

## **East Penn Non Public Procedures & Grant Timeline**

### **July**

- Update the Title I Intergovernmental Agreements with CLIU during a 3 year contract with signatures and dates. Ensure the contract includes details of instructional costs, frequency of payments, types of services, administrative costs for the provision of services, and an exit clause are included. A fully executed copy of the agreement will be sent to the district electronically and by mail. If past the three year agreement, follow UGG procedure to bid for third party services for non public schools.
- Share Preliminary Title I Allocations for the UPCOMING school year with CLIU or third party provider.

### **August & September**

- Work with non-public entities to identify students for services utilizing universal screening data.
- Prepare and send the non-public letter and recommendation forms for completion at non-public schools.
- Gather assessment data on identified students to evaluate services throughout the school year.
- Process purchase orders for non-public schools if applicable.

### **October & November**

- Attend Fall Federal Coordinators meeting held at CLIU.
- Process purchase orders for non-public schools if applicable.
- Schedule a visit to non-public schools to evaluate services provided for Title I students.

-Onsite verification of equipment purchases with federal grant funding. EPSD schedules technology members to visit non-public schools to inventory equipment and logs inventory for federal monitoring review (if applicable).

### **December & January**

-Process purchase orders for non-public schools if applicable.

### **February**

-Attend the Winter Federal Coordinators meeting held at CLIU (if applicable)

-Review Mid-Year data to evaluate services for the CURRENT school year.

### **March**

-Send CLIU, third party contract with the Title I final allocation for the current school year based on downward or upward amendment. Once EPSD receives invoice, pay CLIU for third party services out of non-public account code under Title I.

--Send out the intent to participate forms for federal programs to all non-publics after verify addresses of free and reduced lunch students within EPSD via registrar.

-Process purchase orders for non-public schools if applicable.

### **April**

-Complete the "Title I Equitable Services to Non-Public Schools" and "Request for Title I Equitable Services" sent to Federal Coordinators from CLIU for the upcoming school year.

-Process purchase orders for non-public schools if applicable.

-Distribute family Title I program evaluation to non public schools to garner feedback on programming and family engagement.

-Distribute teacher Title I program evaluation to non public schools to garner feedback on programming and family engagement.

-Gather non public students to include in PIMS reporting.

### **May**

-Process purchase orders for non-public schools if applicable.

-Complete and sign "Request for Title 1 Equitable Services" for the UPCOMING school year due to the CLIU.

-Request low income/non public attendance areas from Registration to prepare non public per pupil amount.

-Once Intent to participate forms are returned from non public entities, schedule spring consultation with non public schools to determine services.

-Complete the non pub consultation form and ensure to include:

- How students' needs will be identified;

- What services will be provided;

- How, where, and by whom will the services be provided;

- How will the services be academically assessed;

- How will results of that assessment be used to improve services;

- What will be the Title I, II, III, and IV performance goals;

- What will be scope of equitable services;

- What will be the method or sources of data used to determine the number of children from low-income families participating in school attendance areas who attend private schools;

- How and when the school district will make decisions about the delivery of services to students, including a thorough thorough consideration and analysis of the views of the private school officials on the provision of services through a contract with potential third-party providers;

- How, if the school district disagrees with the views of the private school officials on

- the provision of services through a contract, the district will provide in writing to such private school officials an analysis of the reasons why it has chosen not to use a contractor (share complaint procedures);

- Whether the school district shall provide services directly or through a separate government agency, consortium, entity, or third-party contractor;

- Whether to provide equitable services to eligible private school children by combining the funds generated by private school children into one or more pools of

funds;

- When, including the approximate time of day, services will be provided;
  - Whether to provide services to eligible private school children by consolidating and using funds in coordination with eligible funds available for services to private school children under programs covered by Section 8501(b)(1);
  - How will Title II funds be utilized for the upcoming school year?
  - What will be the Title II performance goal?
  - How will Title III funds and ESL programming work for the upcoming school year?
  - What will be the Title III performance goal?
  - How will Title IV funds be utilized for the upcoming school year?
  - What will be the Title IV performance goal?
  - How will non public school follow Title I Parent Involvement guidelines?
- Share Nonpub [Complaint Procedures](#) with Non-public entities at consultation meetings. - Share location of non pub complaint procedure location on district webpage if access is needed.

## **June**

- Obtain the End-Of-Year data for the CURRENT year to review pre and post data in order to academically assess how the results of that data will guide future planning of services with non pub officials.
- Review Title I, II, III, & IV non pub performance data and performance goals to analyze if goal is met. Further, report on performance goals in eGrant system with backup data. Tweak services based on consultation in May.
- Write non-public egrant narratives based on consultation with non-public schools. Include non- public free and reduced lunch students when determining building allocations.