

A GUIDE TO FEDERAL PROGRAMS

**Charlotte County
Public Schools**



By
**Ashley Monier
&
Kereen Anderson**

JANUARY 2024

Table of Contents

Federal Programs Overview	3
Common Federal Programs Guidance	4
Allowable and Unallowable Expenses.....	5
Allocating Federal Funds.....	6
Comprehensive Needs Assessment.....	7
Federal Programs Budgets	8
Federal Programs Expenditures	9
Federal Programs Purchase Request Form	10
Federal Programs Required Documentation.....	11
Federal Programs Inventory Requirements	12
Federal Programs Administrative Calendar.....	13
Requirements for Title I Schools	14
Federal Programs Family Engagement Purchase Request.....	15

Federal Programs Overview

What is Title I?

Title I is the largest federal contribution to K-12 education. Title I, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies for children from low-income families to help ensure that all children meet challenging state academic standards. Title I, Part A grant funds provide districts and schools flexibility in improving educational opportunities for targeted student populations.

What is Title II?

The Every Student Succeeds Act (ESSA) is the most recent reauthorization of the 1965 act that establishes the federal government's role in education. Under ESSA, Title II authorizes programs to improve teaching and leadership through professional learning at the state and district levels. Under ESSA, Title II, Part A is used to increase academic achievement of students by improving teachers and school leadership quality.

What is Title III?

Title III is a part of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA). The purpose of Title III is to help ensure that English learners (ELs) attain English language proficiency and meet state academic standards.

According to ESSA, an EL is an individual who

- 1) is aged 3 through 21;
- 2) is enrolled or preparing to enroll in an elementary school or secondary school;
- 3) meets one of the following criteria—
 - a) was not born in the United States, or whose native language is a language other than English;
 - b) is a Native American or Alaska Native, or a native resident of the outlying areas; and comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency (ELP); or
 - c) is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant—and
- 4) has difficulties in speaking, reading, writing, or understanding the English language, that may be sufficient to deny the individual
 - a) the ability to meet the challenging state academic standards;
 - b) the ability to successfully achieve in classrooms where the language of instruction is English; or
 - c) the opportunity to participate fully in society.

What is Title IV?

Title IV, Part A of the Every Student Succeeds Act of 2015 is intended to improve students' academic achievement by increasing the capacity of States, local educational agencies (LEAs), schools, and local communities to provide all students with access to a well-rounded education, improve school conditions for student learning, and improve the use of technology in order to improve the academic achievement and digital literacy of all students. Title IV, Part A requires that districts who receive greater than \$30,000 must:

- Use at least 20% of Title IV, Part A funds to support well-rounded educational opportunities;
- Use at least 20% of Title IV, Part A funds to support school conditions for student learning; and
- Limit devices, equipment, software applications, platforms, digital instructional resources and/or other one-time IT purchases to 15% of technology funds; at least 85 percent of the educational technology funds must be used to support professional learning to enable the effective use of educational technology.

Common Federal Programs Guidance

Contracted Services

For contracted services that do not exceed \$3,000 per full day of service, a contract shall be submitted for review at the time of the request. If a contract is not available to submit for review at the time of the request, a detailed scope of work or proposed contract of services must be provided. The submission must include a purpose, rationale, projected number of individuals to be served and a cost breakdown of the services to be performed to determine if the request is allowable, reasonable and necessary. Materials to support the services may be requested as an additional expense. Any contracted service requested in excess of \$3,000 per full day of service, including travel, will be presumed unreasonable.

Field Trips

Educational field trips may be allowable if the field trips are planned instructional activities that engage students in learning experiences that are difficult to duplicate in a classroom situation. Field trips must be reasonable in cost and necessary to accomplish the objectives of the grant program. The request must include the destination, entrance fee if applicable, number of attendees per grade level and transportation costs. Academic lesson plans are required and shall include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned. For monitoring purposes, the LEA must maintain documentation that provides evidence of student learning connected to the objectives of the grant program.

