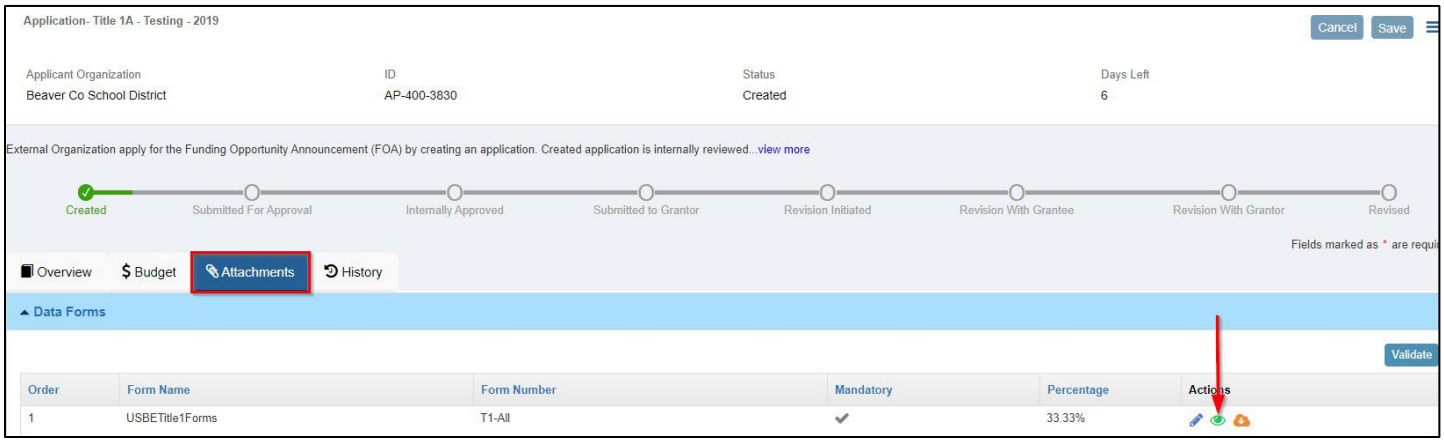
Application – Title IA Forms

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

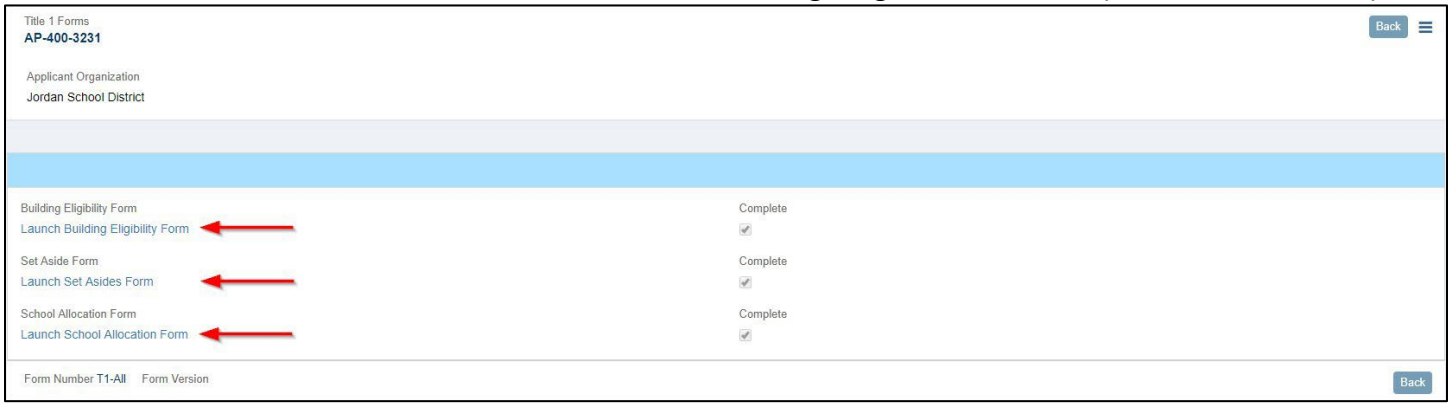
Application Owner

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.

