

# **Title I, Part A Experienced Coordinators: Information and Updates**

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Office of Program Administration and Accountability  
July 2014 Coordinators' Academy*



# Overview

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- Title I University
- Spend Down of Federal Funds
- Application Amendments and Budget Transfers
- Federal Program Monitoring
- Schoolwide Plan Template
- Omni Circular
- Community Eligibility Provision
- Using Title I, Part A Funds for Homeless Children and Youth



# Title I University

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- During the 2014-2015 school year, Title I staff will facilitate training sessions focused on specific and timely topics.
- Participation open to any and all interested LEA staff
- Topic strands for this year include:
  - Comprehensive Needs Assessment (CNA) for schoolwide programs
  - Schoolwide Planning Process
  - Community Eligibility Provision
  - Strategic Amendments & Budget Transfers
  - Equitable Services
- Refer to presentation schedule for session dates



# Spend Down of Federal Funds

Year of Grant Award	Total Grant Award Period	Deadline to Obligate 85% of Award*	Deadline to Obligate 100% of Award	Deadline to Request Reimbursement for ALL funds
FFY 2014 (2014-2015)	July 1, 2014 – Sept. 30, 2016	Sept. 30, 2015	Sept. 30, 2016	Nov. 15, 2016
FFY 2013 (2013-2014)	July 1, 2013 – Sept. 30, 2015	<b>Sept. 30, 2014</b>	Sept. 30, 2015	Nov. 15, 2015
FFY 2012 (2012-2013)	July 1, 2012 – Sept. 30, 2014	Sept. 30, 2013	<b>Sept. 30, 2014</b>	<b>Nov. 15, 2014</b>

***\*Some divisions may receive a waiver to carry over more than 15% of award***



# Application Amendment and Budget Transfer Process

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- Any changes to the program budget should first be reflected in an application amendment, followed by a budget transfer request within 7 business days of approval of the amended application.
- Beginning with Federal Fiscal Year 2014 grants, budget transfers will no longer be accepted without an approved amended application reflecting budget and/or programmatic changes.



# Amendment Requests

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- Required information on Title I, Part A Application
  - Indicate revision or amendment on Narrative and Detail Budget tab, page 1, upper right-hand corner
  - Include the date
  - Select the “Explain” link or scroll down to “Revisions and Amendments”
  - Provide specific information regarding proposed changes
    - Programmatic Changes
    - Budget Changes



# Examples of Explanations

## REVISIONS AND AMENDMENTS

In the box indicating whether it is a revision or amendment. Provide an explanation for all programs in one cell per row, including the location of the changes. (i.e. tab name, cell A75, row 103,...)

Revision	<input type="checkbox"/>	Transfer of funds
Amendment	<input checked="" type="checkbox"/>	

“Transfer of funds”



# Examples of Explanations

X

**Programmatic: Purchase of Math Monsters supplemental remediation program at XYZ Elementary**  
**Budget: Moving \$8,000 from object code 1000 to 3000 to purchase Math Monsters**

Programmatic: Purchase of Math Monsters supplemental remediation program at XYZ Elementary

Budget: Moving \$8,000 from object code 1000 to 3000 to purchase Math Monsters



# Examples of Explanations

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<b>Revision</b>	<b>X</b>	<b>Budget changes to pages:</b>
<b>Amendment</b>		

“Budget changes to pages: ”

# Examples of Explanations

Revision

X

Amendment

Programmatic: no changes

Budget: Updated allocation +\$18.20 to object code 1000; moving \$14,000 from object code 6000 to 1000 to cover salaries

Programmatic: no changes

Budget: Updated allocation +18.20 to object code 1000; moving \$14,000 from object code 6000 to 1000 to cover salaries



# Budget Transfer Requests

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- Must be submitted within 7 days of application amendment approval
- Amount of transfer request must match amendment request
- Reference amendment by date or number
- Provide additional detail in comments if necessary



