Presenters

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Session Focus:

- Grant Award Notifications
- Consolidated Application Log In
- Required Set-Asides
- Optional Set-Asides
- Supplement Not Supplant
Grant Award Notice (GAN)

- GAN loaded to the attachments tab on the consolidated application in the MyGaDOE portal for each federal award and competitive grant.
- Useful information includes:
  - **Award Amount**
  - **Award Period**
  - **FAIN**
  - **Restricted Indirect Cost Rate**
  - **DUNS**
  - **LUA Program Code**
  - **CFDA**
  - **Contact Information**

<table>
<thead>
<tr>
<th>Award Period</th>
<th>Federal Grant</th>
<th>Current Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2017 - 09/30/2018</td>
<td>Restricted Indirect Cost Rate</td>
<td>$130,104</td>
</tr>
<tr>
<td>07/01/2017 - 09/30/2018</td>
<td>Full Scholarships</td>
<td>$1,400,000</td>
</tr>
<tr>
<td>07/01/2017 - 09/30/2018</td>
<td>Total</td>
<td>$131,404</td>
</tr>
<tr>
<td>07/01/2017 - 09/30/2018</td>
<td>Restricted Direct Cost Rate</td>
<td>$3</td>
</tr>
</tbody>
</table>

- Requested: $131,404
- Actual: $131,404

**Additional Information**

- **Contact Information**
  - Name: Dr. Sturteil Copeland
  - Title: Superintendent
  - Email: Dr.Sturteil.Copeland@GaDOE.gov
  - Phone: 404-527-4231

- **Additional Grants and Contracts**
  - Email: grants@GaDOE.gov
  - Website: GaDOE.grants.gov
Fiscal Regulations and Guidance

Regulations:

- **EDGAR: Education Department Guidance and Regulations**
  - 34 CFR Part 76 State-Administered Programs
  - 34 CFR Part 77 Definitions that Apply to Department Regulations
  - 34 CGR Part 81 The General Education Provisions Act
  - 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

Guidance:

- **OMB: FAQs on Uniform Administrative Requirements (09.2015)**
- **U.S. Department of Education: FAQs on Uniform Administrative Requirements**
- **U.S. Department of Education: Dear Colleague Policy Letters**
- **U.S. Department of Education: Non-Regulatory Guidance**
CHAT BOX

What is one thing you would tell someone who has never worked the Consolidated Application Title I, Part A Budget process?
Helpful Documents

- Title I Budget Checklist
- Title I Set-Asides Sample Guidance
- Chart of Accounts (Function and Object Codes)
- Directions for Using the Report Feature
Prior to Budget

- Clear all outstanding audit and monitoring findings
- Resolve any open complaints
- Have an approved CLIP
- RAM/P (Optional for some LEAs but Encouraged)
- Maintenance of Effort (MOE)

CLIP = SWP/TA Plan = Budget
Title I Budget Checklist

Title I Review Checklist

Yrs. | FY | Sr. | Sr. | Sr. | Sr. |
--- | --- | --- | --- | --- | --- |
1 | 199 | 2000 | 9999 | 9999 | 9999 |

Georgia Department of Education

Title I Review Checklist

Yrs. | FY | Sr. | Sr. | Sr. | Sr. |
--- | --- | --- | --- | --- | --- |
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Georgia Department of Education
Allocations & Set-Asides

**Handbook**
- Implementing Title I in Georgia Handbook For Title I Directors

**Worksheets and Documents**
- ACCESS - Non-Participation Reasons
- Carryover Waiver Request Form for LEAs
- CEP Data Form for Title I
- Chart of Accounts (Title I)
- Chart of Accounts (Function Codes)
- Chart of Accounts (Object Codes)
- Charter School Maintenance of Effort (MOE)
- Comparability Calculation - All Title
- Comparability Calculation - Poverty (High vs. Low)
- Comparability Calculation - Title - Non-Title
- Consolidation Application Budget Approval Checklist - FY20
- Districtwide Family-School Partnership Project Assurance Form
- Drawdown Calculation Sample Worksheet
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- Inventory Monitoring Document (Title I)
- Multiple Selection Criteria
- Outreach to Parents of English Learners
- Periodic Certification Form (Group)
- Periodic Certification Form (Individual)
- Report Feature Directions - ConApp
- Set-Asides and Allocation Calculations

**FY20 Title I Allocations and Set-Asides**

```
SYSTEM | DISTRICT | FY20 Title I, Part A Allocation | FY20 Title I, Part A N & D Reserve | 1% Required Parent Involvement | Indirect Restricted Cost Rate | Maximum Indirect Cost
--- | --- | --- | --- | --- | --- | ---
   |   | $1,286,233 | $529,920 | $92,862 | 2.67 | $33,449
   |   | $545,297 | $0 | 5,453 | 0.00 | $0
   |   | $793,534 | $0 | $7,936 | 4.19 | $31,911
```

**Notes:**
- Neglected and Distinctive set-aside amount is actually a part of your FY20 Allocation and not additional funding.
- The allocation and set-aside amounts do not reflect any funds transferred into Title I.
An LEA may transfer funds, to better address local identified needs, from the following programs:

- Title II, Part A – Supporting effective instruction
- Title IV, Part A – Student support and academic enrichment grants
- Original allocation plus any transferred funds equals the total allocation that set asides are to be based upon

ESEA section 5103(b)(2)
## Identifying the Roles and Flow

<table>
<thead>
<tr>
<th>Role</th>
<th>Access</th>
</tr>
</thead>
</table>
| LEA Consolidated Application Coordinator  | **Full edit rights to the application.**  
This role is automatically applied to the Consolidated Application Coordinator identified within the GaDOE portal. |
| Superintendent                           | Read-only access to the application but has final sign-off for the district. |
| State Consolidated Application Coordinator| Read-only access to the application, compiles all approvals and requests for revision at the state level and recommends approval or request for revision. |
| State Grants Accounting                   | Read-only access to the application but has final sign-off to approve the budget at the State level. |
### What roles do I need in the Con App?

<table>
<thead>
<tr>
<th>Application</th>
<th>Organization Role</th>
<th>Application Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidated Application (budgets, MOE, comparability)</td>
<td>Consolidated Application Coordinator (District)</td>
<td>School System User Superintendent</td>
</tr>
<tr>
<td></td>
<td>Superintendent (District)</td>
<td></td>
</tr>
<tr>
<td>Title I LEA (monitoring)</td>
<td>Title I LEA Coordinator (District)</td>
<td>District Coordinator</td>
</tr>
<tr>
<td></td>
<td>Superintendent (District)</td>
<td>District Superintendent</td>
</tr>
</tbody>
</table>
Logging into the Portal

Log in at:
www.gadoe.org

Click to go to the Consolidated Application Login Screen
Logging into the Consolidated Application

If you have forgotten your password, click “I forgot my passphrase!”
Navigating the Consolidated Application and Title I Program
Reviewing the Navigation Screen
Programs Tab - Adding Programs

- Programs available to add within the System
- Previously-added Programs

- Add Programs
- District Name
- Fiscal Year
- Program Status
- Add Program
- Programs List:
  - AG - Extended Year
  - AG Extended Day
  - AG Food Processing
  - AG Young Farmer
  - Agriculture Construction Related Equipment
  - CTAE - Apprenticeship
  - CTAE - Career Related
  - CTAE - Extended Year
  - CTAE - FFA
  - CTAE - State Institutions
  - CTE - Supervision
  - CTE - High Schools that Work
  - CTE Extended Day
Program Status Page
Selecting the Title I Program
Navigating the Tabs in the Title I Program

Multiple Tabs are available inside the Title I Program

- Program Information
- Budget
- Audit Trail
- Assurances
- Programs
Set-Asides Tab

