

Iowa Department of Education

PRINTING A TITLE I APPLICATION

Legislation places the responsibility for administering programs supported by federal funds under Title I on the Secretary of Education, State Education Agencies, and Local Education Agencies. It is incumbent upon all concerned to use such funds in accordance with the spirit of the legislation.

Although the U.S. Department of Education makes allocations to LEAs, the SEA is the grantee; funds are drawn by the SEA and forwarded to each LEA. To apply for Title I funding, an LEA must submit an application consisting of statistical and fiscal data to obtain funding for a proposed program to help disadvantaged children meet high standards. The Title I Annual Application is an electronic process via the Internet. The Title I electronic application has undergone some revisions necessary to ensure that the application will bring the SEA and the LEA more in compliance with federal regulations and statutes. The Title I application for 2014-15 is new and improved. The required data elements remain the same under The *No Child Left Behind Act of 2001 (NCLB)* but the application process is more user friendly.

The LEA must use grant funds in accordance with an approved budget and for the purposes for which the project has been approved. In addition, the LEA must maintain adequate records on all project funds by fiscal year and project number. The Title I budget and financial reports are designed to enable LEA fiscal reporting procedures to keep pace with the Generally Accepted Accounting Principles (GAAP) account structure and federal reporting requirements.

A separate set of ledger cards and/or computer data management system must be maintained according to Generally Accepted Accounting Principles for each approved project. This data management system should include expenditure category account codes, vendor's name, amount paid, invoice number, date paid, and check number. These data records must be available for audit purposes and submission to the SEA upon request.

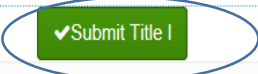
The final financial reporting process is completed via the Title I electronic Internet application. As soon as possible after all bills have been paid, the General Budget form, General Carryover form, Migrant Budget form, Local Delinquent Budget form and/or SINA Budget forms should be reviewed by expenditure category to verify that the approved budget reflects total actual expenditures, to be reimbursed by Title I, at the completion of a project. **If changes need to be made in order for the budget to accurately reflect actual expenditures, an electronic amendment process is completed first and then the final certification takes place following the SEA approval of the amendment.** If the budget is correct, the user simply clicks on the **Finish** button and the project is complete. The SEA will in most cases, make final payment within two or three weeks of the LEA certifying the budget as final. All Title I budgets are to be finalized no later than **July 15**. Please refer to the Reporting Title I Expenditures section on closing out a Title I budget. **By law, Title I records must be kept for a total of 5 years plus current.**

It is imperative that an LEA receiving Title I funds keep accurate and up-to-date fiscal records.

As the user progresses through the menu of application forms required for their Local Education Agency under the Title I Program, "District Finished" will appear as the status as each form is completed.

Once the user has completed each form and attained the “District Finished” status, a **Submit** button will appear at the bottom of the list of required forms.

Title I		District Finished	
Form Name		Status	
Title I Assurances	👍	District Finished	
Selection of Schools	👍	District Finished	
General Budget	👍	District Finished	
Homeless Education	👍	District Finished	
Staff Assignments	👍	District Finished	
Within District Targeting of Funds	👍	District Finished	
Title I Narratives for Targeted Assistance	👍	District Finished	
Schoolwide Operating Programs	👍	District Finished	
Upload parent policy and compact	👍	District Finished	
Title I Equipment Inventory	👍	District Finished	



Following the “District Finished” status appearing for each of the application program forms and prior to clicking the **Submit** button, the user will want to print a copy of each required form.

To print using the Internet Explorer browser, the user should change Zoom under the View menu to a page width of 100% for most forms and to 75% for the budget forms.

For users with the Chrome browser, Zoom should be changed to a page width of 75% for all forms.

Firefox is not a browser that prints these applications in an acceptable format.

Note: It would be wise for the user to print any forms that are changed during the review and approval process by the State Title I Office,