

The background is a composite image. The top left shows a line of yellow school buses with "SCHOOL BUS" written on the front. 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

September 26, 2024

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 August Webinar

- Announcements and reminders
- Recurring reminders
 - Monthly spend-down reminders
 - In this month's Title I Newsletter
- Title 1 Next opt-in period
- Carryover limitation waiver for 2023-24 funds
- Displaying the fraud hotline poster
- Paraprofessional qualifications
- Upcoming professional learning opportunities

Agenda

- Announcements and reminders
- Recurring reminders
 - Monthly spend-down reminders
 - In this month's Title I Newsletter
- 2024-25 comparability report
 - Calculating comparability
 - Reminders and common issues
 - Troubleshooting
 - Documentation to save
 - Documentation examples and new resource

Announcements and Reminders

- Thank you to everyone who attended the statewide federal programs training!
- Districts carrying over more than 15% of Project 310K funds must submit a carryover waiver request to KDE by Sept. 30.
- KDE's waiver request approved by the U.S. Department of Education.
 - Waives the requirement that limits KDE's ability to grant a waiver of the 15% carryover limitation to once every three years.
 - Extends the period of availability of school year 2022-23 (Project 310J) funds to June 30, 2025.
 - Waiver approval announcement available in the [Sept. 16 Commissioner's Monday Message](#).

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 TBD
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 [September Title I newsletter!](#)
 - Title I, Part A Carryover Waiver
 - 2024-25 Comparability Report due Nov. 1
 - Deep dive into comparability: Student enrollment reports, staff counts, common errors, what to do if the workbook shows schools aren't comparable and exemptions
 - Principal's Perspective: From Entertainment to Engagement
 - Reviewing Grant Management Application and Planning system (GMAP) feedback
 - Recurring articles
 - Open Title I, Part A projects and associated deadlines
 - Coordinator's year at a glance

Comparability Report

- Section 1118(c) of the Every Student Succeeds Act (ESSA) requires districts to demonstrate that the services provided in Title I-served schools are comparable to those provided in non-Title I schools prior to the expenditure of Title I funds.
 - Services funded through state and local funds should be comparable between Title I and non-Title I schools.
- Kentucky districts complete the comparability report workbook every October and upload it to the GMAP District Document Library for approval.
- The 2024-2025 Comparability Report is due **Nov. 1, 2024.**

Calculating Comparability

- Options for calculating comparability
 - Student to staff ratios
 - School to school salary comparisons
- Exclusions
 - Districts with only one school per grade span
 - If no schools are served in a particular grade span, comparability does not have to be calculated for that grade span.
- Comparability report resources are available on the [Title I, Part A Documents and Resources webpage](#).

Comparability Report Reminders

- The 2024-25 Comparability Report template is available in the GMAP District Document Library.
 - Click “edit documents.”
 - Click the document template link.
 - The completed report will be uploaded here, as well.
- Save the file with the following naming convention:
 - 2024-25 District Name CompRep
- Be sure to use the template for the current school year.
- Do not complete the checklist tab of the workbook.

GMAP District Document Library

District Document Library

KDE test district (1000) Test District

LEA Document Library Search

Enter Search Text:

Root Folders:
 2025
 2024
 2023
 2022

District Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

- [-] 2025
 - Folders**
 - + CDIP/CSIP documents
 - + Equitable Services
 - + Grant Funding Application Documents
 - [-] Title I Comparability Report
 - Documents**
 - [-] 2024-2025 Title I Comparability Report [\[Edit Documents\]](#)

Update Documents And Links

KDE test district (1000) Test District

Document Information	
Document Name	2024-2025 Title I Comparability Report
Folder Hierarchy	2025 Title I Comparability Report
Upload Begin Date	9/15/2024
Upload End Date	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	2024-2025 Title I Comparability Report

Common Comparability Report Issues

[Comparability Report Guide](#)

- Click to enable macros upon opening the file. (See p. 2)
- Starting on the report too early. (See p. 5)
 - Comparability window: Last day of the second month of school through Oct. 31 of the current school year. Typically 9/30 – 10/31.
- Group schools correctly by grade level and size. (See p. 4-5)
 - A “large” school should have roughly two times the enrollment of a “small” school.
- Be sure to include the correct staff. (See p. 9)
 - Instructional staff paid with state and local funds.
- Reference the GMAP School Eligibility page to determine the poverty ranking of schools. (See p. 12)
- Avoid copying and pasting into cells as this can impact the functionality of the workbook.