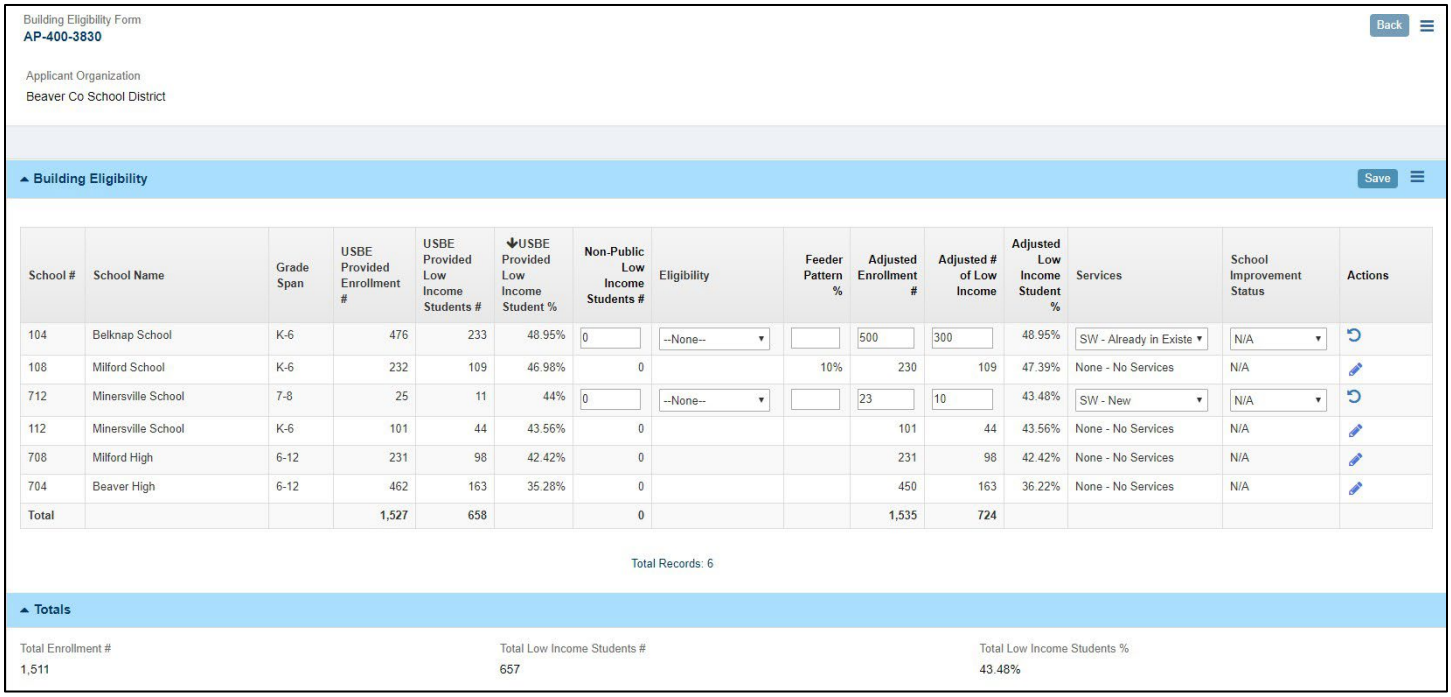


3. The USBE Title1Forms bundle is made up of three related sub-forms. The Building Eligibility Form, Set Aside Form, and School Allocation Form relate to one another and must be completed in order.
    a. Open the form by clicking on the Blue link.
    b. The USBE Title IA Forms must be completed in 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).



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 % from the previous year's October 1 counts.
    b. You have the option of changing the Adjusted Enrollment and the Adjusted # of Low-Income Students based on more 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.

NOTE: Schools with poverty rates below 45% may not operate a schoolwide Title I program unless the LEA has a USBE-approved 40% poverty waiver for that school.



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%	0	--None--		500	300	48.95%	SW - Already in Existe	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 # 1,511 | Total Low Income Students # 657 | Total Low Income Students % 43.48%

    d. 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 #:** The value pre-populates with USBE Provided Enrollment # from the previous year's October 1 counts. The LEA may choose to update this information. This action will adjust the % of poverty for the school.
        v. **Adjusted # of Low Income**: The form pre-populates with USBE-provided Low Income Student # from the previous year's October 1 counts. The LEA may choose to update this information. This action will adjust the % of poverty for the school.

vi. **Services** (select from dropdown): (what you choose here impacts what you see on the School Allocation Form)

-- None--
None – No Services
None – Grade Span
None – NESS
None – RTC
None – YIC
None – New School
School-Wide Services Already in Existence
School-Wide Services New
Targeted Assistance Already in Existence
Targeted Assistance New