# Examples of Budget Request Comments

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- “Please approve moving available funds from object code 0000 to object code 5000 to close out 2012-2013 grant. Thanks!”
- “Moving funds from 3000 to 6000”
- “Transfer of funds”
- “Please approve”



# Examples of Budget Request Comments

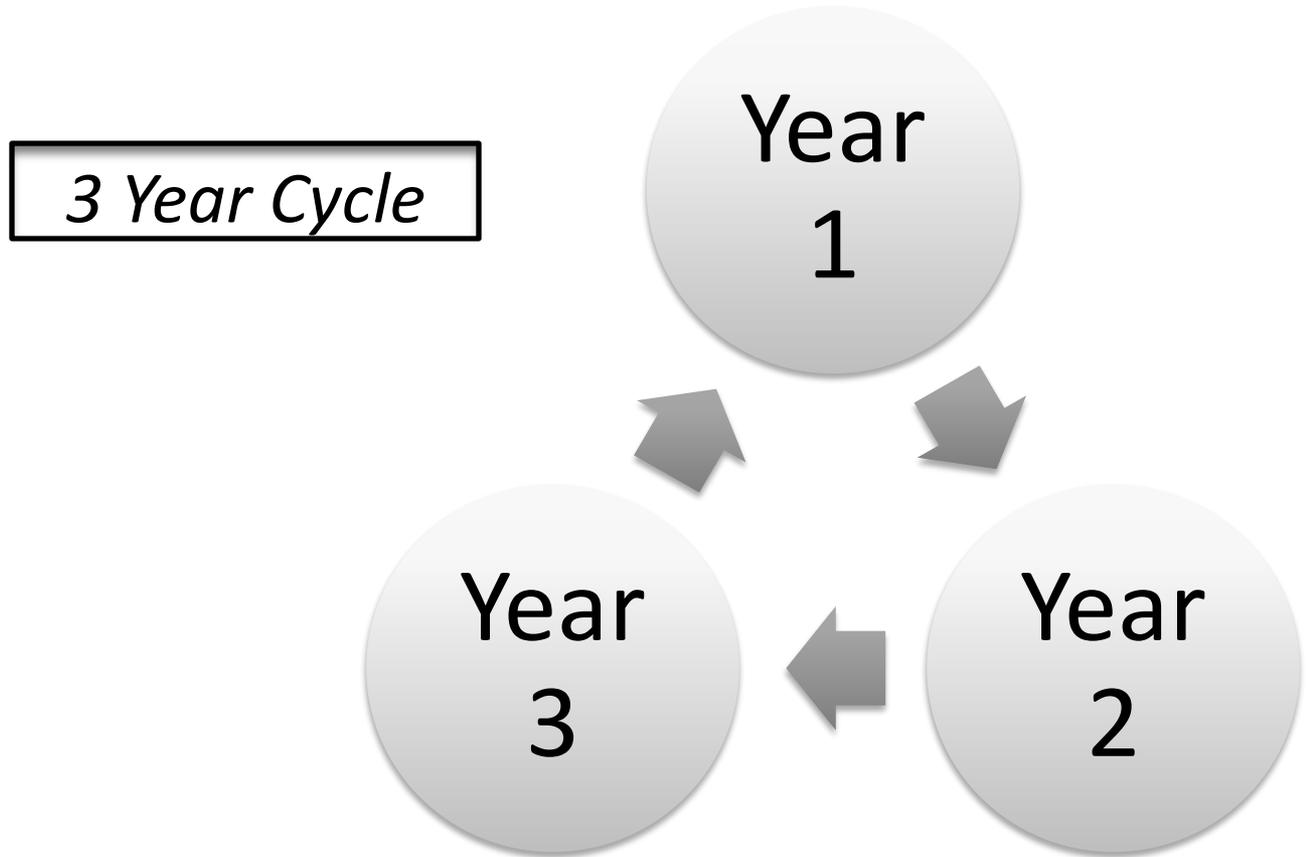
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- “BTR to support Amendment #2 submitted April 14, 2014.”
- “Revision reflects \$20.95 increase from Supt’s Memo 119-14”
- “Moving funds from object code 6000 to 2000 to cover increase in health care costs for Title I funded employees; decrease in amount of supplemental readers purchased under object code 6000”

