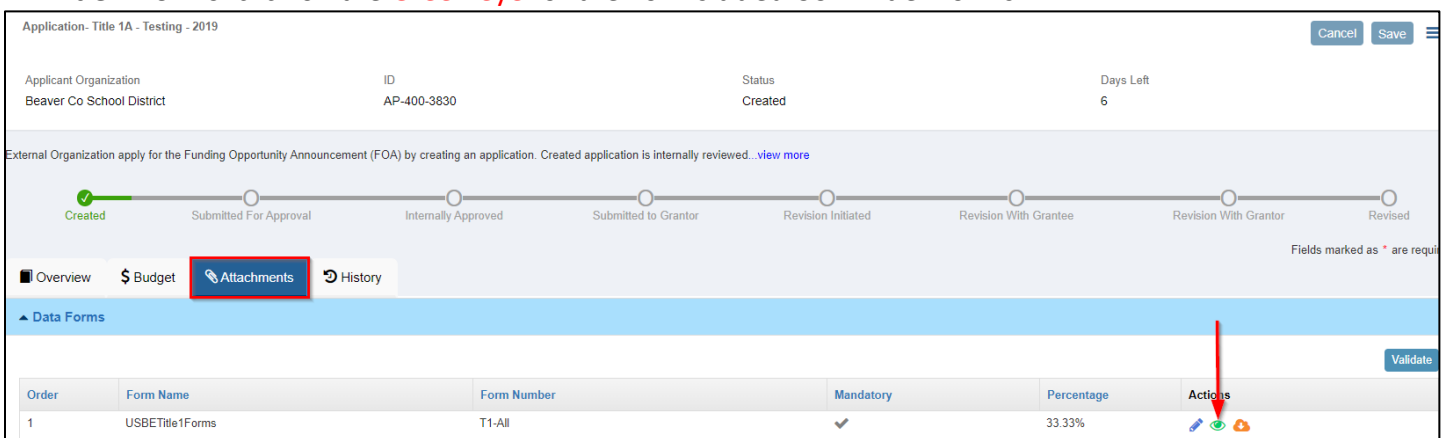


Title IA Application Forms

The Title IA data forms have been programmed into Utah Grants. The application owner completes and submits the application package for approval, including forms.

Application Owner

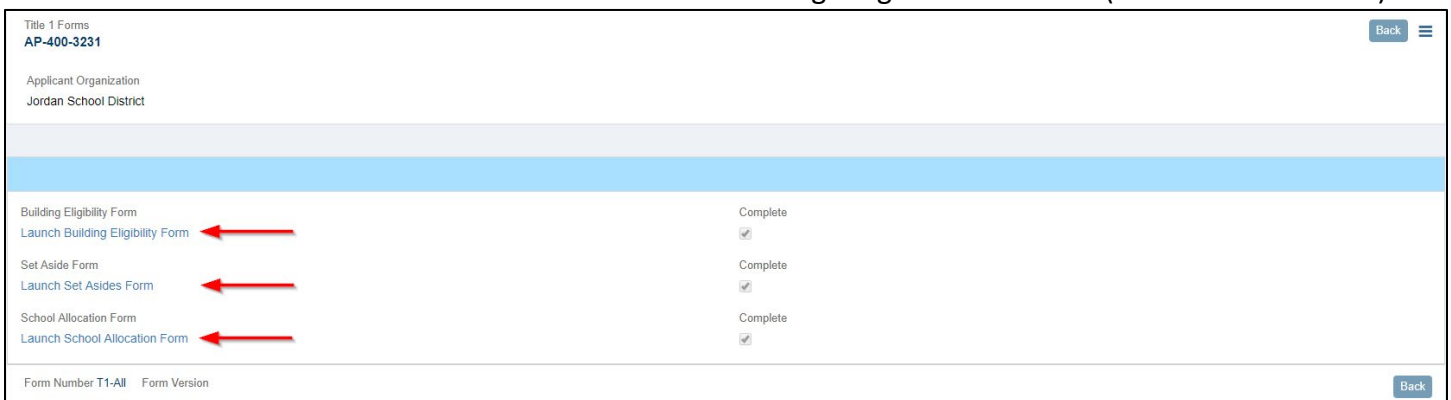
1. Within the Title IA application, click the **Attachments** tab. Under the **Data Forms** section, there are two sets of forms: the USBETitle1Forms bundle and the LEA Private School Form.
2. **Title 1 Forms:** click on the **Green eye** for the Forms titled USBETitle1Forms.



