

Arizona Title II-D Guidance & Grant Application Tips

The Arizona Department of Education's (ADE) Enhancing Education Through Technology (EETT) unit is providing technical assistance to Local Education Agencies (LEAs) through this Title II-D (EETT) Guidance and Grant Application Tips sheet. This document serves as a reference tool for meeting Title II-D requirements and to expedite the approval of online EETT grant applications through ADE's Grant Management System. When an LEA completes the requirements for receiving Title II-D funds and applies the following tips to complete an application, it will help ADE expedite the application process and prevent repeated declines of an application. Reviewing the *Guidance on the Enhancing Education Through Technology (Ed Tech) Program* published by the U.S. Department of Education (<http://www2.ed.gov/programs/edtech/index.html>) is a necessary foundation prior to completing and submitting an EETT grant application.

The primary goals of EETT are to ensure students are technology literate by the 8th grade and to assist students in effectively integrating technology to enhance student achievement.

The EETT and ARRA EETT grant applications:

Application Period Opens - August 18, 2010

Application Period Closes - December 3, 2010

Amendment Period Closes – April 1, 2011

Informational Webinars for grant and monitoring requirements are scheduled for August 17, 2010, and September 2, 2010. A representative from LEAs receiving a Title II-D allocation for 2010-2011 should attend one of the two webinar sessions. Online Registration can be found at:

<https://www.ade.az.gov/onlineregistration/EventLocationSelection.asp?EventID=2070&EventDate=8/17/2010>



Requirements for Receiving Title II-D Funds

Technology Plans

- An LEA must have an **approved** Technology Plan for FY2011 prior to applying for an EETT grant.
 - ✓ All technology plans require annual updates in ALEAT, in regard to the LEA's Continuous Improvement Plan, with **current** educational technology strategies and action steps (tagged) for all of NCLB Goals (7) listed in the LEA Continuous Improvement Plan.
- New technology plans must be submitted through the ALEAT system. **New and technology plans that will expire on or before June 30, 2011 are due in ALEAT by November 1, 2010.**
- Correlation between the grant application and the technology plan must be evident.

Private Schools

- LEAs must conduct timely and meaningful consultation with private schools to ascertain their needs in relation to the integration of technology by teachers and the level of technology literacy among private school students, especially 8th grade students. Services appropriate to the needs and proportional to the number of students served by the private schools.

8th Grade Technology Literacy

Title II, Part D of No Child Left Behind (NCLB) requires that LEAs who receive Title II-D funds to report the number of 8th grade students who are technology literate as defined by the state. For Arizona, students are technology literate when they meet the performance objectives outlined in the 2009 Educational Technology Standard (http://www.ade.az.gov/standards/technology/Articulated_Grade_Level/).

For LEAs who receive over \$10,000 in their Title II-D formula allocation, ADE sets aside 3% of that allocation at the state level to provide access to a 21st Century Skills Assessment developed by Learning.com for 8th grade students that will help determine their level of technology literacy. Generally, the 3% set aside only provides enough licenses to test a portion of an LEAs 8th grade students, but those LEAs can then use that data as a representative sample and use that percentage to then report the number of 8th grade students who are technology literate across the entire LEA.

LEAs who receive less than \$10,000 in Title II-D formula funds, may select among the following methods to ascertain the number of students who are technology literate:



- Use a portion of Title II-D funds to purchase licenses for the 21st Century Skills Assessment from Learning.com
- Use another technology literacy assessment that is aligned to the 2009 Arizona Educational Technology Standard
- Provide a course based on the 2009 Educational Technology Standard where students who pass the course would be counted as technology literate
- Utilize rubrics, direct observation, or other defined methods to determine that 8th grade students are proficient in the 2009 Educational Technology Standard

LEAs will report on the 2010-2011 Ed Tech Survey the number of 8th grade students who are technology literate and the number of 8th grade students who are not technology literate along with the method utilized to determine the number of technology literate students.

This information may be collected at any time and reported through the Ed Tech Survey by the survey deadline of Friday, April 1, 2011.

Teacher, Library/Media Specialist & Administrator Technology Proficiency

Title II, Part D of No Child Left Behind (NCLB) requires that LEAs who receive more than \$25,000 in Title II-D funds to report the number of teachers, library/media specialists, and administrators who are proficient in the use of technology.

The state of Arizona does not have specific technology proficiency standards for these groups but considers the International Society for Technology in Education (ISTE) National Educational Technology Standards (NETS) for Teachers and the ISTE NETS for Administrators to be appropriate guidelines for teacher and administrator technology proficiency standards.

