorities. Every school district must conduct a needs assessment to determine the needs of the teaching force in order to have all students meet challenging state content and academic achievement standards. After conducting a needs assessment, districts must target Title II Part A funds to schools within the district that have the lowest proportion of highly qualified teachers, have the largest class size, or are identified for school improvement under Title I.

- Click on "yes" or "no" whether your Title II Part A activities and budget reflect these funding priorities.
- If there is more than one school building in the district, click in the text box and briefly describe the process used to prioritize Title II Part A funding among the buildings.

Technology. Every school district must ensure that the teaching staff are technologically literate. Every district must also ensure that students are technologically literate by the end of 8th grade.

- Indicate how the district ensures that the teaching staff is technologically literate by checking all that apply. If "Other" is chosen, indicate what it is in the textbox.
- Indicate how the district ensures that students are technologically literate by the end of 8th grade by checking all that apply.

Certification. The governing body of the school district must review and approve this application and appoint an authorized representative for each title program. The application can be printed to take to the school board meeting. Documentation of this approval and appointment in meeting minutes is required when DPI monitors the school district. The application cannot be submitted until this section is completed.

- Enter the date that the local school board approved the Consolidated Application and authorized its representative to submit the application. Dates must be entered as “5/25/2010”, not as “5/25/10” or “May 25, 2010”.
- The authorized representative that has been given the password to this electronic Consolidated Application authorizes the application to be submitted to DPI and certifies that the information is accurate.
- Click on “Save” button at the left of the screen.

HIGHLY QUALIFIED TEACHER AND PROFESSIONAL DEVELOPMENT

School Plants

The No Child Left Behind Law requires that every school and school district must establish annual measurable objectives for increasing the percentage of highly qualified core subject area teachers and for increasing the percentage of teachers who are receiving high quality professional development. Core subject areas are: English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, arts, history, and geography.

- Select a school building from the list at the top of the screen.
- Enter the number of core academic classes the district offered the previous school year.
- Enter the number of core academic classes that were taught by highly qualified teachers the previous school year.

The percent of core academic classes taught by highly qualified teachers is automatically calculated.

- Enter the projected **percent** of core academic classes the district expects to be taught by highly qualified teachers for the 2011-2012 school year. This percent must be higher than the previously calculated percentage column unless the previous percentage is 100 percent. Then the projected percent must be 100 percent.
- Enter the number of core subject teachers employed during the previous school year.
- Enter the number of core subject teachers that participated in high quality professional development since June 1, 2009, that meets the following criteria:
 - Involves multiple sessions over time; moves beyond one-day or short-term workshops or conferences.
 - Helps to further individual, school, or district educational plans.
 - Addresses job-related skills aimed at ultimately impacting student performance; examples include but are not limited to subject-related content instructional methods, classroom management, needs of special populations, curricular alignment, program development, etc.
 - Includes job-embedded learning opportunities such as collaborative teams that analyze student work, school improvement teams that analyze school data and develop improvement plans, curriculum development teams, and other sustained learning opportunities.
 - May originate from a variety of sources: school-based, district-based, universities, professional organizations, on-line courses, independent study projects, etc.
 - May be funded from any resources--federal, local or personal.

This applies to all professional development activities that the district considers to be high quality. It is not limited to activities needed for teachers to become highly qualified. See the Title IIA website for a detailed definition of professional development at <http://www.dpi.state.nd.us/titleII/infoA.shtm#5>.

The percent of core subject teachers participating in high quality professional development in 2009-2010 is automatically calculated.

- Enter the projected **percent** of core subject teachers that the district expects to participate in high quality professional development during the 2010-2011 school year. This percent must be higher than the previously calculated percentage column unless the previous percentage is 100 percent. Then the projected percent must be 100 percent.
- Click on “Save” at the left of the screen.

Highly Qualified Teacher/Professional Development District Totals

Click on this section to view a summary of the information entered into the school plant screens.

TRANSFER/REAP

Transfer/REAP Amounts

The program allows you to use only one of the three options at a time on this screen. The default is “None.” If you mark Transferability, you will not be able to enter dollar amounts under REAP and vice versa for REAP.

- Click on “Check Out”.

Any district transferring or reaping funds into Title I must obligate all of its Title I allocation and carryover before being allowed to move funding into Title I through the Transferability/Reap flexibility option. Transferred and Reap funds cannot be combined with the Title I budget and must be tracked separately.

Summary of Transferability. Only school districts wishing to participate in the Transferability option need to complete this section. Districts must follow the rules and regulations of the program transferred into. School districts that are not identified for program improvement or corrective action may transfer up to 50 percent of certain formula grant allocations. School districts that are identified for program improvement may transfer up to 30 percent for program improvement activities. School districts that are identified for corrective action may not participate in transferability.

- For those districts that wish to participate, enter the amount of funds in the “Taken From” column from Titles II Part A or II Part D to be transferred to Titles I Part A, II Part A, II Part D, or IV Part A. The total amounts will automatically calculate. The total of the amount transferred must be the total of the Transferability activities on the “Activities” section, which will calculate automatically as amounts are entered in the Object Code section for each activity. Amounts cannot be entered in the “Transfer Totals” subsection.

Summary of Rural Education Achievement Program (REAP) Alternate Uses of Funds. Only eligible school districts wishing to participate in the REAP alternate uses of funds need to complete this section.

Note: Do not include the funds for the Small Rural Schools program that is administered by the U.S. Department of Education.

- For those eligible districts that are participating, enter the amount of funds in the “Taken From” column from Titles II Part A or II Part D to be transferred to Titles I Part A, II Part A, II Part D, III, or IV Part A. The total of the amount in REAP must be the total of the REAP activities on the “Activities” section, which will calculate automatically as amounts are entered in the Object Code section for each activity. Amounts cannot be entered in the “REAP Totals” subsections.
- Click on “Save” at the left of the screen.

ACTIVITIES

These integrated activities are for one year covering the 2011-2012 school year. The activities the district plans to undertake should be part of its educational plan to improve student achievement. The total allocation, plus any allowable carryover if known, for each federal program should be included. The list of authorized activities with corresponding Title ID codes for each title program is included in this Help Screen Guidance Manual. The list includes activities for nonpublic schools.

When you are choosing authorized activities, be sure to choose the correct activity ID code that matches the activity that you plan to do. For example, if you are using REAP funds for activities for professional development in core subject areas, use a REAP Title II A activity; do not use a REAP Title II D activity. Another example, if you are paying for a counselor's salary, use IV-10; do not use IV-1 or IV-12. You must follow the activities that DPI staff approve on the application. If you have to deviate from these approved activities, you must first submit a budget revision.

- Click on the specific title program at the left of the screen from which you want to choose authorized activities. The total of each activity is displayed in the "Activity Total" field at the top of the screen.
- Click on "Check Out".
- Click on "Add Integrated Activity".
- Click on the arrow to the right of the screen and choose an activity from the list by clicking on it.
- If the activity reads "specify," click in the text box under the activity and fully explain the chosen activity. **Utilize the text explanation box to fully explain the planned activities.** Choose activities for nonpublic schools for each program with activities that are marked for nonpublic schools.
- Click on "Save."
- Enter the amounts needed for the chosen activity by object codes. **Do not use commas or dollar signs; only use numbers.**
- Click on "Save." The total amount entered for all the object codes for a particular activity is automatically calculated and displayed in the "Total" field at the bottom right of the screen.
- Click on the blue hyperlink "Return to XXX" and select another activity.

When all activities have been chosen and amounts entered into the Object Codes, the total of the Integrated Activities should be equal to or less than the total amount available for a particular program. As you are entering activities and amounts in the object codes, you should monitor the totals against the amount you have available to be sure the total amount is not too high.

- Click on the blue hyperlink "Return to Title Programs" when all activities have been chosen for a program.
- If the district participates in Transferability, click on the appropriate "Transfer" Title Program on the left side of the screen. Follow the same process for choosing activities and entering dollar amounts in object codes as described above. The Transfer/REAP section must be completed.
- If the district participates in REAP, click on the appropriate "REAP" Title Program on the left side of the screen. Follow the same process for choosing activities and entering dollar amounts in object codes as described above. The Transfer/REAP section must be completed.
- Continue this process for all activities under all of the title programs.
- To delete an activity that has been chosen and saved, click on the garbage can on the left side of the activity and then click on "Save."

Title I Cooperative Agreements

If a district has entered into a cooperative agreement with another district for Title I purposes, the district that is not the fiscal agent does not enter any Title I information on its own consolidated application. It does enter information for Titles II A, II D, IV, and/or REAP on its own consolidated application and submits it. The district that is the fiscal agent must include all Title I information for all the districts in the cooperative agreement.

To enter program information for the district that is not the fiscal agent, click on “Add District” in the Title I Targeted Assistance or Title I Schoolwide (whichever is applicable) section and then continue on through the screens as described in the sections above.

To enter activities for the district that is not the fiscal agent, choose the “Title I Cooperatives” category on the “Activities” section and choose activities and object codes as described in the “Activities” section of this document.