What if a School isn't Comparable?

Do

- Double check your numbers!
- Try using data from another date within the window.
- Calculate comparability using the school-to-school salary comparison rather than student-to-staff ratio.
- Contact your KDE consultant for assistance.

Don't

- Put the school in a different (inaccurate) grade level and/or size group.
- Don't change which staff are excluded at various schools.

Documentation to Save

- [2 CFR 200.334](#) requires records pertaining to a federal award be saved for three years.
 - KDE recommends retaining records for five years.
- Infinite Campus Enrollment Summary reports for all schools
 - The date on the reports must match the date used to determine comparability.
 - The school enrollment numbers on the reports must match the numbers on the comparability report.
 - Be sure to print/save the reports used in creating the report.
- Staffing lists for all schools
 - The lists should clearly document the full-time equivalency (FTE) of state and locally funded instructional staff at each school.
 - In the event the district is selected for monitoring, KDE staff should be able to easily locate the staffing data which aligns with the data on the comparability report.
 - Remove personally identifiable information (PII).

Example Staffing Documentation #1

Position	State and local FTE	Federal FTE
1 Principal	1.0	
23 Classroom teachers	20.0	3.0
1 Instructional coach	0	1.0
1 Music teacher (itinerant)	0.33	
1 Art teacher (itinerant)	0.5	
1 Librarian	0.6	0.4
1 Guidance counselor	1.0	
3 Paraeducators	2.0	1.0
TOTAL	25.43	5.4

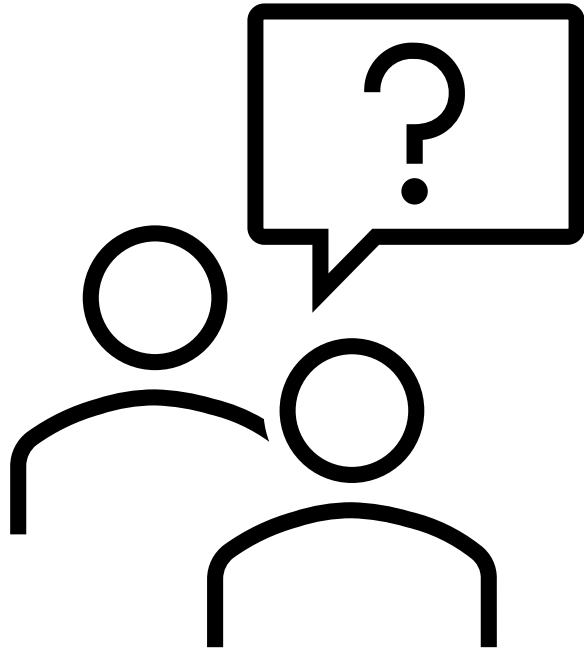
Example Staffing Documentation #2

Instructional Staff	Position	State and local FTE	Federal FTE	Other Non-federal Grant
Smith, J.	Principal	1.0		
Jones, M.	Media Librarian	0.75	0.25	
Lee, L.	Teacher	1.0		
Taylor, B.	Teacher	1.0		
Adkins, S.	Instructional Aide		1.0	
Grant, R.	Teacher	1.0		
Simmons, E.	Teacher	1.0		
Banks, G.	Math Interventionist	0.5	0.5	
Wolfe, T.	Reading Interventionist			1.0
Robinson, K.	Teacher	1.0		
Green, R.	Teacher		1.0	
Fox, D.	Guidance Counselor	0.9	0.1	
	TOTAL	8.15	2.85	1.0

New Resource!

- The Comparability Report Instructional FTE Documentation resource is now available in the Sample Documents folder on the [Title I, Part A Documents and Resources webpage](#).
- This resource contains some basic information about comparability and templates for the two example methods of documentation shared in today's webinar.
- Districts are not required to use these templates.

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, Oct. 31
10-11 a.m. ET

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

2024 Webinar Schedule

Nov. 21

Dec. 12



Kentucky Department of
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