

Iowa Department of Education

INSTRUCTIONS FOR PREPARING A TITLE I ANNUAL INTERNET APPLICATION

Title I, Part A, of the Elementary and Secondary Education Act of 1965 (ESEA) provides Local Education Agencies (LEAs) or school districts with extra resources to help improve instruction in high poverty schools and ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and to reach, at a minimum, proficiency on challenging State (local) academic standards and assessments. The *No Child Left Behind Act of 2001 (NCLB)* Public Law 107-110, Improving Basic Programs Operated by Local Educational Agencies, is the governing legislation for Title I programs.

Please submit the Title I application via the Title I electronic Internet application. Use the information within this document for step-by-step instructions and specific application and program guidance.

The user is reminded that all required information must be accurately completed and approved by State Title I staff before funds can be released to the LEA. A complete application consists of each applicable form as outlined in the following pages. Application accuracy means timely approval.

TITLE I APPLICATION ACCESS

Title I application is found through Iowa Education Portal at <https://portal.ed.iowa.gov>

✓ **TIP: Use Internet Explorer 10, Firefox or Chrome for your browser.**

The Iowa Education Portal provides one common location for Department of Education applications, serving as a 'one stop shop' for sign-in and security shared by many applications. The Enterprise A&A (Authentication & Authorization) service will be used to sign you into the Iowa Education Portal. Please keep your e-mail address associated with your A&A account up to date! To verify your e-mail address or to make a change, go to the "Sign In" page for A&A, put in your User ID and password and then click "Account Details." This will allow you to make updates to name, phone number, and e-mail address. Everyone who needs to access an Iowa Department of Education application site will need an A&A Account. Only one A&A Account per person is needed, even if you access applications from more than one district. Failure to keep this information current may result in an inability to access your applications.

You may confirm an A&A Account existence by going to <https://portal.ed.iowa.gov>, highlighting "A&A Account," selecting "Sign In" and clicking on "Forgot Password" or "Forgot ID." **Note:** If you believe there is a possibility that you have a login ID, please confirm before signing up for a new login.

If you need to get an A&A Account, go to the Iowa Department of Education homepage: educateiowa.gov, highlight "Data & Statistics" and click on "Iowa Education Portal." Highlight "A&A Account," and then click on "Create Account" and select the "Create an Account" tab on the next screen. Enter your first name and last name and click "Register".

The Single Sign On (SSO) Registration page consists of Account ID (e-mail address), First Name, Last Name, and E-mail. You will only need one A&A Account, even if you need access to multiple Education Portal applications or need access for more than one organization. The Account ID name is for

individual use, not groups; no sharing of logins or passwords. An e-mail address can only be used once and should be your work related e-mail. The closer your login name can resemble your actual name will aid in the identification and permissions process. A&A will create an Account ID with the tag of @IOWAID at the end. You should enter the entire Account ID (including the "@IOWAID" suffix) when logging in. The Account ID is not case-sensitive. Spaces and most special characters are not allowed. All invalid characters will be stripped from the Account ID. Special characters allowed are: underscore (_); hyphen (-); plus sign (+); and period (.).

Once you have checked the information for accuracy, click "Save Account Details." A message box will appear stating you are creating a new account. Press "OK" to continue. The Account ID will be your login ID for all A&A applications. In accordance with State security requirements, access to applications and the permissions granted therein are bound to an individual, not a collection of users.

To begin, go to <https://portal.ed.iowa.gov>. The Iowa Department of Education Iowa Education Portal site will appear. On the blue navigation menu bar hover over "A&A Account" and click on "Sign In." On the "Sign In" tab enter your Account ID (e-mail address) and password to sign into DOE – Education Portal. Click the "Sign In" button. **Note:** If you need guidance on using the Iowa Education Portal, click on "EdPortal Navigation" and review the short tutorial.

The EdPortal home page will appear. Note the descriptions of the home page regions:

- Session Details (top right of banner): User information including the logged-in user's username, a link to the user's profile, and a logout button that ends the user's session.
- Organization Menu (below Session Details): A dropdown menu that allows you to choose between different security organizations (if applicable) and view accessible information and applications (based on your role within each application) for that organization only.
- Global Navigation Menu (blue navigation menu bar): A list of links to Portal and Iowa Department of Education applications. The items in this menu may be different, based on your user permissions and/or the selected organization (chosen from the organization menu).
- Application Submenu (below Global Navigation Menu): An application in this menu that has an arrow next to the link will contain a submenu, which will contain links to additional topics or pages relevant to the application.

