Iowa Department of Education

LOCAL DELINQUENT APPLICATION
CHILDREN LIVING IN LOCAL INSTITUTIONS FOR DELINQUENT CHILDREN
TITLE I, PART D of NCLB

Note: Complete these forms to apply for available local delinquent funds. The Delinquent Program application should reflect a composite look at all delinquent facilities covered by this application. Please complete the Delinquent Budget form for all delinquent facilities in your school district that will receive Title I funding.

For technical assistance with local delinquent education programs, contact the Title I Consultant for your particular AEA or Rick Bartosh at richard.bartosh@iowa.gov or 515/281-0368.

The local education agency is the fiscal agent for any funds designated to provide Title I service to children in local delinquent institutions. Applicant agencies that have received prior approval by the State Education Agency (SEA) as eligible to receive Part D of Title I funding must complete this application to receive those funds.

This application may be accessed through the Title I electronic Internet application at 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. The user should click on the Title I button to access the Title I application program forms. The due date for submission of the Title I electronic Internet application is September 15, 2014.

Completion of the Contacts, Project Staff Assignments, Delinquent Budget and Delinquent Narrative forms together with the Applicant Agency's Title I Annual Application, Local Delinquent Agreement and the LEA's Comprehensive School Improvement Plan of C-Plan, encompasses the basic requirements of the Title I legislation connected with the education of local delinquent children including assurances, lobbying and debarment, student data and budget.

CONTACTS

The user must complete the Contacts form with the local education agency official responsible for the local delinquent education program.

The prior year contact will be default to the Contacts form and the user may keep, delete or edit information by clicking on the appropriate button.
**DELINQUENT AGREEMENT**

A signed agreement between the LEA and the local delinquent facility must be kept on file at the district and a copy uploaded to the Title I application. This agreement must be reviewed annually. A sample agreement follows and is available at https://www.educateiowa.gov under Title I Part D. The LEA is responsible for the annual evaluation of the local delinquent program. The user may click the Upload button and browse computer files for the delinquent agreement. Once the document is located and selected (double-click), click the Upload button to attach the agreement to the delinquent application. The user may ensure that the proper document has been uploaded by clicking the View button. If the uploaded document needs to be changed, click the Re-Upload button.

**Local Delinquent Agreement**

The _____ Community School District (CSD) and ________, a delinquent youth facility, agree to coordinate and support a PL 107-110 Title I, Part D, Subpart 2 program within the delinquent facility.

The _____ CSD will act as the fiscal agent and program monitor of the Title I program identified below.

The ____________ facility provides assurance and documentation, upon request, that the Title I, Part D, Subpart 2 funds are being used in one or more of the following ways:

1) For programs that serve children and youth returning to local schools from correctional facilities, to assist in the transition of such children and youth to the school environment and help them remain in school in order to complete their education;

2) For dropout prevention programs which serve at-risk children and youth, including pregnant and parenting teens, children and youth who have come in contact with the juvenile justice system, children and youth at least 1 year behind their expected grade level, migrant youth, immigrant youth, students with limited English proficiency, and gang members;

3) For the coordination of health and social services for such individuals if there is a likelihood that the provision of such services, including day care, drug and alcohol counseling, and mental health service, will improve the likelihood such individuals will complete their education;

4) For special programs to meet the unique academic needs of participating children and youth, including vocational and technical education, special education, career counseling, curriculum-based youth entrepreneurship education, and assistance in securing student loans or grants for postsecondary education; and

5) For programs providing mentoring and peer mediation.

The ____________ facility provides assurance and documentation, upon request, that the following services are being made available, when and where applicable, to neglected/delinquent residents at the facility:

1) Transition planning
2) Coordination of social, health, and other services
3) Business partnerships
4) Parental involvement
5) Coordination with federal, state, and local programs
6) Coordination with juvenile justice programs
7) Work with probation officers
8) Individualized education programs
9) Alternative placements

The ____ CSD shall evaluate the program and, where the number of students is sufficient, disaggregating data on participation by gender, race, ethnicity, and age, to determine the program's impact on the ability of participants —
   1) To maintain and improve educational achievement;
   2) To accrue school credits that meet State requirements for grade promotion and secondary school graduation;
   3) To make the transition to a regular program or other education program operated by a local educational agency;
   4) To complete secondary school (or secondary school equivalency requirements) and obtain employment after leaving the correctional facility or institution for neglected or delinquent children and youth; and
   5) As appropriate, to participate in post-secondary education and job training programs.

