

PHASE II

**TITLE V, Part A
Innovative Programs**

**Individual Program
Application**

August 2002

**Title V, Part A – Innovative Programs
Individual Application Instructions
2002-2003**

General Information

The Title V, Part A program application is similar to the application format used in previous years (for former Title VI). Revisions have been made to reflect the provisions in the *No Child Left Behind* statute and to align Title V, Part A with ESEA performance goals.

The application is divided into seven parts. Pages four and six of the application may need to be duplicated (See Part III and Part VI.) The *Public School Assurances* in Part VII must include the superintendent's original signature in blue ink. The *Private School Assurances* (Part VII) must be maintained on file in the local school division. It is very important to have the original signature of the school official for each participating private school.

Amendments to the original application during the fiscal year must be submitted if:

- the transferability provision is used; (Transferability Amendment)
- a major shift in program focus and targeted use of funds are made; (Budget and Program Amendment) and
- at the end of the program year, all funds have not been obligated. (Carryover Amendment)

Program narratives must be modified when major programmatic changes are necessary.

Phase II applications must be submitted to the Department of Education by September 30, 2002. The Department of Education will send an official grant award letter upon receipt and review of the application. Regulatory provisions for programs funded under Title V, Part A prohibit obligation or expenditure of funds prior to the date the application is received at the Department in substantially approvable form.

The original and two copies of the application should be submitted to the program specialist for your region. Do not saddle stitch or bind sets of the application with spiral rings.

Part I: Identifying Information

Complete each of the ten items. Be sure to include an e-mail address and if one is not available, indicate with "N/A". Use the Superintendent's Memo with "Final Entitlements" to obtain the current amounts for items 7-9. For item 10, indicate if applicable, the option selected to allocate high-cost factor funds to schools within the division based on the definitions below.

Allocation Of High-Cost Factor Funds

Option 1 - Enrollment based: To provide equitable services to children in both public and private nonprofit schools without regard to whether those children generated the additional funds; or

Option 2 - Proportionate to high-cost number served: To provide services only in schools in which children counted in the high-cost adjustment are enrolled. If Option 2 is used, the school division must use the high-cost factor funds in each school in which the children who generated the funds are served in exact proportion to the number of high-cost children in those schools.

[See section 5112(d)(2) for further information about the high-cost factor.]

Part II – Participation and Planned Allocation of Funds

Indicate the amount allocated for each innovative assistance program area for public and private nonprofit schools. If applicable, indicate the amounts allocated for administration of the Title V, Part A program and indirect costs. The indirect cost rate used must be the current approved restricted indirect cost rate for the school division. Record the total amounts allocated for public and private nonprofit schools.

Indicate the estimated number of students that will participate in each program to which funds were allocated. Where possible, include only the number of participants that will **directly** benefit from the program.

Indicate the estimated number of staff that will participate in professional development activities funded by Title V, Part A for each innovative assistance program area to which funds were allocated

Part III: Program Narrative

The ESEA Performance Goals (listed in *Part III: Program Narrative* of the application) are used as a basis from which program priorities will be established. In addition to the performance goals, the Title V, Part A program requires that data from the local needs assessment be used to determine how program funds will be targeted. Because the Title V, Part A program encompasses a variety of allowable uses of funds, the data collected to complete the program narrative may possibly come from several sources. While Title V, Part A is flexible and includes numerous ways that funds can be used at the local level, careful consideration should be given to the needs of the students, particularly students in low performing schools.

The *No Child Left Behind* Act stresses the importance of selecting instructional approaches that have a proven track record of effectiveness. Title V, Part A programs are required to use scientifically based research in selecting educational programs and activities and in designing high-quality professional development. Provide documentation that the educational programs and professional development plans described in Part III: Program Narrative of this application are based on scientific research.

Complete a program narrative form for each innovative assistance program area for which funds are allocated. Duplicate this page as needed. A separate program narrative must be submitted for each private school.

Based on the local needs assessment data, complete the narrative section to reflect the items listed below.

