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

**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](#).

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](#).
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.

<table>
<thead>
<tr>
<th>Monthly Reports</th>
<th>Research Extract Data from HISD Connect</th>
<th>Final Report Available to the Department of External Funding/SSO’S/Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>February 1, 2023</td>
<td>February 8, 2023</td>
</tr>
<tr>
<td>February</td>
<td>March 1, 2023</td>
<td>March 8, 2023</td>
</tr>
</tbody>
</table>

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

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 2110000000. 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.

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.

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.
Click on the buttons below to access useful information.

Allowable/Unallowable Expenses

Contracted Services/Purchasing

Monthly T1 Documentation Checklist

Calendar At-a-Glance

Locate Your School Grants Administrator

Title I Handbook

---

**TITLE I SCHOOL GRANTS ADMINISTRATORS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Schools</td>
<td>Shirlene Haynes</td>
</tr>
<tr>
<td>Elementary and Middle Schools</td>
<td>Karen Aubrey</td>
</tr>
<tr>
<td>Elementary and High Schools</td>
<td>Quiandine Jarrett</td>
</tr>
</tbody>
</table>

**OUR MAILING ADDRESS:**

External Funding Titles I, II & IV / Houston ISD / Mail Rt. 1
Hattie Mae White Educational Support Center
4400 West 18th Street
Houston, TX 77092