Applications, roles, and organization information can be found in the My Profile section of EdPortal. Assigned applications appear in the navigation menu bar, changing the organization listed in the organization menu may change the application names displayed. Click the application name in the navigation menu to open the Title I application. A&A related questions may be directed to: ITE.Servicedesk@iowa.gov; 515.281.5703 or 800.532.1174. EdPortal specific questions may be directed to: Ed.portal@iowa.gov.

The user may access the 2013-2014 Title I application by choosing "Title I State Prior to School Year 2014-15" from the EdInfo menu.

The due date for submission of the Title I electronic Internet application is September 15, 2014.

The user may exit the application process at any time by clicking on the logout link in the Portal banner at the top of each screen.

ACRONYMS

The following is a list of acronyms used in this Manual.

AEA - Area Education Agency
AFDC - Aid to Families of Dependent Children
APR – Annual Progress Report
AYP – Adequate Yearly Progress
BEDS – Basic Educational Data Survey
CFDA – Catalogue of Federal Domestic Assistance
CFR – Code of Federal Regulations
COE - Certificates of Eligibility
CSD - Community School District
CSIP – Comprehensive School Improvement Plan
ED – U.S. Department of Education
EDGAR – Education Department General Administrative Regulations
EFIG – Education Finance Incentive Grant
ESEA – Elementary and Secondary Education Act of 1965
FICA - Federal Insurance Contribution Act (Social Security/Medicare)
FTE - Full-time Equivalency
FY – Fiscal Year
GAAP - Generally Accepted Accounting Principles
IAC – Iowa Administrative Code
IPERS - Iowa Public Employees Retirement System
LEA - Local Education Agency
LEP – Limited English Proficient
MEP - Migrant Education Program
MOE – Maintenance of Effort
NAS - National Academy of Sciences
NCLB – No Child Left Behind Act of 2001
P.L. - Public Law
PLAS – Persistently Lowest-Achieving Schools
PPE - Per pupil expenditure
Rdg/LA - Reading and/or Language Arts
SEA - State Education Agency
SES – Supplemental Education Services
SIG – School Improvement Grant
SINA – Schools in Need of Assistance
SRI – Student Reporting in Iowa
SSP – Supplemental Service Providers
SWP – Schoolwide Program
SY – School Year
TAS – Targeted Assistance Program
TBA – To Be Announced

DEFINITION OF TERMS

The following is an explanation of terms, abbreviations, and definitions associated with the Title I Annual Application. Read them carefully before using this reference manual.

Fiscal

Allocation (LEA) – Amount of new Title I money allowed to an LEA. For LEAs with populations of 20,000 or more, allocation is made directly from the U.S. Department of Education on the basis of census poverty data and reduced for State administration funds. For LEAs with

populations under 20,000, the U.S. Department of Education allocation is re-computed on the basis of the average of October free lunch counts and low-income revenue data.

Amendment – Must be filed electronically when the approved budget figures, on any project budget, change for any reason. Please note that this process must be followed in order for funds, approved in the budget but unspent at the end of the project year, to become available as carryover for the following school year.

Approved Amount – Total budget amount that an LEA will expend in a project year—equal to or less than the allocation.

Basic Grant – Funds allocated to LEAs to provide supplemental reading and mathematics programs in an LEA; accounts for the largest portion of the LEA's current allocation.

Carryover Allocation - Funds allocated for the previous fiscal year, but not applied for by the LEA in the previous school year budget, that are used in the following school year. These funds must be in excess of \$1,000 and are limited to 15% of a current allocation in excess of \$50,000.

Concentration Grant – Funds allocated to LEAs with high concentrations of low-income. Funds become part of current allocation and separate accounting is not necessary.

Current Allocation - Funds allocated for the present fiscal year.

Detail Budget – The form on the Title I Internet Application where the LEA itemizes budget expenditures.

Education Finance Incentive Grant – Funds allocated to LEAs on the basis of low-income and state-demonstrated effort and equity factors. Funds become part of current allocation and no separate accounting is necessary.

