NEW MEXICO
Public Education Department

# Unified Application: Title I Part A Reservations Title I Part A Rank and Serve

*Presentation for Unified Application Weekly Meeting*

*February 10, 2026*

# Overview

## IN THIS MEETING, LEAs WILL

- Understand how to account for Title I-A equitable share in the Unified Application (UA).
- Understand how to account for and track all Title I-A reservations in the UA.
- Walk through the Rank and Serve process in the UA (for applicable LEAs).
- Understand Title 1-D, Subpart II.

## AGENDA

I. Updates
II. Next Steps
III. Title I-A Overview
IV. Title I-A Reservations & Allocations
V. Title I-A Rank and Serve (applicable LEAs only)
VI. Title I-D, Subpart II

# Updates

# Key Milestones for the UA

**The Unified Application will launch in two stages: the Pre-Application module and the full application (ESEA and IDEA). The Unified Application will be due April 15th.**

| Date | UA Milestone |
|---|---|
| **February 17th** | Pre-Application module open (signing assurances and GEPA) |
| **March 3rd** | Unified Application opens |
| **April 15th** | UA due. |

As a reminder, for the Pre-Application, LEAs will:

- **Agree to assurances.**
- **Upload their completed GEPA statement (a template for is available on the UA Support Page).**

LEAs must sign the assurances to access the Unified Application upon launch.

# Unified Application Access

**LEA Business Managers now have access to add UA roles of LEA Grant Manager and LEA Grant Editor.**

## Steps to access the Unified Application in OBMS:

1. Let your business manager know that they can now add the UA roles in OBMS.
2. On February 17th, LEAs will be able to navigate to the Unified Application by clicking **Budget**→**Budget Source**→**Grants**→**Grants Application**.
3. Once you have reached the application, you will use the sidebar on the left to navigate the components of the application. The modules available for the LEA to complete are **bolded**. The section that will be available on February 17th is the Pre-Application module.

***If you have any questions, please reach out to Unified.App@state.nm.us.***

# Weekly Federal Programs Team Calls Schedule

(1/2)

**Further training on the Unified Application components will take place until applications are due. Planning leads should ensure personnel attend sessions relevant to their LEAs; not all sessions will be applicable to all LEAs.**

| Date | Phase | Audience<br>*denotes mandatory | Description |
|---|---|---|---|
| ~~January 6~~ | ~~Pre-Application~~ | ~~Federal Programs Directors*~~<br>~~All LEA Roles~~ | ~~Overview of Unified Application Structure (including budget) and pre-application modules (consolidated assurances, district contacts, etc.)~~ |
| ~~January 13~~ | ~~Pre-Application~~ | ~~Federal Programs Directors*~~<br>~~All LEA Roles~~ | ~~Overview of Pre-Application Activities (Assurances, , NOVA data validation, LEA Access, etc.).~~ |
| ~~January 20~~ | ~~Pre-Application~~ | ~~Federal Programs Directors*~~<br>~~All LEA Roles~~ | ~~Comprehensive Needs Assessments, S&S, Tribal Consultation, Homeless Needs Assessment~~ |
| ~~January 27~~ | ~~Pre-Application~~ | ~~Chief Academic Officers*~~<br>~~All LEA Roles~~ | ~~Priorities module overview: Academics for All, Priority Student Groups, Educator Workforce~~ |
| ~~February 3~~ | ~~Pre-Application~~ | ~~Private School Equitable Services Captains (Geographical LEAs only)*~~<br>~~All LEA Roles~~ | ~~ESEA Equitable Services~~ |
| February 10 | Pre-Application | Geographical LEA Title I Directors*<br>All LEA Roles | Title I: Reservations & Rank & Serve; Title I, Part D, Subpart II |
| February 17th | Pre-Application Module Opens | | |
| February 17 | Pre-Application | Federal Programs Directors*<br>All LEA Roles | Title II, Title III, & preview of the UA |
| February 24 | Pre-Application | Federal Programs Directors*<br>All LEA Roles | Transferability/AFUA and Expenditure Detail Module & Guidance; Title IV; Launching |
| March 3 | UA Opens (ESEA) | | |

# Planned Topics for Weekly Federal Programs

**Further training on the Unified Application components will take place until applications are due. Planning leads should ensure personnel attend sessions relevant to their LEAs; not all sessions will be applicable to all LEAs.**

| Date | Phase | Audience<br>*denotes mandatory | Description<br>Tentative & Subject to Change |
|---|---|---|---|
| March 3 | Application Completion | Federal Programs Directors*<br>All LEA Roles | IDEA Application |
| March 10 | Application Completion | Federal Programs Directors*<br>All LEA Roles | Overview of finance processes that will stay the same and any differences |
| March 17 | Application Completion | All LEA Roles | Submitting the Application & Overview of approval process |
| March 24 | Application Completion | Federal Programs Directors*<br>All LEA Roles | Overview of finance processes that will stay the same and any differences |
| March 31 | Application Completion | Chief Financial Officers/Business Managers*<br>All LEA Roles | Outstanding Questions |
| April 7 | Application Completion | All LEA Roles | Outstanding Questions |
| April 15 | Application Completion | Federal Programs Directors*<br>All LEA Roles | Outstanding Questions |
| April 15 | | | UA Submissions Due |

# Next Steps

**Following this call:**

- Make sure Business Manager adds UA roles in OBMS.
- Planning Leads form a plan for Title I completion in the UA with the necessary personnel once the application launches on March 3rd.
- LEAs that anticipate completing Rank & Serve should stay on the call after completing the survey for a preview of Rank & Serve.
- LEAs that participate in Title I-D, Subpart II should stay on the call a

# Title I-A Overview

Title I-A steps in the Unified Application (UA):

| Step | LEA Action |
| --- | --- |
| **Step 0** | Determine required/authorized set-asides. |
| **Step 1** | Determine poverty counts and rank public schools. |
| **Step 2** | Identify eligible schools. |
| **Step 3** | Allocate funds to schools. |

# Title I-A Step 0 Reservations

Title I-A reservations are the *reasonable and necessary* amounts that local education agencies (LEAs) set aside for required and authorized activities prior to allocating funds to schools.

## Required Reservations

- Equitable Services for Eligible Private School Children
- Parent and Family Engagement
- Homeless Children and Youths
- Children in Local Institutions for Neglected Children

## Authorized Reservations

- Children in Local Institutions for Delinquent Children and Neglected/Delinquent Children in Community Day Programs
- Incentives and Stipends for Teachers in CSI/TSI schools
- Preschool
- Comprehensive School Improvement (CSI)/Targeted School Improvement (TSI)
- Foster Care
- Professional Development (Title I Schools)
- Instructional Programs (Title I Schools/Students)
- Transportation for School Choice
- **Direct Administrative Costs**
- Indirect Costs

# Prework

Review the Prework section to double check the Title I-A allocation amount.

**Prework**

In Step 0, you will determine set-asides. Before you begin Step 0, complete this assessment, this assessment, and this assessment to prepare your figures.

| | |
|---|---|
| Total Current Year Funds | $9,028,188.00 |
| Total Carryover Funds | $0.00 |
| **Total Funds** | $9,028,188.00 |

# Equitable Share for LEA Distribution
# Step 0A

# Equitable Services

As the first step in determining reservations (set-asides), local educational agencies (LEAs) will calculate the equitable share of their Title I-A allocations, if applicable, through step 0A in the UA Title I-A submodule.

**Step 0A**
Equitable Share for LEA Distribution

| | Public | Private | Total |
|---|---|---|---|
| Total low-income students residing in participating Title I public school attendance areas | 10,385 | 437 | 10,822 |
| Proportionate share of low-income students that are public or private | 96.0% | 4.0% | 100.0% |
| Total current funds available for distribution based on proportionate share | $8,667,060.48 | $361,127.52 | $9,028,188.00 |
| Total carryover funds available for distribution | $0.00 | $0.00 | $0.00 |
| **Total amount available for distribution** | $8,667,060.48 | $361,127.52 | $9,028,188.00 |

Process for Filling out Step 0A in the UA:

- Enter an estimate of the total low-income students residing in Title I public school attendance areas.

# Equitable Services

Process for Filling out Step 0A in the UA:

- The proportionate share of funds for low-income students attending public versus private schools will be automatically calculated based on:
  1. entered total low-income student count and
  2. private school count pulled from the Private School ESEA Compliance Equitable Services submodule
- The total current funds available for distribution for public and private schools will also be automatically calculated based on the proportionate share of the total Title I-A Allocation.

| **Step 0A**<br>Equitable Share for LEA Distribution | Public | Private | Total |
|---|---|---|---|
| Total low-income students residing in participating Title I public school attendance areas | 10,385 | 437 | 10,822 |
| Proportionate share of low-income students that are public or private | 96.0% | 4.0% | 100.0% |
| Total current funds available for distribution based on proportionate share | $8,667,060.48 | $361,127.52 | $9,028,188.00 |
| Total carryover funds available for distribution | $0.00 | $0.00 | $0.00 |
| **Total amount available for distribution** | $8,667,060.48 | $361,127.52 | $9,028,188.00 |

# Required and Authorized Set-Asides (Reservations) Step 0B

# Parent and Family Engagement Reservation 1/3

- LEAs with an allocation over $500,000 are required to reserve at least one percent (1%) for parent and family engagement, including a proportionate share to private schools.
- UA interface indicates whether the entered values reflect these percentage requirements.

- Although 1% is the *required minimum*, we recommend reserving an amount *above* the minimum to account for a potential increase in your Title I-A final allocation from the preliminary allocation in the UA.
- Similarly, if your allocation is just below the threshold for this requirement (*e.g., $475,000*) we recommend also accounting for this requirement in your planning.

