

10 Tips for Federal Program Directors

(Titles I-A, I-C, II-A, III, IV-A & V-B)

1

Check out the program calendars. The [Formula Grant Calendar](#), [Title I-C](#), and [Title III](#) calendars each provide key dates federal program coordinators need to track.

2

Ensure you have access to CIP Budget Narrative. The district security administrator is responsible for assigning roles rather than ODE. Reach out to your [District Security Administrator](#) to obtain access.

3

Subscribe to our [listservs](#). The *Federal Title Programs Listserv* and *Multilingual Migrant Education Newsletter* are the primary methods used to provide programmatic updates and due dates.

4

Explore the [Oregon Federal Funds Guide](#). This document provides an overview of all the grants under the Elementary and Secondary Education Act (ESEA), including requirements, allowable uses and programmatic resources.

5

Become familiar with EDGAR. The Education Department General Administrative Requirements are the regulations that govern all federal grants, including the [Uniform Grants Guidance \(UGG\)](#).

6

Learn about ESEA's [Supplement not Supplant \(SNS\)](#) provision. Federal funds should add to (supplement) and not replace (supplant) state and local funds, and SNS requirements vary by program.

7

Review the [ESSA Quick Reference Briefs](#). These high-level overviews are a great place to start to get the basics on a wide range of topics across federal programs.

8

Use the [CIP Budget Narrative Checklists](#). These checklists are aligned with the criteria for approving budget narratives for Titles I-A, II-A, IV-A and V-B, and can be used to review narratives prior to submission to ODE. CIP Budget Narrative guidance for Title I-C can be found in the [Director's Handbook](#). Title III guidance can be found on the [Funding webpage](#).

9

Examine practices using the [Self-Assessment for ESEA Monitoring](#). The self-assessment aligns with programmatic requirements laid out in ESEA and helps districts examine their practices around federal programs. [Title I-C](#) and [Title III](#) monitoring resources are also available.

10

Participate in Office Hours. During the school year, [Titles I-A/II-A/IV-A/V-B](#), and [Title III](#) hold Office Hours on a regular basis. These informal sessions are a great opportunity to ask questions and connect with colleagues from around the state.

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Please reach out at any time! The Formula Grants Team supports districts in a regional approach across Titles I-A, II-A, IV-A and V-B.

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- [Jen Engberg](#) - Clackamas, Columbia Gorge, Multnomah, Northwest Regional
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For support with Title I-C and Title III please contact:

- [Yuliana Kenfield](#) – Title I-C
- [Kim Miller](#) – Title III