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Field Lessons Information (NEW)

▶ When using ProCard to pay for field lesson entrance fees, **use commitment item 649901** (*not* 6412).

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.**



March District Holidays/Observances

Daylight Saving Time Begins – March 12, 2023
Spring Break (District Closed) – March 13-17, 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.

March Calendar Reminders

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

This month:

- **March 8** – February PFE Coding Report released.
- **March 10** – Deadline to submit the Title I Campus Contact Stipend Request Form for Title I Campus Contacts **who were new as of January 1, 2023**. For more information, see the [ASM](#) that posted on 2/23/23.

Other Reminders:

Spring Break Tutorials: If your campus plans to have meals provided by Nutrition Services, be sure to complete the [Weekend-Break Nutrition Services Request Form](#) and submit it to your kitchen team lead.

For more information regarding Spring Break tutorials, [click here](#).

Direct Payments: Final Date (Shopping Cart) for Direct Payments – April 21, 2023

Questions About Title I or ESSER?

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 February 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
February	March 1, 2023	March 8, 2023
March	April 3, 2023	April 10, 2023

School Improvement Grant - Budget

SIP Funds have been loaded for all comprehensive campuses. All comprehensive campuses were approved for hourly supplemental teachers and tutors. Contact [Shirlene Alexander](#) or your School Grants 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)				6/2/2023
	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	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)				7/6/2023*
	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	

* Dates in the SIP section are subject to change.

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)



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 HSD-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 deadline to purchase TEA-approved capital outlay, campus library books, and technology was Friday, February 17, 2023, for the 2023 – 2023 SY.

NOTE: The deadline for campuses to request capital outlay for the current school year was Friday, 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.

All new requests 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 (May 1 — August 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:	Shirlene Haynes
Elementary and Middle Schools:	Karen Aubrey
Elementary and High Schools:	Quiandine Jarrett

OUR MAILING ADDRESS:

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