

# **New Coordinator's Training-Day One**

**Consolidated Finance and Applications Team  
Office of Federal and State Accountability**

**Ellen Weaver  
State Superintendent of Education**

# Welcome and Introductions

Jennifer Rhodes

Team Lead, Finance and Applications



# Agenda

- *Background and Purpose of Title I*
- *Title One 101: Working through the Title I Plan*
  - *Comprehensive Needs Assessment - Innovation and Support Team*
  - *District Level Set Asides*
  - *Poverty and School Allocations*
  - *Schoolwide Plans*
- *Allowable Use of Funds*
- *Supplement, Not Supplant*
- *Navigating the GEMS System*
- *Table Talk*
- *Q&A*



# Title I Background and Purpose

Jennifer Rhodes

Team Lead, Consolidated Finance and Applications





- Title I is the first title in the ESEA of 1965 as reauthorized as the NCLB Act of 2001 and now as ESSA of 2015.

- Title I is the largest federal aid program for K-12 schools.

- The purpose is to ensure that all students have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments.



*President Lyndon B. Johnson signing ESEA 1965.*



*President Barack Obama signing ESSA in December 2015.*



# Period of Performance

- Each grant is open for a two-year period
  - 2023 Grant: July 1, 2022- September 30, 2024
  - 2024 Grant: July 1, 2023- September 30, 2025
  - 2025 Grant: July 1, 2024- September 30, 2026
- LEAs must adhere to the state's fiscal year and submit claims through June 30<sup>th</sup> each year in GAPS by August 15<sup>th</sup>.
- Final expenditure claims are due November 15<sup>th</sup> of each year.



# Title I Coordinator Roles

- Title I Coordinators need to be up-to-date on the latest in education reform efforts and to understand curriculum and instruction.
- Title I Coordinators need to know the law, the regulations, and guidance related to Title I.
- Title I Coordinators also need to be familiar with EDGAR (Education Department General Administrative Regulations).



# Title I Coordinator Roles- cont'd.

- Title I Coordinators have a **major responsibility** to see that the funds that flow to the districts are used for the educational purposes intended in the law.
- Title I Coordinators have a **major role** in overseeing that the funds which are spent are in compliance with applicable law, regulations, and guidance.
- Title I Coordinators need to be well versed in both program and compliance.



# Title I

Tips to survive:

- Learn federal programs from multiple perspectives.
- Evaluate your program activities.
- Understand and control your budgets.
- Tap outside resources.
- Train your staff and those with whom you work.
- Be visible - be the Title I expert.
- Seek help from veterans.
- Work with your SEA staff.



# Title I - 101



# What must be included in a LEA Title I Plan?

Under Section 1112 of ESEA, the district plan must describe:

- How the LEA will identify and address disparities that result in low-income and minority students being taught by ineffective, out of field, inexperienced teachers
- Poverty criteria the LEA will use to select served schools
- The services to be provided to homeless children and youth
- Strategies for parent and family engagement
- How the LEA will support, coordinate, and integrate Title I services for preschool students with other early childhood programs (if applicable)



# LEA Assurances

The LEA plan must ensure that it will:

- Ensure that migratory children and former migratory children are selected to receive Title I services on same basis as other children.
- Provide equitable services to private school children.
- Coordinate and integrate Title I services with other educational services such as MLs, children with disabilities, migratory children, and homeless children and youth.
- Designate a point of contact with DSS. Establish procedures for transporting foster care students to school of origin.
- Ensure that teachers and paraprofessionals working in Title I programs meet state certification and licensure requirements.





# Plan Development

Each LEA plan shall be developed in consultation with teachers, principals, administrators (include administrators of programs described in other parts of this title) and other appropriate school personnel, and with parents of children in schools served under this part. *(Section 1112. Local Educational Agency Plans)*

## *What does this look like?*

- *The Title I Coordinator should meet with stakeholders to plan based on need (timely manner).*
- *Sign In, Agenda, and Meeting Minutes should correlate with information within GEMS.*
- *Needs Assessment should tie directly to activities within the GEMS plan.*

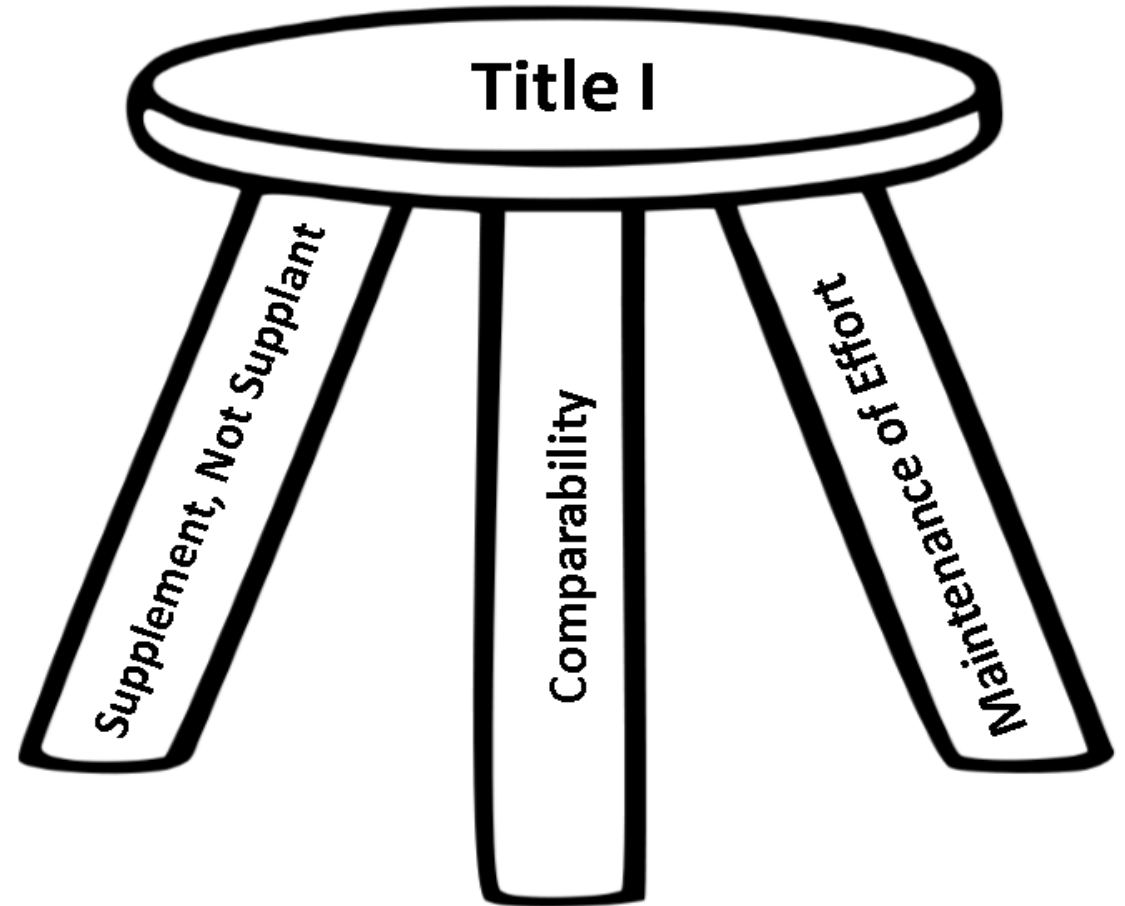


# Fiscal Requirements

There are three major fiscal rules that reinforce the fundamental Title I requirement:

- Supplement Not Supplant (SNS)
- Comparability
- Maintenance of Effort (MOE)

These fiscal rules ensure that federal funds are used to provide extra services to children who are at greater risk of failing to reach state academic standards.



# Fiscal Requirements

These rules require that the LEA demonstrate:

- Services provided with Title I funds are *in addition* to the level of services that would be provided in the absence of federal funds. (SNS)
- State and local funding of Title I schools is *at least equivalent* to the funding provided to non-Title I schools. (Comparability)
- The state and the district are *maintaining the current level* of state and local financial support for education from year to year. (MOE)





# **Comprehensive Needs Assessments**

**Innovation & Support Team**  
**Office of Federal and State Accountability**



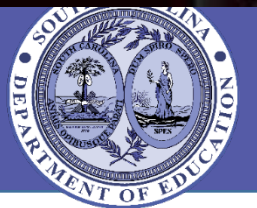
# What is a Needs Assessment?

If the school improvement process is meant to address the problems a school is facing, the first step is understanding what those problems are.



# What is a **NEEDS ASSESSMENT**?

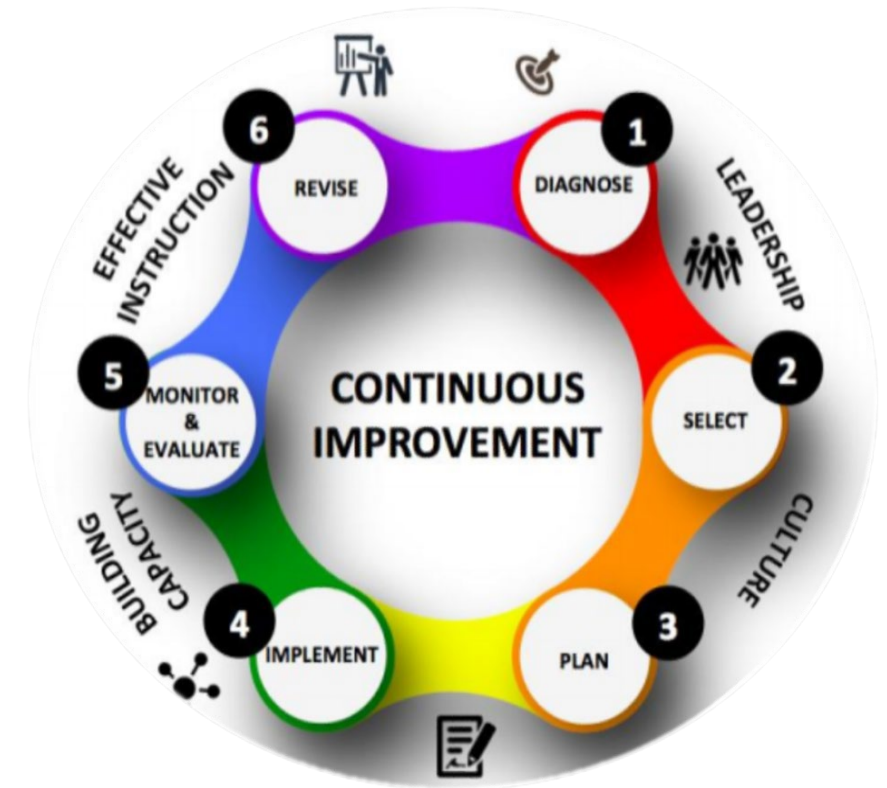
- The needs assessment process is an important **first step** in improving the effectiveness of education investments that lead to better outcomes for students.
- A needs assessment is, first and foremost, a **process**—a process that can help educators at all levels successfully identify, understand, and better address education challenges.
- Needs assessment is generally defined as a systematic examination of the **gap** that exists between the **current** state and **desired** state of an organization and the factors that can be attributed to this gap.





# SCDE School Improvement Model

- School Improvement initiatives should be viewed as an organizational **strategy**, rather than an exercise in compliance.
- This improvement cycle gives districts a template for **focused** and **intentional** actions that lead to continuous improvement.
- A Needs Assessment is the first step!



# School Improvement Strategies

## Key Questions to Consider



Where are we now?



Where do we want to be?



How will we get from where we are to where we want to be?



What are we learning?

