

The background features a collage of two images. The top-left portion shows a line of yellow school buses, with the number '32' visible on the front of the lead bus. The bottom-left portion shows a classroom with blue walls, decorated with colorful balloons and framed pictures. Several desks and chairs are arranged in the room.

Title I, Part A District Coordinator Webinar

February 27, 2025

Logistics

- Submit questions or comments in the chat or send an email to 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 January Webinar

- Announcements
- Recurring reminders
 - Monthly spend-down reminders
 - In this month's Title I Newsletter
- Common Title I, Part A misconceptions

Agenda

- Announcements
- Recurring reminders
 - Monthly spend-down
 - In this month's Title I newsletter
 - Suggested tasks for January
- Time and effort

Announcements and Reminders

- Final FY2025 allocations are now uploaded in the Grant Management Application and Planning (GMAP) system for districts whose original FY2025 applications have received consolidated consultant approval.
- Updated: [Parent and Family Engagement under Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended by the Every Student Succeeds Act](#) (ESSA) non-regulatory guidance.

Census Poverty and Hold Harmless

- Census poverty and hold harmless percentages for the 2025-2026 school year are available on the [Title I, Part A Documents and Resources webpage](#). These data can be used to begin planning for the 2025-2026 school year.
 - Keep in mind that all numbers are tentative and subject to change.
 - A local educational agency (LEA) official may contact the Small Area Income and Poverty Estimates (SAIPE) branch at the U.S. Census Bureau for further information on how to challenge these data.
 - The challenge period ends on March 17, 2025.

Monitoring the Obligation of 310L Funds

Month	Total Approximate Percentage Obligated
July 2024	5.66%
August 2024	11.33%
September 2024	17%
October 2024	22.66%
November 2024	28.33%
December 2024	34%
January 2025	39.66%
February 2025	45.33%



Month	Total Approximate Percentage Obligated
March 2025	51%
April 2025	56.66%
May 2025	62.33%
June 2025	68%
July 2025	73.66%
August 2025	79.33%
September 2025	85%

Open Project Quick Reference Table

Year/Project	Period of Award	85% Obligation Deadline	All Funds Spent or Encumbered	Final Federal Cash Request Submission
Federal FY2022 GMAP: FY2023 Project 310J SY 2022-2023	July 1, 2022 – Sept. 30, 2024 June 30, 2025	Sept. 30, 2023	Sept. 30, 2024 June 30, 2025	Nov. 15, 2024 Aug. 30, 2025
Federal FY2023 GMAP: FY2024 Project 310K SY 2023-2024	July 1, 2023 – Sept. 30, 2025	Sept. 30, 2024	Sept. 30, 2025	Nov. 14, 2025
Federal FY2024 GMAP: FY2025 Project 310L SY 2024-2025	July 1, 2024 – Sept. 30, 2026	Sept. 30, 2025	Sept. 30, 2026	Nov. 13, 2026

In This Month's Title I Newsletter

- Make sure you didn't miss our [February Title I newsletter!](#)
 - Final FY25 Allocations in GMAP
 - Tentative 2025-26 Title I, Part A Census Poverty and Hold Harmless Rates
 - Time and Effort – Multiple Cost Objectives
 - Initiating Contact with Private/Home School Officials
 - New Regulatory Guidance: Supporting High Quality Preschool with Title I Funds
 - Principal's Perspective: Effective Transitions
 - Recurring articles
 - Open Title I, Part A projects and associated deadlines
 - Coordinator's year at a glance

Year at a Glance: Suggested Tasks for February

- Coordinate with early childhood programs to plan transition of preschool students.
- Don't forget about ongoing tasks!
 - Monitoring progress of Title I programs (public schools and participating private schools).
 - Collaborating with other programs.
 - Meeting with finance officer to monitoring spending.
- Continue planning for the upcoming school year using the Hold Harmless Notification from the KDE.

Time and Effort

- See p. 53-56 of the [Title I, Part A Handbook](#).
- Any federal cost must be allocable.
- Time distribution records must be maintained for all employees paid fully or partly from Title I, Part A funds.
 - Often referred to as “time and effort” records.
- Time and effort records must reflect an after-the-fact distribution of the actual activity of the employee.
- Must be signed by the employee and supervisor who has first-hand knowledge of the work performed.

Time and Effort Record Requirements

- [2 CFR 200.430](#) outlines the requirements for time and effort records:
 - Be supported by a system of internal controls that provide reasonable assurance that the charges are accurate, allowable and properly allocated;
 - Be incorporated into official records;
 - Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
 - Encompass both federally assisted and all other activities compensated by the district on an integrated basis;
 - Comply with the established accounting policies and practices of the nonfederal entity; and
 - Support the distribution of the employee's salary or wages among specific activities or cost objectives.

Time and Effort Procedures

- Written policies and procedures are essential to implementing an effective time reporting system.
- Procedures should include instructions for:
 - The completion of time and attendance reporting.
 - The approval cycle that is required.
 - The processing of personnel charges to federal awards.
 - The internal review process that will be established to ensure effective control over the federal award.
 - The necessary adjustment required so that the final amount charged to the federal award for the salary is accurate, allowable and properly allocated. This justification must occur at least annually.

