

# FY22 Budget Planning Title I, Part A – Session 1



Federal Programs-ESSA and IDEA  
Summer Professional Learning Series  
July 14, 2021

# 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)

Planning Prayer Certification Attachments

General ▾

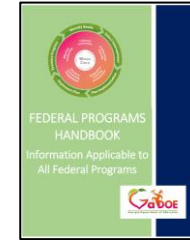
- All
- General
- Consolidated Funding
- Grant Award Notices


 Georgia Department of Education  
 Atlanta, Georgia 30334  
 GRANT AWARD NOTIFICATION

<b>1 RECIPIENT NAME</b> Dr. Scarlett Copeland Superintendent XXXXX County Schools XXXX Highway City, Georgia 12345	<b>2 AWARD INFORMATION</b> <u>PR/AWARD NUMBER</u> S010A170010 <u>ACTION TYPE</u> New <u>AWARD TYPE</u> Formula												
<b>3 PROJECT STAFF</b> <u>RECIPIENT LEA DIRECTOR</u>  <u>GaDOE TITLE I EDUCATION PROGRAM CONTACTS</u> Ken Banter (404) 463-3467 <a href="mailto:kbanter@doe.k12.ga.us">kbanter@doe.k12.ga.us</a> Randy Phillips (404) 463-1955 <a href="mailto:rphillips@doe.k12.ga.us">rphillips@doe.k12.ga.us</a>  <u>GaDOE GRANTS ACCOUNTING CONTACT</u> Regina Hailey (404) 656-4676 <a href="mailto:rhailey@doe.k12.ga.us">rhailey@doe.k12.ga.us</a>	<b>4 PROJECT DESCRIPTION</b> 84.010A Title I Grants to LEAs												
<b>5 AWARD PERIOD</b> <u>BUDGET PERIOD</u> 07/01/2017 – 09/30/2018 <u>FEDERAL FUNDING PERIOD</u> 07/01/2017 – 09/30/2018													
<b>6 AUTHORIZED FUNDING</b> <table border="1"> <thead> <tr> <th>FEDERAL GRANT</th> <th>CURRENT AWARD AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Reservation for Neglected/Delinquent</td> <td>\$50,194</td> </tr> <tr> <td>Total Title I, Part A (Includes the Reservation for Neglected/Delinquent)</td> <td>\$1,000,000</td> </tr> <tr> <td>Total Title I, Part D, Subpart 2</td> <td>\$0</td> </tr> <tr> <td><u>RESTRICTED INDIRECT COST RATE</u></td> <td>3.26</td> </tr> </tbody> </table>		FEDERAL GRANT	CURRENT AWARD AMOUNT	Reservation for Neglected/Delinquent	\$50,194	Total Title I, Part A (Includes the Reservation for Neglected/Delinquent)	\$1,000,000	Total Title I, Part D, Subpart 2	\$0	<u>RESTRICTED INDIRECT COST RATE</u>	3.26		
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<b>8 LEGISLATIVE AND FISCAL DATA</b> <u>AUTHORITY</u> PL 100-297 I-A ELEMENTARY & SECONDARY EDUCATION ACT OF 1965, TITLE I <u>PROGRAM TITLE</u> TITLE I GRANTS TO LOCAL EDUCATION AGENCIES <u>CFDA/SUBPROGRAM #</u> 84.010A													
<table border="1"> <thead> <tr> <th>LUA PROGRAM CODE</th> <th>FUNDING YEAR</th> <th>AWARD YEAR</th> <th>CFDA</th> <th>OBJECT CLASS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>XXX-1750</td> <td>2018</td> <td>2018</td> <td>84.010</td> <td>551</td> <td>\$1,000,000</td> </tr> </tbody> </table>		LUA PROGRAM CODE	FUNDING YEAR	AWARD YEAR	CFDA	OBJECT CLASS	AMOUNT	XXX-1750	2018	2018	84.010	551	\$1,000,000
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XXX-1750	2018	2018	84.010	551	\$1,000,000								

- 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

# Fiscal Regulations and Guidance



## Federal Programs Handbook

### 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 CFR Part 81 The General Education Provisions Act](#)
  - [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards](#)
  - [2 CFR Part 3474 U.S. Department of Education Acceptance of Uniform Administrative Requirements](#)

### Guidance:

- [USGAO Standards for Internal Control in the Federal Government \(2014\)](#)
- [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



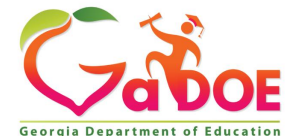
## Title I Budget Review Checklist

DISTRICT: \_\_\_\_\_ Superintendent: \_\_\_\_\_ Title I Director: \_\_\_\_\_ FY: 2020

This checklist is used by the Georgia Department of Education (Department) to ensure that Title I, Part A applications are evaluated consistently before approval.