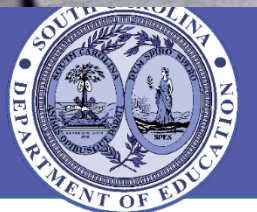
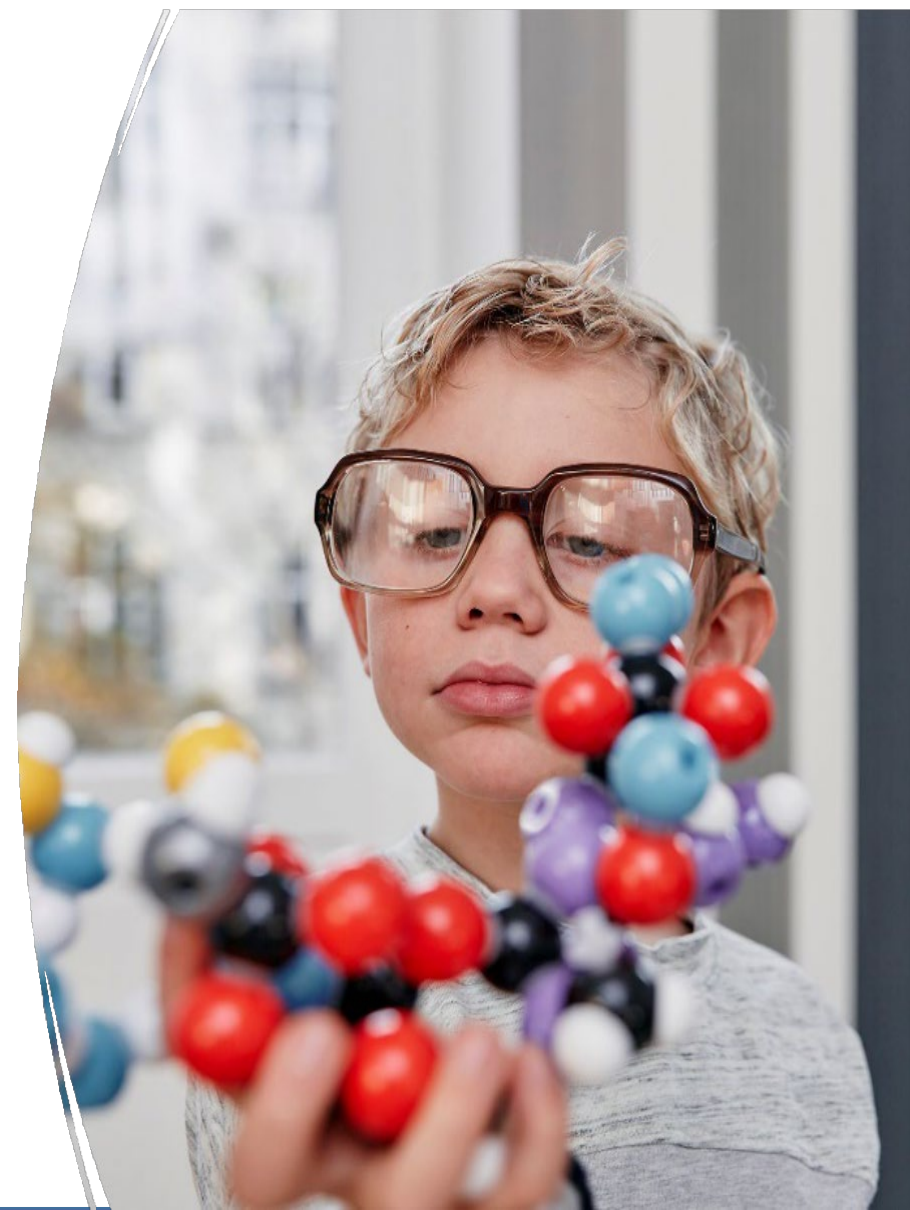




# School Improvement

*“School Improvement is not a mystery. Incremental, even dramatic, improvement is not only possible but probable under the right conditions.”*

- Mike Schmoker



**Students deserve  
schools that  
prepare them to be  
successful.**



# Why Conduct a Needs Assessment?

- A comprehensive needs assessment is legislated by the **Every Student Succeeds Act**.
- An effective needs assessment helps stakeholders and system leaders understand how the pieces of a complex educational system interact. A needs assessment can uncover both strengths and challenges that will inform growth and improvement.
- The goal of a needs assessment is to help educators **identify**, understand, and **prioritize** the needs that districts and schools must address to improve performance.



# Key Challenges

- Lack of Time
- Insufficient Tools
- Wrong Questions
- Jumping to Solutions
- Lack of diversity of Stakeholders (Comprehensive Perspective)

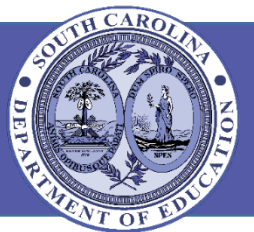
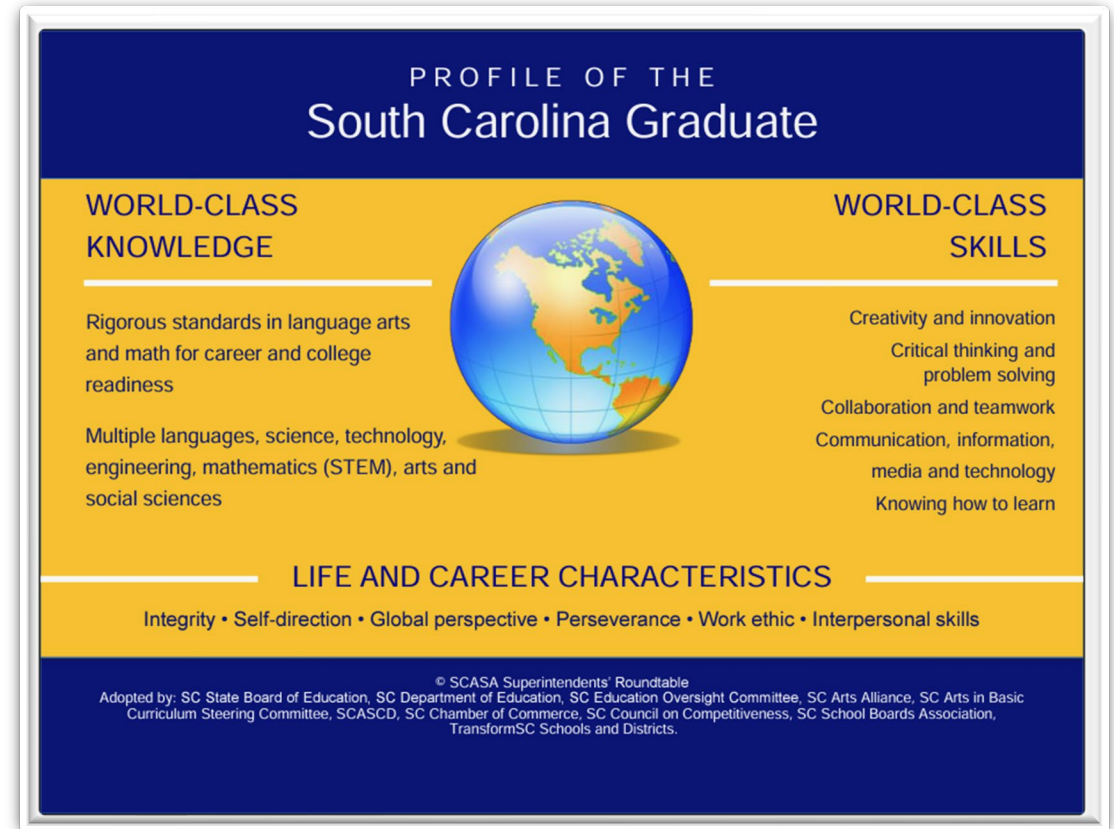


Needs Assessment- An **analysis of the gap** that exists between the school's current state and the desired state.



# Steps to a Successful Process

- Plan
- Collect and Analyze Data
- Interpret Information- Gap Analysis
- Determine Priorities
- Connect to Implementation





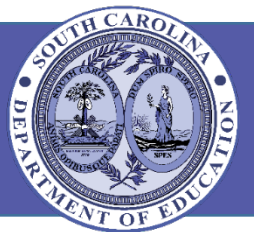
# Plan

- Define the purpose and intended outcomes of the needs assessment process within the local context.
- Determine the guiding questions that the needs assessment should answer (if the needs assessment is not part of a larger project that has already identified central questions or concerns).
- Establish actions, timelines, and responsibilities for all related activities.



# Plan, cont'd

- Identify relevant stakeholders, plan for their involvement, and invite them to participate, beginning with the planning process.
  - ✓ District and School Administrators
  - ✓ Faculty and Staff
  - ✓ Parents and Family Members
  - ✓ Students (at the Secondary Level)
  - ✓ Community and Business Partners
- Articulate the content (what the needs assessment will cover), the process (how the needs assessment will be accomplished), and the presentation (what the school or district will use and how the results will be conveyed).



# Stakeholder Engagement

A needs assessment is a process that should be undertaken with local stakeholders rather than completed entirely by a small group of leaders or an outside entity.

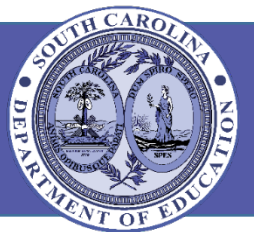
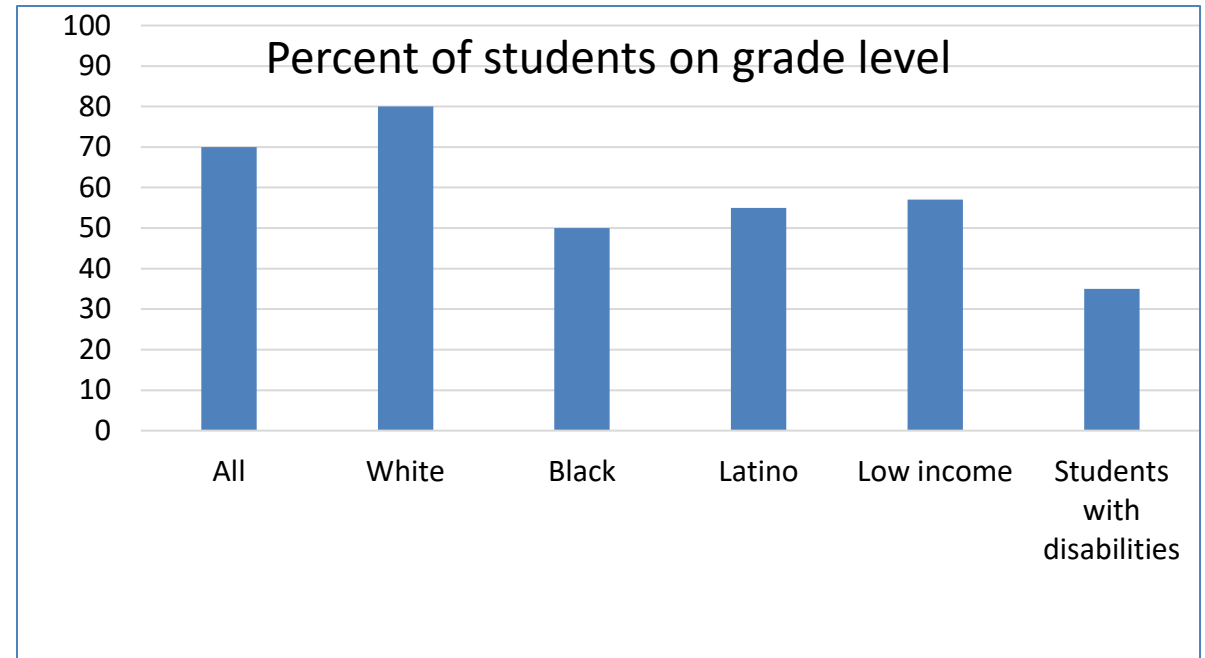
- Engaging school staff, parents, a diversity of leaders, and external support during each phase of the needs assessment ensures that the planning, data collection, identified needs, and consideration of underlying causes incorporate the input of a broad knowledge base.
- By developing trust in the process, participating stakeholders are more likely to be invested in the outcomes and are actively engaged in the selection, development, and implementation of improvement plans and strategies that create lasting change.





