

The background is a composite image. The top left shows a line of yellow school buses, with the word 'SCHOOL BUS' visible on the front of one. The bottom left shows a classroom with blue walls, desks, chairs, and various educational materials. A white diagonal line separates the two images.

# Title I, Part A District Coordinator Webinar

July 25, 2024

# Logistics

- Submit questions or comments in the chat or send an email to [erin.sudduth@education.ky.gov](mailto:erin.sudduth@education.ky.gov).
- The webinar will be recorded and posted on the Kentucky Department of Education's (KDE) [Title I Documents and Resources webpage](#).

# Recap from June Webinar

- Announcements and reminders
- Recurring reminders
  - Monthly spend-down reminders
  - In this month's Title I Newsletter
- Reminders and tips for completing the fiscal year (FY) 2025 Grant Management Application and Planning (GMAP) application

# Agenda

- Announcements and reminders
- Recurring reminders
  - Monthly spend-down reminders
  - In this month's Title I Newsletter
- Importance and effectiveness of well-written plans
- Safeguarding assets purchased with Title I funds

# Announcements and Reminders

- FY2025 Consolidated Application now open in GMAP. The application is due Aug. 30.
- Final Federal Cash Request submission for FY2022 (310I) due to KDE by Aug. 30!
- [Registration is now open](#) for the upcoming statewide federal programs training being held Sept. 10-12, 8:30 a.m. – 4:30 p.m. at the Central Bank Center in downtown Lexington.
  - Training will be provided by [The Bruman Group](#).
  - Same content offered three different days.
  - Will benefit district staff responsible for oversight and administration of federal education programs and compliance with legal requirements.
- Registration is now open for the [Continuous Improvement Summit](#) on Sept. 23-24 at the Central Bank Center.
  - To receive early bird pricing, please register before Sept. 2.
  - Additional event details are available in the [July 15 Commissioner's Monday Message](#).

# Monitoring the Obligation of 310K Funds

Month	Total Approximate Percentage Obligated	Month	Total Approximate Percentage Obligated
July 2023	5.66%	March 2024	51%
August 2023	11.33%	April 2024	56.66%
September 2023	17%	May 2024	62.33%
October 2023	22.66%	June 2024	68%
November 2023	28.33%	July 2024	73.66%
December 2023	34%	August 2024	79.33%
January 2024	39.66%	September 2024	85%
February 2024	45.33%		



# Open Project Quick Reference Table

Year/Project	Period of Award	85% Obligation Deadline	All Funds Spent or Encumbered	Final Federal Cash Request Submission
<a href="#">Federal FY2022</a> GMAP: FY2023 Project 310J SY 2022-2023	July 1, 2022 – Sept. 30, 2024	Sept. 30, 2023	Sept. 30, 2024	Nov. 15, 2024
<a href="#">Federal FY2023</a> GMAP: FY2024 Project 310K SY 2023-2024	July 1, 2023 – Sept. 30, 2025	Sept. 30, 2024	Sept. 30, 2025	Nov. 14, 2025
<b>Federal FY2024</b> GMAP: FY2025 Project 310L SY 2024-2025	July 1, 2024 – Sept. 30, 2026	Sept. 30, 2025	Sept. 30, 2026	To be announced

# In This Month's Title I Newsletter

- Make sure you didn't miss our [July Title I newsletter!](#)
  - Spending Homeless Funds: Develop Plans Now
  - In Case You Missed It: Collaborate to Improve Outcomes
  - Keep Your District's Contacts Up to Date in Person Role Manager
  - Prepare for the FY2025 Consolidated GMAP Application
  - Principal's Perspective: Use your Comprehensive School Improvement Plan (CSIP) to Document Title I Plans
  - Recurring articles
    - Open Title I, Part A projects and associated deadlines
    - Coordinator's year at a glance



# Written Plans as Required Actions

- KDE sometimes requires districts and/or schools submit plans in the steps to address compliance findings after monitoring.
- A plan can be a simple narrative or bulleted list outlining how the required action will be addressed.
- Submitting a plan to KDE for approval allows consultants to provide districts/schools with targeted support to ensure that findings are addressed appropriately.
- Following approved plans helps ensure the finding will be satisfied.

# Written Plans Supporting Compliance

- Plans can also serve as supporting documentation that the district/school follows program requirements.
- Documenting plans helps demonstrate intentionality and forethought.
- Evidence that plans have been shared with the appropriate stakeholders demonstrates communication and collaboration.
- A plan may be incorporated into other documentation such as meeting minutes, email correspondence, etc.