Cost Objective

- Definition: A function, organizational subdivision, contract, grant or other activity for which cost data are needed and for which costs are incurred.
- Single cost objective
 - Single function, grant or activity
 - The employee is paid fully by a single grant or paid with multiple funding sources for working on a single activity that could be supported in full by either funding source.
- Multiple cost objectives
 - Multiple functions, grants or activities
 - The employee is working on multiple activities that could not be supported in full by either funding source.

Semi Annual Certification

- Single cost objective
- Completed every 6 months
 - Jan. 1 – June 30
 - Completed on/after July 1
 - July 1 – Dec. 31
 - Completed on/after Jan. 1
- A template is available in the Title I, Part A Sample Documents folder.

Employees who are expected to work solely on a single Federal program or cost objective, charges for their salary will be supported by periodic certifications that the employee worked solely on that program for the period covered by the certification. The certification will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.

I, **Jane Smith**, certify that 100% of my work time from **7/1/2024 to 12/31/2024** was spent working solely on the single cost objective of **providing math intervention support to students**.

Employee Signature: Jane Smith Date: 1/6/2025

Supervisor Signature: Ruth Black Date: 1/7/2025

Personnel Activity Report (PAR)

- Multiple cost objectives
- Completed after the fact on a monthly basis.
- Record actual time worked on each cost objective.
- The employee should not manipulate the time recorded in order to arrive at a specific percentage.
- A template is available in the Sample Documents folder.

Employee Name: Jane Smith

Date Range: From 2/1/2024 through 2/29/2024

Office/School: Maple Elementary School

Reporting Period Date	Cost Objective: Professional Learning Coach Hours	Cost Objective: Reading Interventionist Hours	Total Hours
2/1/2024	4	4	8
2/2/2024	2	6	8
2/5/2024	0	8	8
2/6/2024	5	3	8
2/7/2024	3.5	4.5	8
2/8/2024	7	1	8
2/9/2024	8	0	8
2/12/2024	8	0	8
2/13/2024	4.5	3.5	8
2/14/2024	2.75	5.25	8
2/15/2024	4	4	8
2/16/2024	4	4	8
2/19/2024	6	2	8
2/20/2024	3	5	8
2/21/2024	6	2	8
2/22/2024	7	1	8
2/23/2024	5	3	8
2/26/2024	0	8	8
2/27/2024	5.5	2.5	8
2/28/2024	1	7	8
2/29/2024	0	8	8
Total	86.25	81.75	168

This certifies that above is an accurate representation of the work performed during the time period indicated.

Employee Signature: Jane Smith Supervisor Signature: Ruth Black

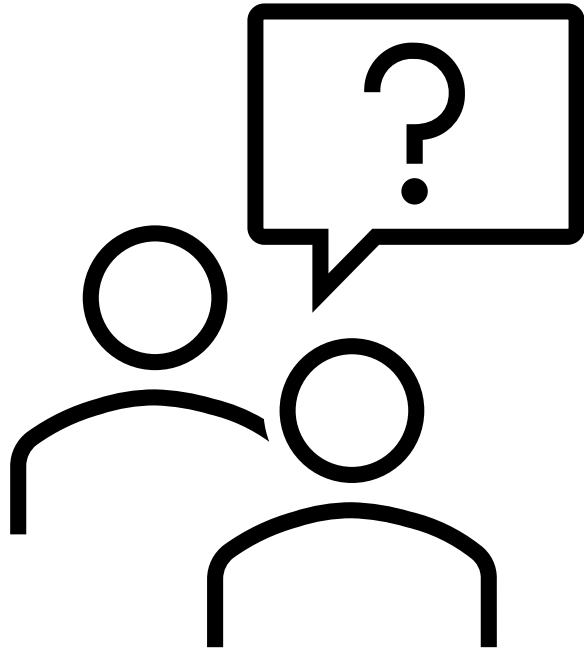
Time and Effort Reminders

- Coordinators must carefully consider all their roles and responsibilities when determining the percentage of time they spend on Title I, Part A.
- Just because a school receives Title I funds that doesn't mean everything that happens at that school is a Title I activity.
- All expenditures (including staff) must be reasonable, allocable and necessary to address an identified need.

Time and Effort Pop Quiz!

1. A district uses Title I and Title III funds to pay for a bilingual paraeducator providing supplemental support to English learner students at a Title I school. What type of time and effort documentation should the paraeducator maintain?
2. A district serving all schools with Title I funds wants to support the district bookkeeper's salary with Title I funds. Can the bookkeeper's salary be paid 100% with Title I funds?

Questions?



- Use the Teams chat or email 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, March 27
10-11 a.m. ET

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

2025 Webinar Schedule

April 24

May 29

June 26

July 31

Aug. 28

Sept. 25

Oct. 30

Nov. 20



Kentucky Department of
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