

Compliance by Design: Digital Workflows for Title Programs

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Agenda

- Identify key design elements that build ESEA/ESSA fiscal compliance into purchasing and budgeting processes.
- Learn how digital forms, automated workflows, and shared budget tracking tools improve documents, transparency, and audit readiness.
- Explore strategies for creating efficient approval and record keeping systems that support consistent implementation across schools



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Let's Dive Into the Federal Funds GPS (Guiding Procedures System)

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Components of a Title I, Part A School Budget.

Budgeting Considerations in Your School Improvement Plan

- Compliance begins at the planning stage. When principals, Title Facilitators and stakeholders develop the School Improvement Plan (SIP), budget decisions must align with identified needs, allowable uses, and program goals. A dedicated **SIP tab in the budget planning document** ensures this alignment is documented from the very beginning



Planning for your SIP

- What are your budget priorities?
 - At-risk Students
 - Opportunities for All Students
 - Strengthening Academics
 - Family Engagement
 - Well-Rounded Education



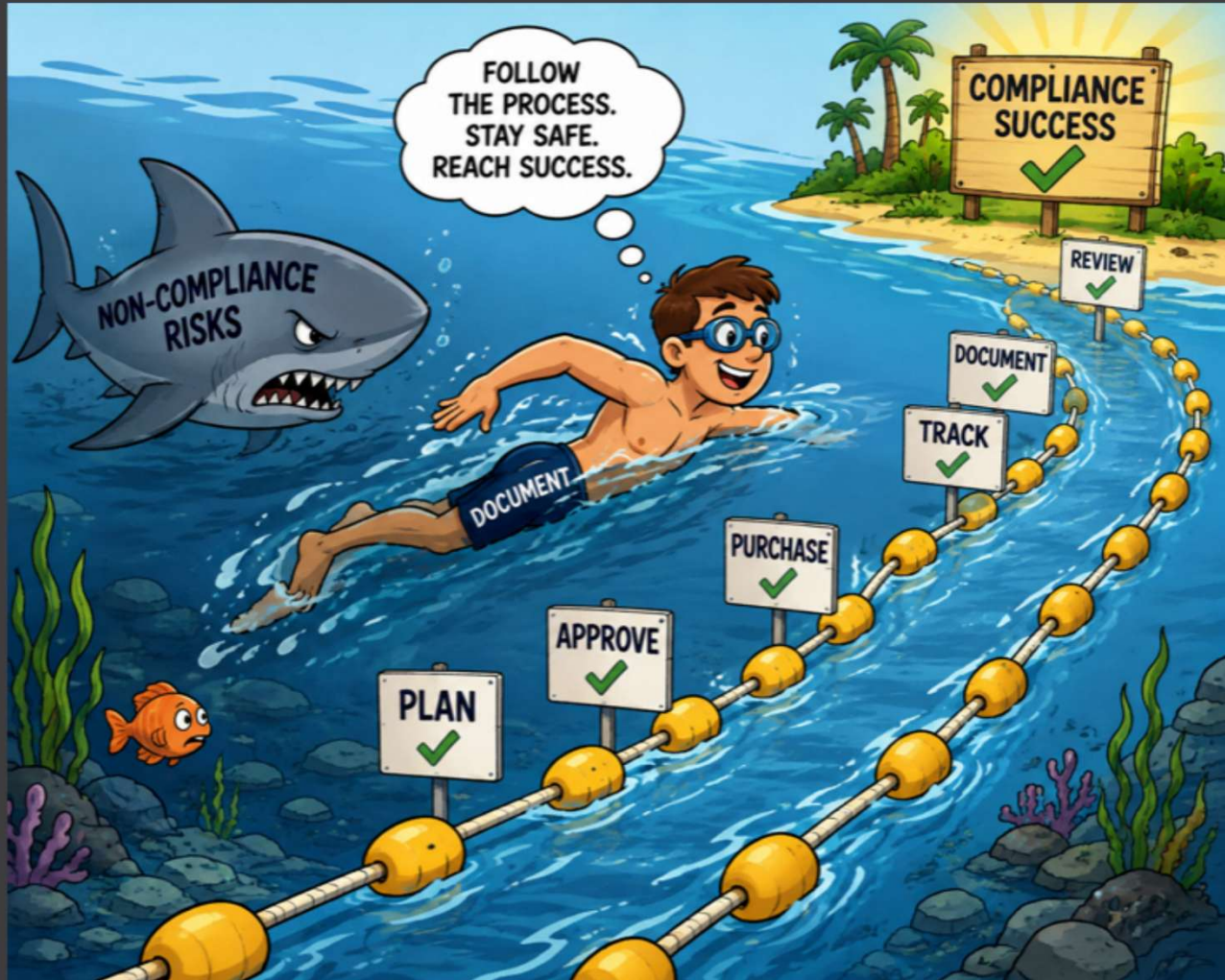
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Follow the Path of EDGAR