# Example: Homeless Set-aside Funds Plan

- Title I coordinator and homeless liaison will conduct a needs assessment at the beginning of the school year to determine the homeless set-aside amount and appropriate services.
- Set-aside funds will be used to purchase the following:
  - Portion of the homeless liaison's salary
  - School supplies for identified students
  - After school tutoring
  - Homeless liaison's attendance at the National Education Agency for Homeless Children and Youth conference
- School level staff will be notified of available funds in September.
- Finance officer will provide Title I coordinator with bi-monthly reports on spend-down progress.

# Safeguarding Assets

- Districts receiving Title I, Part A funds are responsible for maintenance of fiscal management systems which align and comply with federal systems management requirements.
- All assets purchased with Title I funds should be adequately safeguarded to ensure that they are used solely for authorized purposes per [2 CFR 200.302](#).
- Internal controls, such as an inventory of Title I purchases, where applicable, should be in place.
- District staff should be able to explain how assets purchased with Title I funds are safeguarded.

# Purpose of Safeguarding Assets

- Prevents loss, damage and theft.
- Discourages unauthorized use.
- Assists districts in determining if there is a need to purchase additional items.
- Avoids acquisition of unnecessary or duplicate items.
- Helps demonstrate that purchases are reasonable, allocable and necessary.
- Compliance with the general procurement standards found in [2 CFR 200.318](#).

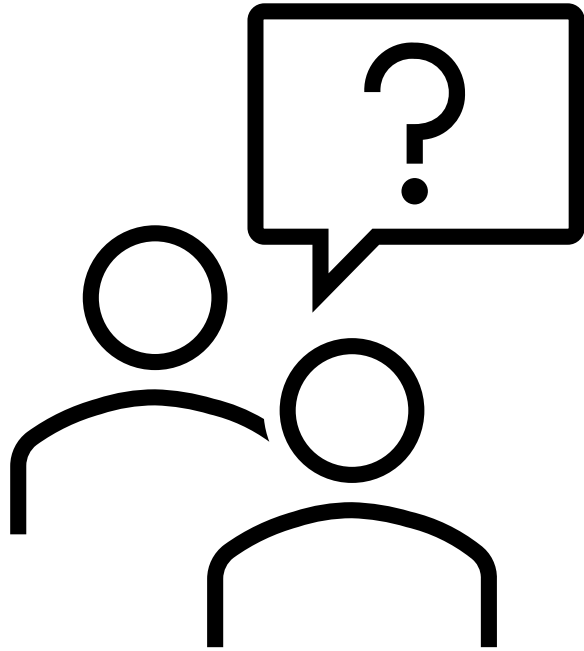
# What Should be Safeguarded?

- Items with a useful life of more than one year.
  - Not consumable items such as paper, pencils, etc.
- Items that would be repaired if damaged.
- Items that are easily lost or stolen.
  - Sometimes called “pilferable” or “walkable” items.
- Valuable items.
  - Equipment
  - Computing devices
  - Supplies

# How to Safeguard

- Develop a written process detailing how items will be safeguarded. Refer to KDE's [Safeguarding Assets Purchased with Title I, Part A Funds](#) for additional information.
- Maintain an inventory.
  - [2 CFR 200.313\(d\)](#) requires an inventory of items meeting the definition of equipment at least every two years.
  - Required information: Item description, serial number, funding source, Federal Award Identification Number (FAIN) and percentage, vendor, acquisition date, unit cost, location, use, condition, date item reported to inventory and information related to transfer, replacement or disposition of equipment.
- Tag or label Title I purchases.
  - Strongly recommended for computing devices, supplies and pilferable items.
  - Not required by KDE but may be required under district policies.

# Questions?



- Use the Teams chat or email [erin.sudduth@education.ky.gov](mailto:erin.sudduth@education.ky.gov) with any questions on today's webinar.
- Your district's assigned [Title I consultant](#) is also available to answer any Title I, Part A program questions!



# Upcoming Webinar Dates

Mark your calendars for the next  
Title I, Part A webinar:

**Thursday, Aug. 29**  
**10-11 a.m. ET**

Submit feedback and topic requests  
through the anonymous [Title I Monthly  
Webinar Feedback Survey](#)

## 2024 Webinar Schedule

Sept. 26

Oct. 31

Nov. 21

Dec. 12

