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Rural and Low-Income Schools (RLIS) March 2023 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.

Introduction/Overview of Today

- Important Documentation for Title V Coordinators to Maintain
 - Documentation ideas
- Questions answered from Teams Chat.
- 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.

Title V Documentation

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, or 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 or any other title programming.
- There is a “Funding” column on each CDIP/CSIP 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 their 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, CDIP and/or 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 (350J) and previous (350I) 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 (350J) and previous (350I) 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 Title1Admin 2.21.23 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, or another prior KDE-approved documentation system. Written procedures for time and effort documentation.
 - Resource:
 - [Title I, Part A Handbook](#) (pg. 69-73)
 - [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.*

Documentation Best Practices

1. District staff can articulate the process for determining activities to be implemented. Funds are allocated based on needs.
2. Internal and external stakeholders are involved in developing the Title V, Part B budget.
3. School leaders are involved in the implementation of funded activities as appropriate.
4. CDIP and CSIPs are reviewed throughout the year and the Grant Management Application and Planning system (GMAP) application is revised as new needs are identified.
5. The finance officer and Title V coordinator meet at least quarterly to ensure alignment of GMAP and MUNIS.
6. The district coordinates RLIS funds with other funding sources.
7. Funds could be used to support programs and initiatives at non-Title I, Part A funded schools.

Q&A Corner

Teams chat questions...

Helpful Resource Spotlight

- Title1Admin
 - Subscription provided to all districts.
 - Emails twice a week
 - 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](#)

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