

Grants Management screens applications for: Original Signature of Chief School Officer on Cover Page, followed by all federal assurances & certifications on pp. 7-19; and completion of Checklist of Required Sections – pp. 4-5

NOTE: Application review begins with the BUDGET (FS-10) for each Title Program Area

			Title IA and Title ID	
YES	NO	N/A	ITEMS to Be Checked	Comments/Follow-up needed
Budget/Budget Narrative				
			Title I A and Title ID (if applicable) Budget totals do not exceed posted Allocations (excluding carryover) Allocations: http://www.p12.nysed.gov/nclb/allocations/	Grants Status Reports: http://www.oms.nysed.gov/cafe/reports/
			Budget is reviewed for REQUIRED Reserves (see Title I, Part A and D Budget Required Reserve Checklist below)	http://www.p12.nysed.gov/nclb/consolidatedappupdate/guidance/budgetguide.html
			Budget Narrative completed and all expenditures are allowable.	Reviewers need copies of:
			Required Online Forms were submitted.	Administrative Description & Transferability forms.
			Title I D Allocations are listed by facility in the budget. (Title I A and Title ID are always combined in one budget)	
Title I, Part A and D Budget Required Reserve Checklist				
Supplemental Education Services (SES)/ Choice Reserves (20%)				
			LEAs with Title I <u>schools</u> identified for Improvement, Corrective Action and/or Restructuring must reserve an amount equal to 20% of their Title I Part A allocation to pay for SES and public school choice-related transportation costs.	The reserve may include sources other than Title I and <u>must</u> be described in the budget narrative.
DINI/SINI PD Reserves (10%)				
			An <u>LEA</u> in Improvement must reserve 10% of the Title I Part A allocation for professional development activities. The LEA 10% reserve includes the rollup of the PD costs allocated for Improvement, Corrective Action and Restructuring Schools in the LEA.	
			Under Differentiated Accountability, LEAs with <u>schools in the Comprehensive category</u> must reserve 10% of the Title I funds going to that school for PD. LEAs may choose to include this reserve for schools in the Basic and Focused categories.	
Highly Qualified Teacher Reserve (5%)				
			Districts that did not meet 100% HQT in 2010-11 must set aside 5% of their Title I funds to enable teachers who are not highly qualified, to become highly qualified unless the Teacher Quality Plan shows that a lesser amount is needed.	
Parental Involvement Set-aside (1%)				
			If an LEA's <u>allocation is greater than \$500,000</u> , 1% of the allocation must be spent for parent involvement activities that benefit parents of public and eligible private school students. Of that 1%, 95% must go to the Title I schools for parental involvement activities.	
Homeless Reserve				
			LEAs with <u>non-Title I schools</u> must include a reserve to cover services provided to homeless students. The LEA can use the Title I per pupil amount or establish another reasonable amount.	
Non-Public Set-asides http://www.p12.nysed.gov/nclb/programs/titleia/pdfs/FMTIESComplianceIndicators201011.pdf				
			The Title I non-public set-asides in the FS-10 must match the amounts on the Private School Participation Form.	LEAs must calculate Title I \$\$ for each private

