

1. **Melvin Herring**
 - a. The Program Specialist for Title I, Part D Neglected and Delinquent Youth
 - b. The new Director of N&D is Lorraine Allen.
 - c. N&D is a part of the Bureau of Student Assistance Cheryl Sattler, Bureau Chief

2. **Changes from last year's application**
 - a. Removals
 - i. The narrative section entitled Transition from Correctional Facilities has been removed
 - ii. The narrative section on Accountability Requirements has been removed and has been added as an assurance
 - b. Evaluations will be downloaded from http://www.firn.edu/dae/title1/doc/titlepartd_evaluation.xls. This forms are to be completed and sent to DOE by October 15, 2007.

3. **The application will be available on-line at**
<http://data.fldoe.org/titlegrants/>
 - a. Both Consolidated and Stand-alone applications must select **Step 1**: Indicate Consolidated Preferences. The system will not allow you to go on to **Step 2** without completing it.

4. **Consolidated login**
 - a. Type your district name and number. You can get the number the *file that was given in Felicia's session*.

5. **Change your password**
 - a. Old password should be the 2-digit county code
 - b. Select a new password

6. **Contact Information**
 - a. Enter accurate contact information. This information will be used to contact you during the processing of the application.

7. **Indicate Consolidated Preferences**
 - a. Determine whether you will be filling out a Consolidated or Basic Application.
 - i. If you do not plan to consolidate, any other grants with Title I, Part D select Click here if NO grant applications will be consolidated.
 - ii. If you do plan to consolidate, other grants select the link to the DOE100C form.

8. **Double Checking your decision not to consolidate**
 - a. Check yes

9. Return to Main Menu

- a. Return to <http://data.fldoe.org/titlegrants/>

10. Select the Title I, Part D, Subpart 2

- a. Select the link for Title I Part D, Subpart 2 (Local)

11. DOE 100A

- a. Should be completed and sent to the Office of Grants Management for an official stamp, Room 3332 Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399

12. DOE 100A

- a. Fill out form completely
- b. The Roll Forward field has been removed. *There is no roll forward for Title I, Part D, Subpart 2.*

13. Budget Life Cycle

- a. Federal Funds are available to the state for 27 months
- b. Funds are available to the district during the first 12-14 months (*July 1 – August 20*) of the 27-month of the Federal Fund availability period.
- c. On August 21, unspent Year 1 funds return to DOE.
- d. In the Winter, the Comptroller's office certifies reallocation of Year 1 funds.
- e. Once certification is complete, DOE determines how funds will be reallocated.
- f. In the Spring, the districts will submit budget amendments as necessary for and reallocation of Year 1 funds.
- g. Reallocation of Year 1 funds can last up to 12 months.
- h. Once the 12-month reallocation period expires DOE has three months to expend funds in order to avoid reversion.

14. DOE 101 - Budget Narrative Form

- a. The contact person is the person that deals with the finances, not necessarily the same person that fills the application out.
- b. Total dollar amounts should equal the total allocation amount.
- c. Questions about Object Codes and Function Codes can be addressed to the Office of Grants Management (850)245-0735

15. General Assurances

- a. All assurances must be checked before the system will let you continue.

16. Program Specific Assurances

- a. Once again all assurances must be checked before the system will let you continue.
- b. Final Program Assurance

- i. You must select the assurance
 - Local Education Agency receiving Subpart 2 funds must use a portion of its funds to operate a dropout prevention program for students returning from a locally operated correctional facility.
- ii. Or the Exception
 - If the Local Education Agency serves a school operated by a local correctional facility, in which more than 30 percent of the children and youth attending the school will reside outside the boundaries served by the Local Education Agency upon leaving the facility, the LEA is not required to operate a dropout prevention program within the school and may use all of its Subpart 2 funds for programs in locally operated correctional facilities, provided that those facilities have a formal agreement with the Local Education Agency. Check the exception if your district serves a correctional facility in which more than 30 percent of the children and youth attending school at the facility are not residents of your district.

17. Activities

- a. Explain how the activities are based on the **needs assessments** of schools.
- b. Describe the **instructional (supplemental)** activities that are being implemented.
- c. Describe the frequency and duration of the activities identified.
- d. Describe the scientific research-base of the activities and programs that are being used in the district.
- e. Address all subgroups that missed AYP in 06-07 and other targeted groups such as: educationally disadvantaged, homeless, migrant, and neglected and delinquent children and youth.
- f. List and describe plans for **professional development** programs that address the needs of teachers and are aligned with District Assistance and Intervention Plans/School Improvement Plans.
- g. Describe how the LEA will **monitor the progress of students** in meeting the state's academic achievement standards.
- h. Address how program outcomes will be monitored and measured.

18. Collaborative Partners

- a. Describe collaboration with fed/local and state partners.
- b. Describe the benefits of the collaboration
- c. Indicate expected outcomes.

19. Program(s) to be Assisted

- a. This section has been changed from a narrative to a form that you have to fill out.
 - i. Facility Name, Type, Student Population, average length of Commitment, program goals, how the program will meet goals and objectives and Student Outcomes

20. Formal Agreements

- a. Ensure that the DOE Bureau of Exception Education and Student Services has a copy of formal agreements between the LEA and correctional facilities
- b. Agreements must include the 11 elements that are listed in Section 1425 of the NCLB law.

21. Educational Program Comparability

- a. Explain how the Educational Programs provided by the program are comparable to the educational Programs being implemented at the public school.
- b. Narrative should show the use of Sunshine State Standards and the FCAT.

22. Characteristics and Program Coordination for At-Risk

- a. Part 1 should describe the characteristics of the children that each program serves.
- b. Part 2 should describe how new students will be integrated in to programs that are already in place at the individual facilities.

23. Coordination with Non Academic Services

- a. Explain the coordination of the program with Non- Academic services that the student receives.

24. Business / Community Partnerships

- a. Describe actual partnerships with businesses and community organizations

25. Parent Involvement

- a. Explain the districts plan to encourage parent involvement.
 - i. Through correspondence about
 - 1. improving educational achievement
 - 2. assisting in dropout prevention
 - 3. preventing involvement in delinquent activities
 - 4.

26. Coordination with Federal, State, and Local Programs

- a. Explain how the program will coordinate with other government-supported programs to serve at-risk youth.

27. Coordinated with JJDPA

- a. How will the program prevent delinquency in accordance with the Juvenile Justice and Delinquency Prevention Act of 2002

28. Coordinated with Probation Officers

- a. If applicable, explain coordination with probation officers with the program

29. Individualized Education Programs

- a. Describe how the LEA will ensure that educational staff of all programs will be aware of a child's IEP.

30. Alternative Placements

- a. Describe the system used to find alternative placement for children and youth who are interested in continuing their educational program.

31. Additional Services

- a. Explain how does the LEA determine the need for additional services

32. Support the Florida Department of Education's Reading Initiative

- a. Indicate the ways in which the LEA supports Just Read Florida.

33. Marketing and Dissemination

- a. Describe how the LEA will disseminate information about program services and Activities.

34. Annual Evaluation

- a. Download the Annual Evaluation form
http://www.firn.edu/doe/title1/doc/title1partd_evaluation.xls
- b. Complete the evaluation form
- c. Return the form to DOE before October 15, 2007

Transition Plans

- a. Describe the district-wide system that promotes successful transition back into the public school system.
- b. These plans are designed to serve students of the district applying for the funds.
 - i. NOTE: If more than 30 percent of the children and youth attending schools operated by correctional facilities will reside outside the boundaries served by the local educational agency, the Local Education Agency is not required to operate a program.