1. State the innovative assistance program area that will be funded as indicated in Part II (items 1-27). If funds are used for professional development, the activities must be implemented in accordance with Title II. The professional development activities must be high quality, sustained, intensive, and classroom focused. The activities must be expected to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and are not one-day or short-term workshops or conferences.

If funds are targeted in areas that provide direct instruction to students, the evaluation (item 5 of the Program Narrative form) must include student achievement data based on the State's standards and assessments, and other data as appropriate.

If funds are budgeted for same-gender schools and classrooms, compliance with federal law must be assured.

If funds are used to hire additional highly qualified teachers to reduce class size, include in item 2 of the Program Narrative form the grade, school, and number of teachers that will be hired.

2. Describe why the innovative assistance program area was selected and how it will contribute to improving student academic achievement or improving the quality of education. Include specific data from the school division's local needs assessment that support the selection of the indicated innovative assistance program area. Provide documentation that the educational programs and professional development plans described are based on scientific research.
3. List the measurable objectives of the program. What should happen as a result of the program? What are the anticipated outcomes?
4. Describe the activities that will be implemented to accomplish the objectives of the program.
5. Describe how the program will be evaluated. Explain what will be done to determine whether the program has been successful. Include the sources of information that will be used to determine whether, and to what extent, objectives were met and activities effectively implemented.
6. At the bottom of the program narrative page, check the ESEA performance goal(s) that is/are directly or indirectly addressed in the response for the innovative assistance program area described on the page.

Part IV: Staff Supported with Title V, Part A Funds

Report the number of staff supported with Title V, Part A funds by job classification in full time equivalents (FTEs). Indicate in the first table staff hired for authorized instructional and educational programs and those hired for administration of the Title V, Part A program in the second table.

Part V: Budget Summary

All funds awarded for the current year must be allocated for expenditure in the object codes and expenditure accounts provided. Use the expenditure accounts descriptions below to complete the budget.

Object Codes	Description of Expenditure Accounts
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- | | |
|------|---|
| 1000 | <u>Personal Services.</u> Administration, Instruction, Instructional Assistants, Other Salaries & Wages: All compensation for the direct labor of persons in employment of the local agency. Salaries and wages paid to employees, including substitute teachers, for full-and part-time work. This category also includes payments for time not worked, including sick leave, vacation, holidays, and other paid absences (jury duty, military pay, etc.) which are earned during the reporting period. |
| 2000 | <u>Employee Benefits.</u> Fixed Charges (Administrative and Instructional) Job-related benefits provided employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances. |
| 3000 | <u>Purchased/Contracted Services.</u> Supportive Services (Medical, Dental, Clothing), Evaluation Services, Professional Development, Other Supportive Services acquired from <u>outside</u> sources (health, dental, eyeglasses). Any professional development services or any evaluation component should be included under this section. |
| 4000 | <u>Internal Services.</u> Pupil Transportation, Food Service, Other:Charges from the division or local government to programs for services such as data processing, motor pool, central purchasing, print shop, or food service and pupil transportation, if applicable. |
| 5000 | <u>Other Charges.</u> Travel (Staff/Administrative), Maintenance of Plant, Operation of Plant, Indirect Cost, Other: Utilities, communications, leases/rentals, travel for staff including administrative and consultant travel, or indirect costs. <u>Note:</u> Indirect costs cannot be claimed against capital outlay. |
| 6000 | <u>Materials and Supplies.</u> Administrative, Instructional: Includes articles and commodities which are consumed or materially altered when used and <u>minor equipment (less than \$500) which is not capital outlay</u> (i.e. instructional materials, administrative supplies, etc.). |
| 8000 | <u>Capital Outlay.</u> Equipment for Instruction, Buildings, Remodeling, and all Other Equipment: Expenditures that result in the acquisition of or additions to fixed assets except outlays for major capital facilities that are constructed or acquired. (Examples include computers; audio, video, and electronic equipment and all peripheral devices connected with the equipment; classroom furnishings; early childhood equipment; buildings; and remodeling). Capital outlay expenditures require prior approval by the Virginia Department of Education. |
| 9000 | <u>Parental Involvement.</u> Salaries/other expenditures for parental involvement activities. |

Part VI: Proposed Budget Summary Supplement

The budget supplement must provide a breakdown of the proposed budget by innovative assistance program area, sub-area, and object code within each expenditure account. A separate budget supplement page must be completed for the public and private schools. The total amount shown for each expenditure account (for the public or for the private school) in the breakdown should equal the total dollar amount budgeted for that expenditure account.