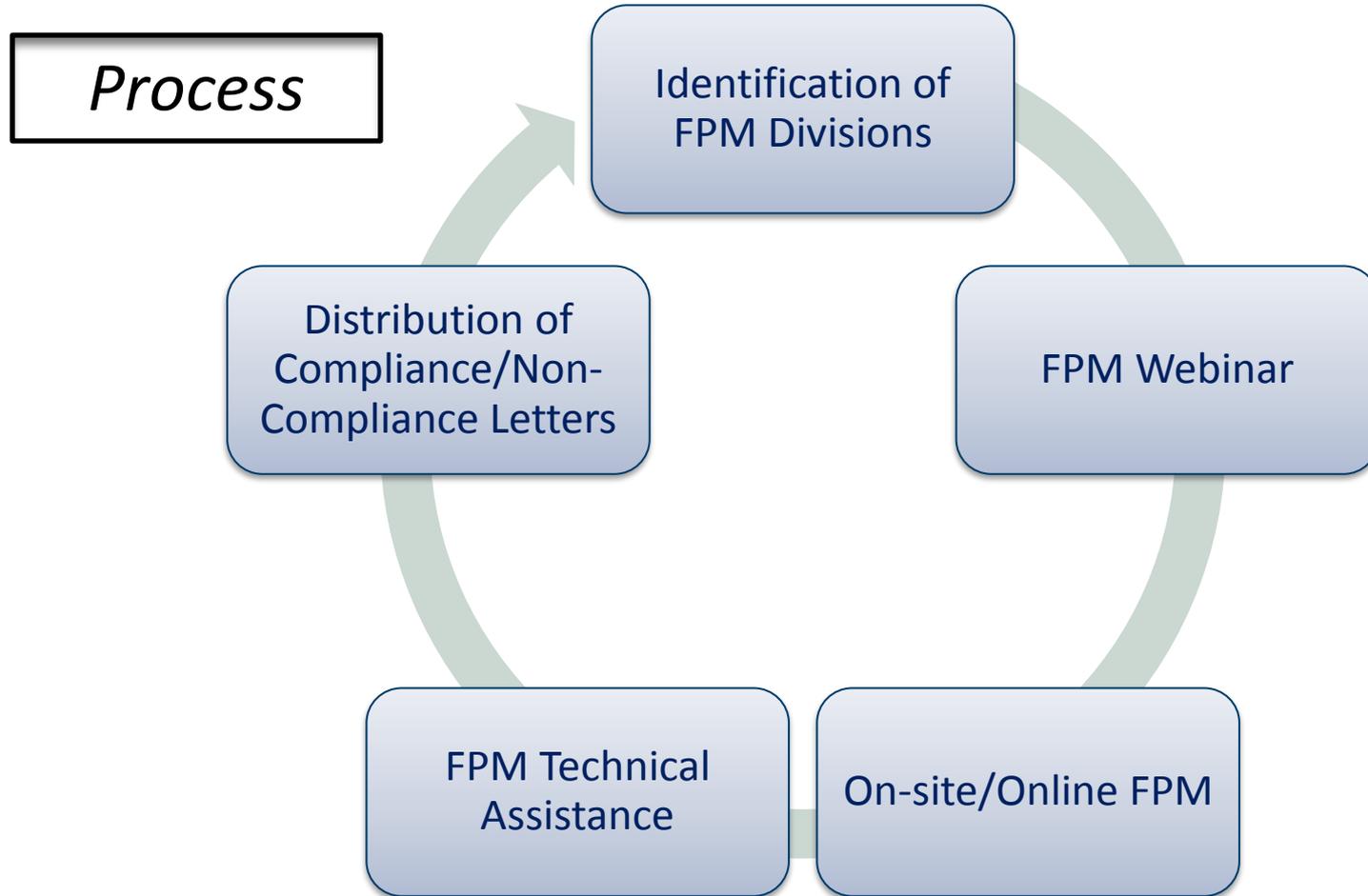


# Federal Program Monitoring Cycle

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# Federal Program Monitoring Process