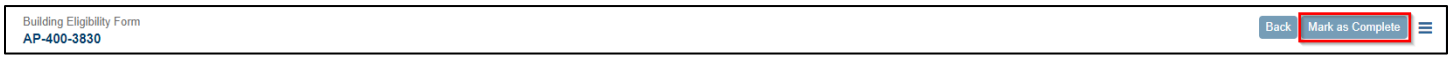
PLEASE NOTE: Only schools with these services will appear on the School Allocations form.

vii. **School Improvement Status (this field is required)** (select from dropdown):

--None—
N/A
CSI Achievement (Title I schools in the lowest 5%)
CSI Grad Rate
TSI (schools identified for low-performing student group(s))
Turnaround

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. Items to Note:

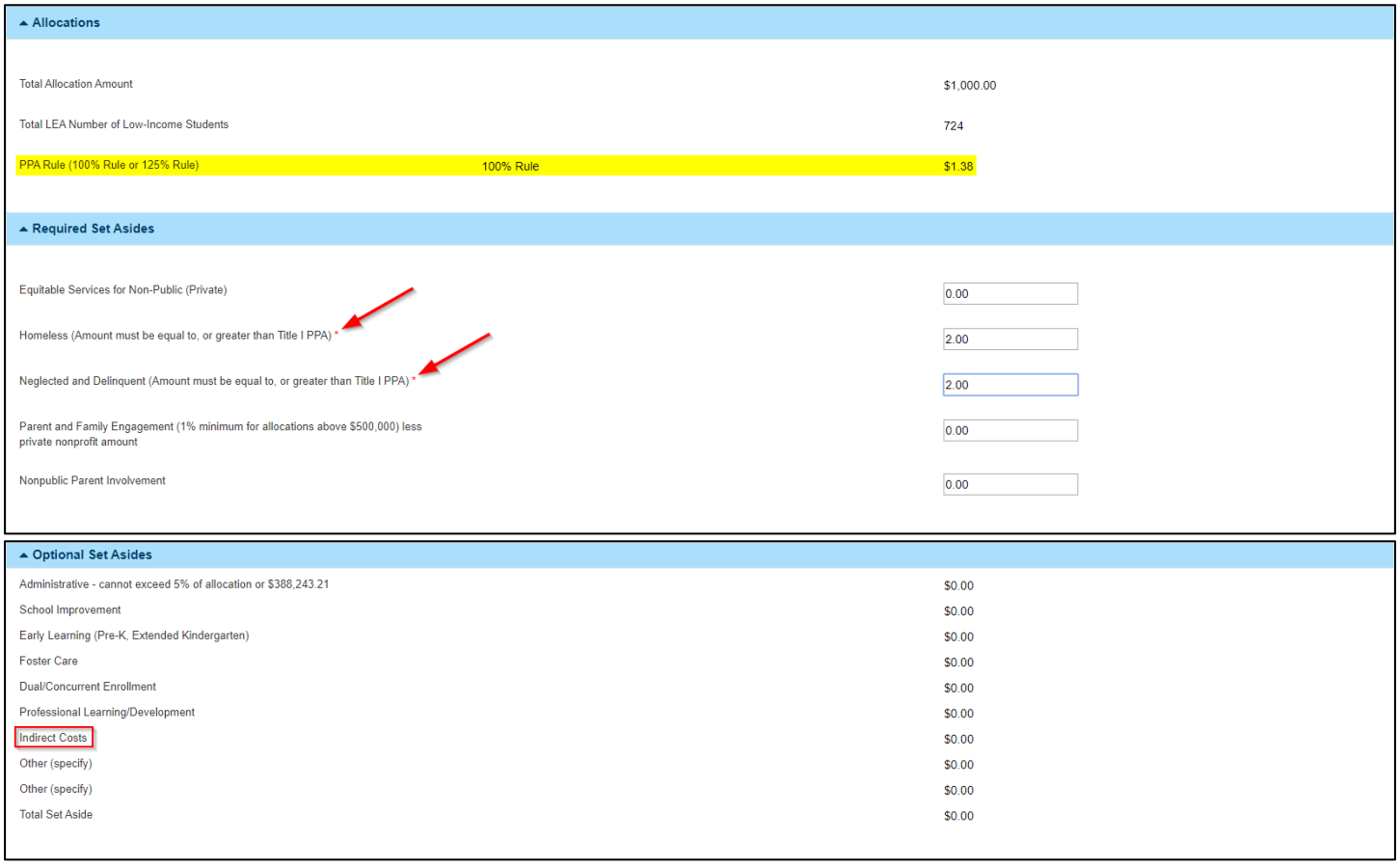
a. The Total LEA Number of Low-Income Students and the PPA Rule (100% or 125%) is determined based on information entered on the Building Eligibility Form. The 125% rule will be used if Services are provided AND any school's Adjusted Low Income Student % is <35%; otherwise, the "100% Rule" will be used.

b. Utah Grants automatically calculates your indirect costs on your budget page. You may include them as a set-aside on the Optional Set Aside form if you do not want them to impact the funding available to allocate to schools.

