

# Office of Title Services (OTS)

## Office Hours

June 4, 2026



**OKLAHOMA**  
Education



# Topics

- Announcements and Reminders
- Purpose of the Office of Title Services (OTS)
- Introduction to the OTS Staff
- Vision – Transition in FY27
- ESEA Consolidated Application
- ESEA Grant Performance Review

# Due Date Communication

eGrant Management - MTW System

osde.mtwgms.org/OSDEGMSWebv02/StaticPages/MenuList.aspx

**OKLAHOMA**  
State Department of Education

Sign Out

**Menu List**

Select GMS Access/Select for Grant Applications

- Administrative**
  - Administrative Web Pages
  - GMS Administration Web
  - Payment Administration
  - Reports
- GMS Access / Select**
  - Funded Applications
  - Non-Funded Data Collections

**Title Services**

- Next OTS Office Hours - January 15, 2026 at 10:00 a.m. Email amber.polach@sde.ok.gov for an invitation.
- Submit Monthly Claims for Reimbursement - 2 C.F.R. 200.305(b)
- Calculate Maintenance of Effort (MOE) - Check compliance with ESEA Section 8019 by using the formula in the OCAS Manual.
- December claims for reimbursement must be dated through December 31st.

**Special Education**

District FY25 Special Education MOE data report is now available. All districts must update their FY26 LEA Agreement, MOE tab, with correct data for FY25. Districts can view their data through the link provided within their LEA Agreement, MOE tab. This update must be completed by January 30. If assistance is needed, please contact your finance specialist.

**School Support & Improvement**  
No notifications found.

**Expanded Learning**  
No notifications found.

**Competitive**  
No notifications found.

**Student Development**  
No notifications found.

# Due Date Communication



## From OSDE Communications

Educators will now receive important updates from the Oklahoma State Department of Education through a **bi-weekly communication**. This change from our previous monthly format ensures that all information is shared efficiently and consistently, while continuing to provide clear, accessible updates in one central place.

For additional details or items not included in this memo, educators are encouraged to visit the Oklahoma Department of Education Website, where comprehensive and up-to-date resources remain available.

[Oklahoma Department of Education Website](#)

# ESEA Consortium Opportunities

Applications are available for districts to create consortiums using the following ESEA grant funds.

- Title II, Part A
- Title III, Part A
- Title IV, Part A

Applications will be accepted until **June 30, 2026**.

# End of Fiscal Year Reporting

- Real Property Status Report SF429A  
([realpropertystatusreport@sde.ok.gov](mailto:realpropertystatusreport@sde.ok.gov))
- Homeless Census Report (SSO) – **Now Open**
- Title I, Part A and Title V Annual Report (SSO) – **Now Open**
- Language Instruction for English Language Learners and Immigrant Students Report (SSO)
- Assurances Application Due (GMS)
- Title I, Part D Subpart 1 and Subpart 2 Reports (SSO)

# Claims for Reimbursement

- Dates for May claim must be the 1<sup>st</sup> through the 31<sup>st</sup>.
- June is the only month where the dates may be split.
- Tip - Use the word 'final' in the file name.

# Office Hours – New Series

- A new series of Office of Title Services (OTS) Office Hours sessions will begin on **Thursday, July 30, 2026**. The time of the session will be moved to 12:30 p.m.
- All attendees will need to register once using the link below. A confirmation email for the entire series will be sent. Please save the confirmation email as you will use the same link to access each session in the series.