				school.
			The budget must show amounts for services to each participating Private School including instructional services, and any other required equitable services . No supplies without services . Limited funds should be used to train private school teachers to provide services.	Please show each school separately on the budget. Never reimburse or pay private schools directly.
			If an LEA has resident students attending a private school in a neighboring LEA, Title I funds should be reserved under Code 40 to cover the LEA's per pupil amount (PPA) times the number of poverty students attending the private school.	LEA may provide services, contract with LEA of location, or contract with Third Party provider.
YES	NO	N/A	ITEMS to Be Checked	Comments/Follow-up needed
Important Note:				
			*LEAs only serving public schools above 35% poverty may choose to calculate the PPA after deducting the reserves and must set-aside proportional shares of applicable reserves for private schools and Neglected Facilities.	Private school admin costs must be taken off the top - cannot reduce the amount for instructional services.
			**LEAs serving any public schools below 35% poverty must calculate the PPA before any set-asides are deducted and use the 125% rate.	This pushes available funds to highest needs school(s).
Neglected Set-asides and Delinquent Allocations				
			Title I funds in the FS-10 must match the amounts on the N or D form.	
			If the LEA has a Neglected Facility the set-aside is determined by multiplying the Neglected Child Count listed on the web by the per-pupil amount for the district. The total calculated amount is then indicated on the FS-10 as a reserve by Facility Name.	
			If the LEA has an allocation for a Delinquent institution, this amount is not part of the Title I Part A <u>allocation</u> . However, this amount must be included in a <u>single Title I A & D budget</u> and broken down per facility.	
Pages 21-41 & 55-60: Program Narrative, Private School Consultations and Neglected & Delinquent Facility Consultations				
Page 21: Consultation/Collaboration Form (CCF):				
			ALL constituency groups listed in all boxes at bottom of page for ALL budgeted Titles (I, IIA, IIIA) are represented.	
Page 22: Scientifically Based Research (SBR) Form				
			<u>If</u> significant changes have occurred since the approval of the 2010-11 Consolidated Application Update, submit the SBR Form. Form is completed and the research cited is scientifically based and related to the program.	
Pages 23-24: Services for Homeless Students--All Title I LEAs must respond to Items 1 -3				
			Item 1: Services, including mandated duties of Homeless Liaison are described appropriately.	
			Enclosed LEA enrollment form asks living arrangements, <u>as</u> described in Item # 2 .	
			Adequate efforts to identify homeless are documented in Item # 3 IF LEA indicates they have no homeless students/services	
Page 25-27: Title I A Program Narrative				
			Narrative items completed only if significantly changed since 2010-11. ALL LEAs must answer questions 11 & 13.	
Page 26, Item 11: Coordination of Services - All LEAs must respond				

			Response to item 11 on coordination of services is satisfactory.	
Page 27 Item 13: Parent Involvement (PI) - All LEAs/Charter School LEAs must respond				
			Item 13a is answered satisfactorily (ALL LEAs)	
			Item 13b is answered satisfactorily by LEAs Receiving \$500,000 or more.	
			LEA/Charter School Parent Involvement Policy is submitted.	
			All required components on the Parent Involvement Policy Checklist are addressed in the LEA Parent Involvement Policy	http://www.p12.nysed.gov/nclb/monitoring/1011/LEAPIPReviewForm.doc
Page 27 Item 16: Supplemental Educational Services (SES)				
			Item 16 is completed by the LEA Only if they have any Title I schools in improvement status.	
Page 28-30: Title I School Improvement Narrative				
			Item A is completed if LEA has Title I Schools In Improvement.	
			Item B is completed if LEA has Title I Corrective Action schools.	
			Item C is completed if the LEA has Title I Restructuring schools.	
Pages 31-32: Public School Choice -Completed if any schools in Year 2 or more advanced improvement status:				
YES	NO	N/A	ITEMS to Be Checked	Comments/Follow-up needed
			Sections A,B, C and the Complaint Process are completed	
			School Choice Parent Notification Letter is enclosed.	
Pages 33-34: LEA Improvement and Corrective Action Narratives: <u>DINI</u>				
			Section A DINI 1 and DINI 2	
			Section B Corrective Action year 3 (DINI 3)	
			Section C Corrective Action year 4 (DINI 4) – year 8 (DINI 8)	
Pages 35-36: Parental Notification				
			Items #1-4 are completed if the LEA provides a Limited English Proficiency (LEP) Program funded with Title I funds and/or if significant changes in program have occurred since 2010-11.	
			Item # 5 Completed if the LEA has SCHOOLS in Improvement, Corrective Action or Restructuring. Current notification letter required.	Notification letter(s) must be dated and show 2011-12 accountability info.
			Item # 6 Completed if the LEA is identified as In Need of Improvement. Documentation of notification is required.	
Page 37: Title I Qualifications for Teachers and Paraprofessionals				
			(Group 1, Group 2 and Big Four) Completed questions 1-6 only if significant changes in program have occurred since 2010-11 or if LEA has failed to meet Teacher Quality AMO of 100 %.	
Page 38: Title I Parents Right to Know				
			Completed questions 1-2 only if significant changes in program have occurred since 2010-11.	
Pages 39-41: 2010-11 Teacher Quality (TQ) Plan				
			Page 39: Check Boxes Completed for TQ Plan (if applicable). All required components are addressed in the TQ Plan.	http://www.p12.nysed.gov/nclb/guidance/memos/03-2008.html
			Page 40: Section A Teacher Quality Improvement Plan-AMO's. All items (1-4) are completed IF LEA failed to meet Teacher Quality AMO of 100% OR IF significant changes in program have occurred. Submit New Page 42 in order to answer Question 2 on page 40.	Submit New Page 42 in order to answer Question 2 on page 40.
			Page 41: Section B Teacher Quality Improvement Plan-AMO's and Adequate Yearly Progress (AYP). All items (1-5) are completed IF LEA has BOTH failed to meet Teacher Quality	ONLY required for Corrective Action DINIs (year 3 or above)

