

Iowa Department of Education

LOCAL DELINQUENT APPLICATION

CHILDREN LIVING IN LOCAL INSTITUTIONS FOR DELINQUENT CHILDREN TITLE I, PART D of NCLB

Note: Complete these forms to apply for available local delinquent funds. The Delinquent Program application should reflect a composite look at all local delinquent facilities covered by this application. Please complete the Delinquent Budget form for all local delinquent facilities in your school district that will receive Title I funding.

For technical assistance with local delinquent education programs, contact the Title I Consultant for your particular Area Education Agency (AEA) or Rick Bartosh at richard.bartosh@iowa.gov or 515/281-0368.

The Local Education Agency is the fiscal agent for any funds designated to provide Title I service to children in local delinquent institutions. Applicant agencies that have received prior approval by the State Education Agency (SEA) as eligible to receive Part D of Title I funding must complete this application to receive those funds.



This application may be accessed through the Title I electronic Internet application at <https://portal.ed.iowa.gov>. The Iowa Department of Education Iowa Education Portal site will appear. On the blue navigation menu bar, highlight "A&A Account" and click on "Sign In." On the "Sign In" tab, enter your Account ID (email address) and password to sign into DOE – Education Portal. Click the "Sign In" button. The user should click on the **Title I** button to access the Title I application program forms. The due date for submission of the Title I electronic Internet application is September 15, 2014.

Completion of the Contacts, Project Staff Assignments, Delinquent Budget and Delinquent Narrative forms together with the Applicant Agency's Title I Annual Application, Local Delinquent Agreement and the LEA's Comprehensive School Improvement Plan of C-Plan, encompasses the basic requirements of the Title I legislation connected with the education of local delinquent children including assurances, lobbying and debarment, student data and budget.

CONTACTS

The user must complete the Contacts form with the local education agency official responsible for the local delinquent education program.

Delinquent

First Name	Last Name	Email	Phone	Title	
Previous	Contact	previous.contact@ames.k12.ia.us	515-268-6629	Title I Coordinator	 

The prior year contact will be default to the Contacts form and the user may keep, delete or edit information by clicking on the appropriate button.

Click on Delinquent Narratives form to be completed.

DELINQUENT AGREEMENT

A signed agreement between the LEA and the local delinquent facility must be kept on file at the district and a copy uploaded to the Title I application. This agreement must be reviewed annually. A sample agreement follows and is available at <https://www.educateiowa.gov> under Title I Part D. The LEA is responsible for the annual evaluation of the local delinquent program. The user may click the **Upload** button and browse computer files for the delinquent agreement. Once the document is located and selected (double-click), click the **Upload** button to attach the agreement to the delinquent application. The user may ensure that the proper document has been uploaded by clicking the **View** button. If the uploaded document needs to be changed, click the **Re-Upload** button.

Local Neglected and Delinquent Agreement

The ____ Community School District (CSD) and _____, a neglected/delinquent youth facility, agree to coordinate and support a PL 107-110 Title I, Part D, Subpart 2 program within the neglected/delinquent facility.

The ____ CSD will act as the fiscal agent and program monitor of the Title I program identified below.

The _____ facility provides assurance and documentation, upon request, that the Title I, Part D, Subpart 2 funds are being used in one or more of the following ways:

- 1) For programs that serve children and youth returning to local schools from correctional facilities, to assist in the transition of such children and youth to the school environment and help them remain in school in order to complete their education;
- 2) For dropout prevention programs which serve at-risk children and youth, including pregnant and parenting teens, children and youth who have come in contact with the juvenile justice system, children and youth at least 1 year behind their expected grade level, migrant youth, immigrant youth, students with limited English proficiency, and gang members;
- 3) For the coordination of health and social services for such individuals if there is a likelihood that the provision of such services, including day care, drug and alcohol counseling, and mental health service, will improve the likelihood such individuals will complete their education;
- 4) For special programs to meet the unique academic needs of participating children and youth, including vocational and technical education, special education, career counseling, curriculum-based youth entrepreneurship education, and assistance in securing student loans or grants for postsecondary education; and
- 5) For programs providing mentoring and peer mediation.