Yes	NA	No	Prework for Title I Area Specialist (For Department Use ONLY)
			District has no outstanding audits (Everest), monitoring findings, unresolved complaints, or unapproved CLIP.
			Homeless Set Aside reviewed and approved by Title I Homeless Program specialist. (Reviewer: _____ Approval Date: _____)
			RAMP reviewed by Title I Area Specialist
			Maintenance of Effort (MOE) – District met MOE as verified on the MOE Report on the Con App. If LEA is currently listed as not meeting MOE, then a search for any year within the last five (5) years must be done to determine if allocation adjustments must be made. Contact Title I program manager for further direction.
Yes	NA	No	Set-Asides Tab
			Funds set aside for homeless <b>including method utilized</b> and how calculated to determine amount.
			Funds set aside for neglected and delinquent (N&D) if applicable.
			At least 1-percent of the allocation has been set aside for Parent and Family Engagement if current year Title I, Part A allocation is greater than \$500,000.
			FY19 Parent and Family Engagement Carryover Set-Aside has been added. WORKSHEET ATTACHED
			Indirect Cost is <= maximum. (If LEA opts to set-aside Indirect Costs)
			The embedded Indirect Cost Worksheet is completed. (If LEA opts to set-aside Indirect Costs)
			Administrative Set-Aside does not exceed 10% of the district's total Title I allocation. (If 10% cap is exceeded, the district has provided a justification signed by Superintendent and Title I Director. Justification will need to be approved by area specialist.)
			The <b>TOTAL amount</b> of the private school proportionate share from the FY20 Title I Private School Proportionate Share Calculation Spreadsheet for all participating private schools is set-aside and in the description a breakdown is provided for the <b>total proportionate share for EACH participating private school (includes Parent &amp; Family Engagement, Admin Cost (optional), and Instruction/Professional Development).</b>
			FY19 Private School carryover if extenuating circumstance prevented service delivery as agreed upon during consultation. <b>Private School Carryover must be approved by Ombudsman. Approval from Ombudsman attached.</b>
			Funds set aside for Supplemental Language Support for EL students (OPTIONAL).
Yes	NA	No	Eligible Attendance Areas Tab
			For districts using Community Eligible Option (CEP): <ul style="list-style-type: none"> <li>If the district is using the 1.6% Community Eligibility Option multiplier to rank poverty of schools, the district should select YES from the pulldown box after the question, "Is District Ranking using 1.6 Multiplier?" The district will then use "Number (No.) Used to Determine % of Meals Paid by USDA and the % Poverty (1.6)" column for poverty percentage.</li> <li>If the district is <b>not</b> using the 1.6% multiplier, the district should select NO from the pulldown box. The district will then use the "Total F/R Meals Count or Number (No.) of Directly Cert. Students Minus PK F/R Meals Count or Direct Cert. Count and the % Poverty (1.0)" columns for poverty percentage.</li> </ul>
			For districts using CEP, the numbers entered for Direct Certified Students match the numbers on the Title I Data – CEP SY19-20 provided and signed by the School Nutrition Director. This report has been uploaded to the Title I Attachments Tab.
			For districts using Free/Reduced Meals (FRM), the numbers entered for FRM match the numbers on the FRL-001 report and the report has been uploaded to the Title I Attachments Tab.
			Each school's total enrollment matches the Oct. 2, 2018 (FTE 2019-1) report or if the LEA has rezoned, added or closed schools supporting documentation is attached to the Title I Attachment Tab.
Yes	NA	No	School Allocations Tab

