

Federal Programs – ESSA and IDEA Summer Learning Series

FY22 Budget Planning
Title I, Part A
Session 2
July 14, 2021



Presenters

Grace McElveen

Title I Education Program Specialist

gmcelveen@doe.k12.ga.us

(678) 340-5055

Sherri Minshew

Title I Education Program Specialist

smishew@doe.k12.ga.us

(678) 340-8388

Kelly Roberts

Title I Education Program Specialist

Kelly.herman-roberts@doe.k12.ga.us

(404) 991-4167

Anne Marie Wiseman

Title I Education Program Specialist

amwiseman@doe.k12.ga.us

(678) 217-2021

Agenda

- Eligible Attendance Area
- School Allocations
- Budgeting Details
- Attachments
- Updates and Reminders



Title I, Part A Eligible Attendance Area

Eligible Attendance Areas

Application > Programs

Program Information

District Name : Habersham County
 Fiscal Year : 2021
 Status : Approved (Date: 10/01/2020 09:21:33)

District Code : 668
 Program : Title I -A, Improving the Academic Achieve - Original
 Superintendent Sign off date : 09/29/2020 08:49:10



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

Allocations for this year (2021) : \$1,540,414.00
 Additional Allocation : \$0.00
 Carryover from previous year : \$0.00
 Transfer Amount : \$0.00
 Total Budgeted Funds for this Fiscal Year : \$1,540,414.00 Unallocated Funds : \$0.00

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

Print

Is District Ranking using 1.6 Multiplier?



Eligible Attendance Areas Worksheet

School	Grade Span	Community Eligibility Option School	Total Enrollment	Pre-K Enrollment	Total Enrollment Minus PK	Total Free/Reduced Meals Count or Number of Directly Certified Students	PK Free/Reduced Meals Count or Direct Certified Count	Total F/R Meals Count or No. of Directly Cert. Students Minus PK F/R Meals Count or Direct Cert. Count	No. Used to Determine % of Meals Paid by USDA	% Poverty(1.6)	% Poverty,(1.0)

Eligible Attendance Areas

- Purpose of the embedded Eligible Attendance Area worksheet is to use data to determine percent poverty for each school and ultimately the rank order of schools
- Enrollment and poverty numbers are needed to determine poverty percentage for each school
- Prepopulated Information
 - All schools in the LEA – including district charters, residential treatment schools and virtual schools
 - Enrollment data - check for accuracy (FTE, October 2020)
 - Adjustments can be made to these enrollment numbers for
 - LEAs that have rezoned, added and/or closed schools
 - LEAs that choose to use a different year's data

Eligible Attendance Areas

- Use Best Available Enrollment Data could be data from:
 - October FTE 2019
 - October FTE 2020
 - March 2021
 - October 2021
- Use the same enrollment numbers for all schools
- Due to this flexibility the enrollment data documentation must be attached to the Title I attachment tab

Eligible Attendance Areas

- Use Best Available Poverty Data
 - Medicaid or TANF from FY21
 - NSLP data, which may be FY20
 - NSLP data from FY21
 - Composite of NSLP, Medicaid, and TANF data
 - Data from a poverty survey conducted by LEA that replicate NSLP
 - October 2021
- Use same method for all FRL schools
- Use same method for all CEP schools
- Best available poverty and enrollment data could be from different years
- Due to this flexibility the enrollment data documentation must be attached to the Title I attachment tab

January 4, 2021 – [Fact Sheet from ED](#)

"What do ya' have, What do ya' have? [PowerPoint](#), [Recording](#)

Eligible Attendance Areas

- Enrollment Information to Collect and Enter for All Schools
 - PreK enrollment numbers
 - Enrollment data (both FRL and CEP schools)
- Free and Reduced-Price Lunch Data - secured from either the School Nutrition Director or FTE/SIS Clerk
 - Free and Reduced-Price Lunch (FRL), not Direct Certification numbers
 - The number of PreK FRL students for each school is entered on the worksheet and is automatically subtracted from the **total number of students** eligible for FRL

Eligible Attendance Areas

- Information to Collect and Enter for All Schools, *continued*
 - CEP Poverty Data
 - Title I office provides the SNP with the enrollment data that will be used for FY22
 - For each participating Community Edibility Provision (CEP) school in the district the SNP will complete the Title I Data – CEP FY 21-22 form which included:
 - CEP school's code and name (columns 1 and 2)
 - FTE month and year (columns 3 and 4)
 - Total number of directly certified by school
 - Number of pre-k directly certified by school
 - The numbers entered for directly certified students must match the numbers on the **Title I Data – CEP FY21-22** provided and **signed** by the school nutrition office **and** the Title I office. This report is uploaded to the Title I Attachments tab.