[Registration Link](#)

# Office of Title Services Overview

- Title I, Part A
  - Title I, Part A Neglected
  - Title I, Part C Migrant
  - Title I, Part D Delinquent
- Title II, Part A Supporting Effective Instruction
- Title III, Part A English Learners and Immigrant Students
- Title IV, Part A Student Support and Academic Enrichment
- Title V, Part B Rural Education Achievement Program
- Title IX, Part A Homeless

# Office of Title Services Staff

## Leadership

- Theodore Murray, Executive Director
- Tammy Smith, Senior Director
- Amber Polach, Program Director
- Kay Townsend, Project Director

# Office of Title Services

## Project Managers

- Debbie Pham
- Emily Denny
- Kimberley Murphy
- Kim Brentlinger

# Office of Title Services

## Grants Management Specialists

- Genevieve (Genny) Adkins
- Kendal Clevenger
- Kimberly (Kim) Bigham
- Kim Strain
- Lora Hyles
- Nora Neunlist

# Office of Title Services

## Claims Auditor

- Melba Friend

# Office of Grants Development

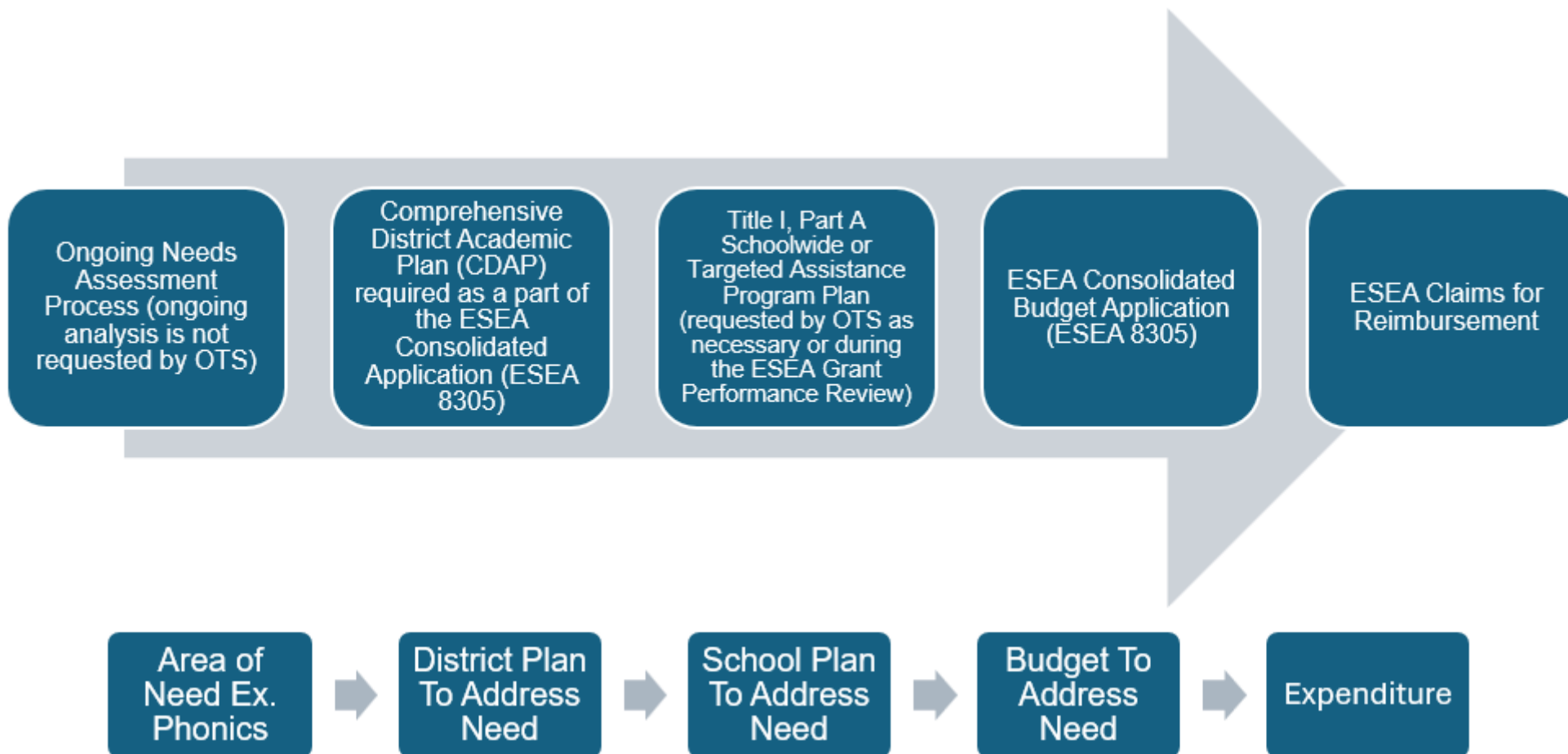
## Program Manager

- Wesley Franks

# Context - Transition Fiscal Year 2027

- Streamline process for the ESEA Consolidated Application in fiscal year 2027
- ESEA Section 8305(b) indicates the state educational agency (SEA) shall require only descriptions, information, assurances and other material that are **absolutely necessary** for the consideration of the district's plan or application.

# Specific - Transition Fiscal Year 2027



# Specific - Transition Fiscal Year 2027

## Comprehensive District Academic Plan (CDAP)

Overview	Contact Information	Allocation	Nonpublic Equitable Share	Supporting Documentation	Submit	Application History	Application Print
CDAP Upload	Paraprofessionals	Title I A SNS	Time Distribution Records	Nonpublic Third Party Contract	Board Authorization	Other Supporting Documentation	

### Consolidated District Academic Plan (CDAP)

A local educational agency may receive a subgrant for any fiscal year only if such agency has on file with the State educational agency a plan approved by the State educational agency that is developed with timely and meaningful consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (in a local educational agency that has charter schools), administrators, other appropriate school personnel, and with parents of children in schools served.

CDAP template can be found at the following link: [Download](#)

The following guidelines apply:

Allowable files types are: Microsoft Word (.doc/.docx) and Adobe PDF.