Yes	NA	No	School Allocations Tab
			The per-pupil amount allocated to each school receiving funds is in rank order. (Note: The district must first allocate funds in rank order to schools or attendance areas above 75-percent FRM. EXCEPTION—A district may choose to lower the 75-percent poverty threshold to 50-percent for high schools. The remaining schools or attendance areas may then be served in district rank order or in rank order by grade span based on each school's FRM status. Schools not receiving funds will have an allocation of "0.")
			At least 90 percent of the required 1- percent set-aside for Parent and Family Engagement is recorded in the Parental Involvement column of the School Allocations page, or schools have returned their allocations to the district.
			If schools have returned their allocations to the district, the Districtwide Parent Activity-Project Assurance Form with principal signatures and amount per school is attached.
			The schools receiving funds have been listed as targeted-assistance (TA) or schoolwide (SWP). (Note: If program type changed from TA to SWP since last year, SWP plan and approval letter must be uploaded to the Title I Attachment Tab.)
			The number of teachers, paraprofessionals, and other staff who are to be paid with Title I funds have been listed. (Note: Staff entered on the School Allocation page under Teachers, Paraprof, Academic Coaches, Other Parapro, Clerical Support Staff, or Other are staff assigned to a specific school [and identified in the budget] rather than working on a districtwide basis; report in whole numbers—do not use fractions.)
			The estimated number of participants to be served in reading and mathematics has been listed. (Note: In a schoolwide school the estimated number of participants to be served in Reading and in Math is the total school enrollment minus pre-kindergarten.)
			The total of the school allocation matches the total Title I funds available to allocate to schools and there are no unallocated funds reported on the Allocation Tab. The budgeted amounts for each school matches each school's allocation.
Yes	NA	No	Data Collection Tab
			If claiming Indirect Cost, Title I Director and Superintendent have submitted/signed off on the information on the Data Collection Tab.
			Title I area specialist has approved the Data Collection Tab.
Yes	NA	No	Budget Pages Tab
			All budget descriptions are clear and specific. Itemization of items are included as appropriate.
			The budget line item description includes whether the strategy/intervention is supported by strong, moderate, or promising evidence base or demonstrates a rationale that is documented by a logic model on file with LEA. This requirement applies to budget function codes: 1000, 2100, 2210, 2213, 2400, 2900. This includes software, class size reduction, reading programs, instructional coaches, professional learning, etc. Expenditures that do not require an evidence base include program administration, recruitment, personnel benefits, technology hardware, etc.
			The budget matches the calculations on the Private School Proportionate Shares Worksheet. Worksheet is attached to Title I Attachment Tab. Items (Parent & Family Engagement, Admin Cost (optional), and Instruction/Professional Development) are clearly labeled in the budget.
			All allocated funds are budgeted (there are no unbudgeted funds). The budgeted amount for each school matches each school's allocation. Verify by running budget to excel report with Con App Reports application.
			<b>Schoolwide Consolidated Funds Program (Fund 150)</b> has been implemented by the LEA and funds budgeted correctly using Function Codes 1000, 2100, 2210, 2213, 2220, 2400, 2600, and/or 2700/Object Code 881. Funds allocated equal school allocation for each school included in the Schoolwide Consolidated Program as indicated on the School Allocation Tab. Fund 150 school level consolidated budgets, Intent and Purpose forms, and Schoolwide Plans are attached to the Consolidated Funding tab on the General Attachments Tab.
			<b>Fund 400 Schoolwide</b> has been chosen for implementation by the LEA and all such funds are entered into the budget under Function 1000/Object 881 BUT transferred to the Schoolwide Program budget application.
			<b>Transferability Option(s)</b> have been implemented by the LEA. Funds have been transferred into Title I, Part A from: (list program(s)).
			Transfer Intent Emails have been added to the <b>General Attachment Tab</b> on the Con App.
			Funds transferred into Title I become Title I dollars and must follow Title I regulations.
			If transferability option utilized, the 1% Parent and Family Engagement set aside has been recalculated to reflect the increase in the Title I budget if the total amount exceeds \$500,000.
			If funds are transferred, the private school proportionate share amounts have been recalculated to reflect the new allocation. The revised calculation worksheet is attached, and the budget has been amended as necessary.
			Audit Cost Budgeted to 2300-300.
			Transportation – School bus transportation is budgeted to 2700; Transportation for student services (homeless, parent involvement, etc) is budgeted to 2100.