NOTE: In the old UCA system, you had an option of not withholding indirect costs, but Utah Grants does it for you on the budget page and you cannot override this function.

7. Complete the amounts for Required Set Asides and Optional Set Asides. Items with a red asterisk are required fields.
    a. **District LEA's** 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**.
    b. LEAs that receive $500,000 or more in Title I funds must set aside at least 1% for parent and family engagement.
    c. 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.
    d. The LEA has discretion regarding set asides for any of the categories listed under Optional Set Asides.

    NOTE: To avoid impacting the Total Available for Building Allocations, some LEAs choose to list the indirect costs **from the budget page** on the Optional Set Asides Form.



▲ 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

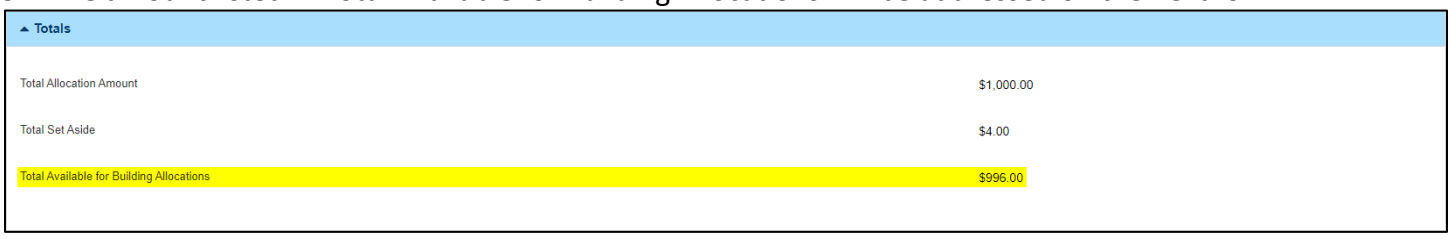
▲ Required Set Asides

Equitable Services for Non-Public (Private)	0.00
Homeless (Amount must be equal to, or greater than Title I PPA) *	2.00
Neglected and Delinquent (Amount must be equal to, or greater than Title I PPA) *	2.00
Parent and Family Engagement (1% minimum for allocations above $500,000) less private nonprofit amount	0.00
Nonpublic Parent Involvement	0.00

▲ Optional Set Asides

Administrative - cannot exceed 5% of allocation or $388,243.21	$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
Indirect Costs	$0.00
Other (specify)	$0.00
Other (specify)	$0.00
Total Set Aside	$0.00

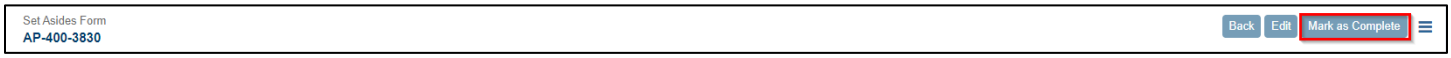
8. SAVE the form. Saving will calculate the totals section.
9. The amount listed in Total Available for Building Allocations will be addressed on the next form.