Allocable, Necessary, Reasonable, and Documented

- **Allocable:** The goods or services are specifically for the benefit of the grant and meet the program's intent and objectives.
- **Necessary:** The goods or services are essential for implementing your SIP.
- **Reasonable:** the Proposed goods or services are not excessive in cost and are based on prudent and sound purchasing practices.
- **Documented:** The LEA must be able to readily document the reasonableness, necessity and allocability of purchases through an established allowability procedure, needs assessment, standard purchasing processes, or policy.



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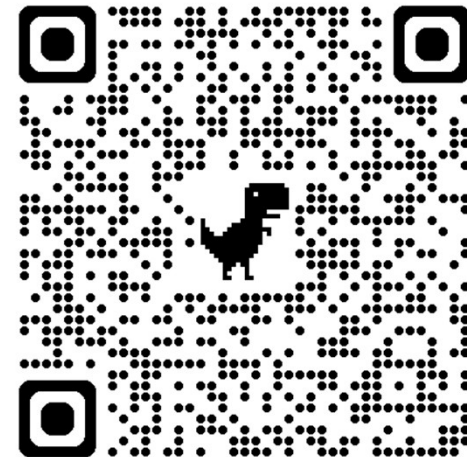


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**No Guesswork.
No Gray Areas.
Written Procedures.**

Written Procedures Matter

- If it isn't written down, it didn't happen — and if there's no procedure, there's no consistency.
- GMSD Procedures



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Where does compliance begin?

Compliance Begins Before the Purchase

- The budget plan page was intentionally designed to help principals plan purchases with compliance in mind from the very first entry. It is not just a spending tracker — it functions as a **real-time compliance and monitoring dashboard** for each school



Information Shared on the Form

- Cost
- Date the purchase request is approved and ordered
- PO#
- Delivery date
- Date the invoice was paid
- Date Inventoried



Example

- Embedding the process in a spreadsheet allows administrators to track orders and follow the process.

INSTRUCTIONAL EQUIPMENT xxx 71100 722 - 100	Estimated Costs	Actual Costs	Origin Date	PO #	Date Delivered	Paid	INVENTORIED	Narrative
Equipment for Math Instruction and Intervention 10 computers	\$7,000.00	\$0.00						Equipment listed for purchase in this line are utilized to reach school goals through supporting instructional programming in intervention classes, core curricular classes, electives, and to further develop shared spaces to promote student success. Purchase of 3 Makerspace tables to enhance shared spaces for enrichment activities. 10 laptop computers for ELA intervention program.
3 Makerspace tables	\$3,000.00	\$0.00						
	\$0.00	\$0.00						
	\$0.00	\$0.00						
		\$0.00						
Total	\$10,000.00	\$0.00						

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Designing and Implementing the Federal Programs GPS

The GPS Connection

- Connection to identified SIP need
- Allowability justification for the expense
- Reasonable Documentation
- Description of how items will be used
- Tiered Evidence



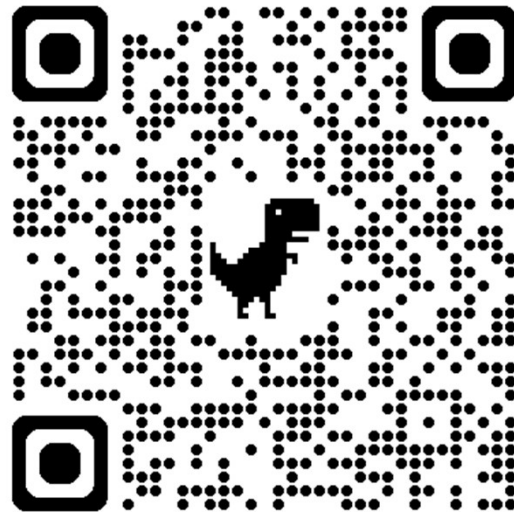
Thou Shalt Not...

- The form **cannot be submitted without required supporting documentation.** Attachments such as vendor quotes, conference agendas, or professional development descriptions are uploaded directly into the form and stored electronically — eliminating lost paperwork and creating an immediate audit trail.



