

Comparability Technical Assistance
Office of Federal Programs
October 2023

Contacts-Comparability Report

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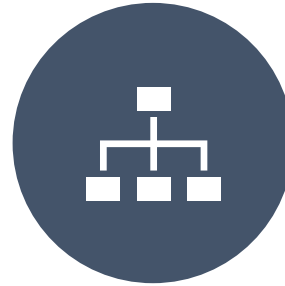
Comparability



Comparability & Reporting



Comparability is reported through CCIP – Title I related documents



Assurance forms A-D will be available in a workbook format – one form per grouping



Prior to submission, remove all forms not chosen by PSU for reporting



*Due Date – on or before December 1, 2023

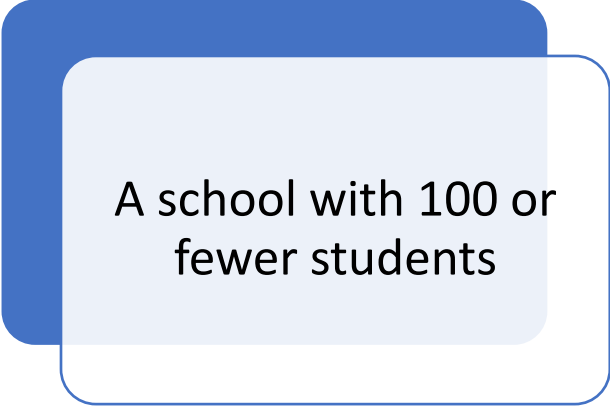
Comparability Exclusions

A PSU must exclude any resources paid with federal funds and private funds.

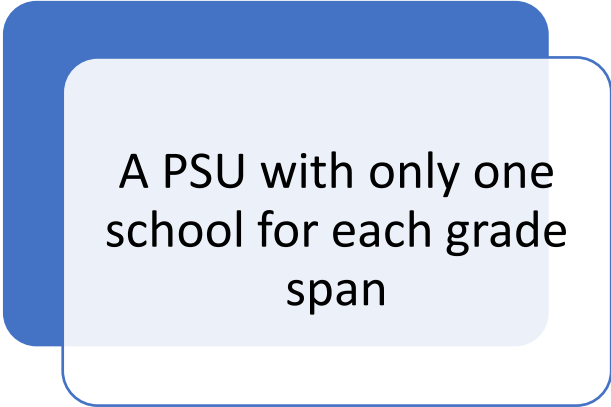
A PSU may exclude state and local funds expended for bilingual education for English Learners, excess costs for providing services to students with disabilities, or supplemental state or local funds used to meet the intent and purpose of Title I.

Comparability Exemptions:

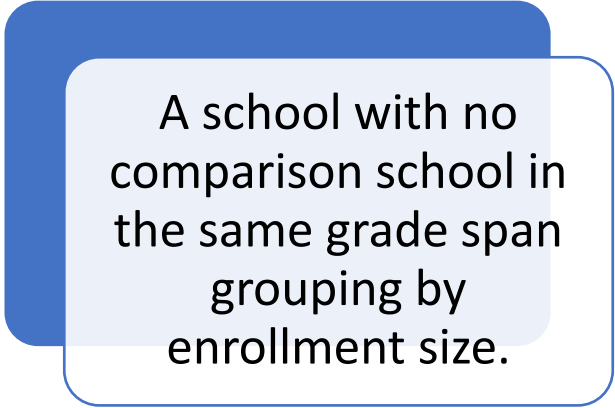
The comparability requirement does not apply to:



A school with 100 or fewer students



A PSU with only one school for each grade span



A school with no comparison school in the same grade span grouping by enrollment size.

Key Considerations

Exempt and Non-Exempt PSUs must complete and submit the Comparability Assurance in CCIP

PSUs are not required to include unpredictable changes in student enrollment or personnel assignments after selected point in time.

PSU funded alternative schools and virtual schools must be included in respective grade span

A school that falls into more than one grade span will be compared to the grade span it is most like.

Instructional Staff

- Each PSU determines the definition of instructional staff.
- Definitions can include:
- Certified classroom teachers including art, music, physical education, and others providing direct instruction to students.
- Guidance counselors, speech therapists, media specialists, social workers, psychologists, and others providing support services that impact instruction.



Key Points



The selection of instructional staff must be consistent between Title I and non-Title I schools



Staff salary differentials for years of employment are not included in comparability determinations.



Note: Consider carefully whether a paraprofessional supported with state and local funds should be considered equivalent to a teacher or other instructional staff.

Pathway A

- Must have the following policies [1118(c)(2)]:
 - A public school unit-wide salary schedule (1118(c)(2)(A)(i))
 - A policy to ensure equivalence among schools in teachers, administrators, and other staff (1118(c)(2)(A)(ii))
 - A policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies (1118(c)(2)(A)(iii))

Title I Comparability Public School Unit Header Sheet

Fiscal Year	2023-2024		
PSU Code			
Name of PSU			
Prepared by		Title	
Telephone		E-mail Address	

Comparability Equivalence Exemption ESSA Section 1118 (c)(2)(A-C)	
Public school unit-wide salary schedule	
Policy to ensure equivalence among schools in teachers, administrators, and other	
Policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies	

If you answer "yes" to each of the documents in the Equivalence Exemption, then comparability has been established. **Documents must be uploaded, along with this coversheet, into CCIP as documentation.**

Original Report Date	
Revised Report Date	
Exempt / Not Exempt	

***Required Actual Signature of PSU Assurance Representative**

(Must be Supervisor of Preparer)

Typed Name

Title

Date

Pathway B

	Form A <u>Title I and Non-Title I Schools Compared Student Enrollment to Instructional Staff</u>	Form B <u>Title I Schools Compared Student Enrollment to Instructional Staff</u>	Form C <u>Title I and Non-Title I Schools Compared Student Enrollment to Instructional Staff Salary</u>	Form D <u>Title I Schools Compared Student Enrollment to Instructional Staff Salary</u>
Option 1 Grade Span Compared: - Elementary - Middle - High	<u>Title I and Non-Title I Schools</u> Elementary to Elementary Middle to Middle High to High	All Title I Schools Elementary to Elementary Middle to Middle High to High	<u>Title I and non-Title I Schools</u> Elementary to Elementary Middle to Middle High to High	All Title I Schools Elementary to Elementary Middle to Middle High to High
Option 2 - Large Schools Compared - Small Schools Compared	<u>Title I and non-Title I Schools</u> Large to Large Small to Small	All Title I Schools Large to Large Small to Small	<u>Title I and non-Title I Schools</u> Large to Large Small to Small	All Title I Schools Large to Large Small to Small

**Title I Comparability
Form A - Title I to Non-Title I - Student-to-Instructional Staff Ratio**

PSU		Fiscal Year	2023-2024
PSU Code		Staff Category	
School Type		School Groupings	

Non-Title I Schools

Column 1	Column 2	Column 3	Column 4	Column 5
Non-Title I Schools	Grade Span	Enrollment	Total Instructional Staff FTE	Student-to-Instructional Staff Ratio (Calculation of Column 3/4)
				#DIV/0!
				#DIV/0!
				#DIV/0!
				#DIV/0!
				#DIV/0!
Total and Average		0	0	#DIV/0!
Average x 1.1				#DIV/0!

Title I Schools

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Title I Schools	Grade Span	Enrollment	Total Instructional Staff FTE	Student-to-Instructional Staff Ratio* (Calculation of Column 3/4)	Is the School Comparable?
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Title I and non-Title I schools are compared using student to instructional staff ratio by all schools, grade span, or size. Student to instructional staff ratio in Column 5 must be equal to or less than 110 percent of the average ratio of the non-Title I schools to be comparable.

**Title I Comparability
Form B - All Title I Schools - Student-to-Instructional Staff Ratio**

PSU		Fiscal Year	2023-2024
PSU Code		Staff Category	
School Type		School Groupings	

All Title I Schools

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Title I Schools	Grade Span	Enrollment	Total FTE	Student-to-Staff Ratio* (Calculation of Column 3/4)	Is the School Comparable?
Total and Average		0	0	#DIV/0!	
Average Ratio x 1.1				#DIV/0!	

Only Title I schools are compared by student to instructional staff ratio using all schools, grade span, or size. The student to staff ratio in Column 5 must be equal to or less than 110 percent of the average ratio of all the Title I schools in the grade span.

**Title I Comparability
Form C - Title I to Non-Title I - Student-to-Instructional Staff Salary Ratio**

PSU		Fiscal Year	2023-2024
PSU Code		Staff Category	
School Type		School Groupings	

Non-Title I Schools

Column 1	Column 2	Column 3	Column 4	Column 5
Non-Title I Schools	Grade Span	Enrollment	Amount of Staff Base Salaries	Per-Pupil Cost (Calculation of Column 4/3)
				#DIV/0!
				#DIV/0!
				#DIV/0!
				#DIV/0!
				#DIV/0!
Total and Average			\$0	#VALUE!
Average x 0.9				#VALUE!

Title I Schools

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Title I Schools	Grade Span	Enrollment	Amount of Staff Base Salaries	Per-Pupil Cost* (Calculation of Column 4/3)	Is the School Comparable?
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!
				#DIV/0!	#DIV/0!

Title I and non-Title I schools are compared using student to instructional staff salary ratio by all schools, grade span, or size. The per pupil cost ratio in Column 5 must be equal to or greater than 90 percent of the average ratio of the non-Title I schools to be comparable.

Title I Comparability
Form D - All Title I Schools - Students-to-Instructional Staff Salary Ratio

PSU		Fiscal Year	2023-2024
PSU Code		Staff Category	
School Type		School Grouping	

All Title I Schools

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Title I Schools	Grade Span	Enrollment	Amount of Staff Base Salaries	Student-to-Staff Salary Ratio* (Calculation of Column 4/3)	Is the School Comparable?
				#DIV/0!	
				#DIV/0!	
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				#DIV/0!	
				#DIV/0!	
				#DIV/0!	
Total and Average		0	\$0	#DIV/0!	
Average Salary Ratio x 0.9				#DIV/0!	

The LEA has all Title I schools. Title I schools can be compared by all schools, grade span, or size. The student to staff salary ratio in Column 5 must be equal to or more than 90 percent of the average ratio of all the Title I schools for the schools to be comparable.

Title I Comparability
Public School Unit Header Sheet

Fiscal Year	2023-2024		
PSU Code			
Name of PSU			
Prepared by		Title	
Telephone		E-mail Address	

Original Report Date	
Revised Report Date	
Exempt / Not Exempt	

*Required Actual Signature of PSU Assurance Representative	
(Must be Supervisor of Preparer)	
Typed Name	
Title	
Date	

Comparability Completion

- All is defined as grade spans receiving Title I funds or receiving comparable services
- Large school is 450 students or more
- Comparability is a prerequisite for receiving Title IA funds (section 1118(c)(1)(A))
- Data for report should be pulled from October 2023
- Comparability Report is due on or before December 1, 2023

Comparability Report Approval Process

Comparability Reports
are due by December
1.

Approval and/or
feedback will be
provided within 30
business days of
submission via the
History Log in CCIP.

Comparability Report Checklist

- Internal Reviewer rubric
- PSUs can use this as a checklist to ensure a quality submission
- PSUs should not retain a copy of the document for monitoring

COMPARABILITY REPORT REVIEW CHECKLIST FOR 2022-2023

PSU

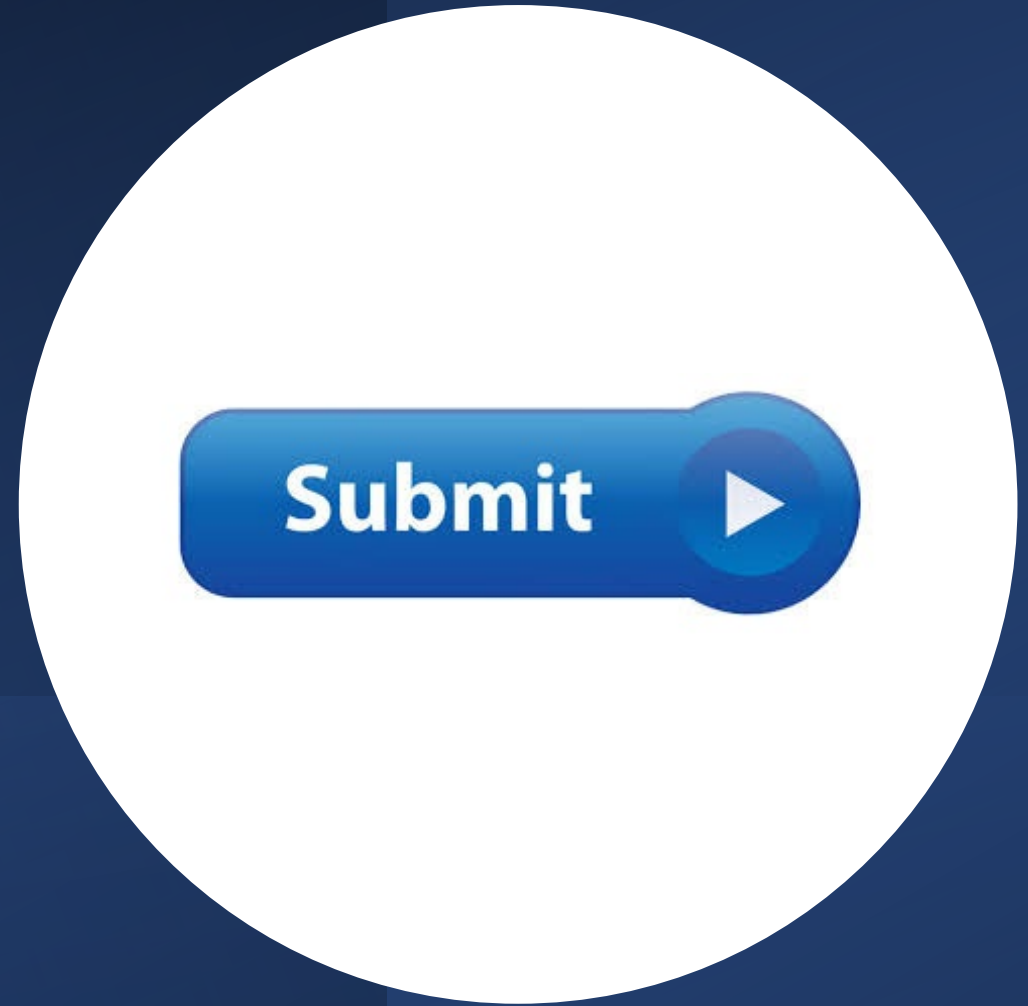
Regional PA

Date Completed

CR Header Sheet – General Information to Document Comparability

	Yes	No	NA	
1				At the top of the CR Header sheet, is all PSU information listed?
2				At the top of the CR Header sheet, are the name, title, telephone number, and email address of the report preparer listed?
3				In the middle of the CR Header sheet, are the original report date, revised report date (if applicable), and exempt/not exempt indicated?
4				At the bottom of the CR Header sheet, is the name of the Assurance Representative listed, along with signature, title, and date? Must be the supervisor of the preparer.
5				Is there only one school per grade span? <i>(In that case, comparability does not apply. The PSU should only complete the CR Header Sheet and mark exempt).</i>
6				Are the grade spans listed and are schools included in the correct grade span? <i>(Usually the grade spans - elementary, middle and high. All schools with enrollments of more than 100 MUST be included in the chart on the CR Worksheet). Preschools and alternative education are not included because they are programs, not schools.</i>

Comparability Report Submission



Steps for Uploading in CCIP

Templates can be found in the Consolidated Funding Application under the Title IA 050 Related Documents on October 1.

	Title IA PRC 050
	<u>Budget</u>
	<u>Grant Details</u>
	<u>Building Eligibility</u>
	<u>Set Asides</u>
	<u>School Allocations - PPA List</u>
	<u>Related Documents</u>
	<u>Grant Award Notification (GAN)</u>

Submission

Click Create Comment,
under the History Log
found under the FY 2024
Consolidated Funding
Application

 Regular Local School District - FY 2024 - FP-Consolidated - Rev 2

Application Status: Revision Started

Change Status To: [Revision Completed](#)

[View NCDPI History Log](#)

[View Change Log](#)

Description ([View Sections Only](#), [View All Pages](#))

All
 History Log
History Log
Create Comment

Plan Submission

- Click Send Email to North Carolina CCIP Contacts

Save And Go To ▶

Create Comment

Comment

ABC ↶ ↷ ✂ 📄 📎 📎 📎 **B** *I* U ☰ ☷ 🌐 A ▼ 🔍 Times S... Words: 0 Characters: 0

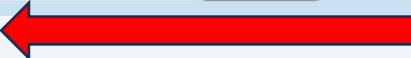
Attachments

- 🟢 North Carolina Equity Report - Data Component.xlsx ✖ Remove
- 🟢 North Carolina Equity Report - Narrative Component r.FY24.docx ✖ Remove

Select

Send Email to North Carolina CCIP Contacts ☐

Save And Go To ▶



Plan Submission

- Select the Name of the appropriate PA
Comparability
 - Shawna Andrews - East
 - Dr. Masa Kinsey-Shipp - West
- Click Add
- Click Save and Go to
- Click Section

Available Contact Groups	
LEA Contacts By Funding Application	FP-Consolidated ▾ Funding Application Contact Add
LEA Contacts By Role	LEA 21st CCLC Data Entry Add LEA Academic Standards - ESSER Competitive Robotics - PRC 201 Data Entry LEA Academic Standards - ESSER Plasma Games Grant - PRC 196 Data Entry LEA After-School Quality Improvement Data Entry LEA AIG Coordinator
Other LEA Contacts	Planning Tool Contact Add
NCDPI Contacts	NCDPI Grants Management Contact Add NCDPI Program Administrator NCDPI Division Administrator
NCDPI Agency View Contacts	Debbie Walker Add Denise Jackson Derrick Welch Donna Dougherty Dr. Damesha Smith
Additional Recipients	Add

Recipient Summary

Contact Group(s) Selected	
	Dr. Damesha Smith
	Dr. Pauletta Thompson
	Masa Kinsey-Shipp
	Shawna Andrews

Save And Go To

Plan Submission

- Click on History Log to check to ensure the document is present.
- Do **NOT** send the application to Chief Admin Approved.
- Allow 30 business days for a response. If you have not received a response within 30 business days, send an email to the PA.
- Revisions should be submitted in the same manner.

Single-site Charters/Labs- Comparability Submission

If you have indicated in your Consolidated application Title I grant details #17 that you are a single-site charter you will **NOT** be required to submit a comparability header sheet this year.

You are still required to complete the Equity Plan.



North Carolina Department of
PUBLIC INSTRUCTION