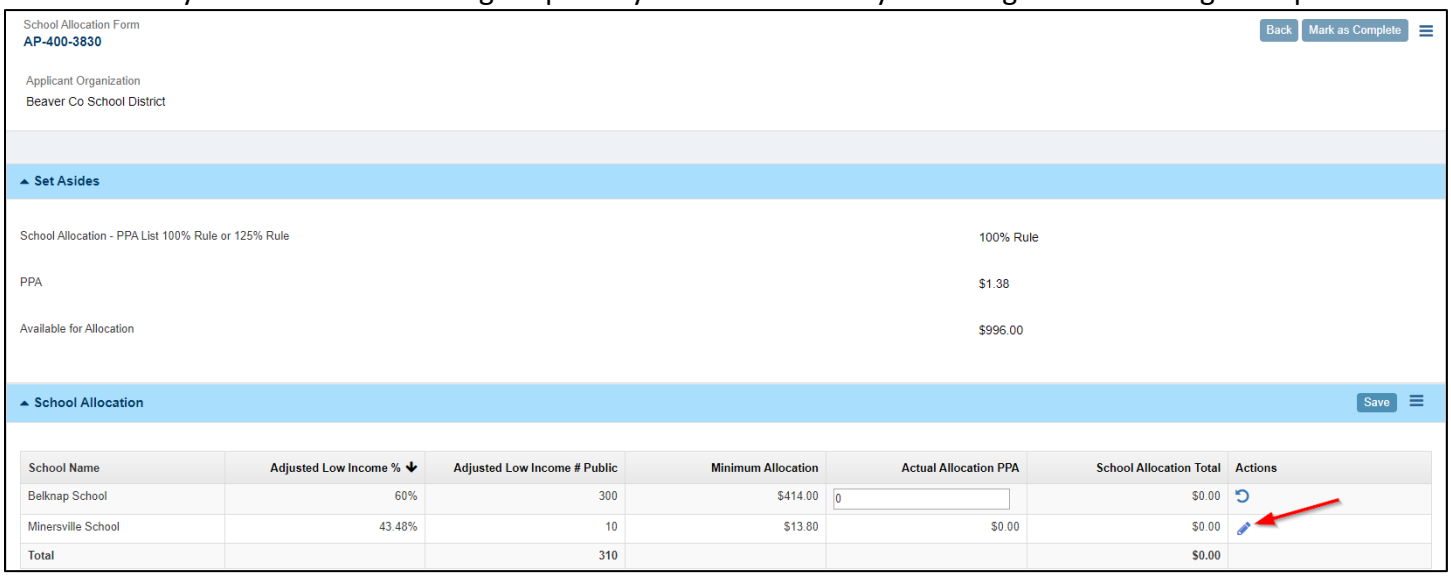
▲ Totals

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

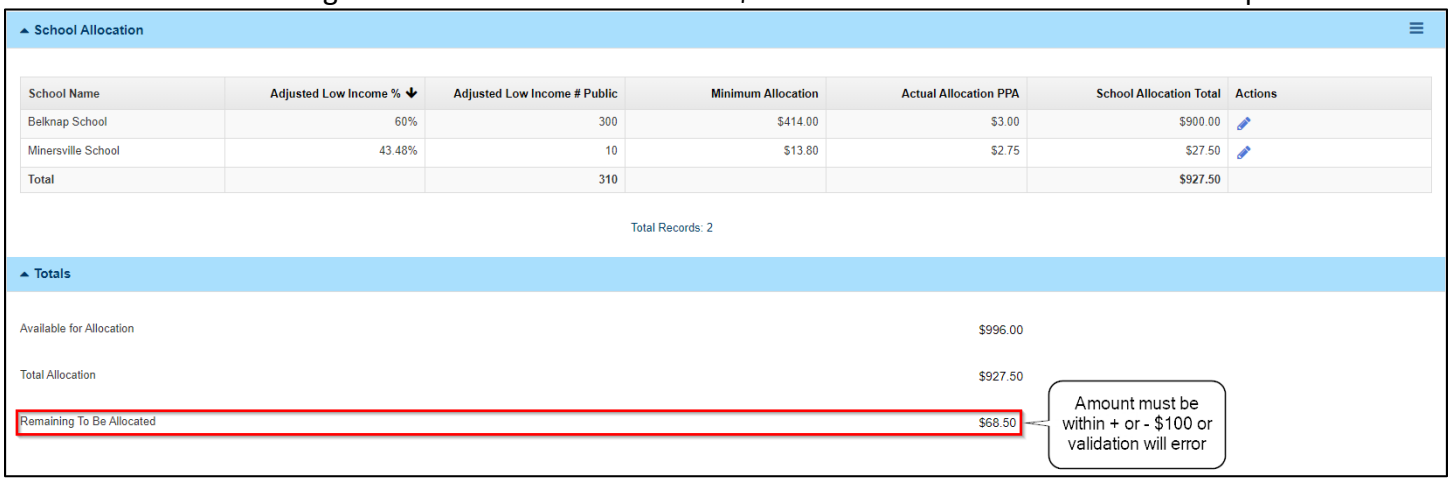
10. When you have completed the form, click the Mark as Complete button in the top right or bottom right corners of the page.