Notes Regarding Activities and Object Codes

- Be sure to read all the authorized activities for a program. The list of authorized activities may have changed from last year.
- You do not need to duplicate activities with the same title ID code. For example for Title II A, if you choose activity II A-1 Recruit/hire teacher(s) to reduce class size, choose that activity once and then under the Object Code section, choose 110 Professional Salaries and 200 Benefits. Do not choose activity II A-1 twice and put salaries on one and benefits on the second.
- Use the authorized activity for Indirect Costs for each title program if you are claiming indirect costs. Also, put the dollar amount in Object Code 900 under the Object Code section.
- There are separate authorized activities for each title program, including REAP, for the nonpublic schools that participate in the title programs. Be sure to select the nonpublic activities for each program and indicate in the explanation box which nonpublic school is benefiting from the funds.
- If the authorized activity asks for an explanation or to specify something, click in the text box and describe.
- For Title I Professional Development unobligated funds, choose the last activity on the respective list and put the dollar amount in the Object Code labeled “Unobligated.”
- For Title I if you choose an activity other than I-34.5 or I-64.5, I-104, I-118, I-181, or I-154 do not choose the object code for unobligated setasides.
- For the Title I 5% Teacher Quality Setaside activities I-65, I-66, I-67, I-68, I-69, I-70, I-71, I-72, I-73, I-74, I-75, I-76, I-77 and I-78 specify the class and who is taking the class.
- For activities under any of the title programs for which you are paying staff salaries, put dollar amounts only in Object Codes 110, 120, or 200. Do not put dollar amounts in any other object code.
- Do NOT put dollar amounts in Object Code 730 for Equipment over \$750 for any Title II A activities. Equipment is not allowed under Title II A.
- For Title II D activities, only up to 75 percent of the amount available for Title II D can be included under Object Code 730 for equipment. At least 25 percent of the amount available must be used for professional development activities.
- For any other title programs in which you are purchasing equipment over \$750 per unit, put the dollar amount in Object Code 730.
- Activities with zero amounts can be deleted by clicking on the garbage can on the left side of the activity. If there is a reason for activities with zeros (for instance, to let DPI staff know Safe and Drug-Free activities that are done with district funds rather than Title IV funds), indicate that in the text explanation box.
- The object code for stipends to teachers to attend professional development activities is 110, not 300. Benefits must also be paid when paying stipends.
- Do not use the “Other” activities except in very unusual circumstances. Use the specified activity list. If the “Other” activity must be used, provide detailed information in the text box. Do not use the “Other” for object code 200.
- Calculate correct indirect cost amounts by totaling object codes 110-600 and 800 and multiply that total by the district’s current indirect cost rate (rates are found on the Final Allocations list on DPI’s website). Put all indirect costs in Object Code 900.
- Districts participating in Title I cooperative agreements must use the fiscal agent’s indirect cost rate when calculating indirect amounts.

Notes Regarding Budgets

The amounts entered under each object code for each title program will automatically be transferred into a standard budget format. There are two budget formats—one for Title I that encompasses all of the Title I categories listed in the paragraphs above; and one called “Consolidated Grants Budget” that encompasses all the other title programs as well as Transferability and REAP.

The “Generate Budgets” section also offers a report in which all integrated activity descriptions are compiled.

Unless a school district is co-mingling its federal title funds (only allowable for Title I schoolwide schools), the funds must be accounted for and tracked separately by program. The Title I funds and the REAP funds cannot be combined together in one account.

The school district’s ledger sheets must match the approved budgets on file at DPI. DPI staff will monitor school districts for compliance with this requirement during the 2011-2012 school year.

Notes Regarding Title I

There is a separate list of activities for *Title I District Admin*, *Title I Targeted*, *Title I Schoolwide*, *Title I Cooperatives*, *Title I 5% Teacher Quality*, *Title I Nonpublic*, *Title I PI Prof. Dev*, *Title I PI Corr Act/Alt Gov*, and *Title I PI Choice/Supp Ser*. The total of all the Title I categories is displayed on the “Total Title I” line. The total of the activities under each of these individual categories should collectively total the entire amount of the Title I available funds. You will not be able to submit the application if the total of these Title I categories is higher than the total of your Title I allocation plus any carryover.

1. The **Title I District Administration** category should include all proposed expenditures for administration of the Title I program and that will not be spent at the building level. Examples are hiring a district-wide Title I coordinator or homeless liaison; district-wide summer school; activities for the district’s homeless, neglected and delinquent, or LEP setasides; and indirect costs.
2. The **Title I 5% Teacher Quality** category should include all proposed expenditures for the 5% setaside for highly qualified teachers in the core academic subjects that are required. For further clarification on the use of these funds, refer to the Guidance.
3. The **Title I Targeted** category should include all proposed expenditures for Title I targeted assistance programs and the amounts for building level program improvement activities. **Large school districts that must do targeting should not complete this section.**
4. The **Title I Schoolwide** category should include all proposed expenditures for Title I schoolwide programs. If a school district is co-mingling other Title funds for the schoolwide program, then the total of Title I plus the other title funds would also be included. The total of the other title funds plus any carryover should be entered in the “Carryover” field. **Large school districts that must do targeting should not complete this section.**
5. The **Title I Nonpublic** category should include all proposed expenditures for the private schools in the district that are eligible and participate in Title I. **Large school districts that must do targeting should not complete this section.**

Regarding Title I, the Title I Nonpublic category on the left side of the “Activities” tab should include proposed expenditures for the nonpublic schools in the district. Each year a form is distributed to all nonpublic schools to complete indicating if they want to participate in the federal Title programs. For any school that indicates it wishes to participate in Title I, the state Title I office will calculate the amount of a school district’s Title I allocation that needs to be spent at the private school. The public school must always maintain fiscal control of the funds, but the services provided to the private school should reflect the amount indicated.

6. The **Title I Cooperatives** category should include all proposed expenditures for the non-fiscal agent district of a Title I Cooperative Agreement.
7. The **Title I PI School Choice/Supplemental Services** category should include all proposed expenditures that schools in program improvement must spend on choice-related transportation costs and supplemental services. School districts are required to use 5 percent of their Title I Part A allocation to pay for choice-related transportation costs. Also, a district must use an additional 10 percent of its Title I Part A allocation for school choice transportation or supplemental services, whichever is needed. Districts are also required to use up to 5 percent of their Title I Part A allocation to pay for supplemental services. They must also use an additional 10 percent of their Title I Part A allocation for school choice transportation or supplemental services, whichever is needed.
8. The **Title I PI Corrective Action/Alternative Governance** category should include all proposed expenditures for schools/districts that are in Year 5 of the program improvement timeline.
9. The **Title I PI Prof Dev** category should include proposed expenditures that schools/districts in Program Improvement must spend on professional development. Districts identified for program improvement must spend 10% of the district's Title I Part A allocation for professional development. Schools identified for program improvement must spend 10% of their building's Title I Part A allocation for professional development at the building level. **Note** that these funds are available for the use of program improvement schools/districts only and that these funds are not part of the Title II Part A professional development funds.

Schools/districts that do not spend their entire 10% setaside for professional development during the school year are required to carry over the unspent funds and add the amount to the new 10% setaside to be spent on professional development. Refer to the Guidance for suggestions and ideas on the use of these funds.

- If you are unsure how to use some or all of the funding for professional development, choose the activity (under the Title I Prof Dev category) "I-104 Unobligated" and enter the amount under the Object Code for "Unobligated Setasides." At any time during the school year, the school district may obligate these funds by completing a budget revision.

10. The **Total Title I** field is a total of all the separate Title I categories, including totals from the Title I Targeting report (for large districts only).

The electronic process does not include handwritten signatures. However, the law still requires building principals to sign off on their Title I budgets and for private school representatives to sign off on the consultation form. It is the school district's responsibility to keep signature documentation on file.

Notes Regarding Nonpublic Schools

If a private school chooses to participate in the title programs, choose the appropriate activities for the title programs for which the private funds will be used and indicate the name of the private school in the text box directly below the activity line. Enter the appropriate amounts by object code as described above.

Regarding Title II Part D, if a private school is eligible for and participates in Title I, that school should have an opportunity to participate in Title II Part D at the same percentage as it participates in Title I. See the Guidance for more information.

Note Regarding Title II Part D

At least 25 percent of the amount available for Title II Part D must be used for technology-related professional development activities.

Notes Regarding Object Codes

If requested equipment has a value of \$750 or more per item and a useful life of more than one year, include the cost in object code 730 for equipment under the "Object Codes" button. If equipment is less than \$750, include it in object code 600 for materials and supplies under the "Object Codes" button. The exception to this is computers. Computers always fall under object code 730 no matter their purchase price.

Following is an explanation of the object codes:

- 110 Professional salaries—salaries paid to certificated individuals; i.e. certified teachers, substitute teachers, stipends for professional staff.
- 120 Non-professional salaries—salaries paid to other staff that are not certificated; i.e. paraprofessionals, secretaries, teachers' aides, bus drivers, stipends for non-professional staff .
- 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 Note: school districts must pay benefits when paying for substitute teachers or stipends.
- 300 Purchased professional and technical service—purchased services for which the district has a contract on file. (includes speaker fees and professional development on site).
- 430 Maintenance—repair of equipment.
- 580 Travel—Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging.
- 600 Materials/Supplies—Expendable items that are consumed, worn out, or deteriorated in use; includes equipment that costs less than \$750 (except computers), freight, books, school supplies, computer software programs.
- 730 Equipment—Includes equipment that costs more than \$750 per item and always computers regardless of the cost.
- 800 Other—dues, professional memberships, workshop registration fees (includes subscription fees and license fees).
- 900 Indirect costs—Costs that cannot be directly attributed to a program but are essential in operating a school; indirect cost is a percentage of total operating costs for object codes 110 through 800 (excluding 730 and unobligated).