LEAs who receive over \$25,000 in Title II-D funds must report the number of educators in each of these three groups who are proficient in the use of technology and those that are not. While LEAs who receive less than \$25,000 in funds are not required to submit this information, ADE encourages LEAs to do so. This information may be gathered using the following methods:

- An assessment aligned to the ISTE NETS for Teachers or administrators (Title II-D funds may be used to purchase licenses for this assessment if there is a cost)
- Self-assessments using a checklist, set of questions, or rubric
- Completion of one or more courses
- Certifications or degrees

This information should be collected by the LEA prior to December 31, 2010. It must be reported to ADE prior via the Ed Tech Survey by the survey deadline of Friday, April 1, 2011.



LEA Technology Integration Status

Title II, Part D of No Child Left Behind (NCLB) requires that LEAs who receive more than \$25,000 in Title II-D funds to report the level of technology integration in the LEA. While LEAs who receive less than \$25,000 in funds are not required to submit this information, ADE encourages LEAs to do so.

LEAs will report their level of integration of technology using the following scale: Developing, Approaching, Fully Integrated. LEAs must use the Arizona Technology Integration Matrix – LEA Level (ATIM for LEAs) rubric to identify their level of technology integration which will then be reported through the annual Ed Tech Survey. The ATIM for LEAs is available for download at http://www.azed.gov/technology_integration.asp.

This information should be collected by the LEA prior to December 31, 2010. It must be reported to ADE prior via the Ed Tech Survey by the survey deadline of Friday, April 1, 2011.

Ed Tech Survey

The annual Ed Tech Survey is the method for LEAs to report on current educational technology initiatives and required Title II-D (EETT) data elements, including the 8th Grade Technology Literacy, Teacher, Library/Media Specialist & Administrator Technology Proficiency and LEA Technology Integration Status indicators. The majority of the survey addresses LEA-level data, however there is some information specific to each school within the LEA that must be submitted.

This survey is available via Common Logon and should be completed after collecting information for the 8th Grade Technology Literacy, Teacher, Library/Media Specialist & Administrator Technology Proficiency and LEA Technology Integration Status indicators.

The Ed Tech Survey will be available starting November 1, 2010 and must be completed no later than April 1, 2011. LEAs receiving Title II-D funds who do not complete the survey prior to April 1, 2011 will be placed on programmatic hold and will not receiving payments of additional grant funds until the survey is submitted.



Guidelines for Expediting Approval of Title II-D Applications

Professional Development

- A minimum of 25% of total allocation must be used for professional development.
- If 25% of previous year(s) EETT grant funds were not expended for professional development, the percentage that was not expended must be included, **in addition to the current 25% requirement**, with the current application. [Contact Teresa Wolfe at (602) 364-2065 if you need confirmation of previous years PD percentage expenditures.]
- Incentives for professional development participation are allowable expenses. However, the costs associated with Support Services (supplies and Capital) do not count towards the 25% requirement. If incentives are applied for, a statement indicating that these artifacts are “incentives” and are the property of the LEA needs to be included.
Examples include but are not limited to the following:
 - ✓ USB drives
 - ✓ Laptops or net-books
 - ✓ Wireless airliner
 - ✓ iPods
 - ✓ Cameras
 - ✓ Projector
 - ✓ Software
- Professional development for technical support personnel or topics is an allowable use of EETT funds, but does not count towards the 25% professional development requirement. Only professional development that focuses on the integration of advanced technologies, including emerging technologies, into curricula and instruction and in using those technologies to create new learning environments counts towards the 25% requirement.
- Clearly identify any costs associated with private schools.
- **ALL professional development elements must include:**
 - ✓ What will be used to show evidence of time and effort for the funds?
 - ✓ A description of the PD being provided with intended outcomes included.
 - ✓ Who will be providing the PD?
 - ✓ How will the PD be evaluated?
 - ✓ How will the outcomes of the PD be sustained over time?
 - ✓ How much time will be devoted to the PD training?



- ADE strongly encourages LEAs to utilize funds to provide stipends or other expenses to implement the following professional development programs:
 - Intel Teach Essentials
 - Intel Teach Thinking with Technology
 - Intel Teach Elements Project Based Approaches
 - Intel Teach Elements Assessment
 - Peer Coaching

Each of these programs helps teachers integrate technology effectively to enhance their classroom instruction. The Peer Coaching Program helps support teachers as they make changes in their professional practice to more effectively leverage technology to improve student achievement.

You can find more information about the Peer Coaching Program at <http://peer-ed.com/pc.aspx>. Additional details about the Intel Teach programs can be found at http://www.intel.com/about/corporateresponsibility/education/programs/intelteach_us/program.htm.

In many cases this training can be provided to you free of charge through the Statewide Instructional Technology (SIT) Project grant that provides county-based technology integration specialists to work with schools and districts throughout Arizona. Utilizing a county technology integration specialist to provide the training often then allows professional development funds to be used as stipends as an incentive for teachers who participate in the professional development. More information about the SIT project can be found at <https://www.azed.gov/technology/sit/default.asp>.

Please note the examples below that demonstrate of the level of detail that must be included about the professional development being delivered. *Professional Development is not limited to the list of examples below.*

- Salary for Ed Tech Coach/Trainer/Administrator
 - ✓ (information is not required in a table format; example is included in Row 2)

Salary	FTE %	Job Title	Job Description (in narrative response #2 on application)	Other Funding Sources (if any)
\$10,000	0.08	Ed Tech Coach	Complete job description including list of technology topics that will be delivered during PD; an explanation for how this salary position will increase academic achievement and student technology literacy; and, how this position will ensure and encourage effective integration of technology with teacher training and curriculum development. Be specific.	Title I (0.5) M&O (0.42)



- Stipend for current staff to deliver PD
 ✓ (information is not required in a table format; example is included in Row 2)

Total Stipend for group of staff	Who will be providing the PD	Number of hours of work per staff member/ total number of hours for group	Board approved hourly stipend rate	Inside or outside contract time (delivery of PD during early release days is considered inside contract time)	Targeted audience of PD to be delivered	Complete description of PD including technology topics
\$5,000 [\$1000 per staff]	Tech coaches at 5 schools (one coach per school)	40/200	\$25.00	Supplemental -outside contract time -additional duties during contract time	All grades 3-4-5 teachers	Complete description including list of technology topics. Be specific.

- Contracted trainer to deliver on/off-site PD training
 ✓ (information is not required in a table format; example is included in Row 2)

Total cost	Who is the contracted vendor	How many hours/days of training is expected from this vendor	Will the training be on-site, off-site, or both	Targeted audience of PD to be delivered	Description of the contracted training Include technology topics that will be addressed.
\$1,500	Name of vendor	1 day (6 hours)	On-site	All grades 3-4-5 teachers	Complete description including list of technology topics. Be specific.

- Staff attending off-site PD
 ✓ (information is not required in a table format; example is included in Row 2)

Total cost	How many staff members expected to attend training	Who is the contracted vendor	How many hours/days of training is expected from this vendor	Targeted audience of PD to be delivered	Description of the contracted training Include technology topics that will be addressed.
\$2,000	15	Name of vendor	1 day (6 hours)	All grades 3-4-5 teachers	Complete description including list of technology topics. Be specific.



- Substitutes for **classroom teachers** attending off-site PD during normal school hours
 ✓ (information is not required in a table format; example is included in Row 2)

Total cost	How many substitutes are necessary and for how long (hours or days)	What is the daily board approved substitute rate for the LEA	What is the training that staff will be attending that requires substitute coverage	If description of training that staff will attend has not been included elsewhere in the application, then a description is necessary
\$1,500	15 subs @ 1 day each	\$100 per day	Name or title of training	Complete description including list of technology topics. Be specific.

- Conference/workshops attendance
 ✓ (information is not required in a table format; example is included in Row 2)

Total cost	Name of conference or workshop and dates	How many staff members expected to attend	Estimated cost per attendee	Description of the conference or workshop Include technology topics that will be addressed.
\$495	MEC 2011 (March x, x,x)	3	\$165	Complete description including list of technology topics. Be specific.

- Staff attending off-site (out of district) PD, and
- Staff registering for PD course work (*examples*: IDEAL courses, Peer Coaching)
 ✓ (information is not required in a table format; example is included in Rows 2 & 3)

Total cost	Name of vendor	How many staff members expected to attend	Estimated cost per attendee or per course	Determined or possible course names or subjects	Description of the contracted training Include technology topics that will be addressed.
\$550	IDEAL	10	\$55	List course titles	Complete description including list of technology topics. Be specific.
\$5,200	Ed Lab - Puget Sound Peer Coaching	4	\$1300	Peer Coaching Facilitator Training	Complete description including list of technology topics. Be specific.



ADE acknowledges that an LEA may have determined, from their technology needs assessment, that training with *Microsoft Office* products would be beneficial for the staff. This determination may be included in your Technology Plan. However, funding through EETT grants for *Microsoft Office* professional development will not be granted and will not be counted towards the required 25% PD cost. Microsoft offers free online, on-demand tutorials for all Microsoft Office products. Also, another free resource is available through the **IDEAL** portal. Inside **IDEAL**, **Recipes4Success** (Curriculum Resources) contains specific tutorials for the *Microsoft Office 07* (and older versions) products that can be used by any IDEAL user at any time; and, teachers can make these brief tutorials available for students as well. The **Recipes4Success** has varying levels of support depending on the knowledge of the user for Office products including Word, Excel, PowerPoint, Access, Publisher, Outlook, File Maker Pro, Front Page, etc. **Recipes4Success** also contains tutorials for various different software and online applications. Please review your technology needs assessment, teacher technology proficiency assessment data (if applicable) and your technology plan to determine other professional development opportunities that could be provided for staff that will increase student academic achievement and assist teachers with developing lessons that will increase students' technology literacy as well as their own.

When professional development training from a vendor has been requested and with the training, participants receive "free" supplies or hardware (example: *Each participant receives a 32-pack Classroom set of Student Responders*) the cost of the "free" item, when purchased separately, must be separated from the cost of the training and coded accordingly. The cost of the training minus the actual cost of the "free" item(s) may be applied towards the 25% required professional development.

Example: Registering for professional development training from a 3rd party vendor.

Advertised cost: \$1,500 per participant: Each participant receives a 32-pack classroom set of student responders.

The 32-pack classroom set of responders ***sold separately*** cost \$1,000.

\$1,500	{	Support Services: Purchased Professional Services = \$500
		Instruction: Supplies OR Capital Outlay = \$1,000



Contact Information

- Verify that all required contact information is **current**.
 - ✓ Name(s),
 - ✓ Phone number(s),
 - ✓ Fax number, and
 - ✓ All e-mail addresses

Coding Costs – Budget Line Item *Function* and *Object* Codes

- Use the USFR Chart of Accounts (beginning with page III-E-2.1).
<http://www.azauditor.gov/PDF/USFR%20COA%202006.pdf>

Payment Schedule

- If your total allocation is more than \$1,000, the first payment scheduled may not be more than 30% of total allocation.
- The remaining allocation may be disbursed throughout the following months or the balance should be entered in the RSP row.

Supplies

- **Instructional** supplies are supplies that are used in teacher-led classes **directly with students** (children).

Interactive Digital Curriculum

Name of Vendor and Curriculum	Quantity	Estimated Cost per each	Estimated Total Cost	Purpose
Learning.com/Sky Aha!Math and Aha!Science	150	\$3 per student	\$450.00	Math and Science digital curriculum for all 5 th and 6 th graders

Technology Literacy Assessments

Name of Vendor	Quantity	Estimated Cost per each	Estimated Total Cost	Purpose
Learning.com	100	\$3 per student	\$300.00	21 st Century Skills Assessment for all 8 th graders



- Basic office and training supplies (e.g. poster board, markers, sticky-notes, ink cartridges, CD-ROMs, DVDs, etc.) list the basic names (as included in this line) with an estimated total for all of the items together.
- Books and workbooks, as supplies, should include titles, quantity, estimated cost per book, and purpose.

Name of Item (Book)	Quantity	Estimated Cost per each	Estimated Total Cost	Purpose
Web 2.0 for Educators	10	\$39.20	\$392.00	Book study text for staff.

- Necessary information to be included when applying for technology related supplies:

Name of Item	Quantity	Estimated Cost per each	Estimated Total Cost	Purpose
8 GB USB Flash Drives	10	\$39.20	\$392.00	Staff to save PD created documents

- Clearly identify supply costs that are associated with private schools.

Capital Outlay

- List each item separately unless it is a bundled package.
 - ✓ In the “Description” identify the components that are included in the bundles package.
- Identify the intended user(s) and purpose of the item(s) in the “Purpose” section
- Clearly identify any costs associated with private schools.
- Identify how the LEA will keep track of capital outlay items for private schools.

Narrative Responses

- Which NCLB goals (in addition to technology literacy) are your funds supporting?
(Checkboxes to select appropriate goals)

- 1a – Reading Achievement
- 1b – Math Achievement
- 2 – Highly Qualified Teachers
- 3 – English Language Learners
- 4 – Safe and Drug-Free Schools – Conducive Learning Environment
- 5 – High School Graduation
- 6 – Parental Involvement



- How will the resources or activities, funded by Title II-D, impact the LEA’s strategies & action steps for student achievement and/or technology literacy?
 - ✓ This should be a concise narrative reflection with details.

- The following items are required in order to receive Title II-D funds. Checking the box indicates the LEA agrees with the following statements:
 - ✓ LEA will complete the Ed Tech Survey
 - ✓ LEA as an approved technology plan on file with ADE
 - ✓ LEA will allocated at least 25% of Title II-D funds to PD
 - ✓ LEA will assess and report (on the Ed Tech Survey) the number of 8th grade students who are technology literate
 - ✓ LEA will assess and report (on the Ed Tech Survey) the number of teachers, library/media specialists, and administrators who are technology proficient
 - ✓ LEA will assess and report (on the Ed Tech Survey) the current level of technology integration within the LEA

- How will the LEA evaluate the impact of Title II-D funded activities on teacher instructional practice or student achievement?
 - ✓ This should be a concise narrative reflection with details.

- How will the LEA sustain the impact of the Title II-D funded activities on teacher instructional practice and/or student achievement?
 - ✓ This should be a concise narrative reflection with details.

All applications will be reviewed and processed in the order they were received.

ADE Ed Tech contact information for EETT grant applications

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www.ade.az.gov/technology