Excess Carryover Funds – Funds exceeding the maximum 15% allowed for carryover into the next fiscal year. LEAs may choose to carry over up to 15% of their allocation into the following school year. Once every three years a waiver for excess carryover funds can be approved. Please note that there is no limitation on carryover for LEAs with an allocation less than \$50,000.

Expenditures – The costs associated with operating a Title I program. Any Title I expenditures must be supplemental to the regular educational program.

Final Financial Report – Must be filed electronically by clicking the **Finish** button on the appropriate budget form to declare project complete and approved budget figures as actual expenditures.

Fiscal Year (FY) – The budget period beginning July 1 and ending the following June 30.

Fixed Charges – The benefits, such as FICA, IPERS and Insurance, allowed on the Title I budget.

General Budget – The form on the Title I Internet Application where the LEA applies for Title I current allocation funds.

General Carryover – The form on the Title I Internet Application where the LEA applies for Title I carryover allocation funds.

Hold-Harmless Amount – Guaranteed level of funding at variable rate of 95-85% of the previous year funding, based on the percent of poverty in the LEA. Only applies if SEA receives adequate funding to meet hold-harmless level of funding.

Indirect Costs – A maximum amount used from the LEA allocation for costs related to the Title I program that are in compliance with OMB Circular A87. The maximum amount is determined by applying the LEA indirect cost percentage, computed annually by the SEA, to the salary and benefit cost applied for in the Title I budget. Please note that for Title I purposes, the given fiscal year indirect cost rate applies to the project established for the school year and remains in place even when project expenditures extend into the next fiscal year.

Project Year - The period that covers the school year program without respect to the fiscal year.

Reallocated Funds – Excess carryover or unspent prior year funds available by the State Title I office to eligible LEAs. Eligibility is based on increased poverty levels and greatest need as determined by the Title I office.

Sequestration – A procedure by which automatic spending cuts are triggered at the federal level on all discretionary funding, including Title I.

Supplemental – Title I expenditures must be in addition to, not in place of, the regular educational program.

Targeted Grant – Funds allocated to provide increased grants per poverty child as the percentage of economically disadvantaged children in a school district increases. Funds become part of current allocation and no separate accounting is necessary.

Title I Internet Application – The process whereby LEAs apply electronically for Title I funds by completing a multi-form application at <https://portal.ed.iowa.gov>. There is no longer a paper Title I application form. .

EVALUATION AND TITLE I ASSESSMENT

All Iowa public school districts and schools are required to annually report to the Iowa Department of Education under the *No Child Left Behind Act of 2001 (NCLB)* to determine if local public school districts and schools made Adequate Yearly Progress (AYP) by meeting State reading and mathematics goals in grades 4, 8, and 11 for all students and subgroups, as well as participation, attendance, and high school graduation rate requirements.

Program

Activity – A component that is designed to help disadvantaged children meet high standards. (Reading, Mathematics, Early Childhood, Extended Day, Extended Year, etc.)

Adequate Yearly Progress (AYP) – This is a measure of progress in student achievement over time. School districts must demonstrate that they are meeting incremental goals each year in order to reach the ultimate goal of 100% of students proficient by year 2014.

Annual Progress Report (APR) – Local education agencies (LEAs), both public and accredited private schools, are required to develop a report that is provided to the public and to the Iowa Department of Education by September 15 each year. Title I students are included in the data provided by this report.

Comprehensive School Improvement Plan (CSIP) – Once every five years LEAs must develop a plan of improvement. Information about Title I programming, including but not limited to: parent involvement, staff development, and coordination with other programs, selecting students for service, and Title I service delivery should be incorporated into this LEA plan.

Elementary and Secondary Education Act (ESEA) – The Federal legislation originally enacted in 1965 that includes Title I programs. This legislation is re-authorized approximately every five years. In 2001 it was reauthorized as the No Child Left Behind Act (NCLB).

Eligible student – A student who is failing or most at risk of failing to meet locally determined educational standards is a student eligible for Title I services. Each LEA must develop a process for determining student eligibility. Students in grades K-2 may be selected using teacher recommendation with documentation, parental input, and developmentally appropriate measures. Eligibility in grade three and above must be determined by educationally objective criteria.

Homeless Children Provision – A child who is homeless and attending any school served by the LEA is eligible for services under this provision.