# Allocations & Set-Asides

**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**

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**Handbook**

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

**Worksheets and Documents**

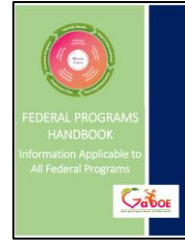
- ACCESS - Non-Participation Reasons
- Carryover Waiver Request Form for LEAs
- CEP Data Form for Title I
- Chart of Accounts (Title I)
- Chart of Accounts (Function Codes)
- Chart of Accounts (Object Codes)
- Charter School Maintenance of Effort (MOE)
- Comparability Calculation - All Title
- Comparability 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
- Educational Field Trip Expenditure Request Form
- Eligible Attendance Area Worksheet (CEP)
- Indirect Cost Rates
- 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

\*\*Neglected and Delinquent 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.\*\*\*

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
		\$545,297	\$0	5,453	0.00	\$0
		\$1,286,233	\$52,920	\$12,862	2.67	\$33,449
		\$793,534	\$0	\$7,935	4.19	\$31,911

# Transferability of Funds to Title I



[Page 61 of the Federal Programs Handbook](#)

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

Role	Access
<b>LEA Consolidated Application Coordinator</b>	<b>Full edit rights to the application.</b> This role is automatically applied to the Consolidated Application Coordinator identified within the GaDOE portal.
<b>Superintendent</b>	Read-only access to the application but has final sign-off for the district.
<b>State Consolidated Application Coordinator</b>	Read-only access to the application, compiles all approvals and requests for revision at the state level and recommends approval or request for revision.
<b>State Grants Accounting</b>	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?

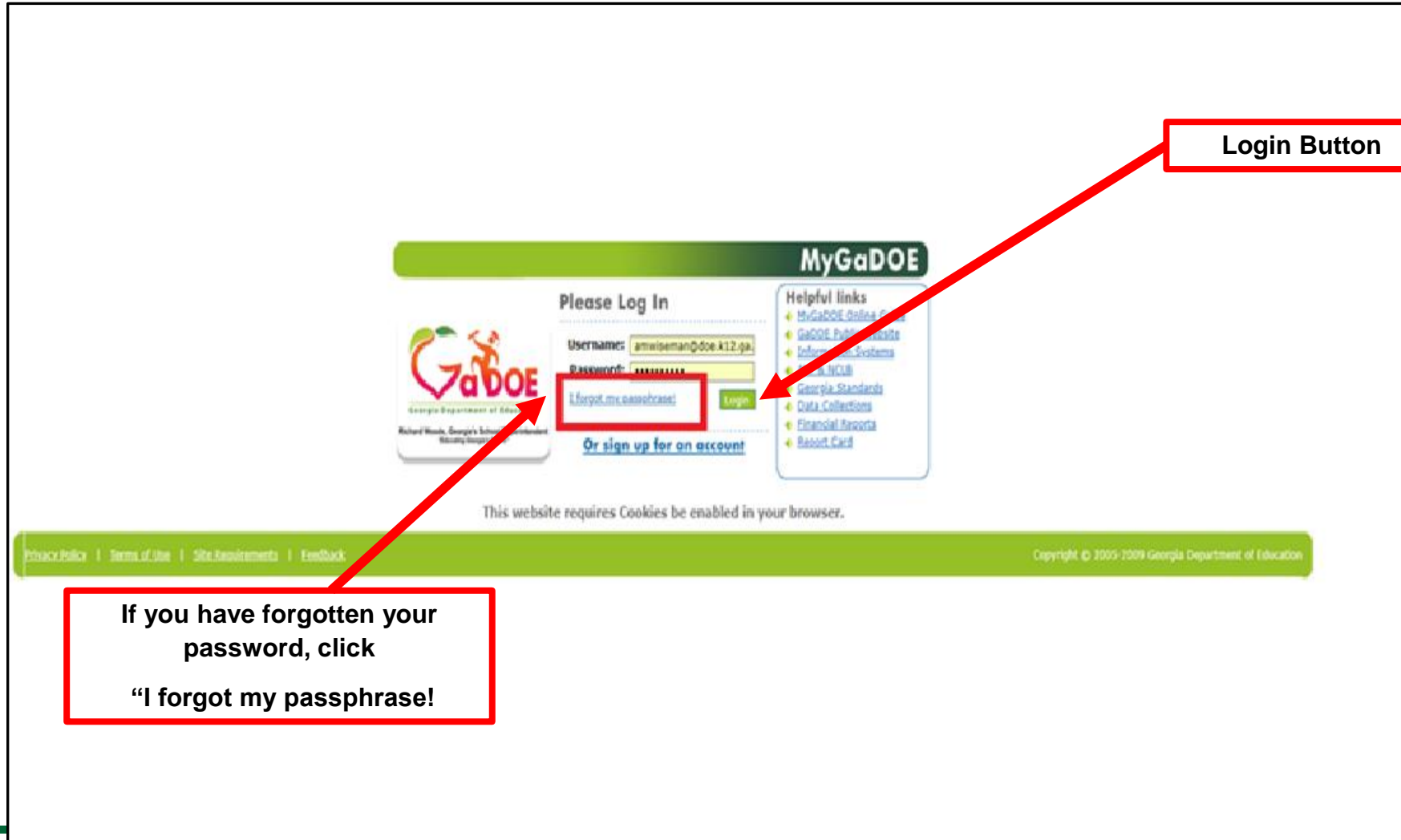
Application	Organization Role	Application Role
Consolidated Application (budgets, MOE, comparability)	Consolidated Application Coordinator (District) Superintendent (District)	School System User Superintendent
Title I LEA (monitoring)	Title I LEA Coordinator (District) Superintendent (District)	District Coordinator District Superintendent