The _____ facility provides assurance and documentation, upon request, that the following services are being made available, when and where applicable, to neglected/delinquent residents at the facility:

- 1) Transition planning
- 2) Coordination of social, health, and other services
- 3) Business partnerships
- 4) Parental involvement

- 5) Coordination with federal, state, and local programs
- 6) Coordination with juvenile justice programs
- 7) Work with probation officers
- 8) Individualized education programs
- 9) Alternative placements

The ____ CSD shall evaluate the program and, where the number of students is sufficient, disaggregating data on participation by gender, race, ethnicity, and age, to determine the program's impact on the ability of participants —

- 1) To maintain and improve educational achievement;
- 2) To accrue school credits that meet State requirements for grade promotion and secondary school graduation;
- 3) To make the transition to a regular program or other education program operated by a local educational agency;
- 4) To complete secondary school (or secondary school equivalency requirements) and obtain employment after leaving the correctional facility or institution for neglected or delinquent children and youth; and
- 5) As appropriate, to participate in post-secondary education and job training programs.

The result of this evaluation shall be used to plan and improve subsequent programs for participating children and youth.

Describe how the services provided to any local delinquent facility with Title I local delinquent funding will be used to meet the transitional and academic needs of students so that they may return to local district or alternative education programs.

The _____ facility will provide the following service(s) using Title I, Part D, Subpart 2 funds:

- 1)
- 2)

(To be reviewed annually)

Authorized Signatures for LEA and facility and dates

Delinquent Narratives

Facility Location	Facility Name	Facility Agreement
Ames	Youth & Shelter Services - Seven-12 House	Upload

The Delinquent Narratives form will be pre-populated with the name of each local delinquent facility within the local education agency receiving local delinquent funding for the current school year. When the user clicks the **Upload** button next to each facility name, you will be given access to browse your files for the above completed agreement. Once the document is located, click the **Upload** button to attach the

agreement to the Title I application. This process will need to be repeated for each local delinquent facility listed on the Delinquent Narratives form.

Local delinquent funds may be spent in one of five different ways. DESCRIBE how the Title I local delinquent funds will be used to provide services at the local delinquent facility to meet the academic and transitional needs of students so that they may return to local district or alternative education programs.

Indicate “NA” in the narrative box if the local delinquent funds not used for the purpose given.

Local neglected funds may be spent in one of five different ways. In each of the five narrative boxes, the user must DESCRIBE how the Title I local neglected funds will be used to provide services at the local neglected facility to meet the academic and transitional needs of students so that they may return to local district or alternative education programs. As appropriate, **indicate “NA” in the narrative box if the local neglected funds are not used for the purpose stated.**

The five narrative questions are:

- Describe how the Title I local delinquent funds will be used to provide services at the local delinquent facility to assist children and youth in the facility to complete their education and/or transition services.
- Describe how the Title I local delinquent funds will be used to provide services at the local delinquent facility for dropout prevention
- Describe how the Title I local delinquent funds will be used to provide health and social services at the local delinquent facility.
- Describe how the Title I local delinquent funds will be used to provide vocational and technical education, etc., at the local delinquent facility.
- Describe how the title I local delinquent funds will be used to provide mentoring and peer mediation at the local delinquent facility.

Following the five narrative boxes, is a comment box where you may enter any comment you may have about the delinquent narrative.

✓ **TIP: Click Save often to save your changes.**

Delinquent Assurances

Each correctional facility entering into an agreement with an LEA under Section 1423(2) to provide services to children and youth under Part D, Subpart 2 must review the 11 assurances noted at the bottom of the Delinquent Narrative screen and respond “Yes” or “No” to the statement: “The district assures that the above assurances have been met” before the district Title I application can be approved. Once the assurances statement has been answered, the user should click Finish.

Delinquent Assurances

Each correctional facility entering into an agreement with a LEA under section 1423(2) to provide services to children and youth under this subpart shall

- (1) Where feasible, ensure that educational programs in the correctional facility are coordinated with the student's home school, particularly with respect to a student with an individualized education program under Part B of the Individuals with Disabilities Education Act;
- (2) If the child or youth is identified as in need of special education services while in the correctional facility, notify the local school of the child or youth of such need;
- (3) Where feasible, provide transition assistance to help the child or youth stay in school, including coordination of services for the family, counseling, assistance in accessing drug and alcohol abuse prevention programs, tutoring, and family counseling;
- (4) Provide support programs that encourage children and youth who have dropped out of school to reenter school once their term at the correctional facility has been completed, or provide such children and youth with the skills necessary to gain employment or seek a secondary school diploma or its recognized equivalent;
- (5) Work to ensure that the correctional facility is staffed with teachers and other qualified staff who are trained to work with children and youth with disabilities taking into consideration the unique needs of such children and youth;
- (6) Ensure that educational programs in the correctional facility are related to assisting students to meet high academic achievement standards;
- (7) To the extent possible, use technology to assist in coordinating educational programs between the correctional facility and the community school;
- (8) Where feasible, involve parents in efforts to improve the educational achievement of their children and prevent the further involvement of such children in delinquent activities;
- (9) Coordinate funds received under this subpart with other local, State, and Federal funds available to provide services to participating children and youth, such as funds made available under Title I of Public Law 105-200, and vocational and technical education funds;
- (10) Coordinate programs operated under this subpart with activities funded under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable;
- (11) If appropriate, work with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children and youth.

