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Rural and Low-Income Schools (RLIS) FY24 Cadre

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Kentucky Department of Education



Kentucky Department of

E D U C A T I O N

Welcome!
Thanks for your participation!

****Please mute your microphones and turn your cameras off****

Questions during the presentation?

Please feel free to use the chat feature on Teams.

Tentative Plan

- Webinars: about once every two to three months/TBD
 - Each webinar will be posted on the [Title V, Part B - Rural Education Achievement Program \(REAP\) - Kentucky Department of Education](#) website.
- Approximately one hour
- Open to all districts receiving the RLIS (Rural Low-Income Schools) grant.
- Topics will be determined based upon your feedback.
 - Short survey will be completed at the conclusion of each webinar.

Introduction/Overview of Today

- Survey results from the FY24 RLIS Cadre Interest Survey
- Important documentation for Title V Coordinators to maintain
 - Documentation ideas
- Questions answered from the Teams Chat
- Helpful resources
- Each webinar will be posted on the [Title V, Part B - Rural Education Achievement Program \(REAP\)](#) - Kentucky Department of Education website shortly after its conclusion.

FY24 Cadre Interest Survey Trends

- Title V Coordinator not new to the role: 75%
- Coordinate Title I, II, and/or Title IV also: 94%
- Coordinate Title III: 52%
- Received Title V for 3+ consecutive years: 81%
- Plan to support Title I with the funds: 55%
- The majority of you are interested in:
 - Allowable expenditures for Title V funds
 - Creating and maintaining proper documentation for the Title V program
 - Best practices for implementing a Title V program

General Introduction to Title V

[FY23 RLIS October Webinar](#)

[FY23 RLIS October PowerPoint](#)

- Overview of REAP, Small Rural Schools Achievement (SRSA), RLIS
- General Requirements for RLIS
- Allowability for spending funds for any Title program
- Ideas for utilizing Title V funds to support various Title programs

[Kentucky Department of Education: Title V, Part B - Rural Education Achievement Program \(REAP\) website](#)

Creating and Maintaining Proper Documentation for the Title V program

It is the responsibility of the Title V Coordinator in each district to maintain appropriate documentation in order to administer an effective Title V program. It is also of benefit in the event that your district is monitored.

All guidance in today's webinar will be based upon the [Consolidated Monitoring Checklist](#) available on KDE's [Title V, Part B - Rural Education Achievement Program \(REAP\) - Kentucky Department of Education](#) website.

Documentation

The Needs Assessment, Comprehensive District Improvement Plan (CDIP), and Comprehensive School Improvement Plan (CSIP) are key components of Title V program documentation.

- Funds allocated for any title program must align with the Needs Assessment, CDIP and CSIP.
- If a need is not identified in these documents, funds should not be allocated to the initiative.
- Always have these documents available for reference when planning the Title V programming or any other title programming.
- On each CDIP and CSIP there is a “Funding” column that must list Title V as a funding source for any initiatives mentioned in that year’s GMAP application.

Monitoring Checklist Item 1

- The district annually assesses its needs in order to identify how to target Title V, Part B, Subpart 2 funds using evidence-based strategies, including an evaluation of current activities. [See [5224 \(3\)](#) of the Every Student Succeeds Act (ESSA).]
- Suggested Documentation: Needs assessment, CDIPs/CSIPs identifying goals to be supported with Title V, Part B funds, meeting agendas and minutes.

Monitoring Checklist Item 2

- Expenditures are allowable and meet the intent of Title V, Part B. Expenditures are consistent with the types of expenditures in the approved application. [See [ESSA 5222](#) and [8306\(a\)\(1\)](#) and [Parts 76](#) and [200](#) of the Education Department General Administrative Regulations (EDGAR).]
- Suggested Documentation: Detailed Month to Date (MTD) MUNIS reports with purchase order-level details showing all project budgeting and expenditures for the current (350K) and previous (350J) fiscal years. Evidence of activities and programs supported with Title V, Part B funds

Monitoring Checklist Item 3

- The district has a process in place to review and revise the Title V, Part B, Subpart 2 budget regularly to ensure timely spending that aligns with the activities in the approved application. [See [ESSA 5224 \(3\)](#).]
- Suggested Documentation: Detailed Month to Date (MTD) MUNIS reports with purchase order-level details showing all project budgeting and expenditures for the current (350K) and previous (350J) fiscal years. Strong documentation for the monitoring of timely expenditure of funds (examples: agendas and minutes from regular meetings between leadership and school administration, emails or communication providing regular expenditure updates, or a narrative describing the process for monitoring the timely expenditure of funds).

Monitoring Checklist Item 4

- Title V, Part B funds are being used to supplement and not supplant the regular program of instruction. [See [ESSA 5232](#).]
 - In order to demonstrate compliance, a local education agency must demonstrate that the method to allocate state and local funds to each school receiving funds from any title program in a way that such school would receive all the state and local funds it would otherwise if it were not receiving those title funds.
- Suggested Documentation: Evidence submitted for other indicators combined with the district interview will be sufficient.
 - Resource: [Supplement not Supplant Non-Regulatory Informational Document](#)
 - [Heed supplement, not supplant when transitioning funding to Title I, Part A](#) *From ESEA Now (formerly Title1Admin) Feb. 21, 2023 email*

Monitoring Checklist Item 5

- The district maintains documentation for any employees paid in full or in part with Title V, Part B funds to support the allocability, veracity and accuracy of the work performed. [[2 CFR 200.430](#) (i).]
- Suggested Documentation: Documentation to support the allocability, veracity and accuracy of the work performed for all employees paid in whole or in part with Title V, Part B funds. Signed, dated semi-annual certification and/or monthly personnel activity (PAR) reports. Written procedures for time and effort documentation.
 - Resource:
 - [Title I, Part A Handbook](#) (pg. 70-74)
 - [Employee Documentation Templates](#)

Monitoring Checklist Item 6

- The district has standard allowability procedures in place and uses them for purchasing. The procedures, at minimum, address whether purchases are reasonable, allocable, necessary and documented. [See [8306\(a\)\(1\)](#) and [Parts 76](#) and [200](#) of the EDGAR.]
- Suggested Documentation: The district's allowability procedures.
 - Resource: [Allowable Cost Checklist and Procedures for Title I, Part A Funds \(ky.gov\)](#) *This is a checklist with guiding questions and information that will allow you to create a document that best fits your district.*

Q&A Corner

Teams chat questions...

Helpful Resource Spotlight

- ESEANow (formerly Title1Admin)
 - Subscription provided to all districts by KDE.
 - Emails twice a week with helpful information about all title programs.
 - Contact your district's Title I coordinator to begin receiving these emails.
- Helpful information on title programs supported with Title V funds
 - [Guide to Using Rural Education Achievement Program \(REAP\) Funds](#)
 - [When is a Cost Allowable?](#)
 - [Parent and Family Engagement: Developing District Policy](#)
 - [Parent and Family Engagement: Developing School Policy](#)
 - [Sample: Parent Input Survey for LEA's Parent and Family Engagement Policy](#)

Helpful Resource Spotlight (continued)

- [U.S. Department of Education Informational Document on the Rural Education Achievement Program \(REAP\)](#)
- [USED Rural and Low-Income School Program \(RLIS\)](#)
- [Title V, Part B - Rural Education Achievement Program \(REAP\) - Kentucky Department of Education](#)
- [RLIS FAQs](#)
- [REAP Allowable Use of Funds PowerPoint](#)
- [KDE RLIS Consolidated Monitoring Form](#)
- [Allowable Cost Checklist and Procedures for Title I, Part A Funds \(ky.gov\)](#)

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