Complete the budget summary supplement as follows:

Column 1 – Innovative Assistance Program Area

Column 2 – List the job classification or title of the person(s) to be paid with Title V, Part A funds

Include the applicable employee benefits for staff paid with grant funds

List the type of material to be purchased (i.e., library resources/media materials, textbooks, instructional materials)

Include local and out-of-state travel, including a breakdown of out-of-state expenses. (Justification must be included for all out-of-state travel.)

List other expenses to include printing, office supplies, postage, rental of equipment, and other operating costs

List equipment

Column 3 – Indicate the percent of time personnel are supported with Title V, Part A funds. (Complete column 2 only if salaries, wages, or stipends are to be paid with Title V, Part A funds.)

Column 4 – Indicate the number of months or pay period of salaries and specify if employee benefits are to be paid. If employee benefits are to be paid, give the percentage.

Column 5 – Indicate the cost basis for salaries/fringe benefits, stipends, or the unit cost of equipment.

Column 6 – Indicate the total amount budgeted for each item.

Note: If more than one budget summary supplement is needed, provide a subtotal for each supplement page. On the final supplement page, provide the sum of the subtotals, which should equal the total amount, budgeted and should also equal the total grant entitlement.

Part VII: Assurances

Submit the public schools assurances page with the application. Be sure that the division superintendent has signed in blue ink.

The private nonprofit school assurances form should be signed by the private school official and kept on file in the local school division. (Do not include the private nonprofit school assurances with the application that is submitted to the Department of Education.)

Part VIII: Waiver of Participation

If applicable, the public school waiver of participation form should be signed by the division superintendent and submitted to the Office of Compensatory Programs at the Virginia Department of Education. This form is required only when the local school division does not wish to apply for Title V, Part A funds.

Virginia Department Of Education
TITLE V, PART A – INNOVATIVE PROGRAMS
of the *No Child Left Behind Act* of 2001
Public Law 107-110
Individual Program Application
2002-2003

Part I: IDENTIFYING INFORMATION (Use the Superintendent's Memo to obtain current entitlements for items 7-9)
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1. School Year _____ City/County Code: _____

2. School Division _____

3. Title V Coordinator _____

4. Telephone Number () _____ Fax Number () _____

5. E-Mail Address _____

6. Mailing Address _____

7. Public Entitlement _____

8. Private Entitlement _____

9. Total Entitlement: _____

10. High-Cost Factor Allocation Option (Check one)

_____ Enrollment Based

_____ Proportionate to High-Cost Number Served

_____ Not Applicable

PART II. PARTICIPATION AND PLANNED ALLOCATION OF FUNDS

Innovative Assistance Program Areas	PUBLIC SCHOOLS						PRIVATE SCHOOLS					
	Amount Budgeted	Number of Students				Professional Development	Amount Budgeted	Number of Students				Professional Development
		Pre-K	Elem.	Middle*	High Sch.	No. Staff		Pre-K	Elem.	Middle	High Sch.	No. Staff
1. Recruiting, training, and hiring highly qualified teachers to reduce class size							XXXXXXXX					
2. Technology activities, including professional development												
3. Development or acquisition and use of:												
3a. computer software and hardware												
3b. instructional/reference materials and academic assessments												
3c. Library/media services and materials												
4. Educational reform projects, including magnet schools												
5. Programs to improve the academic achievement of educationally disadvantaged elementary and secondary students, including dropout prevention												
6. Programs to improve the literacy skills of adults, including adult education and family literacy programs												
7. Programs for gifted and talented children												
8. Planning, design, and initial implementation of charter schools under Title V Part B												
9. School improvement programs or activities under 1116 and 1117 of Title I												
10. Community service programs												
11. Consumer, economic, and personal finance education												
12. Public school choice							XXXXXXXX					
13. Programs to hire and support school nurses							XXXXXXXX					
14. School-based mental health services												
15. Alternative educational programs												
16. Pre-kindergarten programs												
17. Academic intervention programs jointly operated with community-based organizations												
18. CPR training												

