Checklist and Reminders for Completing Title I Application

# Cover Page

Cover page is completed.

District name and contact information, including summer contact number, are included.

Correct allocation amount is included in yellow shaded box.

If new to the position of Title I Director, check box is marked.

Cover page is printed to obtain authorized signature to attach with workbook in EdGrants.

# Private School Participation Worksheet

Private schools enrolling students who reside in a Title I-served attendance area are listed, collected data is recorded, and questions are answered, as appropriate.

# Narrative

All required narrative is completed, including reference to data as requested.

# District Reservation Worksheet

All required reservations are entered in Step 1, as applicable.

Step 2 reservations, if any, do not exceed 10% of total allocation.

# School Funding Worksheet

A method of qualifying is chosen and selected by clicking "OK".

Item is selected in column 3b for each school.

Column 8 per pupil amounts are the same or descend for schools rank ordered by poverty and minimum per pupil requirement is met.

For schools not served, column 7a is left blank (no zeroes).

Total of school allocations (column 7a) equals balance remaining for school allocations on District Reservation worksheet.

Total of column 7b equals amount reserved under Option A on District Reservation worksheet, if applicable.

# Budget (in EdGrants)

FTE is recorded correctly - Full-time equivalent (FTE) is a way to measure a teacher's involvement in a funded activity. An FTE of 1.0 means that the teacher works on Title I activities on a full-time basis, while an FTE of 0.5 signals that the teacher is only half-time. If two full-time teachers are on one line the FTE is 2.0.

MTRS boxes are checked for teachers who are members of the Massachusetts Teacher Retirement System.

The budget total matches total allocation for district.

# Department Guidelines for Spending

Administration and supplies are each limited to 10% of total allocation.

Travel is limited to 5% of total allocation.

Line 10 (Equipment) is only for equipment costing $5,000 or more per item.

# Naming and Saving Workbook File

Workbook is saved with correct file name: **FY18TI-LEACODE** (i.e. FY18TI-0001).

Save the file as a macro-enabled worksheet (.xlsm). To do this, select “Save As” and select “Excel Macro-enabled workbook.”

**If using a Mac,** save the file as an .xlsm file. To do this, do the same as on a PC and select “Save As” and select “Excel Macro-enabled workbook.”

**Attachments in EdGrants**

Application workbook is attached as an Excel file.

Copy of signed cover sheet is attached as a PDF file.

Consolidated Plan Overlay is completed for at least Title I and Title IIA and is attached.

Copies of signed Affirmation of Consultation and Agreement forms for each participating private school are attached as one PDF file, as applicable.