

# Iowa Department of Education

## WITHIN DISTRICT TARGETING OF FUNDS

**Note: The Within District Targeting of Funds (WDTF) form must be completed in order for the Title I application to be approved.**

The Selection of Schools form must be “District Finished” status before attempting to complete the Within District Targeting of Funds form. To assist the user in completing the WDTF form, click on the **Within District Targeting Funds Worksheet** button to download these documents from the Iowa Department of Education web site.

For technical assistance on the Within District Targeting of Funds form, contact the Title I Consultant for your particular AEA.

The Title I application process requires documentation for appropriately targeting funds to Title I buildings. **Note: ALL** districts are required to complete this form..

- ✓ **TIP: Approval of the Title I application requires documentation for appropriately targeting funds to buildings, including private schools.**

## Within District Targeting of Funds

2014-2015 District not Updated

SINA Schools (8) Comments (0) Finish Close

Within District Targeting Funds Worksheet  
Download

Please Complete Selection of Schools Screen First.  
If No Within District Targeting of Funds are available. Please click 'FINISH' to complete this form.

2014-2015 District not Updated

SINA Schools (8) Comments (0) Finish Close

Individual districts will determine set aside amounts appropriate to the district, e.g. Title I summer schools, homeless funds for non-Title I schools, DINA, local neglected programs, parent involvement. See Within District Targeting of Funds worksheet for more examples.

## **Directions for Within District Targeting of Funds (WDTF) WORKSHEET**

### **WDTF Requirements:**

- All schools with 75% or above F/R Lunch rate must be served
- LEA must allocate funds to building in F/R Lunch rate rank order
- LEA may serve schools at or above 35% F/R Lunch rate
- LEA may serve schools at or above the district wide F/R Lunch rate
- LEA must allocate higher amount to schools with higher poverty
- PPA (**Per Pupil Allocation**) may vary between schools, grade spans, or poverty levels
- Any school with 75% F/R Lunch rate must receive a PPA greater than or equal to schools below 75%
- LEA must allocate an equitable share for services to pupils at private schools
- LEA maintains worksheet(s) on file to document calculations

**Districts with SINA 3/Delay 3 or higher Title I schools must refer to worksheet pages 3 and 4.**

### **STEP 1.**

- A. Begin with the regular Title I allocation.
- B. Subtract the reserve or set-aside amounts (refer to WDTF Set-Asides )
- C. Add Carryover Funds
- D. Determine total amount for allocating to Title I schools

### **STEP 2.**

Calculate the PPA (Per Pupil Allocation) based on the total of low-income students (including private school low-income students) in Title I participating areas or schools.

**Within District Targeting of Funds Set-Asides**

**STEP 1.**

A. Title I Funds (Regular Allocation) \_\_\_\_\_

**B. Minus Set-asides:**

- DINA Professional Development \_\_\_\_\_ ... 10% of Dist. Allocation required for DINA1, Delay1, DINA2, Delay2
- SINA – School Choice \_\_\_\_\_
- SINA – Supplemental Educational Services (SES) \_\_\_\_\_
- Services for neglected children \_\_\_\_\_ .....amount equal to the grant received for these programs
- Services for homeless children \_\_\_\_\_ .....may include services at shelters, etc
- Parent involvement \_\_\_\_\_ .....1% must be reserved if district allocation exceeds \$500,000
- Administrative costs \_\_\_\_\_ .....differential salary and fringe benefit costs
- Audit cost \_\_\_\_\_ .....only LEAs that expend at least \$300,000 of federal funds per year
- Professional development \_\_\_\_\_ 10% of Bldg. Allocation required for SINA1, Delay 1, SINA2, Delay2
- Summer or intercession programs \_\_\_\_\_
- Preschool programs \_\_\_\_\_
- Indirect costs \_\_\_\_\_

TOTAL SET-ASIDES: B \_\_\_\_\_  
(sum of all set-asides)

C. PLUS CARRYOVER FUNDS: C \_\_\_\_\_

D. TOTAL AMOUNT to be allocated among the schools: D \_\_\_\_\_

**STEP 2.**

Title I Funds \_\_\_\_\_ divided by \_\_\_\_\_ = \_\_\_\_\_  
 (Total allocation minus set-asides — Line D) (Title I schools total of low-income students) (PPA)