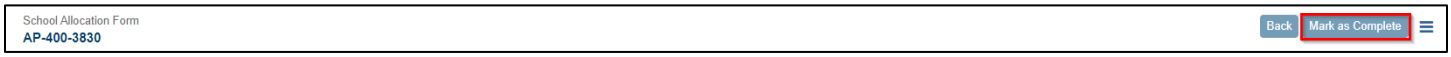
11. Launch **School Allocation Form**
    a. Click on the blue pencil to complete the Actual Per Pupil Allocation (PPA) for each school.
    b. School services provided will appear on the School Allocation Form (as indicated on the Building Eligibility Form, SW – Already in Existence, SW – New, TA Already in Existence, or TA – New)
    c. Schools are listed in rank order from highest to lowest based on the USBE-provided Adjusted Low Income %, or the Adjusted Low Income % as calculated from the LEA-entered numbers.
    d. The minimum allocation listed is calculated as the minimum school total (Adjusted Low Income # Public multiplied by the PPA).
    e. 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 G that has a poverty rate of 40%.
    f. Any school with 75% or higher poverty must be served by Title I regardless of the grade span.



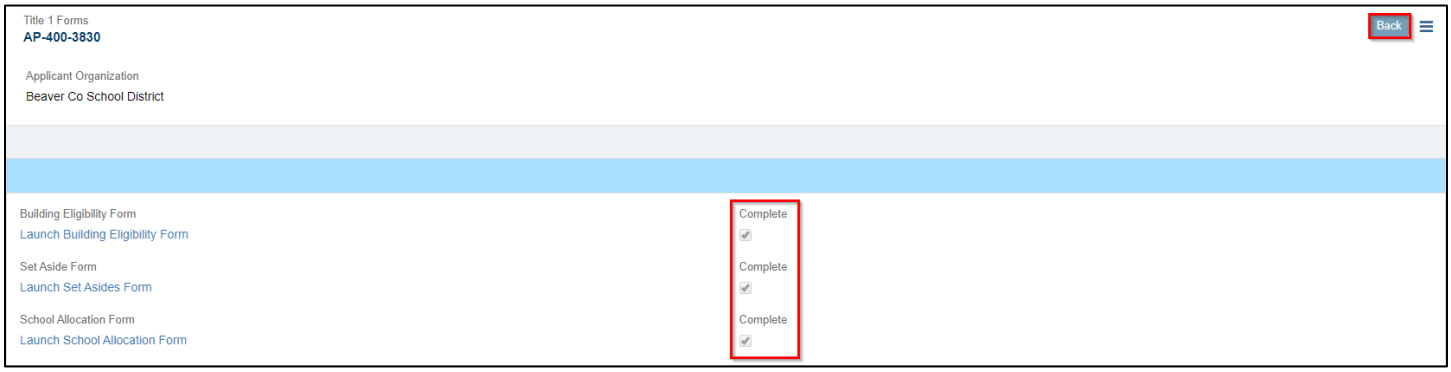
    g. The School Allocation Total is calculated by Adjusted Low Income # Public multiplied by the Actual Allocation PPA.
    h. SAVE to calculate the school level and Total Allocation amounts.
    i. The Remaining to be Allocated must be + or - $100 for the form to be marked as complete.



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



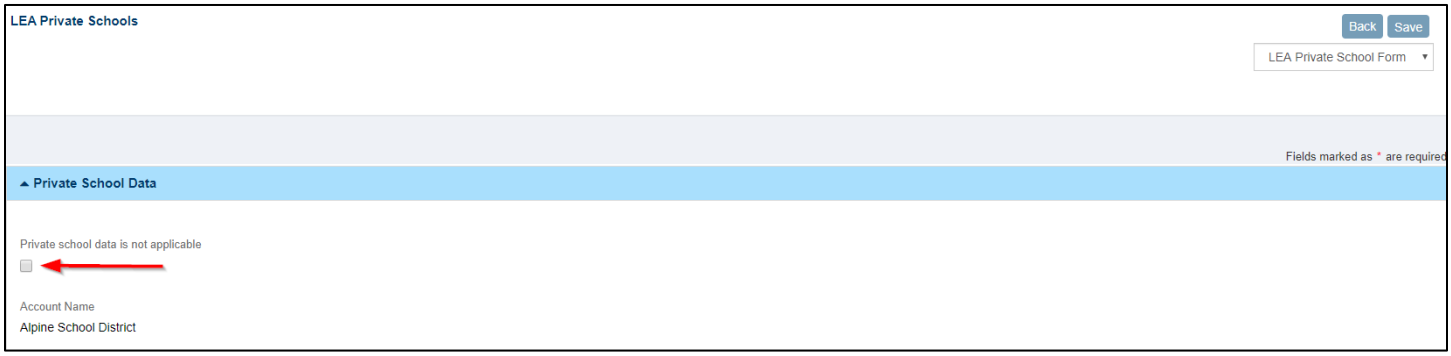
13. Once these three forms are marked Complete, click the Back button.
    NOTE: If you need to adjust something on a previous form, you will need to revalidate and Mark Complete the subsequent forms.



