

**VIRGIN ISLANDS DEPARTMENT OF EDUCATION
DISTRICT OF ST. CROIX
OFFICE OF THE INSULAR SUPERINTENDENT
2133 HOSPITAL STREET
CHRISTIANSTED, VIRGIN ISLANDS 00820**



**Consolidated Title V, Part A- Innovative Educational Programs
2005-2006**

Terrence T. Joseph
Insular Superintendent

Cecelia Knowles
Deputy Superintendent

Consolidated Title V, Part A
2003-2004

APPLICATION INSTRUCTIONS

The Title V, Part A of the *No Child Left Behind Act* is a formula grant to state and local education agencies and is designed to increase the academic achievement of, and improve the quality of education for all students. Projects and activities must meet three statutory requirements:

- Tied to promoting challenging academic achievement standards
- Used to improve student academic achievement
- Part of an overall education reform strategy

When developing your application,

- Develop programs based on the survey outlined and submitted to the Office of Federal Programs in September of 2003. Deviations from original submission must be requested and approved by the Office of Federal Programs.
- Involve parents, teachers, administrator, and other personnel (ex. counselor) in the planning, design, and implementation of programs,
- Plan use of funds based upon identified needs,
- Expend funds on activities related to student instruction and *not* to the management of classrooms, libraries, or offices.
- Expend funds for supplemental services, not to supplant (replace) any other federal, state, local, or school funds.
- Consult the *Guidance for Title V, Part A of the Elementary and Secondary Education Act, as reauthorized by the No Child Left Behind (NCLB) Act*.

Contained in this packet is:

- Guidance for the *Title V, Part A*
- School Participation Agreement – Form A
- Program Narrative – Form B
- Program Narrative – Form B Sample
- Budget Form – Form C
- Request and Record of Quotations – Form D
- Request and Record of Quotations – Form D Sample

A complete application returned to the Office of Federal Program by the due date, consists of the following:

- A. School Participation Agreement – Form A
- B. Program Narrative – Form B
- C. Budget Form – Form C
- D. Requisition to vendor along with Request and Record of Quotations – Form D

A. School Participation Agreement – Form A

Indicate the Name of School, physical and mailing addresses, phone and fax numbers, e-mail address, name of the principal and/or headmaster, and the school's Title V contact person. Form A must be signed by the principal and/or headmaster, and/or School Board chairperson.

B. Program Narrative – Form B

The Program Narrative is a two-part form: I. Project Description and II. Requisition Log

I. Project Description

1. Project Title

Indicate the name of the project. The project name is created by the school and used to identify the project and related activities.

2. Innovative Program Area

The Innovative Program Area is one of the 27 categorized Title V program areas. Each area is numbered on the Budget Form – Form C. Please indicate program areas by category and number. Example: Education Reform and School Improvement - 1A.

3. Project Budget/Allocation

Indicate the total dollar amount needed to carryout the project

4. Population/Numbers to be Served

Provide a clear indication of whom and how many are being served by this project.

<i>Elementary Students</i>	<i>Middle School Students</i>	<i>High School Students</i>
<i>Special Education Students</i>	<i>Vocational Education Students</i>	<i>Low Income Students</i>
<i>High Poverty Students</i>	<i>Teachers</i>	<i>Administrators</i>
<i>Counselors</i>	<i>Other: Specify</i>	

5. Problem(s) Identified

Indicate a need identified that affects students' academic performance. What is the problem? Why are you conducting this project? The need is generally identified by schools needs assessment and school plan. Your need must be substantiated by data. Example: 60% of students in grades 3, 4, & 5 scored below grade level in reading on the ITBS. 40% of students' conflicts in school year 02-03 were gun related.

6. Project Mission

Indicate what is the service or product being provided, who is it being provided for, and why is the project beneficial for the target group.

7. Project Goal(s)

What is the desired outcome of the project? What is the desired impact of the service on the target population? Goals must be clear, measurable, and can be achieved within a specific time.

Example: 80% of students in grades 3, 4, & 5 will score on grade level in reading.

8. Activities

Indicate the mechanisms to be employed that will help achieve the goals. For each goal there must be at minimum one activity.

9. Timeline

Indicate the completion target date for each goal. Projects must be completed by September 17, 2004.

10. Evaluation Component

Indicate how the project will be evaluated. The evaluation is a report card of performance, and provides an explanation and data about the results of the project and achievement of goals. It is the source of data to support results and report on the actual performance to the intended goals.

11. In the footer of each page, indicate the name of the school, project title, and page numbers.

II. Requisition Summary

1. Requisition Summary

List the requisitions and the amounts. Purchases must be tied to providing instructions for students.

C. Budget Form – Form C

The budget form is a summary of all of your projects. For each innovative education program area where projects are being conducted, indicate the total amount of dollars being spent, the number of students or staff served.

D. Requisition to Vendor along with Request and Record of Quotations – Form D

Requisitions for purchases must be completed on the prescribed forms. With the exception of “Sole Source Providers” each purchase requires quotations from three independent vendors. Quotations from vendors must be summarized on Form D, comparing identical items. If a vendor cannot supply an item required, indicate not available. If the vendor can supply a substitute item, indicate so as well. Quotations from the vendors must be attached to Form D.

If the quotation is secured via telephone, please indicate the name of the vendor, contact person, address, telephone number, date, and time contacted. Telephonic quotes are limited to 5-item request.

Sole Source providers must submit a letter from the vendor, on the vendor’s letterhead, and signed by an authorized agent of the vendor, that it is the sole provide of the required resources.

Purchases from off island vendors must include the shipping and handling charges and tax identification number.

Deadline

Please complete and submit your application to the Office of Federal Programs no later than **December 17, 2003**.

For more information or assistance, contact Rena Francis, Supervisor of Federal Program, 773-1095, ext. 230.