Title I, Part A Application: A Start Guide for Local Educational Agencies (LEAs)

This start guide provides you with a list of core requirements and data needed along with a few things to consider as you develop your Title I, Part A application. Several of these steps require planning and stakeholders engagement. Please direct all Title I questions to your assigned [Department of Public Instruction (DPI) Contact](#).

❏ **Develop a Plan to Meet the Needs of Students**
The Elementary and Secondary Education Act (ESEA) was created by federal lawmakers in an attempt to reduce poverty and educational inequities. Title I of ESEA is a funding source for LEAs to promote educational equity and address opportunity gaps. This step requires detailed planning and collaboration with stakeholders.
  ● Work collaboratively with stakeholders, including parents and families, to analyze data and prioritize needs based on highest academic concerns. Use the Resource Inequity Data Tools found in the Secure Access File Exchange (SAFE) as well as other resources available on the [Continuous Improvement section of the DPI website](#). Create a plan to meet identified needs. Include appropriate Title I services and budget. Update school-level plans (e.g., schoolwide plans, school improvement plans) as necessary.
  ● Consider using these resources intended to support your LEA in making decisions that promote educational equity.
    ○ [Title I Questions and Considerations for Educational Equity](#) this resource will help you think critically about the impact of the funding.
    ○ [Title I Shorts](#) are available on how to use Title I funds to close opportunity gaps.

❏ **Summarize Title I Services for WISEgrants**
  ● Describe the nature of the programs and educational services for students:
    ○ Identified with the greatest needs in schools implementing a Targeted Assistance Program (if applicable);
    ○ Holistically, in schools implementing a Schoolwide Program (if applicable); and
    ○ Living in local institutions for neglected or delinquent children, and for neglected and delinquent children in community day school programs (if applicable).
  ● If implementing a Targeted Assistance Program, describe the measurement criteria teachers and school leaders, in consultation with parents, administrators, paraprofessionals, and specialized instructional support personnel, will use to identify the eligible children most in need of services.

❏ **Determine the Public School Enrollment Data to use for WISEgrants**
WISEgrants will prepopulate certified Third Friday in September (TFS) enrollment including the Free and Reduced Price Lunch (National School Lunch Act) data from the previous year on the "ESEA Centralized Enrollment" screen, but some LEAs choose to enter other data such as the January enrollment data instead.
  ● If you answer "yes" to any of the following questions you should decline the TFS Public Student Enrollment Data and use another data source.
    ○ The same date must be used when counting students for all schools. Does the LEA have a public school or participating private school that wouldn't have enrollment data from the TFS from the previous year (i.e., a new school)?
    ○ TFS Public Student Enrollment Data only includes students in grades Kindergarten through 12. 4K data is not reflected in the TFS Public School Enrollment Data. Has the LEA historically chosen to include 4K student counts in the enrollment data?
    ○ Did the LEA undergo a reorganization between the prior year and current year (i.e., school closures, school consolidations, changes to the grades served in a school building)? If so, WISEgrants will automatically require the LEA to manually provide enrollment and poverty counts.

- - Would the LEA like to utilize a poverty measure source other than the National School Lunch Act?
  - Use the [ESEA Centralized Enrollment document](#) for support on how to enter enrollment data in WISEgrants.
  - Refer to the short video *[Title I Public School Enrollment](#)* for more information.

❏ **Engage in Ongoing Consultation with Private School Representatives**
  This step requires detailed planning and collaboration with private schools.
  - Prepare by reviewing the *[Consultation Toolkit for Private School Equitable Participation](#)* to better understand consultation expectations.
  - Work collaboratively with private school representatives to determine eligible students, analyze data, and prioritize needs. Base priorities on highest academic needs of eligible students. Create a plan and budget to meet identified needs of those students. For more information, refer to the [toolkit](#) or view this short, introductory video, *[Title I Private School Equitable Participation](#)*.
  - Obtain Private School Enrollment Data for WISEgrants
    - Collect private school enrollment data, including grade levels, addresses, and poverty data for *all* private school students, including those who reside within another LEA's boundaries.
    - Refer to the *[Providing Title I Services for Private School Students Attending a Private School Located in a Different LEA](#)* for additional guidance.
    - Review the short video *[Collecting Poverty Data on Private School Students](#)* for more information.
  - Complete and upload the [Private School Affirmation Form](#) (.pdf) for each private school located in your LEA boundaries and submit them for DPI review in WISEgrants before completing the Title I application. Note: For consultation purposes, LEAs may use the [Title I Part A Equitable Share Calculator](#) (.xls) to determine an estimated amount of funds for services. The *[Private School Affirmation Instructions](#)* document (.pdf) lists the procedures for uploading private school affirmation forms.