Recruitment, Retention and Reward Incentives

Recruitment, retention and reward incentives must be based on a three-year aggregate value-added model (VAM) score. If VAM is not available, another student growth model may be proposed. The student growth model must be fair and reliable. The LEA must submit the model demonstrating the classification and distribution of non-VAM teacher scores for approval. A state-approved teacher evaluation system does not necessarily meet this requirement. Incentives can be part of a structured pay system or a Memorandum of Understanding (MOU); however, the above criteria shall apply. Incentives for attendance and non-instructional personnel are not allowable. Recruitment incentives for teachers with less than one year of experience or for hard to staff positions will be considered on a case by case basis.

Out-of-State Travel

Out-of-state travel may be allowable if the services requested are reasonable, necessary and meet the intent and purpose of the grant program. No later than 30 days prior to the travel, a justification must be provided to the program office for preapproval. The justification must include the purpose for the travel, why it cannot be provided within the state of Florida, the projected number of attendees and a cost breakdown (registration fees, hotel, per diem, car rental/airline ticket, etc.) of the travel. The number of attendees requested shall also be reasonable.

Supplement Not Supplant

Grant funds are to be used only for supplementary materials, personnel, and activities. To be sure funds are used for supplementing and not supplanting, submit your expense to this quick test:

1. Is this expense something that, in the past, has been paid for with general revenue, state funds, or local funds?
2. If grant funds were to expire, would the district continue to fund this expense using other revenue sources?
3. Is this expense something that is required by local, state, or federal laws or policies?

If you answered yes to any of these questions, you may be supplanting.

Allowable and Unallowable Expenses

Allowable

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance.

Unallowable Expenses

- Personal digital assistants (PDAs), cell phones, smartphones, and similar devices
- Service costs to support PDAs, cell phones, smartphones, and similar devices such as wireless services and data plans
- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at www.ed.gov/policy/fund/reg/edgarReg/edgar.html and the Reference Guide for State Expenditures, which may be found at www.myfloridacfo.com/aadir/reference_guide/.

This is not an all-inclusive list of unallowable items. The Federal Programs Office must consult with the FLDOE program office for items in question regarding allowability, allocability, and necessity.

Allocating Federal Funds

Title I Rank and Serve Process

The final decisions regarding Title I school selection is made by the Superintendent with input from the Division of Learning Leadership staff.

1. Survey 3 data will be used annually to determine eligibility of schools. Date certain will be the Friday of FTE Window #2.
2. As per state statute 1011.65(5), all schools above 75% poverty will be served through Title I.
3. Schools will be eligible to receive funds if Direct Certification (DC) poverty rate meets or exceeds thresholds set for each grade band:
 - a. Elementary School- 40%
 - b. Middle Schools 62.5%
 - c. High schools 75%
4. All schools eligible for Title I funding are ranked according to Directly Certification (DC) percentages from highest to lowest poverty.
5. Per Pupil Allocations (PPA's) are established based on one of the following methods:
 - a. Schools are assigned individual PPAs based on DC percentages
 - b. Schools are assigned a PPA based on tiers established for DC percentages

- *The Charlotte Technical College (CTC) and Baker Center do not primarily serve K-12 students and are not eligible for Title I funds.
- *The Academy, for the purposes of rank and serve, is considered a middle school because it is a 6-12 center school.
- * Charlotte Harbor Center, by law, may be skipped due to the allocation of **additional** state and local funds that surpass the amount of Title I funds the school would receive. This is confirmed with the Finance Director in years poverty rates exceed 75%.