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 do not apply to charter LEAs because they do not have local geographical boundaries*.

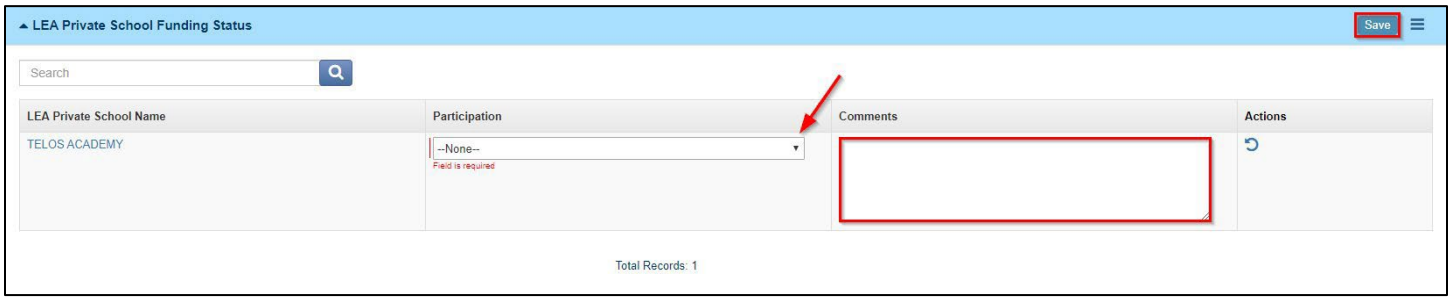


   a. Complete the form.
      i. **Private School Data:** If the Private school data is not applicable, mark the box.
         1. SAVE



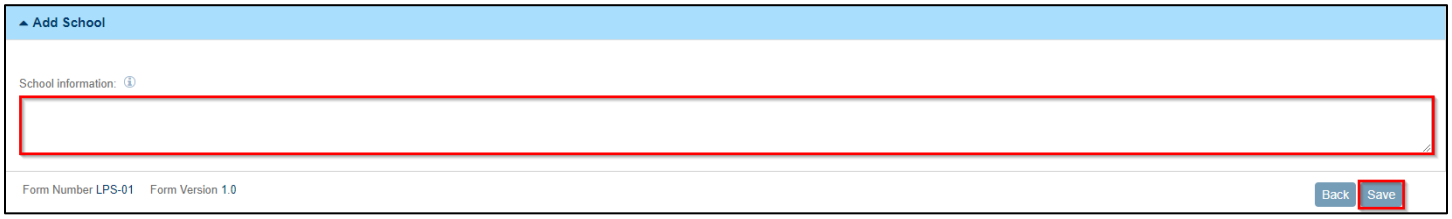
ii. **LEA Private School Funding Status:** Click on the blue pencil to complete.

1. District LEAs must identify each private school that enrolls students residing within the district's Title I school boundaries by selecting the private school from the drop-down menu. **Note: The identification process for Title I equitable services differs from that under the Special Education statute.**
2. **Participation:** (select from dropdown):
   -None- (default)
   Contacted – No Response
   Contacted – Not Participating
   Contacted – Participating
   Contacted – Refused Consultation
   Not Contacted
3. **Comments:** add comment inside the box
4. SAVE



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

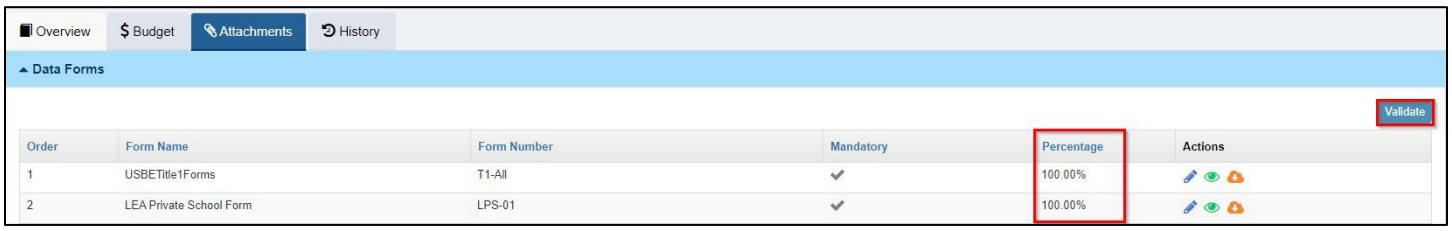
1. SAVE



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.