The district assures that the above assurances have been met.

2014-2015

District not Updated

SINA Schools (3)

Comments (0)

Save

Finish

Close

Once the user clicks the **Finish** button, validation edits will run. Once all validation edits are passed, the user will be returned to the Delinquent Home screen and the status will be "District Finished" for the Delinquent Narratives form, which will have moved to the bottom of the Delinquent Program menu.

Click on Delinquent Staff Assignments form to be completed next.

STAFF ASSIGNMENTS

On this form you should report Title I staff paid from the delinquent budget, as applicable. The user will enter all required information on Title I staff on this form. You must enter whole numbers for the number of staff. The program will accept numbers like 2.5 for the FTE, but will not accept mixed numbers for the actual number of staff. You are not required to enter FTE data on the budget form.

Enter the number of staff assignments for which salary payments will be made from Title I funds for services to be performed in this program. Title I teachers and Title I paraprofessionals must operate according to Title I regulations for the percentage of the day during which they are paid with Title I funds. **All Title I funded** instructional paraprofessionals in targeted assistance buildings must be highly qualified. Title I reading teachers must have a reading endorsement. Title I math teachers need no additional endorsement.

Staff Funded by Local Delinquent, Part D, Subpart 2

Indicate Title I Staff Only for All Entries

This form should reflect the amount of staff funded from the local delinquent funding ONLY

Local Delinquent	
	WHOLE NUMBER
CERTIFIED TEACHERS	<input type="text" value="0"/>
PARAPROFESSIONALS	<input type="text" value="0"/>
SUPPORTIVE	<input type="text" value="0"/>
TOTAL	<input type="text" value="0"/>

On the Staff Assignment form you will find a column to enter the number of staff assignments for which salary payments will be made from Title I funds for services to local delinquent children in this project. If staff salary is not being paid with Title I Part D funding, please enter a zero (0) in the appropriate column on the Staff Assignments form.

The terms certified, paraprofessional (educational associates), and supportive personnel are defined as follows:

1. Certified - These are the teachers who have been employed to perform the teaching activities described in this application. Teachers with responsibility for any remedial reading instruction must have a reading endorsement. Any questions regarding a reading endorsement must be directed to the DE Board of Educational Examiners. **Note:** Title I math teachers need no additional endorsement.
2. Paraprofessional (Educational Associates) – For the purposes of Title I, Part A, a paraprofessional is an employee who provides instructional support in a program supported with Title I, Part A funds. Instructional support includes individuals who (1) provide one-on-one tutoring for eligible students if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; (2) assist with classroom management, such as organizing instructional and other materials; (3) provide instructional assistance in a computer laboratory; (4) conduct parental involvement activities; (5) provide support in a library or media center; (6) act as a translator; or (7) provide instructional support services under the direct supervision of a teacher. **Note:** Individuals who work in food services, cafeteria or playground supervision, personal care services, non-instructional computer assistance, and similar positions are not considered paraprofessionals under Title I.
3. Supportive - This term refers to both certified and non-certified staff that will be employed to assist and support the activities described in this application.

A highly qualified paraprofessional is one who has (1) completed 2 years of study at an institution of higher education; or (2) obtained an associate's (or higher) degree; or (3) met a rigorous standard of quality and been able to demonstrate, through a formal state or local academic assessment, knowledge of and the ability to assist in instructing reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness); or (4) obtains the paraeducator certificate offered through the Board of Educational Examiners. For more information on qualified paraprofessionals, please refer to the Title I Paraprofessionals Guidance on the Iowa Department of Education web site at <https://www.educateiowa.gov/pk-12/learner-supports/paraed>. **All** Title I paraprofessionals must have a secondary school diploma or its recognized equivalent. This includes paraprofessionals who serve as translators or who conduct parental involvement activities.

Once the Staff Assignments form is complete and validation edits approved, return to the Delinquent Home screen. The Staff Assignments form will indicate the “District Finished” status and will have moved to the bottom of the Delinquent Program menu.

Click *Delinquent Budget* from the *Delinquent Program* menu.