**To determine PPA and WDTF allocations in districts with SINA 3/Delay 3 or above schools:**

**Method 1 – Basic method**

Begin with current budget year Title I allocation

Subtract set-asides (see page 2 above)

Add any carryover funds

WDTF allocations are calculated on the number of low-income students in Title I served schools only

Identify SINA 3/Delay 3 and above schools

If school is SINA 3/Delay 3 and above, the current PPA allocation must be greater than or equal to last year’s PPA allocation x .85

**To determine PPA and WDTF allocations for eligible schools with SINA 3/Delay 3 or above schools using a tiered allocation system:**

**Method 2 – Method for districts using a tiered allocation system**

Begin with current budget year Title I allocation

Subtract set-asides (see page 2 above)

Add any carryover funds

WDTF allocations are calculated on the number of low-income students in Title I served schools only

First Allocation – “Pre-Reservation”

**Step a1** – Allocation – set-asides (not including SINA set-asides) = New District Total to be allocated

General Budget	General Carryover	Set-asides	New District Total (to allocate to served buildings)
----------------	-------------------	------------	--

**Step a2** – Allocate considering tiered system

School (“x” if SINA/Delay 3+)	Grade levels	Low-income %	# Public low-income	# Private low-income	Total # low-income	Building PPA allocation	Building allocation	* 85% of 2013-14 PPA

Note: Total of building allocations must be within +/- 3% of New District Total \$

**\*Step a3** – Determine 85% PPA for all buildings designated SINA/Delay 3 and above (This amount is available on WDTF screen on Title I application)

Second Allocation including SINA set-asides

**Step b1** – LEA Allocation – SINA set-asides – set-asides = New District Total to be allocated

General Budget	General Carryover	DINA PD (10%)	Choice/SES (20%)	Set-asides	New District Total (to allocate to served buildings)
----------------	-------------------	---------------	------------------	------------	--

School (“x” if SINA/Delay 3+)	Grade levels	Low-income %	# Public low-income	# Private low-income	Total # low-income	Building PPA allocation	Building allocation	Higher of PPA or 85% PPA for SINA/Delay 3+ schools only (see Step c below)	
Note: Total of building allocations must be within +/- 3% of New District Total							\$		

**Step c** – Compare PPA allocation in Step b1 and the pre-reservation 85% PPA allocation in Step a3 and allocate the higher of the two figures to SINA/Delay 3 and above schools

**Step d** – Allocate to all other schools using ratable reduction process:

**Step d1** \_\_\_\_\_  
 Total allocation to all served buildings (Step a2) - Total SINA/Delay 3+ building allocations (Step c) = Amount remaining to be allocated

**Step d2** \_\_\_\_\_ **Step d3** \_\_\_\_\_  
 Total all other building allocations / Amount remaining to be allocated (d1) / Total all other building allocations (d2) = % for new PPA

**Step d4** – Enter amount from table above for SINA/Delay 3 schools (Step c). Multiply PPA from Step b1 for ratably reduced building by the percentage determined in Step d3 to arrive at ratably reduced PPA for each building not SINA/Delay 3 and calculate building allocations

School (“x” if SINA/Delay 3+)	Grade levels	Low-income %	# Public low-income	# Private low-income	Total # low-income	Building PPA allocation	Building allocation

This worksheet is also available on the Iowa DE Title I website.

The Title I consultant may request a completed copy of your worksheet.

Districts must allocate Title I funds, appropriated for the current school year, to participating school attendance areas or schools, in rank order, based on the total number of children from low-income families in each area or school.

Please be particularly aware of the following:

- Section 1113 applies to building level allocations--  
A district may allocate Title I, Part A funds to eligible schools that are not currently being served, such as high schools, provided the district allocates funds consistent with section 1113 of ESEA ; specifically,  
\* rank order  
\* within district targeting of funds.
- As noted, all Title I requirements apply to the use of Title I, Part A funds, including those requiring equitable services for eligible private school children and their teachers and families.
- LEA Set-aside requirements – professional development, parent involvement, choice transportation, SES.
- Carryover funds must be included in the determination of the per pupil amount.

Section 1116 of NCLB and Section 200.48 of the Title I regulations states that an LEA may not reduce Title I allocations to schools identified for corrective action or restructuring (SINA 3/Delay 3 or higher) by more than 15 percent. The Title I Within District Targeting of Funds (WDTF) screen has been revised to ensure that districts with schools in need of assistance comply with this mandate when determining per pupil allocations for Title I SINA schools. LEAs may satisfy this requirement through one of two methods.

LEA must choose one method for allocating funds to all schools. A worksheet is available in the Title I Reference Manual and on the Iowa Department of Education web site for use in calculating building allocations before entering data on this screen. Method 1 and Method 2 are described in the manual.

**Method 1 - Basic method**

a) LEA Allocation – SINA set-asides – set-asides = New District Total to be allocated  
b) If school is SINA/Delay 3 and above, the current PPA allocation must be greater than or equal to last year's PPA allocation x .85

**Method 2 - Method for districts using a tiered allocation system**

Method 1: Basic method – most districts should be able to use the basic method for calculating WDTF.

An LEA may set a floor of 85 percent of its prior-year allocation for any school identified for corrective action or restructuring (SINA 3/Delay 3 or higher). Under this approach, an LEA reserving Title I funds for choice-related transportation and supplemental educational services would not be permitted to reduce its allocation to an affected school below this 85 percent floor.

Bldg. No.	Name of Attendance Center	Grade Levels Housed	Status(*)	Public	Private	Total	Percent	Per Poverty Child Amount (\$)	85 % of Last Year Per Poverty Child Amount (\$)	Public School Allocation (Total X Amount)	Private School Allocation (Total X Amount)
0456	Mitchell Elementary	K-05	S	130	18	148	49.3%	0	\$0.00	\$0	\$0

Method 2: Districts with tiered allocation system AND SINA 3/Delay 3 or above may want to consider this method.

In making allocations to schools for a given year, an LEA would calculate two allocations. For the first allocation, the LEA would determine a “pre-reservation” allocation to schools before setting aside funds for choice-related transportation and supplemental educational services (but after any other reservations, such as those made for administrative costs and district-wide activities like professional development and parental involvement). Then, for schools identified for corrective action or restructuring (SINA 3/Delay 3 or higher), the LEA would calculate what 85 percent of those schools’ “pre-reservation” allocation would be. The LEA would determine a second allocation for all schools after reserving funds for choice-related transportation and supplemental educational services. For schools in corrective action and restructuring (SINA 3/Delay 3 or higher), the LEA would then compare this allocation with 85 percent of their “pre-reservation” figure.

LEA must choose one method for allocating funds to all schools. A worksheet is available in the Title I Reference Manual and on the Iowa Department of Education web site for use in calculating building allocations before entering data on this screen. Method 1 and Method 2 are described in the manual.

Method 1 - Basic method

Method 2 - Method for districts using a tiered allocation system

a) Pre-reservation allocation:

- 1) Allocation – set-asides (not including SINA set-asides) = New District Total to be allocated
- 2) Allocate considering tiered system
- 3) Determine 85% PPA for all buildings designated SINA/Delay 3 and above

b) Second allocation including SINA set-asides:

- 1) LEA Allocation – SINA set-asides – set-asides = New District Total to be allocated

c) Compare PPA allocation in step b1 and the pre-reservation 85% PPA allocation in step a3 and allocate the higher of the two figures to SINA/Delay 3 and above schools

d) Allocate to all other schools using ratable reduction process:

- 1) Subtract total allocation to all served buildings designated SINA/Delay 3 and above from the total allocation to all served buildings to determine amount remaining to be allocated
- 2) Total all other building allocations
- 3) Divide amount remaining to be allocated (d1) by the total of all other building allocations (d2) to calculate the percentage used to determine new PPA for ratably reduced buildings
- 4) Multiply original PPA for ratably reduced building by the percentage determined in d3 to arrive at ratably reduced PPA for each ratably reduced building and calculate building allocations

**Note: The LEA must choose one of the above methods for allocating funds to all schools.**

Big. No.	Name of Attendance Center	Grade Levels Housed	Status(*)	Public	Private	Total	Percent	Per Poverty Child Amount (\$)	85 % of Last Year Per Poverty Child Amount (\$)	Public School Allocation (Total X Amount)	Private School Allocation (Total X Amount)
0456	Mitchell Elementary	K-05	S	130	18	148	49.3%	0	\$0.00	\$0	\$0

The per-pupil amount (PPA) may be determined after the set-asides are reserved. Only districts serving buildings that are all above 35% poverty can vary the per-pupil amount by using a tiered system among the schools as long as the poorest schools (highest percentage of poverty) receive a greater allocation. For example: in a tiered system the school district could use:

- for schools greater than 65% - \$650
- for schools from 50% - 64% - \$600
- for schools from 35% – 49% - \$500

**Before completing the Within District Targeting of Funds form, be sure you have considered the following:**

- ❖ An LEA serving only areas or schools at or above 35 percent poverty must allocate funds in rank order, on the basis of the total number of low-income children in each area or school but is not required to allocate 125 percent of the LEA's allocation per low-income child. However, in determining what per-child amount to allocate, the LEA should bear in mind the purpose of such funding—to enable children who are most at risk of not meeting the State's challenging student academic achievement standards to attain performance achievement. The per-child allocation amount must be large enough to provide a reasonable assurance that a school can operate a Title I program of sufficient quality to achieve that purpose.
- ❖ Districts must allocate Title I funds to participating school attendance areas or schools, in rank order, based on the total number of children from low-income families in each area or school. A district with an enrollment of less than 1,000 students or with only one school per grade span is not required to allocate funds to areas or schools in rank order.
- ❖ A district is not required to allocate the same per-child amount to each area or school. However, the district must allocate a higher per-child amount to areas or schools with higher poverty rates than it allocates to areas or schools with lower poverty rates.
- ❖ A district that opts to serve schools below 75 percent poverty using grade span groupings may determine different per-child amounts for different grade spans so long as those amounts do not exceed the amount allocated to **any area or school** above 75 percent poverty. Per-child amounts within grade spans may also vary so long as the district allocates higher per-child amounts to areas or schools with higher poverty rates than it allocates to areas or schools with lower poverty rates.
- ❖ Any LEA with a Title I SINA building in year 1 or 2 of identification is required to reserve 10% of the building allocation for professional development. This reservation must be shown on the general budget screen.

Blg. No.	Name of Attendance Center	Grade Levels Housed	Status(*)	Public	Private	Total	Percent	Per Poverty Child Amount (\$)	85 % of Last Year Per Poverty Child Amount (\$)	Public School Allocation (Total X Amount)	School Allocation (Total X Amount)
0456	Mitchell Elementary School	K-05	S	130	18	148	49.3%	0	\$0.00	\$0	\$0
0481	Sawyer Elementary School	K-05	T	70	15	85	28.3%	0	\$0.00	\$0	\$0
Math: SINA-1			Reading: MET-0			Over All: SINA-1					
0454	Meeker Elementary School	K-05	T	50	5	55	18.3%	0	\$0.00	\$0	\$0
0427	Edwards Elementary School	K-05	T	40	3	43	14.3%	0	\$0.00	\$0	\$0
0440	Fellows Elementary School	K-05	T	41	2	43	14.3%	0	\$0.00	\$0	\$0
<b>Totals</b>				<b>331</b>	<b>43</b>	<b>374</b>				<b>\$0</b>	<b>\$0</b>
<b>Total Allocation Amount</b>										<b>\$0</b>	
<b>"General Budget" +</b>		<b>"General Carryover Budget" -</b>			<b>"Set-Aside"</b>		<b>= "New District Total"</b>				
\$637,414.00		\$12,652.00			0		\$650,066				
The 'Total Allocation Amount' must be within ±3% of The 'NEW District Total' after 'Set-Aside' is subtracted. <span style="color: purple; font-size: x-small;">Note: The 'Attendance Center Allocations Totals' must be between \$630,565 -- \$669,567</span>											

All schools identified on the Selection of Schools form as receiving Title I services (status T or S), will be listed in the table in the Within District Targeting of Funds allocation table.

A district is not required to allocate the same per-child amount to each area or school. However, the district must allocate an equal or higher per-child amount to areas or schools with higher poverty rates than it allocates to areas or schools with lower poverty rates.

A district that opts to serve schools below 75% poverty using grade span groupings may determine different per-pupil amounts for different grade spans so long as those amounts do not exceed the amount allocated to any area or school above 75 percent poverty. Per-pupil amounts within grade spans may also vary so long as the district allocates higher per-pupil amounts to areas or schools with higher poverty rates than it allocates to areas or schools with lower poverty rates.

Districts must ensure that Title I funds have been allocated to participating schools on an equitable basis using a per-poverty-child calculation based on the number of low-income students at each school. Districts shall not determine building allocations based on teacher full-time equivalency (FTE). Eligible private school allocations must be determined using the same low-income measure as was used in the public school calculation.

Controls are included to ensure allocations to schools are made correctly. LEAs will not be able to update/save the screen if there are issues with either of the following: 1) Allocations can only be made to eligible Title I schools. For example, funds can only be allocated to a school if the school poverty rate exceeds the lower of the district-wide poverty rate or 35 percent. 2) When allocating funds to eligible schools in rank order, a higher per-pupil amount must be allocated

to school attendance areas with higher percentages of children from low-income families than to schools with lower percentages of poverty. The allocation to schools needs to be large enough to enable the school to operate a program of sufficient size, scope and quality to provide a reasonable assurance the program implemented at the school would successfully meet the intent and purposes of Title I. The Title I consultant will contact the LEA for clarification if a school allocation is less than 50% of the highest amount allocated to a school within the same LEA.

Any building allocation must be an amount that is adequate enough to provide a Title I program of sufficient size and scope to assure quality service in being provided.

$$\text{Title I Funds} \frac{\text{(allocation – set-asides + carryover)}}{\text{(number of low-income students in Title I buildings)}} = \frac{\text{}}{\text{(per-poverty child amount)}}$$

The per poverty allocation calculated by the district must be completed in the “Per Poverty Child Amount” column. Once the per poverty child amount is completed and the **Save** button is clicked, the application will automatically calculate the attendance area allocation. **Eligible Private School allocations** must be determined using the same low-income measure as was used in the public school calculations.

**Note:** Complete the **Statement of Agreement** form(s) for private schools located within the district boundaries. Points to consider if there is a private school within your local education agency:

- ❖ The LEA must negotiate Title I services with eligible private schools.
- ❖ The LEA must schedule and hold a timely and meaningful consultation with private school officials.
- ❖ Even if the private school declines Title I services, the LEA **must** complete the Within District Targeting of Funds and Statement of Agreement forms.
- ❖ Carryover funds must be included in the determination of the per pupil amount.
- ❖ Private schools are not Title I schools.
- ❖ The LEA provides Title I services to eligible private school students.
- ❖ Private schools must be made aware of the required allocation procedure and the amount of funding available.
- ❖ Low-income (F/RL free/reduced lunch eligible) public and private school students residing in the same Title I attendance area generate the same per pupil amount (PPA).
- ❖ These funds must be used only for **instructional services** to eligible private school students.
- ❖ Private schools within an LEA may pool their funds for Title I service.
- ❖ The private school Title I program must be evaluated.
- ❖ The LEA must maintain documents for:
  - Timely and meaningful consultation – agenda, notes, e-mails;
  - Declined services -- a signed document or e-mail;
  - Evaluation of the private school Title I program

Parental Involvement Reservation under Sec 1118 of ESEA In Participating School Attendance areas:			
Number of private school children from low-income families / Total number school children from low-income families = Proportion of Reservation % 43 / 374 = 11.5 %			
Proportion of Reservation X	Total Amount of Reservation	Public School Equitable Share	Private School Equitable Share
11.5 % X	<input type="text" value="0"/>	\$0	\$0

LEAs receiving allocations of \$500,000 or more **must reserve and spend** 1 percent of the Title I allocation for parent involvement activities, including family literacy and parenting skills. At least 95 percent of the 1 percent reservation must be allocated by formula to Title I funded schools. Total Amount of Reservation is the amount the district is spending for parent involvement activities. The form will calculate the public and private shares of the district reserve. This reservation needs to be conducted separately from Title I building level allocations. If the district serves private school students, LEAs must correctly calculate and provide for equitable services for private school students regarding parental involvement requirements. The parent involvement requirement can be met either through independent parent involvement activities or in conjunction with the LEA’s activities. If they are done independently, there must be an equitable distribution of funds for these activities. Please respond accordingly on the General Budget form to reflect the situation in your district. **Note:** The district should have on file the background information for this budget detail expenditure, but would not be required to include this on the Title I application itself.

- ✔ **TIP: If applicable, the 1 percent reservation must be included in the general budget before approval will be given to your application. To remain in full compliance, the required 1% set-aside for parent involvement must be spent during the current school year.**

Once the Within District Targeting of Funds form has been completed, validation edits performed and the **Finish** button clicked, the user should receive the “District Finished” status and the WDTF form moved to the bottom of the Title I Home screen menu.

- ✔ **TIP: Do NOT double-click the Finish button.**

*Click the Title I Narratives for Targeted Assistance form to complete next.*