Limited English Proficiency (LEP) - Students who are learning English as a second language and need additional assistance in mastering the English language are categorized as LEP. These students may be served in both English as a second language programs and in Title I programs. However, Title I **may not replace** ESL instruction.

Local Delinquent Program – Local education agencies that have a public or private residential facility, that is operated for the care of children who have been adjudicated to be delinquent or in need of supervision, within the LEA geographic boundaries may receive additional Title I delinquent funding to provide for the education of these students. This is a separate pool of funds and a separate budget for delinquent programs is required on the Title I electronic Internet application.

Local Neglected Program – LEAs that have a public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the facility or voluntarily placed in the facility under applicable state law due to abandonment, neglect or death of their parents or guardians, within their geographic boundaries may receive additional Title I funding to provide for the education of these students. These funds are itemized in the general budget on the Title I electronic internet application.

Migrant Education Program – Educational programs funded by Title I migrant funds. These federal funds are a separate funding stream and are provided by the State Title I office to LEAs with high percentages of migrant students.

Migrant Student - A migrant student is defined as a school-aged child whose parent or guardian has moved to a different school district within the last three years for the purpose of working in the agricultural industry on a seasonal or temporary basis.

No Child Left Behind (NCLB) – The 2001 reauthorization of ESEA is called No Child Left Behind. It replaced the Improving America's Schools Act (IASA) of 1994.

Parent Compact – Each Title I building must develop a compact in collaboration with parents. This compact must be distributed to all parents of Title I students. In a building with a schoolwide program, every parent should receive the compact.

Parent Involvement Policy – LEAs utilizing Title I funds must have a parent involvement policy. (See Parent Document in Appendix Section of this reference manual.)

Private School Title I Services – Accredited private (non-public) schools can choose to receive Title I services for eligible students. The public school district in which the private school is located provides the services. (See section on Targeting of Funds in this reference manual for the formula to use to determine funds for private school Title I programming.)

Project - The set of activities and services described in the Title I Plan, that have been designed to help disadvantaged children residing in eligible attendance areas meet high standards.

Project Designs:

- **Extended Day project** provides supplemental instructional services to participating children before or after the regular school day.
- **Extended Year and/or Summer school project** provides supplemental instructional services to participating children before or after the regular school year.
- **In-class project** provides supplemental instructional services to participating children within the classroom setting.
- **Pull-out project** provides supplemental instructional services in a setting different from the regular classroom.
- **Schoolwide program** may be implemented after a year of planning is complete in a school where at least **40 percent** of the children are from low-income families. Schoolwide programs are designed to improve the instructional program for the entire school. Contact SEA Title I office for more information.

School – an attendance center within a local education agency.

Schoolwide Program – Not required to specifically identify eligible students, this program model addresses the needs of low-achieving children and those most at risk of not meeting the state student academic achievement standards by integrating Title I services into the regular school program. The focus is on raising building level achievement.

Targeted Assistance Programs – A program that targets services on specific, identified children. A student is eligible for services if he/she is failing, or most at risk of failing, to meet the state's challenging student academic standards.

Title I Schools in Need of Assistance (SINA) – Each year LEAs provide information about the progress of students in all schools. Title I school buildings that do not make adequate yearly progress are designated as schools in need of assistance. The 2001 re-authorization of Title I requires schools with this identification to notify their public of this identification and, if the district has multiple buildings at the identified grade level, the district must provide transportation for students who wish to transfer to another building in the district. Additional details about transportation requirements are available through the State Title I office.

Supplement vs. Supplant – The local education agency has a responsibility to provide instructional services to all students. Title I funds are designed to supplement, not supplant, those services. Ask the question, "In the absence of Title I, what educational opportunities would this child receive?" Title I services should be in addition to those local services.

Unduplicated Student Count - each student should be counted only once even if that student receives Title I service in more than one subject area. For example, Tommy receives Title I reading and Title I math services. When computing the unduplicated student count, Tommy can only be counted as one child.

ELIGIBLE SCHOOL ATTENDANCE AREAS

Attendance Area - The geographical area or areas in which children attending a specific public school reside.

Schoolwide - Schoolwide programs allow buildings with a poverty level of 40 percent or more to combine funds to upgrade a school's overall educational program. This increased flexibility eliminates the requirement that specific children be identified for Title I instruction. It allows schools to combine local, state and select federal funds to implement a program helping all children meet academic standards.

