



# NORTH DAKOTA DEPARTMENT OF **PUBLIC INSTRUCTION**

## **Federal Title Programs Electronic Title I Targeting Help Screens**

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## **General Information**

The electronic Title I Targeting Report (parts 1-5 of the targeting process) are submitted each spring prior to the start of a new school year. No paper forms are accepted. The North Dakota Department of Public Instruction (ND DPI) staff will review each report, will generate a targeting spreadsheet with building allocations, and will email these allocations to the district. The district can then generate building budgets. These budgets will feed into the corresponding Title I budget on the STARS Consolidated Application.

School districts with a total enrollment of 1,000 students and with more than one school building per grade span must complete the Title I Targeting report.

The Title I Targeting Report has three sections that are listed at the left side of the screen: Title I Targeting Buildings, District Targeting Options, and Building Budgets.

**Date Fields.** The format for date fields is mm/dd/yyyy.

**Delete.** Users can delete a school building or an integrated activity by clicking on  to the left of the item.

**Check-Out.** To enter data into the program, click on “Check-Out” at the left side of the screens. This will change the report from read-only to write and data can then be entered into the cells.

**Check-In.** To leave the section that is being worked on and either go to another section or exit the report, click on “Check-In.” This will change the report from write to read-only and will save the data that has been entered. The user can always go back to a section, click on “check-out” and add new data or change existing data.

**Save.** To save data entered into the program, click on “Save” located at the left side of the screens. Be sure to save often. A “Save Complete” message appears at the top right corner.

**Validate.** To check for warnings and errors, click on “Validate” at the left of the screen and follow the directions to correct the problems. If errors occur, a red asterisk will appear, and a summary of the errors will appear at the top of the page.

**Submit.** Once everything is finalized and the Consolidated Application has been approved by the district’s Federal Title Program contact person, click on “Submit” at the left of the screen.

**Print.** To print data entered into the program, click on “Print” located at the left side of the screens OR click on the section of the screen to be printed, right click on the mouse, choose “Print.” This will bring up Adobe Acrobat. Click on “Print” and then “OK”.

## **Title I Targeting – Buildings [Parts 1, 2, and 3]**

Federal regulations require Title I funds to be allocated at the **building** level based on the number of low income children residing in each attendance area.

The intended budget for each building needs to meet or exceed the targeted building allocation.

Federal regulations require districts to have an accounting process in place that documents Title I expenditures by building. The process will help ensure that the intended Title I building allocations are being expended for that site.

Districts may not take funds from a building that has a larger allocation and distribute it to buildings that have smaller allocations.

If there are buildings that do not receive enough Title I funds through the targeting process, districts may use Title I carryover funds from the previous year, local funds or other federal funds (i.e., Title II Part A) to support the program.

School districts serving only schools at or above 35 percent poverty must allocate funds on the basis of the total number of low-income children in each school.

School districts serving schools below the 35 percent poverty level are required to allocate to all of its participating schools an amount for each low-income child that is at least 125 percent of the district’s allocation per low-income child.

School districts must allocate at least this amount for each low-income child in every school the district serves, not just for those schools below the 35 percent poverty level.

School districts are allowed to use any month's data to determine their free and reduced eligible child count. Use the month that is most advantageous for the school district. However, one month must be used uniformly for all buildings within the district.

A district may serve a school that is not eligible if they were eligible and served the preceding year, but only for one additional year.

It is important to collect information from all private schools in the district as well. A screenshot of the private school screen can be printed and sent to the private school.

To enter, view, or edit Title I Targeting information for each building:

- Click on "Add Building" and click on a building name to select the building.
  - The public and private buildings in the district are included under "Add Building". If a new building has been added within the district and is not in the prepopulated list, please contact ND DPI for assistance.
- Click on the checkbox if the district wishes to serve this building.
- Click on "Targeted" or "Schoolwide" to indicate if the building is targeted or schoolwide.
- Enter the Grade Span to be served.
- Enter the number of Public School Students in the attendance area if the building is a public school.
- Enter the number of Private School Students in the attendance area.

The Total Students will be calculated.

- Enter the number of Public School Low-Income Students in the attendance area if the building is a public school.
- Enter the number of Private School Low-Income Students in the attendance area.

The Total Low-Income Students will be calculated.

The Percent of Low-Income Students will be calculated.

- Click on "Save".
- Click on "Return to Title I Targeting Buildings"" to add more buildings.

Continue this process until information has been entered for every building the district wishes to serve. Information from all the building screens is compiled into the table on the Title I Targeting Buildings screen.