AUTHORIZED ACTIVITIES FOR EACH TITLE PROGRAM

Title I District Administration

ID Code Authorized Activity

- I-155 **STAFF:** Hire a District-wide Title I Coordinator
- I-156 **STAFF:** Hire a District-wide Federal Programs Officer (schoolwide only)
- I-157 **STAFF:** Hire District-wide Homeless Liaison (specify name of person and percent salary paid with Title I funds)
- I-158 **STAFF:** Hire District-wide Parent Involvement Coordinator (specify name of person and percent salary paid with Title I funds)
- I-159 **STAFF:** District-wide Title I Summer School Staff
- I-160 **STAFF:** District-wide Title I Before and After School Program

- I-161 **STAFF:** Substitute Pay for Title I Personnel
- I-162 **STAFF:** Pay Stipends to Title I Personnel
- I-163 **STAFF:** Hire a District-wide Data Coordinator (schoolwide only)
- I-164 **STAFF:** Hire Staff for a District-wide Title I Preschool Program
- I-165 **STAFF:** Hire Other District-wide Personnel (specify name of individual and position hired for)
- I-165.1 **STAFF:** Hire District-wide Math Coach (specify name of individual and position details)
- I-165.2 **STAFF:** Hire District-wide Reading Coach (specify name of individual and position details)
- I-166 **MAINTENANCE:** Maintain Current Title I Computer Equipment District-wide (specify what was maintained, e.g., new hard drive for existing computer)
- I-167 **MAINTENANCE:** Wiring of Title I Computer Equipment District-wide (e.g., change of location for Title I room, wiring failure)
- I-168 **PROF. DEVELOPMENT:** Attend Title I Sponsored Events (e.g., fall conference, summer Inservices, IVN or other meetings)
- I-169 **PROF. DEVELOPMENT:** Bring in a Speaker for District-wide Professional Development (specify)
- I-170 **PROF. DEVELOPMENT:** Bring in a Consultant for District-wide Professional Development (specify)
- I-171 **PROF. DEVELOPMENT:** Memberships to Prof Organ for District Personnel (specify the activity and for whom)
- I-172 **PROF. DEVELOPMENT:** Other District-wide Prof Development Not Listed (specify activity, date and how it relates to your Title I program)
- I-173 **HOMELESS:** Provide District-wide Outreach Services for Homeless Students (e.g., referral to health services/counseling)
- I-174 **HOMELESS:** Meet Basic Homeless Needs of Students District-wide (e.g., purchase clothing, supplies, health expenses)
- I-175 **N/D:** Meet Needs of Neglected and Delinquent Students District-wide
- I-176 **LEP:** Meet Needs of Limited English Proficient Students District-wide
- I-177 **MATERIALS:** Purchase Materials or Supplies for District Title I Personnel
- I-178 **EQUIPMENT:** Purchase Computers for District Title I Personnel
- I-182 **EQUIPMENT:** Purchase Items with a value over \$750 per item for District Title I Personnel
- I-179 **INDIRECT COSTS:** Administrative/Indirect Costs (i.e., business managers' salary, administrative costs, other expenses)
- I-180 **OTHER:** Other Costs Not Listed (Specify)
- I-181 **UNOBLIGATED AMOUNT**

Title I 5% Teacher Quality

- | ID Code | Authorized Activity |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I-65 | CLASSES: For Title I teachers taking courses for credential needed to teach in their position (specify class & for whom) |
| I-66 | CLASSES: For teacher teaching in core subject with minor to take undergraduate/graduate classes to obtain major (specify class & for whom) |
| I-67 | CLASSES: For teacher to get middle school endorsement or required coursework to teach at middle school level in order to be highly qualified (specify class & for whom) |
| I-68 | CLASSES: For teachers not meeting highly qualified definition to get Master's degree in subject areas taught in lieu of completing undergraduate major (specify class & for whom) |
| I-69 | LICENSING: For teacher to be fully licensed under state law (i.e., teachers w/ emergency/temporary/provisional license to obtain full licensure) (specify class & for whom) |
| I-70 | LICENSING: For teachers to obtain national board certification to meet the highly qualified teacher provisions (specify whom) |
| I-71 | PORTFOLIO: For teachers to put together portfolio for portfolio-based assessment after the state criteria has been established (specify whom) |
| I-72 | TRANSCRIPT REVIEW: For teachers to have transcript review to determine courses needed to become highly qualified (specify whom) |
| I-73 | SUBS: For substitute teachers if a teacher can only take needed class to become highly qualified during school day (specify class & for whom) |

- I-74 **TESTING:** For teachers to take Praxis II test to meet teacher quality provisions after cut scores have been established (specify class & for whom)
- I-75 **AIDES/PARAS:** For aides in Title I-supported program to meet NCLBA require by taking courses for Associate's degree or 2 years at higher ed institution (specify class & for whom)
- I-76 **AIDES/PARAS:** For aides working in Title I-supported program to meet NCLBA requirements by taking State-approved assess (specify class & for whom)
- I-77 **STIPENDS:** Stipends for teachers or aides to take classes to become highly qualified (specify whom)
- I-78 **OTHER:** Other Costs Not Listed (specify)

Title I Targeted Assistance

ID Code Authorized Activity

- I-1 **STAFF:** Hire Title I Reading Teacher (specify FTE)
- I-2 **STAFF:** Hire Title I Math Teacher (specify FTE)
- I-3 **STAFF:** Hire a Title I Secondary Teacher
- I-4 **STAFF:** Hire a Building Level Title I Coordinator
- I-6 **STAFF:** Hire a Building Level Parent Involvement Coordinator (specify name of person and percent salary paid with Title I funds)
- I-7 **STAFF:** Title I Summer School Staff
- I-8 **STAFF:** Title I Before and After School Program
- I-9 **STAFF:** Hire Title I Aide/Paraprofessional
- I-10 **STAFF:** Substitute Pay for Title I Personnel
- I-11 **STAFF:** Pay Stipends to Title I Personnel
- I-12 **STAFF:** Hire Staff for a Title I Preschool Program
- I-12.1 **STAFF:** Hire Staff for an Extended Kindergarten Program
- I-13 **STAFF:** Hire Other Personnel (specify name of Individual and position hired for)
- I-13.1 **STAFF:** Hire Math Coach (specify name of individual and position details)
- I-13.2 **STAFF:** Hire Reading Coach (specify name of individual and position details)
- I-14 **PROGRAMS:** Purchase/Maintain School Reform Program (specify the name of the program, must be reading or math related)
- I-15 **PROGRAMS:** Purchase/Maintain Supplemental Reading or Math Software Program (specify the name of the program)
- I-16 **PROF. DEVELOPMENT:** Attend Title I Sponsored Events (e.g., fall conference, summer Inservices, IVN or other meetings)
- I-17 **PROF. DEVELOPMENT:** National Title I Convention or IRA
- I-18 **PROF. DEVELOPMENT:** Bring in a Speaker (specify)
- I-19 **PROF. DEVELOPMENT:** Bring in a Consultant (specify)
- I-20 **PROF. DEVELOPMENT:** Prof Dues for Title I Teachers, Paras, or Coordinators (specify the activity and for whom)
- I-21 **PROF. DEVELOPMENT:** Memberships to Prof Organ for Title I Teachers, Paras, or Coordinators (specify the activity and for whom)
- I-22 **PROF. DEVELOPMENT:** Other Prof Development Not Listed (specify activity, date and how it relates to your Title I program)
- I-25 **PARENT NIGHT:** Parent Night Activities
- I-26 **MAINTENANCE:** Maintain Current Title I Computer Equipment (specify what was maintained, e.g., new hard drive for existing computer)
- I-27 **MAINTENANCE:** Wiring of Title I Computer Equipment (e.g., change of location for Title I room, wiring failure)
- I-28 **MATERIALS:** Materials and Supplies for Title I program
- I-29 **MATERIALS:** Purchase Title I Items under \$750 per item (e.g., printers, scanners, digital cameras, etc.)
- I-30 **MATERIALS:** Title I Supplemental Classroom Furnishings (e.g., computer desks, shelves, file cabinets, etc.)
- I-31 **EQUIPMENT:** Purchase Computers for Title I
- I-32 **EQUIPMENT:** Purchase Items for Title I over \$750 per item

I-34 **OTHER:** Other Costs Not Listed (specify)
I-185 **UNOBLIGATED AMOUNT**

Title I Schoolwide

ID Code	Authorized Activity
I-35	STAFF: Hire Reading Specialist
I-35.1	STAFF: Hire Math Specialist
I-36	STAFF: Hire a Regular Classroom Teacher to Reduce Class Size
I-37	STAFF: Hire Building Level Schoolwide/School Improvement Coordinator
I-38	STAFF: Hire a Building Level Data Coordinator
I-40	STAFF: Hire Parent Involvement Coordinator (specify name of person and percent salary paid with Title I funds)
I-41	STAFF: Schoolwide Summer School Staff
I-42	STAFF: Schoolwide Before and After School Program
I-43	STAFF: Hire Aide/Paraprofessional
I-44	PRESCHOOL: Provide Preschool Programs
I-45	STAFF: Substitute Pay for Personnel
I-46	STAFF: Pay Stipends to Schoolwide Personnel (specify the activity that you are providing stipends for)
I-47	STAFF: Hire Other Personnel (specify name of individual and position hired)
I-47.1	STAFF: Hire Reading Coach (specify name of individual and position details)
I-47.2	STAFF: Hire Math Coach (specify name of individual and position details)
I-47.3	STAFF: Hire Staff for an Extended Kindergarten Program (specify name of individual and position details)
I-48	PROGRAMS: Purchase/Maintain School Reform Program (specify the name of the program)
I-49	PROGRAMS: Purchase/Maintain Software Program (specify the name of the program)
I-50	PARENT NIGHT: Parent Night Activities
I-51	PROF. DEVELOPMENT: Bring in a Speaker (specify)
I-52	PROF. DEVELOPMENT: Bring in a Consultant (specify)
I-183	PROF. DEVELOPMENT: Attend Title I-sponsored events (fall conf, summer in-service, IVN, other)
I-53	PROF. DEVELOPMENT: Schoolwide Meetings (e.g., assessment design, study groups, curriculum com., other prof develop aligned to schoolwide plan)
I-54	PROF. DEVELOPMENT: Purchase Professional Literature or Resources for Teachers to Attain Schoolwide Goals
I-55	PROF. DEVELOPMENT: Prof. Dues for Teachers, Paraprofessionals, or Coordinator (specify the activity and for whom)
I-56	PROF. DEVELOPMENT: Memberships to Prof Organs. for Teachers, Paraprofessionals, or Coordinators (specify the activity and for whom)
I-56.1	PROF. DEVELOPMENT: Other Prof Development Not Listed (specify activity, date and how it relates to your Title I program)
I-59	MAINTENANCE: Maintain Current Computer Equipment (specify what was maintained, e.g., new hard drive for existing computer)
I-60	MAINTENANCE: Wiring of Computer Equipment
I-61	MATERIALS: Purchase Classroom Materials or Supplies
I-62	EQUIPMENT: Purchase Equipment to Meet Schoolwide Goals (specify how it helps to meet goals)
I-64	OTHER: Other Costs Not Listed (Specify)
I-186	UNOBLIGATED AMOUNT

Title I Nonpublic

ID Code	Authorized Activity
I-79	STAFF: Hire Title I Reading Teacher

- I-80 **STAFF:** Hire Title I Math Teacher
- I-116 **STAFF:** Hire Title I Aide/Paraprofessional
- I-81 **PROF. DEVELOPMENT:** Attend Title I Sponsored Events (e.g., Fall Conference, Summer Institutes, IVN or Other Meetings)
- I-82 **PROF. DEVELOPMENT:** Attend National Title I Convention or IRA
- I-83 **PROF. DEVELOPMENT:** Prof. Dues for Title I Teacher (specify activity & for whom)
- I-84 **PROF. DEVELOPMENT:** Memberships to Prof. Organ. for Title I Teacher (specify activity & for whom)
- I-117 **PROF. DEVELOPMENT:** Other Prof Development Not Listed (specify activity, date and how it relates to Title I program)
- I-85 **PARENT NIGHT:** Parent Night Activities
- I-86 **MATERIALS:** Materials and Supplies for Title I program
- I-87 **MATERIALS:** Title I Supplemental Classroom Furnishings (e.g., computer desks, shelves, file cabinets, etc.)
- I-88 **MAINTENANCE:** Maintain Current Title I Computer Equip (specify what was maintained, e.g., new hard drive for existing computer)
- I-89 **MATERIALS:** Purchase Title I Items Under \$750 (e.g., printers, scanners, digital cameras, etc.)
- I-184 **EQUIPMENT:** Purchase Computers for Title I
- I-90 **EQUIPMENT:** Purchase Items for Title I over \$750 per item
- I-91 **OTHER:** Other Costs Not Listed (Specify)
- I-118 **UNOBLIGATED AMOUNT**

Title I Cooperative Agreements

- | ID Code | Authorized Activity |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------|
| I-119 | STAFF: Hire Title I Reading Teacher |
| I-120 | STAFF: Hire Title I Math Teacher |
| I-121 | STAFF: Hire a Title I Secondary Teacher |
| I-122 | STAFF: Hire a Building Level Title I Coordinator |
| I-123 | STAFF: Hire a Building Level Parent Involvement Coordinator (specify name of person and percent salary paid with Title I funds) |
| I-124 | STAFF: Hire a Regular Classroom Teacher to Reduce Class Size (schoolwide only) |
| I-125 | STAFF: Hire Building Level Schoolwide/School Improvement Coordinator (schoolwide only) |
| I-126 | STAFF: Hire a Building Level Data Coordinator (schoolwide only) |
| I-127 | STAFF: Title I Summer School Staff |
| I-128 | STAFF: Title I Before and After School Program |
| I-129 | STAFF: Hire Title I Aide/Paraprofessional |
| I-130 | STAFF: Substitute Pay for Title I Personnel |
| I-131 | STAFF: Pay Stipends to Title I Personnel |
| I-132 | STAFF: Hire Staff for a Title I Preschool Program |
| I-132.1 | STAFF: Hire Staff for an Extended Kindergarten Program |
| I-133 | STAFF: Hire Other District-wide Personnel (specify name of Individual and position hired for) |
| I-133.1 | STAFF: Hire Reading Coach (specify name of individual and position details) |
| I-133.2 | STAFF: Hire Math Coach (specify name of individual and position details) |
| I-134 | PROGRAMS: Purchase/Maintain School Reform Program (specify the name of the program, must be reading or math related) |
| I-135 | PROGRAMS: Purchase/Maintain Supplemental Reading or Math Software Program (specify the name of the program) |
| I-136 | PROF. DEVELOPMENT: Attend Title I Sponsored Events (e.g., fall conference, summer Inservices, IVN or other meetings) |
| I-137 | PROF. DEVELOPMENT: National Title I Convention or IRA |
| I-138 | PROF. DEVELOPMENT: Bring in a Speaker (specify) |
| I-139 | PROF. DEVELOPMENT: Bring in a Consultant (specify) |

- I-140 **PROF. DEVELOPMENT:** Prof Dues for Title I Teachers, Paras, or Coordinators (specify the activity and for whom)
- I-141 **PROF. DEVELOPMENT:** Memberships to Prof Organ for Title I Teachers, Paras, or Coordinators (specify the activity and for whom)
- I-142 **PROF. DEVELOPMENT:** Other Prof Development Not Listed (specify activity, date and how it relates to your Title I program)
- I-143 **PROF. DEVELOPMENT:** Schoolwide Meetings (e.g., assessment design, study groups, curriculum com., other prof develop aligned to schoolwide plan) (schoolwide only)
- I-144 **PROF. DEVELOPMENT:** Purchase Professional Literature or Resources for Teachers to Attain Schoolwide Goals (schoolwide only)
- I-145 **PARENT NIGHT:** Parent Night Activities
- I-146 **MAINTENANCE:** Maintain Current Title I Computer Equipment (specify what was maintained, e.g., new hard drive for existing computer)
- I-147 **MAINTENANCE:** Wiring of Title I Computer Equipment (e.g., change of location for Title I room, wiring failure)
- I-148 **MATERIALS:** Materials and Supplies for Title I program
- I-149 **MATERIALS:** Purchase Title I Items under \$750 per item (e.g., printers, scanners, digital cameras, etc.)
- I-150 **MATERIALS:** Title I Supplemental Classroom Furnishings (e.g., computer desks, shelves, file cabinets, etc.)
- I-151 **EQUIPMENT:** Purchase Computers for Title I
- I-152 **EQUIPMENT:** Purchase Items for Title I over \$750 per item
- I-153 **OTHER:** Other Costs Not Listed (specify)
- I-154 **UNOBLIGATED AMOUNT**

Title I Program Improvement School Choice and Supplemental Services

ID Code Authorized Activity

- I-92 **TRANSPORTATION:** Pay Costs to Implement the School Choice Provision
- I-93 **PURCHASED SERVICES:** Pay for Services from a State-Approved Supplemental Service Provider

Title I Program Improvement Corrective Action and Alternative Governance

Corrective Action

ID Code Authorized Activity

- I-106 **NEW CURRICULUM:** Conduct Staff Development to Select New Curriculum (i.e. pay stipends for staff)
- I-107 **NEW CURRICULUM:** Costs Associated with Bringing a Speaker or Consultant Regarding New Curriculum
- I-108 **NEW CURRICULUM:** Costs Associated with supplements for New Curriculum (i.e., materials, supplies)
- I-109 **EXTENDING SCHOOL DAY/YEAR:** Staff Costs for Extending the School Day or School Year (e.g., before school, after school, Saturday school, summer school)
- I-110 **EXTENDING SCHOOL DAY/YEAR:** Supplies and Materials Needed for Extending the School Day or School Year
- I-111 **OTHER:** Other Costs Not Listed (specify)

Alternative Governance

ID Code Authorized Activity

- I-112 **SIGNING BONUS:** Staff Costs Associated with Offering Signing Bonuses for Eligible Staff (specify)
- I-113 **SCHOOL CHOICE:** Transportation Costs Associated with Offering School Choice Across District Boundaries (specify)
- I-114 **PROF. DEVELOPMENT:** Costs Associated with Contracting with an Outside Expert (specify)

I-115 **OTHER:** Other Costs Not Listed (specify)

Title I Program Improvement Professional Development

ID Code Authorized Activity

- I-94 **STAFF:** Pay Stipends for Staff Chairing and Participating on the School's Program Improvement Committee
- I-95 **STAFF:** Pay Staff Stipends for Curriculum Mapping Activities and Other Standards Related Activities
- I-95.1 **STAFF:** Hire Reading Coach (specify name of individual and position details)
- I-95.2 **STAFF:** Hire Math Coach (specify name of individual and position details)
- I-96 **PROF. DEVELOPMENT:** Conduct Staff Study Groups (i.e. pay stipends for staff, purchase books/materials, pay for food, contract w/ speakers per subject of study)
- I-97 **PROGRAMS:** Bring a New Program into the School (e.g., SFA, Lightspan, Six Traits of Writing, Read Naturally)
- I-98 **STAFF:** Hire Instructional Coaches to Assist Staff with Instruction and Assessment in Reading and/or Math
- I-99 **PROF. DEVELOPMENT:** Registration Fees and Travel Expenses for Meetings and Conferences
- I-100 **PROF. DEVELOPMENT:** Costs Associated with Meetings to Examine All Types of Data (e.g., stipends, food, materials, etc.)
- I-101 **STAFF:** Costs of Substitute Teachers while Regular Teachers are Participating in Professional Development
- I-102 **PROF. DEVELOPMENT:** Costs Associated with Bringing a Speaker or Consultant to Work with Staff in the School
- I-105 **OTHER:** Other Costs Not Listed (specify)
- I-103 **PROF. DEVELOPMENT:** "Data Driven School Improvement" Training (or something similar) Sponsored by the North Dakota Lead Center
- I-104 **UNOBLIGATED SETASIDE**

Title II Part A Teacher and Principal Quality, Training, and Recruiting

ID Code Authorized Activity

- II A-1 Recruit/hire teacher(s) to reduce class size, particularly in early grades
- II A-2 Recruit/hire teacher(s) for special education
- II A-3 Recruit/hire teacher(s) and teaching specialists in core subject areas for special needs students
- II A-4 Recruit professionals from other fields & provide alternative routes to teacher certification
- II A-5 Mechanism to recruit/retain highly qualified teachers
- II A-6 Mechanism to recruit/retain principals, specialists & pupil services personnel
- II A-7 Provide scholarships, signing bonuses, or other financial incentives in areas where shortages occur
- II A-8 Program for increased oppor for minorities, individuals w/ disabilities, & other underrepresented individuals
- II A-9 Prof develop to improve the knowledge of teachers and paraprofessionals in core subject areas
- II A-10 Prof develop to improve the knowledge of principals
- II A-11 Prof develop for teachers in curriculum develop & instructional strategies, methods, skills, use of state standards/assess
- II A-12 Prof develop for principals in curriculum develop & instructional strategies, methods, skills, use of state standards/assess.
- II A-13 Prof develop for teachers/principals in classroom practices involving collaborative groups of teachers & administrators
- II A-14 Prof develop for teachers/principals in classroom practices addressing needs of students w/ different learning styles
- II A-15 Prof develop for teachers/principals in classroom practices to improve student behavior & identify early interventions

- II A-16 Prof develop for teachers/principals enabling them to involve parents in their children's education
- II A-17 Prof develop for teachers/principals to understand & use data and assessments to improve student learning
- II A-18 Teacher mentoring programs
- II A-19 Programs for induction & support for teachers/principals in first three years of employment
- II A-20 Financial incentives to retain teachers successful in improving academic achievement of low-performing students
- II A-21 Financial incentives for principals who have improved student academic achievement
- II A-22 Prof develop for teachers/principals to integrate technology to improve teaching, learning, and technology literacy
- II A-23 Prof develop coordinated with Title II Part D activities
- II A-24 Cost-effective strategies for implementing prof develop, such as through the use of technology and distance learning
- II A-25 Tenure reform programs
- II A-26 Merit pay programs
- II A-27 Testing elementary/secondary teachers in the academic subjects that they teach
- II A-28 Prof develop to improve the quality of principals/superintendents
- II A-29 Teacher advancement initiatives to promote prof growth & multiple career paths and pay differentiation
- II A-30 Programs for exemplary teachers
- II A-31 Other (specify)
- II A-32 Nonpublic--Prof develop to improve the knowledge of teachers and paraprofessionals in core subject areas
- II A-33 Nonpublic--Prof develop to improve the knowledge of principals
- II A-34 Nonpublic--Prof develop for teachers in curriculum develop & instructional strategies, methods, skills, use of state standards/assess
- II A-35 Nonpublic--Prof develop for principals in curriculum develop & instructional strategies, methods, skills, use of state standards/assess
- II A-36 Nonpublic--Prof develop for teachers/principals in classroom practices involving collaborative groups of teachers & administrators
- II A-37 Nonpublic--Prof develop for teachers/principals in classroom practices addressing needs of students w/ different learning styles
- II A-38 Nonpublic--Prof develop for teachers/principals in classroom practices to improve student behavior & identify early interventions
- II A-39 Nonpublic--Prof develop for teachers/principals enabling them to involve parents in their children's education
- II A-40 Nonpublic--Prof develop for teachers/principals to understand & use data and assessments to improve student learning
- II A-41 Nonpublic--Teacher mentoring programs
- II A-42 Nonpublic--Prof develop for teachers/principals to integrate technology to improve teaching, learning, and technology literacy
- II A-43 Nonpublic--Prof develop to improve the quality of principals/superintendents
- II A-44 Indirect costs (object code 900 include public and nonpublic)

Title II Part D Enhancing Education Through Technology

ID Code Authorized Activity

- II D-1 Hire technology coordinator (must be supplemental and not supplant other funds)
- II D-2 Acquire connectivity linkages, resources, services to improve academic achievement
- II D-5 Innovative distance learning strategies
- II D-6 Implement proven/effective courses/curricula to include integrated technology
- II D-7 Promote parental involvement/foster communication on curricula, assignments, and assessments
- II D-8 Prepare teachers as technology leaders to assist other teachers

- II D-9 Enhance/acquire technology to improve student achievement (i.e. computers and peripherals). Specify equipment to be purchased)
- II D-10 Enhance/acquire education software to support education reforms & improve student achievement (includes online assessments/testing)
- II D-11 Technology programs to collect, manage, analyze data. Do not include professional development.
- II D-12 Implement performance measurement systems to determine effectiveness of education technology programs
- II D-13 Develop, enhance, or implement information technology courses
- II D-15 Professional development conducted by district staff focused on integrating technology into the curriculum
- II D-16 Professional development conducted by non-district staff (i.e. Edutech or a hardware/software vendor) focused on integrating technology into the curriculum
- II D-17 Professional development in the use of technology
- II D-19 Nonpublic--Implement proven/effective courses/curricula to include integrated technology
- II D-20 Nonpublic--Promote parental involvement/foster communication on curricula, assignments, and assessments
- II D-21 Nonpublic--Prepare teachers as technology leaders to assist other teachers
- II D-22 Nonpublic--Enhance/acquire technology to improve student achievement (i.e. computers and peripherals). Specify equipment to be purchased)
- II D-23 Nonpublic--Enhance/acquire education software to improve student achievement (includes online assessments/testing)
- II D-24 Nonpublic--Technology programs to collect, manage, analyze data. Do not include professional development.
- II D-25 Nonpublic--Implement performance measurement systems to determine effectiveness of education technology programs
- II D-26 Nonpublic--Develop, enhance, or implement information technology courses
- II D-27 Nonpublic--Professional development conducted by district staff focused on integrating technology into the curriculum
- II D-28 Nonpublic--Professional development conducted by non-district staff (i.e. Edutech or a hardware/software vendor) focused on integrating technology into the curriculum
- II D-29 Nonpublic--Professional development in the use of technology
- II D-31 Indirect Costs (object code 900 include public and nonpublic)

Title III English Language Acquisition, Language Enhancement and Academic Achievement

ID Code Authorized Activity

Title III LEP Instructional Program

- III-1 Hire licensed program personnel
- III-2 Hire program support staff
- III-3 Provide professional development for staff serving LEP students
- III-21 Provide professional development for all staff
- III-4 Purchase instructional materials and supplies
- III-5 Purchase assessment materials and supplies
- III-6 Purchase equipment for instruction
- III-7 Provide parental involvement and training
- III-8 Participate in Title III state meetings and conferences
- III-22 Participate in Title III national meetings and conferences
- III-9 Develop curriculum materials

Title III Immigrant Education

- III-23 Provide family literacy instruction
- III-24 Hire licensed program personnel
- III-25 Hire program support staff

- III-26 Provide tutoring, mentoring and academic or career counseling
- III-27 Purchase instructional materials and supplies
- III-28 Transportation costs
- III-29 Translation and interpretation costs

Title III – LEP

Title III – Language Instruction for Limited English Proficient Students

- Click on Title III LEP
- Provide a brief overview of your Title III Plan Include a description of how your instructional program uses:
 - Scientifically based research, and
 - Will help students make progress and attain English language proficiency.
- Include the members of your consortium and describe how each member district is served.
- Provide a description of how your professional development plan involves scientifically based research methods on educating limited English proficient students.
- Describe how your Title III funds will supplement your state LEP/ELL program.
- Include personnel funded under Title III,

Title III Immigrant Education.

- Provide a brief overview of your Title III Immigrant Education Plan.

* Please note that only grantees that receive Title III Immigrant Education funds fill out this section.

Please refer to materials on the DPI website at <http://www.dpi.state.nd.us/bilingul/nochild/index.shtm> for more information on Title III requirements and allowable activities.

Title IV A Safe and Drug-Free Schools and Communities

ID Code Authorized Activity

- IV-1 Age appropriate and developmentally-based drug, alcohol, tobacco, violence, bullying/harassment prevention programs or curriculum
- IV-2 Parent and community-wide awareness, planning and involvement in drug, alcohol, tobacco, violence, bullying/harassment prevention, community laws, district policies and health/social effects of risk behaviors.
- IV-3 Professional development and training of school personnel, parents, and community members in the areas of drugs, alcohol, weapons, bullying and/or violence
- IV-5 Provide training in and utilize services relating to conflict resolution and peer mediation, increase skill of students in utilizing non-violent means to solve conflict.
- IV-6 Evaluation and collection of objective data to assess program needs and program success
- IV-9 Alternative education programs for students to reduce need for suspension/expulsion or to serve those who have been suspended/expelled
- IV-10 Student assistance: counseling, mentoring, referral services
- IV-12 Programs to reduce truancy, suspensions, and expulsions (id program_____)
- IV-14 Test or inspect for drug use (consistent with Fourth Amendment of the U.S. Constitution)
- IV-15 Emergency intervention services following a school/community crisis event
- IV-17 Develop and improve Character Education programs
- IV-19 Community service and service-learning projects for at risk/expelled students
- IV-20 Background checks of education personnel
- IV-21 Provide training for youth suicide prevention programs and plans
- IV-23 *Hiring and training school security personnel
- IV-24 *Acquiring and installing metal detectors, surveillance cameras, canine searches
- IV-25 *Comprehensive school security plans – Improve security in hallways, playgrounds, bus and routes to/from school
- IV-56 **Develop and sustain local Students Against Destructive Decisions (SADD) chapters

- IV-28 Other (Please specify)
- IV-29 Nonpublic--Age appropriate and developmentally-based drug, alcohol, tobacco, violence, bullying/harassment prevention programs or curriculum
- IV-30 Nonpublic--Parent and community-wide awareness, planning and involvement in drug, alcohol, tobacco, violence, bullying/harassment prevention, community laws, district policies and health/social effects of risk behaviors
- IV-31 Nonpublic--Professional development and training of school personnel, parents, and community members in the areas of drugs, alcohol, weapons, bullying and/or violence
- IV-33 Nonpublic--Provide training in and utilize services relating to conflict resolution and peer mediation, increase skill of students in utilizing non-violent means to solve conflict
- IV-34 Nonpublic--Evaluation and collection of objective data to assess program needs and program success
- IV-36 Nonpublic--Alternative education programs for students to reduce need for suspension/expulsion or to serve those who have been suspended/expelled
- IV-37 Nonpublic--Student assistance: counseling, mentoring, referral services
- IV-38 Nonpublic--Programs that encourage communication with trusted adults
- IV-39 Nonpublic--Programs to reduce truancy, suspensions, and expulsions (id program_____)
- IV-41 Nonpublic--Test or inspect for drug use (consistent with Fourth Amendment of the U.S. Constitution)
- IV-42 Nonpublic--Emergency intervention services following a school/community crisis event
- IV-43 Nonpublic-- Develop and improve Character Education programs
- IV-44 Nonpublic—Community service and service-learning projects for at risk/expelled students
- IV-47 Nonpublic--Background checks of education personnel
- IV-48 Nonpublic--Provide training for youth suicide prevention programs and plans
- IV-50 *Nonpublic--Comprehensive school security plans
- IV-52 *Nonpublic--Supporting safe zones including bicycle and pedestrian safety programs
- IV-58 **Nonpublic—Develop and sustain local Students Against Destructive Decisions (SADD) chapters

*Up to 40 percent of the total Title IV allocation may be spent on IV-23. No more than 20 percent of the allocation may be spent on any one or all of IV-24 through IV-27, which will be subtracted from the 40 percent allowed for IV-23

Even though the foundation of SADD success includes providing/hosting alternative activities for youth, Title IV funds **cannot be used for entertainment. Alternate sources of funds—such as community or vendor donations, PTA/PTO, etc.—must be used for specific entertainment expenses.

TITLE I NONPUBLIC SCHOOLS.

Equitable Services Worksheet.

This subsection calculates equitable services reservation amounts for the private schools in the district based on private low-income children and reservation amounts set aside by the district.

- Click on “Check Out”.
- Enter the number of low-income children in the district.
- Enter the number of low-income children in the private school.
- Click on “Save”.

The Proportion of Reservation is automatically calculated.

- Enter the amount the **district** is reserving for instructional services, if any. This includes extra services beyond your basic Title I program, such as preschool, summer school, jump start, or extended day kindergarten.

- Enter the amount the **district** is reserving for parental involvement, if any.
- Enter the amount the **district** is reserving for professional development, if any.
- Enter the amount the **district** is reserving for teacher quality (Professional Development), if any.
- Click on “Save”

The private school’s proportional amount for each reservation is automatically calculated. The amounts in the “Nonpublic Amount” column are the amounts that must be reserved for the private schools. Activities must be included under the Title I Nonpublic activities section separately for each reserved amount.

Title I Nonpublic Schools

- Click on “Add Title I Nonpublic School.” A list of the nonpublic schools in the district will appear.
- Select a school.
- Enter the number of students participating in Title I.
- Check one of the three methods of delivery of service to private school students for that private school.
- Briefly describe the Title I program for that private school in the text box. Include a general description of the Title I program; the instructional delivery system (in-class, pullout, before/after school); grades and content areas served; how the program supplements and not supplants classroom instruction; and how the program incorporates Scientifically Based Reading Research strategies.
- Indicate and describe what parental involvement training opportunities are provided.
- Click on “Save”.

Title I Nonpublic Staff

- Click on “Add Title I Nonpublic Staff” if funds will be used to pay for Title I staff.
- Enter the name(s) of the Title I teacher(s) assigned to that school (if staff has not yet been hired, indicate “TBA” and submit the names of the individuals hired at a later time).
- Enter the email address for the Title I teacher.
- Enter the FTE percent that the teacher is paid with Title I funds (example: if a teacher is 50% Title I and 50% kindergarten, the FTE in Title I would be .5).
- Click on “yes” to indicate a new teacher. Click on “no” if the teacher is not new.
- Enter the number of hours spent in reading.
- Enter the grade span served in reading.
- Enter the number of hours spent in math.
- Enter the grade span served in math.
- Click on “yes” if other services are offered. Click on “no” if other services are not offered.
- If “yes” is checked, describe the other services offered in the text box.
- Click on “Save”.

Click on “Add Title I Nonpublic Staff” to add more names.

Affirmation of Consultation

- Read and understand the “Affirmation of Consultation with Private School Officials”.
- Enter the name of the district’s Title I authorized representative.

By submitting this report to DPI, the Title I authorized representative certifies that the district has held the required Title I consultation meetings and has addressed the above issues with the staff of all private schools in our attendance area and that consultation occurred before any decision was made that affected the participation of eligible private school children in the Title I Part A program. The district must have documentation on file that all private schools in the attendance area received the consultation and agreed that the above issues were covered.

- Click on “Save”.

TITLE I TARGETED ASSISTANCE

Add Title I Building

Complete this section only if the district has a Title I Targeted Assistance program. Complete information for every building that has a Title I targeted assistance program. The names of the buildings in the district are on a prepopulated list. The link to add districts should only be used and completed by the fiscal agent of a Title I Cooperative Agreement.

- Click on “Check Out”.
- Click on “Add Title I Building”.
- Select a school from the list.
- Enter the estimated caseload of Title I students that will be served in the Title I program. Caseload is Title I reading students plus Title I math students.
- Click on “Save”.
- Check the program models that apply to the Title I program.
- Click in the text box and briefly describe the building’s Title I program. Include a general description of the Title I program including what grades are served; content areas served; how the program supplements not supplants classroom instruction; and how the program incorporates Scientifically Based Reading Research (SBRR) strategies.
- Check all additional services that are offered with Title I funds.
- Indicate and describe what parental involvement training opportunities are provided.
- Check all areas that apply to Scientifically Based Research programs or strategies to be employed. If “Other” is checked, click in the text box and describe.
- Enter the specific math program used.
- Enter the specific Computer Assisted Instruction program used, if any.
- Click on “Save”.

Professional Staff

- Click on “Add Professional Staff”.

All professional staff paid with Title I funds including those teachers in the before and after school program or other extended day services, should be included on the Targeted Assistance screen. For instance, if the school has hired a parent involvement coordinator or Title I coordinator, these positions should be included on this screen (if they are professional staff). Check the “Other” box and describe the duties of the position(s) in the description text box. If the individual is a non-certified staff, the information should be reflected on the nonprofessional staff screen.

- Enter the name(s) of the Title I teacher assigned to that school. If staff has not yet been hired, indicate “TBA” and submit the names of the individuals hired at a later time.
- Enter the email address of the Title I teacher.
- Enter the FTE that the teacher is paid with Title I funds (Example: If a teacher is 50% Title I and 50% kindergarten, the FTE in Title I is .5.).
- Click on “yes” to indicate a new teacher. Click on “no” if the teacher is not new.
- Enter the number of hours spent in reading.
- Enter the grade span served in reading.
- Enter the number of hours spent in math.
- Enter the grade span served in math.
- Click on “yes” if other services are offered.
- If “yes” is checked, describe the other services offered.
- Click on “Save”.

Click on “Add Professional Staff” to add more names.

Nonprofessional Staff

- Click on “Add Nonprofessional Staff”.
- Enter the name(s) of the Title I staff assigned to that school. If staff has not yet been hired, indicate “TBA” and submit the names of the individuals hired at a later time.
- Enter the FTE that the staff is paid with Title I funds (Example: If the staff is 50% Title I and 50% first grade, the FTE in Title I is .5).
- Enter the number of hours spent in reading.
- Enter the grade span served in reading.
- Enter the number of hours spent in math.
- Enter the grade span served in math.
- Click on “yes” if other services are offered.
- Specifically describe the duties assigned to the nonprofessional staff referring to the allowable duties defined in Title I Guidance and how those duties are in compliance with the new federal regulations. Specifically describe how the Title I aide/paraprofessional works under the direct supervision of a Title I teacher. Describe whether they go into regular classrooms or work in a pullout setting with the Title I teacher. If “yes” is checked for other services, describe the other services offered.