Targeted Assistance School - A Title I school whose low-income percentage is at or above the district average, but not participating as a Schoolwide program.

Local Education Agency (LEA) - A term synonymous with the typical Iowa school district.

State Educational Agency (SEA) - The Iowa Department of Education.

DEFINING SCIENTIFIC RESEARCH

The following is the definition of "scientifically based research" as it appears in the *No Child Left Behind Act of 2001*.

"The term 'scientifically based research' (A) means research that involves the application of rigorous, systematic, and objective procedures to obtain reliable and valid knowledge relevant to education activities and programs; and (B) includes research that:

- Employs systematic, empirical methods that draw on observation or experiment;
- Involves rigorous data analyses that are adequate to test the stated hypotheses and justify the general conclusions drawn;
- Relies on measurements or observational methods that provide reliable and valid data across evaluators and observers, across multiple measurements and observations, and across studies by the same or different investigators;

- Is evaluated using experimental or quasi-experimental designs in which individuals, entities, programs, or activities are assigned to different conditions and with appropriate controls to evaluate the effects of the condition of interest, with a preference for random-assignment experiments, or other designs to the extent that those designs contain within-condition or across-condition controls;
- Ensures that experimental studies are presented in sufficient detail and clarity to allow for replication, or at a minimum, offer the opportunity to build systematically on their findings; and
- Has been accepted by a peer-reviewed journal or approved by a panel of independent experts through a comparably rigorous objective, and scientific review.”

All Title I reading programs must implement “scientifically based reading research” programs with a focus on phonics, phonemic awareness, vocabulary, fluency, and comprehension.

DEFINITION OF APPLICATION BUTTONS

Open Menu

The *Open Menu* button expands the “Title I” heading to display the forms that must be completed before the Title I application will be approved.

Close Menu

The *Close Menu* button will collapse the listing of Title I forms.

Add New Contacts

The *Add New Contacts* button will bring up a form to be completed when the district wants to add a new contact to the list of program contacts.

Save

The *Save* button saves the information entered. The *Save* button allows the user to stop working and return at another time.

Finish

The user will click the *Finish* button ONCE after entering data into a form before moving forward to another form. The *Finish* button will initiate validation edits on the form, which may result in necessary corrections before the user will be allowed to move on to another form. The *Finish* button also saves data and updates the status of the current form.

Once the Title I application is State approved, the *Finish* button will appear again. The user must click on this button to declare final expenditures with the Iowa Department of Education and receive the final payment on the approved budget. You are reminded that the *Finish* button should not be selected until the user is certain all project budget expenditures are final and accurately listed in the project budget being certified as complete. Before finalizing, please check with the district business manager to be certain that the budget does not need to be amended.

Close

The *Close* button allows the user to close the current open form and return to the Title I Home menu.

District not Updated

The *District not Updated* button gives the current status of the application. The status “District not Updated” means the local education agency needs to complete the required data on the current form. The status will change once the user completes the form and clicks the *Finish* button.

District Updated

The *District Updated* button gives the current status of the application. The status “District Updated” means the user has completed the required data on the current form, met all validation edits and clicked the *Finish* button.

Comments

The *Comments* button moves the user to the comments screen. Any comments entered will be able to be viewed from this screen.

District Finished

The *District Finished* button gives the current status of the application. The status “District Finished” means the district has completed the required data for the form and met all validation edits. The user may move on to the next form to be completed.

Undo

The *Undo* button, which appears after the application is “District Updated,” replaces the *Finish* button and allows the user to make revisions to the application prior to clicking the *Submit* button to start the process of Title I consultant approval. Depending on the reason for making a change to the form, it might be advisable to visit with the Title I office prior to using the *Undo* option.

Expand All

The *Expand All* button allows the user to see all budget data.

Collapse All

The *Collapse All* button allows the user to only see budget summary data. The user may collapse only one or two rows by clicking at the left side of the budget row.

Add Amendment

The *Add Amendment* button appears after the Title I budget has been approved by the SEA and allows the local education agency the option of revising general budget items during the project year. If you did not spend the entire approved budget and plan to use the unspent funds as carryover, you must amend the general budget. The user will be able to access and complete an amendment simply by clicking the *Add Amendment* button.

