

## February 2023 Newsletter

# HISD | External Funding Titles I, II & IV

FUNDAMENTALLY FOCUSED. SUPPORT DRIVEN.

### February District Holidays

Presidents' Day – February 20, 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/uploading compliance forms [Click HERE](#).


**Reminder** – Coding for School-Parent compacts should have been completed by now. NOTE: **Mass Coding is unallowable.**

### February Calendar Reminders

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



#### **This month:**

- **February 8** – January Parent & Family Engagement Interim Report released. (distributed by External Funding via email).
- **February 10** – Semi-Annual Certification Form must be certified and submitted. For more information, see the [ASM](#) that posted on 1/26/23.
- **February 17** – Deadline for purchasing approved capital outlay
- **February 24** – Deadline for submitting E-Title I Bins
  - [Click HERE](#) for a video containing instructions.
  - See also the [Documentation Checklist](#).
  -  The January Title I Budget should be included in the E-Title I Bin (Additional Documents > subfolder #2 - Title I Budgets).
- **February 28** – Required Annual Spring Title I Parent and Family Engagement Meeting should have been held by this date

### Spring Break Tutorials: Be Sure to Request Services in Advance

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

For more information, [click here](#).



### 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
Capital Outlay Update	3
Out-of-State Travel & Out-of-State Virtual PD – New Requests	3
Resources	4

### 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. **Last date for Title I field lessons is May 5, 2023.**

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



## 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 adjacent chart.

Monthly Reports	Research Extract Data from HISD Connect	Final Report Available to the Department of External Funding/SSO'S/Campuses
January	February 1, 2023	February 8, 2023
February	March 1, 2023	March 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)				7/6/2023*
	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		
	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		
	Direct Pays	6/16/2023	6/16/2023	N/A	

### Dates to Remember:

- 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. See below for Action/Timeline:

- Expend all funds by April 2023.
- Shopping Carts submitted by April 21.
- 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 increase parent capacity in support of student academic achievement. All PFE activities must be supported by appropriate documentation (e.g., agenda, attendance, minutes, receipts for purchases/registrations, etc.).

**NOTE:** *Purchasing refreshments is unallowable with these funds.*

### PFE/Budget Information

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, which 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](#).


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## Capital Outlay Update

The district has received the Notice of Grant Award (NOGA) for the 2022-2023 ESSA Consolidated Federal Grant Application submitted December 2022. You may begin purchasing capital outlay items and campus library books (object code 6600) that were approved in the application. **The deadline to purchase TEA-approved capital outlay, campus library books, and technology is Friday, February 17, 2023.** For more information, see the [ASM](#) that posted on January 19, 2023.

NOTE: The deadline for campuses to request capital outlay for the 22/23 SY has passed – it was December 9, 2022.

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.

Requests 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. These requests will be included in the June 2023 application.

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

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## 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.

**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:	<a href="#">Shirlene Haynes</a>
Elementary and Middle Schools:	<a href="#">Karen Aubrey</a>
Elementary and High Schools:	<a href="#">Quiandine Jarrett</a>

**OUR MAILING ADDRESS:**

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