# Logging into the Portal

The screenshot shows a web browser window with the address bar containing [www.gadoe.org/pages/Home.aspx](http://www.gadoe.org/pages/Home.aspx). A red box highlights the address bar, and a red arrow points to it with the text "Log in at: [www.gadoe.org](http://www.gadoe.org)".

The main content area features several logos for partner organizations, including BRIGHT START, GAfutures.org, TCSG, and GET GEORGIA READING PARTNER. At the bottom, a dark footer bar contains the text "©2017 Georgia Department of Education" and a navigation menu with links: "MyGaDOE", "Terms of Use", "Content Management Login", and "Job Openings". A red box highlights the "MyGaDOE" link, and a red arrow points to it with the text "Click to go to the Consolidated Application Login Screen".

# Logging into the Consolidated Application



The screenshot shows the MyGaDOE login interface. At the top, there is a green header with the MyGaDOE logo. Below the header, the page is titled "Please Log In". On the left, there is a GaDOE logo and the text "Georgia Department of Education" and "Richard Woods, Georgia's School Superintendent". In the center, there are input fields for "Username:" (containing "amw@seman@doe.k12.ga") and "Password:" (containing "\*\*\*\*\*"). Below the password field is a link that says "I forgot my passphrase!". To the right of the password field is a green "Login" button. Below the login fields is a link that says "Or sign up for an account!". On the right side of the page, there is a "Helpful links" section with several links: "MyGaDOE Online Guide", "GaDOE Public Website", "Information Systems", "GaDOE IVOLU", "Georgia Standards", "Data Collections", "Financial Reports", and "Budget Card". At the bottom of the page, there is a green footer with links for "Privacy Policy", "Terms of Use", "Site Requirements", and "Feedback", and a copyright notice: "Copyright © 2005-2009 Georgia Department of Education".

**Login Button**

**If you have forgotten your password, click "I forgot my passphrase!"**



# Navigating the Consolidated Application and Title I Program

The screenshot displays the MyGaDOE website interface. At the top, there is a search bar and a navigation menu with letters A through Z. The main header includes the GaDOE logo and the text "Welcome to MyGaDOE". Below the header, there are several sections: "Site Navigation" with links for Home and Logout; "Title I" with a list of links including Consolidated Application, Free and Reduced Lunch, View Documents, Facility and School Registry, GAORS, Monitoring, Message Center, Grants Application, ICOPA Reports, Title I Comparability, ILP Student Data Collection, and CLIP State Administration; and a user profile section for Anne Marie Waeman with links for Account Information, Add to Favorites, and Help - Docket. A central "Surveys" section shows counts for New, Saved, Submitted, and Approved surveys, with a "Reports" link. A "My Favorites" section is currently empty. A red box highlights the "Application" and "Title Programs" links in the "Title I" menu, with a red arrow pointing to a text box that says "Select Application and Title Programs".



