



University of the State of New York  
State Education Department

# **2013-14**

# **Consolidated Application**

# **Overview**

## **Office of Accountability**

**Ira Schwartz**, Assistant Commissioner

**Roberto Reyes**, Director of Title I School and Community Services



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## **2013-14 Consolidated Application Presenters**

- Leon Hovish:** Title I-A Program Associate
- Mary Wright:** Title I-A Program Associate
- Mary Russman:** Title I-D, N & D Program Assistant
- Anne DeFiglio:** Title II-A Program Associate
- Edith Cruz:** Title III-A Program Associate



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## **Consolidated Application Process**

- 1) District/School Needs Assessment**
- 2) Prioritized Goals**
- 3) Resources Needed (People, Time, Money)**
- 4) District Revenue (State/Local/Other)**
- 5) FEDERAL PROGRAMS to SUPPLEMENT**



**Consolidated Application**



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## **What's New?**

### **Mailing Address for NYC & Charter Schools in NYC**

**Sisteria Spann, Supervisor**

**Title I School & Community Services  
New York State Education Department  
55 Hanson Place, Suite 578  
Brooklyn, NY 11217**



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## **What's NOT New?**

### **Mailing Address for LEAs Outside NYC**

**Grants Management  
New York State Education Department  
89 Washington Avenue  
Room 464 EBA  
Albany, NY 12234**



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## **What's New?**

### **Revised Form Formats**

**[same info in chart form]**

**LEA Consultation/Collaboration Form**

**Title III LEP & Immigrant Forms**

**Private School Participation Form**

**Neglected/Delinquent Consultation Form**



# ESEA Waiver Reminders

## All LEAs

### Transferability

- **Up to 100%** use of the Title II A funds for Title I  
(**AFTER** non-public reserve, if applicable)
- **NO** on-line form  
(Checklist & Budget Narrative notation only)
- **MUST ADD** transferred amount to Title I Supplement  
(Line 6c. Funds from Other Sources)



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# **ESEA Waiver Reminders**

## **All LEAs**

### **Teacher Quality Plan (TQP)**

- **Waived**

### **Highly Qualified Teachers (HQT)**

- **5 % reserve no longer required - Expired**



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# ESEA Waiver Reminders

## Focus LEAs

### **SES and Choice** (Accountability Addendum)

- 20% reserve **Waived**

### **Rural Education Assistance Program (REAP)**

- accountability requirement (funds used for improvement if LEA identified) **Waived**



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# **Consolidated Application Overview**

## **Title I, Part A**

**Improving Academic Achievement of the  
Disadvantaged**

## **Title I, Part D**

**Prevention & Intervention Programs for  
Children & Youth Who are Neglected,  
Delinquent, or At Risk**



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# **Consolidated Application Overview**

## **Title II, Part A**

**Teacher & Principal Recruitment & Training**

## **Title III, Part A**

**Language Instruction for Limited English Proficient & Immigrant Students**

## **Title VI, REAP**

**Flexibility & Accountability**

# CHECKLIST:

## To be completed by all LEAs

<input type="checkbox"/>	Cover Page with Signed Assurances and Certifications - (pgs. 1 & 6-18)
<input type="checkbox"/>	Consultation/Collaboration Documentation Form 2013-14 – (pg 20)
<input type="checkbox"/>	Title I, Part A, Services for Homeless Students, LEA Plan – (pg 21-22)
<input type="checkbox"/>	Title I, Part A, item 11 – Coordination of Services - (pg 24)
<input type="checkbox"/>	Title II, Part A, narrative response to question #1 (see Title II, Part A note on pg 28)
<input type="checkbox"/>	Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students (New Applicants) All required documents must be completed. (pgs 30-33)
<input type="checkbox"/>	Title VI, Part B, Subpart 2, Rural Education Initiative, Rural and Low Income (if eligible) for new and revised applications (pgs 42-45) (See Title VI note on pg 5)
<input type="checkbox"/>	Private School Participation Form(s) (if applicable) (pg 34-37)
<input type="checkbox"/>	Title I, Part D, Participation of Facilities with Children Who are Neglected, Delinquent, or At-Risk of Dropping Out of School Form (if applicable) (pg 38-41)
<input type="checkbox"/>	Transferability (Please check the box if Transferability will be used in 2013-14 – see note below.)
<input type="checkbox"/>	Budget narrative for <b>each</b> program applied for – original and two copies (pg 46-47)
<input type="checkbox"/>	Accountability Addendum (ONLY required for Focus LEAs) (pg 49-64)
<input type="checkbox"/>	<a href="#">FS-10 budgets</a> for <b>each</b> program applied for – original and three copies. Please see <a href="#">Allowable/Unallowable Expenses</a> charts for each Title program at: <a href="http://www.p12.nysed.gov/accountability/consolidatedappupdate/1213/expenses.html">http://www.p12.nysed.gov/accountability/consolidatedappupdate/1213/expenses.html</a>



