

**Charter School Local Educational Agency (LEA) Application for
Title I, Part A Funds Provided by the American Recovery and Reinvestment Act (ARRA) of 2009**

Phase II Instructions

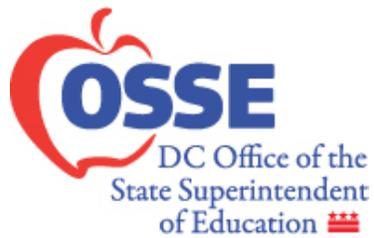
LEAs wishing to receive ARRA Title I, Part A funds must complete all required sections of the application and submit the application to the Office of the State Superintendent of Education (OSSE). If an LEA does not complete a required section of the application it will not be eligible for funding under that program, and OSSE will reallocate any funds the LEA would have been entitled to receive to other LEAs in accordance with applicable governing statutes. **Please note, an LEA's eligibility for each specific type of funding shall be determined according to the applicable federal statutes and regulations. Receipt and/or completion of this application does not alone constitute eligibility for any of these funds.**

The Phase II application package must be submitted via one of the following methods **no later than September 30, 2009**:

- **Email**, by sending BOTH a scanned, signed copy AND the MS Excel version as attachments to Con.App@dc.gov. This method is **strongly preferred**. In your email, please write "ARRA Title I, Part A Phase II for [your LEA's name]" in the subject line); or
- **Mail**, by sending the signed copy to Office of the State Superintendent of Education, c/o Cathie Carothers, 51 N Street, NE, 3rd floor, Washington, DC 20002. Please write **ARRA APPLICATION** on the envelope. This method is highly discouraged, but if selected, please email the MS Excel version to Con.App@dc.gov.

NOTE: The LEA must retain the original signed cover page so that it is available for auditing or monitoring purposes.

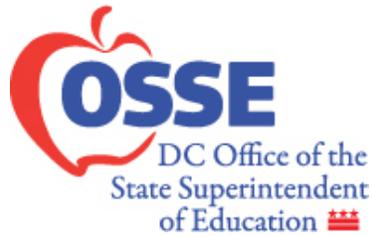
If you have any questions while completing the ARRA Title I, Part A Application, please direct the questions to your LEA's assigned Title I Specialist. Assignments and contact information can be found by visiting the OSSE's Title I web page at <http://www.osse.dc.gov/seo/cwp/view,a,1274,q,563419.asp>.



ARRA Reimbursement and Reporting Workbooks

LEAs must confirm that they will follow the guidelines for the submission of the ARRA Reimbursement and Reporting Workbooks. Only by following this schedule can LEAs meet the requirements of the American Recovery and Reinvestment Act (ARRA) of 2009.

Please note that your LEA has the option to submit the ARRA Reimbursement and Reporting Workbooks more often than is required, such as monthly. This is highly encouraged by the OSSE.



ARRA Title I, Part A Application: Program Narratives

The LEA must describe the services and activities it will carry out under the ARRA Title I, Part A program by providing the requested information in the narrative portion of the application. Please note that the narrative and the budget work together as the application and are critical tools for OSSE in reviewing and evaluating each LEA's application. Details that are set forth in the narrative must reflect the dollar amounts in the budget, and the budget must reflect the programs described in the narrative.

Comprehensive Needs Assessment

As described in the application, Title I, Part A requires LEAs to use data to develop appropriate interventions and instructional strategies to improve student performance on the state's academic assessment. Accordingly, the LEA must assure that it has performed a needs assessment and designed its program based on the results of the needs assessment. The LEA must also indicate which data sources it used to perform the needs assessment.

The LEA must maintain a record of its needs assessment process and all documentation related to the needs assessment. The OSSE is aware that charter school LEAs have varied formats and types of comprehensive needs assessments; therefore, there is no single document the OSSE will expect to see during its monitoring. Rather, the OSSE will expect the charter LEA to document that it performed a needs assessment and to document the results of the needs assessment.

LEA-Level Set-Asides

There are a set of LEA-level set-asides that LEAs must reserve from their ARRA Title I, Part A allocation for specific purposes. These reservations are considered to be "off-the-top" of the allocation because they must be calculated **before** the LEA can spend funds for other allowable costs.

LEAs have the flexibility to reserve these funds, in each case in addition to those that must be set aside based on the LEA's regular Federal Fiscal Year 2009 allocation, all from their regular Federal Fiscal Year 2009 Title I, Part A allocation if they choose. If this was done, check the appropriate box to indicate so.

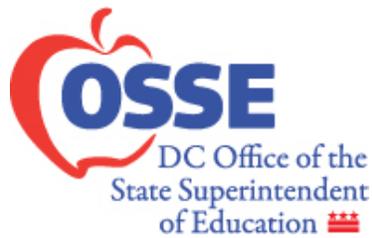
For some but not all set-asides, LEAs are expected to be able to request a waiver of the set-aside requirement as it relates to its ARRA Title I, Part A allocation. If you intend to request a waiver, where allowed, check the appropriate box to indicate so.

As your LEA is completing this LEA-level set-aside table, please remember that these set-asides must then be appropriately entered in the budget table portion of the application. Please see below for further instructions related to the budget tables.

Parental Involvement Set-Aside

All LEAs receiving more than \$500,000 of Title I, Part A funds **must** spend at least 1% of their allocation on the parental involvement activities described in Section 1118 of ESEA.

- Section 1118 is available at:
<http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1118>.
- Additional information regarding parental involvement activities is available at:
<http://www.ed.gov/programs/titleiparta/parentinvguid.pdf>.



If this set-aside is required, the LEA must assure it will reserve and spend the appropriate amount by checking the appropriate box, and must specify the amount of money it will set aside in the “Amount Required” column.

Highly-Qualified Teacher Set-Aside

All LEAs that do not meet the highly qualified teacher requirements of ESEA must spend at least 5% of their allocation for professional development, training, and/or testing expenses to ensure that teachers meet the highly qualified requirements of Section 1119 and 9101(23) of ESEA, unless an LEA can demonstrate a lesser amount is needed.

- Section 1119 is available at:
<http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1119>.
- Section 9101 is available at:
<http://www.ed.gov/policy/elsec/leg/esea02/pg107.html#sec9101>.

If required, the LEA must assure it will reserve and spend the appropriate amount by checking the appropriate box, and must specify the amount of money it will set aside in the “Amount Required” column. If the LEA chooses to reserve less than 5%, OSSE requires additional justification which can be provided in the “LEA Notes” section of the Budget worksheets (please see below for the appropriate directions).

Public School Choice/Supplemental Educational Services Set-Aside

All charter school LEAs in school improvement, corrective action, or restructuring must reserve at least 20% of their allocation for public school choice-related transportation and/or supplemental educational services in accordance with section 1116 of ESEA. If an LEA can demonstrate that after appropriate notice to parents, a lesser amount is needed, it may request re-allocation of the reserved funds not needed back into its general Title I, Part A allocation.

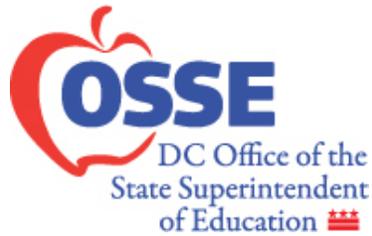
- Section 1116 is available at:
<http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1116>
- Additional information regarding school improvement is available at:
<http://www.ed.gov/policy/elsec/guid/schoolimprovementguid.pdf>
- Additional information regarding public school choice is available at:
<http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>
- Additional information regarding supplemental educational services is available at:
<http://www.ed.gov/policy/elsec/guid/suppsvcsguid.pdf>

If required, the LEA must assure it will reserve and spend the appropriate amount by checking the appropriate box, and must specify the amount of money it will set aside in the “Amount Required” column.

Professional Development Set-Aside

All charter school LEAs in school improvement, corrective action, or restructuring must spend at least 10% of their allocation for high-quality professional development that meets the requirements of ESEA. LEAs may include in this 10% total the Title I, Part A funds that campuses within the LEA reserve for professional development when they are in improvement status per Section 1116(b)(3)(A)(iii) of ESEA. If your LEA is taking this option, please be sure to provide the needed information in the set-aside chart.

- Section 1116 is available at:
<http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1116>



- Additional information regarding school improvement is available at: <http://www.ed.gov/policy/elsec/guid/schoolimprovementguid.pdf>

If required, the LEA must assure it will reserve and spend the appropriate amount by checking the appropriate box, and must specify the amount of money it will set aside in the “Amount Required” column.

Administrative Set-Aside

LEAs may spend a necessary and reasonable amount of their allocation for administrative costs. OSSE will closely examine administrative costs in excess of 10% of the LEA’s allocation.

- Section 200.77 of Title 34, Part 200 – Title I – Improving the Academic Achievement of the Disadvantaged, which discusses Reservation of Funds by an LEA, is available at: http://edocket.access.gpo.gov/cfr_2008/julqtr/34cfr200.77.htm

If the LEA wishes to spend funds on administrative costs it must indicate that it will reserve funds by checking the appropriate box, and must specify the amount of money it will set aside in the “Amount Requested” column.

Financial Incentives

LEAs may spend up to 5% of their allocation for financial incentives and rewards to teachers who serve students in Title I schools identified for school improvement, corrective action, and restructuring, for the purpose of attracting and retaining qualified and effective teachers.

- Section 200.77 of Title 34, Part 200 – Title I – Improving the Academic Achievement of the Disadvantaged, which discusses Reservation of Funds by an LEA, is available at: http://edocket.access.gpo.gov/cfr_2008/julqtr/34cfr200.77.htm
- Section 1113 is available at: <http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1113>

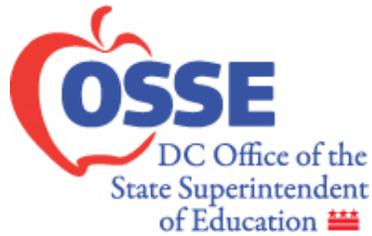
If the LEA wishes to spend funds on incentives and rewards it must indicate that it will reserve funds by checking the appropriate box, and must specify the amount of money it will set aside in the “Amount Requested” column.

Other Authorized Reservations

LEAs may spend a necessary and reasonable amount of their allocation on other authorized activities, such as preschool programs, summer school and intersession programs, additional professional development, school improvement, and coordinated services. The LEA must bear in mind, however, that the goal of Title I, Part A is to enable participating children to make adequate progress toward meeting the challenging student achievement standards that all children are expected to meet.

- Section 1112 is available at: <http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1112>

If the LEA wishes to spend funds on another authorized activity it must indicate that it will reserve funds by checking the appropriate box, must describe the activity, and must specify the amount of money it will set aside in the “Amount Requested” column.



Program Design

There are two program models for Title I schools: the schoolwide program model and the targeted assistance model.

If you are operating schoolwide programs in your LEA, please complete all fields in the appropriate section, noting the assurances that your LEA must provide. As you prepare the narrative description of your schoolwide programs, please be sure to answer each of the questions to the fullest detail. **OSSE will use this answer as a reference when reviewing and evaluating the expenditures that your LEA charges to the schoolwide program funds.**

- The statutory requirements necessary to operate a schoolwide program are listed in Section 1114 of the ESEA, which is available at: <http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1114>
- Extremely helpful guidance from the Federal Register is available at: <http://www.ed.gov/legislation/FedRegister/other/2004-3/070204a.html>
- Additional information regarding designing schoolwide programs is available at: <http://www.ed.gov/policy/elsec/guid/designingswpguid.doc>.

If you are operating targeted assistance programs in your LEA, please complete all fields in the appropriate section, ensuring that your answers address all required aspects of your program.

Parental Involvement

Section 1118 of ESEA requires LEAs and schools to carry out specific parental involvement activities.

- Section 1118 is available at: <http://www.ed.gov/policy/elsec/leg/esea02/pg2.html#sec1118>.
- Additional information regarding parental involvement activities is available at: <http://www.ed.gov/programs/titleiparta/parentinvguid.pdf>.

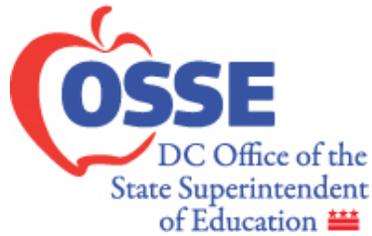
Please check the appropriate boxes to indicate which methods the LEA uses to involve parents and community members in Title I, Part A programs. All starred items must be checked as they are requirements of Section 1118. Please be aware these items must include specific components set out in the statute and will be reviewed by OSSE during monitoring visits.

Please also describe how the LEA is building capacity for involvement by answering the questions in the application.

ARRA Title I Staff

For staff being funded by ARRA Title I, Part A funds, please list the staff positions in the ARRA Title I, Part A Staff table. Please provide a brief description of how that position's job responsibilities are related to Title I, Part A purposes. Please also detail what percentage of the FTE will be funded by ARRA Title I, Part A funds as well as the corresponding estimation of the dollar amount to be used.

Note that all employees paid with federal funds must maintain appropriate time and effort records in accordance with federal cost principles.



Budget Forms

Overview

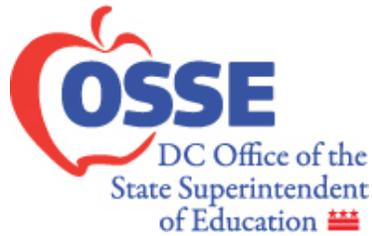
The budget forms and the narrative portions combine to make up the complete LEA ARRA Title I, Part A Application. As a result, it is critical for the budget forms to reflect what has been described in the narrative portions (explained above), and for the narrative portions to likewise correspond to what has been budgeted in the budget forms. In essence, the program your LEA describes in the narrative portions is then translated to the actual dollar amounts represented in the budget forms.

The LEA therefore must describe specifically how it plans to spend its ARRA Title I, Part A funds in the budget form. Since all costs charged to federal funds must be included in an approved budget it is important to ensure the budget is as complete and accurate as possible. OSSE will reconcile LEA expenditure reports to the budget submitted as part of the review process for reimbursement requests to ensure costs are consistent. LEAs will be permitted to request amendments to their budget throughout the year if their anticipated budgetary plans change.

Completing the Budget Table

In general, the budget form is aligned to program categories that must be reported as part of the National Public Education Survey administered by the National Center for Education Statistics. Examples of each of the categories below are given in the “Definitions and Examples” tab of the budget workbooks:

- **Instruction** – The direct instructional interaction between teachers and students. This instruction may be provided to students in a school classroom, in an alternate location (ie: home or hospital), or in other learning situations, including those involving co-curricular activities. The activities of teacher aides or classroom assistants of any type (ie: clerks, graders, teaching machines) who assist in the instructional process are also in this category.
- **Support Services** – The technical and logistical support to facilitate and enhance instruction. These are services within programs that aid in fulfilling that program's instructional objectives or community service goals, rather than being full-service entities. Such services include activities or stipends associated with providing professional development to the instructional staff, assessing and improving the well-being of students, and supplementing the teaching process.
- **Administration** – The activities concerned with establishing and administering policy for operating the LEA or with handling the overall administrative responsibilities for a school and program. NOTE: The total amount of all budget items in this Admin category CANNOT exceed the optional Administrative set-aside requested in your LEA's ARRA Title I, Part A Application.
- **Operations and Maintenance** – The activities concerned with keeping the physical plant open and comfortable; maintaining safety in buildings, grounds, and the vicinity of schools; and keeping the grounds, buildings, and equipment in effective working condition and state of repair. *Operations and maintenance costs are subject to limitations in accordance federal rules and regulations, including the supplement, not supplant requirement, the Education Department General Administrative Regulations (EDGAR) and the federal cost principles set out in Office of Management and Budget Circular A-87.* Please note that funds under the covered programs may not be used for the acquisition of real property or for construction (34 CFR § 76.533).
- **Student Transportation** – Those activities concerned with conveying students to and from school as part of the School Choice requirements for schools in School Improvement. *Student transportation costs are subject to limitations in accordance federal rules and regulations, including the supplement, not supplant requirement.*
- **Indirect Costs** – Indirect Costs may be claimed ONLY if the LEA has an indirect cost rate approved by OSSE. Budgeted amounts must reflect this approved indirect cost rate. The following formula should be used to determine the amount that could be budgeted for indirect cost reimbursement. $(\text{Indirect Cost Rate}\% / 1.0 + \text{ICR}\%) \times (\text{Total Award minus Capital Outlay, Sub-awards, and Stipends})$



Within each program category, the LEA must identify the amounts that are budgeted to satisfy a required LEA-level set-aside. There are slots on the budget sheets to enter the exact dollar amounts being reserved for each set-aside. Please be sure that these match up with the amounts indicated in the narrative portions of the application. (Amounts that are not for a set-aside should go in the “Non Set-aside/Other” slot for each category.)

Furthermore, the LEA must identify the amounts that are budgeted for the following budget categories:

- Salaries and Benefits
- Supplies and Materials
- Fixed Property Costs (rent and utilities)
- Contracted Professional Services
- Equipment
- Other services (including travel)

Adding Miscellaneous Notes

If there are any details that the LEA would like to inform OSSE about (ie. Other optional “off the top” set-asides being taken, why the LEA is reserving less than 5% for HQT, etc.), please write those in the “LEA Notes” section provided on the right side of each budget table.

Allowability Considerations

It is the LEA’s responsibility to ensure that all costs included in each program budget are allowable under the relevant federal program. This means, at a minimum, the LEA has verified the cost is:

- Consistent with federal cost principles;
- Permissible under the applicable federal program statutes and regulations;
- Consistent with any program specific fiscal rules (such as caps on specific costs, supplement not supplant restrictions, etc.); and
- Consistent with allowable cost rules established in the Education Department General Administrative Regulations (EDGAR).

In addition, the OSSE may impose special conditions on a grant award under certain circumstances. If the OSSE imposes any special conditions, the LEA will be notified in writing and will be provided an opportunity to amend the budget to ensure costs are consistent with the special conditions.

The OSSE’s approval of a budget does not indicate the costs contained in the budget are allowable. Allowability is a fact specific analysis and it is the responsibility of the LEA to ensure its costs are allowable. The OSSE will monitor costs charged to federal programs through a variety of mechanism and costs found to be unallowable will be disallowed, and may be required to be repaid. The OSSE will be available to assist LEAs in preparing their budgets and will be providing technical assistance throughout the year.

For more information about best practices related to developing effective budgets, please review the National Center for Education Statistic’s manual on Financial Accounting for State and Local School Systems, available at: <http://nces.ed.gov/pubs2004/h2r2/>. While the guidance set out in the manual is not legally binding, the manual may provide helpful information.