The screenshot shows the 'Application - Title 1A - Testing - 2019' interface. At the top, there are fields for Applicant Organization (Beaver Co School District), ID (AP-400-3830), Status (Created), and Days Left (6). Below this is a progress bar with stages: Created, Submitted For Approval, Internally Approved, Submitted to Grantor, Revision Initiated, Revision With Grantee, Revision With Grantor, and Revised. The 'Attachments' tab is highlighted in red. Under the 'Data Forms' section, a table lists forms. The first row is for 'USBETitle1Forms' (Form Number T1-All, Mandatory checked, Percentage 33.33%). In the 'Actions' column, there are icons for edit, a green eye (highlighted with a red arrow), and delete. A 'Validate' button is also present.

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	USBETitle1Forms	T1-All	✓	33.33%	[Edit] [Green Eye] [Delete]

3. The USBE Title1Forms bundle is made up of three related sub-forms. The Building Eligibility Form, Set Aside Form, and School Allocation Form relate to one another and must be completed in order.
 - a. Open the form by clicking on the **Blue link**.
 - b. The USBE Title IA Forms must be completed in order.
 - c. Marking as Complete prompts the system to run calculations for the next form.
 - d. Changes can be made to a form after it has been marked complete. If changes are made, the subsequent forms will be considered incomplete and will need to be re-validated.
 - e. Data entered on each form will be saved while navigating between forms (be sure to click Save).



The screenshot shows the 'Title 1 Forms' bundle for application AP-400-3231. It lists three sub-forms, each with a 'Launch' link (indicated by red arrows) and a 'Complete' status with a checked checkbox.

Building Eligibility Form	Complete
Launch Building Eligibility Form	✓
Set Aside Form	Complete
Launch Set Asides Form	✓
School Allocation Form	Complete
Launch School Allocation Form	✓

Form Number T1-All Form Version

4. Launch **Building Eligibility Form**

- a. The Building Eligibility form is pre-populated with school information, USBE Provided Enrollment #, USBE Provided Low Income Student #, and USBE provided Low Income Student %.
- b. Click on the **Blue Pencil** next to each line to enter school information.

Building Eligibility Form
AP-400-3830 Back

Applicant Organization
Beaver Co School District

Building Eligibility Save

School #	School Name	Grade Span	USBE Provided Enrollment #	USBE Provided Low Income Students #	USBE Provided Low Income Student %	Non-Public Low Income Students #	Eligibility	Feeder Pattern %	Adjusted Enrollment #	Adjusted # of Low Income	Adjusted Low Income Student %	Services	School Improvement Status	Actions
104	Belknap School	K-6	476	233	48.95%	<input type="text" value="0"/>	--None--	<input type="text"/>	<input type="text" value="500"/>	<input type="text" value="300"/>	48.95%	SW - Already in Existence	N/A	
108	Milford School	K-6	232	109	46.98%	0		10%	230	109	47.39%	None - No Services	N/A	
712	Minersville School	7-8	25	11	44%	<input type="text" value="0"/>	--None--	<input type="text"/>	<input type="text" value="23"/>	<input type="text" value="10"/>	43.48%	SW - New	N/A	
112	Minersville School	K-6	101	44	43.56%	0			101	44	43.56%	None - No Services	N/A	
708	Milford High	6-12	231	98	42.42%	0			231	98	42.42%	None - No Services	N/A	
704	Beaver High	6-12	462	163	35.28%	0			450	163	36.22%	None - No Services	N/A	
Total			1,527	658		0			1,535	724				

