



# Arkansas Department of Education

APPLICATION FOR TITLE I, NO CHILD LEFT BEHIND PART D FUNDS  
PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED,  
DELINQUENT, OR AT-RISK OF DROPPING OUT

## TITLE I, PART D

2015-2016

### PART I – DISTRICT/AGENCY INFORMATION

District or State Agency: \_\_\_\_\_ LEA #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Facility to be served: \_\_\_\_\_

### PART II: CONTACT PERSON INFORMATION

Following application approval, the contact person named below is authorized to act for me in all matters concerning this program.

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's Address: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact's E-mail Address: \_\_\_\_\_

Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Superintendent/Director: \_\_\_\_\_

Signature of Superintendent/Director \_\_\_\_\_ Date \_\_\_\_\_

(Must be an original signature. Please sign in **BLUE** ink.)

**Deadline: October 8, 2015**

**STATE USE ONLY**

- Plan Reviewed and Technical Assistance Provided By:  
 Program **Recommended** for Approval By:  Program **Not Recommended** for Approval By:

Name and Title: \_\_\_\_\_

chandra martin 8/29/2013 3:09 PM  
**Comment [1]:** This is the combined application for Subpart 1 and Subpart 2;

chandra martin 8/21/2015 5:01 PM  
**Comment [2]:** Examples would be Bergman School District, Division of Youth Services (DYS) or Department of Corrections (DOC).

chandra martin 8/21/2015 5:02 PM  
**Comment [3]:** Examples would be a agencies or facilities that fall under DYS or DOC that will receive funds; ex. Colt, Mansfield or Part D facility, for example: Youth Bridge, Inc.

chandra martin 6/12/2014 11:04 AM  
**Comment [4]:** Should be someone from the LEA or State Agency (DYS or DOC) with the ability to answer specific questions regarding program, but not employed directly by an individual facility; **information should be different from information presented in PART I;**

chandra martin 6/12/2014 9:26 AM  
**Comment [5]:** This deadline is dependent upon SEA's ability to distribute application by July 1. Deadline is earlier than last year; to provide more time for approval & distribution of funds to State Agency so services can be provided as soon as possible to N&D students;

Chandra Martin (A..., 6/12/2014 11:04 AM  
**Comment [6]:** ADE Staff will complete this section of the application; no action required here for applicants;

---

Signature

Date

### PART III: DESCRIPTION OF PROGRAM

#### A. EDUCATIONAL PROGRAM

Describe the program to be instituted- include grades and/or ages of participants and characteristics of youth in the program and the circumstances that caused them to be housed at the facility; include facility description, geographic location information and description of services provided; give at least two goals, and list two major objectives or activities that will be used to accomplish each goal. Explain how the LEA or agency ensures priority is given to youth who will soon be released or who will complete incarceration within two years. Attach schedules: Master schedule and 2 individual student schedules.

chandra martin 9/4/2013 3:45 PM

**Comment [7]:** Addresses Criteria #1, #2, #3, #4, and #18 of Section 1414(c); Section 1423(1) & (5)

**B. Describe how the LEA/State Agency, under this subpart, will coordinate with other Federal, State, and local programs, such as programs under the Job Training and Partnership Act (JTPA), Americorps, Homeless, Workforce, Job Corps and vocational education programs serving this at-risk population of youth to provide an education that is comparable to one operating in the local school.** Tell how the program is comparable to the program offered by the public school. Provide a statement to acknowledge if students attend public school or remain at the facility for educational services.

chandra martin 9/4/2013 3:33 PM

**Comment [8]:** Addresses Criteria #8 of Section 1414(c); Section 1423(3) & (9)

**C. Describe how the LEA/State Agency will coordinate with other funds and other programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable. DYS & DOC ONLY**

chandra martin 6/12/2014 11:04 AM

**Comment [9]:** Addresses Criteria #19 of Section 1414(c); Section 1423(10) ONLY Department of Corrections and Division of Youth Services applicants need answer this question;

**D. Describe efforts the participating LEA/State Agency will make to ensure the facility working with youth are aware of a child's existing individualized education program. Name the person responsible for IEPs at the LEA or State Agency and at the facility.**

chandra martin 6/12/2014 11:04 AM

**Comment [10]:** Addresses Criteria #5, #9, #10, #15 and #17 of Section 1414(c); Section 1423(12) just briefly tell how students with IEPs are handled; name a contact person at the district or State Agency and at the facility;

**E. Provide information on the following (All items must be addressed):**

1. Describe the mentoring program.
2. Attach copies of any contracts, memorandums of understanding (MOU), letters of support or evidence of partnerships with local businesses, community groups, churches, etc... to develop training, work related programs, and mentoring services for participating students. List at least two organizations, the contact, and benefits of the said contracts or agreements with these organizations.
3. Explain how the LEA/State Agency will involve parents and/or extended family in efforts to improve the educational achievement of their children, assist in dropout prevention activities and prevent the involvement of their children in delinquent activities. Share how academic progress will be communicated to parents. Share any challenges. List any efforts to provide a smooth transition back into the home community. Attach copies of policies relating to parental visits, conferences, staffings, etc...
4. Describe how the LEA/State Agency will consult with probation officers, parole officers, and other experts to provide training and ensure staff meet the needs of youth departing from the facility and ensure the provision of a high quality program.
5. Provide information on professional development activities for staff or provide copies of the professional development plan for the facility. Provide evidence for two staff members and include titles, topics, number of hours, dates, presenters, etc... Include evidence of recent training to assist students with disabilities.
6. Give the steps the LEA/State Agency will take to find alternative placements for youth interested in continuing their education, but unable to participate in a regular public school program. List of at least two alternative placements.

chandra martin 9/4/2013 3:46 PM  
**Comment [11]:** Addresses Criteria #12 of Section 1414(c); Section 1423(5)

chandra martin 9/4/2013 3:46 PM  
**Comment [12]:** Addresses Criteria #12 of Section 1414(c); Section 1423(7)

chandra martin 9/4/2013 3:46 PM  
**Comment [13]:** Addresses Criteria #14 of Section 1414(c); Section 1423(8)

chandra martin 9/4/2013 3:46 PM  
**Comment [14]:** Addresses Criteria #5 & #17 of Section 1414(c);

Chandra Martin (A..., 6/12/2014 11:07 AM  
**Comment [15]:** Section 1416(8); list it or provide copies of PD documentation with variety of trainings; include evidence of training received to assist students with disabilities;

chandra martin 9/4/2013 3:46 PM  
**Comment [16]:** Addresses Criteria #13 of Section 1414(c); Section 1423(13)

**F. TRANSITIONAL SERVICES**

Name the Transitional Services Liaison for the Facility. This person is responsible for the provision of transitional services to the youth in the facility. List the transitional services that will be provided by or made available by the LEA/State Agency for students. Include services in the following areas: Dropout Prevention, Military, Higher Education, Career Development, and Employment or Self Employment. List at least one (1) community contact and share any referrals to community resources and outreach programs and list any other efforts to provide dropout prevention activities. Provide list of any challenges faced in providing these services.

A transition plan should have been developed and should be on file to represent the steps the agency will take to improve the likelihood that youth will complete secondary school, attain a secondary diploma, enter the military or find employment. Attach a copy of a transitional plan either for an individual student or a standardized one for the facility.

chandra martin 6/12/2014 11:08 AM  
**Comment [17]:** Addresses Criteria #11, #16, & #18 of Section 1414(c), & Section 1418. Section 1423(5); facility/ LEA must provide services in those 5 areas;

chandra martin 9/4/2013 3:46 PM  
**Comment [18]:** Addresses Criteria #3 of Section 1416 & #6 of Section 1414(c);

**G. Attach a copy of the most current agreement or contract that outlines responsibilities & expectations of LEA/State Agency and facilities that will assist in meeting requirements of funding.**

Chandra Martin (A..., 6/12/2014 11:20 AM)  
**Comment [19]:** Addresses Criteria #1423(2) this should be a simple document on letterhead of LEA or State Agency, that provides beginning & end dates, equipment purchased will be properly labeled, understanding that the equipment purchased remains property of LEA or State Agency, Return information, who will complete the needs assessment, process for termination of agreement, and signatures and dates signed; must be current for this school year;

**H. STATEMENT OF ASSURANCE**

Include the signed Statement of Assurance. The Statement of Assurance must contain an original signature in blue ink.)

Chandra Martin (A..., 6/12/2014 11:22 AM)  
**Comment [20]:** Must be signed by the Superintendent, Director or Authorized Contact Person listed on page 1 of the Application;

**I. Funds requested in this application will be used for:**

(check each section yes or no)

Yes No

\_\_\_ \_\_\_ Acquisition of equipment to meet special needs of at-risk youth through distance learning, individualized career planning, etc.

Chandra Martin (A..., 6/12/2014 11:25 AM)  
**Comment [21]:** Addresses Criteria of Section 1415; applicant must select at least 1 and may check all; applicant must ensure that items checked here are included in the budget and the budget justification;

\_\_\_ \_\_\_ Programs to meet the unique educational needs of youth at-risk affording youth the opportunity to meet challenging academic standards.

chandra martin 6/12/2014 11:25 AM  
**Comment [22]:** Addresses Criteria #18 of Section 1414(c); Section 1415(a)(2)(A); check this box if purchasing computers, iPads, laptops, Smartboards, etc...

\_\_\_ \_\_\_ Meet evaluation requirements.

Chandra Martin (A..., 6/12/2014 11:28 AM)  
**Comment [23]:** Addresses Section 1415(a)(2)(B)(iii); check this box if providing tutoring, enhanced education field trips, or similar services;

\_\_\_ \_\_\_ Transition services to ensure success for participants, regardless of the student's exit goal.

Chandra Martin (A..., 6/12/2014 11:29 AM)  
**Comment [24]:** Addresses Section 1415(a)(2)(D);

\_\_\_ \_\_\_ Other: \_\_\_\_\_

chandra martin 6/12/2014 11:30 AM  
**Comment [25]:** Addresses Section 1418. Services in 1 of 5 areas mentioned at bottom of page 3.

**J. BUDGET**

Complete and attach "Title I, Part D Budget Sheet" and a thorough description and budget justification of how Title I,-Part D funds will be used; be specific & include information regarding transitional services. Include an explanation of how expenditures are aligned with the results of the needs assessment and a list of ALL staff and their highly qualified (HQ) status paid from these funds.

Chandra Martin (A..., 6/12/2014 11:38 AM)  
**Comment [26]:** This would include supplemental reading materials, books above requirement, software, etc...

Chandra Martin (A..., 6/12/2014 11:33 AM)  
**Comment [27]:** Ensure all totals are accurate; check vertical and horizontal totals; see budget sheet comments for more thorough instructions;

Chandra Martin (A..., 6/12/2014 11:38 AM)  
**Comment [28]:** Make sure the itemization listed in the Budget Justification matches items and expense amounts shown on the Budget Sheet;

chandra martin 6/12/2014 11:35 AM  
**Comment [29]:** Addresses Criteria #3 & #5 of Section 1414, Section 1415 & #5 of Section 1416; Section 1418(a)-STATE AGENCIES must show 15-30% SET ASIDE and spent on transitional services; Section 1424;