DELINQUENT BUDGET

Delinquent Budget

2014-2015 District not Updated SINA Schools (3) Comments (0) Save Finish Close

2014-15 Delinquent Budget

2014-15 Allocation - \$31,521

ALL REQUIRED SCREENS MUST BE COMPLETE BEFORE THE TITLE I OFFICE WILL APPROVE THE BUDGET AND RELEASE FUNDS

Round to the nearest dollar.

Note: Please complete this budget to reflect the combined budgets of all delinquent facilities in your school district that will receive Title I funding.

Local Delinquent Education program funds require separate accounting. **Do not** include these figures in the Title I General Budget. **Do not** include local neglected funds on the local delinquent budget.

The Delinquent Budget form allows the user to enter the specific breakdown of Title I expenditures claimed on the budget and, if necessary, to provide a description of expenditures. **Note: Do not attempt to enter any figures in the “Total” fields as the total is automatically calculated as you enter specific expenditure figures.** Round all amounts to the nearest dollar. Be sure the total project budget amount applied for on the Delinquent Budget does not exceed the new Title I delinquent allocation as noted at the top of the Delinquent Budget form. This budget is to reflect **only** the portion of the Title I program that will be paid with **Title I, Part D funds** received by your LEA.

Amendment Lookup : 0 ▼ Expand All Collapse All							
Expenditure Accounts	Salaries 100	Employee Benefits 200	Purchased Services 300	Instruction - Supplies 600	Instruction - Property 700	Instruction - Other Expenses / Other Uses of Funds 800	Total \$0
Instruction 1000 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Instruction Staff & Support Services 2200 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administration Support Services 2300 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Operation and Maintenance of Plant 2600 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Student Transportation Services 2700 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
School Nutrition Services 3100 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parent & Family Services (Public) 3301 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parent & Family Services (Private) 3302 +	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Delinquent Budget (Do not exceed Title I allocation of \$31,521)							Total	\$0

The budget table shown above has been collapsed. The Delinquent Budget form may be expanded by row by clicking at the far left of the row or in whole by clicking the **Expand All** button to reveal the regular expenditure categories. The directions provided for the General Budget form can be used to assist the user in completing the Delinquent Budget form. Explanation of the expenditure categories in the Local Delinquent Education Budget can be found under the General Budget form section of Title I Program guidance.

The Staff Assignments form is required when salary amounts are indicated in the budget. If a staff count is added to the Staff Assignments form, then staff salaries must be added to the budget; and conversely, if a staff salary is included in the budget, then a staff count must be added to the Staff Assignment form. **Note:** You are not required to report FTE on the budget form.

When all information has been entered on the Delinquent Budget form, the user may collapse the budget data to see an Expenditure Summary of total budget figures in each category by clicking the **Collapse All** button. The user may also collapse only certain budget rows by clicking at the far left of the budget table.

After all detail is completed, the user should click the **Finish** button. The user must fix all errors appearing in RED. The user must verify the YELLOW warning errors. A yellow highlight is simply a reminder to check your work.

✔ **TIP: Do NOT double-click the Finish button.**

Note: If the indirect cost exceeds the maximum allowed for the salaries and benefits on the budget, a RED warning will be received and will need to be corrected prior to proceeding.

After all errors are corrected, the accuracy of the figures entered on the Delinquent Budget form verified, and the user has clicked the **Finish** button, you should receive the "District Finished" status for the Delinquent Budget form.

Click on Delinquent Facility form of the Delinquent Program menu.

DELINQUENT FACILITY

The Delinquent Facility form will show the Delinquent Budget Summary in collapsed format giving the totals for each expenditure account. This form will also show the Delinquent Facility table giving the name, location and allocation of each local delinquent facility within the local education agency receiving Title I, Part D funding. The user should enter the amount budgeted for each facility assuring that each is within the allocation limit for each facility. Once the user clicks the **Save** button, the total will be entered into the Delinquent Facility table. The user should click the **Finish** button once to be returned to the Delinquent Program Home screen.

SUBMITTING THE APPLICATION

As the user progresses through the list of application forms required for their local education agency under the Delinquent Program, "District Finished" will appear as the status as each form is completed.

Delinquent	District Finished
Form Name	Status
Delinquent Narratives👍	District Finished
Delinquent Budget👍	District Finished
Delinquent Facility👍	District Finished

✔ Submit Delinquent

Upon completion of all required forms, the **Submit** button will appear at the bottom of the Delinquent status table on the Delinquent Home screen. Clicking the **Submit** button will send an automatic email to notify the SEA that the district has completed the application process. **Note:** Once the LEA submits the application, no changes can be made at the local level.