Title II, III, and IV Consultation Process for Funding Requests

For all other Federal Programs, the consultation process is ongoing and school and district staff may request funding throughout the school year using the [Federal Programs Consultation Requests](#) Survey. All funds requested must be directly related to the schools identified areas of focus in the Schoolwide Improvement Plan. All requests must be accompanied with quotes, contracts for service, and/or itemized estimated costs. The consultation timeline for each fiscal year, July 1-June 30 is as follows:

- July-September: Notifications of state-approved activities distributed to awarded schools.
- October-November: Virtual consultations scheduled to discuss, 1. Currently funded activities; 2. Changes needed for approved activities; and 3. Additional activities requested.
- November-January: Implementation of approved activities monitored and budget amendments submitted as requested by school and district leaders.
- January: Available grants for the coming school year posted to the Federal Grants webpage.
- February- April: The Federal Programs Office will schedule virtual consultations to provide opportunity for input in the new grant applications
- April-May: The Federal Programs Office will draft and submit applications based on stakeholder input gathered during virtual consultations

Comprehensive Needs Assessment

The Comprehensive Needs Assessment must be completed annually by all schools receiving federal funding and submitted to Coordinator of State and Federal Programs for monitoring documentation. The Comprehensive Needs Assessment (CNA) is also required for any school operating a schoolwide Title I program. The CNA must be developed with participation of all stakeholders including staff, students, parents and community members. In Charlotte County, the Schoolwide Improvement Plan (SIP) and the Title I Monitoring and Planning (MaP) document may satisfy the requirement of a CNA.

Purpose

The purpose of the CNA is to identify and address the individual needs of each school and provide specific measurable program goals to increase student achievement.

Process

Step One- Gather and analyze school data from a variety of data sources.

Step Two- Identify areas of celebration and areas in need of improvement.

Step Three- Determine areas of focus; identify which areas your schoolwide improvement planning team will monitor for improvement during the current school year.

Step Four- Research and select evidence-based solutions to target areas of focus.

Step Five- Develop a schoolwide program plan of action.

Documentation

The CNA must be completed each Spring prior to the submission of the federal programs grant applications and budgets. The following documentation must be submitted to the Coordinator of State and Federal Programs:

1. Comprehensive Needs Assessment (with funding request)
2. Implementation data for all awarded grant funding (by June 30)
3. Minimum 3 data points for monitoring impact of requested grant funding (by June 30)
4. Final evaluation of grant funding with recommendation to continue or discontinue (by June 30)

Failure to submit required documentation may result in revocation of grant funding and required payback by requesting school.

*Title I schools will utilize Title I Crate for uploading all required documentation in lieu of submitting to Coordinator of State and Federal Programs.

Federal Programs Budgets

All requests for funding must be submitted to the Federal Programs Office; no other department may grant the use of federal grant funds (exceptions include IDEA, Perkins, and Title IX). Funds may only be used for items approved in grant applications or subsequent amendments. Funds may not be used for any items, personnel, or activities not included in the original request submitted via the [Federal Programs Consultation Requests](#) survey and/or Title I MaP. For all changes, a budget amendment will be required. All expenses must receive approval prior to purchase using the Federal Programs Purchase Request form; this form will be submitted to finance with purchase card documentation and submitted as attachments in B+ purchase requests; expenses without prior approval documentation will be billed to the school. Please review the allowable and unallowable expenses before submitting requests. Any unallowable expense charged to federal programs will be billed to the school.

Timeline

- **January-February**
 - Certified Roll Forward allocations issued from FLDOE
 - Federal Programs Office will allocate roll forward dollars to requests submitted from May-December.
 - Schools complete mid-year review of SIP Areas of Focus and submit reflection in CIMS
 - Federal Programs budget amendment submitted to state (last amendment for current fiscal year)
- **February-March**
 - Schools conduct preliminary needs assessment
 - Schools draft preliminary School Improvement Goals and Strategies for following school year
 - Schools draft preliminary grant funding requests and submit to Federal Programs Office via the [Federal Programs Consultation Requests](#) survey and Title I MaP
- **April**
 - All current year funding must be expended prior to April 15 unless prior approval granted from Federal Programs Office
 - Preliminary allocations released from the state- budgets will be adjusted as needed
 - Completed Title I Budget due to Coordinator of State and Federal Programs- April 15
 - Completed [Federal Programs Consultation Requests](#) survey due to Federal Programs Office- April 15
- **May**
 - Federal Grants Applications due to FLDOE- May 1
 - New funding requests received after May 1 will be held for roll forward funding opportunities in January
- **June-July**
 - Schoolwide Improvement Plan drafted
 - No federal funding will be available until the district receives federal award letters
- **August**
 - Schoolwide Improvement Plans submitted in CIMS
 - All requested funding must be included in areas of focus or action steps
- **September- October**
 - Schoolwide Improvement Plans approved by School Board and SAC and published in CIMS
 - Amendments in funding requests may be requested after September 1
 - Federal Programs budget amendment submitted to state
- **November-December**
 - Roll forward funding requests submitted to Federal Programs Office via [Federal Programs Consultation Requests](#) survey
 - Federal Programs budget amendment submitted to state

Federal Programs Expenditures

All expenses funded by federal programs must be completed, received, and implemented in the school year for which the funding was received (current year's funds must benefit current year's students). Purchases may not be made for the next school year and contracts (including online subscriptions) may not extend past June 30.

Approval Process

All expenditures, even those in approved grant applications, must be approved by the Federal Programs Office prior to purchase using the Federal Programs Purchase Request form.

P-Card Purchases: Deadline for completion- April 15

- Federal Programs Purchase Request form must be completed and submitted to Federal Programs Office and signed copy returned to school **prior to** purchase being made.
- P-Card purchases made without required **pre**-approval may be denied.
- To be approved, purchases must be included in current grant application or subsequent amendments.

Purchase Order Requests: Deadline for completion- March 15

- Purchase orders must be completed and submitted for approval at least 2 weeks prior to purchase.
- Purchases made without required **pre**-approval may be denied.
- To be approved, purchases must be included in current grant application or subsequent amendments.

Personnel Activities and Professional Learning- Deadline for Completion- June 30

- All positions paid for with federal funds must be included in current grant application or subsequent amendments and approved via personnel action form in Business+.
- Special Activity Timecards and Stipend Memos must be pre-approved and submitted in the month during which they took place.
- Twice per year, principals must certify that all federally funded staff work only on federally funded activities that are supplemental in nature. Staff that are not certified will be billed to school.
- Split-funded staff must complete triannual personnel activity reports (PAR) to demonstrate federally funded hours are spent on federally funded activities that are supplemental in nature. Any split-funded staff that do not submit required PARs will be billed to school.
- Professional conferences and professional learning must be pre-approved. All conferences and training must conclude and all reimbursement documentation must be received in the Federal Programs Office prior to June 30 annually.
- Out-of-State travel must receive **FLDOE approval and CCPS School Board 30 days prior to travel**.
- To be approved, personnel and professional learning must be included in current grant application or subsequent amendments.

Burn-Rate: Quarterly Review

- Schools should expend funds throughout the school year to ensure all current year's funds are spent on current year's students and program activities. Funds **should not** be saved for the end of the year.
- School Principals, along with the Federal Programs Office and Federal Programs Accountant, will monitor fund depletion quarterly.

Federal Programs Required Documentation

Annually, all federal grant funds are monitored by FLDOE and require the submission documentation to prove implementation and effectiveness of all purchases, programs and personnel and compliance with each funded program as well as applicable state and federal laws, regulation, and guidance.

Personnel

- Personnel Action Forms (PAF)- Submitted prior to the start of new federally funded employees
- Personnel Activity Reports (PAR)- Submitted in October, February and April
- Certifications for federally funded staff- Submitted in October and April
- Timecards for additional hours funded by federal programs- Submitted monthly
 - Agendas, minutes, and sign in sheets must be kept on record by school
- Stipend Memos for professional learning funded by federal programs- Submitted monthly
 - Agendas, minutes, and sign in sheets must be kept on record by school
- Evaluation of impact for additional staff and additional hours- Submitted annually

Purchases

- P-Card Reconciliation Logs- Submitted monthly with pre-approval forms attached
- Inventory (see Federal Programs Inventory Requirements)- Submitted annually by June 30
- Implementation Data- proof that purchase was used in grant year it was funded- Submitted annually by June 30
- Impact Data- proof that purchase was effective in improving student outcomes- Submitted annually by June 30
- Evaluation of Resources- recommendation to continue or discontinue purchase- Submitted annually by June 30

Other

- Comprehensive Needs Assessment
- Schoolwide Improvement Plan (federally funded purchases/personnel must be included in areas of focus and/or action steps)
- Evidence of stakeholder input in the development of the Schoolwide Improvement Plan
- Schoolwide Improvement Plan Mid-Year Reflection
- Implementation and Impact data used to monitor SIP implementation

Federal Programs Inventory Requirements

Capitalized equipment (individual item cost of \$5000 or more) and desirable items purchased with federal funds is subject to the Code of Federal Regulations 200.313 and must follow all guidance set forth under this section.

Property Records

The property records for federally funded items must include the following:

- Description of the property
- Serial number of other identification number
- Source of funding for the property (ex: Title I)
- Property assignee (name of person holding property)
- Acquisition date
- Cost
- Percent of Federal Funds used to purchase property
- Location of property
- Use of property
- Condition of property
- Date of disposition, disposal, or sale

Inventory Submission

Schools must submit an inventory of property purchased with federal funds to the Federal Programs Office annually by June 30.

Inventory Reconciliation

A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated, and adequate maintenance procedures must be developed to keep the property in good condition

School Board Policy 7450- Property Inventory

The School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

A complete inventory of all District-owned tangible personal property shall be conducted annually and submitted to the Board. A complete inventory shall also be conducted when there is a custodian change at a school or department location. A principal or department head shall obtain a police report for any District-owned tangible personal property that is found missing or stolen from the location's inventory.

For purposes of this policy "tangible personal property" shall mean any tangible personal property, of a non-consumable nature, with a life expectancy of one (1) year or more which has a capitalized value equal to or greater than the value defined in statute.

The Director of Purchasing shall develop a property records manual that describes the processes necessary to implement the intent of this policy.

Federal Programs Administrative Calendar

<p>July</p> <ul style="list-style-type: none"> • Revise Schoolwide Improvement Plan Areas of Focus, if needed. • Submit Final Draft of Title I Budget to Federal Programs Office • Initiate Annual Contracted Services and/or Programs 	<p>August</p> <ul style="list-style-type: none"> • Submit P-Card Logs • Crate Documentation Due • Attend Title I Q1 Meeting • Federal Programs Applications Tentative Approval • Submit School Events Calendar 	<p>September</p> <ul style="list-style-type: none"> • 1st Amendment due September 15th • Crate Documentation Due • Amendment Due • Attend Annual PFEP Meeting • Schoolwide Improvement Plans Approved by SAC and Schoolboard
<p>October</p> <ul style="list-style-type: none"> • Crate Documentation Due • Complete October PARs and CERTS • Attend Virtual Consultation Meeting • PFEP Final Draft Due • Distribute Family Engagement Calendar • SAC Assurances Due 	<p>November</p> <ul style="list-style-type: none"> • Amendment Due • Attend Title I Q2 Meeting • Participate in Schoolwide Family Engagement Events 	<p>December</p> <ul style="list-style-type: none"> • Crate Documentation Due • Update Families on Student Progress • Attend School Events Calendar
<p>January</p> <ul style="list-style-type: none"> • Crate Documentation Due • Roll-Forward Funds Tentative Release • Review and Complete Outstanding Funding Requests 	<p>February</p> <ul style="list-style-type: none"> • SIP Mid-year Review • Crate Documentation Due • Amendment Due • Complete February PARs • Attend Virtual Consultation Meeting • Q3 Amendment Due • Attend Title I Q3 Meeting 	<p>March</p> <ul style="list-style-type: none"> • Crate Documentation Due • Complete Comprehensive Needs Assessment • Complete Title I MaP • Complete Federal Programs Evaluations of Implemented Activities • Distribute Title I Family Engagement Survey
<p>April</p> <ul style="list-style-type: none"> • Deadline for Purchase Orders - April 1 • Deadline for P-Card Purchases- April 15 • Draft Title I Budget for Next School Year • Complete April PARs and CERT • Attend Title I Q4 Meeting 	<p>May</p> <ul style="list-style-type: none"> • Crate Documentation Due • All Federal Programs Applications Due to FLDOE • Submit P-Card Logs • Review and Revise Federally Funded Staff (PAFs due July 1) 	<p>June</p> <ul style="list-style-type: none"> • Draft Schoolwide Improvement Plans • Finalize Crate Requirements • Deadline to Submit Travel Reimbursement Forms • Draft School Professional Learning Plans