Eligible Attendance Areas

**Title I Data for CEP Schools
SY 2021-2022**

School GaDOE Code	Schools	FTE (month/year) Total Student Count of TANF/SNAP/DC	FTE (month/year) PreK Count of TANF/SNAP/DC

SNP Official Signature: _____ Date: _____

Title I Official Signature: _____ Date: _____

The completed form must be attached to the Title I Attachments Tab

Eligible Attendance Areas

- LEAs with schools using CEP Poverty Data
 - For each school indicate with yes or no if the school is a CEP school
 - Indicate with yes or no the LEA is using the 1.6 multiplier to determine the poverty percentage

Consolidated Application

Title I SWP/TA Plans | Set Asides | Other Funds | School Attendance | **Eligible Attendance Areas** | Data Collection

Print | Save |

Is District Ranking using 1.6 Multiplier?

Eligible Attendance Areas Worksheet

School	Grade Span	Community Eligibility Option School	Total Enrollment	Pre-K Enrollment	Total Enrollment Minus PK	Total Free/Reduced Meals Count or Number of Directly Certified Students	PK Free/Reduced Meals Count or Direct Certified Count	Total F/R Meals Count or No. of Directly Cert. Students Minus PK F/R Meals Count or Direct Cert. Count	No. Used to Determine % of Meals Paid by USDA	% Poverty(1.6)	% Poverty
0376 - Anna K. Davie Elementary School											
		<input type="text" value="YES"/>	<input type="text" value="440"/>	<input type="text"/>	<input type="text" value="440"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
0275 - East Central Elementary School											
		<input type="text" value="NO"/>	<input type="text" value="549"/>	<input type="text"/>	<input type="text" value="549"/>	<input type="text" value="545"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
0105 - Elm Street Elementary											
		<input type="text"/>	<input type="text" value="577"/>	<input type="text"/>	<input type="text" value="577"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3052 - Main Elementary School											

Eligible Attendance Areas

- **Rezoning/Opening New School and FRL**

- When rezoning or the opening of a new school occurs in an LEA:
 - The LEA must track each student from the “old” school using the enrollment data (the FTE report used) and poverty data (**FRL**) from FTE report used to the student’s “new” school

Or

- Wait and use the FY22 October FTE count (October 5, 2021)
- Attach supporting documentation for such changes to the Title I Attachment tab:
 - Provide narrative explaining the rezoning process
 - An attendance area worksheet indicating changes due to rezoning
 - Enrollment and Poverty data used
 - **Seek assistance from your program specialist and the [Title I Handbook](#) for detailed instructions**

Eligible Attendance Areas

- **Rezoning and CEP**


- Tracking enrollment data will be used as the same with FRL students.
- As with schools using FRL data, when rezoning or the opening of a new school occurs in an LEA, the LEA must ensure that the direct certified data (from SNP office) reported for the schools is accurate
- Title I office provides the SNP with the enrollment data that will be used for FY22
- The School Nutrition office at the GaDOE has developed a mechanism to assist LEAs that are rezoning schools or opening new schools. LEAs that are rezoning schools or opening new schools should consult with their LEA School Nutrition office to receive updated data for CEP
- Attach supporting documentation to the Title I Attachment tab for such changes:
 - Provide narrative explaining the re-zoning process
 - An attendance area worksheet indicating changes due to rezoning
 - Revised CEP Data Form for Title I

14

Title I, Part A

School Allocations

School Allocations Tab



Welcome to MyGaDOE

[Help Desk Portal](#) | [Online Documentation](#)

You have (0) new messages.

Site Navigation

- Home
- Logout

Title I

- Title Programs
- Administration
- Reports
- Online Help
- Special Education Programs

Kelly Herman-Roberts

- Account Information
- Add to Favorites
- Help Desk

Hide Navigation

Consolidated Application

Application > Programs

Program Information

District Name : McDuffie County District Code : 697

Fiscal Year : 2021 Program : Title I -A, Improving the Academic Achieve - Original

Status : Approved (Date: 08/24/2020 14:34:27) Superintendent Sign off date : 08/22/2020 11:25:08

Program Information Budget Comments Audit Trail Assurances Programs

Allocations for this year (2021) : \$1,611,219.00

Additional Allocation : \$0.00

Carryover from previous year : \$0.00

Transfer Amount : \$0.00

Total Budgeted Funds for this Fiscal Year : \$1,611,219.00 Unallocated Funds : \$0.00

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

Public Schools

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	426	200	46.95%	\$1,129	\$225,800.00	\$0	\$2,591.00	SWP
0179	Maxwell Elementary School	ELEMENTARY	K-1	385	254	65.97%	\$1,370	\$347,980.00	\$0	\$2,894.00	SWP



School Allocations Tab

- Grade Span Grouping (Check if Applicable)
- Poverty Determination
 - Check the box that applies:
 - School Lunch
 - Temporary Assistance to Needy Families (TANF)
 - Other
 - If the LEA is using the Community Eligibility Provision (CEP) option and/or free and reduced-price lunch (FRL), **select the box for School Lunch**