# Parent and Family Engagement Reservation 2/3

| **Step 0A** Equitable Share for LEA Distribution | Public | Private | Total |
|---|---|---|---|
| Total low-income students residing in participating Title I public school attendance areas | 10,385 | 437 | 10,822 |
| Proportionate share of low-income students that are public or private | 96.0% | 4.0% | 100.0% |
| Total current funds available for distribution based on proportionate share | $8,667,060.48 | $361,127.52 | $9,028,188.00 |
| Total carryover funds available for distribution | $0.00 | $0.00 | $0.00 |
| **Total amount available for distribution** | $8,667,060.48 | $361,127.52 | $9,028,188.00 |

| **Step 0B** Set-Asides | Public | Private | Total |
|---|---|---|---|
| Parent and Family Engagement | $86,670.60 | $3,611.28 | $90,281.88 |

The LEA in this example is allocating the minimum of 1% *($86,670.60)* of their total public school Title I-A allocation *($8,667,060.48)*, including 1% *($3,611.28)* of their proportionate share to private schools *($361,127.52)*.

# Parent and Family Engagement Reservation 3/3

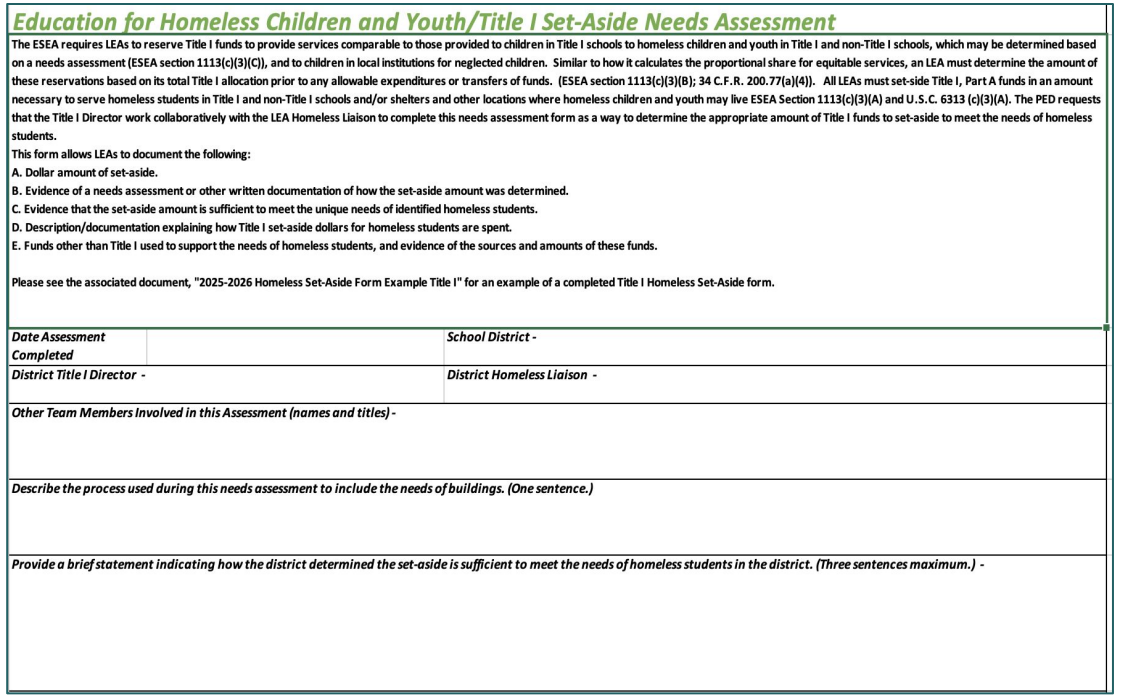
| **Step 0A** Equitable Share for LEA Distribution | Public | Private | Total |
|---|---|---|---|
| Total low-income students residing in participating Title I public school attendance areas | 10,385 | 437 | 10,822 |
| Proportionate share of low-income students that are public or private | 96.0% | 4.0% | 100.0% |
| Total current funds available for distribution based on proportionate share | $8,667,060.48 | $361,127.52 | $9,028,188.00 |
| Total carryover funds available for distribution | $0.00 | $0.00 | $0.00 |
| **Total amount available for distribution** | $8,667,060.48 | $361,127.52 | $9,028,188.00 |

| **Step 0B** Set-Asides | Public | Private | Total |
|---|---|---|---|
| Parent and Family Engagement | $96,000.00 | $4,000.00 | $100,000.00 |

The LEA in this example is allocating *$96,000.00* which is more than the minimum of 1% of their total public school Title I-A allocation *($8,667,060.48)* and over 1% *($4,000)* of their proportionate share *($361,127.52)* to private schools .

# Homeless Children and Youth Set-Aside

- Based on the Education for Homeless Children and Youth/Title I Set-Aside Needs Assessment form.
- Please ensure the dollar amount reserved in the UA under Homeless children and youth set-aside matches the amount on the Education for Homeless Children and Youth/Title I Set-Aside Needs Assessment form.



***Education for Homeless Children and Youth/Title I Set-Aside Needs Assessment***

The ESEA requires LEAs to reserve Title I funds to provide services comparable to those provided to children in Title I schools to homeless children and youth in Title I and non-Title I schools, which may be determined based on a needs assessment (ESEA section 1113(c)(3)(C)), and to children in local institutions for neglected children. Similar to how it calculates the proportional share for equitable services, an LEA must determine the amount of these reservations based on its total Title I allocation prior to any allowable expenditures or transfers of funds. (ESEA section 1113(c)(3)(B); 34 C.F.R. 200.77(a)(4)). All LEAs must set-side Title I, Part A funds in an amount necessary to serve homeless students in Title I and non-Title I schools and/or shelters and other locations where homeless children and youth may live ESEA Section 1113(c)(3)(A) and U.S.C. 6313 (c)(3)(A). The PED requests that the Title I Director work collaboratively with the LEA Homeless Liaison to complete this needs assessment form as a way to determine the appropriate amount of Title I funds to set-aside to meet the needs of homeless students.

This form allows LEAs to document the following:

A. Dollar amount of set-aside.

B. Evidence of a needs assessment or other written documentation of how the set-aside amount was determined.

C. Evidence that the set-aside amount is sufficient to meet the unique needs of identified homeless students.

D. Description/documentation explaining how Title I set-aside dollars for homeless students are spent.

E. Funds other than Title I used to support the needs of homeless students, and evidence of the sources and amounts of these funds.

Please see the associated document, "2025-2026 Homeless Set-Aside Form Example Title I" for an example of a completed Title I Homeless Set-Aside form.

| | | | |
|---|---|---|---|
| *Date Assessment Completed* | | *School District -* | |
| *District Title I Director -* | | *District Homeless Liaison -* | |
| *Other Team Members Involved in this Assessment (names and titles) -* | | | |
| *Describe the process used during this needs assessment to include the needs of buildings. (One sentence.)* | | | |
| *Provide a brief statement indicating how the district determined the set-aside is sufficient to meet the needs of homeless students in the district. (Three sentences maximum.) -* | | | |

# Children in Local Institutions for Neglected Children

Required set aside based on the number of children in local institutions for neglected children reported by the LEA in the annual count to the Student, School, and Family Support (SSFS) Bureau.
The number of children reported is indicated in the UA. If zero, no set aside is required.

| Step 0B<br>Set-Asides | Public | Private | Total |
|---|---|---|---|
| Parent and Family Engagement | $86,838.96 | $6,687.76 | $93,526.72 |
| Homeless Children and Youth | $100,000.00 | | $100,000.00 |
| Children in Local Institutions for Neglected Children (0 students) | $0.00 | | $0.00 |

# Notes on Authorized Reservations

Incentives and stipends to teachers: only for teachers who serve students in Title I schools identified as CSI/TSI for the purpose of attracting and retaining qualified and effective teachers, in an amount that does not exceed five percent (5%) of the LEA's total Title I allocation

Transportation for School Choice (maximum of 5%): for the provision of transportation for students enrolled in a school identified for CSI who opt to transfer to another public school

Direct Administrative Cost: 2 CFR 200.405 requires that charges to federal awards be allocated "in accordance with the relative benefits received".

*Example: Cost of an administrative position proposed to be funded under Title I Part A*

- Is the cost of the position necessary and reasonable for the performance of Title I-A and allocable to it?
- Is the activity incurred specifically for the purpose of Title I-A?
- If the cost benefits more than Title I-A, is the cost distributed in proportions that may be approximated using reasonable methods?

# Reservations

- All reservations are captured in Step 0B.
- If LEA is not reserving funds for a set-aside, it can be left at $0.00.
- All of Step 0 must be completed to move to Step 1.
- If the percentage available for school allocations is less than 50%, the LEA will be asked to include a justification.

| **Step 0B** Set-Asides | Public | Private | Total |
|---|---|---|---|
| Parent and Family Engagement | $86,838.96 | $6,687.76 | $93,526.72 |
| Homeless Children and Youth | $100,000.00 | | $100,000.00 |
| Children in Local Institutions for Neglected Children (0 students) | $0.00 | | $0.00 |
| Incentives and Stipends for Teachers (maximum is 5% of total current year funds) | $300,000.00 | | $300,000.00 |
| Preschool | $0.00 | | $0.00 |
| CSI/TSI School Improvement | $500,000.00 | | $500,000.00 |
| Foster Care | $0.00 | | $0.00 |
| Professional Development (Title 1 Schools/Students) | $300,000.00 | | $300,000.00 |
| Instructional Programs (Title 1 Schools/Students) | $0.00 | | $0.00 |
| Transportation for School Choice (maximum is 5% of total current year funds) | $0.00 | | $0.00 |
| Private School Equitable Services | | $463,088.08 | $463,088.08 |
| Direct Administrative Costs | $50,000.00 | $100,000.00 | $150,000.00 |
| Indirect Costs | $0.00 | $0.00 | $0.00 |
| Maximum Possible for Indirect Costs | $0.00 | $0.00 | |
| **Total Set Asides** | $1,336,838.96 | $569,775.84 | $1,906,614.80 |
| **Total Amount Available for Public School Allocations After Set-Asides** | $7,446,057.80 | | |
| **Percentage Available for Public School Allocations** | 84.8% | | |

# Tracking Title I-A Reservations

The reservations determined in Title I-A Step 0A and 0B need to align to the Expenditure Detail module. Below are the codes that are used to track these set-asides in the UA.