# Schoolwide Plan Template

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- Title I schools implementing a schoolwide program are required to annually review the schoolwide plan as necessary according to Section 1114 Schoolwide (B) Plan Development (iii).
- **OPTIONAL** Schoolwide Plan Template available on web site
- Will be available on Indistar for 2014-2015



# Omni Circular

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- Guidance document developed by the Office of Management and Budget (OMB)
- Provides guidelines and guidance on administrative requirements, cost principles, and audit requirements for federal awards
- Will replace current OMB Circular “A 87”
- Will be accompanied by changes to EDGAR (Education Department General Administrative Regulations)
- Effective December 26, 2014 for new awards or additional funding allocated to existing awards



# Omni Circular Guidance

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- Monitoring will focus on compliance with applicable federal requirements *and* **achieving performance goals**
- Risk-based approach to determining appropriate monitoring
- Computing devices under \$5,000 classified as supplies, not equipment
- Cost of entertainment unallowable

*Uniform Administrative Requirements, Cost Principles,  
and Audit Requirements for Federal Awards*



# The Community Eligibility Program (CEP)

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- Universal meal program designed by the National School Lunch Program
- Response to the Healthy, Hunger-Free Kids Act of 2010
- Goal of providing more free meals to low-income students
- In each participating school, **all** students are provided **free breakfast** and **free lunch**



# The Community Eligibility Program

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- Implementation began in 2011-2012
- Currently LEAs in 10 states and the District of Columbia are implementing
- Will be available in all states in the 2014-2015 school year
- Eligibility based solely on “direct certification” data—no household applications



# The Community Eligibility Program

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- To be eligible, a school, group of schools, or LEA must have at least 40 percent of its students “directly certified”
- Direct certification data come from programs such as the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF)
- Direct certification data do not have to be updated for CEP purposes during the 4 year CEP cycle



# The Multiplier

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- Used to account for low-income families not reflected/captured in direct certification data
- Determines percent of federal reimbursement for meals
- Set by USDA at 1.6 – as of July 1, 2014, can be adjusted to 1.3 – 1.6
- Multiplier will remain constant for schools and LEAs throughout the four year CEP cycle



# Examples of the Multiplier

## School A

**40% of students identified**

$$40 \times 1.6 = 64$$

64% of meals reimbursed at  
Federal "Free" rate

36% of meals reimbursed at  
Federal "Paid" rate

## School B

**62.5% of students  
identified**

$$62.5 \times 1.6 = 100$$

100% of meals reimbursed  
at Federal "Free" rate

NOTE: 100% is maximum



# How does CEP impact Title I school ranking?

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- The LEA must use a **common poverty metric** to rank order schools and allocate Title I funds on an equitable basis
- If an LEA selects National School Lunch data as its poverty measure and participates in CEP, the CEP data will be used by the LEA for within-district allocations
- An LEA will not use CEP data for Title I school ranking until a school is in its second year implementing CEP (2015-2016 or later)



# Two Options for LEAs with both CEP and non-CEP schools

## Option #1 – Use the Multiplier for CEP schools

School	Total Enrollment	# Direct Cert	# Household Apps	Apply Multiplier – CEP Only	# Low - Income	Percent Low-Income
School 1 CEP	100	60	--	1.6	96	96%
School 2 CEP	100	50	--	1.6	80	80%
School 3 Non-CEP	100	30	18	--	48	48%