# Collect and Analyze Data

- Data are a foundational component of any needs assessment process.
- During this phase of the needs assessment, data are collected in various forms (qualitative, quantitative, input, output, demographic) and organized and presented for interpretation.
- A needs assessment should begin by examining patterns in student achievement data - both overall and for subgroups.



# Identify and Gather Data

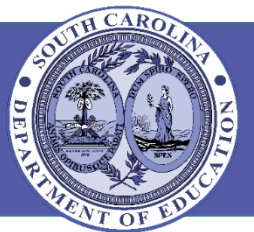
Data sources may include but are not limited to:

- Student Demographics
- School Culture and Climate Surveys
- State Data Systems-Academic Achievement
- College/Career Readiness Measures
- Instructional Data
- Focus Groups
- Local Assessments
- Lesson Plans and Student Work
- Curriculum and Assessment Materials
- Observations and Reports
- School Operations and Management



# Interpret Information

- During this phase, educators examine relevant data to create meaningful information by collaborating with multiple stakeholders to ensure that the identified needs are interpreted within the local context.
- One of the most important roles a needs assessment can play is prompting **tough conversations** in districts and schools that might not happen otherwise.



# General vs. Equity Focused Questions

Asking “what percent of students are we suspending each year?” may prompt school leaders to discuss their general discipline policy and available behavioral support.

Asking “are we suspending more students with disabilities for discretionary offenses?” may prompt stakeholders to examine current practices and biases.



# Determine Priorities

- Achieving successful outcomes from an improvement process requires directing improvement efforts toward a manageable set of priorities.
- It is likely that multiple needs or issues will emerge. Therefore, it is important to narrow this list of needs to a key set of priorities for action.
- Ensure that the priorities identified are authentic and specific to the needs assessment framework and **local context**.



# **Problem Statement - a fact backed up by data**

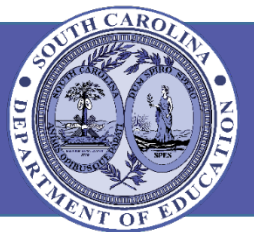
- Clearly defines the problem that arises out of the data analysis.
- Describe the unfavorable condition that prevents the goal or objective from being achieved.
- The problem statement answers: ○ Who does it impact? ○ What program, grade level or subject does it involve? ○ Where is it occurring? ○ When is it occurring?



# Problem Statement *QUALITY CHECK*

With a quality problem statement, you can answer “yes” to these:

- Does it focus on only one issue?
- Is it verified by facts?
- Does it provide context?
- Does it avoid a cause or solution?
- Does it contain clear, jargon-free language?
- Does it avoid personal feelings or opinions?
- Does it include specific details (who, what, when, where)?
- Does it avoid being hurtful or disrespectful



# Connect to Implementation

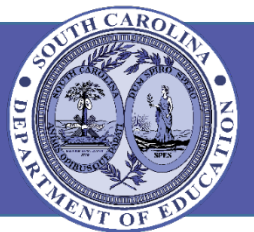
- The final phase of the needs assessment takes the results of the needs assessment and turns those results into something actionable.
- Educators dig deeper into the prioritized needs to understand root causes or further break down the priorities so they can be connected to relevant goals and incorporated into an improvement or action plan.

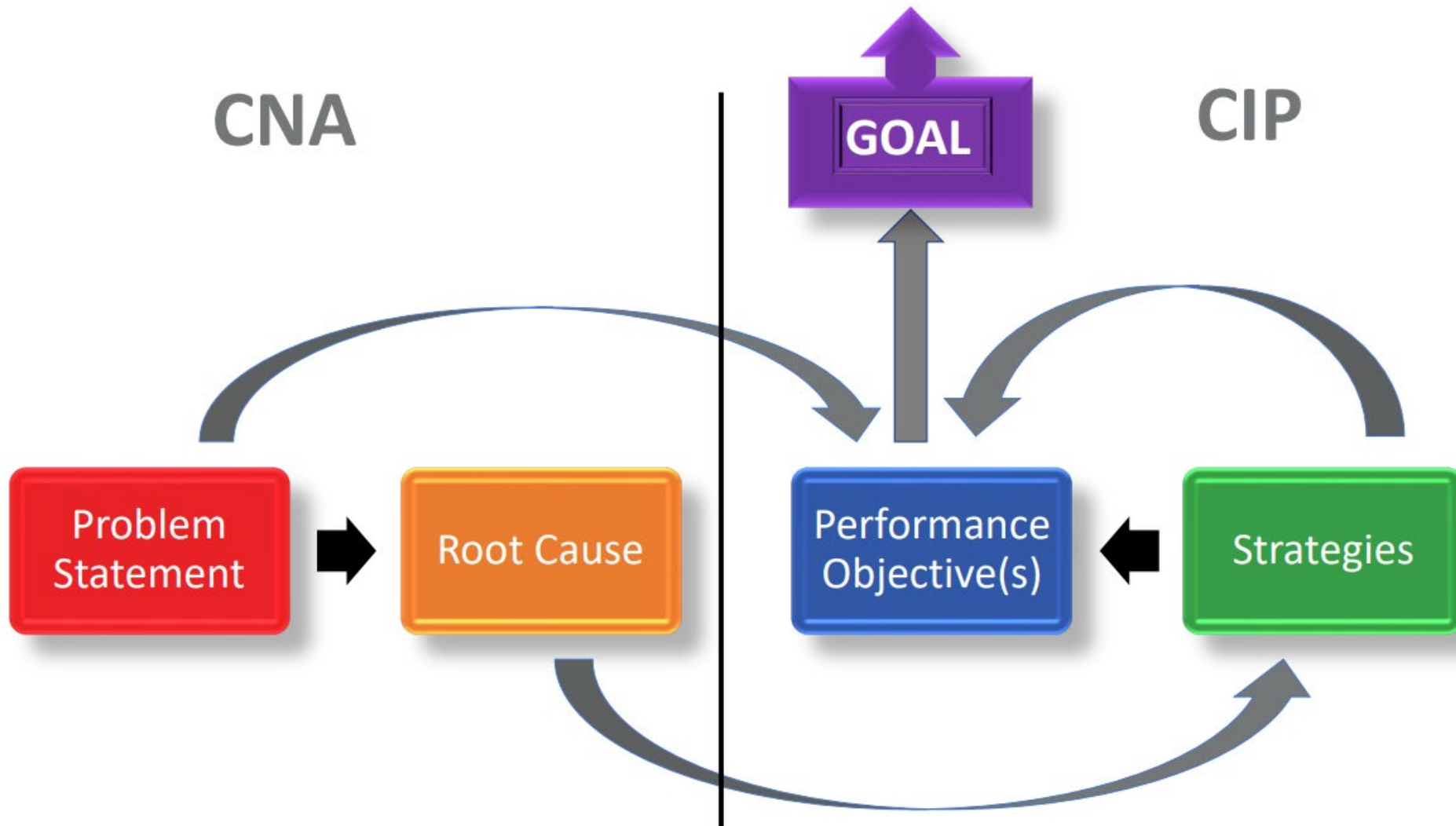




# Connect to Implementation, cont'd

- Priorities are established through the process of identifying needs and interpreting their causes to drive the selection of appropriate strategies or interventions, how they will be implemented, and how improvement will be evaluated and measured along the way.
- Connecting with implementation is critical to realizing change as a result of the needs assessment process.





# The SC Innovation Station

The SC Innovation Station is a web-based portal that provides vetted resources and professional learning opportunities for district and school administrators, professional support staff, and teachers.

The resources focus on continuous improvement efforts specific to

- **Comprehensive Needs Assessment Planning**
- **Evidence-based Interventions; and**
- **Teaching Children in Poverty**

The evidence-based resources are aligned with Essa's Tiers of Evidence, meet What Works Clearinghouse and Johns Hopkins standards, and are easily accessible and available for immediate use.

<https://scinnovationstation.ed.sc.gov>



# Questions



# Innovation & Support Team

For further assistance contact the  
***Innovation & Support Team***  
Office of Federal and State Accountability  
South Carolina Department of Education

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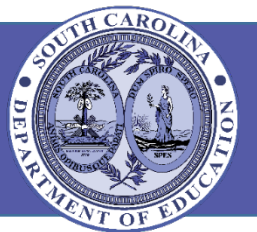
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# Developing the District Plan

Education Associate, Finance and Applications



# District Set-Asides



Definition: Reservations for district-wide activities that are taken from the current year Title I allocation prior to distributing funds to schools.

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## Required Set-Asides:

- **Parent and Family Engagement** - One percent (1%) of the current year allocation must be reserved (if current allocation is \$500,000 or more).
- Ninety (90) percent of the 1% for Parent Involvement **must** be allocated to Title I schools. *Note: If served from the LEA, the GEMS narrative must clearly describe how schools are receiving their fair share of parenting funds. Coordinators are encouraged to push the funds down into the schoolwide plans.*
- **Homeless** - District **must** set aside funds for homeless (no pre-determined percentage is required).





# District Set-Asides (Instructional Programs)

If the district is reserving funds to provide instructional and related activities for Title I schools or professional development for teachers or paraprofessionals, it **must** also provide from those funds for equitable services to eligible private school children. (Examples of activities: parental involvement, professional development, summer school.)



# Supplemental District Set-Asides

Guiding principles - All plans should be examined to determine if supplement, not supplant will be violated. (District Set-Asides follow the old SNS Methodology)

- Examine activities, programs, or interventions to see if they fit best in a *school allocation* or as a district set-aside.
- Have rationale or justification for placing the funding for programs, activities, or interventions in a district set-aside instead of allocating funds directly to the schools.



# Supplemental District Set-Asides

- USED monitoring of states has resulted in findings of district set-asides where funds were used or distributed to schools without regard to poverty or per pupil allocation (PPA).- *your program manager may provide technical assistance here if and when needed.*



# Supplemental District Set-Asides

- Rationale for set asides should be apparent. (Examples: LEA Administration, district sponsored Title I summer school program held at one site serving several schools, Pre-K).
  - Note: If the district is serving private schools, then these schools need to be consulted as well when planning supplemental set-asides.
- Set-asides for the purchase of supplies and technology without being tied to an allowable activity, program, or intervention are not allowable. **Districts are strongly urged to place bulk supplies and technology in schoolwide plans.**



# **Supplemental District Set-Asides**

## Examples of Allowable District Set-Asides:

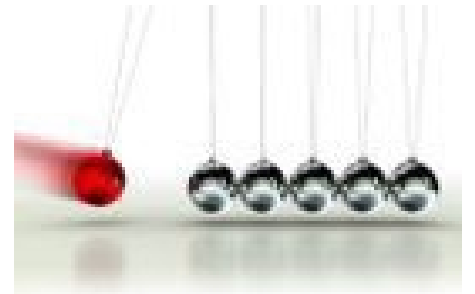
- Job Embedded PD (Instructional Coaches for example) at Title I schools or subset of Title I schools with identified needs
- Extended learning time for Title I schools



# Set Aside Impact on Schoolwide Plans

Because the reservation of funds by an LEA will reduce the funds available for distribution to participating areas and schools, the LEA must consult with teachers, pupil services personnel (where appropriate), principals, and parents of children in participating schools in determining, as a part of the LEA plan, what reservations are needed.