❏ **Determine Grant Contacts for WISEgrants**
  - Designate staff to serve as Title I Grant Coordinator and Fiscal Contact. DPI will communicate with these primary contacts regarding the application.
  - Ensure that the designated staff have edit access to the Title I Grant in WISEgrants. [The Guide to Accessing New & Existing Grants](#) (.doc) provides information on how to access grants in WISEgrants.

❏ **Determine Estimated Carryover in WISEgrants**
  - Determine an estimated preliminary carryover amount based on last year's expenditures by viewing the Current Preliminary Carryover section at the bottom of the View/Edit Funding screen in WISEgrants. DPI will load final carryover amounts for all LEAs in late fall or early winter.

❏ **Determine Reservations in WISEgrants**
  - Determine if your LEA is required to reserve funds and decide if your LEA will make any optional reservations. *All LEAs are required to reserve funds to support students experiencing homelessness.* Reservations are funds set aside for particular purposes (such as administration or family engagement) that serve more than one Title I school. Reservations are made before allocating funds to individual schools. See the [short video *Title I Reservations*](#) for more information.

❏ **Determine Eligible School Attendance Areas in WISEgrants**
  ● Use the radio buttons on the Title I Public School Eligibility screen in WISEgrants to review ranking options and determine which option will best meet the identified needs of students. View the short video *Ranking Public Schools* for more information.
  ● Once rank order is determined, allocate Title I funds by setting a per-pupil amount for each eligible public school in WISEgrants. See the short video *Per-Pupil Allocations* for more information.
  ● Private school allocations are determined automatically based upon the number of students from low-income families living in a served Title I public school attendance area.

❏ **Develop a Budget for Title I Funds**
  ● Partner with staff from your business office to ensure your plan for services, the Title I budget, and agency's general accounting leger matches.
  ● Follow your LEAs written procedures for allowed costs. You may also find the Federal Grants Allowability Checklist (.pdf) beneficial. The Deadlines and Fiscal Information webpage also has information about determining allowed costs.
  ● Ensure the supplement, not supplant requirement is met. You must use Title I funds to supplement the amount of funds that a school would receive in order to provide a free and public education. In other words, Title I funds may not be used to supplant (take the place of) state and local funds. More information about supplement, not supplement including examples, steps to ensure compliance, and information about the general requirements and exceptions can be found on the Deadlines and Fiscal Information webpage.
  ● Budget costs to support the Title I services in both public and private schools. Federal law requires LEAs to budget and claim costs for public and private schools separately. The WISEgrants budget sections align with the Wisconsin Uniform Financial Accounting Requirements (WUFAR). To access a list of all available WUFAR combinations in WISEgrants, follow the *WUFAR Combinations by Grant Report* instructions (.doc).
  ● Collect an Entity File Number (EFN) for all staff charged to the grant who instruct students, coach other staff, or provide a support service requiring a license (i.e., Social Worker). Use the Wisconsin Educator License Lookup website to search for EFNs.
  ● Review the Act 20 Frequently Asked Questions webpage when considering using federal funds to support Wisconsin's Act 20.

❏ **Enter data in WISEgrants and Submit the Title I Application including the Budget**
  ● Follow the step-by-step instructions in the *Guide for Completing the Title I, Part A Application in WISEgrants*.

❏ **Complete the Title I Comparability Report**
  LEAs must demonstrate that it uses state and local funds to provide services in Title I schools that, taken as a whole, are at least comparable to the services provided in non-Title I schools. LEAs with only one school per grade span are exempt from the Title I comparability report requirement.
  ● See the *Title I Comparability Guide* for more specific information on comparability exemptions, financial requirements, and the different ways to determine comparability.
  ● Use the *WISEgrants Title I Comparability Reporting* resource to complete the Title I Comparability Reporting in WISEgrants.

For additional questions, please reach out to your LEA's Title I Consultant.

Take this brief survey to let us know how we can improve this guide.

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