

The background of the slide is a composite image. The top left portion shows two yellow school buses parked outdoors, with the word 'SCHOOL BUS' visible on the front of the lead bus. The bottom left portion shows the interior of a classroom, featuring blue walls, several small framed pictures, colorful balloons (purple, yellow, and green), and rows of student desks and chairs. A large white diagonal shape cuts across the center of the slide, serving as a background for the title and date.

Title I, Part A District Coordinator Webinar

Sept. 24, 2026



Kentucky Department of
E D U C A T I O N

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
- Recurring reminders
 - Monthly spend-down reminders
 - In this month's Title I Newsletter
 - Suggested monthly tasks
- Carryover limitation and waiver
- Homeless set-aside funds
 - Determining the amount
 - Use of funds/allowability
 - Avoiding common monitoring findings and recommendations

Agenda

- Announcements and reminders
- Recurring reminders
 - Monthly spend-down
 - In this month's Title I newsletter
 - Suggested tasks for September
- Comparability Report
 - Calculating comparability
 - Report reminders and tips
 - Documentation to save
 - Example staffing documentation

Announcements

- Any district wishing to request a carryover waiver for 2025-2026 funds may do so no later than Sept. 30, 2026, by emailing [David Millanti](#). The carryover waiver request email must:
 - State that the district requests a waiver of the 15% carryover limitation for school year 2025-2026 funds;
 - Contain the reason for the excess carryover; and
 - Describe a plan for effectively using carryover funds.
 - Please see the [Title I Carryover Information](#) document for additional information on carryover.

Monitoring the Obligation of 310M Funds

Month	Total Approximate Percentage Obligated	Month	Total Approximate Percentage Obligated
July 2025	5.66%	March 2026	51%
August 2025	11.33%	April 2026	56.66%
September 2025	17%	May 2026	62.33%
October 2025	22.66%	June 2026	68%
November 2025	28.33%	July 2026	73.66%
December 2025	34%	August 2026	79.33%
January 2026	39.66%	September 2026	85%
February 2026	45.33%		



Open Project Quick Reference Table

Year/Project	Period of Award	85% Obligation Deadline	All Funds Obligated	Final Federal Cash Request Submission
Federal FY2024 GMAP: FY2025 Project 310L SY 2024-2025	July 1. 2024 – Sept. 30. 2026 June 30, 2027	Sept. 30. 2025	Sept. 30. 2026 June 30, 2027	Nov. 13, 2026 Aug. 31, 2027
Federal FY2025 GMAP: FY2026 Project 310M SY 2025-2026	July 1, 2025 – Sept. 30, 2027	Sept. 30, 2026	Sept. 30, 2027	Nov. 12, 2027
Federal FY2026 GMAP: FY2027 Project 310N SY 2026-2027	July 1, 2026 – Sept. 30, 2028	Sept. 30, 2027	Sept. 30, 2028	TBD

In This Month's Title I Newsletter

- Make sure you didn't miss our [September Title I Newsletter!](#)
 - Quick Tips for New Title I Coordinators
 - Comparability Report due Nov. 2
 - Title I, Part A Carryover Waiver
 - Constitutional Prayer Required Annual Certification
 - District Spotlight
 - Principal's Perspective: Documentation That Tells a Story
 - Recurring articles
 - Open Title I, Part A projects and associated deadlines
 - Coordinator's year at a glance

Year at a Glance: Suggested Tasks for September

- Collect evidence of annual Title I meetings for parents at all Title I schools. KDE recommends these meetings be conducted by the end of October.
- Distribute the district's written parent and family engagement policy to all participating parents and family members served by Title I.
- Ensure that each Title I school distributes its written parent and family engagement policy and compact to all participating parents and family members. The policy should be made available to the community. KDE recommends posting the documents on the school websites to ensure they can be accessed by parents and the community at any time.
- Prepare to pull the student enrollment summary report from Infinite Campus for attendance numbers by the last day of the second school month or a date between that day and Oct. 31 for the purpose of the comparability report.
- Prepare instructional staff listing and full-time equivalency by location and funding source to use for the purpose of the comparability report.
- Determine that all applicable parent notifications (testing transparency, right to request teacher qualifications, etc.) have been provided to parents.
- Consult with participating facilities for neglected and delinquent youth to develop an evaluation of services.
- Ensure targeted assistance schools have notified parents and implemented services.
- Review and update Title I personnel lists for each building.

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 Grant Management Application and Planning (GMAP) District Document Library for approval.
- The 2026-2027 Comparability Report is due **Nov. 2, 2026.**

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 2026-2027 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:
 - 2026-2027 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

Test (Test) Public District - FY 2027

LEA Document Library Search

Enter Search Text:

Root Folders:

General

2028

2027

2026

2025

Search Folders

District Document Library

[\[Expand All\]](#) [\[Collapse All\]](#)

+

General

-

2027

Folders

+

CDIP/CSIP documents

+

Equitable Services

+

Grant Funding Application Documents

-

Title I Comparability Report

Documents

+

2026-2027 Title I Comparability Report

Edit Documents

Update Documents And Links

Test (Test) Public District - FY 2027

Document Information	
Document Name	2026-2027 Title I Comparability Report
Folder Hierarchy	2027 Title I Comparability Report
Upload Begin Date	9/23/2026
Upload End Date	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	2026-2027 Title I Comparability Report

Upload Document

Upload Document

Document Name:

Document:

Select

Document Description:

Save

Cancel

Comparability Report Tips

[Comparability Report Guide](#)

- Click to enable macros upon opening the file. (See p. 2)
- Don't start 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).
 - The Comparability Report Instructional FTE Documentation resource is available in the Sample Documents folder on the [Title I, Part A Documents and Resources webpage](#)

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

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. 29

10 - 11 a.m. ET / 9 – 10 a.m. CT

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

2026 Webinar Schedule

Nov. 19

Dec. 17



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