Link to Federal Programs Purchase Request Form

- Sample PO Request Form.



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Submission to Signature

From Submission



To Signature

- After submission, every PO is reviewed by the Federal Programs Office before it ever reaches the principal. Only complete and allowable requests advance to the signature stage. The final form is converted to a clean PDF and sent directly to the principal via email, where they sign electronically — saving time and eliminating the need for paper routing across buildings



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Do it, Document it, Prove it!

Documentation

- We store the paper document for 7 years.
- Every completed purchase document is uploaded and stored in **Yellow Folder** — our centralized, electronic document management system.
 - This eliminates physical filing, ensures documents are never lost, and makes audit preparation a matter of clicks rather than hours of searching.
- What Gets Stored:
 - Signed Purchase Orders
 - Supporting documentation (Quotes, Reasonable Documents, Sole Source Letter with Rational)
 - Delivery confirmations and packing slips
 - Invoices and payment records
- Stored electronically in a read-only or immutable file.



A Living System: Continuous Evaluation and Improvement

Compliance by design is not a one-time project — it is an ongoing commitment. Our system is reviewed at the end of each fiscal year to identify gaps, incorporate regulatory updates, and respond to feedback from principals and Title Facilitators. What works is strengthened; what doesn't is revised.



The goal is simple: build a system so well-designed that compliance is the natural outcome of doing your job — every day, for every purchase, in every school.

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feedback from this
session.**

You may also complete the
feedback survey.

[2026 Federal Programs Institute Session
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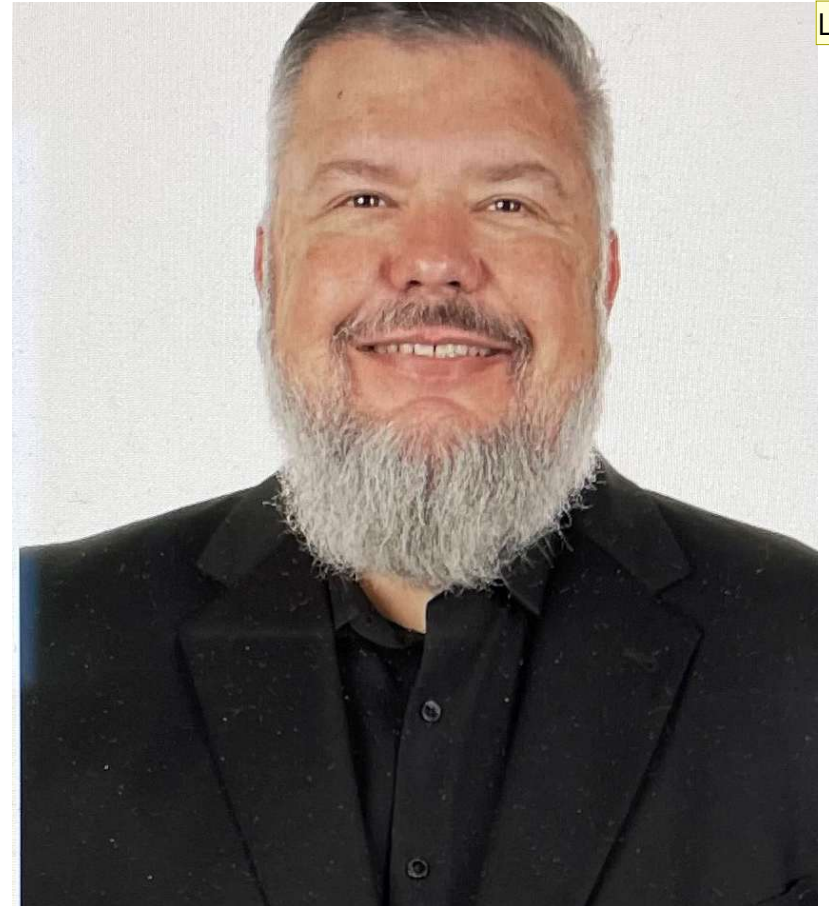
What's Next | 2:35 – 3:45 p.m.

- Ed-Flex in Tennessee (Room 3)
- Common ESSA Findings & Strategies for Success (Room 4)
- Title III Director Panel (Room 5)
- Navigating Federal Civil Rights and State Law (Room 6)
- Student Homelessness Interactive Learning (Room 9/10)

Contact Information

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Slide 29

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Great pic. I am adding Alt Text for ADA compliance.

Lynn Dotson, 2026-08-07T11:33:16.242