# Reviewing the Navigation Screen

**Consolidated Application**

**Applications** Application ▾

Fiscal Year:

System:  System Name:  System ID:

Plan Status:

**Application List**

FY	System ID	System Name	Plan Status	FLP Plan Status
2020	653	County	Approved	



# Programs Tab - Adding Programs

Consolidated Application

**Program Status** Application

District Name :  District Code :

Fiscal Year :

**Add Programs**

**Programs** | Planning | Prayer Certification | Attachments | Audit Trail | Print

**Add Program**

Add an applicable program to the application

Program :

**CTAE Programs**

Program	DC Status	Program Type
AG - Extended Year	New	Original

**Programs available to add within the System**

**Previously-added Programs**

# Program Status Page

## Selecting the Title I Program

**Program Status**

District Name : [Redacted] District Code : [Redacted]

Fiscal Year : 2020

Programs Planning Prayer Certification Attachments Audit Trail GEPA

Program	Applied As	Budget Status	DC Status	Program Type
<a href="#">Homeless Education</a>	Single District	New	Program Manager Signed Off	Original
<a href="#">Title I-A, Improving the Academic Achieve</a>	Single District	Approved	Program Manager Signed Off	Original
<a href="#">Title I-A, Improving the Academic Achieve</a>	Single District	Approved	Program Manager Signed Off	Amendment No. 1
<a href="#">Title I-A, Improving the Academic Achieve</a>	Single District	Approved	Program Manager Signed Off	Amendment No. 2
<a href="#">Title I-A, Neglected &amp; Delinquent</a>	Single District	New	Program Manager Signed Off	Original
<a href="#">Title II-A, Improving Teacher Quality</a>	Single District	Approved	Program Manager Signed Off	Original
<a href="#">Title II-A, Improving Teacher Quality</a>	Single District	Approved	New	Amendment No. 1
<a href="#">Title II-A, Improving Teacher Quality</a>	Single District	New	New	Amendment No. 2
<a href="#">Title IV-A, Student Support and Academic Enrichmen</a>	Single District	Approved	New	Original
<a href="#">Title IV-A, Student Support and Academic Enrichmen</a>	Single District	Approved	New	Amendment No. 1
<a href="#">Title IV-A, Student Support and Academic Enrichmen</a>	Single District	Superintendent Signed Off	New	Amendment No. 2
<a href="#">Title V-B, Rural and Low Income Schools</a>	Single District	Approved	Superintendent Signed Off	Original
<a href="#">Title V-B, Rural and Low Income Schools</a>	Single District	Approved	Program Manager Signed Off	Amendment No. 1

**Federal Grants**

Program	Applied As	Budget Status	DC Status	Program Type
<a href="#">Title III-A, Language Instruction for English Lear</a>	Single District	Approved	New	Original
<a href="#">Title III-A, Language Instruction for English Lear</a>	Single District	Approved	New	Amendment No. 1

# 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** Application > Programs

**Program Information**

District Name : [Redacted]      District Code : [Redacted]  
 Fiscal Year : 2020      Program : Title I -A, Improving the Academic Achieve - Amendment No. 2  
 Status : Coordinator Signed Off (Date: 02/28/2020 14:29:32)      Superintendent Sign off date :

[Program Information](#)   [Budget](#)   [Audit Trail](#)   [Assurances](#)   [Programs](#)

Allocations for this year (2020) : \$2,148,835.00  
 Additional Allocation : \$43,385.00  
 Carryover from previous year : \$304,821.00  
 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](#)

[Print](#)

Item#	Uploaded File	Created Date	Group



# 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

[Title I, Part A Attachments](#) | **Set Asides** | [Other Funds](#) | [School Allocations](#) | [Eligible Attendance Areas](#) | [Data Collection](#)

[Print](#)

This is a required 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.