PART II. PARTICIPATION AND PLANNED ALLOCATION OF FUNDS

Innovative Assistance Program Areas	PUBLIC SCHOOLS						PRIVATE SCHOOLS					
	Amount Budgeted	Number of Students				Professional Development	Amount Budgeted	Number of Students				Professional Development
		Pre-K	Elem.	Middle*	High Sch.	No. Staff		Pre-K	Elem.	Middle	High Sch.	No. Staff
19. Smaller learning communities												
20. Activities to advance student academic achievement throughout the LEA area												
21. Parental and community involvement												
22. Best-practice models												
23. Same-gender schools and classrooms**												
24. Service learning activities												
25. School safety programs												
26. Programs that use research-based cognitive and perceptual development approaches												
27. Supplemental educational services as defined in section 1116(e) of Title I												
Program Administration							XXXXXXXX					
Indirect Costs (not to exceed approved rate)							XXXXXXXX					
TOTAL												

*Middle and Junior High

** Refer to NCLB, section 5133(b)(9)

Grand Total (Public and Private Entitlement) \$_____

Part III: PROGRAM NARRATIVE

Complete a program narrative form for each innovative assistance program area for which funds are allocated. Provide documentation that the educational programs and professional development plans described in this application are based on scientific research. A separate program narrative must be submitted for each private school. (Duplicate this page as needed.)

1. Innovative Assistance Program Area to be Funded _____

Check public or private Public _____ Number of schools to receive materials or services: _____
 Private _____ Name of private school: _____

2. Describe why the innovative assistance program area was selected and how it will contribute to improving student academic achievement or improving the quality of education. Include specific data from the school division's local needs assessment that support selection of the innovative assistance program.

3. List the measurable objectives of the program.

4. Describe the activities that will be implemented to accomplish the objectives of the program.

5. Describe how the program will be evaluated.

Check the performance goal(s) below that is directly or indirectly addressed in your response for the innovative assistance program area described on this page.

- All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics by 2013-2014.
- All limited English proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
- By 2005-2006, all students will be taught by highly qualified teachers.
- All students will be educated in learning environments that are safe, drug free, and conducive to learning.
- All students will graduate from high school.

Part IV: STAFF SUPPORTED BY TITLE V, PART A FUNDS
(Report in Full-Time Equivalents (FTEs))

INSTRUCTIONAL/EDUCATIONAL PROGRAMS

Job Classification	FTEs
Administration (nonclerical)	
Clerical	
Teachers	
Paraprofessionals	
Support Staff (nonclerical)	
Other (specify)	

TITLE V ADMINISTRATION

Job Classification	FTEs
Administration (nonclerical)	
Clerical	
Support (nonclerical)	
Clerical	
Other (specify)	

Part V: BUDGET SUMMARY

Object Code	Expenditure Account	Public Funds	Private Funds	Total Budget
1000	Personal Services	\$	XXXXXXXX	\$
2000	Employee Benefits	\$	XXXXXXXX	\$
3000	Purchased Services	\$		\$
4000	Internal Services	\$	XXXXXXXX	\$
5000	Other Charges	\$		\$
6000	Materials and Supplies	\$		\$
8000	Equipment*	\$		\$
9000	Parental Involvement	\$		\$
TOTAL		\$	\$	\$

*Provide itemized list of equipment by innovative assistance program area in *Part VI – Proposed Budget Summary Supplement*.