![Consolidated Application](image)

**Program Information**

- **District Name:** [image]
- **Fiscal Year:** 2020
- **Status:** Coordinator Signed Off (Date: 02/28/2020 14:29:32)
- **District Code:** [image]
- **Program:** Title I-A, Improving the Academic Achievement - Amendment No. 2

**Allocations for this year (2020):** $2,148,835.00

**Additional Allocation:** $43,395.00

**Carryover from previous year:** $204,021.00

**Transfer Amount:** $0.00

**Total Budgeted Funds for this Fiscal Year:** $2,497,041.00

**Unallocated Funds:** $0.00

**Title I, Part A Attachments**

- Set Asides
- Other Funds
- School Allocations
- Eligible Attendance Areas
- Data Collection

[Table]

<table>
<thead>
<tr>
<th>Item#</th>
<th>Uploaded File</th>
<th>Created Date</th>
<th>Group</th>
</tr>
</thead>
</table>

*Richard Woods, Georgia’s School Superintendent | Georgia Department of Education | Educating Georgia’s Future*
What are District Set-Asides?

- **Set-asides are for district level activities only.** These items/initiatives are budgeted first (before funds are allocated to Title I schools)

- Some set asides are *required* and others are *optional*

- Activities that are included in the set-asides must be charged to the district’s facility code – for most districts this is 8010
  - Providing additional school level staff, technology, materials, and/or supplies to Title I schools should be through the school allocation and not district set asides. Doing this could cause a school to be served out of rank order. (NCLB Financial Compliance Insider, Volume 9, Issue 3, July 2011)
Important Facts about District Set-Asides

• Funds are reserved for set-asides before monies are allocated to schools

• The total amount of the set-asides plus the total amount allocated to schools from the school allocation tab must equal the district’s allocation and be completed prior to the budget detail

• There must be no unallocated funds

• The set-asides page and the school allocation page link to one another, but they do not link to the budget detail pages
### Set-Asides Tab – Required Section

<table>
<thead>
<tr>
<th>Set Asides (Required)</th>
<th>Amount</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neglected and Delinquent Set Aside</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeless Set Aside</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1% Parent and Family Engagement Set Aside</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private School Equitable Services Set Aside</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What are the Required District Set-Asides?

See specific program information for the following required set-asides:

- Neglected and Delinquent (if LEA has a N&D facility)
  - The amount of the set-aside must be equal to or greater than the amount listed on the GaDOE allocation sheet.

- Homeless Children and Youth
  - All LEAs need a district set aside for homeless. LEAs must use one of four methods to determine set aside.

- Parent and Family Engagement
  - A district with a Title I, Part A allocation greater than $500,000 must reserve at least one-percent of its allocation for parent and family engagement activities.

- Private School Equitable Services (if applicable to the LEA)
District Set-Asides

To identify the set-asides use the exact titles (all caps) below, to consistently name set-asides and add to the beginning of budget detail descriptions.

• Required Set-asides:
  o N&D SET-ASIDE
  o HOMELESS SET-ASIDE
  o 1% PARENT INVOLVEMENT SET-ASIDE
  o PRIVATE SCHOOL EQUITABLE SERVICES SET-ASIDE
Required District Set-Asides

Homeless:

- Four possible methods to calculate the homeless set-aside:
  - Method 1: Identify homeless student needs and fund accordingly
  - Method 2: Obtain a count of homeless students and multiply by the district’s Title I, Part A per-pupil allocation (PPA)
  - Method 3: Reserve an amount greater than or equal to the district’s McKinney-Vento subgrant request
  - Method 4: Reserve a specific percentage of the district’s poverty level or its Title I, Part A allocation

- The description must include the method number (1, 2, 3, or 4) in the description beside the required district set-aside for homeless
Required District Set-Asides

1% Parent and Family Engagement Set-Aside

- A district with a Title I, Part A allocation greater than $500,000 must reserve at least one percent of its allocation for parent and family engagement activities. ESEA 1116 (3) (C) states the funds shall be distributed to the schools served under this part, with priority given to the high-need schools.

- If a transferability option is utilized, the 1% Parent and Family Engagement set-aside must be recalculated to reflect the increase in the Title I budget if the total amount with transferred funds exceed $500,000.

- At least 90 percent of the required one percent set-aside must be distributed among the district’s Title I schools unless a school or all schools in the district decide to use their share of the reservation to support a district-level activity for parents.
Consolidation of Funds Districts (CoF)

CoF (also referred to as Fund 150) LEAs consolidating the 1% Parent and Family Engagement (PFE):

• The set-aside tab must be completed with the amount and description:
  o If consolidating 100% - the set-aside description states that 100% of these funds will be consolidated. The parent involvement column on the school allocation tab remains blank. The amount will show on the Fund 150 Budget Allocations Attachments
  o If consolidating <100% - If 100% will not be consolidated, the description on the set-asides tab should specify the amount being consolidated and the amount not being consolidated. The Parent Involvement Column on the school allocation page must be completed for the amount not being consolidate unless schools have returned their allocations to the district for districtwide initiatives
  o >100% - LEAs may reserve and consolidate more than the 1% set-aside
<table>
<thead>
<tr>
<th>Name of Private School</th>
<th>Number of Private School Poverty Students (Using Oct 2016 Count)</th>
<th>Each Private School’s % of Total Number of Private School Poverty Students</th>
<th>Private School’s Title I Proportionate Share for Parent &amp; Family Engagement Amount</th>
<th>Private School’s Title I Proportionate Share for LEA’s Administrative Cost</th>
<th>Private School’s Title I Proportionate Share for Instruction and Professional Development</th>
<th>Total Amount for Each Private School’s Title I Equitable Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Private School</td>
<td>4</td>
<td>7.27%</td>
<td>$93</td>
<td>$932</td>
<td>$8,298</td>
<td>$9,324</td>
</tr>
<tr>
<td>123 Private School</td>
<td>2</td>
<td>3.64%</td>
<td>$47</td>
<td>$466</td>
<td>$4,149</td>
<td>$4,662</td>
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<tr>
<td>A+ Private School</td>
<td>10</td>
<td>18.18%</td>
<td>$233</td>
<td>$2,331</td>
<td>$20,745</td>
<td>$23,309</td>
</tr>
<tr>
<td>Community Private School</td>
<td>9</td>
<td>16.36%</td>
<td>$210</td>
<td>$2,098</td>
<td>$18,671</td>
<td>$20,978</td>
</tr>
<tr>
<td>City Private School</td>
<td>7</td>
<td>12.73%</td>
<td>$163</td>
<td>$1,632</td>
<td>$14,522</td>
<td>$16,316</td>
</tr>
<tr>
<td>Church Private School</td>
<td>23</td>
<td>41.82%</td>
<td>$536</td>
<td>$5,361</td>
<td>$47,714</td>
<td>$53,611</td>
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<tr>
<td>Totals</td>
<td>55</td>
<td>100.00%</td>
<td>$1,282</td>
<td>$12,820</td>
<td>$114,098</td>
<td>$128,200</td>
</tr>
</tbody>
</table>
Required District Set-Asides

Private School Proportionate Share Calculation Worksheet:

• If funds are transferred into Title I or there is a revised Title I allocation, the FY22 Title I Private School Proportionate Share Calculation Worksheet must be recalculated.

• The spreadsheet must be named “Revised FY22 Title I Private School Proportionate Share Worksheet” and attached to the Title I attachments tab.
What if a District Set-Aside is not Required?

If a required set-aside is not applicable, the set-aside may be listed, with zero dollars, and a statement included indicating why a set-aside is not applicable.

• Samples:
  - 100% of required parent and family engagement set-aside was expended with zero dollars budgeted for carryover
  - The parental involvement carryover of $_____ will be budgeted as a carryover amendment with zero dollars budgeted at this time
  - There are no N & D facilities in the district
  - The district has no participating private schools
Chat Box

Name one optional set aside
Custom or Optional Set Asides

This is a work section to indicate administrative funds that will not be a part of the per pupil allocations. These funds must be budgeted in the current fiscal year’s budget, on the appropriate budget detail page as earmarked.

Description: Additional Parental Involvement
Amount:

Explanation:

Custom Set Aside Description:
Amount:

Add Custom Set Aside
What are Optional District Set-Asides?

• Administration
  o All administrative expenditures should be charged to function code 2230 in the budget detail

• Audit cost should be charged to 2300-300

• Summer School, Before/After School Tutoring
  o The description for these set-asides must specifically state that the set-aside is a districtwide or grade span supplemental initiatives for Title I schools

• Professional Development and/or School Improvement
  o The description should specifically describe any districtwide or grade span supplemental initiatives for Title I schools
Optional District Set-Asides

Indirect Costs Set-Aside

• Must use the approved **restricted** indirect cost rate for the district
• The indirect cost rates can be found on the “Other Resources” webpage on Title I Web site
• Use embedded worksheet for Title I, Part A on the Data Collection tab to calculate maximum indirect cost set-aside
• Both the Title I director and the superintendent must **submit** the information on the Data Collection tab. Program specialists will follow-up with approval sign-off
• Should be charged to function code 2300, object code 880 in the budget
• May only be drawn down at the same percentage of actual Title I expenditures

**REMEMBER** – restricted indirect cost rates now change every July 1st (fiscal year)
Data Collection Tab
Data Collection
Indirect Cost Worksheet

State Approved Indirect Cost Rate for the LEA

$19,000 $20,000
Title I Coordinator and Superintendent Must Sign Off if Using Indirect Costs
Optional District Set-Asides

Professional Development Set-Aside

• Examples: Districtwide academic coaches, trainings, PLCs
  
  o The description should specifically describe any districtwide or grade span supplemental professional learning initiative, not an activity for a selected number of schools

  o Districtwide academic coaches must serve either the entire district or grade span of schools within the district

  o Charges should be made to facility code 8010 as with all district set-asides
Optional District Set-Asides

Extended Learning Set-aside

- When budgeting these activities, break down the expenditures by summer school, before/after school tutoring, etc.
- Charge a district employee with object code 199 in the budget detail
- Charge a contracted person object code 300 in the budget detail
- Charges should be made to facility code 8010
Optional District Set-Asides

Additional Parent and Family Engagement Set-Aside

• If the LEA sets aside more than the required one percent for parent and family engagement, the additional funds may be described as a separate set-aside with an explanation of initiatives to be funded.
• This set aside should be entitled: Additional Parent and Family Engagement Set-Aside

Private School Equitable Services Carryover Set-aside

• Must be approved by Ombudsman for extenuating circumstances
• Approval is attached to General Attachments tab by the carryover amendment
Optional District Set-Asides
Foster Care Transportation Set-Aside

• The Title I, Part A Foster Care Education requirements are included under the Every Student Succeeds Act (ESSA)

• There is no corresponding budget for Foster Care; therefore, any proposed activities that require funding may come from Title I, Part A

• If an LEA desires to use a portion of the Title I, Part A allocation to supplement academic activities, then the LEA should:
  o Consult with the Title I program specialist
  o Develop a rational method to determine reasonable amount
  o Create a Foster Care Transportation Set-Aside
Optional District Set-Asides

Supplemental Language Support for EL Students Set-aside
• Describe the Title I supplemental language support program that is beyond the general instructional and ESOL programs

School Improvement Initiative Set-aside
• Must be a district-wide initiative

Other Optional Set-asides
• Must be a district-wide initiative
• Discuss with program specialist for guidance
Consolidation of Administrative Funds

Consolidating federal administrative funds may provide LEAs with greater flexibility in the administration of federal ESSA programs by:

• allowing them to charge administrative costs to an administrative pool instead of assigning specific costs to specific programs
• not having to keep separate records, but rather do semi-annual certifications for employees whose job duties and responsibilities are allowable, and therefore included, under the consolidated administrative funds requirements
• email due by August 1
Set-Asides Total
+
School Allocations Total
=
Total Allocation
Supplement Not Supplant
Title I, Part A

• Title I funds can only supplement the amount of funds that would, in the absence of Title I funds, be available from non-federal sources including funds needed to provide services that are required by law for children with disabilities and English Learners ESEA Section 1118(b)(1)

• Reminder: Supplement Not Supplant (SNS) is no longer determined at the school expenditure level for Title I, Part A

• Supplemental not supplant is determined at the district level where there must be a methodology demonstrating non-federal funds (state and local funds) are distributed to all schools across the district in a predetermined and in a Title I neutral manner, so that federal funds have the opportunity to make a difference
What Is A Resource Allocation Methodology/Plan?

• A Resource Allocation Methodology/Plan (RAM/P) is an individualized and a locally developed document that explains how an LEA plans to allocate its state and local funds to operate all the schools in the district. For practicality, only expenditures that directly affect instructional practices in a school will be considered. It is a Title I neutral distribution of allocations to schools.

• **No federal funds should be included in these calculations** in order to allow the LEA to demonstrate that it is meeting all supplement not supplant regulations regarding dispensing federal funds at the school level.
**Guidance on Resource Allocation Methodology/Plans**

- Are there LEAs that, in whole or in part, do not need to have a methodology (RAM/P) to comply with ESEA section 1118(b)(2)?

- “Yes” and will only apply in the following scenarios:
  - An LEA need not have a RAM/P to comply with ESEA section 1118(b)(2) if it has -
    - One school;
    - Only Title I schools; or
    - A grade span that contains only:
      - a single school,
      - non-Title I schools, or
      - only Title I schools
Title I, Part A
Other Resources

Federal Programs
Title I, Part A
- Academic Achievement Programs
- Allocations
- Committee Of Practitioners
- Community Eligibility Provision (CEP)
- CSI and TSI Schools
- English Learner Programs
- Family-School Partnership Program
- Federal Programs Monitoring

Other Resources
- Private Schools / Equitable Services
- Professional Qualifications & ESSA in-Field Reporting
- Schoolwide Programs
- Targeted Assistance Programs
- Title I Annual Reports
- Title I Webinars, Workshops and Conferences

Other Resources

Handbook
- Implementing Title I in Georgia-Handbook For Title I Directors

Worksheets and Documents
- ACCESS - Non-Participation Reasons
- Carryover Waiver Request Form for LEAs
- CEP Data Form for Title I
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- Periodic Certification Form (Individual)
- Report Feature Directions - ConApp
- Set-Asides and Allocation Calculations
Additional Important Resources

• Overarching Requirements for all Federal Programs Handbook
• Handbook for Implementing Title I, Part A
• Equitable Service Consultation Guide & Handbook
• Consolidation of Funds Manual
• Worksheets and Documents-Title I Website
• Program Specialists
• Technical Assistance Meetings and Webinars
Congratulations!

You now know how to:

- Locate Grant Award Notifications
- Navigate the Consolidated Application
- Budget Required Set Asides
- Budget Optional Set Asides
- Determine Supplement Not Supplant
- Use the Title I Budget Checklist
Questions
Preparing students for life.

www.gadoe.org

@georgiadeptofed

youtube.com/c/GeorgiaDepartmentofEducation
Feedback

Please complete our workshop survey:

• Go here: https://form.jotform.com/211754158308961

• Or scan this QR code:

Click here and follow the NEW Federal Programs/ESSA IDEA Facebook page!

Or scan this QR Code: