

**2009-2010 Consolidated Application Update
No Child Left Behind Act of 2001**

**Application and Budget
(FS-10) Reminders**

August 2009



University of the State of New York
State Education Department

**2009-2010 Consolidated Application Update
No Child Left Behind Act of 2001**

**Welcome
Title I School and Community Services**



University of the State of New York
State Education Department

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Application Reminders:

Big Four

Group I

Group II and

Charter Schools



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1. Signature Page / Cover Sheet (Page 1)

Authorized Signature: Blue ink

I hereby certify I am the chief school officer of the applicant LEA and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, attached Assurances and Certifications, and that the requested budget amounts are necessary for the implementation of this project. It is also understood by the applicant that immediate written notice will be provided to the grant program office if at any time the applicant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Authorized Signature
(in blue ink)

Title:
(Chief School Officer)

Typed Name:

Date: 8/31/2009

2. Checklist: (Pages 3-5 or 6-8)

The Checklists guide the Reviewers of your Application. So...

Check and submit all applicable sections including a copy of the most current LEA parent involvement policy. Submit the Private School Participation Form and the Neglected & Delinquent Form if applicable.

2. Checklist Continued: (Page 5 or 8) Transferability

The Transferability Form will be submitted on line for 2009-10 since the information must be collected and submitted as part of a required report to the US Department of Education. Additionally, a **hard copy of the Transferability Form must be submitted with the Budget Narrative for the title that will be using transferability so the amounts can be easily found in the FS-10 as it is reviewed.** The amount to be transferred must be clearly shown. Ex, Title IIA budget code 15 Transferability Title I Reading teacher .10 FTE. \$4,000.

- Please check the box if Transferability will be used in 2009-10.

3. Consultation/Collaboration: (Page 24)

- 1. Complete and submit all of the required signatures for all Titles including: parents, students, CBOs, teachers, paraprofessionals and state and local government.**
2. LEAs must ensure that consultation/collaboration requirements have been met for **each** of the NCLB grant programs.
3. Private School consultation/collaboration is not required by Charter School LEAs.
4. Private School consultation must be documented on the Private School Participation Form.
5. Supporting documentation (e.g., meeting agendas, minutes and rosters) must be maintained by the LEA.

4. Title I LEA Plan for Homeless Children & Unaccompanied Youth: (Pages 26-27)

- **Items 1, 2 and 3 must be completed EACH YEAR** (to be completed by all LEAs that receive Title I funding)
 - 1. Title I **Plan** for Homeless Children and Unaccompanied Youth
 - 2. The LEA must include a **copy of the enrollment form/residency questionnaire**. The form must ask about the living arrangements of all children and youth.
 - 3. If an LEA states that there are no homeless children or unaccompanied youth in non-Title I schools, the LEA must **describe the efforts being made to identify** homeless children and unaccompanied youth.

- **Finally: If the LEA has non-Title I schools, a reserve must be included in the Title I FS-10 for services for homeless children who attend non-Title I Schools. Even if no homeless children or unaccompanied youth are currently identified, a reserve should be included for homeless children who may enroll during the school year.**

5. Title I LEA Plan: (Pages 28-30)

Group 1 and Big Four must submit:

- item # 11 - Coordination of Services,**
- item # 13 – Parent Involvement (and Policy) and**
- item # 16 - Supplemental Educational Services, if applicable.**

Group 2 must submit:

- item # 11 - Coordination of Services,**
- item # 13 – Parent Involvement (and Policy).**

New LEA applicants, including Charter School LEAs;

all items must be responded to in a complete narrative.

Item #13; Remember to submit a copy of the most recent LEA Parent Involvement Policy with the application. Failure to do so may cause a delay in application and budget approval.