17

School Allocations Tab

Program Information

District Name : McDuffie County District Code : 697
 Fiscal Year : 2021 Program : Title I - A, Improving the Academic Achieve - Original
 Status : Approved (Date: 08/24/2020 14:34:27) Superintendent Sign off date : 08/22/2020 11:25:08

Allocations for this year (2021) : \$1,611,219.00
 Additional Allocation : \$0.00
 Carryover from previous year : \$0.00
 Transfer Amount : \$0.00
 Total Budgeted Funds for this Fiscal Year : \$1,611,219.00 Unallocated Funds : \$0.00

Public Schools

Grade span Grouping

Poverty Determination
 Option used to determine the number of children in from low-income families:

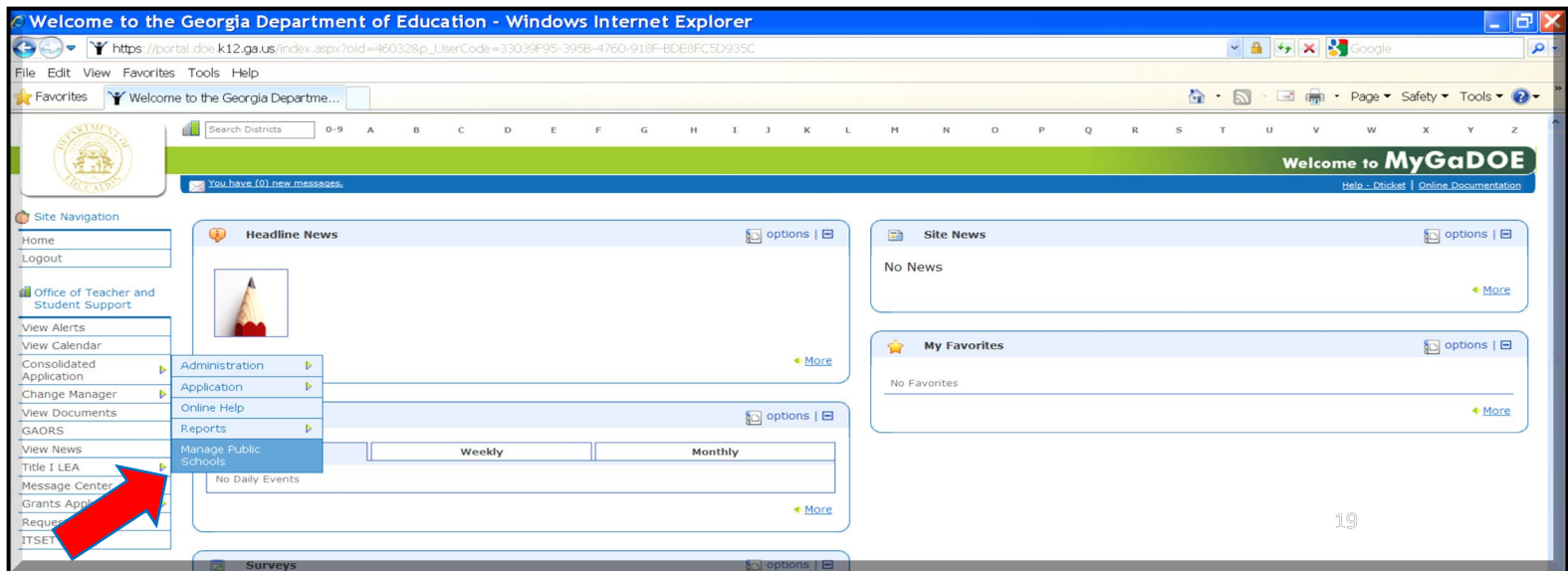
School Lunch TANF List Other

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	426	200	46.95%	\$1,129	\$225,800.00	\$0	\$2,591.00	SWP
0179	Maxwell Elementary School	ELEMENTARY	K-1	385	254	66.97%	\$1,370	\$347,900.00	\$0	\$2,891.00	SWP



Public School Allocations

- Must list **all schools**: public, district charter schools, N&D programs, residential treatment facilities and virtual schools operating as a school
- Manage Public Schools page




Managing Public Schools Page

Welcome to MyGaDOE

Help Desk Portal | Online Documentation

You have (0) new messages.