If a need arises to change budget figures prior to clicking the **Submit** button, the user may click the Delinquent Budget form on the Delinquent Home screen and click the **Undo** button on the Delinquent Budget form. This action will allow the user to make revisions to the budget as necessary. The user will need to click the **Finish** button and resolve any validation edits before again achieving the "District Finished" status.

✔ **TIP: It is advisable to visit with the Title I office prior to using the Undo option.**

The Title I staff will not proceed with processing your application until all required forms have been completed and the Submit button is clicked. The **Submit** button will not become available until all required forms have been completed.

REPORTING TITLE I EXPENDITURES

At the end of the project year, the district must declare final expenditures and complete the project budget via their Delinquent application. To initiate the process to report the district's actual Title I, Part D Delinquent expenditures and receive final payment, as applicable, please follow the process outlined for **each** Title I program (general budget, carryover budget, migrant budget, local delinquent budget, SINA budget). Please note that all Title I budgets are to be finalized **prior to July 15**.

The most critical step to reporting Title I expenditures is to first decide if the budget you are reporting on needs to be amended. You need to file an amendment if:

- The total expenditures are less than the approved budget amount.

- The total spent in an expenditure category exceeds the budgeted amount by more than 10 percent.
- There are reimbursable Title I expenditures not included in the approved budget.

Note: If the district needs to file an amendment, please follow through with that process before reporting the Title I expenditures for the program.

Once a Title I application has been approved by the program consultant and Title I administrative consultant, the district will receive an email to that effect. At this point there will only be two options: to add an amendment or finish the budget. After April 15, the **Finish** button will appear on each Title I budget to allow a district to report Title I expenditures as final.

✓ **TIP: The Finish button should NOT be clicked until the end of the project year when expenditures have been made and the district is ready to close out the program following the process outlined in this section.**

To finalize a budget, go to the budget form of the Title I application program. Work your way through the following questions to determine if your district is ready to finalize or needs to complete a budget amendment before finalizing.

Are Title I project expenditures complete? Complete means all costs approved on budget have been paid (exception: salaries and benefits, which are fixed costs).

NO - Title I project expenditures, other than salaries and benefits, are **NOT** complete. You must wait until all Title I expenditures have been paid to close out your budget and then start the process over by answering this question again..

YES – Title I project expenditures, other than salaries and benefits, are complete. The next question is:

Is the following a true statement: A review of our Title I expenditures shows that:

- ***We did not spend less than the approved budget amount;***
- ***We do not want to spend funds for something we did not include in the approved budget; and***
- ***Our expenditures in any category do not exceed the approved amount by more than 10%.***

NO – Our expenditures do **not** meet all three of the conditions above. You must complete an amendment process prior to reporting Title I expenditures as final.

YES – The district Title I contact and/or business manager agree that our expenditures meet all three of the conditions above. You may click the **Finish** button to finalize your program for the current school year and initiate the final payment, as applicable, to your district.

✓ **TIP: You are reminded that the Finish button should not be selected until the user is certain all project budget expenditures are final and accurately listed in the project budget being certified as complete.**

The local education agency is required to report Title I expenditures as final for each approved program (i.e. Title I general and carryover funds, migrant funds, local delinquent funds, SINA funds).

AMENDING A DELINQUENT BUDGET

For various reasons, it may become necessary for an LEA to amend the approved budget during the project year. You need to file an amendment if:

- The total expenditures are less than the approved budget amount.

- The total spent in an expenditure category exceeds the budgeted amount by more than 10 percent.
- There are reimbursable Title I expenditures not included in the approved budget.

To complete this process, the LEA must submit an electronic amendment to the applicable approved budget of the Title I application. **Note:** If the district needs to file an amendment, please follow through with that process before reporting the Title I expenditures for the program.

The option for amending the Title I Local Delinquent Budget becomes available electronically once the SEA approves the local delinquent budget. The following is the amendment process for the local delinquent budget:

1. From the Delinquent Budget form of the Title I Delinquent Program application, click the **Add Amendment** button.
2. Complete the new budget by changing only those numbers that need to be changed. The totals will change as the user enters each number.
3. Click the **Save** button to save the new amended budget; then click the **Finish** button to return to the Delinquent Home screen.
4. Submit the amended budget by clicking the **Submit** button.

The amended budget will go through the approval process at the State Title I office. As budget amendments are approved, necessary adjustments in payments will automatically be made. When amending to reflect your actual expenditures, please wait for the amendment to be approved by the state Title I office before reporting Title I expenditures as final. **Note:** The original budget will be available following an amendment process by using the lookup menu on the local delinquent budget form.