Part VII: ASSURANCES

Public School Assurances

The applicant hereby assures the Superintendent of Public Instruction that:

1. Title V, Part A funds have been allocated for activities authorized under Public Law 107-110, the *No Child Left Behind Act* of 2001;
2. Title V, Part A provisions, including those in section 5142 concerning the participation of children enrolled in private nonprofit schools, shall be in full compliance and services shall be provided in accordance with federal regulations;
3. Meaningful and timely consultation with private nonprofit school officials has been implemented in accordance with section 5142;
4. The control of Title V, Part A funds, and title to materials, equipment, and property repaired, remodeled, or constructed with such funds will be maintained in the local school division in accordance with section 5142(c)(1);
5. Records related to Title V, Part A will be properly maintained and available to the State educational agency as may be reasonably required for fiscal audit and program evaluation (consistent with the responsibilities of the State educational agency under this part). This includes financial records, inventory of equipment, and other documents related to the implementation of the Title V, Part A program;
6. Parents, teachers, administrators, and other groups as deemed appropriate have been systematically consulted with respect to the allocation of funds for programs authorized under Title V, Part A and in the planning, design, and implementation of such programs in accordance with section 5133(b)(7);
7. Programs implemented under Title V, Part A will be evaluated annually in accordance with section 5133. The report will be submitted to the Virginia Department of Education and data from the evaluation will be used to make decisions about appropriate changes in programs for the subsequent year;
8. Same-gender programs implemented under section 5131(a)(23) will comply with federal requirements as indicated in 5131(c);
9. Title V, Part A funds will be used to supplement, and not supplant, any other Federal, State, or local education funds;
10. Statutes and regulations related to civil rights laws will be met during implementation of the Title V, Part A program;
11. Title V, Part A funds will be maintained and accounted separately and shall not be commingled with state or local funds;

12. The school division will comply with applicable requirements in the Education Department General Administrative Regulations (EDGAR) and applicable audit requirements.
13. The school division is in compliance with Section 22.1-277.01, Virginia Code that requires the expulsion for one year of any student determined to have brought a weapon to school. A description of each incidence, the name of the school concerned, the number of students expelled from each school, and the type of weapon used in each instance of expulsion will be reported to the SEA in compliance with provisions under Section 14601 of Title XI. This agency has a policy that requires referral to the criminal justice or the juvenile delinquency system of any student who brings a firearm or weapon to school.

Certification:

I, the undersigned authorized official of the local school division/public agency, agree to comply with all provisions in Title V, Part A – Innovative Programs, of the *No Child Left Behind Act* of 2001, including all federal and state regulations applicable to the use of funds under this part. Documents will be kept on file to support each assurance. To the best of my knowledge, all information in this application is correct and complete.

School Division _____ Date _____

Signature of Superintendent _____

Typed/Printed Name of Superintendent _____

Signature of Board Chairman _____ Date _____

Typed/Printed Name of Board Chairman _____

Private School Assurances

The division superintendent must keep this form on file for each participating private nonprofit school.

The private nonprofit school applicant assures the division superintendent that:

1. The services, materials, and equipment provided by Title V, Part A will be used only to provide secular, neutral, and nonideological services to students and school personnel;
2. A current inventory of equipment and materials will be maintained and items returned to the local public school division if the school should discontinue participation in Title V, Part A; move from the attendance area of the administering local school division; or close.
3. The private nonprofit school is in compliance with Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act;
4. The private school has been provided the opportunity for meaningful and timely consultation with public school officials and is satisfied with the educational services and programs that will be offered to students through Title V, Part A funds;
5. The private school is nonprofit; and
6. The materials and services purchased with Title V, Part A funds will be used to supplement, and not supplant existing materials and services.

Name of Private School _____

Signature of Private School Official _____

Typed/Printed Name of Private School Official _____

Title _____ Date _____

Address _____

Telephone Number _____ Fax Number _____

Part VIII: WAIVER OF PARTICPATION

A local school division that does **NOT** plan to participate in the Title V, Part A – Innovative Programs grant must submit a signed waiver form to the Virginia Department of Education. Submission of this form allows the Department to identify funds for reallocation.

The signature of the authorized official below verifies that the named school division **has chosen not to participate** in the 2002-2003 Title V, Part A program under the *No Child Left Behind Act*.

School Division

Name of Superintendent – Typed or Printed

Signature of Superintendent

Date

Return this form to the Virginia Department of Education, Office of Compensatory Programs, by September 30, 2002, if the school division does not plan to apply for Title V, Part A funds.