Set Asides (Required)	Amount	Comments
Neglected and Delinquent Set Aside	<input type="text"/>	<input type="text"/>
Homeless Set Aside	<input type="text"/>	<input type="text"/>
1% Parent and Family Engagement Set Aside	<input type="text"/>	<input type="text"/>
Private School Equitable Services Set Aside	<input type="text"/>	<input type="text"/>



# 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:**

- N&D SET-ASIDE
- HOMELESS SET-ASIDE
- 1% PARENT INVOLVEMENT SET-ASIDE
- 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:
  - 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
  - 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 consolidated unless schools have returned their allocations to the district for districtwide initiatives
  - >100% - LEAs may reserve and consolidate more than the 1% set-aside

# GaDOE Title I Private School Proportionate Share Calculation Worksheet

Name of Private School	Number of Private School Poverty Students (Using Oct 2016 Count)	Each Private School's % of Total Number of Private School Poverty Students	Private School's Title I Proportionate Share for <u>Parent &amp; Family Engagement</u> Amount	Private School's Title I Proportionate Share of LEA's <u>Administrative Cost</u>	Private School's Title I Proportionate Share for <u>Instruction and Professional Development</u>	Total Amount for Each Private School's Title I Equitable Services
ABC Private School	4	7.27%	\$93	\$932	\$8,298	\$9,324
123 Private School	2	3.64%	\$47	\$466	\$4,149	\$4,662
A+ Private School	10	18.18%	\$233	\$2,331	\$20,745	\$23,309
Community Private School	9	16.36%	\$210	\$2,098	\$18,671	\$20,978
City Private School	7	12.73%	\$163	\$1,632	\$14,522	\$16,316
Church Private School	23	41.82%	\$536	\$5,361	\$47,714	\$53,611
		0.00%	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>55</b>	<b>100.00%</b>	<b>\$1,282</b>	<b>\$12,820</b>	<b>\$114,098</b>	<b>\$128,200</b>

# 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

Fiscal Effort	Set Asides	Other Funds	School Allocations	Data Collection
<a href="#">Print</a>   <a href="#">SignOff</a>   <a href="#">Request Revision</a>   <a href="#">Create Amendment</a>				
<p>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.</p>				
Description: <input type="text" value="Additional Parental Involvement"/>		Amount: <input type="text"/>		
Explanation: <input type="text"/>				
<input type="button" value="Add"/>				
Custom Set Aside Description: <input type="text"/>		Amount: <input type="text"/>		
<input type="button" value="Add Custom Set Aside"/>				

# What are Optional District Set-Asides?

- Administration
  - 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
  - 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
  - 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 1<sup>st</sup> (fiscal year)

# Data Collection Tab

**Georgia Department of Education** | **Welcome to MyGaDOE**

You have (0) new messages. | [Help - Dticket](#) | [Online Documentation](#)

**Consolidated Application** | Application > Programs

**Program Information** | Budget | Audit Trail | Assurances | Programs

District Name : [ ] County | District Code : 697  
 Fiscal Year : [ ] | Program : Title I -A, Improving the Academic Achieve - Original  
 Status : [ ] (Date: 09/18/2018 08:51:39) | Superintendent Sign off date : 09/13/2018 08:27:08

Allocations for this year (2019) : \$1,653,638.00  
 Additional Allocation : \$70,004.00  
 Carryover from previous year : \$0.00  
 Transfer Amount : \$0.00  
 Total Budgeted Funds for this Fiscal Year : \$1,723,642.00 | Unallocated Funds : \$0.00

Title I, Part A Attachments | Set Asides | Other Funds | **School Allocations** | Eligible Attendance Areas | **Data Collection**

**Public Schools** | Print

Grade span Grouping

**Poverty Determination**  
 Option used to determine the number of children in from low-income families:  
 School Lunch |  TANF List |  Other

Attendance areas and school allocations Details												Export
School ID	School Name	School Type	Grade Span	Enrollment minus Pre-K	# Poverty Children minus Pre-K	Poverty Percent	PPA	School Allocation	School Carryover	Parental Involvement	Type	
0191	Dearing Elementary School	ELEMENTARY	K-5	477	357	74.84%	\$838	\$299,166.00	\$0	\$3,447.00	SWP	
0179	Maxwell Elementary School	ELEMENTARY	K-1	428	368	85.98%	\$1,045	\$384,560.00	\$0	\$3,447.00	SWP	

# Data Collection Indirect Cost Worksheet

**Program Information**

District Name : ██████ County      District Code : ██████  
 Fiscal Year : 2020      Program : Title I -A, Improving the Academic Achieve - Amendment No. 2  
 Status : Coordinator Signed Off (Date: 02/28/2020 14:29:32)      Superintendent Sign off date :

Program Information | Budget | Audit Trail | Assurances | Programs

Allocations for this year (2020) : \$2,148,835.00  
 Additional Allocation : \$43,385.00  
 Carryover from previous year : \$304,821.00  
 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**

Select Data Collection Form: **Calculation of Indirect Costs**

**Calculation of Indirect Costs**

If you decide to apply an indirect cost rate, it is strongly recommended that you work with your business office in the calculation of the dollar amount.