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# REQUIRED ONLINE FORMS

[Must be completed by all LEAs applying for Title I, Part A funds]

<input type="checkbox"/>	Title I Application Supplement (due 8-31-13)
<input type="checkbox"/>	Title I Comparability Report Form (due 11-30-13)
<input type="checkbox"/>	The Administrative Position Description Form(s) if applicable. Include a hard copy of this form with the FS-10 of the program that is funding the position.
<input type="checkbox"/>	Title I Schoolwide Program Notification Form (if applicable – see note below.)



## **SIGNIFICANT CHANGES:**

**DO NOT SUBMIT** the blank application sections if **NO SIGNIFICANT CHANGES** have occurred. Check (✓) the box marked “No Change”.

CHANGE SUBMITTED	NO CHANGE	
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Part A, LEA Plan (Pgs. 23-24)
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Parental Notification Requirements (Pg 25)
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Qualifications for Teachers and Paraprofessionals/Professional Development (Pg. 26)
<input type="checkbox"/>	<input type="checkbox"/>	Title I, Parents’ Right to Know (Pg 27)
<input type="checkbox"/>	<input type="checkbox"/>	Title II, Part A, Teacher and Principal Training and Recruiting Fund, (pg 28-29)
<input type="checkbox"/>	<input type="checkbox"/>	Title III, Part A, Language Instruction for Limited English Proficient and Immigrant Students (LEA’s that are not new applicants in good standing.)
<input type="checkbox"/>	<input type="checkbox"/>	Title VI, Part B, REAP-FLEX, Rural Education Achievement Program. (See note below).



# Title I, Part A

## Allowable Activities & Guidance

- SUPPLEMENTAL expenditures/programs ONLY
- Direct instructional services for at-risk students
- Targeted Assistance Schools (TAS) – students at risk of academic failure ONLY
- Schoolwide Program (SWP) - improve entire school program for ALL students
- SWP based on schoolwide plans and costs
- NO such thing as a schoolwide district



# Title I, Part A

## Allowable Activities & Guidance

- Transportation, babysitting, refreshments, materials for Title I Parent activities
- Supplemental staff (AIS teachers, counselors, social workers, support staff, parent liaison, Title I coordinator)
- **NO:** Base pay for required administrators
- **NO:** Core teachers/staff/materials for required services
- **NO:** incentives/giveaways



# Title I - Private School Programs

- **Private School Participation Form** - revised
- **Inventory Control** - LEA must maintain control of all program supplies, materials & equipment
- Targeted Assistance Programs **ONLY**
- **NO** supplies without instructional program
- **NO** direct payments to private school
- **NO** reimbursement to private school



# Title I - Private School Programs

## Third Party Contract Requirements:

- Specify services, monitoring plan, progress reporting
- Invoices must separate instructional services, administration, parent involvement, PD
- Administration costs must come off the top before calculating LEA PPA
- PPA for instructional services cannot be used for administration, PD, or parent involvement



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# **Title I, Part D: Neglected & Delinquent Programs**

## **Updated Neglected or Delinquent Section**

(pages 38-39)

- Include carryover funds from previous year (if known).
- All questions require a detailed description focusing on the Title I, Part D program.
- The signature has moved to page 40.



# Title I, Part D: Neglected & Delinquent Programs

## Updated Neglected or Delinquent Section

(pages 40-41)

- Facility based Budget Proposal added to application
- Provide specific information for expenditures such as:
  - Specific Title - supplemental reading teacher vs. teacher
  - Description of Services – describe the supplemental services being provided - consultant to provide 15 sessions of PD for teachers vs. consultant



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# **Title I, Part D: Neglected & Delinquent Programs**

**Additional information will be provided  
in an upcoming webinar for**

**LEAs with Neglected & Delinquent  
Facilities**



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## **Title II, Part A**

### **Allowable Activities & Guidance**

- **100% Highly Qualified Teachers**
- **Professional Development for:**  
Teachers, Paraprofessionals,  
Principals, Superintendents
- **Class Size Reduction** (pg. 28, #2 & 8)



## **Title II, Part A**

### **Allowable Activities & Guidance**

- **NO:** Curriculum Development (supplanting)
- **YES:** PD to implement curriculum
- **NO:** Purchase of hardware (i-Pads, laptops, etc.)
- **YES:** PD to integrate technology in the classroom
- **NO:** Private School Transferability for Title IA purposes
- **YES:** Private School Equitable Services for **PD ONLY**



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## **Title II-A: Private Schools**

**NYSED CANNOT PROVIDE ADVISORY  
ALLOCATIONS**

**Districts **MUST** calculate annual  
allocation for equitable PD services.**



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## **Title II-A: Private Schools**

**Until 2016-17 TWO distinct reserves:**

**Reserve 1: Restoration Recalculation** for equitable PD services from 2007-08 to 2011-12

**PLUS**

**Reserve 2: Annual Allocation** for equitable PD services using USDE template

<http://www.p12.nysed.gov/nclb/allocations/1112/nonpubiia.html>



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# **Private Schools Webinar (All Programs)**

**Additional information will be provided  
in an upcoming webinar for**

**LEAs with Private Schools**



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# **Title III, Part A (LEP)**

## **Allowable Activities & Guidance**

### **(Supplemental Activities Only)**

- New language instruction programs and academic content
- Locally designed activities to expand/enhance existing language instruction and educational programs
- School-wide programs for restructuring, reforming, and upgrading language instruction and educational programs
- District-wide programs for restructuring, reforming and upgrading all language instruction and academic content



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# **Title III, Part A (Immigrant)**

## **Allowable Activities & Guidance**

### **(Supplemental Activities Only)**

- Family literacy, parent outreach, and training activities
- Personnel, including teacher aides with specialized training, to provide services to immigrant children and youth
- Tutorials, mentoring, and academic or career counseling for immigrant children and youth
- Instructional materials, educational software, and technologies
- Instruction services to support immigrant children and youth



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# **Title III-A (LEP & Immigrant)**

## **Technical Assistance**

**Office of Bilingual Education and  
Foreign Language Studies**

**Albany Office: (518) 474-8775 or**

**Brooklyn Office: (718) 722-2445**

**<http://www.p12.nysed.gov/biling/>**



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# **Title VI, REAP**

## **Technical Assistance**

**Titles I, II-A & VI**

**School & Community Services**

**Albany Office: (518) 473-0295**

**E-mail: [conappta@mail.nysed.gov](mailto:conappta@mail.nysed.gov)**



## **Accountability Addendum**

### **Focus Districts ONLY**

- **Public School Choice - Required**
- **Supplemental Education Services (SES) - Optional**
- **Improvement Set-Aside - 5-15% Required**
- **Parent Engagement Set-Aside - 1% Required**
- **Required Plans:**
  - District Comprehensive Improvement Plan (DCIP)**
  - School Comprehensive Education Plan (SCEP)**



## Accountability Addendum

### Focus & Priority Charter Schools

- Improvement Set-Aside - **15% Required**
- Parent Engagement Set-Aside - **1% Required**
- Supplemental Education Services (SES) - **Optional**
- Public School Choice - **NOT Required**
- DCIP and SCEP - **NOT Required**
- Charter School DCIP Equivalency Form - **Deleted\***

\*This form has been eliminated and is no longer required for 2013-14.



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## **Accountability Addendum**

### **What's New?**

#### **Revised Forms & Templates in the Consolidated Application**

- **Improvement Set-Aside Calculation** (revised)
- **Improvement Set-Aside Plan** (in DCIP/SCEP)
- **Allowable Improvement Activities** (revised)
- **Parent Engagement Set-Aside Plan** (added)



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# Accountability Addendum

## What's New?

### Revised Forms & Templates

linked to the Consolidated Application

- **DCIP template** (revised)
- **SCEP template** (revised)
- **Priority School Expanded Learning Time Plan**  
(implementing whole school reform model - added)



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# **2013-14 DCIP/SCEP Revisions Webinar**

## **FOCUS LEAs ONLY**

**Additional information will be provided  
in an upcoming webinar for  
LEAs with Priority & Focus Schools**



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## **Guidance and Technical Assistance**

### **Consolidated Application 2013-14**

<http://www.p12.nysed.gov/accountability/consolidatedappupdate/home.html>

### **ESEA Flexibility Waiver**

<http://www.p12.nysed.gov/accountability/ESEAFlexibilityWaiver.html>



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# **Consolidated Application Required Forms**

**2013-14 Consolidated Application and  
all required forms posted at:**

[http://www.p12.nysed.gov/accountability/  
consolidatedappupdate/requiredforms.html](http://www.p12.nysed.gov/accountability/consolidatedappupdate/requiredforms.html)



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# **Consolidated Application Required Forms**

**ALL LEAs (due 8/31/13)**

**Base Application**

**Budget Narratives**

**Budgets (FS-10):**

<http://www.oms.nysed.gov/cafe/forms/>



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# Consolidated Application Required Forms

## ALL LEAs

### Online Forms:

- **Title I Supplement** (due 8/31/13)
- **Title I Comparability Report** (due 11/30/13)
- (Use forms below ONLY if applicable)**
- Administrative Position Description Form
- Charter School Enrollment/FRPL Form
- Title I Schoolwide Program Notification Form



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# Fiscal

## Allocations

<http://www.p12.nysed.gov/nclb/allocations/>

## LEA Allocation Reports

<http://www.oms.nysed.gov/cafe/reports/>

**NOTE:** These allocations are **preliminary**, pending final Congressional authorization. Final allocations will be posted in early 2014.



## Fiscal: Required Reserves

### Homeless

- LEAs with **Non-Title I buildings ONLY**
- Title I A funds to provide services to students who are homeless (reasonable amount)
- June 28 Field Memo:  
<http://www.p12.nysed.gov/accountability/homeless/docs/Set-AsideFunds2013-14Memo.pdf>



## **Fiscal: Required Reserves**

### **Parent Involvement**

- LEAs with **Title I A allocations of \$500,000 or more** - 1% reserve required
- For **Title I parents** to participate in decisions for Title I programs & policies in Title I schools
- 95% must be distributed to Title I schools
- equitable services required for Private Schools



## **Fiscal: Required Reserves**

### **Focus & Priority Charter Schools and Focus Districts ONLY**

- **School Improvement Set-Aside (5-15%)**
- **Parent Engagement Set-Aside (1%)**

in addition to required Title I Parent Involvement

- For **ALL parents** in **Focus & Priority Schools**
- Fund source depends on Title I status of schools



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## **Submission Instructions**

**Consolidated Application: ALL LEAs**

**One** Complete **Original** Application

(hard copy, blue ink signature) including:

- Assurances & Certifications
- Consultation Forms

**Two (2) CDs or flash drives** labeled with  
LEA Name & BEDS Code



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# Submission Instructions

**ALL LEAs**

(For each program applied for)

**FS-10 Budget:**

**One original** (hard copy, blue ink signature)

**Three (3) hard copies**

**Budget Narrative:**

**One original & two (2) hard copies**



# Submission Instructions

All budgets (summary page) must include:

- **Agency Code (BEDS Code)**
- **Agency Name**
- **Project Number**

(Last 4 digits are LEA's unique sequence)

**Title I A&D            0021-14-####**

**Title II A                0147-14-####**

**Title III A (LEP)    0293-14-####**

**Title III A (IMM)    0149-14-####**

**Title VI B                0006-14-####**



# Submission Instructions

**ALL LEAs Compile as follows:**

## **Consolidated Application:**

- One original hard-copy and 2 CD/flashdrives

## **Budgets (FS-10s) for each Title:**

- band together (original, 3 copies) and narratives
- in Title order, (Title I, Title II, etc) behind the Consolidated Application documents



# Submission Instructions

## ALL LEAs

**To expedite processing, label envelope with one of the following:**

- **Focus District**
- **Good Standing District**
- **New Charter School** (first application in 2013-14)
- **Focus/Priority Charter School**
- **Good Standing Charter School**



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**Mailing Address for  
NYC DOE & Charter Schools in NYC**

**Sisteria Spann, Supervisor**  
**Title I School & Community Services**  
**New York State Education Department**  
**55 Hanson Place, Suite 578**  
**Brooklyn, NY 11217**



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**Mailing Address for  
LEAs & Charter Schools outside NYC**

**Grants Management  
New York State Education Department  
89 Washington Avenue  
Room 464 EBA  
Albany, NY 12234**



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## Questions and Answers

**Please submit questions regarding the  
Consolidated Application to:**

[conappta@mail.nysed.gov](mailto:conappta@mail.nysed.gov)

**Questions & Answers will be posted at:**

<http://www.p12.nysed.gov/accountability/consolidatedappupdate/faq/home.html>



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# **Consolidated Application Overview**

**For more information, please call  
(518) 473-0295**

**Or Visit**

**<http://www.p12.nysed.gov/accountability/>**