Within District Targeting Funds Worksheet

A user who must complete the Within District Targeting of Funds form may download a copy of the related instructions and worksheets from the Iowa Department of Education web site by clicking the *Within District Targeting Funds Worksheet* button.

Schoolwide Plan Template

A user who must complete one or more Schoolwide plans, to attach to the Title I application, may click the *Schoolwide Plan Template* button to access and download the requirements of the Schoolwide plan from the Iowa Department of Education web site.

Upload Parent Policy

The *Upload Parent Policy* button gives the user access to browse their computer files and upload the district Parent Involvement Policy to the Title I application.

Upload Compact

The *Upload Compact* button gives the user access to browse their computer files and upload the district Parent-Student-Teacher Compact to the Title I application.

View

The *View* button allows the user to see the document that has been uploaded to the application and make a change if necessary.

Re-upload

The *Re-upload* button allows the user to override an existing document that has been uploaded to the application.

Pick One

The *Pick One* button on the Statement of Agreement form will allow the user to select the location of Title I service to be provided to a private school.

Waiting on Private School

The *Waiting on Private School* button on the Statement of Agreement form informs the user that the private school official has been notified by automatic e-mail that they may review and affirm the Private Title I Agreement. This affirmation is required before the LEA will be able to certify the application.

Add New Equipment

The *Add New Equipment* button on the Title I Equipment Inventory form allows the user to enter required data regarding equipment purchased with Title I funds.

Submit

The *Submit* button appears once every required form has been completed by the user and the *District is Finished* button is on the status screen. The user should click the *Submit* button to notify the Title I consultant that the State approval process may begin.

Undo

The *Undo* button replaces the Finish button and allows the user to make changes until the application is submitted.

Print Summary

The *Print Summary* button appears on the Project Narrative form to format and print the narratives.

Remove Current School

The *Remove Current School* button, on the Schoolwide Indication of Planning form, is used to remove a listed school building that is not in a year of planning prior to implementing a Title I Schoolwide program.

Netscape Print

The *Netscape Print* button is used for printing the form when using the Netscape browser. This button must be clicked before the print command is selected from the computer toolbar. When the form is in this mode, it is used only for printing a hard copy for your records. The information cannot be modified while in print mode. All other browser users may print a copy of the form by selecting the print button on the computer toolbar.

Return to Edit

The *Return to Edit* button appears after clicking the *Netscape Print* button to print a paper copy of the current form and will return the user to the original form.

TITLE I INTERNET APPLICATION FAQs

Q. How do I access the Title I Internet application for my LEA?

A. The web address for the Title I Internet application is <https://portal.ed.iowa.gov>. The Iowa Department of Education Iowa Education Portal site will appear. On the blue navigation menu bar, highlight "A&A Account" and click on "Sign In." On the "Sign In" tab, enter your Account ID (e-mail address) and password to sign into DOE – Education Portal. Click the "Sign In" button.

Q. How do I submit the application?

A. To submit application data for review and approval by Title I staff, complete each form applicable to your LEA (at minimum, six forms must be completed), click **Finish** to save data on each form, review and correct as necessary any edit checks. The Status screen will indicate "District Updated" as each form is finished. When the status for each form in a program indicates "District Updated," a **Submit** button will appear. Once the user clicks the **Submit** button it signifies to the State Title I office that the LEA has completed the application and is submitting it for approval.

Q. How do I know my application was received by the State Title I office?

A. The Title I office automatically receives a message when an application is submitted. Once your application is approved by a Title I consultant and the Title I Administrative Consultant, the district Title I contact will receive an e-mail to that effect that will indicate the next process for the district will be to review the budget for the necessity of a budget amendment prior to finalizing the project and generating the final payment. The Payment Status form will give the approved amount once the SEA has approved the application.

Q. How do I close out a Title I program?

A. The method to close a Title I program is an electronic process to signify that all approved expenditures on the Title I program budget have been made. Following State approval of the Title I application, a **Finish** button will appear at the top of the budget table on the appropriate budget form. This button is used to certify the project for final payment. Prior to clicking the **Finish** button, the user should review the approved budget to compare actual expenditures and the expenditures within each category for accuracy. There is a 10 percent line item variance provided the actual expenditures are not less than the approved amount. If the approved project budget does not accurately reflect actual expenditures within 10 percent, an electronic amendment process must be completed prior to the project budget completion final certification. When the approved budget accurately reflects actual expenditures, click the **Finish** button. The LEA should follow this final certification process for all approved Title I programs. All Title I budgets should have the final certification process complete no later than August 15 of each year.

