Grant Maintenance for New Title I Directors

Title I Technical Assistance & Networking Session

October 17, 2013
Agenda

★ Managing the FY14 Title I grant
★ FY13 vs. FY14
★ Multi-Year Delegation – An easy explanation
★ How and when to amend?
★ Requesting funds
★ FR-1 – how and when?
★ Helpful websites
6 facts about Title I

★ Title I serves more than 18 million students nationwide
★ Title I was initiated in 1965 as part of the War on Poverty
★ Title I serves students Pre-K through 12th grade
★ Title I is the single largest pre-college federal education program
★ Title I students are found in almost every school district in the county
★ Title I is NOT just for low income students
TA & SW

- A **Targeted Assistance program** is one in which individual students in a school are targeted to receive Title I services based upon multiple, educationally-related objective criteria. Title I teachers in TA schools are responsible for providing these services, coordinating with other school personnel as needed, and involving parents in the planning, implementation and evaluation of the Title I program.

- A **Schoolwide program** permits an eligible school to use Title I funds in combination with State and local resources and most other federal education program funds to upgrade the entire educational program of the school to raise the academic achievement of all students.
FY14 Title I grant

- Deadline for submitting FY14 Title I & IIA grant application is November 1, 2013
- Approved grants are being processed through Grantium
- All districts are assigned to a Title I staff member
- Start dates:
  - If the grant was submitted:
    - July/August 8/1/13 start date
    - September 1-16 9/1/13 start date
    - September 17 → date of approved workbook
FY14 Title I grant

- The first payment notifications are being sent out

- First payment is automatic

- Will only be for a portion of the TI grant

- Will NOT show the full amount of the grant

- Will NOT show the breakdown of line item totals
FY13 and FY14 – an explanation

★ Many districts are in Year 2 of their FY13 grant – available for spending through 6/30/14
★ The FY13 grant is SEPARATE from the FY14 grant
★ **ALL** districts are beginning Year 1 of their FY14 grant – available for spending through 6/30/15 (year 2)
★ Multi-year delegation forms will shift funds into year 2 if needed – forms will be completed in April 2014
Multi-year delegation forms are important!

- The multi-year delegation form splits the funding (if needed) into separate years
- Allows for the grant to be available for 2 years – available funds are shifted forward
- Funds are still aligned with the current workbook or amended workbook
- Call us if you need help
Multi-year delegation example

FY14 Allocation: $100,000

Year 1 spending 8/1/13 to 6/30/14 = $90,000

*complete multi year delegation form in the spring*

Year 2 spending 7/1/14 to 6/30/15 = $10,000

Complete FR1 within 60 days of final expenditures
Multi-year delegation example

FY14 Allocation: $100,000

Year 1 spending 8/1/13 to 6/30/14 = $100,000

*complete multi year delegation form in the spring with anticipated shift of $0 – this will open up a Year 2, just in case*

Complete FR1 within 60 days of final expenditures
Multi-year delegation example

FY14 Allocation: $100,000

Year 1 anticipated spending 8/1/13 to 6/30/14 = $100,000

Scenario: P.O. not liquidated completely – TI available balance is $3,000 after 7/1/14

*multi year budget will allow you to shift the unanticipated $3,000 into Year 2 – available for spending in October*

Complete FR1 within 60 days of final expenditures
Amendments - plans can change

★ FY14 Workbooks
★ Finalized workbooks will be posted to the ESE Outbox in the Title I & Title IIA Grants Dropbox

★ Amendments must be submitted using an amendment ready workbook. File name will end with “final” or “next amendment”

★ Line item changes are allowed:
★ 10% rule: an amendment is not needed if the amount being moved is $100 or less or 10% of the line being increased (unless that increase is $10,000)
Completing Title I & Title IIA amendments

- Try to coordinate the submission of Title I & Title IIA at the same time
- If changes are minor, complete justification section on the amendment tab
- More than minor changes – indicate in the TI Narrative tab
- Keep existing text – add “amendment & date” and explain what the changes are
- Update the TI District Reservation Tab & TI School Funding Tab, as necessary
- Update the budget pages to reflect the changes
- Fill in yellow boxes on the amendment tab – Part III will populate once budget pages are updated
- Amendment form must be signed by superintendent or his/her designee
Request for funds

★ An Excel request for funds form will be emailed to district control users on a monthly basis

★ 10 day window to submit request via email to grantsmanagement–G3@doe.mass.edu
Final financial report (FR1)

★ Will be due 60 days from the end of the grant
  ★ Need to track FY13 and FY14

★ Purpose is to reconcile and confirm grant spending against the budget – an amendment may be needed in order to file a FR-1
FY14 – year 2 funds
(FY13 original grant)

What does this mean?

★ You have access to these funds through June 30, 2014
★ Spending should align with the current FY13 grant, original or last amended
★ If changes are needed, file an amendment
★ Request funds on a monthly basis
★ Deadline for requesting the full FY13 allocation is April 15, 2014
Common questions

★ Do District Reservation & School Funding worksheets need to be updated when an amendment is submitted?
  ★ YES

★ Do we need to send in a signed hard copy of the amendment?
  ★ YES

★ How long do amendments take to be approved, uploaded, and mailed out?
  ★ Approximately 1 month
11 easy rules for Title I Directors

- Read the grant application to make sure you know what is required of you
- Reread the grant application
- Discuss the program and budget with the administrators
- Follow directions and grant requirements
- Keep records
- Meet all deadlines – follow the Title I Quarterly Update
- Put all budget requests in writing & make sure the program justifies the expenditure
- Spend the money in a timely manner; do not spend money on items that are not in the budget; and do not spend more money than you have been allocated
- Implement the program as it is written
- Keep leadership informed of matters pertaining to the grant
- Keep us on speed dial!
Future of grants

★ Title I & Title IIA Grants consolidated application

★ Uploading workbook:
  ★ Both Title I & Title IIA grants have to be completed before submitting application
  ★ Title I & Title IIA drop-box within the Security Portal
  ★ Directory Administrator will need to give the “role” to staff in Title I & Title IIA

★ Grantium – moving forward w/ full implementation
Helpful web-sites

⭐ Title I:
http://www.doe.mass.edu/apa/titlei/

⭐ Grants Management:
http://www.doe.mass.edu/Grants/

⭐ School & District Profiles:
http://profiles.doe.mass.edu/
Hopefully you know a little more about...

- Managing the FY14 Title I grant
- FY13 vs. FY14
- Multi-Year Delegation – An easy explanation
- How and when to amend?
- Requesting funds
- FR-1 – how and when?
- Helpful websites
Title I / Federal Support Programs

[Table of Title I/Federal Support Programs]

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Title I: An Introduction

[Link to Title I Introduction]

Understanding Title I Programs:
Targeted Assistance & Schoolwide

[Link to Targeted Assistance & Schoolwide]

Massachusetts Department of Elementary and Secondary Education
Massachusetts Department of Elementary and Secondary Education

Title I / Federal Support Programs

**Title I / Federal Support Programs Headlines:**

- **10/04/12** Distribution of 2012 District and School Report Cards
- **06/20/12** Alignment of Accountability and Assistance Level Classifications with Determinations of Need for Special Education Technical Assistance or Intervention (2011-12 & 2012-13)
- **05/09/12** Waiver of Requirements Regarding Supplemental Educational Services (SES) and NCLB Public School Choice

**APA News Archives**

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This webpage contains information, resources, and required documents associated with grant applications for Title I, Part A, under the Elementary and Secondary Education Act (ESEA). For information about other grants and financial assistance programs, visit Grants.

**On this Page:**

- **2012-2013 (FY13) Grant Application Materials**

  **General Information**
  - FY13 Allocation Amounts
  - Detailed FY13 Title I, Parts A & D Grant Allocations
  - FY13 Title IA Grant Allocations
  - How Funds Are Allocated to States, Districts, & Schools

  **Title I, Part A and Title IIIA**
  - FY13 Title IA and Title I Application Workbook - Updated 08/27/2012
  - Educator Evaluation Title IIA Addendum
  - FY13 Title I Request for Proposal
  - FY13 Title I Affirmation of Consultation with Participating Non-Public School Officials

  **Title I, Part D (Neglected & Delinquent)**
  - Budget Workbook

  **Title I, Part E (Low-Performing Schools)**
  - FY13 Instructions for Completing Title I Forms
  - FY13 Title I Schoolwide Program: Justification and Assurances
  - FY13 Title I Review Rubric
  - Selecting Title I Schools and Allocating Funds

  **Subpart 2 (Community Residential Facilities) Memorandum**

www.doe.mass.edu/apa/title1/grant-applications/default.html
A list of Directory Administrators by district is available at:  
www.doe.mass.edu/InfoServices/data/diradmin/list.aspx
Questions