Testimony for Nonprofessional Staff

- Complete this section only if you are hiring nonprofessional staff. Enter the name of the building principal at the applicable elementary, middle, or high school. That principal must read and understand the testimony and by submitting this application attests to compliance. The federal regulations require the building principals be apprised of the new regulations for Title I aides/paraprofessionals. Their signature(s) testify that the school is in compliance. If your school/district only provides a program at the elementary level, only the elementary principal must sign. However, if the program extends into the middle school or high school, then the appropriate principal for those levels must also sign. The Consolidated Application cannot be approved without the appropriate signatures.
- Click the box under the name of the principal to indicate the principal has read and understands the testimony.
- Click on “Save”.

Summer School

If the district offers a summer school program paid with Title I funds, complete the Summer School subsection.

- Click on “yes” if the school district is offering a summer school program paid with state funds through DPI’s approval and accreditation office.
- Enter the Start and End dates of the summer program paid with **Title I** funds, if known.
- Enter the grade levels that will be served.
- Enter the number of weeks for the program.
- Click on “Save”.
- Enter the estimated number of students participating in the Title I summer school program.
- Describe the intent and purpose of the summer school program in the text box. Include details about grades served, selection process, and subjects covered.
- Click on “Add Summer School Staff”.
- Enter the name of the staff serving in the summer school program.
- Indicate if the staff member is a teacher or paraprofessional.
- Click on “Save”.

Cooperative Agreements

If a district has entered into a cooperative agreement with another district for Title I purposes, the district that is not the fiscal agent does not enter any Title I information on its own consolidated application. It does enter information for Titles II A, II D, IV, and/or REAP on its own consolidated application and submits it. The district that is the fiscal agent must include all Title I information for all the districts in the cooperative agreement.

To enter program information for the district that is not the fiscal agent, click on “Add District” in the Title I Targeted Assistance or Title I Schoolwide (whichever is applicable) section and then continue on through the screens as described in the sections above.

To enter activities for the district that is not the fiscal agent, choose the “Title I Cooperatives” category on the “Activities” section and choose activities and object codes as described in the “Activities” section of this document.

TITLE I SCHOOLWIDE

Complete this section **only** if the district has a Title I Schoolwide program. The names of the buildings in the district are on a prepopulated list. The link to add districts should **only** be used and completed by the fiscal agent of a Title I Cooperative Agreement.

Add Schoolwide Building

- Click on “Check Out”.
- Click on “Add Schoolwide Building”.
- Select a school from the list.
- Enter a contact name, position, telephone number and email for the schoolwide school. The individual listed will be considered the schoolwide contact and will receive all Title I mailings along with the authorized representative. This person will also be responsible for disseminating the information received with all building personnel.
- Briefly give an overview of the schoolwide plan. Include the schoolwide goals and the major activities to be implemented to achieve those goals. The NCLBA requires all Title I schoolwide programs to submit a revised and updated schoolwide plan that encompasses the new requirements brought about by the revised law.
- All schools must ensure that the schoolwide funds supplement, not supplant, state and local funds. The Title I schoolwide funds must be used in ways that will allow additional instructional services to all students within the building. Please reference the Guidance for additional clarification and examples of this provision.
- Check all additional services that are offered with Title I funds.
- Indicate and describe what parental involvement training opportunities are provided.
- Check the grade levels that are included in the schoolwide program.
- Click on “Save”.
- Check all title programs that are being combined if the district has been granted permission to co-mingle all of its title funds. All combined funds should be included in the activities and object codes under the Title I Schoolwide program on the “Activities” section of this Application.
- Click on “Save”.

Professional Staff

- Click on “Add Professional Staff”.

- Enter the name of staff whose salaries are paid with Title I funds. If staff has not yet been hired, indicate “TBA” and submit the names of the individuals hired at a later time to the state Title I office.
- Enter the email address of the staff.
- Enter the FTE the staff is paid with Title I funds. (Example: If a teacher were employed 100% time by the school district but paid ½ time with Title I Schoolwide funds and ½ time with district funds, the percentage listed would be .5).
- Select the applicable position from the drop-down list.
- Enter the grade levels served.
- Enter the subjects taught by that staff.
- Describe the staff’s schoolwide responsibilities for any position that is not self-explanatory.
- Click on “Save”.

Click on “Add Professional Staff” to add more names.

Nonprofessional Staff

- Click on “Add Nonprofessional Staff”.
- Enter the name of staff assigned to the schoolwide program.
- Enter the FTE the staff is paid with Title I funds.
- Enter the position the staff holds.
- Enter the grade levels with which the nonprofessional staff works.
- Describe the position.
- Describe in detail the duties of the nonprofessional staff.
- Click on “Save”.

Click on “Add Nonprofessional Staff” to add more names.

- Click on “Return to XXX School”.

Summer School

If the district offers a summer school program paid with Title I funds, complete the Summer School subsection.

- Click on “yes” if the school district is offering a summer school program paid with state funds through DPI’s approval and accreditation office.
- Enter the Start and End dates of the summer program paid with **Title I** funds, if known.
- Enter the grade levels served.
- Enter the number of weeks for the program.
- Click on “Save”.
- Enter the estimated number of students participating in the Title I summer school program.
- Describe the intent and purpose of the summer school program in the text box.

Summer School Staff

- Click on “Add Summer School Staff”.
- Enter the name of the staff serving in the summer school program.
- Indicate if the staff member is a teacher or paraprofessional.
- Click on “Save”.

Testimony For Title I Schoolwide

- Enter the name of the building principal at the applicable elementary, middle, or high school where a Title I schoolwide program exists. Each building principal must ensure that the school is in compliance with the NCLBA regarding qualifications of educators.
- Click the box under the name of the principal.
- Click on “Save”.

TITLE I ELL/LEP / HOMELESS / N AND D

Title I ELL/LEP

School districts that **use Title I funds** for an ELL/LEP program must complete this section.

- Describe how the Title I funds will be used to supplement the school district’s existing state ELL/LEP program.
- Click on “Save”.

ELL/LEP Staff

- Click on “Add ELL/LEP Staff”.
- Enter the name of the ELL/LEP staff whose salaries are paid with Title I funds. If staff has not yet been hired, indicate “TBA” and submit the names of the individuals hired at a later time to the state Title I office.
- Enter the email address of the staff.
- Enter the FTE the staff is paid with Title I funds.
- Click on “Yes” if the staff is a new teacher. Click on “No” if not.
- Enter the number of hours spent in reading.
- Enter the grade span served in reading.
- Enter the number of hours spent in math.
- Enter the grade span served in math.
- Click on “Yes” if other services are planned to be offered. Click on “No” if not.
- If “Yes” is checked, describe in the textbox the other services to be offered.
- Click on “Save”.

To add additional staff, click on “Add ELL/LEP Staff” and continue the process.

Title I Homeless

School districts that **use Title I funds** for homeless students must complete this section.

- Click on “Check Out”.
- Describe the services that the district plans to provide to homeless students within the district. Include the method of calculating the amount the district plans to set aside for homeless students.
- Click on “Save”.

Homeless Staff

- Click on “Add Homeless Staff”.
- Enter the name and the email of the staff.
- Enter the FTE paid with Title I funds.
- Describe the duties and responsibilities of the staff.
- Click on “Save”.

To add additional staff, click on “Add Homeless Staff” and continue the process.

Title I Neglected and Delinquent

School districts that **use additional Title I funds** for assisting children residing in neglected and delinquent facilities within the district must complete this section.

- Describe , in detail, the services that the school district plans to offer to neglected and delinquent children. Include the method the school district used to calculate the N and D setaside amount.
- Click on “Save”.

Neglected and Delinquent Staff

- Click on “Add Neglected and Delinquent Staff”.
- Enter the name of the N and D staff whose salaries are paid with Title I funds. If staff has not yet been hired, indicate “TBA” and submit the names of the individuals hired at a later time to the state Title I office.
- Enter the email address of the staff.
- Enter the FTE the staff is paid with Title I funds.
- Click on “Yes” if the staff is a new teacher. Click on “No” if not.
- Enter the number of hours spent in reading.
- Enter the grade span served in reading.
- Enter the number of hours spent in math.
- Enter the grade span served in math.
- Click on “Yes” if other services are planned to be offered. Click on “No” if not.
- If “Yes” is checked, describe in the textbox the other services to be offered.
- Click on “Save”.

To add additional staff, click on “Add Neglected and Delinquent Staff” and continue the process.

SAFE SCHOOLS

The purpose of the Title IV Safe Schools section is to describe the district’s plan and use of funds for implementation of activities to deter risk behaviors and to promote healthy decisions and lifestyle choices. A comprehensive plan will create a safe school environment and enhance the academic opportunities of all students. The US Department of Education’s Six Principles of Effectiveness serve as the axis for the consolidated application and subsequent district programs. These Principles allow districts flexibility in the design and implementation to best meet their unique district and community needs and priorities.

The Six Principles of Effectiveness are summarized below:

- 1) Annual *assessment* and *analysis* of current data to determine priority areas and risk factors.
The district planning team should include a comprehensive group of participants who can annually analyze and determine what risk factors exist in the school and community using a variety of data sources.
- 2) Provide *protective factors* and *positive assets*
The district planning team should identify protective factors (conditions that buffer students from the negative consequences of exposure to risks by either reducing the impact of the risk or changing the way a person responds to the risk).
- 3) Use established set of *performance measures* for identified priorities
What risk factors does the district wish to decrease and by what number? Utilize data (e.g. the number of office referrals, number of suspensions, or number of incidents) to establish a target/goal. A change in the numbers tells you whether targets/goals were reached.
- 4) Use scientific research-based *curriculum* and *programs*
What will you do to address the risk factors? What scientifically research-based curriculum or programs will be used to address the risk behaviors identified?
- 5) *Parental* involvement and *community* collaboration
Parents and community partners need to be an integral part of the planning and evaluation process
- 6) Plan for overall *evaluation* of program
Periodically evaluate programs and curriculums and determine if they need to be refined, improved or strengthened.

