**FY25 Title I, Part D, Subpart 2 GEM$ Application Worksheet**

*This worksheet it meant to be used as an optional collaboration tool between the district and the N/D facility.* ***Please do not submit this document to DESE.*** *The district should work with the N/D facility to finalize their narrative responses. The district will then complete the Title I, Part D, Subpart 2 sections within the ESSA Consolidated Grant Application in* [*GEM$*](https://mass.egrantsmanagement.com/)*.*

**Title I, Part D, Subpart 2 Narrative Page 1**

**Program Purpose**

1) to improve educational services for children and youth in local, tribal, and State institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that all children in the State are expected to meet;

2) to provide such children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment; and

3) to prevent at-risk youth from dropping out of school, and to provide dropouts, and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education and the involvement of their families and communities.

**Resources & Reminders**

**Tip:** See [Title I, Part D, Subpart 2 QRG](https://www.doe.mass.edu/federalgrants/titlei-d/qrg.docx) for reminders on common allowable activities and expenses, as well as other key grant requirements.

**Reminder**: All teachers and paraprofessionals working in a program supported with Title I, Part A funds must meet applicable State certification and licensure requirements, pursuant to ESSA, Title I, Section 1112(c)(6), including any requirements for certification obtained through alternative routes to certification.

**Resources:** For information and resources (including a sample formal agreement) for Title I, Part D, Subpart 2, see [DESE's Federal Grant Programs, Title I, Part D](https://www.doe.mass.edu/federalgrants/titlei-d/) web page. Also see the [Title I, Part D, Subpart 2 Resource Guide](https://www.doe.mass.edu/federalgrants/titlei-d/resource-guide.docx).

**\*Definitions from ESEA section 1432**

An institution for neglected children and youth is a public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians.

An institution for delinquent children and youth is a public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision.

**1. Program Details**

a. Please provide contact information for the residential facility or facilities in your school district that are receiving Title I, Part D, Subpart 2 funding.

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| Name of Facility |  |
| Name and Title of Contact |  |
| Email Address |  |
| Phone Number |  |

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| Name of Facility |  |
| Name and Title of Contact |  |
| Email Address |  |
| Phone Number |  |

b. Describe the N/D facility to be funded, including the characteristics of the children and youth to be served by the program (including learning difficulties, substance abuse problems, and other special needs):

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c. Please use the chart below to provide details and cost breakdown for each activity funded by Title I, Part D, Subpart 2 (Title I, D-2):

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| --- | --- | --- | --- | --- |
| Activity | Amount of Title I, D-2 funds budgeted for activity | Describe how activity is supplemental | Describe how the effectiveness will be measured (include what data will be used) | Name of facility (if more than one): |
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**Title I, Part D, Subpart 2 Narrative Page 2**

**1. Program Coordination**

a. Describe how the program under this subpart will be coordinated with other Federal, State, and local programs, such as career and technical education programs serving at-risk children and youth; as well as programs operated under the [Juvenile Justice and Delinquency Prevention Act](https://www.mass.gov/service-details/juvenile-justice-and-delinquency-prevention-act-jjdpa-grant-program) of 1974, if applicable.

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b. As appropriate, describe how participating schools will coordinate with facilities to ensure that children and youth are enrolled in an education program that is comparable to the one in the local school they would otherwise attend, including ensuring the facilities are aware of a child's existing IEP.

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c. As appropriate, describe how the program will involve parents and family members 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.

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**2. Transitions from Facilities back to Public Schools**

Describe how the district will help to facilitate a successful transition for children and youth returning to public schools from the N/D facility.

As appropriate, include in your response:

a. Coordination with existing social, health, and other services

b. Working with probation officers

c. Partnering with local businesses or higher education institutions to provide training or mentoring

d. Finding alternative placements for children and youth unable to participate in a traditional public-school program

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**3. Monitoring and Program Evaluation**

a. Fiscal and Program Monitoring

Districts are responsible for monitoring the Title I, D-2 program to ensure that the facility is carrying out its responsibilities as outlined in its formal agreement and is complying with all applicable statutory and regulatory requirements of the grant. Describe the district's plan to monitor the facility to ensure that funds are spent in accordance with the formal agreement. The explanation should include a description of the frequency and purpose of communications or visits with the facility by the district, a description of the process to collect invoices or other documents from the facility, and any other oversight the district provides to the facility throughout the year.

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b. Program Evaluation (student outcomes)

Describe the district's plan to evaluate the impact of Title I, D-2 activities on the children and youth in the facility. This response should include an explanation of the evaluation process and timeline, data to be collected and analyzed, stakeholders to be consulted, and how the findings might be used to modify the program for next year.

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**Required Documents to be Uploaded to GEM$ application**

* Formal Agreement(s) for Each Facility

**Title I, Part D, Subpart 2 Assurances**

**Title I, Part D, Subpart 2 Assurances** **(after reviewing, please indicate assent by checking box at the bottom of the page**)

The district hereby assures the Massachusetts Department of Elementary and Secondary Education that pursuant to requirements in ESEA, Title I, Part D Subpart 2, the district will:

1. **COMPLY WITH APPLICABLE REQUIREMENTS**

Districts receiving Title I, Part D, Subpart 2 funds will comply with all applicable requirements outlined in Sections 1421-1432 of the Every Student Succeeds Act.

1. **EVALUATE PROGRAM ACTIVITIES**  
   The district will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals and objectives as appropriate. ESSA, Title I, Part D, Sec. 1431.
2. **RETAIN FISCAL CONTROLS**  
   The district will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program.
3. **SUPPLEMENT, NOT SUPPLANT**  
   Each district receiving funds under this grant shall use these funds only to supplement, and not to supplant, state and local funds that, in the absence of such funds, would otherwise be spent for activities under this section.
4. **NOTIFY DESE OF FACILITY CHANGES**  
   If the neglected/delinquent facility's operational purpose materially changes or it closes, the district will notify DESE within 30 days.

⬜ **\* I hereby acknowledge that I have received and reviewed the Federal Assurances for Title I, Part D Subpart 2 and will comply with the above requirements.**