Files must be less than 10MB in size, and the file name should not include special characters (i.e. #, \$, % etc).

Uploaded documents cannot be deleted. However, if an updated version will be uploaded, please make comments in the textbox.

Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Comments (0 of 500 maximum characters used)

**B** **I** **U**       

CDAP 25-26-20250922095535-63857.pdf

# Specific - Transition Fiscal Year 2027

## Title I, Part A Supplement, Not Supplant Methodology – Upload Not Required

Overview	Contact Information	Allocation	Nonpublic Equitable Share	Supporting Documentation	Submit	Application History	Application Print
CDAP Upload	Paraprofessionals	Title I A SNS	Time Distribution Records	Nonpublic Third Party Contract	Board Authorization	Other Supporting Documentation	

### Title I A Supplement Not Supplant Methodology

#### FEDERAL FUNDS TO SUPPLEMENT, NOT SUPPLANT, NONFEDERAL FUNDS.

- (1) IN GENERAL - A State educational agency or local educational agency shall use Federal funds received under this part only to supplement the funds that would, in absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under this part, and not to supplant such funds.
- (2) COMPLIANCE - To demonstrate compliance with paragraph (1), a local educational agency shall demonstrate that the methodology used to allocate State and local funds to each school receiving assistance under this part ensures that such school receives all of the State and local funds it would otherwise receive if it were not receiving assistance under this part. **ESSA, Section 1118(b)(2)**

An LEA need not have a methodology to comply with ESEA section 1118(b)(2) if it has (Please check all that apply) -

- One site school;
- Only Title I Schools site: or
- A grade span that contains only: a single school site, non-Title I schools site, or Title I schools site (i.e., no methodology is required for this grade span).

Although such an LEA need not have a methodology to comply with ESEA section 1118(b)(2), it does not relieve the LEA of its requirement under ESEA section 1118(b)(1) and elsewhere to operate consistent with all Federal, State and local requirements and to provide free public education, including for schools and grade spans meeting the conditions described above.

If required, please upload below a Title I A Supplement Not Supplant Methodology file.

Allowable file types are: Microsoft Word (.doc/.docx) and Adobe PDF.

Files must be less than 10MB (10,240 KB) in size, and the file name should not include special characters (i.e. #, \$, % etc).

Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

No file chosen

# Specific - Transition Fiscal Year 2027

## Time Distribution Records – No Upload Required

Overview	Contact Information	Allocation	Nonpublic Equitable Share	Supporting Documentation	Submit	Application History	Application Print
CDAP Upload	Paraprofessionals	Title I A SNS	Time Distribution Records	Nonpublic Third Party Contract	Board Authorization	Other Supporting Documentation	

### Time Distribution Records

Time Distribution Records (TDR) are required for any LEA employee paid a salary (whole or partial) with federal funds. The main goal of a TDR (AKA time and effort) is to charge the salary to the federal grant for time spent on the duties completed by the employee for the grant objective.

Allowable files types are: Microsoft Word (.doc/.docx) and Adobe PDF.

Files must be less than 10MB in size, and the file name should not include special characters (i.e. #, \$, % etc).

Uploaded documents cannot be deleted. However, if an updated version will be uploaded, please make comments in the textbox.

Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

**If you have uploaded any files for OSDE review please provide a brief description of the contents of each file. 0 of 4000 maximum characters used)**

**B I U** [List Icons] [Link Icon]

If salaries are included in any of the budgets (whole or partial), the LEA must upload the template used. The LEA should have at least two TDR templates – one for monthly reporting and another for semi-annual reporting. For more information regarding TDR, please visit the [Office of Title Services](#) web page. Here is a template to download: [Download](#)

[Federal Salary Cert 25-26-20250922095815-63857.pdf](#)

# Specific - Transition Fiscal Year 2027

## Consultation Regarding the Use of Title II and Title IV Funds – Upload Not Required

Overview	Program Detail	Budget	Job Description
ESSA Requirements	Professional Development Worksheet	Class Size Reduction Worksheet	Consultation

### Consultation

CONSULTATION.—In developing the application described in paragraph (2), a local educational agency shall—(A) meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a local educational agency that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this title; (B) seek advice from the individuals and organizations described in subparagraph (A) regarding how best to improve the local educational agency's activities to meet the purpose of this title; and (C) coordinate the local educational agency's activities under this part with other related strategies, programs, and activities being conducted in the community.(4) LIMITATION.—Consultation required under paragraph (3) shall not interfere with the timely submission of the application required under this section. ESSA, Section 2102 (b)(3)(A-C) & (4)

Most Recent Consultation Date:

**Upload the most recent LEA consultation documentation and record of attendance or participation. It is important to include stakeholders from the groups mentioned in the legal reference at the top of this tab.**

The following guidelines apply:

Allowable files types are: Microsoft Word (.doc/.docx) and Adobe PDF.

Files must be less than 10MB in size, and the file name should not include special characters (i.e. #, \$, % etc).

Uploaded documents cannot be deleted. However, if an updated version will be uploaded, please make comments in the textbox.

Comments (0 of 500 maximum characters used)

**B I U** [List Icons] [Left Arrow]

Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Please upload supporting information files.

No file chosen

Uploaded Files:

# Specific - Transition Fiscal Year 2027

## Professional Development – Narrative Entry Not Required

The screenshot displays a web browser window with the URL `osde.mtwgms.org/OSDEGMSWebv02/ApplicationShell.aspx?DisplayName=Professional%20Development%20Worksheet`. The page header includes the Oklahoma State Department of Education logo and navigation links. The application details are as follows:

<b>Applicant:</b>	37-1105 OKARCHE	<b>Application Sections:</b>	Title I A - 511
<b>Application:</b>	2025-2026 Consolidated Application - 00-	<a href="#">Printer-Friendly</a>	
<b>Cycle:</b>	Amendment 1	<a href="#">Click to Return to Organization Select</a>	
<b>Application Due Date:</b>	10/31/2025	<a href="#">Click to Return to GMS Access/Select Page</a>	
<b>Project Period:</b> 7/1/2025 - 6/30/2026		<a href="#">Click to Return to Menu List / Sign Out</a>	

A red notification message states: "The application has been submitted. No more updates will be saved for the application."

The navigation menu includes: Overview, Schoolwide Changes, Waiver Request, Low Income Rank and Order, SW/TA Intention, Upload SW TA Plan, Program Detail, Budget, Professional Development Worksheet, LIEP, Job Description, and Homeless Students.

### Professional Development Worksheet for Title I, Part A

Instructions: Complete this page for high quality professional development activities under this federal program planned for the 2025-2026 school year. Proposed activities must be based on needs identified through the local professional development needs assessment and a review of evidence based research. Provide an explanation for amounts budgeted under the listed Function and Object Codes.

**Function 2212/2213 (Object Codes 100 and 200)** Stipends for teachers attending professional development activities outside of contract. Reimbursement for tuition and certification testing. List activities, number of participants, rate of pay. (0 of 2000 maximum characters used)

**Function 2212/2213 (Object Code 360)** Contracted services for professional development for teachers and instructional paraprofessionals. List the providers and describe the proposed professional development activities. (0 of 2000 maximum characters used)

**Function 2212/2213 (Object Codes 582 and 860)** Professional development for teachers and instructional paraprofessionals. List and describe the proposed professional development activities. (0 of 2000 maximum characters used)



# Specific - Transition Fiscal Year 2027

## Program Detail (Title I, Part A Neglected) – Narrative Entry Reduced

Grant Application

osde.mtwgms.org/OSDEGMSWebv02/ApplicationShell.aspx?DisplayName=Program%20Detail

**OKLAHOMA**  
State Department of Education

**Applicant:** 63-1004 MACOMB  
**Application:** 2025-2026 Consolidated Application - 00-  
**Cycle:** Amendment 1  
**Application Due Date:** 10/31/2025

**Project Period:** 7/1/2025 - 6/30/2026

**Application Sections:** Title I-A, Neglected - 518

[Printer-Friendly](#)  
[Click to Return to Organization Select](#)  
[Click to Return to GMS Access/Select Page](#)  
[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview | Program Detail | Program Detail Cont. | Budget | Job Description

**Program Detail**

1) Provide a description of the program under this subpart to be assisted by this grant ESSA, Section 1423(1) (0 of 1000 maximum characters used)

**B I U** [List Icons] [Link Icon] [Undo Icon]

2) Upload (in the Consolidated Application Supporting Documentations tab) a copy of formal agreements between the LEA and the correctional facilities and alternative school programs serving children and youth involved with the juvenile justice system, including such facilities operated by the Secretary of Interior and Indian tribes. ESSA, Section 1423(2)(A)(B) (0 of 1000 maximum characters used)

**B I U** [List Icons] [Link Icon] [Undo Icon]

3) As appropriate, provide a description of how LEA's participating schools will coordinate with facilities working with neglected children and youth to ensure that such children and youth are participating in an educational program comparable to one operating in the local school such youth would attend. ESSA, Section 1423(3) (0 of 1000 maximum characters used)

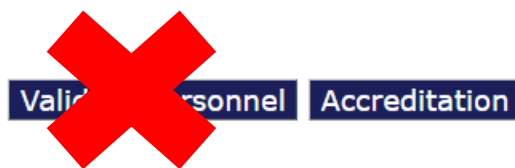
**B I U** [List Icons] [Link Icon] [Undo Icon]

# Specific - Transition Fiscal Year 2027

School Personnel Records (SPR) – No validation necessary on the ESEA Consolidated Budget Application. There will still be some type of check when it comes to the claims for reimbursement process.

# Specific - Transition Fiscal Year 2027

Button Selection	Certified (207, 210, 211)	Non-Certified Other Certified	Results
1. Save	U (Unverified)	U (Unverified)	"U"-Personnel has not been verified yet with SPR or Accreditation system.
2. Accredit	A/I (Accredited/Inconsistent)	U (Unverified)	"A" -Personnel is verified with the Accreditation system. All Personnel listed as 207, 210, and 211 must receive the "A" status. "I" -Personnel is not consistent with data within the Accreditation system and the data must be corrected or personnel must be removed. Before the SPR System goes live, the application will pass the Consistency Check with "A" and "U" status, and then allowed to be submitted to OSDE.
3. Validate	V/I (Verified/Inconsistent)	V/I (Verified/Inconsistent)	After the SPR system goes live, all personnel must receive a "V" to be accepted.



# ESEA Claims for Reimbursement

The Office of Title Services (OTS) will continue to review all established procedures in the context of the changes to the ESEA Consolidated Budget Application.

# FY27 ESEA Grant Performance Review

- Several of the indicators in the Grant Performance Review that were previously listed as – **No Submission Required** – will now require submission by the district if the indicator is applicable to the district.

# FY27 ESEA Grant Performance Review

- ESEA Section 1118(b)(1)
- Supplement, Not Supplant (SNS) Methodology
- Request will shift to ESEA Grant Performance Review

# FY27 ESEA Grant Performance Review

- Supplanting is no longer determined based on the individual cost or service paid with Title I, Part A funds.
- Supplanting is determined by the allocation of state and local resources to schools and whether such resources are allocated without regard to a school's Title I status.

# FY27 ESEA Grant Performance Review

- Supplement, Not Supplant (SNS) Methodology - LEAs that meet one of the following criteria are NOT required to have a methodology:
  - LEAs with one school site
  - LEAs that serve all school sites with Title I funds
  - A grade span that contains only; a single school, non-Title I schools, or Title I schools

# FY27 ESEA Grant Performance Review

- 2 C.F.R. 200.430(i)
- Time Distribution Records (TDR) AKA Time and Effort
- Template request removed from ESEA Consolidated Application
- The sample request will remain in the ESEA Grant Performance Review
- TDR are after the fact attestations that personnel charges to a grant for salaries and benefits must be based on the work performed for the grant.

# FY27 ESEA Grant Performance Review

- ESEA Section 1112 (a)(1)(A-B)
- Comprehensive District Academic Plan (CDAP)
- Request will remain in the ESEA Consolidated Budget Application

# FY27 ESEA Grant Performance Review

- The CDAP is a three-year district level plan that **must** drive the **program supported by the expenditures budgeted** in the ESEA Consolidated Application to ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging state academic standards and those children who are not meeting such standards.

# FY27 ESEA Grant Performance Review

- ESEA 1115(b)
- Title I, Part A Targeted Assistance Program Plan
- Request will shift to ESEA Grant Performance Review
- The Title I, Part A Targeted Assistance Program Plan is a one-year district level plan that **must** drive the program supported by the expenditures budgeted in the ESEA Consolidated Application to ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging state academic standards and those children who are not meeting such standards.

# FY27 ESEA Grant Performance Review

- ESEA 1114(b)(2)
- Title I, Part A Schoolwide Program Plan
- Request will shift to ESEA Grant Performance Review
- The Title I, Part A Title I, Part A Schoolwide Program Plan is a one-year district level plan that **must** drive the program supported by the expenditures budgeted in the ESEA Consolidated Application to ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging state academic standards and those children who are not meeting such standards.

# FY27 ESEA Grant Performance Review

- ESEA Section 2102(b)(3)
- Consultation on the Use of Title II, Part A
- Request will shift to ESEA Grant Performance Review
- Consultation on the use of funds is required annually for every grant. Consultation may be completed in a combined consultative event. Documentation must be provided to demonstrate compliance.

# FY27 ESEA Grant Performance Review

- ESEA Section 4106(c)
- Consultation on the Use of Title IV, Part A
- Request will be removed from the ESEA Consolidated Application and will shift to ESEA Grant Performance Review
- Consultation on the use of funds is required annually for every grant. Consultation may be completed in a combined consultative event. Documentation must be provided to demonstrate compliance.

# FY27 ESEA Grant Performance Review

- These requirements for the **Language Instruction Educational Program (LIEP)** are not contained in a single piece of legislation or law code; they are to be found in Civil Rights legislation, education law, and in several legal precedents.
- Request will shift to ESEA Grant Performance Review.

# Contact Information

**Phone:** (405) 521-6850

**Email:** FirstName.LastName@sde.ok.gov

**Address:** 2500 North Lincoln Boulevard Oklahoma City,  
Oklahoma 73105-4599

**Website:** [Office of Title Services](#)