This issue must also be a part of the consultation with private school officials before an LEA makes any decisions regarding these reservations.



# District Set-Asides

District's total allocation	\$ 2,460,545.00
<u>District's set-asides</u>	<u>326,215.00</u>
Amount available to allocate to schools	\$2,134,330.00



# Table Talk: Questions regarding District Level Set Asides



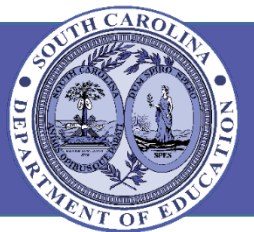


# Determining Poverty Rates

LEAs must select one of five measures to determine relative percentages of children from low-income families residing in their attendance areas.

Those measures are:

- Census counts of children from families below the poverty level.
- Counts of children eligible for free and reduced price school meals.
- Counts of children whose families receive assistance under the federal welfare program.
- Counts of children eligible for Medicaid.
- A combination of two or more of these data sources.



# Determining Poverty Rates

When determining school eligibility, a district may use one (apples to apples comparison) of the following methods:

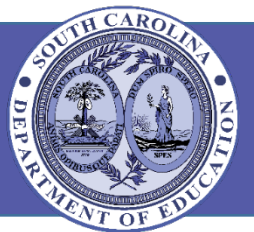
- Free and Reduced Lunch Count
  - National School Lunch Program application
- Direct Certification
  - Supplemental Nutrition Assistance Program (SNAP)
  - Temporary Assistance for Needy Families Program (TANF)
- Pupils in Poverty- Highly Recommended
  - Supplemental Nutrition Assistance Program (SNAP)
  - Temporary Assistance for Needy Families (TANF)
  - Medicaid (within three years)
  - Foster Care, Migrant, and Homeless/Runaway



# Which Schools Receive Funding?

An LEA must distribute its Title I, Part A allocation among schools based on their counts of low-income students. A school is eligible to receive Title I funds if:

- The percentage of children from low-income families is at least **35%** or
- The school's poverty rate is at least as high as the district's average poverty rate.



# Which Schools Receive Funding?

In choosing how to distribute funds, LEAs may utilize one or more of these rules:

- 75% Rule
- Grade Span
- Small District Exemption
- High School



# What are the rules?

- **75 Percent Rule-** Every school with a 75 percent or higher poverty rate must be served by the Title I program regardless of the school's grade span.
- **Grade Span-** Once all schools above the 75% threshold are served, an LEA may choose to rank schools within grade spans, rather than all schools together.



- **Small District Exemption-** Districts with fewer than 1,000 students enrolled, or with only one school in each grade span, do not have to rank eligible schools in poverty order, although they still must serve only schools that meet the eligibility requirements.
- **High Schools-** Under ESSA, a district may prioritize its high schools with a poverty rate of at least 50%.  
*(This means a high school with a poverty rate of 50% may be served before an elementary school with a higher poverty rate.)*



# Allocations

- The district has discretion in determining the per pupil amount.
- Schools must be served by rank order according to the school eligibility page.
- This amount may be determined by a formula with the same per pupil amount in each of the schools served.
- The district may also determine poverty bands with a lesser per pupil amount allocated to the poverty band with a lesser poverty percent.
- The district must provide the highest ranked poverty school with more funding or equal to the amount given to the other served schools.



School Name (21 Buildings)	LEA ID - School Number	Grade Span	Service	K-12 Public Enrollment	K-12 Private School Count	All Students (K-12 Public Enrollment + Private School count)	Poverty Factor	K-12 Low Income Students						Sort Order (Asc)	Eligibility For Service
								Public Count	Adjusted Public Count	Private Count	Total Low-Income J+K	Percent (I+K)/G	Adjusted Percent L/G		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Nevitt Forest Elementary	0405050	K-5	Schoolwide ▼	507	0	507	DC (Direct Certification) ▼	375	375		375	73.96 %	73.96 %		✓
Varennes Elementary	0405055	3-5	Schoolwide ▼	340	0	340	DC (Direct Certification) ▼	234	234		234	68.82 %	68.82 %		✓
Homeland Park Primary	0405047	PK-2	Schoolwide ▼	406	0	406	DC (Direct Certification) ▼	263	263		263	64.78 %	64.78 %		✓
New Prospect Elementary	0405051	K-5	Schoolwide ▼	486	0	486	DC (Direct Certification) ▼	265	265		265	54.53 %	54.53 %		✓
Whitehall Elementary	0405059	PK-5	Schoolwide ▼	466	0	466	DC (Direct Certification) ▼	253	253		253	54.29 %	54.29 %		✓
Robert Anderson Middle	0405063	6-8	None ▼	1322	0	1322	DC (Direct Certification) ▼	670	670		670	50.68 %	50.68 %		✓
Centerville Elementary	0405044	K-5	Schoolwide ▼	694	0	694	DC (Direct Certification) ▼	344	344		344	49.57 %	49.57 %		✓
Calhoun Academy of the Arts	0405060	K-5	Schoolwide ▼	554	0	554	DC (Direct Certification) ▼	248	248		248	44.77 %	44.77 %		✓
McLees Elementary	0405062	K-5	None ▼	630	0	630	DC (Direct Certification) ▼	257	257		257	40.79 %	40.79 %		✓
Westside High	0405048	9-12	None ▼	1638	0	1638	DC (Direct Certification) ▼	639	639		639	39.01 %	39.01 %		✓
Glenview Middle	0405064	6-8	None ▼	784	0	784	DC (Direct Certification) ▼	241	241		241	30.74 %	30.74 %		□
McCants Middle	0405040	6-8	None ▼	650	0	650	DC (Direct Certification) ▼	185	185		185	28.46 %	28.46 %		□
Southwood Academy for the Arts	0405065	6-8	None ▼	367	0	367	DC (Direct Certification) ▼	87	87		87	23.71 %	23.71 %		□
Concord Elementary	0405045	K-5	None ▼	572	0	572	DC (Direct Certification) ▼	134	134		134	23.43 %	23.43 %		□
T. L. Hanna High	0405038	9-12	None ▼	1792	0	1792	DC (Direct Certification) ▼	341	341		341	19.03 %	19.03 %		□
North Pointe Elementary	0405066	PK-5	None ▼	553	0	553	DC (Direct Certification) ▼	88	88		88	15.91 %	15.91 %		□
Midway Elementary	0405061	K-5	None ▼	757	0	757	DC (Direct Certification) ▼	96	96		96	12.68 %	12.68 %		□
Anderson Five Charter School	0405601	9-12	None ▼	0	0	0	Select... ▼	0	0		0	0.00 %	0.00 %		□
West Market School of Early Education	0405800	PK	None ▼	0	0	0	Select... ▼	0	0		0	0.00 %	0.00 %		□
South Fant School of Early Education	0405801	PK	None ▼	0	0	0	Select... ▼	0	0		0	0.00 %	0.00 %		□
Central Office (for ATSI only)	0405-CO		None ▼	0	0	0	Select... ▼	0	0		0	0.00 %	0.00 %		□
Totals:				12518	0	12518		4720	4720	0	4720	37.71 %	37.71 %		





- Remember that **poverty** is the only factor on which a district may determine funding. In other words, an LEA may not allocate funds based on the instructional model, educational need, or any other non-poverty factor. *Section 1113 (1)(A)(3)*
- Proposed non-regulatory guidance - *Within-District Allocations Under Title I, Part A of the Elementary and Secondary Education Act of 1965, As Amended by the Every Student Succeeds Act*



Allocations to Served Schools - 100% Rule

0405 - Anderson School District Five (0405) Public District - FY 2021 - Title I Part A - Rev 0 - Title I Part A

Go To

Total Available for School Allocations: \$2,870,940.00  
Average Per Pupil Amount (PPA): \$1,448.51

School	Poverty Factor	Low Income		School Allocations		
		Adjusted Percent	Adjusted Public Count	Sort Order	PPA	Allocation
A	B	C	D	E	F	G D x F
Nevitt Forest Elementary	DC (Direct Certification)	73.96 %	375		1,450.00	\$543,750.00
Varennnes Elementary	DC (Direct Certification)	68.82 %	234		1,450.00	\$339,300.00
Homeland Park Primary	DC (Direct Certification)	64.78 %	263		1,450.00	\$381,350.00
New Prospect Elementary	DC (Direct Certification)	54.53 %	265		1,450.00	\$384,250.00
Whitehall Elementary	DC (Direct Certification)	54.29 %	253		1,450.00	\$366,850.00
Centerville Elementary	DC (Direct Certification)	49.57 %	344		1,445.00	\$497,080.00
Calhoun Academy of the Arts	DC (Direct Certification)	44.77 %	248		1,445.00	\$358,360.00
Total Adjusted Public Count:			1982	Total Allocations:		\$2,870,940.00
Remaining:						\$0.00

# TABLE TALK

- What am I concerned about?
- What do I feel good about?
- What do I need clarity on?
- What new information have I gained.



# Schoolwide Plans

Education Associate, Finance and Applications



# Two Types of Title I Programs

- Targeted Assistance- no districts in the 24 grants
  - Supplemental education services to eligible students with the greatest need.
- Schoolwide
  - Comprehensive program designed to upgrade the entire educational program in order to improve achievement of the lowest-achieving students.
  - Serve schools with poverty percentage of 40% or more. (Section 1008)



# Schoolwide Programs

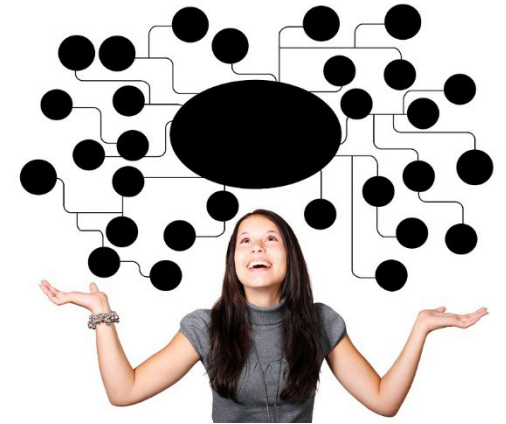
- Maximize flexibility in using Federal funds.
- Serve as a vehicle for whole-school reform with focus on improving achievement of lowest-achieving students.
- Allow for easier leveraging of non-Federal and Federal funds to work together to improve educational performance of the entire school.
- Address student needs through a schoolwide plan based on a comprehensive needs assessment.



# Implementing a Schoolwide Program

There are three components of a schoolwide program that are essential to effective implementation:

- Comprehensive needs assessment of the entire school:
- Comprehensive schoolwide plan; and
- Annual review of Title I plan.



# Comprehensive Schoolwide Plan

(i) provide opportunities for all children, including each of the subgroups of students (as defined in section 1111(c)(2)) to meet the **challenging State academic standards**;

(ii) use methods and instructional strategies that **strengthen the academic program** in the school, increase the amount and quality of learning time, and help provide an enriched and accelerated curriculum, which may include programs, activities, and courses necessary to provide a **well-rounded education**; and





(iii) address the needs of all children in the school, but particularly the needs of those at risk of not meeting the challenging State academic standards, through activities which may include—

- (I) counseling or school-based mental health programs,**
- (II) preparation for and awareness of opportunities for postsecondary education and the workforce,**
- (III) implementation of a schoolwide tiered model to prevent and address problem behavior, and early intervening services,**
- (IV) professional development and other activities for teachers, paraprofessionals, and other school personnel,**
- (V) assistance for preschool children in the transition from early childhood education programs to local elementary school programs; and**



# Schoolwide Programs

Key requirements include:

- Supplement, not supplant requirements are different for targeted assistance schools and schoolwides. Title I schoolwides must receive their fair share of state and local funds.
- **Necessary, reasonable, and allocable** activities to accomplish the purposes of Title I.
- Use of Title I funds should always be consistent with the program requirements and the general uses of federal funds.