Grant management codes for Title I-A reservations:

| Reservation | GM Codes |
|---|---|
| Parent and Family Engagement | FAM |
| Homeless Children and Youth | HML |
| Children in Local Institutions for Neglected Children | NEG |
| Incentives and Stipends for Teachers (maximum is 5% of total current year funds) | INC |
| Preschool | PK |
| CSI/TSI School Improvement | SIM |

| Reservation | GM Codes |
|---|---|
| Foster Care | FOS |
| Professional Development *(Title 1 Schools/Students)* | PL |
| Instructional Programs *(Title 1 Schools/Students)* | INS |
| Transportation for School Choice *(maximum is 5% of total current year funds)* | TRA |
| Direct Administrative Costs | ADM |

# Title I-A Allocations to Schools

# Overview

After set-asides are determined, LEAs will allocate their Title I-A funds at the school-level.

At the end of Step 0 in the UA, LEAs will indicate yes or no to the criteria to determine whether they must rank their schools to allocate Title I funds.

**If LEAs meet this criteria**

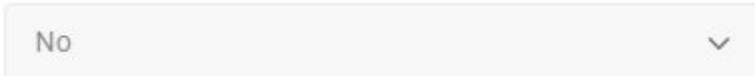
- They are directed to Step 3, where they enter their total school allocation.

**If LEAs do not meet this criteria**

- They complete the rank and serve process through Steps 1, 2, and 3 in the submodule.

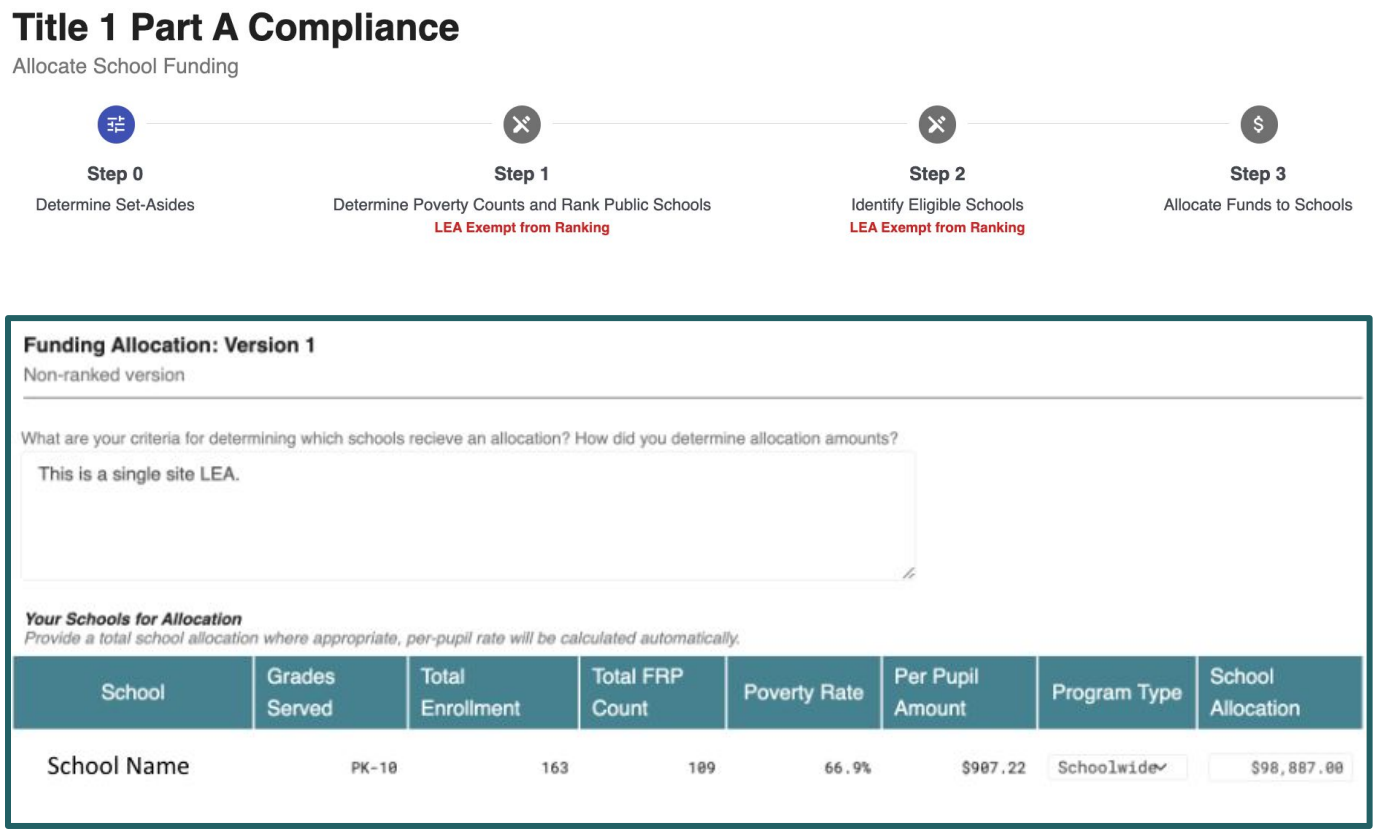
Do any of the following criteria apply to your LEA?

- Your LEA is a single site LEA
- Your LEA has fewer than 1,000 students



# Step 3: Allocate Funds to Schools

LEAs that do not need to complete the rank and serve process to determine their school allocations will move to Step 3 after completing Step 0.



**Title 1 Part A Compliance**

Allocate School Funding

**Step 0**
Determine Set-Asides

**Step 1**
Determine Poverty Counts and Rank Public Schools
LEA Exempt from Ranking

**Step 2**
Identify Eligible Schools
LEA Exempt from Ranking

**Step 3**
Allocate Funds to Schools

**Funding Allocation: Version 1**

Non-ranked version

What are your criteria for determining which schools recieve an allocation? How did you determine allocation amounts?

This is a single site LEA.

***Your Schools for Allocation***

*Provide a total school allocation where appropriate, per-pupil rate will be calculated automatically.*

| School | Grades Served | Total Enrollment | Total FRP Count | Poverty Rate | Per Pupil Amount | Program Type | School Allocation |
|---|---|---|---|---|---|---|---|
| School Name | PK-10 | 163 | 109 | 66.9% | $907.22 | Schoolwide | $98,887.00 |

## Step 3: Allocate Funds to Schools

- Describe the criteria for allocating Title funds.
- Allocate funds to school(s).
- Select type of Title I program.*

The allocation entered for the school(s) will automatically calculate into the total amount allocated at the top of the page.

*Please note if a school's poverty percent is under 40% the LEA would complete a Waiver if the Program Type intended is a Schoolwide Program.

**Link to exit survey**

**Also available at**

**https://forms.gle/YK52oHdp4pXjrGNS8**

Please send any questions regarding the Unified Application to: **Unified.App@ped.nm.gov**

# LEAs that anticipate completing Rank & Serve should stay on the call.

# Title I-A Rank and Serve

# Title I-A Rank and Serve Overview

- The following local educational agencies (LEAs) must follow the requirements of ESEA, as amended, section 1113 to determine which schools receive Title I funds and the amount of the school allocations:
- LEAs with an enrollment of 1,000 students or more
- LEAs that consist of more than one school

An LEA must complete the rank and serve process to distribute Title I-A funds to its public schools. This process consists of three steps:

**Step 1:**
**Determine Poverty Counts and Rank Schools**

**Step 2:**
**Identify Eligible Schools**

**Step 3:**
**Allocate Funds to Eligible Schools**

# Step 1: Poverty Counts and Ranking

# Step 1A: Determine Your Poverty Measure

ESEA, as amended, section 1113(a)(3) requires LEAs to rank all school attendance areas according to their percentage of public school children from low-income families.

In Step 1A, you will choose a poverty measure.

| Section 1113(a)(5)(A) Option | UA Option | Description |
|---|---|---|
| 1. Eligibility for free or reduced-priced lunch (FRPL), including children counted through the Community Eligibility Provision (CEP) | Option A | Combo Method: CEP, direct cert count X 1.6 multiplier; non-CEP, FRPL meals |
| | Option B | Direct Cert Method: direct cert count for CEP and non-CEP schools |
| | Option C | Multiplier Method: direct cert count X 1.6 multiplier for CEP and non-CEP |
| 2. Eligibility for Title IV, Part A of the Social Security Act (SSA) | Option D | Temporary Assistance for Needy Families (TANF) count |
| 3. Eligibility for Medicaid | Option E | Reduced and free Medicaid count |
| 4. Census count | Option F | Manual calculation and upload to UA by LEA |
| 5. Composite of measures above | | Manual calculation and upload to UA by LEA |

## Step 1A

Determine Which Poverty Metric your LEA Will Use

**What are the options for poverty metrics?**

- **Option A** Combo Method (for CEP Direct Certification count with 1.6 multiplier; for non-CEP FRP Meals)
- **Option B** Direct Certification Method (Direct Certification Only for CEP and non-CEP)
- **Option C** Multiplier Method (Direct Certification Only with 1.6 Multiplier for CEP and non-CEP)
- **Option D** SNAP
- **Option E** Reduced and Free Medicaid
- **Option F** Census data or Composite Measure

**Explore your Poverty Metric Data**

View Current Data and Compare Poverty Rates for the Above Poverty Metrics

| School | CEP School Flag | Grades Served | Secondary School Flag | Total Enrollment Count | Direct Certification Count | FRP Meals Count | SNAP Count | Medicaid Count | Option A Poverty Rate | Option B Poverty Rate | Option C Poverty Rate | Opti D Pove Rate |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| NAVAJO ELEMENTARY | Y | PK-5 | N | 288 | 202 | 280 | 0 | 190 | 100.0% | 70.1% | 100.0% | 0 |
| LINCOLN ELEMENTARY | Y | PK-5 | N | 385 | 213 | 366 | 0 | 210 | 88.6% | 55.3% | 88.6% | 0 |
| JOHN F. KENNEDY MIDDLE | Y | 6-8 | Y | 674 | 365 | 650 | 0 | 363 | 86.6% | 54.2% | 86.6% | 0 |
| JEFFERSON | Y | PK-5 | N | 433 | 264 | 416 | 0 | 264 | 97.5% | 61.0% | 97.5% | 0 |
| LEA Totals | | | | 11,934 | 6,563 | 11,471 | 0 | 6,487 | | | | |

**Which of the poverty metrics will your LEA use?**

Option B: Direct Certification Method (Direct Certification Only for CEP and non-CEP)

# Step 1B: Option for Secondary Schools

To determine the number of children from low-income families in secondary schools, ESEA, as amended section 1113 (a)(5)(B) provides the option to apply the average poverty percentage of a feeder pattern.

In Step 1B, you will select YES or NO to the Secondary School Option.

- Before an LEA may use feeder patterns to determine the poverty percentage of secondary schools, the LEA must conduct outreach to its secondary schools to inform them of the option and a majority of its secondary schools must approve the use of feeder patterns. ESEA, as amended, section 1113(a)(5)(C).
- To apply the new poverty percentage to the secondary school, the LEA will manually calculate the average poverty percentage of the feeder pattern for the middle or high school(s). The LEA will then enter the new poverty percentage in the UA and click save.
- The new rank order with the revised poverty counts will appear in the table in Step 2A.

## Step 1B

Determine if your LEA Will Take the Option for Secondary Schools

**Would you like to specify new low income rates for secondary schools? Before you may choose this option, you must conduct outreach to all secondary schools and a majority of secondary schools must approve the use of feeder patterns. ESEA §1113 (a)(5)(C)**

Yes

**Modify Low Income Rates**

Specify New Low Income Rates for Select Secondary Schools

| School | CEP School Flag | Grades Served | Secondary School Flag | Total Enrollment Count | Total Poverty Count | Total Poverty Rate |
|---|---|---|---|---|---|---|
| JOHN F. KENNEDY MIDDLE | Y | 6-8 | Y | 674 | 365 | 54.2% |
| TOHATCHI MIDDLE | Y | 6-8 | Y | 311 | 163 | 52.4% |
| GALLUP HIGH | Y | 9-12 | Y | 690 | 360 | 52.2% |
| TOHATCHI HIGH | Y | 9-12 | Y | 245 | 126 | 51.4% |
| GALLUP MIDDLE | Y | 6-8 | Y | 520 | 262 | 50.4% |
| RAMAH HIGH | Y | 6-12 | Y | 221 | 109 | 49.3% |
| CROWNPOINT HIGH | Y | 9-12 | Y | 235 | 111 | 47.2% |
| GALLUP CENTRAL ALTERNATIVE | Y | 6-12 | Y | 1,209 | 563 | 46.6% |
| MIYAMURA HIGH SCHOOL | Y | 9-12 | Y | 1,059 | 688 | 65% |

Cancel Save

Previous Next

# Step 2: Identify Eligible Schools

# Step 2A: Determine School Eligibility on an LEA-wide Basis

Once the LEA establishes the poverty counts and rank order of all their public schools, the LEA will determine eligibility of schools to receive Title I-A funds.

In Step 2A, you will determine the minimum poverty percentage by choosing the LEA's poverty percentage OR 35 percent.

- A school is eligible for Title I funds if its poverty percentage is as high as the LEA's poverty percentage or, at the LEA's discretion, at least 35 percent.
- Note: *meeting the eligibility criteria does not guarantee that a school will receive Title I funds from its LEA.*

# Example

**Step 2A**

Determine the Minimum Eligibility for Schools with Rates 75% and Below

Your LEA average low-income student rate for Title 1 is **56.6%**.

*Decide on a minimum low-income student rate for eligibility:

35.0%

***Eligible and Ineligible Schools***

*School eligibility based on the minimum low-income student rate (35.0%)*

| School | Grades Served | Total Enrollment | Total Poverty Count | Total Poverty Rate | Eligible |
|---|---|---|---|---|---|
| NAVAJO ELEMENTARY | PK-5 | 288 | 202 | 70.1% | Y |
| STAGECOACH ELEMENTARY | PK-5 | 321 | 218 | 67.9% | Y |
| TSE YI GAI HIGH | 6-12 | 52 | 35 | 67.3% | Y |
| DEL NORTE ELEMENTARY | PK-5 | 403 | 268 | 66.5% | Y |
| NAVAJO PINE HIGH | 9-12 | 115 | 76 | 66.1% | Y |
| MIYAMURA HIGH SCHOOL | 9-12 | 1,059 | 688 | 65.0% | Y |
| CATHERINE A. MILLER ELEMENTARY | PK-5 | 304 | 197 | 64.8% | Y |
| CROWNPOINT ELEMENTARY | PK-5 | 257 | 163 | 63.4% | Y |
| JEFFERSON ELEMENTARY | PK-5 | 433 | 264 | 61.0% | Y |
| CHIEF MANUELITO MIDDLE | 6-8 | 640 | 389 | 60.8% | Y |
| LEA Totals | | 11,934 | 6,759 | 56.6% | |

# Step 2B: Funding Schools Above 75 Percent Poverty

ESEA, as amended, 1113(a)(3)(A) requires the LEA to first allocate, in rank order of poverty, Title I funds to its schools above 75 percent poverty, including any middle schools or high schools.

In Step 2B, are the schools that have greater than 75 percent poverty identified. The LEA must serve these schools.

- LEA must first allocate, in rank order of poverty, funds to its schools with greater than 75 percent poverty.
- In the UA, schools that the LEA must fund because they have greater than 75 percent poverty are “Tier 1” schools.
- After serving all schools above 75 percent poverty, if funds remain, an LEA may choose to serve schools with poverty percentages equal to or less than 75 percent poverty.

# Example

**Step 2B**

View schools with automatic eligibility (low-income student rate greater than 75%) into Tier 1.

***Tier 1 Schools***

*All schools where low-income student rate is greater than 75%*

| School | Grades Served | Total Enrollment | Total Poverty Count | Total Poverty Rate | Eligible |
|---|---|---|---|---|---|
| CATHERINE A. MILLER ELEMENTARY | PK-5 | 304 | 304 | 100.0% | Y |
| CROWNPOINT ELEMENTARY | PK-5 | 257 | 257 | 100.0% | Y |
| DEL NORTE ELEMENTARY | PK-5 | 403 | 403 | 100.0% | Y |
| NAVAJO ELEMENTARY | PK-5 | 288 | 288 | 100.0% | Y |
| NAVAJO PINE HIGH | 9-12 | 115 | 115 | 100.0% | Y |
| STAGECOACH ELEMENTARY | PK-5 | 321 | 321 | 100.0% | Y |
| TSE YI GAI HIGH | 6-12 | 52 | 52 | 100.0% | Y |
| JEFFERSON ELEMENTARY | PK-5 | 433 | 422 | 97.5% | Y |
| CHIEF MANUELITO MIDDLE | 6-8 | 640 | 622 | 97.2% | Y |
| THOREAU MIDDLE | 6-8 | 367 | 355 | 96.7% | Y |
| CHEE DODGE ELEMENTARY | PK-5 | 235 | 227 | 96.6% | Y |
| TOBE TURPEN ELEMENTARY | PK-5 | 366 | 352 | 96.2% | Y |

# Step 2C: Option for Certain High Schools

After serving all schools above 75 percent poverty, if funds remain, an LEA may choose to serve high schools with a poverty percentage between 50 percent and 75 percent in rank order of poverty.

In Step 2C, the LEA selects YES or NO to the high school option.

- If YES is selected, the LEA indicates the minimum poverty percentage for high school eligibility. Any minimum between 50 and 75 percent may be chosen.
- The LEA must allocate Title I-A funds to all high schools that meet the minimum eligibility if this option is chosen.
- In the UA, high schools funded by the high school option are “Tier 2” schools.

# Example

**Step 2C**

Determine if you will exercise the HS option for automatic eligibility into Tier 2.

Will you exercise the HS option for automatic eligibility into Tier 2?

Yes

Indicate the rate (rate should be >= 50% and <= 75%)

50%

***Tier 2 Schools***

*All high schools where low-income student rate is greater than 50% and less than 75%*

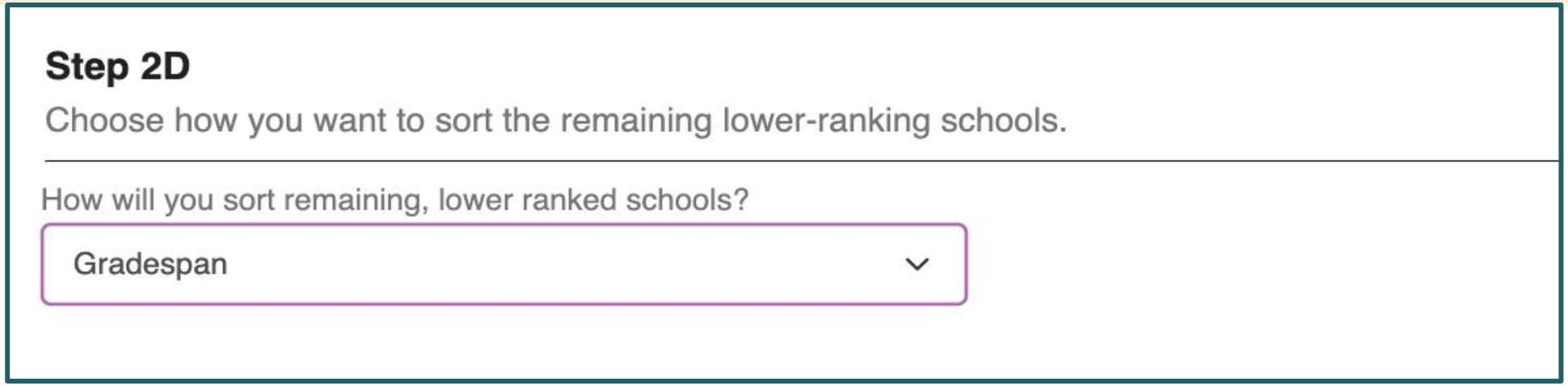
| School | Grades Served | Total Enrollment | Total Poverty Count | Total Poverty Rate | Eligible |
|---|---|---|---|---|---|
| TSE YI GAI HIGH | 6-12 | 52 | 35 | 67.3% | Y |
| NAVAJO PINE HIGH | 9-12 | 115 | 76 | 66.1% | Y |
| MIYAMURA HIGH SCHOOL | 9-12 | 1,059 | 688 | 65.0% | Y |
| THOREAU HIGH | 9-12 | 342 | 200 | 58.5% | Y |
| GALLUP HIGH | 9-12 | 690 | 360 | 52.2% | Y |
| TOHATCHI HIGH | 9-12 | 245 | 126 | 51.4% | Y |

# Step 2D: Determine Eligibility for Schools ≤ 75% Poverty

In addition to the district-wide ranking method in Step 2A, an LEA may determine eligibility within grade spans.

In Step 2D, the LEA selects DISTRICT-WIDE or by GRADE-SPAN to determine eligibility for remaining schools.

- If DISTRICT-WIDE, LEA moves to Step 3 to allocate funds.
- If GRADE-SPAN, LEA moves to Step 2E to sort schools by grade spans.



# Step 2E: Build Grade-span Tables and Determine Eligibility

The LEA may use the district-wide or grade-span percentage of poverty . If the grade-span poverty percentage is > 35% percent, the LEA may also use a poverty percentage of at least 35%.

In Step 2E, the remaining schools are sorted into grade-span tables.

- The UA will default schools by Nova School Category. Note, the Nova School Category might not accurately represent the grade-span of every school. Where that applies, the LEA is responsible for moving the school into the correct grade-span table.
- If the LEA creates a new table, it must edit the name of the table to reflect the grade-span represented (e.g.,“Grades K-12”).
- After sorting all schools into appropriate grade-span tables, the LEA will select the minimum eligibility for each table.
- Schools are ranked and allocated funds within each grade-span table. In other words, it is possible for a lower poverty high school to be eligible while a higher poverty elementary school is not eligible.

•In the UA, schools in grade-span tables are “Tier 3” schools.

## Step 2E

Build Your Title 1 Gradespan Tables for Tier 3.

***Elementary Schools PK-5***

Select schools to move them.

* Your grade span poverty rate is 58.9%. Please select a minimum rate to use for this gradespan table: 56.6%

| School | Grades Served | Total Enrollment | Total Poverty Count | Total Poverty Rate | Eligible |
|---|---|---|---|---|---|
| DAVID SKEET ELEMENTARY | PK-5 | 224 | 132 | 58.9% | Y |
| TWIN LAKES ELEMENTARY | PK-5 | 234 | 137 | 58.5% | Y |
| THOREAU ELEMENTARY | PK-5 | 337 | 191 | 56.7% | Y |
| LINCOLN ELEMENTARY | PK-5 | 385 | 213 | 55.3% | N |
| TOHATCHI ELEMENTARY | PK-5 | 225 | 118 | 52.4% | N |
| Grade Span Totals | | 4,783 | 2,817 | 58.9% | |

***Secondary Schools Grade 6-12***

Select schools to move them.

* Your grade span poverty rate is 47.0%. Please select a minimum rate to use for this gradespan table: 47%

| School | Grades Served | Total Enrollment | Total Poverty Count | Total Poverty Rate | Eligible |
|---|---|---|---|---|---|
| RAMAH HIGH | 6-12 | 221 | 109 | 49.3% | Y |
| GALLUP CENTRAL ALTERNATIVE | 6-12 | 1,209 | 563 | 46.6% | N |
| Grade Span Totals | | 1,430 | 672 | 47.0% | |

# Step 3: Allocate Title I-A Funds

# Step 3: Allocating Funds to Eligible Schools

ESEA, as amended, section 1113(c)(1) requires an LEA to allocate Title I funds to eligible schools in rank order, based on the total number of public school children from low-income families in each school.

In Step 3, the LEA allocates funds using a per pupil rate for each school. The LEA also indicates whether the school will operate a Schoolwide or Targeted Assistance program.

- An LEA has discretion to establish a per-pupil allocation for each school and that amount does not need to be the same if it meets the following requirements:
    - If an LEA allocates different per-pupil amounts to participating schools, the LEA must allocate a higher per-pupil amount to schools with higher poverty rates than it allocates to schools with lower poverty rates.
    - "125 percent rule": If an LEA serves any school below 35 percent poverty, the LEA must allocate an amount for each low-income child in each participating Title I school that is at least 125 percent of the LEA's allocation per low-income child.

***Tier 2 Schools***
*Schools with Automatic Inclusion Due to HS Option*

| School | Grades Served | Total Enrollment | Total Poverty Count | Poverty Rate | Eligibility | Per Pupil | Program Type | School Allocation | Allocation Flexibilities |
|---|---|---|---|---|---|---|---|---|---|
| TSE YI GAI HIGH | 6-12 | 52 | 35 | 67.3% | Y | $900.00 | Schoolwid | $31,500.00 | None |
| NAVAJO PINE HIGH | 9-12 | 115 | 76 | 66.1% | Y | $900.00 | Schoolwid | $68,400.00 | None |
| MIYAMURA HIGH SCHOOL | 9-12 | 1,059 | 688 | 65.0% | Y | $900.00 | Schoolwid | $619,200.00 | None |

***Elementary Schools Grades PK-5***
*Custom Gradespan Table*

| School | Grades Served | Total Enrollment | Total Poverty Count | Poverty Rate | Eligibility | Per Pupil | Program Type | School Allocation | Allocation Flexibilities |
|---|---|---|---|---|---|---|---|---|---|
| NAVAJO ELEMENTARY | PK-5 | 288 | 202 | 70.1% | Y | $750.00 | Schoolwid | $151,500.00 | None |
| STAGECOACH ELEMENTARY | PK-5 | 321 | 218 | 67.9% | Y | $750.00 | Schoolwid | $163,500.00 | None |

# Step 3: Allocation Flexibilities

ESEA, as amended, section 1113 offers LEAs flexibilities in allocating Title I funds to schools. If the LEA exercises any flexibilities in the UA, it will have to provide an assurance that it meets the flexibility's requirements.

| Flexibility | Description |
|---|---|
| **Skipping** | Sec. 1113(b)(1)(D) permits LEAs to not serve—i.e., "skip"—an eligible school that has a higher percentage of children from low-income families if the school:<br>● meets comparability requirements<br>● receives supplemental funds from state or local sources that meet the requirements of a Title I program; and<br>● receives supplemental funds that are equal to or exceed the amount it would have received under Title I. |
| **Related Exception** | Sec. 1113(c)(2)(B) permits LEAs to reduce the amount of Title I funds allocated to a Title I school by the amount of supplemental funds from State or local sources that it spends on programs that meet the intent and purpose of Title I. |
| **Grandfather Rule** | Sec. 1113(b)(1)(C) authorizes LEAs to allocate Title I funds to a school that is no longer eligible but was eligible and served in the previous year (newly ineligible school). The school may continue its Title I-status for one additional year only. |

# Example

***Elementary Schools Grades PK-5***
*Custom Gradespan Table*

| School | Grades Served | Total Enrollment | Total Poverty Count | Poverty Rate | Eligibility | Per Pupil | Program Type | School Allocation | Allocation Flexibilities |
|---|---|---|---|---|---|---|---|---|---|
| NAVAJO ELEMENTARY | PK-5 | 288 | 202 | 70.1% | Y | $750.00 | Schoolwid | $151,500.00 | None |
| STAGECOACH ELEMENTARY | PK-5 | 321 | 218 | 67.9% | Y | $0 | None | $0.00 | Verify Skip |
| DEL NORTE ELEMENTARY | PK-5 | 403 | 268 | 66.5% | Y | $750.00 | Schoolwid | $201,000.00 | None |

# Schoolwide Program Waiver

## 40% Waiver Rule

A school with a schoolwide program type and poverty rate under 40% has been allocated funding. This will require filling out the waiver at the bottom of this page.

Ok Cancel

A school for which less than 40 percent of children enrolled in the school are from low-income families may operate a schoolwide program if the school receives a waiver from NMPED.

To apply for a waiver, LEAs must submit a written request that describes the following:

- Key rationale that led to the decision to implement a schoolwide program and why a schoolwide program is necessary.
- The results of the school's Comprehensive Needs Assessment (CNA) and stakeholder consultation and how the schoolwide plan will address the school's identified needs.
- How the schoolwide program will best serve the needs of students who are most at-risk of failing while serving all students at the school.

# Title I-A Rank and Serve Summary

## Step 1: Determine Poverty Counts and Rank Schools

- **STEP 1A Select a poverty measure:**
  - Option A "Combo Method"
  - Option B "Direct Cert Method"
  - Option C "Multiplier Method"
  - Option D TANF
  - Option E Medicaid
  - Option F Census or Composite Measure
- **STEP 1B Option: Secondary Schools**

## Step 2: Identify Title I-Eligible Schools

- **STEP 2A Determine eligibility on an LEA-wide basis**
  - Minimum eligibility: Choose LEA poverty percentage or 35%
- **STEP 2B Serve Schools >75% Poverty (Tier 1)**
- **STEP 2C Option: Serve High Poverty High Schools (Tier 2)**
- **STEP 2D Option: LEA-wide or Grade-Span (Tier 3)**
- **STEP 2E: Create Grade-Span Tables**
  - Determine eligibility using LEA poverty %, grade-span %, or 35%

## Step 3: Allocate Funds to Eligible Schools

- **Allocate funds on a per-pupil basis, in order of poverty ranking**
  - Required: Serve all Tier 1 schools
  - Required: Serve all Tier 2 schools
  - Serve Tier 3 schools at LEA's discretion
- **Select Title I Program: Schoolwide or Targeted Assistance**

# For More Information

**For Questions**

Jessica Pacheco, Title I Specialist
Student, School and Family Support Bureau
Jessica.Pacheco@ped.nm.gov

Daniela Romero, Manager
Student, School, and Family Support
Daniela.Romero@ped.nm.gov

Kirsi Laine, Senior Manager
Student, School and Family Support Bureau
Kirsi.Laine@ped.nm.gov

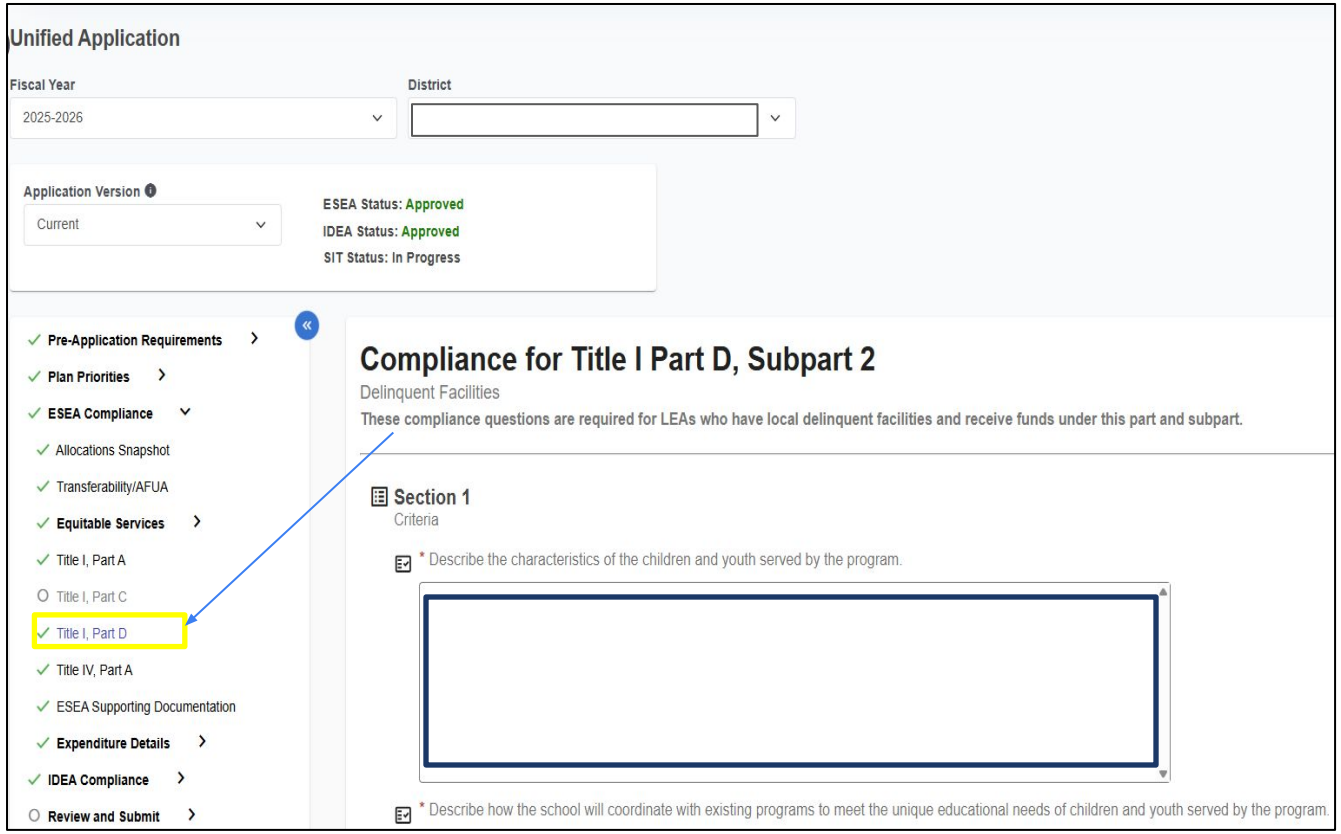
# Title I Part D Subpart 2

Fund 24104

# LEAs Serving Facilities with Title I Part D Subpart 2

| LEA Name |
| --- |
| Albuquerque Public Schools |
| Farmington Municipal Schools |
| Hobbs Municipal Schools |
| Las Cruces Public Schools |
| Lovington Municipal Schools |
| West Las Vegas Public Schools |

# Compliance for Title I Part D Subpart 2

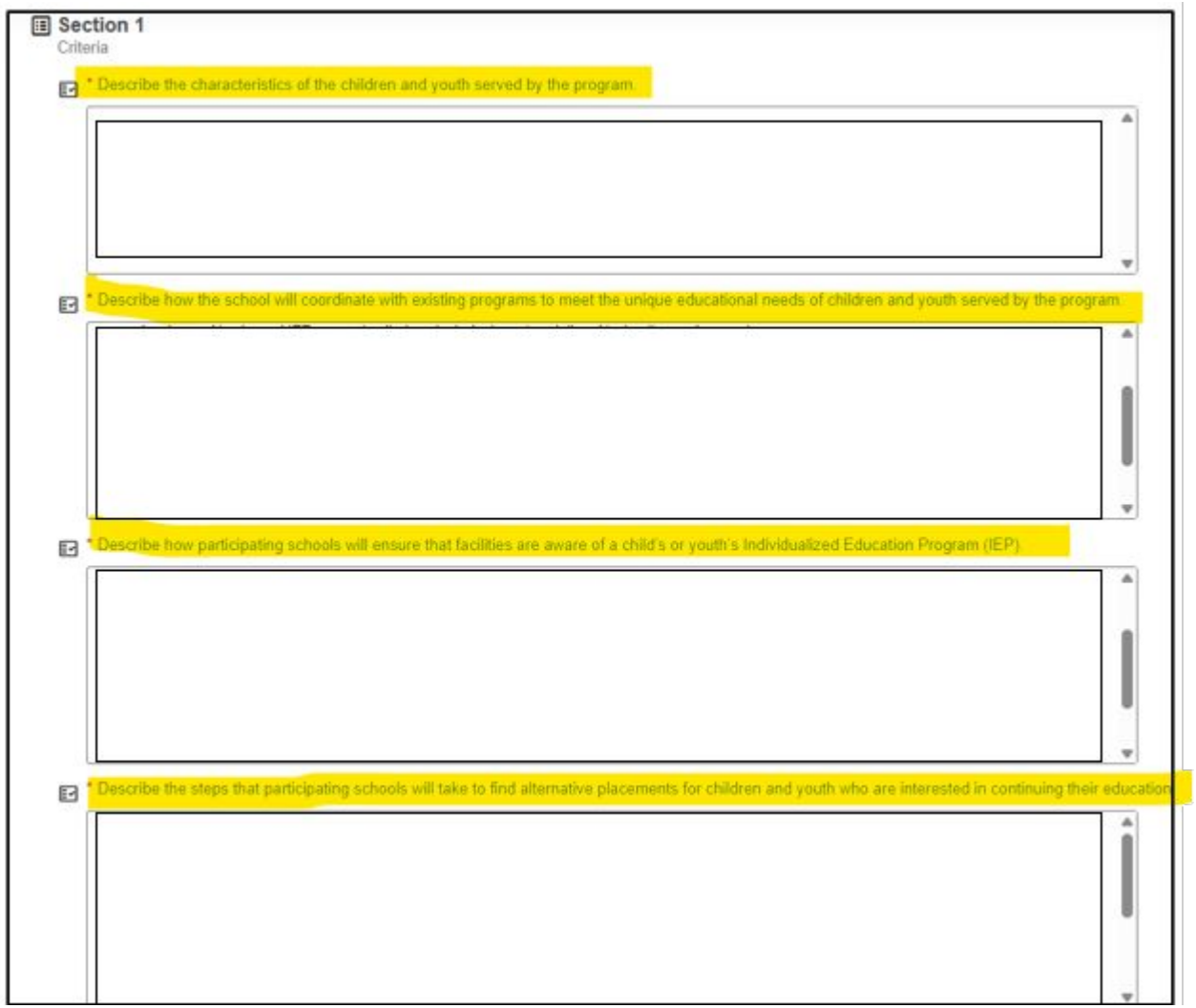



- Title I Part D Subpart 2 application is separated into four sections
- Narrative is required for each section:
  - Section 1: Criteria
  - Section 2: Goals, Quality, and Evaluation
  - Section 3: Transition and Support Services
  - Section 4: Coordination and Collaboration
- Questions are the same as in the previous Subpart 2 SharePoint Application.

# Section 1: Criteria

The section includes four questions on:

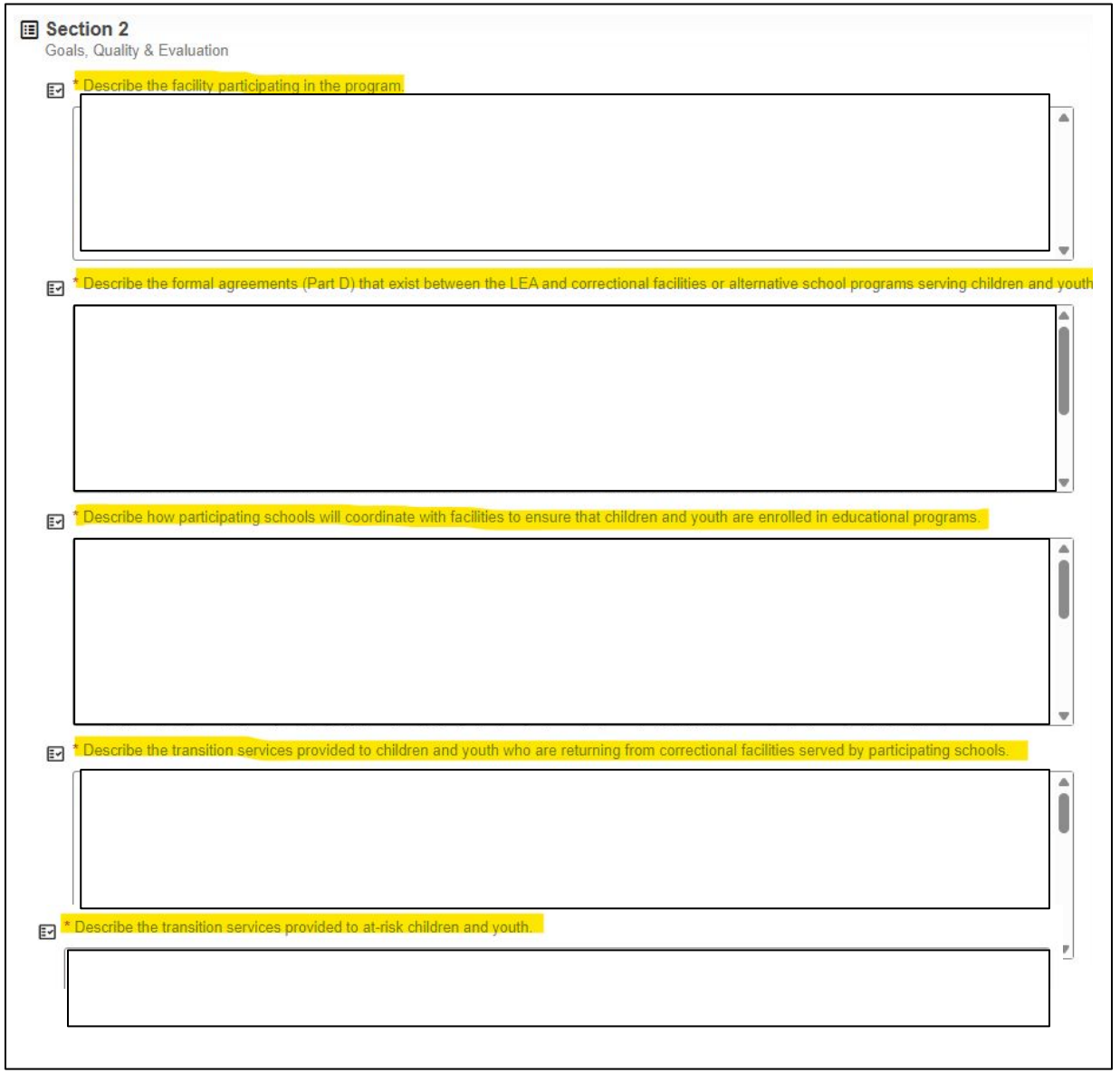
- Characteristics
- Coordination with exiting programs
- Facilities and existing IEPs
- Alternative placements for students interested in continuing their education



# Section 2: Goals, Quality, and Evaluation

The section includes five questions on:

- Description of facility
- Description of formal agreements
- Coordination with facilities on educational program participation
- Transition services



# Section 3: Transition and Support Services

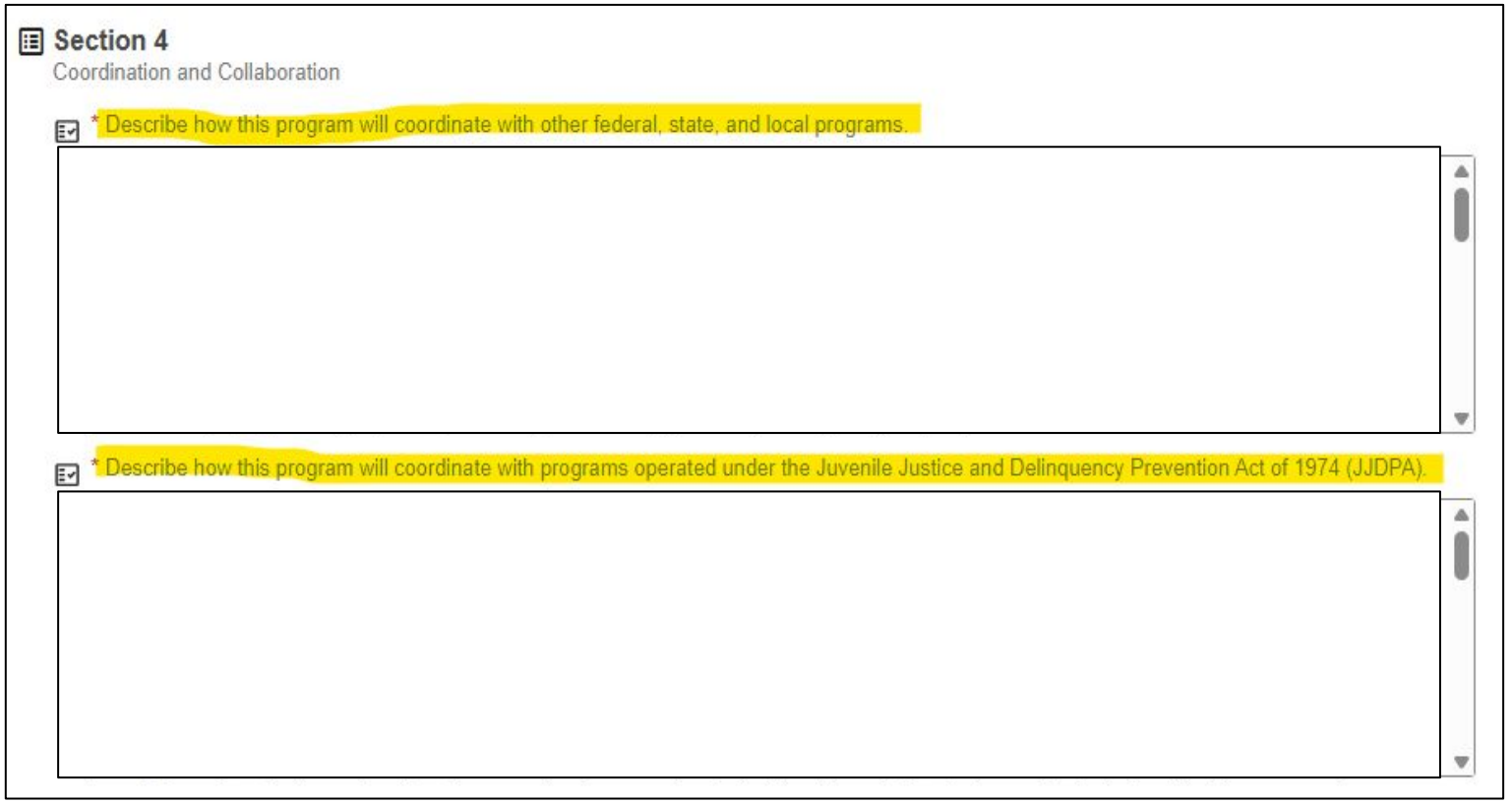
The section includes four questions on:

- Coordination with existing social, health, and other services
- Partnerships with local businesses to support students
- Parent engagement
- Students returning from correctional facilities and collaboration with probation officers

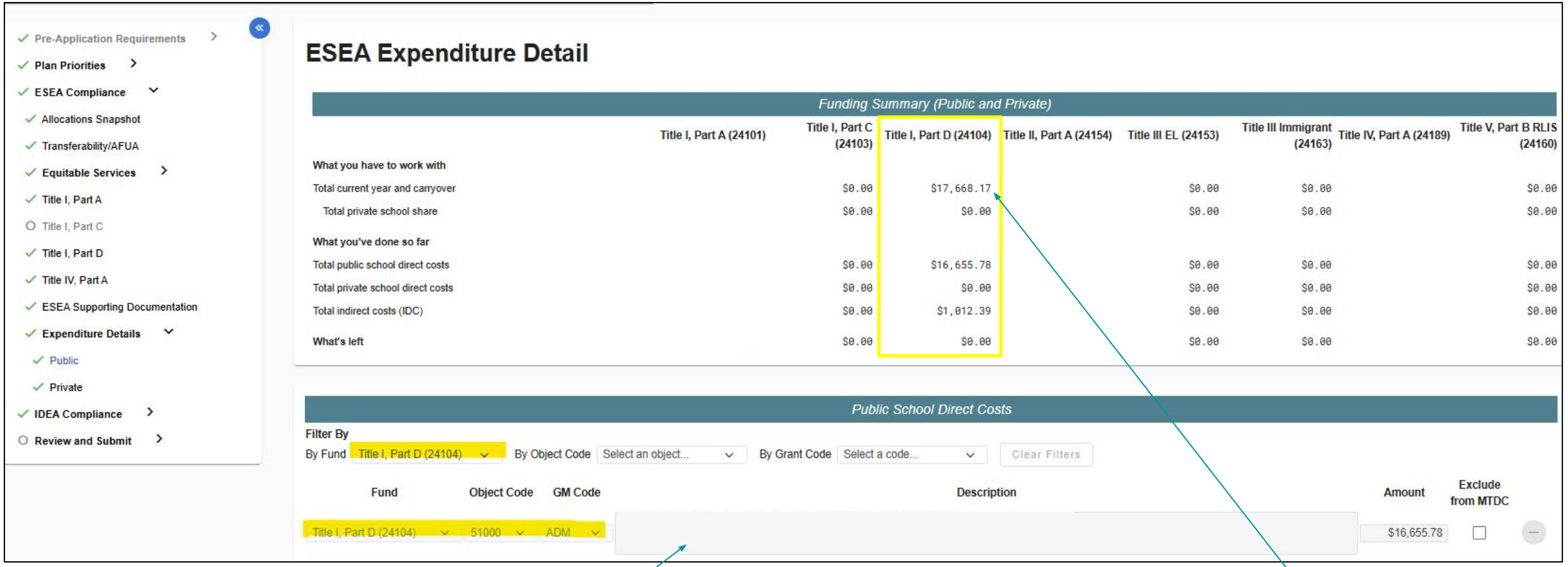
# Section 4: Coordination and Collaboration

The section includes two questions on:

- Coordination with other state, federal, and local programs
- Coordination with programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 (JJDPA)



# Expenditure Details Portion of UA




Include description of proposed expenditures/uses of funds here

Expenditure detail page will list amount allocated

# Allowable Uses of Funds

An LEA may use Subpart 2 funds for [ESEA Section 1424]:

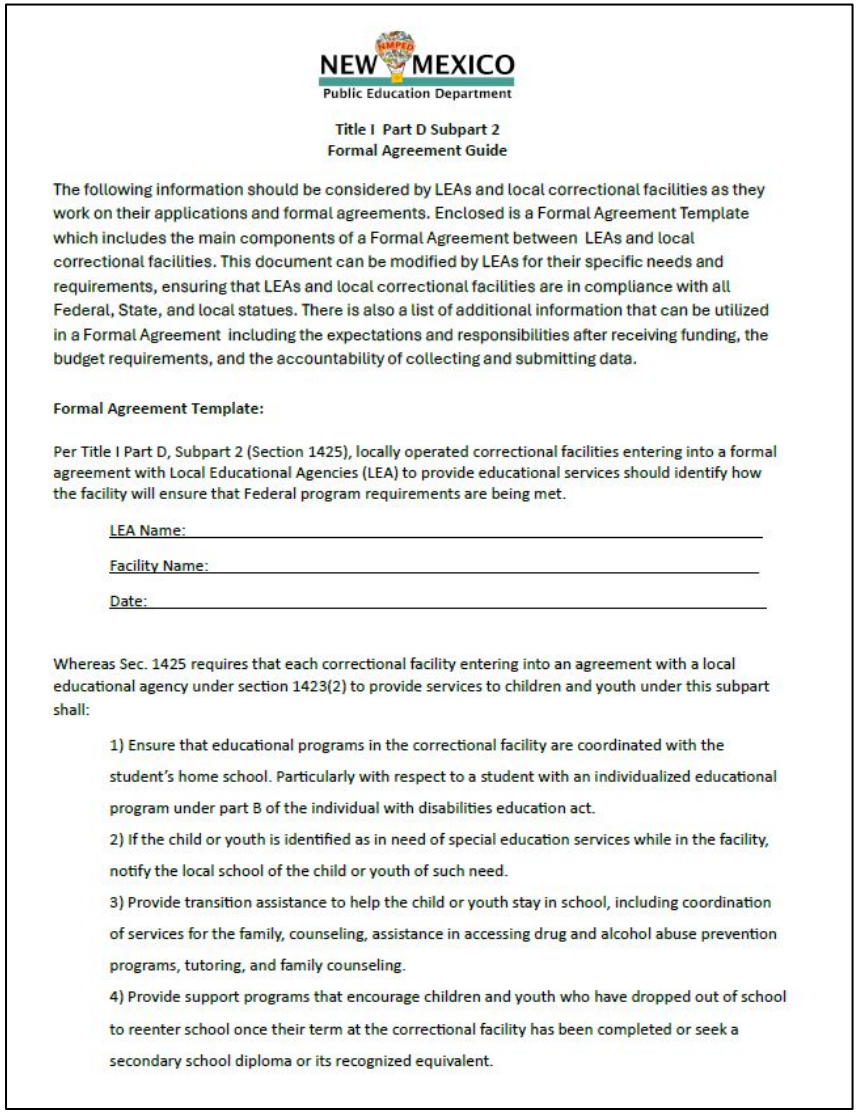
- Transition services
- Dropout prevention programs which serve at-risk children and youth.
- The coordination of health and social services for such individuals if there is a likelihood that the provision of such services, including childcare, drug and alcohol counseling, and mental health services, will improve the likelihood such individuals will complete their education.

# Allowable Uses of Funds Continued

- Special programs to meet the unique academic needs of participating children and youth, including career and technical education, special education, career counseling, curriculum-based youth entrepreneurship education.
- Programs providing mentoring and peer mediation.
- Supplemental supplies and materials
- Professional development for staff who work with Part D students
- Reasonable salary and benefits costs proportionately linked to Title I, Part D funded positions

# Title I Part D Subpart 2 Formal Agreement Guide

- Title I Part D Subpart 2 Formal Agreement Guide is available on the SSFS website (Title I Part D Subpage). https://web.ped.nm.gov/bureaus/student-school-and-family-support-bureau/title-i-part-d/
- LEAs can use this formal agreement guide or one that has been established by the district.
- LEAs are responsible for monitoring every facility or institution with which they have contracted for services to ensure that the facility or institution is carrying out its responsibilities as outlined in its formal agreement and is complying with all applicable statutory and regulatory requirements. (2 C.F.R. § 200.332(e))



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**Title I Part D Subpart 2**
**Formal Agreement Guide**

The following information should be considered by LEAs and local correctional facilities as they work on their applications and formal agreements. Enclosed is a Formal Agreement Template which includes the main components of a Formal Agreement between LEAs and local correctional facilities. This document can be modified by LEAs for their specific needs and requirements, ensuring that LEAs and local correctional facilities are in compliance with all Federal, State, and local statues. There is also a list of additional information that can be utilized in a Formal Agreement including the expectations and responsibilities after receiving funding, the budget requirements, and the accountability of collecting and submitting data.

**Formal Agreement Template:**

Per Title I Part D, Subpart 2 (Section 1425), locally operated correctional facilities entering into a formal agreement with Local Educational Agencies (LEA) to provide educational services should identify how the facility will ensure that Federal program requirements are being met.

LEA Name: _____

Facility Name: _____

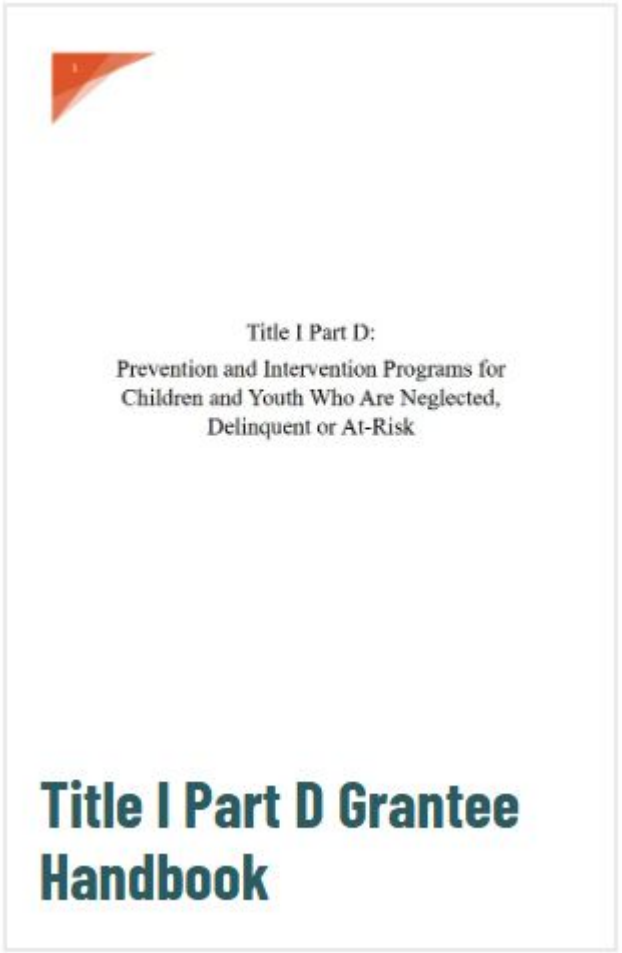
Date: _____

Whereas Sec. 1425 requires that each correctional facility entering into an agreement with a local educational agency under section 1423(2) to provide services to children and youth under this subpart shall:

1) Ensure that educational programs in the correctional facility are coordinated with the student's home school. Particularly with respect to a student with an individualized educational program under part B of the individual with disabilities education act.
2) If the child or youth is identified as in need of special education services while in the facility, notify the local school of the child or youth of such need.
3) Provide transition assistance to help the child or youth stay in school, including coordination of services for the family, counseling, assistance in accessing drug and alcohol abuse prevention programs, tutoring, and family counseling.
4) Provide support programs that encourage children and youth who have dropped out of school to reenter school once their term at the correctional facility has been completed or seek a secondary school diploma or its recognized equivalent.

# Title I Part D Webpage

Please visit the Title I Part D website for general information and state and federal resources.



# Questions?

For any questions regarding Title I Part D, please contact:

Daniela Romero, Manager
*Student, School, and Family Support Bureau*
daniela.romero@ped.nm.gov
(505) 372-8385

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