The result of this evaluation shall be used to plan and improve subsequent programs for participating children and youth.

Describe how the services provided to any local delinquent facility with Title I local delinquent funding will be used to meet the transitional and academic needs of students so that they may return to local district or alternative education programs.

The _______ facility will provide the following service(s) using Title I, Part D, Subpart 2 funds:

   1) 
   2) 

(To be reviewed annually)

Authorized Signatures for LEA and facility and dates

The Delinquent Narratives form will be pre-populated with the name of each local delinquent facility within the local education agency receiving local delinquent funding for the current school year. When the user clicks the Upload button next to each facility name, you will be given access to browse your files for the above completed agreement. Once the document is located, click the Upload button to attach the agreement to the Title I application. This process will need to be repeated for each local delinquent
facility listed on the Delinquent Narratives form. (The same agreement may be used if individual facilities operate under one parent organization.)

✔ TIP: Consider typing the narrative responses into a word document, then cut and paste into the narrative boxes. Click Save often to save your changes.

Local delinquent funds may be spent in one of five different ways. DESCRIBE how the Title I local delinquent funds will be used to provide services at the local delinquent facility to meet the academic and transitional needs of students so that they may return to local district or alternative education programs. Indicate “NA” in the narrative box if the local delinquent funds not used for the purpose given.

Local neglected funds may be spent in one of five different ways. In each of the five narrative boxes, the user must DESCRIBE how the Title I local neglected funds will be used to provide services at the local neglected facility to meet the academic and transitional needs of students so that they may return to local district or alternative education programs. Narratives should be reflective of services identified in the Agreement. As appropriate, indicate “NA” in the narrative box if the local neglected funds are not used for the purpose stated.

The five narrative questions are:
- Describe how the Title I local delinquent funds will be used to provide services at the local delinquent facility to assist children and youth in the facility to complete their education and/or transition services.
- Describe how the Title I local delinquent funds will be used to provide services at the local delinquent facility for dropout prevention.
- Describe how the Title I local delinquent funds will be used to provide health and social services at the local delinquent facility.
- Describe how the Title I local delinquent funds will be used to provide vocational and technical education, etc., at the local delinquent facility.
- Describe how the title I local delinquent funds will be used to provide mentoring and peer mediation at the local delinquent facility.

Following the five narrative boxes, is a comment box where you may enter any comment you may have about the delinquent narrative.

Delinquent Assurances

Each correctional facility entering into an agreement with an LEA under Section 1423(2) to provide services to children and youth under Part D, Subpart 2 must review the 11 assurances noted at the bottom of the Delinquent Narrative screen and respond “Yes” or “No” to the statement: “The district assures that the above assurances have been met” before the district Title I application can be approved. Once the assurances statement has been answered, the user should click Finish.
Once the user clicks the Finish button, validation edits will run. Once all validation edits are passed, the user will be returned to the Delinquent Home screen and the status will be "District Finished" for the Delinquent Narratives form, which will have moved to the bottom of the Delinquent Program menu.

Click Delinquent Budget from the Delinquent Program menu.

**Delinquent Budget**

All required screens must be complete before the Title I Office will approve the budget and release funds. Round to the nearest dollar.

Note: Please complete this budget to reflect the combined budgets of all delinquent facilities in your school district that will receive Title I funding.

Local Delinquent Education program funds require separate accounting. Do not include these figures in the Title I General Budget. Do not include local neglected funds on the local delinquent budget.

The Delinquent Budget form allows the user to enter the specific breakdown of Title I expenditures claimed on the budget and, if necessary, to provide a description of expenditures. Note: Do not attempt to enter any figures in the “Total” fields as the total is automatically calculated as you enter
specific expenditure figures. Round all amounts to the nearest dollar. Be sure the total project budget amount applied for on the Delinquent Budget does not exceed the new Title I delinquent allocation as noted at the top of the Delinquent Budget form. This budget is to reflect only the portion of the Title I program that will be paid with Title I, Part D funds received by your LEA.

<table>
<thead>
<tr>
<th>Expenditure Accounts</th>
<th>Salaries 100</th>
<th>Employee Benefits 200</th>
<th>Purchased Services 300</th>
<th>Instruction - Supplies 600</th>
<th>Instruction - Property 700</th>
<th>Instruction - Other Uses of Funds 800</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction 1000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Instruction Staff &amp; Support Services 2200</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>Administration Support Services 2300</td>
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<tr>
<td>Operation and Maintenance of Plant 2600</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
</tr>
<tr>
<td>School Nutrition Services 3100</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Parent &amp; Family Services (Public) 3301</td>
<td>$0</td>
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<td>$0</td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>

The budget table shown above has been collapsed. The Delinquent Budget form may be expanded by row by clicking at the far left of the row or in whole by clicking the Expand All button to reveal the regular expenditure categories. The directions provided for the General Budget form can be used to assist the user in completing the Delinquent Budget form. Explanation of the expenditure categories in the Local Delinquent Education Budget can be found under the General Budget form section of Title I Program guidance.

The Staff Assignments form is required when salary amounts are indicated in the budget. If a staff count is added to the Staff Assignments form, then staff salaries must be added to the budget; and conversely,
if a staff salary is included in the budget, then a staff count must be added to the Staff Assignment form.

**Note:** You are not required to report FTE on the budget form.

When all information has been entered on the Delinquent Budget form, the user may collapse the budget data to see an Expenditure Summary of total budget figures in each category by clicking the **Collapse All** button. The user may also collapse only certain budget rows by clicking at the far left of the budget table.

After all detail is completed, the user should click the **Finish** button. The user must fix all errors appearing in RED. The user must verify the **YELLOW** warning errors. A yellow highlight is simply a reminder to check your work.

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

**Note:** If the indirect cost exceeds the maximum allowed for the salaries and benefits on the budget, a **RED** warning will be received and will need to be corrected prior to proceeding.

After all errors are corrected, the accuracy of the figures entered on the Delinquent Budget form verified, and the user has clicked the **Finish** button, you should receive the “District Finished” status for the Delinquent Budget form.

**Click on Delinquent Facility on the Delinquent Program menu.**

**DELINQUENT FACILITY**

The Delinquent Facility form will show the Delinquent Budget Summary in collapsed format giving the totals for each expenditure account. This form will also show the Delinquent Facility table giving the name, location and allocation of each local delinquent facility within the local education agency receiving Title I, Part D funding. The user should enter the amount budgeted for each facility assuring that each is within the allocation limit for each facility. Once the user clicks the **Save** button, the total will be entered into the Delinquent Facility table. The user should click the **Finish** button once to be returned to the Delinquent Program Home screen.

**SUBMITTING THE APPLICATION**

As the user progresses through the list of application forms required for their local education agency under the Delinquent Program, “District Finished” will appear as the status as each form is completed.

<table>
<thead>
<tr>
<th>Delinquent</th>
<th>District Finished</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Name</td>
<td>Status</td>
</tr>
<tr>
<td>Delinquent Narratives</td>
<td>District Finished</td>
</tr>
<tr>
<td>Delinquent Budget</td>
<td>District Finished</td>
</tr>
<tr>
<td>Delinquent Facility</td>
<td>District Finished</td>
</tr>
</tbody>
</table>

Upon completion of all required forms, the **Submit** button will appear at the bottom of the Delinquent status table on the Delinquent Home screen. Clicking the **Submit** button will send an automatic e-mail to notify the SEA that the district has completed the application process. **Note:** Once the LEA submits the application, no changes can be made at the local level.

If a need arises to change budget figures prior to clicking the **Submit** button, the user may click the Delinquent Budget form on the Delinquent Home screen and click the **Undo** button on the Delinquent
Budget form. This action will allow the user to make revisions to the budget as necessary. The user will need to click the Finish button and resolve any validation edits before again achieving the “District Finished” status.

The Title I staff will not proceed with processing your application until all required forms have been completed and the Submit button is clicked. The Submit button will not become available until all required forms have been completed.

**REPORTING TITLE I EXPENDITURES**

At the end of the project year, the district must declare final expenditures and complete the project budget via their Delinquent application. To initiate the process to report the district’s actual Title I, Part D, Delinquent expenditures and receive final payment, as applicable, please follow the process outlined for each Title I program (general budget, carryover budget, migrant budget, local delinquent budget, SINA budget). Please note that all Title I budgets are to be finalized prior to July 15.

The most critical step to reporting Title I expenditures is to first decide if the budget you are reporting on needs to be amended. You need to file an amendment if:

- The total expenditures are less than the approved budget amount.
- The total spent in an expenditure category exceeds the budgeted amount by more than 10 percent.
- There are reimbursable Title I expenditures not included in the approved budget.

**Note:** If the district needs to file an amendment, please follow through with that process before reporting the Title I expenditures for the program.

Once a Title I application has been approved by the program consultant and Title I administrative consultant, the district will receive an e-mail to that effect. At this point there will only be two options: to add an amendment or finish the budget. After April 15, the Finish button will appear on each Title I budget to allow a district to report Title I expenditures as final.

✔ **TIP:** The Finish button should NOT be clicked until the end of the project year when expenditures have been made and the district is ready to close out the program following the process outlined in this section.

To finalize a budget, go to the budget form of the Title I application program. Work your way through the following questions to determine if your district is ready to finalize or needs to complete a budget amendment before finalizing.

**Are Title I project expenditures complete?** Complete means all costs approved on budget have been paid (exception: salaries and benefits, which are fixed costs).

NO - Title I project expenditures, other than salaries and benefits, are NOT complete. You must wait until all Title I expenditures have been paid to close out your budget and then start the process over by answering this question again.

YES – Title I project expenditures, other than salaries and benefits, are complete. The next question is:

**Is the following a true statement:** A review of our Title I expenditures shows that:

- We did not spend less than the approved budget amount;
- We do not want to spend funds for something we did not include in the approved budget; and
- Our expenditures in any category do not exceed the approved amount by more than 10%.

NO – Our expenditures do not meet all three of the conditions above. You must complete an amendment process prior to reporting Title I expenditures as final.
YES – The district Title I contact and/or business manager agree that our expenditures meet all three of the conditions above. You may click the Finish button to finalize your program for the current school year and initiate the final payment, as applicable, to your district.

✔️ TIP: 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.

The local education agency is required to report Title I expenditures as final for each approved program (i.e. Title I general and carryover funds, migrant funds, local delinquent funds, SINA funds).

**Amending a Delinquent Budget**

For various reasons, it may become necessary for an LEA to amend the approved budget during the project year. You need to file an amendment if:

- The total expenditures are less than the approved budget amount.
- The total spent in an expenditure category exceeds the budgeted amount by more than 10 percent.
- There are reimbursable Title I expenditures not included in the approved budget.

To complete this process, the LEA must submit an electronic amendment to the applicable approved budget of the Title I application. **Note:** If the district needs to file an amendment, please follow through with that process before reporting the Title I expenditures for the program.

The option for amending the Title I Local Delinquent Budget becomes available electronically once the SEA approves the local delinquent budget. The following is the amendment process for the local delinquent budget:

1. From the Delinquent Budget form of the Title I Delinquent Program application, click the Add Amendment button.
2. Complete the new budget by changing only those numbers that need to be changed. The totals will change as the user enters each number.
3. Click the Save button to save the new amended budget; then click the Finish button to return to the Delinquent Home screen.
4. Submit the amended budget by clicking the Submit button.

The amended budget will go through the approval process at the State Title I Office. As budget amendments are approved, necessary adjustments in payments will automatically be made. When amending to reflect your actual expenditures, please wait for the amendment to be approved by the state Title I Office before reporting Title I expenditures as final. **Note:** The original budget will be available following an amendment process by using the lookup menu on the local delinquent budget form.