Total Records: 6

Totals

Total Enrollment # 1,511	Total Low Income Students # 657	Total Low Income Students % 43.48%
-----------------------------	------------------------------------	---------------------------------------

c. Complete the form

- i. **Non-Public Low Income Student #:** Enter the number of non-public students in the service area
- ii. **Eligibility** (select from dropdown):
 - None- (default)
 - Eligible for Services
 - Eligible for Other Factors
 - Other
- iii. **Feeder Pattern %:** For LEA information purposes only.
- iv. **Adjusted Enrollment #:** value pre-populates with USBE Provided Enrollment #. Can be updated by LEA.
- v. **Adjusted # of Low Income:** value pre-populates with USBE Provided Low Income Student #. Can be updated by LEA.
- vi. **Services** (select from dropdown):
 - None--
 - None – No Services
 - None – Grade Span
 - None – NESS
 - None – RTC
 - None – YIC
 - None – New School
 - SW – Already in Existence
 - SW – New
 - TA
 - TA – New School

PLEASE NOTE: Only schools with services will appear on the School Allocations form.

vii. **School Improvement Status** (select from dropdown):

- None—
- N/A
- CSI Achievement
- CSI Grad Rate
- TSI
- Turnaround

- d. **SAVE** the form. Saving will recalculate all formulas, including each school Adjusted Low Income %, and LEA adjusted totals at the bottom of the form.
- e. When you have completed the form, click the **Mark as Complete** button in the top right or bottom right corners of the page.

Building Eligibility Form AP-400-3830	Back Mark as Complete
--	-----------------------

5. Launch **Set Asides Form**

- a. Click the Edit button

Set Asides Form AP-400-3830	Back Edit Mark as Complete
Applicant Organization Beaver Co School District	

- 6. **NOTE:** The Total LEA Number of Low-Income Students and the PPA Rule (100% or 125%) is determined based on information entered on the Building Eligibility Form. The 125% rule will be used if any school lower than 35% poverty is receiving services.

7. Complete the amounts for Required Set Asides and Optional Set Asides. Items with a red asterisk are required fields.

▲ Allocations	
Total Allocation Amount	\$1,000.00
Total LEA Number of Low-Income Students	724
PPA Rule (100% Rule or 125% Rule)	100% Rule \$1.38
▲ Required Set Asides	
Equitable Services for Non-Public (Private)	<input type="text" value="0.00"/>
Homeless (Amount must be equal to, or greater than Title I PPA) *	<input type="text" value="2.00"/>
Neglected and Delinquent (Amount must be equal to, or greater than Title I PPA) *	<input type="text" value="2.00"/>
Parent and Family Engagement (1% minimum for allocations above \$500,000) less private nonprofit amount	<input type="text" value="0.00"/>
Nonpublic Parent Involvement	<input type="text" value="0.00"/>

▲ Optional Set Asides	
Administrative - cannot exceed 5% of allocation or \$50.00	\$0.00
School Improvement	\$0.00
Early Learning (Pre-K, Extended Kindergarten)	\$0.00
Foster Care	\$0.00
Dual/Concurrent Enrollment	\$0.00
Professional Learning/Development	\$0.00
Other (specify)	\$0.00
Other (specify)	\$0.00
Other (specify)	\$0.00
Total Set Aside	\$4.00

8. **SAVE** the form. Saving will calculate the totals section.

9. For an amount listed in Total Available for Building Allocations, that will be handled on the next form.

▲ Totals	
Total Allocation Amount	\$1,000.00
Total Set Aside	\$4.00
Total Available for Building Allocations	\$996.00

10. When you have completed the form, click the **Mark as Complete** button in the top right or bottom right corners of the page.

Set Asides Form AP-400-3830	<input type="button" value="Back"/> <input type="button" value="Edit"/> <input type="button" value="Mark as Complete"/> <input type="button" value="Menu"/>
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11. Launch **School Allocation Form**

- a. Click on **Blue Pencil** to complete the Actual Per Pupil Allocation (PPA)
- b. Schools services provided will appear on the School Allocation Form (as indicated on the Building Eligibility Form, SW – Already in Existence, SW – New, TA, or TA – New)
- c. Schools are listed highest to lowest based on Adjusted Low Income % (as calculated from LEA-Entered numbers)
- d. The minimum allocation listed is calculated is the minimum school total (Adjusted Low Income # Public multiplied by the PPA)

School Allocation Form
AP-400-3830 Back Mark as Complete

Applicant Organization
Beaver Co School District

Set Asides

School Allocation - PPA List 100% Rule or 125% Rule 100% Rule

PPA \$1.38

Available for Allocation \$996.00

School Allocation Save

School Name	Adjusted Low Income % ↓	Adjusted Low Income # Public	Minimum Allocation	Actual Allocation PPA	School Allocation Total	Actions
Belknap School	60%	300	\$414.00	<input type="text" value="0"/>	\$0.00	
Minersville School	43.48%	10	\$13.80	\$0.00	\$0.00	
Total		310			\$0.00	

- e. The School Allocation Total is calculated by Adjusted Low Income # Public multiplied by Actual Allocation PPA
- f. **SAVE** to calculate the school level and Total Allocation amounts
- g. The Remaining To Be Allocated must be + or - \$100 for the form to be marked as complete.

School Allocation

School Name	Adjusted Low Income % ↓	Adjusted Low Income # Public	Minimum Allocation	Actual Allocation PPA	School Allocation Total	Actions
Belknap School	60%	300	\$414.00	\$3.00	\$900.00	
Minersville School	43.48%	10	\$13.80	\$2.75	\$27.50	
Total		310			\$927.50	

Total Records: 2

Totals

Available for Allocation \$996.00

Total Allocation \$927.50

Remaining To Be Allocated \$68.50

Amount must be within + or - \$100 or validation will error

12. When you have completed the form, click the **Mark as Complete** button in the top right or bottom right corners of the page.

School Allocation Form
AP-400-3830 Back **Mark as Complete**

13. Once these three forms as marked Complete, click the **Back** button.

NOTE: If you need to adjust something on a previous form, you will need to revalidate and Mark Complete the subsequent forms.

Title 1 Forms
AP-400-3830

Applicant Organization
Beaver Co School District

Building Eligibility Form
Launch Building Eligibility Form

Set Aside Form
Launch Set Asides Form

School Allocation Form
Launch School Allocation Form

Complete

Complete

Complete

14. **LEA Private School Form:** click on the **Green eye** for the Form titled LEA Private School Form.

Overview Budget Attachments History

Data Forms

Validate

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	USBEtitle1Forms	T1-All	✓	0.00%	
2	LEA Private School Form	LPS-01	✓	0.00%	
3	MOE Form	MOE-01	✓	0.00%	

a. Complete the form

i. **Private School Data:** If the Private school data is not applicable, mark the box.

1. **SAVE**

LEA Private Schools

Back Save

LEA Private School Form

Fields marked as * are required

Private School Data

Private school data is not applicable

Account Name
Alpine School District

ii. **LEA Private School Funding Status:** click on the **blue pencil** to complete

1. **Participation:** (select from dropdown):
 - None- (default)
 - Contacted – Participating
 - Contacted – Not Participating
 - Contacted – Refused Consultation
 - Not Participating
 - Participating
2. **Comments:** add comment inside the box
3. **SAVE**

LEA Private School Name	Participation	Comments	Actions
TELOS ACADEMY	--None-- <small>Field is required</small>		↻

Total Records: 1

iii. **Add School:** enter school name and information

1. **SAVE**

School information: ⓘ

Form Number LPS-01 Form Version 1.0

Back Save

15. When you have completed the LEA Private Schools form, click the **Back** button.

LEA Private Schools

Back Edit

LEA Private School Form

16. On the Attachments tab, make sure the Percentage for both forms is showing 100%.

- a. Click the **Validate** button

Overview Budget Attachments History

Data Forms

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	USBETitle1Forms	T1-All	✓	100.00%	✎ 👁 🗑
2	LEA Private School Form	LPS-01	✓	100.00%	✎ 👁 🗑

Validate

17. NOTE: Forms verses Attachments

- a. Forms and attachments have different functionality in Utah Grants.
- b. Attachments are downloaded, completed outside Utah Grants, then uploaded as an attached file.
- c. Forms are data-collection points programmed into Utah Grants. User should enter data directly into form fields.
- d. Forms information can be saved to a separate file, if desired. Click the Menu button in the upper right corner of the form and select Download as PDF.