6. NCLB Title I Schools in Improvement / Differentiated Accountability (DA) Pilot Program (Pages: 31-35)

Based on the number of years a school fails to make AYP:

- Improvement; Basic, Focused or Comprehensive (pages 31-32)**
- Corrective Action; Focused or Comprehensive (page 32)**
- Restructuring; Focused or Comprehensive (page 33)**

Public School Choice: Under the NCLB DA Pilot Program ALL TITLE I Schools in Improvement are REQUIRED to offer SUPPLEMENTAL EDUCATIONAL SERVICES (SES) instead of Public School Choice in the FIRST year of Improvement. (Pages 34-35)

For more information on the requirements of the NCLB DA Pilot Program:

http://www.emsc.nysed.gov/nyc/APA/Differentiated_Accountability/DA_home.html

7. Private School Participation Form (Pages 73-76)

- Complete all 18 items for EACH Private School within the District.**
- The amount must be filled in as they apply to the Title program services being received by the private school.**
- Attach a short written description of all Title (e.g. I-A, II-A, II-D etc.) program services that the private school will receive.**
- If the Private School is declining services, reasons must be given why.**
- Signature Page: Make every effort to obtain the private school administrator's signature. If a signature cannot be obtained, submit copies of any correspondence (e.g. fax, letters, phone logs) to the school administrator, indicating your desire to meet with them to discuss available services and obtain their signature.**

8. Title I, Part D, Local Agency Programs Participation of Facilities with Children Who are Neglected, Delinquent, or At-Risk of Dropping Out of School (Pages 77-78)

- Indicate if the facility is Neglected (N) or Delinquent (D).**
- Each individual N and/or D Facility within the LEA must answer all 1-14 narrative questions.**
- Items not applicable to the facility should be indicated with an “N/A” and why.**
- Obtain the necessary Facility Director signature.**

9. Title II, Part A, Teacher and Principal Training and Recruiting Fund: (Pages 48-50) and Teacher Quality Plan (Pages 43-45)

- Title IIA:

- All LEAS must respond to question one. It is only necessary to respond to questions 2-11 if significant changes in program(s) have occurred. LEAs using Title II, Part A funding for the purpose of class size reduction must address this issue in questions 2, 8, and 9.**

- Teacher Quality Plan: Any district/LEA that failed to meet the Highly Qualified Teacher AMO of 100% in 2007-08:
 - MUST submit a 2009-10 Teacher Quality Plan (page 44) Section A with this application.**
 - Any district/LEA that also failed to meet AYP for three consecutive years must also complete Section B (Page 45) of the Teacher Quality Plan.****

10. Title II, Part D, Enhancing Education Through Technology: (Pages 51-52)

- **LEAs must have an educational technology plan current for 2009-10 program year and make this plan available via the district's website address to the plan.**
- **Complete the online Technology Checklist at <http://www.forms2.nysed.gov/emsc/technology/IIDchecklist.cfm> *PRINT* a copy of the completed Technology Checklist (not the technology plan) and **SUBMIT** with Application.**

11. Title IV, Part A, Safe and Drug Free Schools and Communities: (Pages 70-72)

- **Question #7:** Describe the circumstances surrounding any suspensions imposed with respect to firearms, including the name of the schools concerned, the number of students suspended from such school and the type of firearm concerned. If no suspensions due to firearms occurred please so state. (Page 70-1)
- **Typology Table:** Please list the program(s) that the LEA will provide through SDFSCA Title IV funding. Do not include programs or services funded by other resources. (Page 71)
- **Program Change:** A *Waiver* is required if the program identified to be funded is not an approved Scientifically Based Research program. (Page 7-8) *Waiver:*
<http://www.emsc.nysed.gov/ssae/schoolsafety/sdfsca/TitleIVWaiverApplication.doc>

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Budget (FS-10) Reminders:

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Grants Finance: Forms, Reports

- **Grants Finance > Forms > FS-10: Be sure to include with Application.** <http://www.oms.nysed.gov/cafe/forms/>
- **Grants Finance > Reports > Allocations: Do not go over your Title allocation!**
<http://www.oms.nysed.gov/cafe/reports/>
- **An incorrect “Title” FS-10 will cause a delay in the budget approval.**
- **FS-10: Codes**
 - **BOCES Services: Code 49 NOT Code 40**
 - **Need Details (e.g.): Reading Teacher / 1.0 FTE / Yearly; Computer Software / Number of items to be purchased for each category / Quantity X purchase price per unit.**
 - **Allowables / Unallowables: Sample**
<http://www.emsc.nysed.gov/nclb/consolidatedappupdate/documents/samplefs-10.doc>

NCLB: Required Set-Asides/ Reserves

Title I, Part A&D:

- Children in local institutions for neglected children.**
- Homeless students who attend school in a non-Title I building(s).**
- One Percent (1%) reserve for Parental Involvement Activities for Districts with a Title I, Part A, allocation of \$500,000.00 or more.**
- Private School reserve for districts who have resident students attending a private school in a neighboring district.**
- Ten Percent (10%) Reserve (10% of the designated building's Title I allocation) for Professional Development in a district with a SINI, C/A, or Restructuring School(s).**

NCLB: Required Set-Asides/ Reserves

- **Title I, Part A&D Continued:**
- **Reserve for Public School Choice transportation for districts with a SINI, C/A, or Restructuring School(s).**
- **Reserve for Supplemental Educational Services (SES) for districts with a SINI Year 2, C/A, or Restructuring school(s).**

- **Title II, D:**
- **A minimum of 25% of the Title II, Part D allocation must be used for high-quality professional development.**

Title III – Part A:

Limited English Proficient and Immigrant Students

- **A district eligible for Immigrant Funds must submit a separate FS-10 and budget narrative.**
- **Districts in a consortium that have been allocated Immigrant Funds must submit their FS-10 separately and do not have to send it through the Consortium lead.**
- **To claim Title III funds from the previous year: Carryover, if and when approved based on the Final Expenditure Report, becomes available immediately. These monies can be combined with current Title III applications.**
- **Are public charter schools eligible to receive grants under Title III? Yes, charter schools have applied for and received Title III grants. A public charter school 1) is an LEA by State law, 2) meets the definition of LEA in section 9101(6) of the No Child Left Behind Act (NCLB), and 3) meets the requirements of subpart 1 of Part A of Title III of NCLB, could receive a Title grant.**

Budget Narrative:

- Attach to the Title I FS-10.**
- The budget code descriptions should not mimic the FS-10 listed items, but should be a short detailed description of *how* the funds will be used.**

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Final Points:

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Submission: *Consolidated Application*

- Complete Application is due to NYSED, COB August 31, 2009
- *One original* hard copy (printed), signed in **blue** ink. In *addition* to the original signed application, you must also submit two hard copies of all appropriate signature pages:
 - Consultation/Collaboration Form
 - Private School Participation Form
 - Title I, Part D Neglected and Delinquent Form
 - Title IV Program Waiver
- And 2 CDs in WORD Format. Include any other documents/
hardcopies *not available in word format* or requested in Application.
Attach hardcopies - 1 set per CD. For instance:
 - Title II, D Technology Checklist

Submission: *Budgets (FS-10s)*

- **Four printed; 1 *Original* (signature **BLUE** ink), 3 *copies***
- **One Budget Narrative for each Title.**
- ***If using Transferability Form*, submit a *Hard Copy* with the Budget Narrative for the title that will be using transferability.**
- **Band FS-10s for each Title together, send in Title order, following the Application.**

Submission: *Budgets(FS-10s)* Continued

- **Must contain an agency code (which is the LEA's BEDS Code), project number (which is the LEA's unique sequence number), and a signature.**
- **First six digits of project numbers:**
 - **Title I, Part A & D 0021 10**
 - **Title II, Part A 0147 10**
 - **Title II, Part D 0292 10**
 - **Title III LEP 0293 10**
 - **Title III Immigrant 0149 10**
 - **Title IV, Part A 0180 10**
 - **Title VI, Part B 0006 10**

Submission: *Budgets(FS-10s)* Continued

More information:

<http://www.emsc.nysed.gov/nclb/consolidatedappupdate/submissioninstructions>

Mail Application and Budgets to:

**New York State Education Department
Grants Management Office
89 Washington Avenue
Room 674 EBA
Albany, NY 12234**

Websites:

NCLB:

<http://www.emsc.nysed.gov/nclb/>

Consolidated Application :

<http://www.emsc.nysed.gov/nclb/consolidatedappupdate/>

Technical Assistance :

<http://www.emsc.nysed.gov/nclb/consolidatedappupdate/ta/>

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Thank You for Attending. Please visit our Technical Assistance site for more detailed information.

<http://www.emsc.nysed.gov/nclb/consolidatedappupdate/ta/>



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