

January 2023 Newsletter

HISD | External Funding Titles I, II & IV FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.



IN THIS ISSUE

<u>Title</u>	<u>Page</u>
Title I PFE Coding Reports	2
NOGA Received for School Improvement Grant	2
Budget Cut-Off Dates	2
Title I Parent & Family Engagement (PFE) Funds	3
ESSA Grant Application – New Requests	3
Out-of-State Travel & Out-of-State Virtual PD – New Requests	3
Resources	4



E-Title I Bin Reviews Coming Up 

Time to get ready for **E-Title I Bin reviews**, starting **Jan. 23 until Feb. 24, 2023**.

[Click HERE](#) for instructions and useful tips. See also the [Documentation Checklist](#).


Field Lessons REMINDER
For approval, field lessons must be requested **four weeks in advance**. Be sure to follow [guidance](#) found on the External Funding SharePoint site.


To book an appointment to discuss Title I or ESSER issues, visit the [External Funding SharePoint page](#).


January District Holidays

Martin Luther King Day (District closed) – January 16, 2023

Warnings / Reminders

 **External Funding Department Site – Navigation Safeguards**
Follow instructions on External Funding SharePoint Pages – Only access pages from the left navigation and links on the website to prevent content from inadvertently being edited or deleted.

 **Uploading Title I Documents – Be Sure to Include School Name**
Documents uploaded *without your school's name in the title* will be overwritten and lost! **Use the following naming convention:**
Example: R P Harris ES Stipend Form
For help in submitting forms and uploading compliance documents, [Click HERE](#).

 **Reminder – Mass Coding No Longer Allowed in HISD Connect**
School-Parent compacts will need to be individually coded for each student.

January Calendar Reminders

Ongoing: Monitor Title I campus budgets, input HISD Connect coding, maintain E-Title I Bin

This month:

- Principals and department managers will receive an email indicating the date the certification period opens to certify and submit the Semi-Annual Certification Form via OneSource.
- Release of the December PFE Interim Report (External Funding will distribute this report via email.)
- Obtain a copy of the January Title I Budget and add it to the E-Title I Bin.

Spring Break Tutorials: Be Sure to Request Services in Advance

- **Nutrition Services** (by February 13, 2023)
- **Transportation Services** (by February 10, 2023)



Title I Parent & Family Engagement (PFE) Coding Reports

Title I Campus Contacts must ensure that Title I activities and services are coded. Please verify that all sign-in sheets, agendas, and minutes from PFE meetings and activities (whether in-person or virtual) have been collected.

The first Title I PFE Coding reports are scheduled for release this month – see below.



Monthly Report	HISD Research Dept Extracts Data from HISD Connect	Final Report Available to HISD External Funding/SSOs/Campuses
December	January 6, 2023	January 13, 2023
January	February 1, 2023	February 8, 2023

School Improvement Grant – NOGA Received

SIP Funds have been loaded for all comprehensive campuses. All comprehensive campuses were approved for hourly supplemental teachers and tutors. For approved capital outlay and campus library books, check the **2022-2023 Allocations, Approved Capital Outlay & Out-of-State Travel Requests** spreadsheet on the [External Funding SharePoint site](#).

Contact [Shirlene Alexander](#) or your School Grant Administrator if you have any questions regarding SIP funds.

Budget Cut-Off Dates

Contact your School Grants Administrator for assistance with budget questions and/or [allowable/unallowable expenditures](#).

Title I, Part A Campus Cut-Off Dates 2022-2023

Fund Codes	Object Codes	Shopping Cart for Vendor Out-of-State	Shopping Cart for Vendor Within State	Posting Goods Receipts	Last Day for Payroll
TIA-School Year - 2110000000	6100 - Payroll				6/1/2023
	6200 - Contracted Services (Paper Contracts)				
	6200 - Contracted Services (eContracts)	4/21/2023	4/21/2023	6/2/2023	
	6300 - Materials and Supplies	4/21/2023	4/21/2023		
	6400 - Other Operating Expenses	4/21/2023	4/21/2023		
	6600 - Capital Outlay	2/17/2023	2/17/2023	4/7/2023	
	Direct Pays	4/21/2023	4/21/2023	N/A	
Comprehensive Support Campuses 2110030000	6100 - Payroll				7/6/2023*
	6200 - Contracted Services (Paper Contracts)				
	6200 - Contracted Services (eContracts)	6/16/2023	6/16/2023	7/2/2023	
	6300 - Materials and Supplies	6/16/2023	6/16/2023		
	6400 - Other Operating Expenses	6/16/2023	6/16/2023		
	6600 - Capital Outlay	2/17/2023	2/17/2023	7/6/2023*	
Direct Pays	6/16/2023	6/16/2023	N/A		

REMINDERS....

- Last day to request capital outlay via ESSA application is 12/9/2022.
- Unencumbered funds in 6600 moved to 6100 the week of **2/20/2023**.
- Last day for field trips is **5/5/2023**.
- Final ProCard date purchase is **5/26/2023** (registration only)

* Dates in the SIP section are subject to change.

Title I Parent & Family Engagement (PFE) Funds

Time is running out to utilize Title I Parent and Family Engagement funds. These funds must be expended by April 2023. Shopping Carts must be submitted by April 21 and Goods Receipts posted by June 2. If you have not yet done so, the time is *now* to plan and implement campus PFE activities to help increase student academic achievement.

NOTE: All PFE activities must be supported by appropriate documentation (agenda, attendance, minutes, receipts for purchases/registrations, etc.). *Purchasing refreshments is unallowable with these funds.*

PFE funds have been loaded to the campus Title I budget. The Title I fund code for these funds is 211000000. Each campus received an internal order number specifically for these funds. These funds were loaded in 6300 – Materials and Supplies. However, principals may transfer these funds to other allowable fund codes (listed below):

- 6100 - Extra – Duty Pay/overtime pay
- 6200 - Contracted Services (select only HISD-approved vendors – create a shopping cart)
- 6300 - Materials and Supplies (do not use the ProCard – create a shopping cart)

For additional information (including allowable and unallowable uses), [click here](#).



Capital Outlay Update

The final day for campuses to request capital outlay for the 22/23 SY was Friday, December 9, 2022.

The deadline to purchase TEA-approved* capital outlay, campus library books, and technology is Friday, February 17, 2023. Capital outlay includes items that have a useful life of one or more years, and that are of a tangible, non-expendable nature. Capital outlay also includes lower-cost technology, such as electronic notebooks and tables, graphing calculators, eReaders, scanners, digital cameras, and electronic dictionaries, etc.

 All capital outlay and campus library books require specific TEA approval prior to purchase -- regardless of the dollar amount.

All new requests (i.e., those received after the December 2022 deadline) for TEA approval for capital outlay, campus library books, and technology will be included in the 23/24 ESSA Application. The new requests will be included in the June 2023 application.

A memo will post in April 2023 with information regarding how to make new requests.

Out-of-State Travel and Out-of-State/Virtual PD – New Requests (April 1 — July 31, 2023)

Out-of-state travel and out-of-state/virtual PD costs are allowable and always require specific TEA approval. All campuses must follow the guidance for having out-of-state travel and out-of-state/virtual PD approved and adhere to the limit of 5 attendees. TEA's guidance specifies that districts should be using the train-the-trainer model for PDs. Each out-of-state travel and out-of-state/virtual PD request requires a written justification form which must be approved by TEA prior to the trip. Out-of-state travel and out-of-state/virtual PD should be requested *3 to 4 months* in advance of the travel or PD.

[Click Here](#) to access the form to request out-of-state travel and out-of-state/virtual PD.

The deadline for requesting out-of-state travel and out-of-state/virtual PD is Friday, January 13, 2023.

An [Academic Service Memo](#) posted as a reference on December 1 with more details.

Resources Click on the buttons below to access useful information.

[Allowable/
Unallowable
Expenses](#)

[Calendar
At-a-Glance](#)

[Contracted
Services/
Purchasing](#)

[Locate Your
School Grants
Administrator](#)

[Monthly T1
Documentation
Checklist](#)

[Title I
Handbook](#)

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TITLE I SCHOOL GRANTS ADMINISTRATORS

Elementary Schools:	Shirlene Haynes
Elementary and Middle Schools:	Karen Aubrey
Elementary and High Schools:	Quiandine Jarrett

OUR MAILING ADDRESS:

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