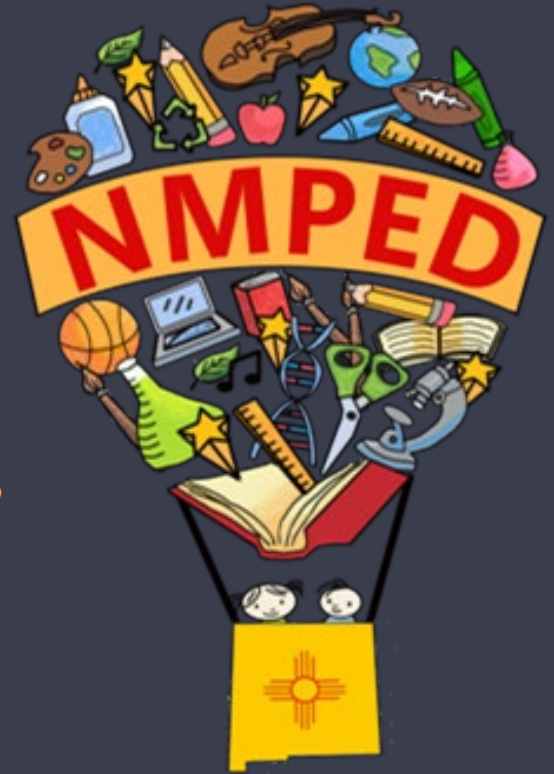


Title II Application Training

April 6th, 2023



Investing for tomorrow, delivering today.

Today's Agenda

- Welcome
- Introductions
- Presentations
 - Title II Application Training
- Questions????
- Closing

Title of Presentation

PED Title II Liaison's

***Mark Curran, Rebecca Elicio, Anna Delay and
Greg Garcia***

Title II, Part A Application Training

Title II-A Application Window/Due Date

The application will be open

April 7th – May 12th, 2023

Please contact your Title II Liaison if additional days are needed

Accessing the Title II-A Application

Step 1)

Link to application

[Home - ESEA Consolidated Application](#)

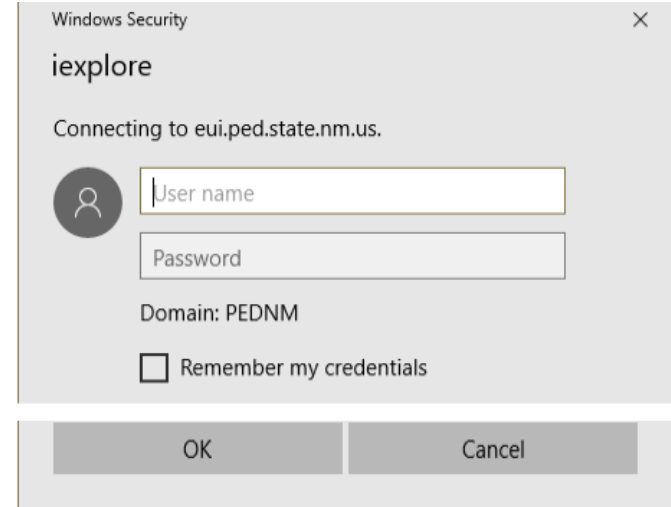
- Enter username*
- Enter Password*
- Click “OK”

* Use your S.T.A.R.S credentials for SharePoint access

If you have difficulty accessing please email: educator.growthdev@ped.nm.gov or if you need to register a new user:

[Request for Access to Title II-A Application](#)

!! Remember to SAVE after each section!!

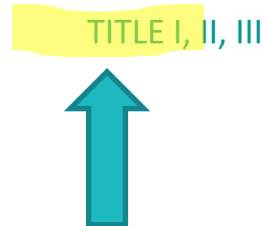
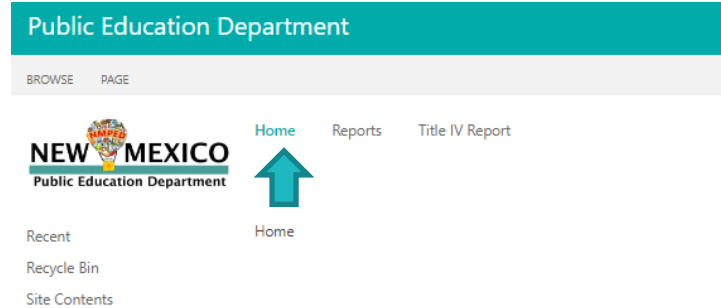


Accessing the Title II-A Application

Step 2) Click on "Home"

Step 3) Hover over "Title I,II,III"
Click

Step 4) A the application
















TITLE IV Reporting

Edit Title II-A Application



**Select the “Edit”
icon next to your
LEA or State
Charter name.**

District

Edit	DistrictCode	District	SchoolYear	DistrictType
	000	_PED TEST	2023-2024	
	580	21ST CENTURY PUBLIC ACADEMY	2023-2024	State Charter
	516	ABQ SCHOOL OF EXCELLENCE	2023-2024	State Charter
	517	ABQ SIGN LANGUAGE ACADEMY	2023-2024	State Charter
	579	ACES TECHNICAL CHARTER SCHOOL	2023-2024	State Charter
	046	ALAMOGORDO PUBLIC SCHOOLS	2023-2024	State District
	528	ALBUQUERQUE BILINGUAL ACADEMY	2023-2024	State Charter
	574	ALBUQUERQUE COLLEGIATE CHARTER SCHOOL	2023-2024	State Charter
	524	ALBUQUERQUE INSTITUTE OF MATH & SCIENCE	2023-2024	State Charter
	001	ALBUQUERQUE PUBLIC SCHOOLS	2023-2024	State District
	532	ALDO LEOPOLD CHARTER	2023-2024	State Charter
	511	ALMA D'ARTE CHARTER	2023-2024	State Charter
	575	ALTURA PREPARATORY SCHOOL	2023-2024	State Charter

The TII application consists of 15 sections with the following sections required for approval:

T II Section 1: Contact Information(Response Required)

T II Section 2 : Indirect Costs

T II Section 3_1: Outcomes for Students and High-Quality Instruction (Response Required)

T II Section 3_2: Educator Quality Measures by Subgroup: (Response Required)

T II Section 4 : Mentorship Support for Teachers (Upload your LEA's 80D STARS Mentorship Report to Upload Related Documents Section)

T II Section 5 : Professional Development

T II Section 6: Recruitment

T II Section 7: Retention Incentives/Stipends

T II Section 8: Other Salaries

T II Section 9: Carryover Funds

T II Section 10: Total Enrollment

T II Section 11: Locally-Authorized Charter Schools

T II Section 12: Private Schools

T II Section 13: Funds transferred to Other Federal Programs

T II Section 14: Plan of Action to Increase Equity

T II Section 15: Upload Related Documents

[2023-24 District_Charter_Application_Worksheet_3.3.23](#)

[2023-24 District_Private_Application_Worksheet_3.3.23](#)

[2023-24 Required Title-II-Assurances-Page](#)

[2023-24 Application Guide_4.23](#)

(Additional documents will be added later)

T II Associated Documents

Planning Allocations

Note: As you allocate funds in the application, this will keep a “running” balance.

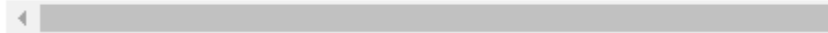
<u><i>Title II Part A</i></u>	
Preliminary Allocation	
Admin Indirect Funds	
Mentor Teacher Support Total Funds	0.00
PD Budget Domain Funds	0.00
Recruitment Funds Total	0.00
Retention Incentives/Stipends Funds Total	0.00
Other Salary Funds Total	0.00
Increase Equity Funds	0.00
Charter School Amount Total	
Private School Amount Total	0.00
Transferred Funds	0.00
Preliminary Allocation	
Debit	0.00
Credit	0,000.00
Balance	0.00

Contact Information

T II Section 1: Contact Information(Response Required)

Edit Rural District Title II Funds Acceptance Superintendent/Charter Superintendent/Charter Phone

There are no items to show in this view of the "T2Section1_ContactInformation" list.



Add Contact Information



T II Section 1: Indirect Costs

Click on add contact information

Rural District *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Title II Funds Acceptance *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Does your District/Charter accept Title II funds?	
Contact Email *	<input type="text"/>
Superintendent/Charter *	<input type="text"/>
Superintendent/Charter Phone *	<input type="text"/>
Superintendent/Charter Email *	<input type="text"/>
Title II Federal Program Director *	<input type="text"/>
Title II Federal Program Director Phone *	<input type="text"/>
Title II Federal Program Director Email *	<input type="text"/>
Title II Business Manager *	<input type="text"/>
Title II Business Manager Phone *	<input type="text"/>
Title II Business Manager Email *	<input type="text"/>
Title II RFR Submitter *	<input type="text"/>
Title II RFR Submitter Phone *	<input type="text"/>
Title II RFR Submitter Email *	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Section 2 Indirect Costs - Scenario 1

Click on the **Edit** button and indicate if the LEA plans to use Title II, Part A funds for indirect administrative costs. The application automatically defaults to “NO”, click on save:

Scenario 1

T II Section 2 : Indirect Costs

Edit Administrative Costs



No

Administrative Costs

☐ Yes

☒ No

Preliminary Allocation

Indirect Cost Rate_Percentage

Admin Indirect Funds

Leave this field blank and it will be "CALCULATED AUTOMATICALLY" for you once you click on "SAVE"

Indirect Cost Rate

Indirect Base Amount

Created at 3/20/2023 1:49 PM by ☐ Mahesh Reddy

Last modified at 3/20/2023 1:49 PM by ☐ Mahesh Reddy

Save

Cancel

Section 2 Indirect Costs - Scenario 2

Scenario 2

Administrative Costs	<input checked="" type="radio"/> Yes <input type="radio"/> No
Preliminary Allocation	<input type="text" value="4,364.04"/>
Indirect Cost Rate_Percentage	<input type="text" value="8.00"/>
Admin Indirect Funds	<input type="text" value="323.26"/> <small>Leave this field blank and it will be "CALCULATED AUTOMATICALLY" for you once you click on "SAVE"</small>
Indirect Cost Rate	<input type="text" value="1.0800"/>
Indirect Base Amount	<input type="text" value="4,040.78"/>

Created at 3/27/2020 11:28 AM by ☐ Mahesh Reddy
Last modified at 3/27/2020 11:46 AM by ☐ Mahesh Reddy

Save

Cancel

*Amounts shown are
for demonstration
purposes only.

Note: By selecting Yes you indicate you will be using Title II funds for Administrative costs. (Rest of the Fields will populate on the Budget/Allocation table at the beginning of the application and update "AUTOMATICALLY" after you click on "SAVE").

Section 3_1 Outcomes for Students & High-Quality Instruction

T II Section 3_1: Outcomes for Students and High Quality Instruction (Response Required)

Click on:

Add New Item

Explain how your LEA will use the Title II funding to improve and increase educators knowledge of academic subjects which enables educators to provide high-quality instruction to all students.

Save

Cancel

Section 3_2 Educator Quality Measures by Subgroup

T II Section 3_2: Educator Quality Measures by Subgroup: (Response Required)

Edit HighQuality/Instruction Modified Modified By

There are no items to show in this view of the "T2Section3_2QualityMeasuresSubGroup" list.

Add New Quality Measure



Click on “Add new Quality Measure”

Section 4 Mentorship for Teachers

T II Section 4 : Mentorship Support for Teachers

Upload your LEA's 80D STARS Mentorship Report to Section 15

"Upload Related Documents"

(NOTE: Application will be "substantially approved" until this section is complete.)

Section 5 Professional Development

T II Section 5 : Professional Development

Edit	Name Of Professional Development	Delivery Model	Subject Addressed
------	----------------------------------	----------------	-------------------



Click on “Add PD”

Section 5 Professional Development (continued)

Name Of Professional Development

Delivery Model

Subject Addressed

- ☐ Mathematics
- ☐ Literacy
- ☐ Science
- ☐ Social Studies
- ☐ CLRI (Culturally Linguistically Responsive Instruction)
- ☐ SEL (Social Emotional Learning)
- ☐ Classroom Environment
- ☐ Assessment/Data
- ☐ Specify your own value:

Check all that apply.

Description Of Professional Development

Grade Level of Teachers Participating

- ☐ PreK
- ☐ K
- ☐ 01
- ☐ 02
- ☐ 03
- ☐ 04
- ☐ 05
- ☐ 06
- ☐ 07
- ☐ 08
- ☐ 09
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ Admin

Check all that apply.

Tools Used for Monitoring

Check all that apply.

- ☐ Participant Surveys
- ☐ Student Data
- ☐ Walkthrough Data
- ☐ Elevate NM Data
- ☐ Student Work Samples
- ☐ Parent feedback/surveys
- ☐ Specify your own value:

Tools Used for Monitoring Effective Implementation of Professional Development.

(Choose all that apply.)

PDBudgetFunds *

Save

Cancel

Section 6 Recruitment

T II Section 6: Recruitment

Click on:



Add Funds Budgeted - Recruitment

Description

Description of expenses related to recruitment of all teacher and principal positions (i.e., travel, marketing). Include the type of positions and the number of positions.

RFundsBudgeted

0.00

Save

Cancel

Allowable: Advertising, job fairs, expert help, materials, and other costs to recruit effective educators. Stipend or bonus authorized in written LEA plan or agreement for recruiting a teacher or school leader.

Signing bonuses, salary differentials, or incentive pay to work in high-need subjects or schools or to reflect the diversity of the student enrollment consistent with a written LEA plan or agreement.

Cost of a state-approved assessment to qualify as an instructional paraprofessional in a Title I program (such as the ParaEducator Online assessments or ParaPro test).

Employees' travel costs while recruiting personnel [if traveling outside New Mexico.

Unallowable for Advertising: includes, but is not limited to displays, banners, tablecloths; promotional items and memorabilia – pens, gifts, souvenirs; costs of advertising and public relations designed solely to promote the LEA.

Section 7 Retention Incentives/Stipends

T II Section 7: Retention Incentives/Stipends

Description

Description of how retention incentives and/or stipends are used for hard to fill positions (i.e., bilingual, science, mathematics, special education). Include what positions and the number of positions.

RSFundsBudgeted

Save

Cancel

School districts may use their Title II funds for the retention of highly qualified teachers and principals, particularly in schools with a high percentage of low-achieving students and hard-to-fill positions.*

Cost of state tests for a teacher to add a license endorsement for a different grade span or subject.

*Bonus or differential please ensure authorization in a written agreement or your LEA plan for each selected teacher.

Section 8 Salaries

T II Section 8: Other Salaries

SchoolLocations	(None) ▼
Name of Person	<input type="text"/>
License Number *	<input type="text"/>
Role Of Person *	Other (Explanation Required) ▼
Description *	<div><div></div><div>Please explain how this Salary aligns with Title II requirements</div></div>
OtherSalaryFunds *	<input type="text" value="0.00"/>
<div><div>Save</div><div>Cancel</div></div>	

Section 9 Carryover Funds

T II Section 9: Carryover Funds

This section will allow LEAs to specify how potential carryover funds will be used in supporting TII, Part A program objectives.

Click on:



[Add Carryover Funds - Description](#)

Use of Carryover Funds Carryover funds are not appropriated in your TII Application however, if your LEA has specific plans for use of carryover funds please describe below:

Save

Cancel

Section 10 Total Enrollment

T II Section 10: Total Enrollment



Edit

District ▼

Public Enrollment

Private Enrollment

0

0

This section is for LEAs with local charter schools and private schools, **state charters do not need to complete this section of the application.** LEAs must obtain charter and private school enrollments from each school before completing this section. The data for local charters will be populated in section 11 and for private schools in section 12. To access this section, click on the edit button and populate the table with the data collected in sections 11 and 12. Once populated hit save and the per-pupil amount will be calculated.

Select the edit icon

Click on:

Edit



Preliminary Allocation

0.00

Available T II Allocation

0.00

This is coming from T II Section 2 : Indirect Costs: Indirect Base Amount

Public Enrollment

0

Private Enrollment

0

Charter Enrollment

0

Created at 4/5/2023 10:06 AM by ☐ Mahesh Reddy

Last modified at 4/5/2023 10:06 AM by ☐ Mahesh Reddy

Save

Cancel

Section 11 Locally Authorized Charter Schools

T II Section 11: Locally Authorized Charter Schools

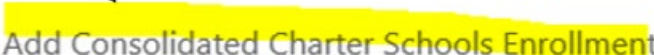
This section should be completed only by LEAs that have local charters. If you are a state charter or an LEA without local charters you may skip this section. To access this section, click on: “Add Consolidated Charter School Enrollment” and populate the table. If a charter school declined funds, please upload their official correspondence declining funds in **Section 14** of the application.

Section 11 continued...

All district charter schools must complete their own application aligned with the ESSA guidelines and return the completed application worksheet to the district. A copy of this document can be found in the Title II Associated Documents section of this application and on the [Title II website](#).

Districts must review completed charter applications to ensure alignment with Title II objectives.

Click on:


Add Consolidated Charter Schools Enrollment

Were all Charters offered T II Funds? *

☒ Yes

☐ No

Did any Charters Schools decline T II Funds? *

☐ Yes

☒ No

Charter Enrollment

Per Pupil Amount

Description *

Please list all district charters that declined funds. Upload a letter from district charter stating that they have declined the funds. All the uploads should go into ~~Section 16~~ Upload Related Documents

Save

Cancel

Section 12 Private Schools

T II Section 12: Private Schools

This section should be completed only by LEAs that have private schools, if you are a state charter or an LEA without private schools you may skip this section. To access this section, click on Add Private School Enrollment and populate the table; this process will be repeated for each individual private school. If a private school declined funds, please upload their official correspondence declining funds in **Section 14** of the application.

All private schools must complete their own application aligned with the ESSA guidelines and return the completed application worksheet to the district. A copy of this document can be found in the Title II Associated Documents section of this application and on the [Title II website](#). Districts must review completed private school applications to ensure alignment with Title II objectives. **Please upload all private school applications into Section 14.**

Section 12 continued..

Click on:



Add Private Schools Enrollment

PrivateSchoolLocation

(None) ▼

Were all Private Schools offered T II Funds?

☒ Yes

☐ No

Did any Private Schools decline T II Funds?

☐ Yes

☒ No

Description

Please list all private schools that declined funds. Upload a letter from the private school stating that they have declined the funds. All the uploads should go into ~~Section 15~~ Upload Related Documents

Individual Private Enrollment

0

Please enter the respective Private School's enrollment number.

Per Pupil Amount

Private School Amount

0.00

This amount is updated AUTOMATICALLY once you hit on SAVE.

Save

Cancel


Section 13 Funds Transferred to Other Federal Programs

T II Section 13: Funds transferred to Other Federal Programs

Note: This section will only be completed if the LEA is choosing to transfer funds to another Title program.

To access this section, click on: “Add to Transfer Funds”, populate the table and click “save”.

Click on:



Add to Transfer Funds

Section 13 continued

Are you Transferring/REAP Title II Funds? * ☐ Yes
☒ No

Transferring To

- ☐ Title I A
- ☐ Title I C
- ☐ Title I D
- ☐ Title III
- ☐ Title IV A
- ☐ RLIS

Please select the Federal Program that you would like to transfer.

T1 Transfer Amount *

0.00

Amount that you would like to transfer to Title I A

Other Transfer Amount *

0.00

Amount that you would like to transfer other than Title I A

Fund Utilization *

Please state the name of the fund the Title II funds will be transferred to and how the funds will be used.

Save

Cancel

Section 14 Upload Related Documents

Title II Application Associated Docs

T II Associated Documents

The **FY23-24 Assurance Page** must be completed by **each LEA and State Charter**, then uploaded into **Section 14** of the application.

District Charter Application must be completed by all local charters that are accepting funds. This application must be returned to the LEA, and the LEA will upload into **Section 14** of the application. If the LEA does not have any local charters this document is not required.

Private School Application Worksheet must be completed by all private schools in a LEA. Note: Not required if the private school is DECLINING funds. The Private School Worksheet must be returned to the LEA, and the LEA will upload it into **Section 14** of the application. If you do not have any private schools in your district this document is not required.

TII Associated Documents

The remaining documents are resources developed by the Title II team that you may use during the application and RfR process.

Update after documents are uploaded in TII Application

[2023-24 District_Charter_Application_Worksheet_3.3.23](#)

[2023-24 District_Private_Application_Worksheet_3.3.23](#)

[2023-24 Required Title-II-Assurances-Page](#)

To upload additional documents:

Click on:



Section 14 Upload Related Documents

T II Section 14: Upload Related Documents

LEAs will use this section to upload all supporting documentation, including the signed Assurances Page(s). To add a document, click on “Upload Documents”

Click on:

Upload Documents

Click on:

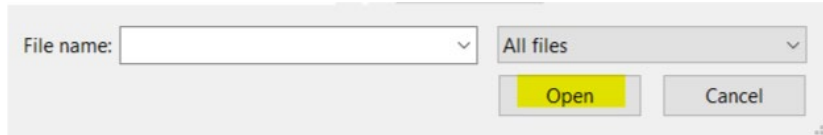
Attach File

See *TII Associated Documents* for a list of Assurance documents

The screenshot shows a web interface for the Public Education Department. At the top is a teal header with the text "Public Education Department". Below this is a light gray bar with "BROWSE" and "EDIT" tabs. Under "BROWSE", there are icons for "Save", "Cancel", "Paste", "Copy", "Attach File" (highlighted in yellow), and "Spelling". Under "EDIT", there are icons for "Cut", "Copy", "Attach File" (highlighted in yellow), and "Spelling". Below the icons is a "Commit" button. In the main area, there is a "Recent" section with links for "Recycle Bin" and "Site Contents". To the right of these links is a "Title" label followed by a text input field. At the bottom right are "Save" and "Cancel" buttons.

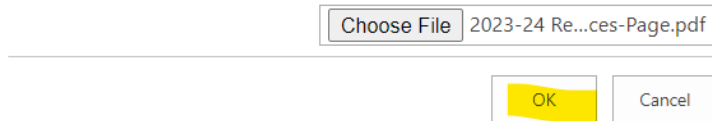
Section 14 Upload Related Documents (continued)

On this page you will select the file you saved on your computer, click Open and OK*

A file selection dialog box with a light gray background. It features a 'File name:' label followed by a text input field with a downward arrow. To the right is a file type dropdown menu currently set to 'All files'. Below these are two buttons: a yellow 'Open' button and a gray 'Cancel' button.

Use this page to add attachments to an item.

Name

An attachment selection interface. It includes a 'Choose File' button and a text field containing the filename '2023-24 Re...ces-Page.pdf'. Below this, there are two buttons: a yellow 'OK' button and a gray 'Cancel' button.

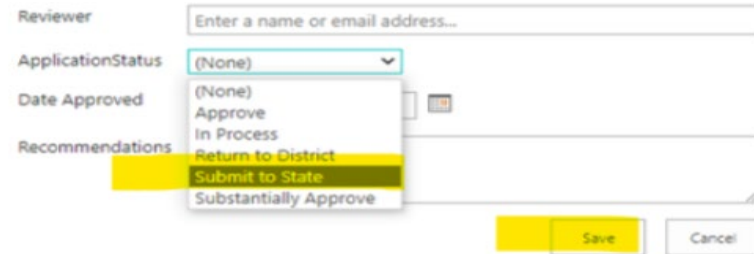
*** Repeat these steps for each document you need to upload into the application.**

Section 15: Application Approval Screen

Hover over “Submit Your Application” and **Click**

Submit Your Application

Select “Submit to State” from the drop-down



The screenshot shows a web form with the following fields and options:

- Reviewer:** A text input field with the placeholder "Enter a name or email address..."
- ApplicationStatus:** A dropdown menu currently showing "(None)". The dropdown is open, displaying the following options: "(None)", "Approve", "In Process", "Return to District", "Submit to State" (highlighted in yellow), and "Substantially Approve".
- Date Approved:** A date input field.
- Recommendations:** A large text area for input.
- Buttons:** A yellow "Save" button and a grey "Cancel" button.

!! Remember to save each section!!

Requesting Access to the Title II application

The following link provides a form for new users to the SharePoint Title II-A application.

[Request for Access to Title II-A Application](#)

If you have any questions, please contact your **[Title IIA Liaison](#)** for assistance.



Title II, Part A Objectives and Eligibility

Title II, Part A is a U.S. Department of Education (USDE) formula grant that provides supplemental funding to support effective instruction. USED awards Title II, Part A funds to the New Mexico Public Education Department (NMPED) which then sub-grants funds to local education agencies (LEAs).

Purpose of the Title II Program - [ESEA § 2001]

In general, Title II funds may be used to provide supplemental activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders. The purpose of Title II is to:

1. Increase student achievement consistent with state standards,
2. Improve the quality and effectiveness of teachers, principals, and other school leaders,
3. Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools, and
4. Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Eligible Staff Types Title II funds can be used to support - [ESEA § 2103(b)]

Teachers

Principals

Other School Leaders

Paraprofessionals* (contact your Title II-A Liaison for more details)

For federal non-regulatory guidance on the Title II program, please see [Non-Regulatory Guidance for Title II, Part A: Building Systems of Support for Excellent Teaching and Learning.](#)

Supplement, Not Supplant - [ESEA § 2301]

Title II funds must be used to supplement, not supplant, non-Federal funds that would otherwise be used for activities authorized under TII. This means that Title II funds cannot be used to meet requirements outlined in state board rule or policy, state mandate, or local rule or policy. Funds also cannot be used to provide services that were provided in the prior year with non-supplemental state or local funds or that are provided to some individuals with non-supplemental state and local funds while being provided to others with Title II funds.

Closing

If you have any Title II related questions, we are here to support you:

educator.growthdev@ped.nm.gov

You can also find your assigned Title II Liaison on our
Title II website

[Title II, Part A – New Mexico Public Education Department](#)

Thank you for joining us today!

Investing for tomorrow, delivering today.