Remember:

1. Equipment purchases must be deducted before applying the indirect cost rate.
2. The indirect costs must be removed from the balance before the indirect rate can be applied (this prevents paying indirect costs on indirect costs).
3. Your District must have a state approved indirect cost rate.

The following is an example of how indirect costs are calculated.

Grant Amount:  
 Equipment Purchases under Object Codes 730 and 734:  
 State Approved Indirect Cost Rate for Your District:

\$10,000.00 - \$1,500.00 = \$8,500.00 (subtract equipment purchases)  
 \$8,500.00 / (1 + .0216) = \$8,320.28 (null out indirect costs)

**State Approved Indirect Cost Rate for the LEA**

\$10,000
\$1,500
2.16%



# Data Collections (Indirect Cost)

**Consolidated Application**

Select Data Collection Form:  **This Tab has it's own sign off, different from the Budget!**

**Calculation of Indirect Costs**

If you decide to apply an indirect cost rate, it is strongly recommended that you work with your business office in the calculation of the dollar amount.

Remember:

1. Equipment purchases must be deducted before applying the indirect cost rate.
2. The indirect costs must be removed from the balance before the indirect rate can be applied (this prevents paying indirect costs on indirect costs).
3. Your District must have a state approved indirect cost rate.

The following is an example of how indirect costs are calculated.

Grant Amount:	\$10,000
Equipment Purchases under Object Codes 730 and 734:	\$1,500
State Approved Indirect Cost Rate for Your District:	2.16%

$\$10,000.00 - \$1,500.00 = \$8,500.00$  (subtract equipment purchases)  
 $\$8,500.00 / (1 + .0216) = \$8,320.28$  (pull out indirect costs)  
 \$179 (round-down to nearest dollar)

1. Current FY Allocation:	\$78,460.00
2. Additional Allocation:	\$0.00
3. Carry Over from previous FY:	\$0.00
4. Transfer Amount Received:	\$10,000.00
5. Transfer Amount Sent:	\$0.00
6. Total Title I Funds (Section I of Con App):	\$88,460.00
7. Enter cost of equipment purchase (Object Codes 730, 734):	<input type="text"/>
8. Difference of Step 6 and Step 7:	\$88,460.00
9. Get your approved current Indirect Cost Rate from your business office. Enter rate as a decimal. (Example 2.16% = 0.0216)	<input type="text"/>

**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
  - The description should specifically describe any districtwide or grade span supplemental professional learning initiative, not an activity for a selected number of schools
  - Districtwide academic coaches must serve either the entire district or grade span of schools within the district
  - 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:
  - Consult with the Title I program specialist
  - Develop a rational method to determine reasonable amount
  - 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

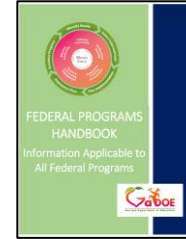
## **School Improvement Initiative Set-aside**

- 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



[Page 46 of the Federal Programs Handbook](#)

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

$$\begin{aligned} &\text{Set-Asides Total} \\ &+ \\ &\text{School Allocations Total} \\ &= \\ &\text{Total Allocation} \end{aligned}$$

# 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 -
    - a. One school;
    - b. Only Title I schools; or
    - c. 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
- 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
- Educational Field Trip Expenditure Request Form
- Eligible Attendance Area Worksheet (CEP)
- Indirect Cost Rates
- 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

# 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](http://www.gadoe.org)

   @georgiadeptofed

 [youtube.com/c/GeorgiaDepartmentofEducation](https://youtube.com/c/GeorgiaDepartmentofEducation)



Georgia Department of Education



# 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:

