

New Jersey Department of Education

Title I, Part D (TIPD) – Subpart 2

Program Guidelines

Application Submission Date*: June 30th, each year

**The responsibility for a timely submission resides with the applicant. All applications must be completed through the online Electronic Web Enabled Grant (EWEG) system at <http://homeroom.state.nj>.*

Program Office Information

Division: Educational Services
Office: Fiscal and Data Services
Program Officer: Francine Stromberg

Purpose

The purpose of this federal funding is to support the operation of Local Education Agency (LEA) programs that involve collaboration with locally operated correctional facilities to carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education, provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment and operate programs in local schools for children and youth returning from correctional facilities and programs which may serve at-risk children and youth.

Effective Date

This guidance became effective January 1, 2009, updated February 2022.

Eligibility

Federal TIPD legislation limits eligibility for these funds to LEA's with high numbers or percentages of youth residing in locally-run correctional facilities.

The applicant LEA or a service provider LEA, duly authorized by the applicant LEA through a formal agreement, is eligible to apply for these funds which must be used to support educational programs in cooperation with the JDC. A copy of the formal agreement must be on file with the NJ TIPD coordinator before the application is submitted.

Statutory/Regulatory Source and Funding

The applicant's project must be designed and implemented in conformance with all applicable state and federal regulations. The TIPD, Subpart 2 is 100 percent funded from the US Department of Education (ED). CFDA # 84.013A.

The ED determines Subpart 2 fund allocations when it calculates annual Title I, Part A LEA allocations. ED calculates Subpart 2 fund allocations for each State based on the October caseload data on the number of children and youth ages 5 through 17 living in local institutions for neglected and delinquent children and adult correctional institutions that the State Education Agency (SEA) submits to ED. The caseload data must be for 30 consecutive days, at least one day of which is in October. The Title I, Part A allocation tables that ED provides to each SEA show the specific amount the state has available for Subpart 2 purposes.

NJDOE distributes funds through a formula, allocating funds among the eligible LEAs based on the LEAs proportionate share of children in correctional facilities or delinquent institutions.

The SEA may reduce or terminate funds on the basis of the LEA's inability to demonstrate student progress.

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Definitions

Applicant LEA: The school district that files the application for TIPD funding in collaboration with the service provider LEA. The applicant LEA may be the school district where the juvenile detention facility is physically located.

Service Provider LEA: A school district which has been authorized by the applicant LEA under a formal agreement to apply for and provide services at the juvenile detention facility. May also be the applicant LEA.

Locally-Run Correctional Facility: The county run juvenile or youth detention center.

Mandated Formal Agreements

1. The applicant LEA is responsible for submitting a completed formal agreement to the TIPD coordinator at Title1D@doe.nj.gov by June 15 and upload into the EWEG application.
2. Required Components
 - a. Applicant LEA name, CDS Code, contact information including, Program Contact Person/Title, Email and Phone Number
 - b. Juvenile Detention Center (JDC) name and contact information.
 - c. Service provider name, contact information (if different from applicant LEA)
 - d. Program Goals – Based on a needs assessment conducted, provide a brief description of the program goal(s) of the TIPD program.
 - e. Services to be provided – List the types of services to be provided to meet the goals established.
 - f. Staff – List the staff who will be funded e.g., teacher, teaching assistant, counselor, transition coordinator, etc.) including number of hours per week.
 - g. Percentage of funding that will be sub-granted to the JDC.
 - h. Authorized signatures of applicant LEA, JDC Supervisor of Education, JDC Administrator and service provider LEA (if applicable).
3. Program components included in the formal agreement should be reflected in the TIPD program plan filed within the Title I D LEA application section of the Elementary and Secondary Education Act (ESEA) consolidated application.

Program Requirements

The applicant must:

1. Maintain a valid formal agreement with the JDC.
2. Maintain administrative oversight of the TIPD program in the JDC.
3. Implement a district dropout prevention program for students returning to the district from the JDC and other eligible students as appropriate. Note: Under ESSA sec. 1422(6), an LEA is not required to operate a program of support for youth returning from the correctional facility if more than 30 percent of the youth attending the education program at the correctional facility will reside outside the boundaries serviced by the LEA after leaving such facility.
4. Complete the TIPD, Subpart 2 application in EWEG.
5. Submit accurate data in the Consolidated State Performance Report (CSPR) to determine the program's impact on the ability of participants -
 - a. to maintain and improve educational achievement and graduate from high school in the number of years established by the State under either the four-year adjusted cohort graduation rate or the extended-year adjusted cohort graduation rate, if applicable;

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- b. to accrue school credits that meet State requirements for grade promotion and secondary school graduation;
 - c. to make the transition to a regular program or other education program operated by a LEA;
 - d. to complete secondary school (or equivalency requirements) and obtain employment after leaving the correctional facility; and
 - e. as appropriate, to participate in post-secondary education and job training programs.
6. Submit fiscal reports.

Minimum Deliverables

1. The sub-grantee is required to submit the CSPR data on a quarterly basis to the grantee and NJDOE program coordinator at Title1D@doe.nj.gov.
2. The grantee is required to submit monthly, at a minimum, quarterly reimbursement requests through the EWEG payment system.
3. The grantee is required to complete a fiscal interim and final expenditure report.

Eligible Activities

1. Programs that serve children and youth returning to local schools from correctional facilities, to assist in the transition of such children and youth to the school environment and help them remain in school in order to complete their education;
2. Dropout prevention programs which serve at-risk children and youth;
3. The coordination of health and social services for such individuals if there is a likelihood that the provision of such services, including day care, drug and alcohol counseling, and mental health services, will improve the likelihood such individuals will complete their education;
4. 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, and assistance in securing student loans or grants for postsecondary education;
5. Programs providing mentoring and peer mediation;
6. Pay for success initiatives. These initiatives are defined as: a performance-based grant, contract, or cooperative agreement awarded by a public entity in which a commitment is made to pay for improved outcomes that result in social benefit and direct cost savings or cost avoidance to the public sector. Such an initiative shall include –
 - a. A feasibility study on the initiative describing how the proposed intervention is based on evidence of effectiveness;
 - b. A rigorous, third-party evaluation that uses experimental or quasi-experimental design or other research methodologies that allow for the strongest possible causal inferences to determine whether the initiative has met its proposed outcomes;
 - c. An annual, publicly available report on the progress of the initiative; and
 - d. A requirement that payments are made to the recipient of a grant, contract, or cooperative agreement only when agreed upon outcomes are achieved, except that the entity may make payments to the third party conducting the evaluation.

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Apportionment of Funds

Grants funds are to be used solely for the costs associated and incurred as a result of implementing the grant program.

A formal agreement between the grantee and subgrantee is a prerequisite for eligibility to retain administrative funds.

Total Administrative Cap: 5%

Eligible Costs

(See [accounting guidance](#) to locate the appropriate budget cost codes.)

- Staffing:
 - Appropriately certified instructional and/or non-instructional staff providing supplemental instruction/services for neglected and delinquent (N and D) students.
 - Teacher
 - Social Worker
 - Guidance Counselor
 - Tutor
 - Transition Coordinator
 - Substitutes for allowable position
 - Data management staff (N and D focused duties only)
 - Secretary and/or clerical staff (N and D focused duties only)
 - Paraprofessional under the supervision of N and D teacher, tutor or transition coordinator
- Professional Development:
 - Ongoing, sustained professional development for individuals that work with N and D students only
- Supplies, Materials and Equipment:
 - Directly related and used by approved N and D staff aligned with program goals
 - Computers for use by Title I students
 - All equipment must be itemized and properly described to include quantity, unit cost and proposed expenditures
 - Classroom libraries
- Other (N and D students only)
 - Academic Intervention Services
 - Workbooks
 - Software Licenses
 - Materials, refreshments, etc. for parent involvement activities
 - Transportation for N and D students to attend N and D program activities

Ineligible Costs

The NJDOE will not reimburse grantees or sub-grantees for ineligible costs. Ineligible costs include:

- Costs incurred outside of grant term.
- Staffing:
 - Existing staff salaries and/or benefits providing core instruction unless assigned program responsibilities as depicted in the formal agreement.
 - Base pay of principals and education supervisors.

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- Paraprofessional staff that are not performing duties that are under the supervision of an N and D teacher, tutor or transition coordinator.
- Correctional and security officers
- Special Education Related Services:
 - Occupational therapy
 - Physical therapy
 - Speech services
- Professional Development:
 - For N and D staff not related to the N and D program.
 - For non – N and D staff.
- Supplies, Materials and Equipment:
 - Costs other than the N and D program.
 - Costs for classes, activities and staff not paid with N and D funds.
- Costs for the routine operation of or administration of the organization.
- Costs incurred for salaries, services or media which do not benefit the end user of the grant program.
- Costs which are not reasonable or necessary to carry out the grant.
- Costs which are not supported by adequate documentation.
- Costs for media which are prohibited or off message.
- Curriculum development or expansion of curriculum unless specified by the grant program as an eligible activity.
- Supplanting: Costs for salaries, services or media which are covered under other federal, state or private funding.

Reporting Requirements

1. CSPR Reports

These reports are to be emailed to NJDOE at T1PD@doe.nj.gov on a quarterly basis.

1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
July 1 – September 30	October 1 – December 31	January 1 – March 31	April 1 – June 30
Due on the last school day prior to October 14	Due on the last school day prior to January 14	Due on the last school day prior to April 15	Due on the last school day prior to August 31

2. Activity Reports (as applicable)

These reports shall include detailed activities and events pertaining to parent involvement activities and shall include flyers, attendance sheets, etc.

These reports are to be emailed to NJDOE at T1PD@doe.nj.gov on a quarterly basis. (See reporting due dates in CSPR reports.)

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Fiscal Reimbursement Requirements

Reimbursement Request: The grantee shall request, at a minimum, quarterly reimbursement payment from the NJDOE. The grantee will complete a reimbursement request through the EWEG payment system. Reimbursements request will be shut down July 15. Any payments due to the grantee will be paid out in the Final Expenditure Report.

Requests may begin once the contract has been fully executed and processed by the NJDOE. All programs are reimbursement only programs. Grantees will be reimbursed based on the grantee's actual expenditures. Grantees must submit requests not later than the 15th of the month, in order to receive payment, the following month. If the grantees' request is approved by the NJDOE program officer, the grantee should receive payment around the 8th-10th of the following month.

In making disbursements to any third party with whom the Grantee may contract to undertake the Project, the Grantee shall ensure that disbursements are made upon delivery of satisfactory work product and in accordance to the Department's program policies.

Final Expenditure Report: This report is completed in EWEG and generates a final payment to the grantee.

Monitoring

The NJDOE Program Managers may schedule on-site and or remote monitoring visits with the Program Coordinator yearly during the term of the Program contract to review program performance and fiscal documentation. These visits may be a comprehensive program assessment, or they may be oriented toward a review of performance in specific areas. In either case, Program staff shall cooperate with Program Managers and provide them with files and other information as requested.

Acceptable Documentation for Monitoring

Full and detailed documentation for grant expenditures shall be retained at the organization's level for monitoring purposes. This shall include expenditures of the Grantee and all sub-grantees.

1. Education/Outreach Events/Activities – Properly completed activity report (as applicable) that details events and activities. Flyers, attendance sheets, newspaper clippings should be retained and the agency for monitoring purposes.
2. Reimbursements:
 - a. Staffing – all time sheets and payroll records for any salaries paid using TIPD, Subpart 2 funds must be retained by the Grantee for both monitoring and reimbursement purposes. If staff is assigned part-time to the TIPD, Subpart 2 grant, a cost allocation sheet should accompany the reimbursement request.
 - b. Training – receipts for payment of training providers, course materials, venue, proof of attendance and copies of any certificates awarded.
 - c. Other Costs – receipts, invoices and purchase orders with sufficient detail to determine that the expenditure is an eligible cost under the TIPD Program.