Safe Schools

- Click on “**Check Out**”.
- List the name, position, telephone number, and email address for the district Title IV designee who will receive correspondence other than the authorized representative.

Principles One and Five.

- Indicate the makeup of your SDFSC district planning team which is responsible for the annual **assessment** and **analysis** of current data to determine areas of need and risk factors. Check all that serve on the district planning team, which must include **parental** involvement (those who are not school employees) and **community** representation.
- For the question “How often does the district planning team meet?” – enter the frequency the district planning team meets. The team needs to meet no less than twice a year to:
 - a) develop the plan submitted as part of the consolidated application and adequately budget for the identified plan goals, and
 - b) monitor and evaluate the effectiveness of the goal outcomes.

Principle One.

- Indicate the data sources that influenced the district’s SDFSC plan by checking all that apply. Effective data driven decision making is based upon a thorough review of the district’s data which focuses on negative risk behaviors. The Title IV consolidated application allows each district to customize a plan which reflects strategies to improve their identified priorities. If data was used that is not listed, indicate ‘Other’ and identify in the narrative box.
- Identify risk areas the team identified as district priorities to address during the upcoming school year, selecting no more than three (3). If a risk behavior was selected that is not listed, indicate ‘Other’ and identify in the narrative box.

Principle Two.

- Identify the protective factor(s) and positive asset(s) the district will implement. Multiple boxes can be marked. If a district uses protective factors or positive assets not listed, please indicate ‘Other’ and identify in the narrative box.

Protective factors are conditions that buffer students from the negative consequences of exposure to risks by either reducing the impact of the risk or changing the way a person responds to the risk. Bonding of children who are attached to positive families, friends, school, and community and who are committed to achieving the goals valued by these groups are less likely to develop risk problems in adolescence. To build bonding, three conditions are necessary: opportunities, skills, and recognition, as well as healthy beliefs and clear standards. When parents, teachers, and communities set clear standards for children’s behavior, when they are widely and consistently supported, and when the consequences for not following the standards are consistent, young people are more likely to follow and accept the standards.

Positive assets are key building blocks in students’ lives that help them to grow up to be strong, capable and caring. Developmental assets are factors that have been shown to protect young people from a wide range of risky behaviors, including problems with alcohol, drugs, and violence.

Principle Three. Use an established set of performance measures for identified priorities.

- Select no more than three district goal/s from the drop down menu.
- Identify the grade levels who will be recipients of the goals.
- Select the target increase or decrease of the goal which is reasonable to expect during the school year (no more than 15% increase/decrease can be selected from the drop down menu).

- The selected activities chosen earlier from the left column menu will pre-populate to this section; identify which activity correlates to the three selected goals the district will implement.

One-time events

One-time events cannot be supported with Title IV funds unless the district/building can provide assurances that there is adequate pre and post follow up. Research indicates that one-time events are not effective in changing behavior over time. Repetition of lessons, with opportunity to practice skills, is more effective in creating lasting knowledge and ability. Best practices in prevention direct educators to provide multiple messages through multiple situations over time. Sustained connections to caring, safe adults are also a key prevention ingredient.

One-time events can be effective if they are incorporated into a larger prevention program that includes the multiple messages/situations over the school year. Pre and post lessons that utilize the concepts presented in the event help to strengthen the prevention education of both the event and the lessons. Additionally, pre and post lessons should be repeated in multiple situations. Event evaluation should not only include satisfaction, but knowledge and attitude questions which staff should examine. Expected outcomes should be clearly defined and shared. Identify what role school staff should be expected to play to help maintain and enforce the message.

Principle Four.

- If applicable, indicate the scientifically / research-based supplemental prevention programs the district uses to affect the change identified in Principle Three by checking all that apply in each grade range. *If any district wishes to use a scientifically research-based program not on the list, they may contact ND DPI School Health to request a one-year program waiver. The request must be made before the Title IV consolidated application section can be approved.*
- If applicable, indicate if the district implements the listed prevention programs and specify which grade level participates.
- Indicate district graduation requirements for Health Education.

Principle Six.

- Indicate the district's method to evaluate the SDFSC plan and its effectiveness by checking all that apply. Teacher, student, and parent surveys may be used in concert with a secondary objective data source.
- Indicate how the district will report the plan goals and data/evaluation to the public by checking all that apply. Indicate when the district publicly reports its SDFSC plan/results. Assure the selection is readily available for all community members.

Indicate the number of public school students served by Title IV Safe and Drug-Free funds.

Indicate the number of nonpublic school students served by the Title IV Safe and Drug-Free funds.

- Click "**Save**".
- Click "**Validate**" – if errors are listed, return to the Safe Schools page and correct. Click "Validate" again to receive message box which reads 'validation of safe schools section'.
- Click "Submit".

ASSURANCES

Every school district receiving federal title funds must assure to certain requirements in state and federal law. Every school district receiving federal title funds must also certify that “no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.” The person the school district authorizes to submit this Consolidated Application must read and understand these assurances and certification and certify that the school district will comply with them.

▪ Safe Schools

I can assure that our district complies with the Pro-Children’s Act of 2001 and prohibits possession and/or use of tobacco products by students, school employees and visitors on district property, in district vehicles and at school-sponsored events (whether on or off district property) at all times.

I can assure that student and parent handbooks specify district policies and consequences regarding bullying, tobacco, violence, weapons, drugs and alcohol use on school grounds and as it relates to all extra-curricular NDHSAA sponsored activities and clubs.

- Click on “**Check Out**”.
- Enter the name of the authorized representative of the district.
- Enter the date the authorized representative read these assurances. The date must be written as MM/DD/YYYY.
- After the authorized representative has read this document, check the box indicating [] I have read and understand the above statement.

School Prayer Certification

- Enter the name of the authorized representative of the district.
- Enter the date the authorized representative read this School Prayer certification. The date must be written as MM/DD/YYYY.
- After the authorized representative has read this certification, check the box indicating [] I have read and understand the above statement.
- Click on “Save”.

NOTE: The Consolidated Application cannot be submitted until this section has been completed.

GRANT AWARD

Once the Consolidated Application has been approved, the grant award will be completed by DPI staff and submitted electronically on the Consolidated Application. It is every district’s authorized representative’s responsibility to review the grant award and to advise the district staff of the approved amounts.

As budget revisions are submitted by you and approved by DPI staff, revised approved amounts will be reflected on the electronic Grant Award.

BUDGETS

There are two budgets that can be generated by the program. These are readable and printable versions of the expenditures in standard budget format. There is also a document that shows the activity

descriptions from the Activities section. There is a choice of either a grid that opens on the same page or a pdf file. The pdf file is the most printer friendly version.

- Click on “Generate Budgets” under the Functions section.
- Select “StarsConAppTitle Budget” to read or print the consolidated Title I Budget.
- Select “StarsConAppGrants Budget” to read or print the consolidated Titles II A, II D, III, IV, V, REAP, and Transferability budget.
- Select “StarsConAppIntegrated Activities” to read or print the activity descriptions from the Activities section.

Print Note:

The easiest way to print the entire budgets on one sheet of paper is to select the PDF version of the report. It will open in a new screen that you may print.

GUIDANCE

General Requirements for Federal Programs. This document is a consolidation of existing, revised, and new grant administrative and financial requirements that are applicable to all grantees receiving federal funds. It is the school district’s responsibility to know and comply with these requirements. This PDF document may be printed. It can be found on DPI’s website at <http://www.dpi.state.nd.us/grants/require.pdf>.

**DEPARTMENT OF PUBLIC INSTRUCTION
FEDERAL TITLE PROGRAM CARRYOVER POLICY**

**February 2007
Updated March 2011**

INTRODUCTION

The federal title funds under the No Child Left Behind Act (Titles I, II A, IID, III, IV, and REAP) are available to North Dakota within the administrative control of the Department of Public Instruction (DPI), for a 27-month period based on the federal Tydings Amendment. DPI has allowed school districts this amount of time to obligate and spend the funds within allowable carryover regulations defined below. However, we are encountering a problem of some districts not spending the funds within the allowable time period.

Funds that are not obligated and spent from one twelve-month local/state fiscal year may be carried over into the next local/state fiscal year within the allowable carryover regulations (see below).

Allowable carryover from one local/state fiscal year to the next local/state fiscal year based on the current fiscal year allocation:

Title I	up to 15 – 50 percent
Title II A	up to 50 percent
Title II D	up to 50 percent
Title III A	no limit
REAP	up to 50 percent

Every year there is a certain amount of carryover from federal title grants to school districts that is not obligated or spent by the end of the allowable federal funding period. Often, there is not enough time to reallocate these funds to other districts. The state loses these funds if they cannot be obligated and spent in the allowable funding period. To alleviate this situation, the Department of Public Instruction approved the following policy that was effective beginning with the 2007-2008 school year.

CARRYOVER POLICY

- School districts will have 18 months to obligate **and spend** the federal title funds as long as any carryover from one fiscal year to the next fiscal year is within the allowable carryover regulations stated above. For example, 2010-2011 funds (that were available on July 1, 2010) must be spent, as well as requested for reimbursement, by December 31, 2011.
- The school district will forfeit any funds **not spent and requested for reimbursement** at the end of 18 months.
- The district will be notified via e-mail of any unspent funds that are no longer available.
- These unspent funds will be reallocated to other school districts on a competitive basis based on specific criteria pertinent to each federal title program.
- School districts will be notified when reallocated funds are available.

*** Please note, this carryover policy does not apply to Title I funding.**