

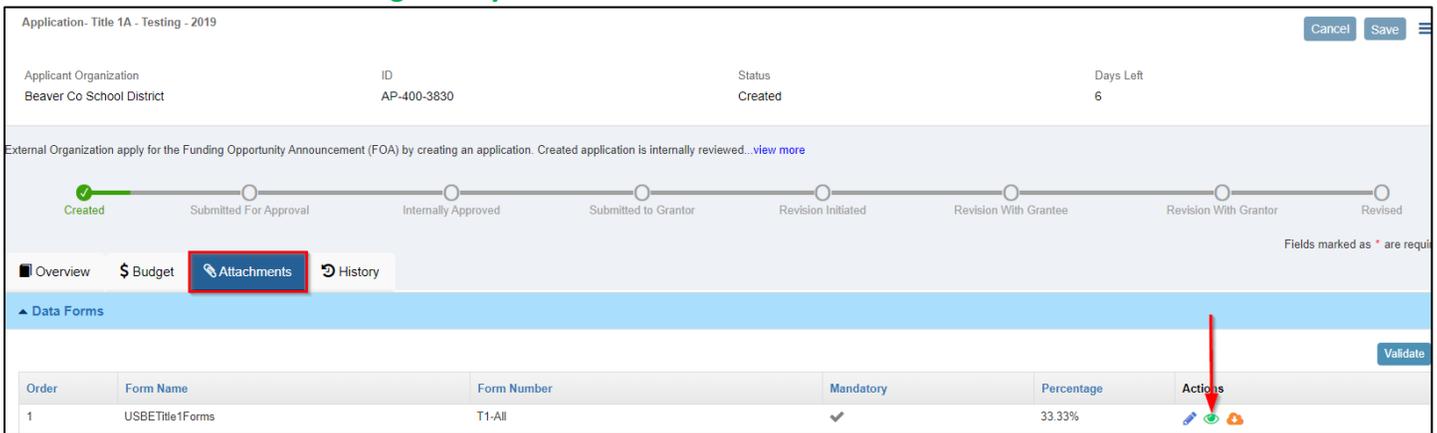
Title I Application Forms

The Title I data forms have been programmed into Utah Grants. The application owner completes and submits the application package for approval, including forms. **Title I Applications in Utah Grants are due annually by November 1.**

Application Owner

1. Within the Title I 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.



Application - Title 1A - Testing - 2019

Applicant Organization: Beaver Co School District | ID: AP-400-3830 | Status: Created | Days Left: 6

External Organization apply for the Funding Opportunity Announcement (FOA) by creating an application. Created application is internally reviewed...[view more](#)

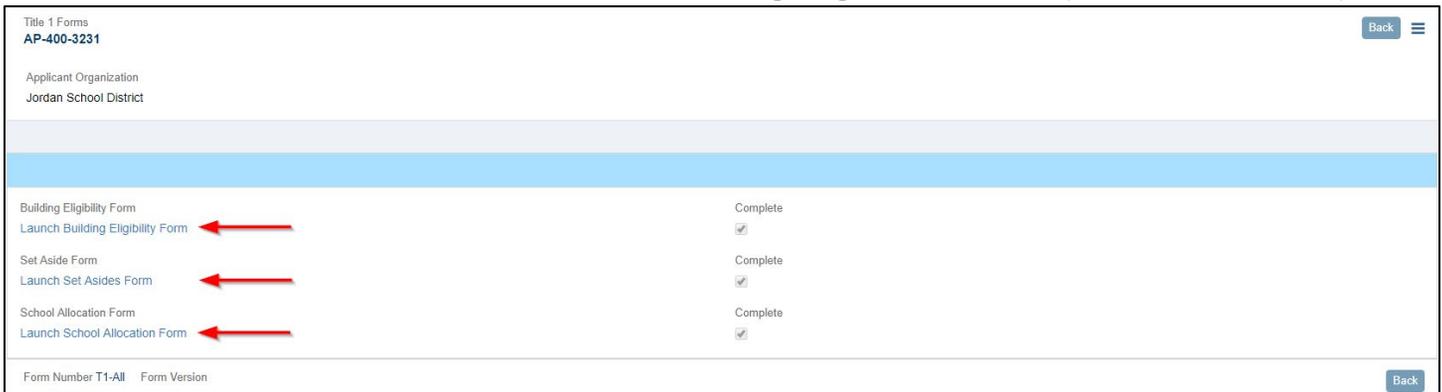
Progress: Created (100%) | Submitted For Approval (0%) | Internally Approved (0%) | Submitted to Grantor (0%) | Revision Initiated (0%) | Revision With Grantee (0%) | Revision With Grantor (0%) | Revised (0%)

Overview | Budget | **Attachments** | History

Data Forms

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	USBETitle1Forms	T1-All	✓	33.33%	

3. The USBE Title1Forms bundle is made up of three related sub-forms. The (1) Building Eligibility Form, (2) Set Aside Form, and (3) School Allocation Form relate to one another and must be completed in order.
- Open the Title I forms bundle by clicking on the **green eye**.
 - The USBE Title I Forms must be completed in order.
 - Marking as Complete** prompts the system to run calculations for the next form.
 - 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.
 - Data entered on each form will be saved while navigating between forms (**be sure to click Save**).