### **District Targeting Options [Parts 4 and 5]**

**Targeting Worksheet [Part 5].** The Targeting Worksheet helps the State Title I staff more accurately determine the building allocations within the district.

- Check on one or more of the three grade spans that the district intends to provide Title I services.

**Feeder Pattern.** If a junior high/middle school or senior high school building has been determined ineligible for Title I services, using the feeder pattern may make that building eligible.

To use the feeder pattern, the district must provide a list of elementary schools that feed into the school building it wishes to make eligible. The average percent of poverty for those elementary schools is applied to that building giving it a new poverty percentage.

However, applying this feeder pattern will drastically increase the low-income number and percent for the building being made eligible causing its allocation to be inflated and subsequently causing all other building allocations to be reduced.

- Check on “Yes” or “No” to indicate if the district intends to serve Junior High or Senior High students and those buildings by using the feeder program to make those buildings eligible.  
If “Yes” is checked, enter a list of elementary schools that feed into the building for which the district wishes to use the Feeder Pattern in the text box.
- Check the option the district would like to use in ranking eligible Title I schools.
- Check “Yes” or “No” to indicate if the district wants to use the same per pupil allocation for every eligible building receiving a Title I allocation as determined in District Allocations [Part 4].  
If “No” is checked, provide a specific per pupil amount for each building in the text box. Remember that the district must meet or exceed the per pupil amount determined on District Allocations [Part 4]. In addition, the district must allocate a higher per pupil to schools with higher poverty rates than to schools with lower poverty rates.
- Indicate if the participating private schools will be “pooling funds” or “maintaining separate allocations” for services.
- Enter the district’s Title I contact person’s name, title, phone number, and e-mail address.

**District Reserves [Part 4].** The District Reserve Worksheet is used to determine Title I Targeting reserved amounts.

Before allocating funds, a district shall reserve funds off the top that are reasonable and necessary to conduct other authorized activities such as preschool programs, summer school and intersession programs, professional development, program improvement, and coordinated services.

There is no maximum amount that a district may reserve for administration, staff development or other reservations. However, Title I funds are to be used primarily to enable participating children to make adequate progress towards meeting the challenging State standards.

If remaining funds are not sufficient to fully fund the lowest ranked eligible school attendance area, the school district may serve the school if it determines the funds are sufficient to enable children to make adequate progress toward meeting the State’s challenging performance standards. In addition, carryover funds may be used to serve eligible schools whose allocations are insufficient.

**Required Reservations.** Districts that receive an allocation of \$500,000 or more must reserve 1 percent for parent involvement. Of that 1 percent 95 percent must be distributed to and spent at the local building level. The other 5 percent may be used at the district level. Districts must have a process in place to track the parent involvement expenditures at the building level.

Districts may still reserve 5 percent of their Title I funds to ensure that all teachers are highly qualified.

A district **shall** reserve funds as necessary to provide services to:

- a) homeless children
- b) neglected or delinquent children

Districts that have schools that have been identified for Title I program improvement must:

- a) reserve annually 10 percent of its Title I funds for professional development that directly addresses the problems that lead to the identification for improvement
- b) reserve 20 percent of its Title I funds to pay for choice-related transportation costs and to provide supplemental educational services to students whose parents request them unless this requirement can be met with non-Title I funds. Districts must use 5 percent for supplemental services, 5 percent for transportation costs, and the remaining 10 percent for either of the two if more funds are needed.

**Optional Reservations.** Districts may, but are not required to, reserve funds for administrative costs, preschool, summer school, professional development, and indirect costs (at the district’s allowable rate). If a district reserves funds for preschool, summer school, or professional development, it must provide an equitable share of the amount reserved to the nonpublic schools in the district.

**Reserved Funds.** A district may not allocate a greater per-pupil amount to schoolwide program schools than to targeted assistance schools even though schoolwide programs serve all children in the school. The Title I statute requires allocations to be based on the total number of low-income children in a school attendance area or school. Therefore, poverty is the only factor on which a district may determine funding.

School districts are not required to allocate the same per-child amount to each school. However, the school district must allocate a higher per-child amount to schools with higher poverty rates than it allocates to schools with lower poverty rates. In addition, if a district has private school children from different attendance areas, it would have to calculate the various per pupil amounts for each attendance area to determine the private school allocation.

- Enter the amount the district plans to reserve for Administrative Services.
- Enter the amount the district plans to reserve for Staff Development.
- Enter the amount the district plans to reserve for Teacher Quality.
- Enter the amount the district plans to reserve for Indirect Cost.
- Enter the amount the district plans to reserve for Neglected Children Services.
- Enter the amount the district plans to reserve for ELL/LEP Children.
- Enter the amount the district plans to reserve for Homeless Children.
- Enter the amount the district plans to reserve for Parent Involvement.
- Enter the amount the district plans to reserve for a Title I Cooperative Agreement.
- Enter the amount in “Other” that the district plans to reserve that does not fit in any other category.
- Enter the amount the district plans to reserve for Program Improvement – 10% Set-aside for Professional Development.
- Enter the amount the district plans to reserve for Program Improvement – School Choice.
- Enter the amount the district plans to reserve for Program Improvement – Supplemental Educational Services.

The Total Allocation will be prepopulated when final allocations become available.

The Total Reserved Funds will automatically be calculated.

The Allocation Balance will automatically be calculated.

The Total Low-Income Children (district-wide) will automatically be calculated.

The Per Pupil Amount is automatically calculated. Only the scenario that applies will be displayed on the screen (Per Pupil Amount for <35 Percent Poverty or Per Pupil Amount for >35 Percent Poverty).

- If there is one building in the district that is being served with Title I funds that has a poverty percent of less than 35 percent, the Per Pupil Amount is calculated as  $(\text{Total Allocation}/\text{Total Low-Income Children}) * 1.25$ .
- If all buildings in the district have poverty percents of 35 percent or more, the Per Pupil Amount is calculated as  $(\text{Total Allocation} - \text{Total Reserved Funds}/\text{Total Low-Income Children})$ .

### **Building Budgets**

The table on the first screen shows all the buildings, both public and private that the district selected, and summarizes the information entered on the Title I Targeting Buildings section.

Authorized activities and corresponding object code amounts are entered in this section, which is the basis for the building budgets. These activities and budget are for one year covering July 1 through June 30. The activities that are planned should be part of your educational plan to improve student achievement. The list of Title I authorized activities with corresponding activity codes is available at [www.dpi.state.nd.us/title1/conapp.shtm](http://www.dpi.state.nd.us/title1/conapp.shtm).

- Click on the building name to view or assign integrated activities to a building. The individual building name will be visible on the screen.
- Click on “Check-Out” to enter data.
- Enter the amount of the Building Allocation.
- Enter the amount of the Building Carryover, if any.
- Enter the amount of the Parent Involvement Setaside Allocation.
- Enter the amount of the Other Equitable Setaside Allocations for the private buildings, if any. The worksheet to calculate equitable setasides is on the Consolidated Application under the private section.
- Indicate if the school has been identified for program improvement.
- If yes, indicate the amount of funds that will be set-aside for program improvement professional development.

The Total Building Allocation will be automatically calculated.

- Click on “Add Integrated Activity” to assign activities.
- Scroll to the far right of the Integrated Activity list and click on the down arrow to view all authorized activities.
- Click on an activity.
- **Enter text in the description box if the selected activity reads “specify”** or if the user wishes to provide more specific information for that activity. Utilize this description box to fully explain the planned activities.
- Click on “Save”. The object code section will then be visible.
- Enter dollar amounts by object code in the Title I column, the Parent Involvement column, or for the nonpublic buildings in the Other Equitable Setasides column. As amounts are entered, a running total for that activity is displayed in the total field of each column.
- Click on “Save”. A running total for the entire building budget is displayed under the object code table.

Continue this process until all activities and object code amounts are selected.

- Click on “Return to [building name]”. A summary of all activities and a summary of the building budget are displayed.
- Click on “Return to Building Budgets” and continue this process for all buildings.

Once the building budgets are finalized and the Title I section of the Consolidated Application is completed:

- Enter the name of the building principal.
- Enter the current date.
- Click on the checkmark box to indicate that the principal has acknowledged the budget.  
(Federal law requires building principal signatures to acknowledge their Title I budget. School districts must have this documentation on file.)
- Click on “Save”.
- Click on “Check-In”.
- Click on “Validate” and follow the instructions to correct any problems that show as warnings or errors.
- Click on “Submit”. Once the “Submit” has been clicked, the report becomes read-only and no further changes can be made to the report.

### **To log off the STARS:**

- Click on “Exit Report” at the top right of the screen.
- Click on “Log Out” at the top left of the screen.

### **To Submit the Title I Targeting Report**

Once everything is finalized and all information is entered correctly, click on “Submit” at the left of the screen. Clicking on “Submit” submits the report to the ND DPI and becomes read-only to the district staff. No changes can be made after that. Do not submit until the report is approvable as indicated by the district’s Federal Title Programs contact person.