# Two Options for LEAs with both CEP and non-CEP schools

## Option #2 – Use ONLY Direct Certification Data for ALL schools

School	Total Enrollment	# Direct Cert	# Household Apps	Apply Multiplier – CEP Only	# Low - Income	Percent Low-Income
School 1 CEP	100	60	--	--	60	60%
School 2 CEP	100	50	--	--	50	50%
School 3 Non-CEP	100	30	--	--	30	30%



# CEP and Ranking Schools

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- LEAs with all CEP schools do not need to use the multiplier to rank schools
- Each school's data must be reported separately (not in a group or by division average, even if schools were grouped for CEP eligibility)
- The LEA or school **must** use updated direct certification data on an annual basis for Title I purposes, even if these data are not used for CEP purposes



## How does CEP impact accountability?

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- Direct Certification Data will be used to identify the economically disadvantaged subgroup for accountability purposes **in all CEP schools.**
- **Schools not participating in CEP** will continue to use traditional methods for the identification of the economically disadvantaged subgroup for accountability purposes as allowed under Title I and that comply with the data elements outlined in the Student Record Collection (for example, student eligibility for Free/Reduced Meals, students receiving TANF, and students eligible for Medicaid).



# Information on CEP

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- [U. S. Department of Education Guidance - The Community Eligibility Provision and Selected Requirements under Title I, Part A of the \*Elementary and Secondary Education Act of 1965\*, as amended.](#)
- [Superintendent's Memo #066-14: Community Eligibility Provision \(CEP\): Guidance and Procedures for School Year 2014-2015](#)
- [Superintendent's Memo #104-14: Identification of the Economically Disadvantaged Subgroup for Title I Accountability Under the Community Eligibility Provision](#)
- [Community Eligibility Provision \(CEP\): Application Process for School Year 2014-2015](#)



# Using Title I Funds to Support Homeless Children and Youth

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- USED letter to states clarifies the expanded use of Title I funds under the Consolidated Appropriations Act of 2014
- Flexibility applies to FY 2014 Title I funds and also to FY 2012 and FY 2013 carryover funds
- Unknown whether flexibility will apply in future years



# Using Title I Funds to Support Homeless Children and Youth

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- Funds may be used to support a local homeless liaison
- Divisions that currently use state or local funds to support a homeless liaison may choose to use FY 2014 Title I funds for this purpose
- Authority provided in the Consolidated Appropriations Act supersedes the presumption of supplanting
- Title I allowable cost principles of *reasonable* and *necessary* still apply



# Using Title I Funds to Support Homeless Children and Youth

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- Funds may be used to provide transportation to the school of origin **above what the LEA would otherwise provide to transport the student to his or her** assigned school
- Funds used to support homeless liaison and/or provide transportation must be over and above the funds reserved for the required services
- Using Title I funds under the new flexibility **does not meet** the requirement to reserve funds to provide instructional and related services to homeless children and youth who attend non-Title I schools



# Designating Homeless Set-aside in the Title I Application

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- Divisions will indicate the amount used for the optional transportation and/or homeless liaison costs on the homeless set-aside line of the Title I application
- Required reservation to provide instructional and related services to homeless children and youth will also be included on this line
- Expenditures must be described separately in the detailed budget breakdown to allow specialists to efficiently complete the application review and approval process.



# Information on Serving Homeless Children and Youth

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- [USED Letter to States Providing Information About the New Authority in the Consolidated Appropriations Act, 2014 Regarding the Use of Fiscal Year \(FY\) 2014 Title I Funds](#)
- [VDOE Title X, Part C web site](#)
- [Program Coordination for Children Receiving Services from Title I, Part A, and/or Services from Title X, Part C](#)
- [Project HOPE web site](#)



# VDOE Contact Information: Title I Specialists

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# VDOE Contact Information: Title I Coordinator

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Dr. Lynn Sodat, Title I Coordinator

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804-371-2934

VDOE Title I staff contact information, including specialists' assigned divisions, is posted on the VDOE Web site:

[http://www.doe.virginia.gov/federal\\_programs/esea/title1/part\\_a/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/title1/part_a/index.shtml)



# Questions?

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