			AMO of 100% <u>and</u> Failed to make AYP for 3 consecutive years.	
			Page 42: Completion of "Teacher Quality Plan Template" answers Question 2 on page 40.	
Page 55-58: Private School Participation Form (PSPF)				
			PSPF are included for each private school in the LEA.	
			If the LEA reports a private school as no longer operating in the LEA, they have submitted written documentation.	Usually cover page of PSPF with status note.
			Completion of all items for Title I participation (if applicable)	See PSPF Sample
			Signature of private school administrator	
			Each Title allocation on the PSPF for each Private School has matching entries in corresponding Title's FS-10 Budget.	
Page 59-60: Title I, Part D Local Education Programs Participation of Facilities with Children who are Neglected, Delinquent, or At-Risk of Dropping out of School				
			Form is completed for each Neglected (N) facility in the LEA	
			Form is completed for each Delinquent (D) facility in the LEA	
			All 14 questions are answered for each (N and D) facility in the LEA	

Title II A- Teacher and Principal Recruitment and Training				
YES	NO	N/A	ITEMS to Be Checked	Comments/Follow-up needed
Budget/Budget Narrative				
			Title II A Budget totals do not exceed posted Allocations (excluding carryover).	
			Budget Narrative is completed and all expenditures are allowable.	
			Budgets are reviewed and include the non-public set-aside (if applicable).	
			If the Transferability Option is used and indicated on the FS-10, a copy of the Transferability Form is included.	
			Title IIA FS-10 can't be approved until the LEA's that are required to submit a TQ plan have done so (if applicable)	
Page 44- 45: Program Narrative				
			Item 1: Answered satisfactorily	
			Items 2-11: Answered if significant changes to use of funds Provided evidence that proposed new uses of funds are reasonable responses to a current needs assessment:	

Title III, Part A				
Language Instruction for Limited English Proficient (LEP) and Immigrant Students				
YES	NO	N/A	ITEMS to Be Checked	Comments/Follow-up needed
Budget/Budget Narrative				
			Title III, Part A - LEP Budget (Budget Code 0293-12-XXXX) total does not exceed posted allocations. <input type="checkbox"/> Finalized carryover funds may only be included in the total Budget if the total allocation is \$10,000 or more. <input type="checkbox"/> If the base allocation is less than \$10,000, the finalized carryover funds may not be included in the total Budget to meet the \$10,000 threshold. The LEA has to join a consortium to access funds.	
			Title III, Part A - LEP Budget Narrative includes sufficient and relevant information to support all expenditures. <input type="checkbox"/> The expenditures are allowable and meet all Title III requirements. • The expenditures for activities, programs, and services must	

		<p>"supplement and not supplant" core educational services.</p> <ul style="list-style-type: none"> The expenditures must comply with the 2% maximum percentage permitted for administrative costs (i.e., indirect costs and/or professional salaries must not exceed the 2% limit for administrative costs). <p>For "allowables" and "non-allowables": http://www.p12.nysed.gov/nclb/cladcep/1112/expensesiii.html</p>	
		<p>Title III, Part A: LEP Consortium</p> <p><input type="checkbox"/> The consortium total, from all participating LEAs, must be \$10,000 or over.</p>	<p>NOTE: Title III Office reviews and approves all budgets from:</p> <ul style="list-style-type: none"> Title III LEP Consortia AMAO Districts and Consortia Big "5" LEAs <p>LEAs with Title I LEP Improvement Grants</p>
		<p>Title III, Part A - IMMIGRANT Budget (Budget Code 0149-12-XXXX) total does not exceed posted allocations.</p> <p><input type="checkbox"/> Finalized carryover funds may be included in the total Budget.</p>	
		<p>Title III, Part A - IMMIGRANT Budget Narrative includes sufficient and relevant information to support all expenditures.</p> <p><input type="checkbox"/> The expenditures are allowable and meet all Title III requirements.</p> <ul style="list-style-type: none"> The expenditures for activities, programs, and services must "supplement and not supplant" core educational services. The LEA may exceed the 2% limit for Total Administrative Costs, subject to OBE-FLS approval. <p>For "allowables" and "non-allowables": http://www.p12.nysed.gov/nclb/cladcep/1112/expensesiii.html</p>	
Pages 46-50: Title III, Part A - LEP Grant Applications (0293-12-XXXX)			
		<p>Is the applicant a stand-alone LEA, with an allocation of \$10,000 or more)?</p> <p>If "Yes", the LEA must complete and submit the following forms if:</p> <p><input type="checkbox"/> This is a "new" application/program; or</p> <p><input type="checkbox"/> There are significant changes to an existing program</p>	
		<p>Pages 46-47: Form TIII – A (1) Instructional Program and Activities</p> <p><input type="checkbox"/> The expenditures are allowable and meet all Title III requirements.</p> <p><input type="checkbox"/> Scientifically-based programs and activities http://1.usa.gov/kMxALL.</p>	
		<p>Page 48: Form TIII – A (2) High Quality Professional Development</p> <p><input type="checkbox"/> The expenditures are allowable and meet all Title III requirements.</p> <p><input type="checkbox"/> Scientifically-based programs and activities http://1.usa.gov/kMxALL.</p>	
		<p>Page 49: Form TIII – B (1) Assessment and Accountability</p> <p><input type="checkbox"/> The expenditures are allowable and meet all Title III requirements.</p>	
		<p>Page 50: Form TIII – C (1) Parent and Community Participation</p> <p><input type="checkbox"/> The expenditures are allowable and meet all Title III requirements.</p>	

Pages 46-51: Title III – Part A LEP Consortium Grant Application (0293-12-XXXX)				
			Is the applicant a lead LEA for a consortium? If "Yes", please complete and submit the following forms:	
			<input type="checkbox"/> Page 51: Form TIII - D (1) by Consortium Lead <input type="checkbox"/> Page 52: Form TIII - D (2) by Consortium Lead <input type="checkbox"/> Page 53: Form TIII - D (3) by Individual LEAs in Consortium	
			Pages 45-51: Form TIII – A (1) Instructional Program and Activities <input type="checkbox"/> The expenditures are allowable and meet all Title III requirements. <input type="checkbox"/> Scientifically-based programs and activities (http://1.usa.gov/kMxALL).	
Budget/Budget Narrative				
YES	NO	N/A	ITEMS to Be Checked	Comments/Follow-up needed
			Page 48: Form TIII – A (2) High Quality Professional Development <input type="checkbox"/> The expenditures are allowable and meet all Title III requirements. <input type="checkbox"/> Scientifically-based programs and activities (http://1.usa.gov/kMxALL).	
			Page 49: Form TIII – B (1) Assessment and Accountability <input type="checkbox"/> The expenditures are allowable and meet all Title III requirements.	
			Page 50: Form TIII – C (1) Parent and Community Participation <input type="checkbox"/> The expenditures are allowable and meet all Title III requirements.	
Page 54: Title III A- Immigrant Grant Application (0149-12-XXXX)				
			(Check all that apply.) For LEAs that have: <input type="checkbox"/> 2011-2012 IMMIGRANT allocations. <input type="checkbox"/> 2010-2011 IMMIGRANT carryover funds.	
			Page 54: Form TIII – E (1) Program and Services for Immigrant Students <input type="checkbox"/> The expenditures are allowable and meet all Title III requirements. <input type="checkbox"/> Scientifically-based programs and activities (http://1.usa.gov/kMxALL).	
Title III Annual Measurable Achievement Objectives (AMAOs)				
			<input type="checkbox"/> AMAO Improvement Plan: LEAs That Did Not Meet AMAOs for 2 Years (2010-2011 and 2009-2010) <ul style="list-style-type: none"> • Form A: Program Overview • Form B: Program Description • Form C: Past Performance and Comprehensive Needs Assessment • Form D: 2011-2012 Program Goal(s), Objective(s), Activit(ies), and Evaluation • Form E: 2012-2013 Program Goal(s), Objective(s), Activit(ies), and Evaluation Form F: 2011-12 and 2012-13 Strategies and Activities	Please forward all District AMAO Plans (ORIGINAL documents) to the Title III office.
			<input type="checkbox"/> AMAO Corrective Action Plan: LEAs That Did Not Meet AMAOs for 4 Years (2010-2011, 2009-2010, 2008-2009, and 2007-2008) <ul style="list-style-type: none"> <input type="checkbox"/> Modification of curriculum program, and method of instruction; or <input type="checkbox"/> Determination whether the LEA shall continue to 	

		<p>receive funds related to its failure to meet such objectives; and</p> <p><input type="checkbox"/> Replacement of educational personnel relevant to the LEA's failure to meet such objectives.</p> <ul style="list-style-type: none"> • Form A: Program Overview • Form B: Program Description • Form C: Past Performance and Comprehensive Needs Assessment • Form D: 2011-2012 Program Goal(s), Objective(s), Activit(ies), and Evaluation • Form E: 2012-2013 Program Goal(s), Objective(s), Activit(ies), and Evaluation • Form F: 2011-12 and 2012-13 Strategies and Activities 	
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Pages 21: Title III, Part A – Consultation/Collaboration Documentation Form

		<p>All LEAs must:</p> <p><input type="checkbox"/> Conduct timely and meaningful consultation with non-public school officials regarding how Title III activities, programs, and services are assessed and how the results of the assessment will be used to improve those activities, programs, and services.</p> <p><input type="checkbox"/> Demonstrate proper oversight in administering third-party contract utilized to serve LEP/ELL students in non-public schools.</p>	<p>Additional information may be requested beyond the requirements of form on Page 21.</p>
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Title VI, Part B Rural and Low-Income Schools Program (RLIS)

YES	NO	N/A	ITEMS to Be Checked	Comments/Follow-up needed
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Pages 61-65: Rural and Low Income Schools (RLIS)

			<p>Type of Application Indicated (Circle One)</p> <ul style="list-style-type: none"> • New • Title I School Improvement • Continuation (Substantial Program Changes) • Continuation (Budget/Budget Narrative-Only) 	
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			<p>Funds Will Be Used For The Following (Circle All That Apply)</p> <p>Teacher Recruitment and Retention</p> <p>Teacher Professional Development</p> <p>Educational Technology</p> <p>Parental Involvement Activities</p> <p>Title IV Part A – Authorized Activities</p> <p>Title I Part A – Authorized Activities</p> <p>Title III Authorized Activities</p> <p>Title I School Improvement</p>	
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			Page 63: Program Goals Indicated	
			Page 64: Program Objectives Indicated	
			Page 65: Application Form complete	

Pages 66-71: REAP- Flex (Alternative Use of Funds Authority)

			Page 66: Assessment/Accountability Requirements Complete	
			Page 67-71: Application Form Complete.	
			Page 68: Program Description Complete	
			Page 69: Program Goals Indicated	
			Page 70: Program Objectives Indicated	
			Page 71: Certification page complete with original signature.	