Title 1 Forms
AP-400-3231

Applicant Organization: Jordan School District

Building Eligibility Form	Complete
Launch Building Eligibility Form	<input checked="" type="checkbox"/>
Set Aside Form	Complete
Launch Set Asides Form	<input checked="" type="checkbox"/>
School Allocation Form	Complete
Launch School Allocation Form	<input checked="" type="checkbox"/>

Form Number T1-All | Form Version

4. Launch **Building Eligibility Form**

- a. The Building Eligibility form is prepopulated with school information from the prior year’s October 1 counts to establish the percent of poverty. This includes USBE Provided Enrollment #, USBE Provided Low Income Student #, and USBE provided Low Income Student %.
- b. You have the option of changing the total number of students and total number of low-income students based on current data. This action will adjust the % of poverty for the school.
- c. Click on the **blue pencil** next to each line to enter school information.

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%	0	--None--		500	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%	0	--None--		23	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 #	Total Low Income Students #	Total Low Income Students %
1,511	657	43.48%

- d. Complete the entire form filling in each column for each school.
 - i. **Non-Public Low-Income Student #:** Enter the number of non-public, private school students who live within the boundaries of a district Title I school.
 - 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 #:** The value prepopulates with USBE Provided Enrollment # based on prior year October 1 data. This information can be updated by the LEA.
 - v. **Adjusted # of Low Income:** Value prepopulates with USBE Provided Low Income Student # based on prior year October 1 data. This information can be updated by the 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). This column must be marked for every school:

--None--

N/A

CSI Achievement (Title I school identified in the lowest performing 5% over 3 years)

CSI Grad Rate (Any public HS with a grad rate below 67% on average over 3 years)

TSI (Any public school identified for one or more low-performing student groups)

Turnaround (Any public school identified in the bottom 3% of schools statewide for two consecutive years)

e. **SAVE** the form. Saving will recalculate all formulas, including each school's Adjusted Low Income %, and LEA adjusted totals at the bottom of the form.

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

5. Launch **Set Asides Form**

a. Click the **Edit** button

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 applied if any school with less 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 by federal statute.
- District LEAs are required to consult with each private school and provide equitable services to any private, non-profit school that chooses to participate. **The LEA must set-aside the equitable share of funds prior to budgeting for any other costs.** This is addressed below in item #14 and requires the LEA to complete the **LEA Private School Form**.
 - LEAs that receive \$500,000 or more in Title I funds must set-aside at least 1% for parent and family engagement.
 - For the Homeless set-aside and the Neglected and Delinquent set aside you must set-aside no less than the minimum per pupil allocation (PPA) regardless of whether students have been identified as homeless or neglected and delinquent. Based on your LEA's needs, you may set-aside more than the minimum PPA.
 - The LEA has discretion regarding set-asides for any of the categories listed under Optional Set Asides.

▲ 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 for this section.
9. The amount listed in Total Available for Building Allocations, will be addressed 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.



11. Launch **School Allocation Form**

- Click on the **blue pencil** to complete the actual Per Pupil Allocation (PPA) for each school.
- School 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)
- Schools are listed in rank order from highest to lowest based on the USBE-provided Low Income %, or the Adjusted Low Income % as calculated from LEA-entered numbers.
- The minimum allocation listed is calculated by the minimum school total (Adjusted Low Income # Public multiplied by the PPA).
- It is best practice to differentiate the PPA to ensure that Title I funds are concentrated in the highest poverty schools that have the greatest needs. If School A has a poverty rate of 92% it should receive a higher PPA than School H that has a poverty rate of 40%.

School Allocation Form AP-400-3830

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

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	

- The School Allocation Total is calculated by multiplying the Adjusted Low Income # Public by the Actual Allocation PPA.
- SAVE** to calculate the school level and Total Allocation amounts.
- 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

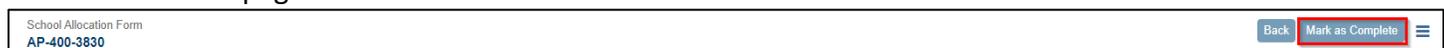
Available for Allocation: \$996.00

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.



13. Once these three forms are 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** on 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

Back

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

NOTE: District LEAs that have students who reside within the boundaries of a district Title I school and are attending a private, non-profit school are required by federal statute to consult with each private school and provide equitable services to the private school if it chooses to participate. *Title I equitable services requirements do not apply to charter LEAs because they do not have local geographical boundaries.*

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%	

Validate

a. Complete the form

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

LEA Private Schools

Back Save

LEA Private School Form

Fields marked as * are required

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. District LEAs must list each private school that chooses to receive services by selecting the private school from the drop-down menu. **Note: The identification process for Title I differs from that used by Special Education.**
 2. **Participation** determined through consultation with the eligible private school: (select from dropdown):
 - None- (default)
 - Contacted – Participating
 - Contacted – Not Participating
 - Contacted – Refused Consultation
 - Not Participating
 - Participating
 3. **Comments:** Add any additional information in the comments box.
 4. **SAVE**

- iii. **Add School:** If a private school is not listed in the drop down menu, type in the full name of the school in the space provided. **SAVE**

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

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

- a. Click the **Validate** button

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	USBTitle1Forms	T1-All	✓	100.00%	
2	LEA Private School Form	LPS-01	✓	100.00%	

17. NOTE: Forms verses Attachments

- Forms and attachments have different functionality in Utah Grants.
- Attachments are downloaded, saved to your computer, completed, then uploaded as an attached file.
- Forms are data-collection points programmed into Utah Grants. User should enter data directly into form fields.
- 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.

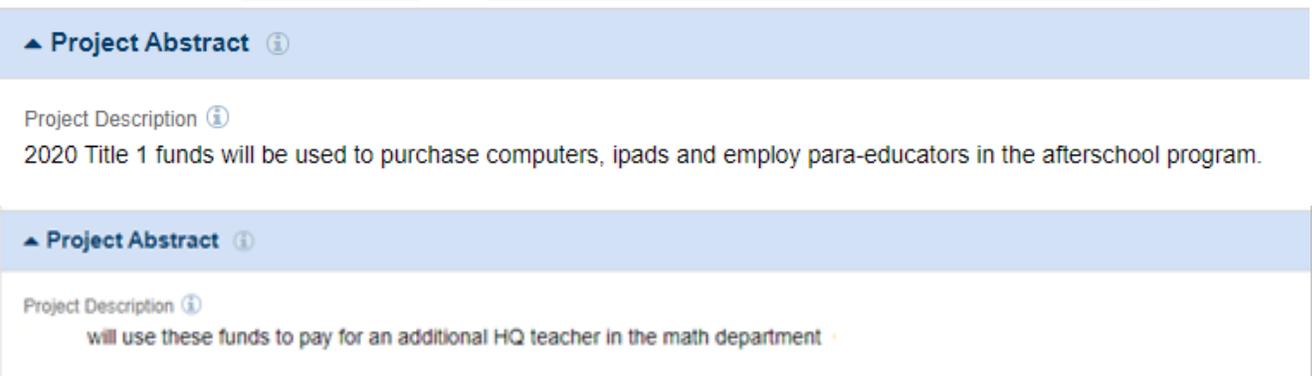


18. LEA Title I-A Plan

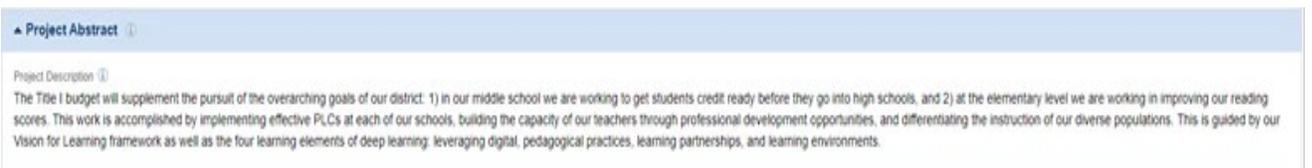
- The Title I-A Plan is a fillable PDF attachment. It must be downloaded, completed, saved, and then uploaded as an attachment. *If the LEA completed a Title I-A Plan for FY 2020, it can be downloaded and updated if necessary and then uploaded as an attachment into the FY 2021 Title I application in Utah Grants.*

19. Plan Abstract

- The plan abstract is located on the Overview Tab.
- The statutory purpose of Title I, Part A is “to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.” (ESSA Sec. 1001 [U.S.C. 6301] p. 8).
- The LEA must describe how the LEA’s Title I-A program will meet the statutory purpose of Title I.**
- The plan abstract should not be a budget narrative.*
- See below for two **nonexamples** that **do not meet the statutory purpose of Title I, Part A:**



- See below for an **example** that more closely aligns to the statutory purpose of Title I, Part A:



20. Budget Narrative and Budget

- In the Budget Narrative describe how the LEA’s Title I-A funds will be used to *supplement and not supplant* state and local funds in schools receiving Title I funds. The LEA’s written methodology for allocating state and local funds to schools must be *Title I neutral* to ensure that Title I schools receive all applicable state and local funds before Title I funds are applied.
- The Budget must support the LEA’s Title I-A Plan and the statutory purpose of Title I-A.** Expenses that do not support the plan but are included in the budget are not allocable to the grant.

- c. **Please note:** The Property Including Equipment line of the budget should only be used if the LEA is purchasing equipment with a per unit cost of \$5,000 or more. Items that cost less than \$5,000 each should be included in the Supplies and Materials line of the budget.
- d. Title I expenses must be necessary, reasonable, and allowable.