Manage Public Schools
Application

Manage Public Schools

Select FY:

Include School Programs

Select System:


Include Facilities

Program Category:

School ID	School Name	Status	Type	Add/Remove School	Remove Reason	Other Reason
0191	Dearing Elementary School	Open	ELEMENTARY	<input type="text" value=""/>	<input type="text" value="No FTE Reporting Students"/>	<input type="text" value=""/>
0179	Maxwell Elementary School	Open	ELEMENTARY	<input type="text" value=""/>	<input type="text" value="No FTE Reporting Students"/>	<input type="text" value=""/>
0113	Norris Elementary School	Open	ELEMENTARY	<input type="text" value=""/>	<input type="text" value="No FTE Reporting Students"/>	<input type="text" value=""/>
4050	Thomson Elementary School	Open	ELEMENTARY	<input type="text" value=""/>	<input type="text" value="No FTE Reporting Students"/>	<input type="text" value=""/>
0192	Thomson High School	Open	HIGH	<input type="text" value=""/>	<input type="text" value="No FTE Reporting Students"/>	<input type="text" value=""/>
0112	Thomson-McDuffie Middle School	Open	MIDDLE	<input type="text" value=""/>	<input type="text" value="No FTE Reporting Students"/>	<input type="text" value=""/>

20

Richard Woods, Georgia's School Superintendent | Georgia Department of Education | Educating Georgia's Future






Georgia Department of Education

Public School Allocations

- **School Type:** Indicate elementary, middle, high or other (N/D or Alternative Program)
- **Grade Span:** Check for actual grades in the school (should not include pre-kindergarten)
- **Enrollment:** For each public school, residential treatment facility and virtual school operating as a school, or attendance area, verify the total number of children enrolled in public school (grades K-12)
 - The number of children enrolled in N&D programs should be zero
- **Number poverty children:** number of children enrolled from low-income families
 - The number of poverty children for N&D programs should be zero

School Allocations Tab – Example

Attendance areas and school allocations Details												Export
<u>School ID</u>	<u>School Name</u>	<u>School Type</u>	<u>Grade Span</u>	<u>Enrollment minus Pre-K</u>	<u># Poverty Children minus Pre-K</u>	<u>Poverty Percent</u>	<u>PPA</u>	<u>School Allocation</u>	<u>School Carryover</u>	<u>Parental Involvement</u>	<u>Type</u>	
0191	Dearing Elementary School	ELEMENTARY	K-5	477	357	74.84%	\$838	\$299,166.00	\$0	\$3,688.00	SWP	
0179	Maxwell Elementary School	ELEMENTARY	K-1	428	368	85.98%	\$1,045	\$384,560.00	\$0	\$3,688.00	SWP	
0113	Norris Elementary School	ELEMENTARY	4-5	459	402	87.58%	\$1,061	\$426,522.00	\$0	\$3,689.00	SWP	

Public School Allocations

- **Per-Pupil Amount (PPA)**
 - Must allocate funds to schools in rank order or rank order by grade span grouping
 - Schools above 75-percent poverty must be ranked and served first, even if grade span grouping
 - ESSA Section 1113(a)(3)(B) - LEAs **MAY serve high schools above 50% poverty as part of the above stated 75% threshold grouping**
 - All attendance areas with 35-percent or greater poverty or which are above the average poverty for the district may be served
 - Must indicate amount allocated per poverty child
 - Re-check the poverty percentage and rank order to verify that no schools were skipped

Public School Allocations

- Rank order option for schools using CEP that have poverty rates at 100%
- The district **may** group these schools as a separate “grade span” and use the 1.0 percentage of poverty prior to determine rank order within this group alone

<u>% Poverty(1.6)</u>	<u>% Poverty (1.0)</u>	
100.00	81.80	3
100.00	86.19	2
100.00	65.49	5
100.00	88.62	1
100.00	73.96	4

125-Percent Rule

- If an LEA serves any school below 35 percent poverty, section 1113(c)(2)(A) of the ESEA requires the LEA to allocate an amount for each low-income child in each participating Title I school that is at least 125 percent of the LEA's allocation per low-income child
- An LEA's allocation per low-income child is the LEA's total Title I allocation before any reservations under section divided by the number of public school and private school low-income children in the LEA

NOTE: The LEA may apply for an EdFlex waiver through the Consolidated LEA Improvement Plan (CLIP) for the 125-percent rule

25

125-Percent Rule

- **If schools with less than 35-percent poverty are served, calculate participating school allocation:**

District allocation divided by number of low-income children (public and private) in the district times 125-percent. The district must allocate at least this amount per low-income child in **every** school being served.

Formula

District Allocation ÷ Total District Free/Reduced Count = Per Pupil Amount

Per Pupil Amount X 1.25 = Minimum Per Pupil Amount

26

Public School Allocations

- **Type:**

- List schools as Schoolwide Program (SWP) or Targeted Assistance (TA) Program if receiving Title I funds, or N&D programs
- All non-Title I schools in the district are listed as “None” (accuracy is very important)
- Schools listed as SWP must have been SWP prior to FY21 or have an approval letter from the Title Programs Division on file at the district

THIS PORTION OF THE SCHOOL ALLOCATION TAB MUST BE COMPLETED (NOT NECESSARILY SUBMITTED) NO LATER THAN SEPTEMBER 17, 2021!