Q. How do I amend my Title I budget?

A. To amend a Title I project budget, click the **Add Amendment** button that appears toward the top of the appropriate budget form. Enter the figures to reflect the new budget, but do not change any figure from the original budget that is to remain the same. The amended budget should reflect the total expenses to be reimbursed by Title I. Do not enter any figure into a "total" box. Click **Finish** to save the new budget; click **Submit Title I** to submit the amendment for approval by Title I staff. Refer to the step-by-step instructions on the amendment process for additional guidance.

Q. How do I complete the form to show the within district targeting of funds?

A. If the LEA has 1,000 or more students, provides Title I service at a private school, or has a building designated as SINA, the user should click on the Within District Targeting of Funds form. Review worksheets and guidance in this document and select Method 1 or 2. Enter your allocation, any carryover funds and compute set-asides. Verify the pre-populated data automatically entered from the Selection of Schools form and complete the Per Poverty Child Amount column with the district-calculated per-poverty allocation. Once the **Finish** button is clicked, the attendance area allocation will automatically be calculated.

TOP 10 TITLE I TIPS

In the Application Process:

- ◆ *Never enter data in "Total" space on Budget form.*
- ◆ *Be sure to complete all narratives (including local neglected/delinquent as applicable) in order to be able to submit the application and receive funding.*
- ◆ *You may expand the budget to see the detail or collapse it to see summary data.*
- ◆ *Don't forget to add private school students into the appropriate public attendance center on Selection of Schools form.*
- ◆ *Enter grades served for targeted assistance and Schoolwide buildings on Selection of Schools form.*
- ◆ *Complete the staff and paraprofessional data on Staff Assignments form.*
- ◆ *Complete Schoolwide Indication of Planning form if in planning year for Schoolwide program.*
- ◆ *Complete Schoolwide Operating Programs form if Title I service is provided in Schoolwide program buildings within the district and upload a Schoolwide Plan for each SWP building.*
- ◆ *Any district serving private school students or having a SINA school must complete the Within District Targeting of Funds form using the updated formula calculations and Title I Reference Manual worksheet.*
- ◆ *Remember that you must amend the previous year's general budget before the funds approved (but unspent) are available for carryover.*

In the Final Certification Process:

- ◆ *Remember that once the budget is certified as final, no changes can be made without an amendment process.*
- ◆ *Do not certify as final before all expenditures are complete, even if expenses run over into another fiscal year.*
- ◆ *Be aware that you may certify as final if the only expenditures left to pay are fixed (e.g. salaries and/or benefits).*
- ◆ *Compare actual expenditures to the approved budget to ensure accuracy before certifying final expenditures.*
- ◆ *Amend budget to correct discrepancies BEFORE clicking the **Finish** button.*
- ◆ *Remember you must amend before funds approved (but unspent) are available as carryover for the following school year.*
- ◆ *Remember that certifying the project as final can only be done electronically by accessing the appropriate Title I budget.*
- ◆ *Certify the project as final by clicking on the **Finish** button that appears at the top of the budget table no later than July 15.*
- ◆ *Remember that each budget must be certified as final separately.*
- ◆ *If a budget is amended at the end of the project, the district must wait for SEA approval before certifying the project as final.*

In the Amendment Process:

- ◆ *Anticipate changes in the project budget that would necessitate an amendment.*
- ◆ *Amend as necessary but try to limit multiple amendments to the same program.*
- ◆ *Any amendment must be done electronically by the district.*
- ◆ *Always print a paper copy of the approved budget for your files.*
- ◆ *Access an amendment by clicking the **Add Amendment** button at the top of the appropriate budget form.*
- ◆ *The figures that remain the same as they appeared on the original budget must also be part of the amended budget to reflect all costs to be approved and paid from a particular budget.*
- ◆ *You must click the **Finish** button to save the amendment.*
- ◆ *Don't forget to certify the amended budget by clicking the **Certify** button now appearing on the budget summary table.*
- ◆ *If a budget is amended at the end of the project, the district must wait for SEA approval before certifying the project as final.*
- ◆ *Remember you must amend before funds approved (but unspent) are available as carryover for the following school year.*

TITLE I APPLICATION CHECKLIST FOR 2014-2015

Note: The Title I Internet application is required for approval of Title I 2014-2015 school year funding and must include completion of required elements as applicable. Access application at <https://portal.ed.iowa.gov>.

PARENT INVOLVEMENT POLICY AND COMPACT has been reviewed and updated for the 2014-2015 school year and uploaded to Title I Program application.

ANNUAL TITLE I PROGRAM APPLICATION

WHAT? Selection of Schools, Project Narratives, Project Staff Assignments, Homeless Education, and General Budget forms. General Carryover Budget form, if carryover funding is available.
WHY? Required to receive Title I funding for the 2014-2015 school year.
WHO? All LEAs with 2014-2015 Title I program.
WHEN? Due by electronic submission September 15, 2014.

WITHIN DISTRICT TARGETING OF FUNDS

WHAT? Report of school attendance area allocations based on number of children from low-income families.
WHY? Required to receive Title I funding for the 2014-2015 school year.
WHO? All LEAs with 1,000 or more students, any LEA providing Title I service to a private school or if any building is designated as a SINA building.
WHEN? Due by electronic submission September 15, 2014.

STATEMENT OF AGREEMENT

WHAT? Declaration of contact with accredited private school representatives for the purpose of offering Title I services.
WHY? Required to receive Title I funding for the 2014-2015 school year.
WHO? All LEAs with eligible private schools within their boundaries, **even if not providing service to private school.**
WHEN? Due by electronic submission September 15, 2014.

LOCAL NEGLECTED APPLICATION

WHAT? All applicable Title I Program forms, including General Budget, plus the Neglected Narratives, assurances and agreement form.
WHY? Required to receive Title I local neglected funding for the 2014-2015 school year.
WHO? All LEAs with 2014-2015 Title I program to serve children in local neglected institution..
WHEN? Due by electronic submission September 15, 2014.

LOCAL DELINQUENT APPLICATION

WHAT? Project Staff Assignments, Delinquent Budget, Delinquent Narratives, assurances and agreement forms.
WHY? Required to receive Title I local delinquent funding for the 2014-2015 year.
WHO? All LEAs with 2014-2015 Title I program to serve children in local delinquent institution..
WHEN? Due by electronic submission September 15, 2014.

MIGRANT EDUCATION APPLICATION

WHAT? Migrant Assurances, School Year and Summer Measurable Program Outcomes, Migrant Staff Assignments, Migrant Budget, and Migrant Narratives forms.
WHY? Required to receive Title I migrant education funding for the 2014-2015 school year.
WHO? All LEAs with 2014-2015 Title I program to serve children of migratory workers.
WHEN? Due by electronic submission September 15, 2014.

SCHOOLWIDE PROGRAM APPLICATION

WHAT? Schoolwide Operating Programs form and Schoolwide Indication of Planning form, as applicable. LEAs must also upload a written Schoolwide plan for each Schoolwide program building.
WHY? Required to implement a Schoolwide program with Title I funding for the 2014-2015 school year.

WHO? Only LEAs with approved Schoolwide program or with a school in a planning year prior to implementing SWP.
WHEN? Due by electronic submission September 15, 2014.

SINA PLAN

WHAT? SINA Assurances, and SINA Budget form for each Title I school identified in need of improvement.
WHY? Required to comply with NCLB sanctions for Title I Schools in Need of Assistance for the 2014-2015 school year.
WHO? SINA schools that receive Title I funds are required to comply with NCLB sanctions, which include writing an action plan, offering school choice, etc.
WHEN? Due by electronic submission within the Title I application and C-Plan by November 1, 2014.

TITLE I EQUIPMENT INVENTORY AND DISPOSAL RECORD Due by electronic submission September 15, 2014

Title I Office
Iowa Department of Education
Grimes State Office Building
400 E 14th Street
Des Moines IA 50319
Phone: (515) 281-5313
FAX: (515) 242-5988
Web site: <http://educateiowa.gov>

The user must begin the Title I application process by completing the **Contacts** form on the Iowa Education Portal at <https://portal.ed.iowa.gov>.