Requirements for Title I Schools

School Website

The school website must include the following in a place that is clearly marked for parents/students to find:

- AFA Contact Information
- Family Center Hours of Operation
- Link to School Title I Page which must include links to:
 - [District Federal Grants Page](#)
 - School's Parent and Family Engagement Plan
 - [EDIS Family Portal Information](#)
 - [FOCUS Parent Portal Information](#)
 - Parent-Student-School Compact
 - [Parent's Right to Know Letter](#)
 - [Know Your Schools Portal](#)
 - Title I Brochure
 - Schoolwide Improvement Plan
 - Parent and Family Engagement Survey Results

Title I Crate

Annual requirements are subject to change based on monitoring documentation issued by the Florida Department of Education. Schools will be required at a minimum to annually upload the following documents to Title I Crate by the individually assigned deadline:

- Parent's Right to Know Letter
- Evidence of Annual Title I Meeting
- Schoolwide Improvement Plan (SIP)
- Evidence of stakeholder input in the development of the SIP
- Parent and Family Engagement Plan (PFEP)
- Evidence of stakeholder input in the development of the PFEP
- Evidence of dissemination and use of Parent-Student-School Compact
- Evidence of stakeholder input in the development of the Parent-Student-School Compact
- Evidence of Parent and Family Communications (English and other languages)
- Professional Learning Calendar
- Evidence of Parent and Family Engagement Events and Workshops
- Evidence of identification, notification, enrollment, and progress of English Language Learners
- Evaluation of Title I funded activities, programs, and personnel
- Evidence of dissemination of Four-Week Notification Letters
- Teacher and Paraprofessional Qualifications
- Title I Inventory
- Title I Transition Supports (preK- K, 5-6, 8-9)
- Comprehensive Needs Assessment and Program Evaluation
- Evidence of cross-coordination of funds
- Evidence of frequent reports on progress
- Family Center expenses and attendance

Federal Programs Family Engagement Purchase Request



Federal Programs Family Engagement Purchase Request

ALL EXPENDITURES MUST BE APPROVED BEFORE PURCHASES ARE MADE OR ORDERING IS COMPLETED

TO **Ashley Monier, Coordinator of State and Federal Programs**

FR _____

School/Department:					
Request Date:		Amount:		Funding Source:	

Type of Expenditure

<input type="checkbox"/>	Purchase Order	<input type="checkbox"/>	P-Card Purchase
--------------------------	-----------------------	--------------------------	------------------------

Purchase Request	What knowledge and/or skills will families gain from attending this event to support their child's learning and development?
(What?)	(Why?)

Vendor:			
QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

Event Title: _____

Date of Event: _____ **Time of Event:(Must be during typical meal times)** _____ **Estimated Number of Attendees** _____

Principal's Signature _____ Date _____ Coordinator Signature for Approval _____ Date _____

Completed form to be attached to credit card bill and receipts when forwarded to Finance Department.

1445 Education Way, Port Charlotte, FL 33948 • (941) 255-0808 • fax (941) 255-7567