### **Notes Regarding Activities and Object Codes**

- Be sure to read all the authorized activities for a program. The list of authorized activities may have changed from last year.
- Use the authorized activity for Indirect Costs for each Title program if you are claiming indirect costs. Also, put the dollar amount in object code 900.
- There are separate authorized activities for each Title program, including REAP, for the nonpublic schools that participate in the Title programs. Be sure to select the nonpublic activities for each program and indicate in the text box which nonpublic school is benefiting from the funds.
- If the authorized activity asks for an explanation or to specify something, click in the text box and describe with detail.
- For Title I Professional Development unobligated funds, choose the last activity on the respective list and put the dollar amount in the object code labeled “Unobligated.”
- For the Title I 5% Teacher Quality Setaside activities, specify how the funds will be used and the individual the funds will be used on.
- For activities under any of the Title programs for which you are paying staff salaries, put dollar amounts only in object codes 110, 120, or 200. Do not put dollar amounts in any other object code.
- Do NOT put dollar amounts in object code 730 for Equipment over \$750 for any Title II Part A activities. Equipment is not allowed under Title II Part A.
- For any other Title programs in which you are purchasing equipment over \$750 per unit, put the dollar amount in object code 730. Computers, furniture (computer desks, cabinets, bookshelves), and technology related purchases (iPads, iPods, cameras, scanners) are ALWAYS considered equipment, no matter the purchase price.
- Activities with zero amounts can be deleted by clicking on  on the left side of the activity.
- The object code for stipends to teachers to attend professional development activities is 110, not 300. Benefits (object code 200) must also be paid when paying stipends.
- Do not use the “Other” activities except in very unusual circumstances; use the specified activity list. If the “Other” activity must be used, provide detailed information in the text box. Do not use the “Other” for object code 200.
- Calculate correct indirect cost amounts by totaling the amounts budgeted to object codes 110-600 and 800 and multiply that total by the district’s current indirect cost rate (rates are found on the Final Allocations list on the ND DPI’s website). Put all indirect costs in object code 900. Equipment, unobligated funds, and funds not represented in the budget cannot be counted towards indirect costs.
- Since the department follows NDSFARM ([www.dpi.state.nd.us/resource/ndsfarm.pdf](http://www.dpi.state.nd.us/resource/ndsfarm.pdf)), periodicals should be coded to object code 600.
- Unobligated funds can be coded to object code 950 in the district accounting ledgers if the district has unobligated funds coded in the consolidated application.

- Districts participating in Title I cooperative agreements must use the fiscal agent's indirect cost rate when calculating indirect amounts.
- If requested equipment has a value of \$750 or more per item and a useful life of more than one year, include the cost in object code 730 for equipment. If equipment is less than \$750, include it in object code 600 for materials and supplies. Computers, furniture (computer desks, cabinets, bookshelves), and technology related purchases (iPads, iPods, cameras, scanners) are ALWAYS considered equipment, no matter the purchase price.

Following is an explanation of the object codes:

- 110 Professional salaries—salaries paid to certificated individuals; i.e. certified teachers, substitute teachers, stipends for professional staff.
- 120 Non-professional salaries—salaries paid to other staff that are not certificated; i.e. paraprofessionals, secretaries, teachers' aides, bus drivers, stipends for non-professional staff.
- 200 Employee benefits—payments that are not part of gross salary made on behalf of employee; i.e. insurance, Social Security, retirement, unemployment compensation, Workers Compensation, annual leave, sick leave Note: school districts must pay benefits when paying for substitute teachers or stipends.
- 300 Purchased professional and technical service—purchased services for which the district has a contract on file. (includes speaker fees and professional development on site).
- 430 Maintenance—repair of equipment.
- 580 Travel—Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging.
- 600 Materials/Supplies—Expendable items that are consumed, worn out, or deteriorated in use; includes equipment that costs less than \$750 (except computers), freight, books, school supplies, computer software programs, periodicals.
- 730 Equipment—Includes equipment that costs more than \$750 per item, technology equipment and furniture regardless of the cost (i.e., computer, monitor, iPad, hard drives, etc.).
- 800 Other—dues, professional memberships, workshop registration fees (includes subscription fees and license fees).
- 900 Indirect costs—Costs that cannot be directly attributed to a program but are essential in operating a school; indirect cost is a percentage of total operating costs for object codes 110 through 800 (excluding 730 and unobligated).

\*\* Unobligated Funds – Costs for funds available but not obligated into the district's budget can be coded to object code 950. (This includes undetermined costs for schools or districts currently in program improvement.) This object code is to be used only for budgeting these unobligated funds and should not appear as an expenditure code. Before the unobligated funds are spent, the district must submit an electronic budget revision and adjust the budget to move these funds into the appropriate object codes listed above.