27

Public School Allocations

- **Staff:**

- The number of staff **paid** with Title I funds (**reported in whole numbers, not fractions or FTE**) should match budget detail
- The “Other” staff column include school-level staff other than teachers or paraprofessionals. “Other” positions must be defined in the budget
- Job descriptions may be requested to be attached to the Title I Attachments tab for clarification
- Schools that are consolidating funds do not need to include the number of Title I paid staff in the school allocations tab

28

Public School Allocations

- **Estimated Participants**
 - **TA:** Estimated number served in reading and/or mathematics
 - **SWP:** Must serve both reading and mathematics; number of participants must equal **total school enrollment minus pre-kindergarten**
 - **N&D** programs: Estimated number served in reading and/or mathematics

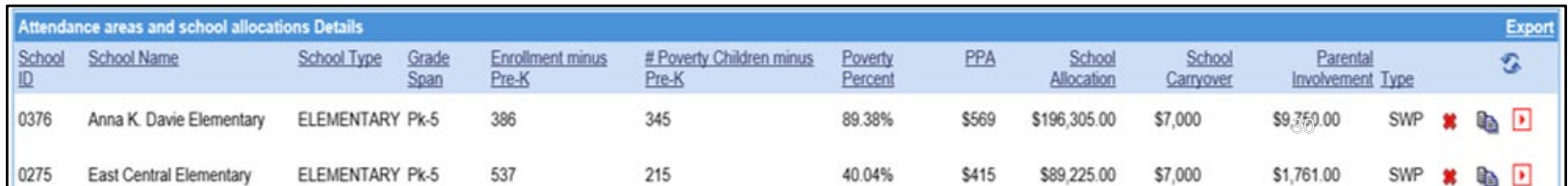
Special Note:

Schools may serve content areas other than reading and math with Title I funds. GaDOE requirements include only reporting reading and math. Any content area served must be identified in the District/School CNA and District/School Improvement Plan(s).

29

Application Tools

- May sort all column headings within the application. Click once to sort in ascending order, click twice to sort in descending order
- Sort order cannot be saved or printed in that format. The program returns to the default sort order when you leave the School Allocations tab
- School Allocation pages can be exported to Excel allowing for filters and/or sorting by clicking the “Export” button



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			
0376	Anna K. Davie Elementary	ELEMENTARY	Pk-5	386	345	89.38%	\$569	\$196,305.00	\$7,000	\$9,750.00	SWP	*	📄	📄
0275	East Central Elementary	ELEMENTARY	Pk-5	537	215	40.04%	\$415	\$89,225.00	\$7,000	\$1,761.00	SWP	*	📄	📄

Title I, Part A Budgeting Details

Budget Details

- All budgeted items **must** be based on a comprehensive needs assessment and be adequately addressed in the CLIP and School Level Plans (SWP, TAP or SIP)
 - Schools' **identified needs** and **their plans** drive the budget
 - **LEAs and their Title I schools must** be able to justify that **all expenditures** are directly related to the **needs assessment**
 - The plans/budget must include an instructional program for each Title I school being served based upon the identified needs

32

Budget Details

Allowable Costs

All costs charged to Federal grants must be:

- Necessary
 - Reasonable
 - Allocable
 - Uniform Grant Guidance (UGG) 2 CFR § 200.403
-
- In addition to being necessary, reasonable, and allocable, Title I, Part A funds must be used only to supplement the amount of funds provided from nonfederal sources which is accomplished through the Resource Allocation Methodology Plan (RAM/P).

33

Budget Details

Allowable Costs

All costs must be **Necessary**

- Needed for the performance, operation or administration of the grant
- An identified need and included in the plan
- Guiding Questions:
 - Is this expense aligned with identified needs?
 - Do we really need this for the performance of the grant?
 - Is this the minimum amount we need to spend to meet our need?

34

Budget Details

Allowable Costs

All costs must be **Reasonable**

- Ordinary costs
- Fair market prices
- Follow sound business practices
- Guiding Questions:
 - Do we have the capacity to use what we are purchasing?
 - Did we pay a fair rate?
 - Is this the same rate other Federal programs are paying?
 - Is this a sustainable purchase?
 - If we were asked to defend this purchase, would we be able to?

35

Budget Details

Allowable Costs

All costs must be **Allocable**:

- Must be chargeable to the grant
- Must benefit the program in proportion to the amount paid by the program
- Title I purchases must benefit Title I schools/students
 - In a schoolwide Title I program, all students are considered eligible for Title I services
 - In a targeted assistance Title I program, only those students who are deemed the most academically at-risk may benefit from purchases made with Title I funds
- Guiding Questions:
 - Is the expense in compliance with laws, regulations, and grant terms?
 - Is the amount charged to the program in proportion to the benefit received?