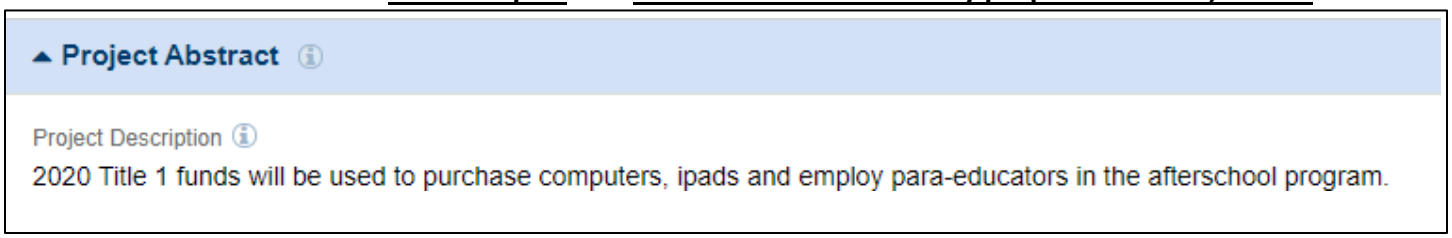


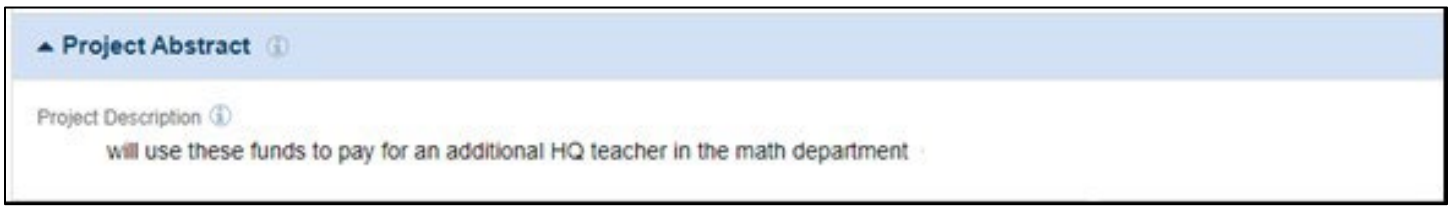
17. **NOTE: Forms versus Attachments**
    a. Forms and attachments have different functionality in Utah Grants.
    b. Attachments are downloaded, completed outside Utah Grants, then uploaded as an attached file.
    c. Forms are data-collection points programmed into Utah Grants. Users should enter data directly into form fields.
    d. Form 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.



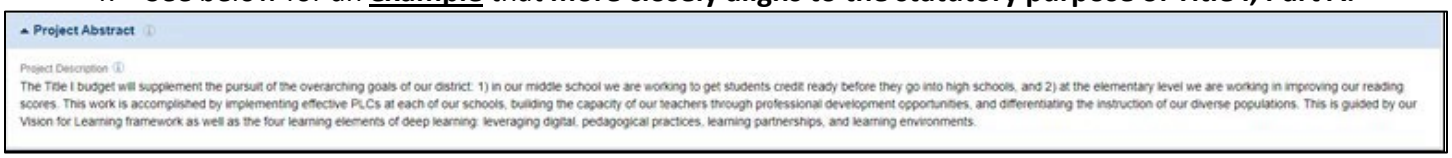
18. LEA Title I-A Plan
    a. The Title I-A Plan is a fillable PDF attachment. It must be downloaded, completed, saved, and then uploaded as an attachment. If the LEA completed a Title I-A Plan for FY 2022, it can be downloaded and updated, if necessary, and then uploaded as an attachment into the FY 2022 Title I application in Utah Grants.

19. Plan Abstract
    a. The plan abstract is located on the Overview Tab.
    b. 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).
    c. The LEA must describe <u>how</u> the LEA's Title I-A program will meet the statutory purpose of Title I.
    d. The plan abstract should not be a budget narrative.
    e. See below for two **<u>nonexamples</u>** that **<u>do not meet the statutory purpose of Title I, Part A:</u>**





    f. See below for an **<u>example</u>** that **more closely aligns to the statutory purpose of Title I, Part A:**



20. Budget Narrative and Budget

a. 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.
b. **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 unless the LEA has a policy that includes items less than $5,000 as property purchases. Items that cost less than $5,000 each (e.g., computers, laptops, Chromebooks, iPads, tablets) or less than the LEA's policy states should be included in the Supplies and Materials line of the budget.
d. Title I expenses must be necessary, reasonable, and allowable.