# Table Talk:

*How are activities determined?*

*How often do activities change?*

## Questions regarding Schoolwide Plans



# Allowable Use of Funds

Education Associate, Consolidated Finance and  
Applications



# What is the best way for an LEA to keep up with the changing regulations and mandates?

Best Practices and Resources for Federal Program Compliance:

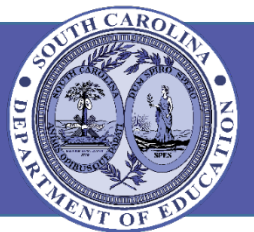
1. Become knowledgeable of ESSA. Read the law and available guidance.
2. Subscribe to the USED news feeds and other reputable sources such as Title I Monitor, LRP Publications, and Thompson Grants Management.
3. Attend conferences such as NAESPA, NAFEPA, ESSA Academy along with other state-led conferences and meetings.
4. Become knowledgeable of state and local regulations that may impact ESSA implementation.



# What are the allowable costs in the federal grants?

Levels of Complexity:

- ESEA Law and Regulations
- ESEA Program Guidance
- 2 CFR Part 200- Basic allowability
- 34 CFR Part 76 - General allowability for the USDE
- USED Policy Letters



# Determining Allowability

Costs must be:

- ✓ Necessary
- ✓ Reasonable
- ✓ Allocable
- ✓ Conform to EDGAR
- ✓ Meet Terms and Conditions of the Grant Award
- ✓ Consistent with State and Local Policies
- ✓ Provided Consistent Treatment
- ✓ Adequately Documented
- ✓ Supplemental



# First Test of Allowability

2 CFR Part 200.403

To be allowable, a cost must **generally**

a.) be necessary and reasonable for the performance of the Federal award and allocable thereto under these principals.





# Allowable Costs

In deciding whether a cost is allowable, you need to decide if it fits the grant program.

- Do your homework as not everyone you talk to will have the “right” answer.
- Look at flexibility as what you want to do may not fit one grant program but may fit another program.
- Be able to “defend” your position and your decision.
- There is no single list of allowable Title I or ESEA activities.
- Check with your district’s policies. District policies can be more restrictive than Title I regarding allowability.



# Questions to Ponder

When determining if expenditures are appropriate, ask the following questions:

- How does this expenditure directly support student achievement for at-risk students?
- How does this expenditure directly support meaningful professional development?
- How does this expenditure increase the participation of parents in school activities or assist parents to support student achievement?
- How does this expenditure foster continuous improvement? Have activities been evaluated to modify or discontinue?



# Allowable vs Non-allowable

## Allowable

- **Salaries and Benefits**  
(teacher to reduce class size or to provide remediation services)
- **Professional Development**  
(Conference attendance or bringing in a speaker or consultant)
- **Instructional Supplies and Materials**  
(purchasing supplemental reading or math programs; books for PLCs) Funding can be used for items to support more than ELA and Math
- **Family Engagement Activities**
- **Extended Day Programs**
- **Student Incentives**  
(capped at 1% of school allocation)

## Non-allowable


- **Entertainment Costs**  
(including amusement, social activities, and ceremonials and any associated costs )
- **Some Field Trips**-all field trips need prior approval for allowability and must have a clear tie to increasing student achievement/programmatic purpose  
(amusement parks; fairs)
- **Gift Certificates/Gift Cards**



# Understanding EDGAR

## (Education Department General Administrative Regulations)


Know what parts of EDGAR are applicable to your program. Look closely at the Grant Award Notice (GAN).



STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION  
ELLEN E. WEAVER  
STATE SUPERINTENDENT OF EDUCATION

**Directions:** Please read carefully, sign in the appropriate space, and return by March 24, 2023.  
Jennifer Rhodes at [jrhodes@ed.sc.gov](mailto:jrhodes@ed.sc.gov).  
Office of Federal and State Accountability  
Questions? Contact Jennifer Rhodes at 803-734-8110; [jrhodes@ed.sc.gov](mailto:jrhodes@ed.sc.gov).  
Keep a signed copy for your records.

**SUBGRANT AWARD NOTIFICATION**

<b>1. Name and Address of Subgrantee:</b> Abbeville County School District 400 Greenville Street Abbeville, SC 29620-1749	<b>2. Subaward Information:</b> <b>Grant Status:</b> Amendment 1 <b>Grant Number:</b> H63010006823 <b>Subaward Name:</b> 23 Title II Supporting Effective Instruction <b>Sub Program Number:</b> 01 <b>Award Amount:</b> \$635.13 <b>Total Amount of Funds Obligated to Subgrantee:</b> \$133,217.94 <b>Total Amount of Funds Committed to Subgrantee:</b> \$133,217.94 <b>District Revenue Code:</b> H6304351 <b>District Subfund:</b> 267				
<b>3. Name of Authorized Official:</b> Dr. Mason Gary					
<b>4. Subgrantee Unique Identifier (UEI#):</b> NFH9WHJ2Y9N6 <b>Subgrantee Code:</b> 0160					
<b>5. Period of Performance:</b> Start: 7/1/2022      End: 9/30/2024					
<b>6. Budget Period:</b> Start: 7/1/2022      End: 9/30/2024	<b>7. Federal Award Information (as applicable):</b> <b>FAIN:</b> S367A220038 <b>Awarding Agency:</b> US Department of Education <b>Federal Award Date:</b> July 1, 2022 <b>R&amp;D Award?</b> No <b>Assistance Listings #:</b> 84.367A and <b>Name:</b> Supporting Effective Instruction				
<b>8. Project Title:</b> 2023 Title II, Supporting Effective Instruction					
<b>9. Type of Agency:</b> LEA					
<b>10. Federal Project Description:</b> 84.367A Supporting Effective Instruction					
<b>Amendment 1</b> is to award additional funds. The scope of work and applicable regulations of the original award remains in effect with updated items in <b>bold</b> . <b>11. Scope of Work and/or Special Conditions (continued on pages 2 and 3):</b> A. The funds are for the purpose of ensuring that all students are taught by effective teachers who have the necessary skills to improve academic achievement. B. This subgrant is provided with the understanding that the program will be implemented in a manner that complies with all assurances, terms and conditions, and applicable regulations. C. Expenditure claims must be submitted at least quarterly to the SCDE's Grants Accounting Processing System. <b>12. Applicable Regulations (continued on pages 2 and 3):</b> <ul style="list-style-type: none"><li>2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, as adopted at 2 CFR Part 3474.</li><li>U.S. Department of Education General Administrative Regulations (EDGAR) in 34 CFR Parts 76, 77, 79, and 81.</li></ul>					
<b>13. This grant award is made on the premise that the funds will be spent as designated in the approved application and budget for the amount indicated below.</b> <table><tr><td>Indirect Cost Rate: 2.64% (<i>de minimis</i>? No)</td><td>Federal Funds Total</td></tr><tr><td><b>TOTAL</b></td><td><b>\$635.13</b></td></tr></table>		Indirect Cost Rate: 2.64% ( <i>de minimis</i> ? No)	Federal Funds Total	<b>TOTAL</b>	<b>\$635.13</b>
Indirect Cost Rate: 2.64% ( <i>de minimis</i> ? No)	Federal Funds Total				
<b>TOTAL</b>	<b>\$635.13</b>				
<b>14. The signature below indicates the grantee's agreement to comply with all assurances, terms and conditions, monitoring procedures, state or federal statutes, program requirements, and all applicable federal laws and guidance. I agree that my electronic signature is the legally binding equivalent to my handwritten signature.</b> <div><div><u>Award Approval</u> </div><div><u>Award Acceptance</u></div></div>					

Signature of State Superintendent of Education

Date

Signature of Authorized Official

Date



**12. Applicable Regulations (continued on pages 2 and 3):**

- Provisions of Title I, Part A and F, and Title VIII, as applicable, of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act.
- The General Education Provisions Act (P.L. 103-382).
- Title I regulations in 34 CFR Part 200.
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, as adopted at 2 CFR Part 3474.

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**12. Applicable Regulations (continuation from page 1 and continued on page 3):**

- 2 CFR Part 170 Reporting Subaward and Executive Compensation Information.
- 2 CFR Part 175 Award Term for Trafficking in Persons: The grant condition specified in 2 CFR 175.15(b) is incorporated into this subgrant with Paragraphs a.2.ii.B and b.2. ii. revised as follows:  
“a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”  
“b.2. ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85.”  
Under this condition, the SCDE may terminate this subgrant without penalty for any violation of these provisions by the subgrantee or its employees.
- 2 CFR Part 180 Guidelines to Agencies on Governmentwide Debarment and Suspension, as adopted at 2 CFR Part 3485 Nonprocurement Debarment and Suspension.

---

**12. Applicable Regulations (continuation from pages 1 and 2):**

- The SCDE’s Assurances and Terms of Conditions for Federal Subawards (eff. 1/4/22).
- 



# Documentation

## 2 CFR Part 200.403

g.) Be adequately documented.


## 34 CFR 76.730-76.731

- LEAs must keep records to show compliance with the program requirements
  - The amount of funds
  - How funds were used
  - Total cost of project activity
  - Other records to facilitate and effective audit



# Where do I find USDE Policy updates?

- Sign up for updates under ESSA on [www.ed.gov](http://www.ed.gov)



U.S. Department of Education

[Student Loans](#)[Grants](#)[Laws](#)[Data](#)

## Every Student Succeeds Act (ESSA)

[en Español](#)

### Update: ESSA Consolidated State Plans

#### Templates

- [Revised Consolidated State Plan Template](#)
- [Crosswalk of Consolidated State Plan Requirements](#)

#### Resources

- [Press Release](#)
- [Fact Sheet](#)
- [Secretary DeVos Letter regarding updated consolidated State plans](#) (March 13, 2017)
- [Secretary DeVos' Letter to States regarding consolidated State plans](#) (February 10, 2017)
- [ESSA technical assistance resources](#)

### A New Education Law

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

For example, today, high school graduation rates are at all-time highs. Dropout rates are at historic lows. And more students are going to college than ever before. These achievements provide a firm foundation for further work to expand educational opportunity and improve student outcomes under ESSA.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

Congress has now responded to that call.

The Every Student Succeeds Act reflects many of the priorities of this administration.

### ESSA Highlights

President Obama signs the Every Student Succeeds Act into law on December 10, 2015.

### How Do I Find...?

- Student loans, forgiveness
- College accreditation
- Every Student Succeeds Act (ESSA)
- FERPA
- FAFSA
- 1098-E Tax Form
- More...

### Information About...

- Transforming Teaching
- Family and Community Engagement
- Early Learning

### Recent Updates

[Final Regulations: Assessments—Title I Parts A & B](#)

[FAQs: Transitioning to the ESSA](#)

[Key ESSA resources, including guidance and regulatory information](#)

[Read the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act \(PDF, 1.2MB\)](#)

**Have questions?**

[Sign up for email updates about ESSA](#)



# Grants Management Resources



## Good Reading:

- USED's EDGAR page:  
<https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

(Note, there are only a few remaining awards that fall under the old OMB circulars and not the 2 CFR Part 200).

- USED's Laws and Guidance:  
<https://www2.ed.gov/policy/landing.jhtml>

## Training at Your Desk:

- Grants training modules by the Chief Financial Officers Council (CFO):  
<https://cfo.gov/grants/training/>

- The US Department of Education's online courses on grant fundamentals:  
<https://www2.ed.gov/fund/grant/about/training-management.html?src=grants-page>





# Supplement, Not Supplant

Jennifer Rhodes

Team Lead, Consolidated Finance and Applications



# Supplement, Not Supplant

According to federal guidance:

LEAs may use Title I funds only to supplement or increase the level of funds that would, in the absence of Title I funds, be made available from non-federal sources for the education of students participating in Title I programs.



# Supplement, Not Supplant

- Another way to look at supplement, not supplant is to ask the question- what would districts and schools be required to offer in the absence of any federal funding? For example - the state required Defined Minimum Program for elementary, middle, and high schools.
- LEAs are required to submit a neutral methodology to demonstrate that all schools have received their fair share of state and local funding.
- Title I funds should not be used to meet other federal requirements (Title III, IDEA, etc.)



# How to Determine if Activities are Supplemental at the District Level

Testing for Presumptions of Supplanting:

- Is it required by the state, district, or federal statute or regulation?
- Are the same services provided for in non-Title I schools or students with (non-supplemental) state/local funds?
- Were these activities paid for in prior years with state/local funds?



# Other Questions to Consider

- Are the Title I schools receiving similar services provided for by state/local funding as non-Title schools?
- Are Title I schools receiving their “fair share”?
- Are the Title I schools being treated comparably (similar positions, technology, etc.)?



# Supplemental Title I Activities

Common supplemental uses of Title I funds:

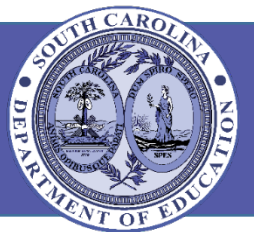
- Decreasing class size (below state requirements)
- Providing extra supplies/materials
- Providing additional professional development
- Extending learning time (before/after school or summer school)
- Funding extra support services - nurses, guidance counselors, etc.
- The greatest flexibility for use of Title I funds is in the schoolwide project.

**Always call your Title I Program Contact to get an opinion on supplement, not supplant issues.**



# ESSA SNS – Title I

- Districts developed a methodology beginning in 2018-2019 SY for demonstrating that Title I funded schools receive their fair share of state and local dollars (which the SCDE monitors).
- The SEA must look at school budgets, staffing formulas, weighted per pupil distribution funds for instruction, MOE, comparability, and other factors affecting equity.
- The bottom line is to look at state/local funding of schools, in the absence of federal funding, and determine if the schools are receiving funding or resources equitability.



# SNS and Class Size Reduction (CSR) Teachers

- Be mindful of SNS methodology when incorporating CSR teachers. Districts must meet their own ratios as well as state ratios.
- Employ (1) Teacher @ 1.0 FTE to reduce classroom size to provide more individual and small group academic instruction for Grade 5. Reduce student-teacher ratio from 25:1 to 16:1. (Self-Contained)



## SCHOOL DISTRICT OF OCONEE COUNTY

414 South Pine Street, Walhalla, South Carolina 29691

Phone: 864.886.4400 • Facsimile: 864.886.4402

[www.oconee.k12.sc.us](http://www.oconee.k12.sc.us)

### Personnel Allocations – Elementary School Staffing Formula – State and Local Funds 2020-2021

Principal 1.0 per school	Assistant Principal 0.5 ≤ 300 students 1.0 301 ≥ 600 students 1.5 ≥ 601 students	Guidance Counselor 1.0 ≤ 600 students 1.5 ≥ 601 students
Elementary School 1 to 18.5	Middle School 1 to 18	High School 1 to 21
Special Education Determination based on enrollment	Art / Music Teacher 0.4 ≤ 11 total sections of K5 – 5 <sup>th</sup> grade 0.6 12 ≤ 15 total sections of K5 – 5 <sup>th</sup> grade 0.8 16 ≤ 20 total sections of K5 – 5 <sup>th</sup> grade 1.0 21 ≤ 25 total sections of K5 – 5 <sup>th</sup> grade 1.2 26 ≤ 30 total sections of K5 – 5 <sup>th</sup> grade	Physical Education Teacher 0.8 ≤ 12 total sections of K5 – 5 <sup>th</sup> grade 1.0 13 ≤ 15 total sections of K5 – 5 <sup>th</sup> grade 1.2 16 ≤ 18 total sections of K5 – 5 <sup>th</sup> grade 1.4 19 ≤ 21 total sections of K5 – 5 <sup>th</sup> grade 1.6 22 ≤ 24 total sections of K5 – 5 <sup>th</sup> grade 1.8 25 ≤ 27 total sections of K5 – 5 <sup>th</sup> grade 2.0 28 ≤ 30 total sections of K5 – 5 <sup>th</sup> grade
Librarian / Media Specialist 1.0 per school	Reading Coach 1.0 per school	Nurse 1.0 per school
Clerical 3.0 ≤ 400 students 3.5 401 ≥ 500 students 4.0 501 ≥ 600 students 4.5 601 ≥ 700 students 5.0 701 ≥ 800 students		

### Elementary Per Pupil - Instructional programs, supplies, activities technology, etc. – State and Local Funds

Allocation by Category	Grade/Category	Per Pupil
Regular Education	Pre – K Kindergarten Grades 1 <sup>st</sup> – 5 <sup>th</sup>	\$56 \$77 \$58
Students with Disabilities	* SC ^ PIP *+ SC Grades K – 12 <sup>th</sup> Δ Resource	\$56 \$90 \$16
Media Books and Materials	All Students	\$23
Technology (instructional equipment & instructional technology)	All Students	Per pupil allocation

\* SC = Self-Contained

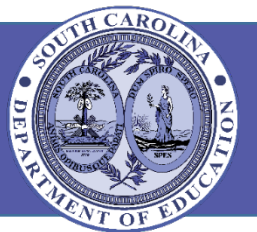
^ PIP = Preschool Intervention Program

+ SC K – 12<sup>th</sup> grades = \$90 (instruction, supplies, and admin/guidance)

Δ Resource = \$16 is in addition to the regular education per pupil allocation



# Grants Electronic Management System (GEMS)



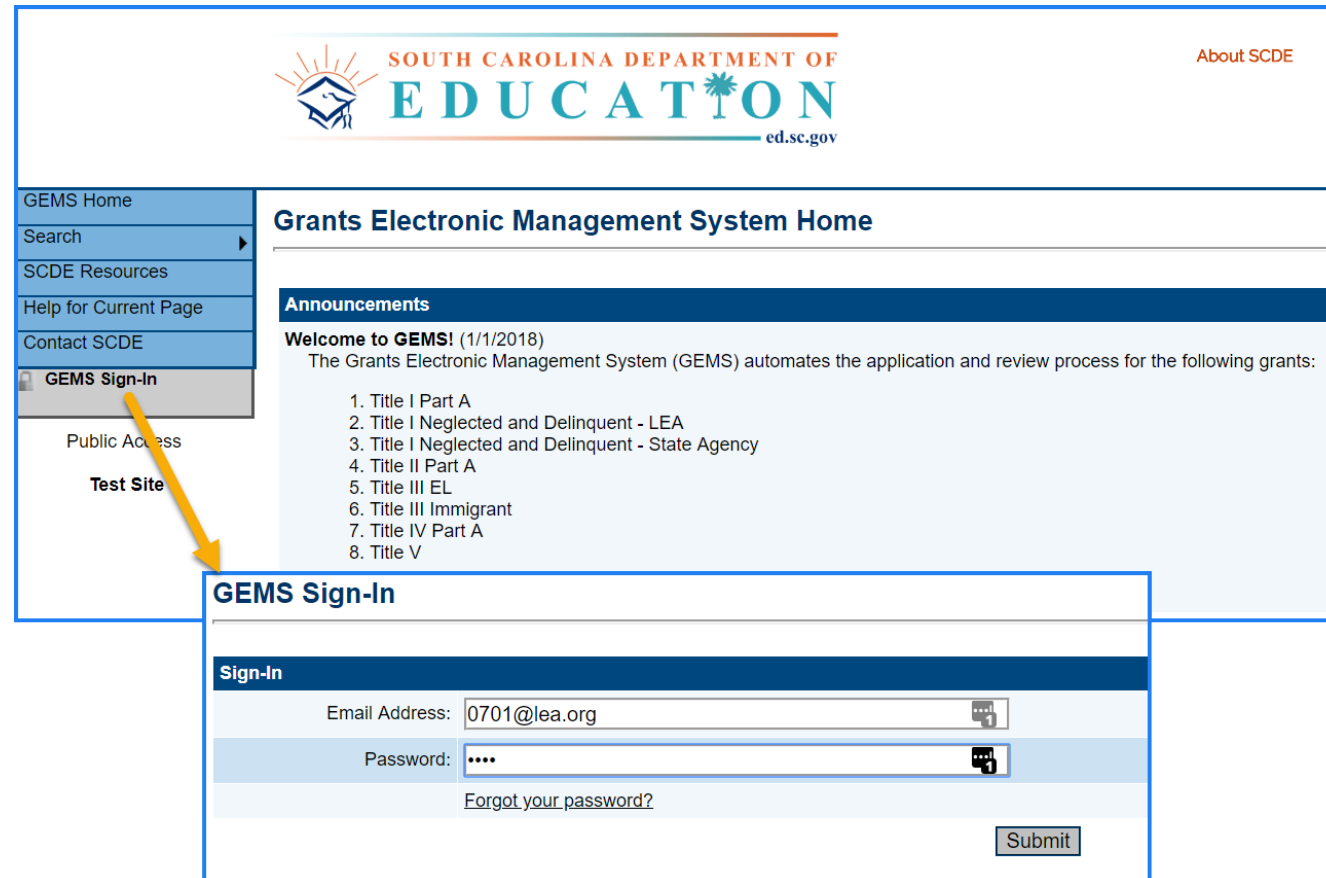
# General System Info

- Web based system
- Required Software
  - Web browser (Google or Chrome recommended)
  - Adobe Reader (Print files open as PDFs)
- Do not use your web browser's back/forward buttons



# Accessing the System

- Production Site URL:  
<http://southcarolina.egrantsmanagement.com>
- Click Sign-In, then Enter Email Address and Password
- Use *Forgot Password* to reset password



The screenshot displays the South Carolina Department of Education (SCDE) website. The header features the SCDE logo and the text "SOUTH CAROLINA DEPARTMENT OF EDUCATION" with the website address "ed.sc.gov". A navigation menu on the left includes links for "GEMS Home", "Search", "SCDE Resources", "Help for Current Page", "Contact SCDE", and "GEMS Sign-In". The "GEMS Sign-In" link is highlighted with an orange arrow pointing to a sign-in form overlay. The form overlay has a title "GEMS Sign-In" and a "Sign-In" section with fields for "Email Address" (containing "0701@lea.org") and "Password" (masked with dots). A "Forgot your password?" link is located below the password field, and a "Submit" button is at the bottom right of the form.

**Grants Electronic Management System Home**

**Announcements**

**Welcome to GEMS! (1/1/2018)**  
The Grants Electronic Management System (GEMS) automates the application and review process for the following grants:

1. Title I Part A
2. Title I Neglected and Delinquent - LEA
3. Title I Neglected and Delinquent - State Agency
4. Title II Part A
5. Title III EL
6. Title III Immigrant
7. Title IV Part A
8. Title V

**GEMS Sign-In**

**Sign-In**

Email Address:

Password:

[Forgot your password?](#)

# Navigation Menu and Tips

- Left menu allows for quick navigation between GEMS components
- Hover over menu items with arrows to view sub menu
- Be sure to save your work before your session expires!
- Use GEMS navigation links; not your browser's Back button

GEMS Home

Administer ▶

Search ▶

Inbox ▶

Funding ▶

Grant Summary


LEA Document Library

Address Book

SCDE Resources

Help for Current Page

Contact SCDE

 GEMS Sign Out

LeaUser, Joe

Test Site

Session Timeout  
00:57:37

Grants Electronic Management System Home

0701 - Beaufort County School District (0701) Public District

Associated Organizations

Funding Applications	Organization Number	Organization Name
Budget Summary	0701	<a href="#">0701 - Beaufort County School District</a>

Announcements

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The Grants Electronic Management System (GEMS) automates the application and review process for the following grants:

1. Title I Part A

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3. Title I Neglected and Delinquent - State Agency

4. Title II Part A

5. Title III EL


6. Title III Immigrant

7. Title IV Part A

8. Title V

# Navigation Menu

- Administer - only for User Access Administrators
- Inbox - Record of system emails
- Funding - Access to grant applications
- Address Book - list of users with LEA and SEA Roles
- SCDE Resources - Library of training and program guidance documentation
- Help for Current Page - Page specific instructions
- Request Help - Submit Help Desk Ticket

GEMS Home
Administer ▶
Search ▶
Inbox ▶
Funding ▶
Grant Summary
LEA Document Library
Address Book
SCDE Resources
Help for Current Page
Contact SCDE
 GEMS Sign Out

LeaUser, Joe

**Test Site**

Session Timeout

**00:53:27**

# Funding Applications Main Page

- Launching point to all of a district's grant applications
- View filters
  - Fiscal Year
  - Application status filter

## Funding Applications

3201 - Lexington School District One (3201) Public District - FY 2019

2019 ▼

All Active Applications ▼






Entitlement Funding Application	Revision	Status	Status Date
<a href="#">Title I Part A</a>	0	Draft Started	5/22/2018
<a href="#">Title I Neglected &amp; Delinquent</a>	0	Draft Started	5/23/2018
<a href="#">Title II Part A</a>	0	Draft Started	5/22/2018
<a href="#">Title III EL</a>	0	Draft Started	5/22/2018
<a href="#">Title III Immigrant</a>	0	Not Started	5/22/2018
<a href="#">Title IV Part A</a>	0	Draft Started	5/23/2018
<a href="#">Title V</a>	0	Draft Started	5/25/2018

# Sections Page

- Consistent structure for every application
  - Status changes
  - Application history
  - Create comments
  - View allocations
  - Each grant in a section
  - Error messages
  - Print
  - Checklist for reviewing

# Sections, cont'd

- Overview of a selected funding application revision
- Launching point to pages within the application

Sections		
0160 - Abbeville County School District (0160) Public District - FY 2019 - Title V - Rev 0		
Application Status: SCDE Title V Program Manager Approved		
Change Status To: <a href="#">Revision Started</a>		
<a href="#">View SCDE History Log</a> <a href="#">View Change Log</a>		
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print ■ Select Items
All		<a href="#">Print</a>
 <a href="#">History Log</a>		<a href="#">Print</a>
 <a href="#">Allocations</a>		<a href="#">Print</a>
 <a href="#">Contacts</a>		<a href="#">Print</a>
 <a href="#">Title V</a>		<a href="#">Print</a>
 <a href="#">Program Manager Checklist</a>		<a href="#">Print</a>
<a href="#">Program Manager Checklist</a>		<a href="#">Print</a>
All		<a href="#">Print</a>



# Sections - Status

- Displays current status and next possible status(es)
- Only displays next status for current/active application
- Link always active; if user lacks permission, the status change confirmation screen will indicate that
- Tip: Funding Application must be moved into Draft Started status before edits can be made

**Sections**

---





3201 - Lexington School District One (3201) Public District - FY 2019 - Title I Part A - Rev 0

**Application Status:**    **Draft Started**

**Change Status To:**    Draft Completed


# Navigation

- **Section** - a grouping of related pages in a funding application
- Contains one to many pages
- Each grant in funding app will have its own section
- May be grant-specific or general to overall application
- Sections for unallocated grants will not display
- Collapse/expand individual or all Sections to simplify view

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
	All
	<a href="#">History Log</a>
	<a href="#">Allocations</a>
	<a href="#">Contacts</a>
	Title I Part A
	<a href="#">School Ranking</a>
	<a href="#">School Eligibility</a>
	<a href="#">Private Schools</a>
	<a href="#">LEA Set Asides</a>
	<a href="#">PPA List</a>
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Related Documents</a>
	<a href="#">Plan Relationships</a>

# Allocations Page

- Displays allocation for each grant in funding app
- Broken out by Allocation Type
- Funds are transferred on this page


Allocations		
0160 - Abbeville County School District (0160) Public District - FY 2019 - Title V - Rev 0 - Allocations		
Go To 		
	(1)	<u>Title V</u>
Original		\$56,800.00
Additional		\$0.00
Forfeited		\$0.00
Total		\$56,800.00

# Contacts

- Necessary for sending emails to groups, e.g. Title I District Coordinators, Consolidated Grant Contact
- Can have more than one contact per contact type
- Required Contacts must have a name or an Error occurs
- Contacts must be users in the system

**Contacts**

0160 - Abbeville County School District (0160) Public District - FY 2019 - Title V - Rev 0 - Contacts

Go To 

Required Contacts	
Type	Contact(s)
Title V Contact [Select at least 1 contact(s)]	

# Funding App Page Navigation

- **Go To / Save and Go To** menu allows navigation between any pages in the funding application

Contacts

0160 - Abbeville County School District (0160) Public District - FY 2019 - Title V - Rev 0 - Co

Go To

Current Page

Next Page

Previous Page

Sections

Title V Contact [Select &]

History Log

Allocations

Contacts

Go To

Title V

Program Manager Checklist

Budget

Budget Overview

Program Details

Related Documents

Assurances

Terms and Conditions

# Save and Go To...continued

- Using Save and Go To refreshes session timeout
- Save and Go To Current Page: Saves changes to the page and keeps user on that page
- Save and Go To Next Page: Saves changes to the page and moves user to next page in that section
- Save and Go To Previous Page: Saves changes to the page and moves user to previous page in that section
  - If no previous or next page exists, user is returned to Sections page

# Budget Page

- Displays budget total for each Function Code for this grant or you can view/modify by Object Code
- Entry point to budgeting for each Category (view/modify)



Budget by Object		
Action	Function	Total
<a href="#">Modify</a>	100 - Instruction	\$0.00
<a href="#">Modify</a>	188 - Parenting/Family Literacy	\$0.00
<a href="#">Modify</a>	210 - Pupil Services	\$0.00
<a href="#">Modify</a>	220 - Instructional Staff	\$0.00
<a href="#">Modify</a>	223 - Supervision of Special Programs	\$0.00
<a href="#">Modify</a>	251 - Student Transportation - Federal/District Mandated	\$0.00
<a href="#">Modify</a>	253 - School Building	\$0.00
<a href="#">Modify</a>	254 - Operation and Maintenance	\$0.00
<a href="#">Modify</a>	256 - Food Services	\$0.00
<a href="#">Modify</a>	258 - Security	\$0.00
<a href="#">Modify</a>	262 - Planning	\$0.00
<a href="#">Modify</a>	266 - Technology and Data Processing Services	\$0.00
<a href="#">Modify</a>	271 - Pupil Service Activity - Field Trip Transportation	\$0.00
<a href="#">Modify</a>	300 - Community Services	\$0.00
<a href="#">Modify</a>	416 - Payments to Charter Schools	\$0.00
<a href="#">Modify</a>	430 - Indirect Cost Transfer	\$0.00
Total		\$0.00
Allocation		\$50,000.00
Remaining		\$50,000.00

# Budget Detail

- Click Add Line Item to create a new Budget Detail or click the pencil icon to edit an existing Budget Detail
- Line item entry of budget data and narrative by Function Code and Object Code
- Offers LEAs flexibility in the level of detail that they provide
- Subsequent years allow initial population of this data by copying forward last year's budget

100 - Instruction - \$40,000.00

[Add Line Item](#)

Delete	Edit	Line Item Details	Narrative Description
		<div>Function: 100 - Instruction</div> <div>Object: 100 - Salaries</div> <div>Reform Strategy: Provide opportunities to meet chall...</div> <div>Use of Funds: Copier Cost/Supplies</div> <div>Identified Need: Professional Development</div> <div>Data that Need is Based On: Surveys- Parent</div> <div>LEA / School: 0701 - Beaufort County School District (0701)</div> <div>Quantity: 1.00</div> <div>Cost: \$40,000.00</div> <div>Line Item Total: \$40,000.00</div>	<div>Teacher</div>

Total for 100 - Instruction:

\$40,000.00

Total for all other Functions:

\$0.00

Total for all Functions:

\$40,000.00

Allocation:

\$50,000.00

Remaining:

\$10,000.00



# Add/Edit Budget Detail

- Object must be selected
- User can specify the associated tags - many tags allow multiple selections
- LEA / School must be selected - defaults to the LEA
- Quantity defaults to 1
- Cost greater than \$0.00 must be entered
- Narrative Description is Required

Line Item Details	Narrative Description
<b>Function:</b> Instruction	
<b>Object:</b> 100 - Salaries ▼	
<b>Reform Strategy:</b> (Select at least 1 tag(s)) Select Tag ▼	
<b>Use of Funds:</b> (Select at least 1 tag(s)) Select Tag ▼	
<b>Identified Need:</b> (Select at least 1 tag(s)) Select Tag ▼	
<b>Data that Need is Based On:</b> (Select at least 1 tag(s)) Select Tag ▼	
<b>LEA / School:</b> 0701 - Beaufort County School District (0701) ▼	
<b>Quantity:</b> 1.00	
<b>Cost:</b> \$0.00	
<b>Line Item Total:</b> \$0.00	

0 of 2000 characters

# Indirect Cost

- SCDE loads Indirect Cost rates for each district and grant
- System shows the max amount based on Allocation
- Some budget categories do not allow for Indirect Cost; this amount displays under Excludable Costs
- As LEAs complete budget, system calculates and displays maximum allowable Indirect Cost based on the budgeted amount
- System validation prevents Indirect Cost budget in excess of specified amount







Indirect Cost	
Total Allocation	\$50,000.00
Budgeted Amount	\$40,000.00
Excludable Costs	\$0.00
Indirect Cost Rate	2.79%
Max Indirect Cost based on Budgeted Amount	\$1,116.00
Max Indirect Cost based on Total Allocation	\$1,357.13

# Budget Overview

- Summary view of budget detail
- Filter view by Location Code
- Toggle between all budget categories and only those being used

[illegible]

# Adding Program Details in GEMS

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
	All
	<a href="#">History Log</a>
	Allocations
	<a href="#">Allocations</a>
	Contacts
	<a href="#">Contacts</a>
	Title V
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Program Details</a>
	<a href="#">Related Documents</a>
	<a href="#">Assurances</a>
	<a href="#">Terms and Conditions</a>
	Program Manager Checklist
	<a href="#">Program Manager Checklist</a>
	All

# Program Details Page

- Additional information about LEA's use of grant funding beyond what is captured in budget
- Some grants have multiple Program Details pages with a different page title for each
- Entered directly into GEMS by LEA users
- If item has an \* next to it, then a response must be entered

**Program Details**

0701 - Beaufort County School District (0701) Public District - FY 2019 - Title V - Rev 0 - Title V

Save And Go To ▶

**Title V supplemental funds are made available to LEAs to help rural LEAs increase student academic achievement.**

1. Indicate the proposed uses of Title V funds and provide a description of the related strategies.

Proposed Uses of Funds	Amount	Description of Strategy
Activities authorized under ESEA, Title I, Part A (Improving Basic Programs operated by LEAs)	* \$ <input type="text"/>	* <div><div></div><div>Check Spelling</div><div>0 of 500 characters</div></div>
Parental engagement activities authorized under ESSA	* \$ <input type="text"/>	* <div><div></div><div>Check Spelling</div><div>0 of 500 characters</div></div>

# Related Documents

- SCDE may request that LEAs attach additional documentation to funding application
- SCDE can provide document template
- Documents may be required or optional
- Clicked links will open in new browser window

## Related Documents

0701 - Beaufort County School District (0701) Public District - FY 2019 - Title V - Rev 0 - Title V

Go To



### Optional Documents

Type	Document Template	Document/Link
Additional Documentation	N/A	<a href="#">Upload New</a>

# Adding a Related Document

- Browse for file to upload, or enter a URL
  - Make sure URL is for a **publicly accessible** web page
- Optionally enter a Document Name
  - If left blank, name of required document is used
  - Displays on Related Documents page, under “Document/Link” column



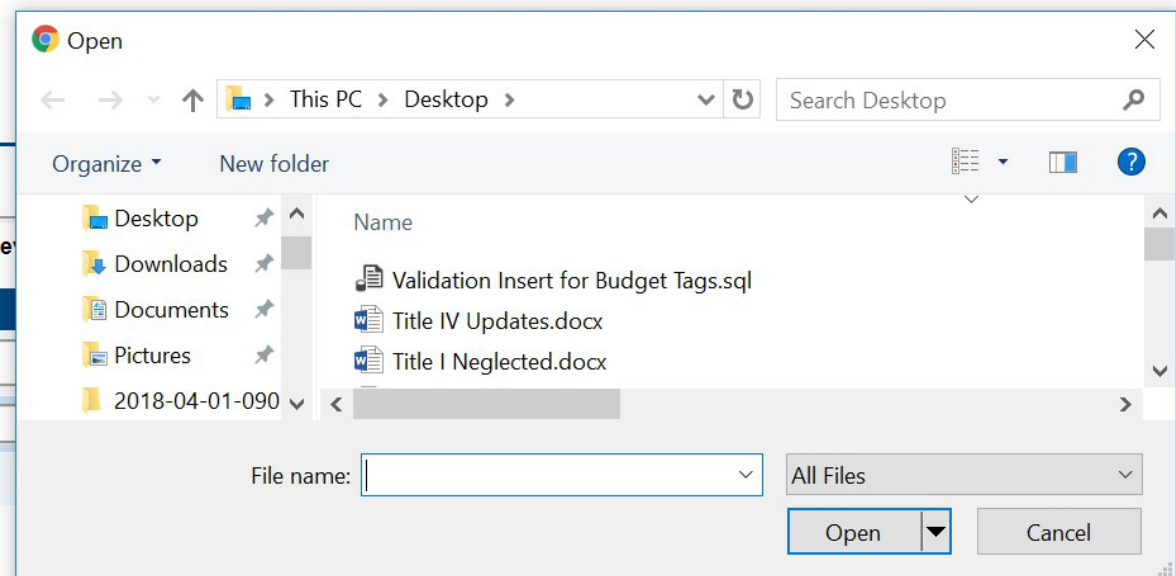
## Create Related Document - Additional Documentation

0701 - Beaufort County School District (0701) Public District - FY 2019 - Title V - Re

Please select a file to upload.





Upload Data File:  No file chosen

Document Name:



# Validation





- Business rule checks put in place to ensure quality of data being submitted by district
- System automatically runs validation as application is completed
- Presence of validation issues indicated on the **Sections** page, under the **Validation** column
  - Messages do not appear on the page as user fills out data
  - System does not prevent *saving* of “invalid” data; prevents *submission* of invalid data
  - Validation checks can span pages
  - “Invalid” data can become valid based on subsequent input

Sections	
Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0	
Application Status: Draft Started	
Change Status To: <a href="#">Draft Completed</a>	
<a href="#">View WVDE History Log</a> <a href="#">View Change Log</a>	
Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation
All	<a href="#">Messages</a>
 <a href="#">History Log</a>	
 <a href="#">Allocations</a>	
 <a href="#">Contacts</a>	<a href="#">Messages</a>
 <a href="#">Title I Part A</a>	<a href="#">Messages</a>



# Validation...continued

- Two types of validation messages
  - Errors: Prevent submission of application
  - Warnings: Point out potential issues but allow submission
- Filtering Messages
  - All: Show every message
  - Section: Show all messages for pages in that section
  - Page: Show all messages for that page

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )		Validation
All		<a href="#">Messages</a>
 <a href="#">History Log</a>		
 <a href="#">Allocations</a>		
 <a href="#">Contacts</a>		<a href="#">Messages</a>
 <a href="#">Title I Part A</a>		<a href="#">Messages</a>
<a href="#">School Ranking</a>		
<a href="#">School Eligibility</a>		
<a href="#">Private Schools</a>		
<a href="#">LEA Set Asides</a>		
<a href="#">PPA List</a>		
<a href="#">Budget</a>		<a href="#">Messages</a>
<a href="#">Budget Overview</a>		
<a href="#">Related Documents</a>		
<a href="#">Plan Relationships</a>		

# Messages

- Each message is a clickable link
- Clicking link will take user to the screen on which the issue occurred

Validation Messages	
Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0	
<a href="#">Return To Sections Page</a>	
Contacts	
Contacts	
<a href="#">The Contact 'Title I Part A Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
<a href="#">The Contact 'Title I-D LEA Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
<a href="#">The Contact 'Title II Part A Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
<a href="#">The Contact 'Title III EL Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
<a href="#">The Contact 'State EL Funds Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
<a href="#">The Contact 'Title V Part B, RLIS Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
<a href="#">The Contact 'Homeless Children Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
<a href="#">The Contact 'Foster Care Contact' has 0 contacts selected. It requires a minimum of 1 contact(s).</a>	Error
Title I Part A	
Budget	
<a href="#">The total Indirect Cost budget amount of \$0.00 is less than the maximum Indirect Cost amount of \$602.33.</a>	Warning
<a href="#">The Title I Part A budget of \$0.00 is less than the Adjusted Allocation amount of \$2,008,382.97.</a>	Error

# Submission and Review Workflow

STATUS CHANGE	Roles with Permissions:	Email Notification to:
Draft Not Started to <b>Draft Started</b>	LEA Title II Part A Update or LEA Fiscal Representative or LEA Superintendent	none
Draft Started to <b>Draft Completed</b>	LEA Title II Part A Update or LEA Fiscal Representative or LEA Superintendent	LEA Fiscal Representative
Draft Completed to <b>LEA Fiscal Representative Approved or Returned Not Approved</b>	Fiscal Representative	LEA Superintendent (Approved) LEA Title II Part A Update (Returned)
LEA Fiscal Representative Approved to <b>LEA Superintendent Approved or Returned Not Approved</b>	LEA Superintendent	SEA Title II Part A Program Manager (Approved) LEA Title II Part A Update (Not Approved)
LEA Superintendent Approved to <b>SCDE Title II Part A Program Manager Approved or Returned Not Approved</b>	SCDE Title II Part A Program Manager	LEA Superintendent; LEA Fiscal Representative; LEA Title II Part I Update (Approved) LEA Title II Part A Update (Not Approved)

# Submission and Review Workflow, cont'd

- Prerequisite checks
  - Does user have permission?
  - Does timeframe allow for this status change?
  - Is application valid? (may not run depending on status)
  - Certain approval steps require that an “Agree To” box be checked, which adds a comment to the History Log

**Sections**

Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0

Application Status: Draft Completed

Change Status To: LEA Fiscal Representative Approved  
or  
LEA Fiscal Representative Returned Not Approved

**Status Change Confirmation**

Monongalia County Schools (056) Public District - FY 2018 - Consolidated - Rev 0

☐ By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application.

You are about to change the status to LEA Fiscal Representative Approved. Check the box and Click Confirm to change the status.

# History Log

- The History Log displays all status changes and Comments related to a funding application

[View All Status/Comments](#)

Attention Needed	Date	User	Status (S)/Comment (C)	S/C
<input type="checkbox"/>	2/2/2018 2:25:37 PM	Heather Rhorer	Thelma,  The Title II portion of this application is approved.  Thank you, Heather	C
<input type="checkbox"/>	1/24/2018 9:45:30 AM	Jeff Aulick	Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	C
	1/24/2018 9:45:30 AM	Jeff Aulick	Status changed to 'District Superintendent Approved'.	S
<input type="checkbox"/>	1/24/2018 9:36:30 AM	Brittany Mullikin	Agreed to "By submitting this automated application, the local education agency is acknowledging that it understands and agrees to abide by the applicable assurances attached to this application."	C
	1/24/2018 9:36:30 AM	Brittany Mullikin	Status changed to 'District Finance Officer Approved'.	S
	1/24/2018 9:16:30 AM	Daniel Fisher	Status changed to 'Revision Completed'.	S
	1/24/2018 8:27:46 AM	Brittany Mullikin	Status changed to 'District Finance Officer Returned Not Approved'.	S
	1/8/2018 12:30:11 PM	Daniel Fisher	Status changed to 'Revision Completed'.	S
	1/2/2018 11:04:27 AM	Thelma Hawkins	Status changed to 'Revision Started'.	S

# Comments

- Comments are ongoing notes and discussion between SCDE and the LEA related to a funding application
- Comments can be made by anyone with access to the application at any time, regardless of status
- Can be emailed to intended recipients
- Comments are saved within the funding application
- Not visible to public users

# Comments, cont'd

Save And Go To ▸

**Create Comment**

Comment

Can I use Title II funds to pay for a substitute when a teacher attends professional development?

Send Email to GEMS Contacts ☐

Click to send comment as an email

LEA Contacts By Role

- LEA Data View
- LEA Fiscal Representative
- LEA Plan Data Entry
- LEA School Plan Reviewer
- LEA Superintendent

Other LEA Contacts

Planning Tool Contact

SCDE Contacts

SCDE Grant Management Contact Consultant

SCDE Miscellaneous Contacts

- Greg King
- Jewell Stanley
- Karen Cook
- Roy Stehle

Additional Recipients

Recipient Summary

Contact Group(s) Selected

Karen Cook

# Checklist

- Way for SCDE to provide feedback to LEA beyond system validations
- Section may be marked Approved, Not Approved, or Not Applicable by SCDE
- If section is marked Not Approved, a text box appears for Program Manager to identify issue.

Checklist Description <a href="#">(Collapse All)</a> <a href="#">Expand All</a>	
<input type="checkbox"/> 1. Budget	Not Reviewed ▼
1. Budget details are reasonable and allowable.	
2. Budget detail tags are appropriate.	
<input type="checkbox"/> 2. Class Size Reduction	Not Reviewed ▼
1. Information is correct.	
<input type="checkbox"/> 3. Stakeholder Participants	Not Reviewed ▼
1. Stakeholder list contains participation by diverse group.	
2. Stakeholder information is complete and correct.	
<input type="checkbox"/> 4. Private Schools	Not Reviewed ▼
1. Private school information is complete.	
<input type="checkbox"/> 5. Related Documents	Not Reviewed ▼
1. Correct documents have been uploaded.	
2. Uploaded documents are complete and correct.	



# Ask A Vet

- I'm still curious about...
- I'm intrigued about...
- How has your experience been...
- What has been most helpful to you in your role...
- Advise for me...



# Questions and Answers Session



**Today's Training**



**Reality!**



# Thank you for participating!

Please reach out to us if you have any questions:

- Leslie Bloss, [lbloss@ed.sc.gov](mailto:lbloss@ed.sc.gov)
- Theresa Gregory, [tgregory@ed.sc.gov](mailto:tgregory@ed.sc.gov)
- Sharay Mosely, [smosely@ed.sc.gov](mailto:smosely@ed.sc.gov)
- Jennifer Rhodes, [jrhodes@ed.sc.gov](mailto:jrhodes@ed.sc.gov)
- Sarah Wagers, [slwagers@ed.sc.gov](mailto:slwagers@ed.sc.gov)
- Martha Walker [mwalker@ed.sc.gov](mailto:mwalker@ed.sc.gov)