Budget Details

Budgeting Methods

- Districts have the option to budget expenditures by individual schools or by combining schools by grade spans for one-line item. However, it should be evident in the budget detail how the funds are to be used and for which school(s).
- Districts that combine schools together in detailed expenditure entries should provide **one** of the following:
 - Very detailed descriptions delineating each school's budgeted amount
 - A copy of each school's budget attached to the Title I Attachments tab

Budget Details

Itemization of Budget Items

Detailed Itemization:

- All budget descriptions should be clear and specific
- For budget line items \$5,000 or more, the description should include quantity to be purchased and cost per item
 - Software licenses include cost per license and number of licenses
 - Technology devices include cost per unit and number of units
- Refrain from use of the phrases such as; will include; including but not limited to, etc
- Spell out acronyms or abbreviations

Budget Details

Itemization of Budget Items

Personnel

- Number of personnel should be listed, including grade level, subject area, and school/location (unless budgeting by school)
- Title I employee benefits may be combined into a single line item rather than being entered separately for every category and function
 - Benefits would be combined and listed under Object Code 200
 - Budget separately by function 1000, 2210, 2213, 2230, etc.
 - Each function entry must list the specific benefits included (i.e. FICA, TRS, state health, dental, vision, life insurance)

Good Practice

Keep documentation on these expenditures to verify amounts budgeted for monitoring and/or auditing purposes

39

Budget Details

Itemization of Budget Items

Evidence Based:

- 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, reading programs, instructional coaches, professional learning, etc
- Expenditures that do not require an evidence base include program administration, recruitment, personnel benefits, technology hardware

40

Budget Details

Itemization of Budget Items

Private School:

- The budget for each school matches the calculations on the *Private School Proportionate Share Worksheet*
- Parent & Family Engagement, Admin Cost (optional), and Instruction/Professional Development are clearly labeled in the budget
- *Worksheet* is attached to Title I Attachment Tab

Transportation

- All transportation provided through LEA school bus is budgeted to function code 2700
 - 2700 - 511 reimbursing another LEA for transporting a student (homeless)
 - 2700 - 595 reimbursing a parent for transporting a student to school (homeless);
 - 2700 - 519 Payments to persons or other agencies for transporting students
 - 2100 - Transportation related to parent engagement activities

Budget Details

Prior Approval

Capital Expenses

- Capital expense items (individual item \$5,000 or more in object code 700 series) must receive **prior** approval from the Title I program manager before budgeting
- A copy of the approved *Federal Programs Capital Expenditure Pre-Approval Form* must be attached to the Title I Attachments tab

Field Trips

- LEAs requesting to use Title I funds for field trips must submit an *Educational Field Trip Budget Approval Form* to the LEA's Title I program specialist for approval **prior** to budgeting the field trip. The approval form must be attached to the Title I Attachments tab

42

Budget Details

Labeling Set Asides

- Clearly identify each set-aside at the beginning of the description in the budget detail
- Title I recommends using the exact titles (all caps) to consistently name set-asides
- **Required Set-Asides:**
 - N&D SET-ASIDE:
 - HOMELESS SET-ASIDE:
 - 1% PARENT AND FAMILY ENGAGEMENT SET-ASIDE:
 - PRIVATE SCHOOL EQUITABLE SERVICES SET-ASIDE:
- **Optional Set-Asides:**
 - ADMINISTRATIVE SET-ASIDE:
 - ADDITIONAL PARENT AND FAMILY ENGAGEMENT SET-ASIDE:
 - PARENT AND FAMILY ENGAGEMENT CARRYOVER SET-ASIDE:
 - INDIRECT COST SET-ASIDE:
 - AUDIT COST SET-ASIDE:
 - PRIVATE SCHOOL EQUITABLE SERVICES CARRYOVER SET-ASIDE:
 - EXTENDED LEARNING SET-ASIDE:
 - PROFESSIONAL LEARNING SET-ASIDE:
 - SCHOOL IMPROVEMENT INITIATIVES SET-ASIDE:
 - SUPPLEMENTAL EL LANGUAGE SUPPORT SET-ASIDE:
 - FOSTER CARE TRANSPORTATION SET-ASIDE:
 - CONSOLIDATION OF ADMINISTRATIVE FUNDS SET-ASIDE:

Budget Details

Labeling Budget Descriptions

Note: All explanations must be **clear** and **specific**

Adequate Examples	Inadequate Examples
Supplies: writing utensils, notebooks, poster board, staples, markers, and tape	Supplies: writing utensils, staples, etc. Supplies such as writing utensils and staples.
Salaries for 10 teachers at 5 Title I schools: 2 reading teachers at AES, 1 reading and 1 math at EES, 1 third grade teacher (self contained) at ALES, 3 math intervention teachers at CMS, and 2 at DES (2nd and 3rd)	Salaries for 10 teachers at 5 Title I schools. \$30,000 for salary for 10 teachers
Computers: 5 x \$1000 at HES for Math Lab, 5 x \$1000 at MES classrooms, and 10 x \$1000 at CES for Literacy Lab	\$20,000 for computers
25 - 3 rd grade software licenses for iReady Reading 25 x \$50 (\$1250); site license for Write Score K-5 (\$10,000)	\$11,250 for reading and writing software

Budget Details

Budget Report

- The **Budget Report** feature may be used to download a *Budget to Excel Report*
 - Verify budget matches each set-aside
 - Check budget details to be sure that the correct amount for each set-aside appears and is clearly labeled in the budget along with the appropriate function and object code
 - Verify set aside totals are correct before entering each school's allocation
 - Verify budget matches each school's allocations
 - Once school allocations are entered in the budget descriptions, the same process can be followed using the Budget Report to ensure each school's allocation is budgeted correctly
 - A *Report Feature Directions* handout can be found on the “Other Resources” webpage of the Title I Web site

45

Budget Details

Important to Remember

- Questionable expenditures may need further explanation during the approval process
- The Budget Detail pages are not linked back to either the Set-Asides tab or the School Allocations tab
- The “Not Budgeted Funds” should be \$0.00

Consolidated Application Application > Programs

Budget

District Name : Dawson County District Code : 642
Fiscal Year : 2021 Program : Title I -A, Improving the Academic Achieve - Original
Status : Approved (Date: 10/23/2020 10:15:35) Superintendent Sign off date : 10/08/2020 15:48:07

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

Print

Program : Title I -A, Improving the Academic Achieve

Current FY Allocation :	\$498,822.00
Additional Allocation :	\$0.00
Carry Over :	\$0.00
Total Grant Award :	\$498,822.00
Transfer Amount :	\$57,000.00
Total Amount to be Budgeted :	\$555,822.00

Not Budgeted Funds : \$0.00

[Show ALL](#)

Budget Detail

Fiscal Year	From Program	School	To Program	Function	Object	Units	Price	Amount	Description
-------------	--------------	--------	------------	----------	--------	-------	-------	--------	-------------

Budget Details

Important to Remember

- Instructional coaches – budgeted as a district set-aside or a school allocation
- Instructional coaches in Targeted Assistance programs
 - Must be necessary and reasonable
 - Must document that the coach works only with teachers who teach Title I served students
- Gifted or Advanced Placement training – how will the strategies be used to support at-risk students?

47

Budget Details

Chart of Accounts

- Georgia Code requires a statewide uniform computerized budget and accounting system
- Updated chart of accounts is found [here](#)
- Example from an expenditure report: 402-1750-2213-116
 - 402 (FUND: Government Funds)
 - 1750 (PROGRAM: Title I, Part A)
 - 2213 (FUNCTION: Instructional Staff Training)
 - 116 (OBJECT: Stipends)

Budget Details

Title I Budget Codes

Budget Item	Function	Object
Before/after school tutoring by employee	1000	199
Before/after school contracted tutoring	1000	300
Software (district owned)	1000	612
Software licenses (not district owned)	1000	532
Instructional/Academic Coach (coaching/teaching staff)	2213	191
External PL Consultant (working with instructional staff)	2213	300
External PL Consultant (working with non instructional staff)	2210	300
Conference/workshops for instructional staff (810/580)	2213	Depends
Conference/workshops for non-instruction staff (810/580)	2210	Depends
Title I Director	2230	190
Homeless Liaison	2100/2230	191
Administrative travel	2230	580

Budget Details

Title I Budget Codes

Budget Item	Function	Object
Indirect cost	2300	880
Audit cost	2300	300
Bus transportation (energy)	2700	620
Bus transportation (driver)	2700	180
Student transportation (reimburse another LEA for homeless)	2700	511
Student transportation (reimburse parent for homeless)	2700	595
Parent Family Engagement (PFE) coordinator	2100	177
Teacher extra compensation for PFE	2100	199
Parent notification letters	2100	595
Childcare for parent meetings (non-employee)	2100	595
Childcare for parent meetings (employee)	2100	199
Employee benefits if combined (1000/2100/223)	Depends on position	200

Budget Details

Title I Budget Codes

Budget Item	Function	Object
Light snacks for parent meeting – from vendor	2100	595
Light snacks for parent meeting – from grocery	2100	610
Professional learning for staff on effective PFE practices	2100	Depends
Travel cost for parents to attend GaDOE sponsored events	2100	595
Cost for renting vehicles (1000/2100/2230)	Depends on purpose	442
Cost of renting computers/copiers (1000/2100/2230)	Depends on purpose	443

Attachments

- **List of attachments for Title I, Part A**

- Uploaded to the Title I Attachments Tab within the Title I application
- Enrollment and Poverty data **must** be attached due to LEA flexibility of using the best available for FY22
- School Nutrition CEP Data Form for Title I (signed and dated by nutrition director and Title I office)
- Charter schools that do not use CEP or FRM, poverty numbers provided by GaDOE should be uploaded as an attachment
- Eligible Attendance Area Worksheet if LEA has rezoned, opened new schools, and/or attendance area changed including supporting enrollment and poverty data
 - Reconfiguration explanation if LEA has rezoned, opened new schools or attendance area change

52

Attachments

- **List of attachments for Title I, Part A, *continued***
 - Districtwide Parent Activity-Project Assurance form signed by all principals involved and noting amount (by school) returned to district
 - Schoolwide Poverty Threshold Waiver Approval Letter from GaDOE (if applicable)
 - Schoolwide Approval Letter for new SWP schools
 - Carryover Calculation Worksheet for Parent and Family Engagement
 - Grandfather Rule explanation if LEA is using it to serve a school below 35%
 - An LEA-developed 125% calculation worksheet if serving a school below 35% and no approved Ed-Flex Waiver
 - Maintenance of Effort Waiver Letter from ED if MOE is not met
 - Maintenance of Effort Waiver for State Commissioned Charter Schools not in existence the previous two years

Attachments

- **List of attachments for Title I, Part A, *continued***
 - Educational Field Trip Expenditure Request Approval Form, if funds are budgeted for educationally-related field trips
 - Must have prior approval of program specialist
 - Job descriptions for newly funded positions or at the request of program specialist
 - Federal Programs Capital Expenditure Pre-Approval Form signed by Title I Program Manager (individual item \$5,000 or more in object code 700)
 - Must have prior approval of program manager

Attachments

- **List of attachments for Title I, Part A, *continued***
 - Private School Proportionate Share Worksheet that includes all required school budget data for participating private schools
 - If funds are transferred, the revised Private School Proportionate Share Worksheet
 - Resource Allocation Methodology/Plan RAM/P attached to the General Attachments tab by July 1 (*if applicable*)
 - If LEA is consolidating federal administration funds, the Consolidation of ESEA Administrative Funds form

Prior to Budget Submission

- The Title I Budget Review Checklist is located on the Other Resources webpage on the Title I Web site
- The checklist details what items are needed for budget submission
- Using the Title I Budget Review Checklist to review budget BEFORE submission is strongly recommended

56

Prior to Budget Approval

- Must have an approved CLIP
- All outstanding audit and monitoring findings must be cleared. This includes any audit findings for School Nutrition Program (SNP)
- The budget may be held if there are unresolved complaints about the LEA

57

Schoolwide Consolidation of Federal Funds (Fund 400)

- Attach the Schoolwide Program (Fund 400) worksheet to the Program Information tab within the schoolwide application
- Be sure the budget **From Program** and **To Program** columns indicate that the funds have been moved **from Title I, Part A to Schoolwide Program**
- If this has not been done, the funds will not move to the **Schoolwide Program** budget
 - Object code 881 must be used with any function code for moving funds to Schoolwide Consolidation of Funds

58

Schoolwide Consolidation of Federal Funds (Fund 400)

- The total amount of funds moved to Schoolwide Program must equal the total allocation of the schoolwide schools
- Parent and Family Engagement funds distributed to Title I schools from the district set-aside are not consolidated in Schoolwide Program (Fund 400)

59

REMEMBER!

- **All Title I, Part A expenditures and services must:**
 - Be addressed in the school/district comprehensive needs assessment, CLIP and Title I plan(s) [SWP, TAP, or SIP]
 - Provide an instructional program for each school being served
 - Address the academic needs of the students at-risk of failing state academic assessments in the school/district
 - Be supplemental, necessary, reasonable, allowable, and allocable
 - August 15 is the due date for the Letter of Intent for a school to become Schoolwide in FY23

What Questions Do You Have?



Title I, Part A Program Specialists' Contact Information

Area	Name	Office Number	Email
Metro 1	Brittani Ayers	TBD	Brittani.ayers@doe.k12.ga.us
Metro 2	Patty Robinson	(678) 217-1751	probinson@doe.k12.ga.us
NW1	Anne Marie Wiseman	(678) 217-2021	amwiseman@doe.k12.ga.us
NW2	Sherri Minshew	(678) 340-8388	sminshew@doe.k12.ga.us
NW3	Clarice Howard	(678) 340-0370	choward@doe.k12.ga.us
NE1	Tammy Wilkes	(678) 217-1677	twilkes@doe.k12.ga.us
NE2	Grace McElveen	(678) 340-5055	gmcelveen@doe.k12.ga.us

Title I, Part A Program Specialists' Contact Information

Area	Name	Office Number	Email
NE1	Tammy Wilkes	(678) 217-1677	twilkes@doe.k12.ga.us
NE2	Grace McElveen	(678) 340-5055	gmcelveen@doe.k12.ga.us
NE3	Kathy Pruett	(678) 340-9388	kpruett@doe.k12.ga.us
SE1	JaBra Harden Fuller	(678) 340-9493	jharden@doe.k12.ga.us
SE2	TBA		
SE3	Ginger Crosswhite	(678) 673-9504	ginger.crosswhite@doe.k12.ga.us
SW1	Kelly Roberts	(404) 991-4167	kelly.herman-roberts@doe.k12.ga.us
SW2	Kim Ezekiel	(678) 340-8443	kezekiel@doe.k12.ga.us
Equity/PQ	Karen Cliett	(678) 217-1751	kcliett@doe.k12.ga.us

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:

