

January 17, 2008

Winter Conference – NCLB Roundtable

Top Ten List for Effective NCLB Applications



1. District identified needs based on the data analysis that are to be addressed and funded in the application are clearly described. (Don't include the solutions; just list the needs in each area.)
2. Activities are related to the identified needs, have an effective evaluation component, and are described clearly and completely thus minimizing the need for further explanation.
3. Budgets and budget narratives are related to activities and include sufficient detail to understand how the funds will be used (i.e., FTE for staff positions, description of supplies, proper account codes used).
4. Budget amounts listed in activities match budget narrative amounts in programs. Use the current year allocation as an estimate until the new allocation is received.
5. The total of all budgets match the total NCLB allocation. The numbers add up!
6. All public schools are included on Title I Site Eligibility page (including charter schools, correspondence schools, and new schools) with accurate low-income counts and accurate funding by per school in decreasing order of poverty rate.
7. All required plans (Ed Technology, HQ Teachers, LEP Plan of Service, etc) are up to date and approved by EED.
8. Application information is complete, accurate, and understandable to facilitate a quick review. The effort expended in the preparation of the application will mean less follow-up questions to respond to in the application review and faster receipt of funding.
9. Cover and assurance pages are complete, signed and original signatures are mailed.
10. The application is received in a substantially approvable form on or before the due date. Substantially approvable form includes signed cover page & assurances, meaningful program activities, budgets & narratives sufficient to begin the review process. Revisions may still be required prior to final approval, but the grant obligation period can begin as of July 1.

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