DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title I Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FY: 2016

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| **Yes** | **NA** | **No** |  |
|  |   |   | **A review of the audit report from school food nutrition (SFN) has been done by the Title Programs Education Program Specialist prior to the approval of any consolidated application** |
| **Yes** | **NA** |  **No** | **Coordination Tab** |
|  |   |   | Status boxes checked (if applicable) and number identified completed (if applicable) |
|  |   |   | Homeless liaison identified |
|  |   |   | Identification and service procedure narrative completed; if "0"s, explain identification and how students will be served if identified in the future |
|  |   |   | Description reviewed by Title I Homeless Program specialist if there are non-Title I schools in the district |
|  |   |   | **Title I Program-Specific Information** |
| **Yes** | **NA** |  **No** | **Fiscal Effort Tab**  |
|  |   |   | Grade-span grouping is checked, if applicable. |
|  |   |   | Maintenance of Effort (MOE) is calculated and pre-populated for districts. |
|  |   |   | • MOE complete (cannot be less than 90-percent of previous year; if so, Title Programs Education Program Specialist  |
|  |   |   |  must notify the district and Title I director). |
|  |   |   | EXCEPTION: State schools must complete the following: |
|  |   |   | • 2013 and 2014 MOE spreadsheets are attached and match figures on the ConApp.  |
|  |   |   | • 2013 and 2014 Financial Analysis Reports–Fund 100 are attached and match MOE worksheets. |
|  |   |   | Determination of number of children from low-income families is indicated (school lunch). |
| **Yes** | **NA** |  **No** | **Set-Aside Tab** |
|  |   |   | Indirect Cost is < = maximum. |
|  |   |   | The embedded Indirect Cost Worksheet is completed. |
|  |   |   | At least 1-percent of the allocation has been set aside for parental involvement if current year Title I, Part A allocation is greater than $500,000. |
|  |  |  | FY15 Parent Involvement Carryover Set-Aside has been added. |
|  |   |   | At least 5-percent for the district’s Flexible Learning Program (FLP), if applicable. |
|  |  |  | Unless a lesser amount has been Department-approved. If a lesser amount is approved by the Department for the 5- percent, describe how to find the info. |
|  |  |  | Additional funds for the district’s Flexible Learning Program (FLP), if applicable. Must be in a custom set-aside.  |
|  |  |  | FY15 FLP Carryover Set-Aside has been added. |
|  |   |   | At least 5-percent of the district’s allocation must be set aside for professional learning if the district has teachers who do not meet the highly qualified requirements in ESEA (review PSC report to determine highly qualified status for teachers), or lesser amount is requested. |
|  |   |   | If a lesser amount is requested for the 5-percent required set-aside for highly qualified professional learning, the highly qualified request for lesser amount embedded spreadsheet is completed.  |
|  |   |   | At least 10-percent of the district’s allocation and/or 15-percent for schools with specific subgroup needs must be set aside for professional learning, if required by a Memorandum of Agreement between the district and the Department (function 2210) |
|  |  |  | LEAs identified as an outlier is required to spend not less that 5-percent of the LEA’s Title I allocation for professional development. |
|  |   |   | Funds set aside for neglected and delinquent (N&D), if applicable, and homeless (required if non-Title I schools); optional if all schools are receiving Title I services.  |
|  |   |   | Funds set aside for private schools’ per-pupil amount if private schools are participating. |
|  |   |   | The embedded private schools’ per-pupil amount worksheet is completed and matches per-pupil amount set-aside. |
|  |   |   | Funds set aside for private schools’ equitable services if private schools are participating: professional learning, parental involvement, districtwide instructional activities. |
|  |   |   | The embedded Title I equitable services worksheet is completed and matches the equitable services set-aside amount. |
| **Yes** | **NA** |  **No** | **Other Funds Tab** |
|  |   |   | Other funding sources for professional development (PD) are listed with the funding source, the purpose of the funds, and the amount specified.  |
|  |  |  | Other funding sources for the Flexible Learning Program (FLP) only apply to amounts above and beyond the required 5-percent set-aside. |

DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title I Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FY: 2016

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| **Yes** | **NA** |  **No** | **School Allocations Public School Tab** |
|  |   |   | If the district is serving schools below 35-percent poverty, the per-pupil amount (PPA) must be 125-percent of allocation divided by district FRM prior to set-asides (125-percent rule). Formula: allocation ÷ total district FRM count x 1.25 = minimum PPA |
|  |  |  | The embedded Eligible Attendance Area worksheet is completed. Supporting documentation is attached if the LEA has rezoned, added, or closed schools. |
|  |  |  | All schools in the district, including charter schools and residential facilities designated as schools and virtual schools, and the grades served have been listed under Name of School Attendance Area. (Note: Pre-kindergarten students should not be included in the data used for determining eligible attendance areas.) |
|   |  |   | Residential facilities for N&D children that function as schools (have facility codes and will have or have a school improvement designation) are ranked with other district schools according to percent poverty and receive the appropriate PPA according to their rank. |
|   |  |   | Residential facilities for N&D children that function as programs are managed by the district as other alternative programs in the district. These programs have “0” entered for resident children, poverty numbers, and PPA. Only the number of participants in reading and mathematics are entered on the school allocation tab (N&D programs are listed after the public schools on the school allocation tab). |
|   |  |   | The per-pupil amount allocated to each school receiving funds is correct. (Note: The district must first allocate funds in rank order to schools or attendance areas above 75-percent FRM. The remaining schools or attendance areas may then be served in district rank order or in rank order by grade span based on each school’s FRM status. Schools not receiving funds will have an allocation of “0.”) |
|   |  |   | 95- percent of the required 1- percent set-aside for parental involvement is recorded in the Parental Involvement column of the School Allocations page, or schools have returned their allocations to the district.  |
|   |  |   | If schools have returned their allocations to the district, the districtwide assurance form with principal signatures and allocation is attached. |
|   |  |   | The schools receiving funds have been listed as targeted-assistance (TAP) or schoolwide (SWP). (Note: If program type changed from TAP to SWP since last year, check school improvement status; SWP approval letter must be in file.) |
|   |  |   | The number of teachers, paraprofessionals, and other staff who are to be paid with Title I funds have been listed. (Note: Staff entered on the School Allocation page under Teachers, Parapros, Academic Coaches, Other Parapro, Clerical Support Staff, or Other are staff assigned to a specific school [and identified in the budget] rather than working on a districtwide basis; report in whole numbers—do not use fractions.) |
|   |  |   | The estimated number of participants to be served in reading and mathematics has been listed. (Note: In a schoolwide school the estimated number of participants to be served in Reading and in Math is the total school enrollment minus pre-kindergarten.) |
|   |  |   | The total of the school allocation matches the total Title I funds available to allocate to schools.  |
|  Yes | NA |  No | **School Allocations Private School Tab** |
|   |  |   | Private schools listed, including PPA number of poverty students, and number of eligible students, number of estimated participants in reading and/or math, and teachers, paraprofessionals, and other staff, if applicable. |
|  | (Note: number eligible equals the total number of students that are eligible for services based on the objective, educationally related multiple selection criteria) |
|  |  |  | The Evaluation form, Affirmation of Consultation of Services form, and Affirmation of Equitable Services form are attached for the previous year’s services.  |
|  Yes | NA |  No | **Budget Pages Tab** |
|   |  |   | All allocated funds are budgeted (there are no unbudgeted funds). |
|   |  |   | Funds are allocated to the Schoolwide Consolidated Funds Program and budgeted in the schoolwide program (if the district consolidates funds in Fund 400).  |
|   |  |   | District Schoolwide Summary worksheet has been uploaded (if the district consolidates funds in Fund 400).  |
|   |  |   | Funds for the district’s Flexible Learning Program (FLP) are listed as 1000–300 if contracted and 1000–199 if district is provider. |
|  |  |  | Priority Schools have budgeted 3- to 5-percent of their school allocation for professional learning (function 2210). |
|  |  |  | Indirect cost is budgeted to 2300-880 (if district charges Indirect Cost). |
|  |  |  | Audit cost is budgeted to 2300-300 (if district charges Audit Cost). |
|  |  |  | Administrative costs are budgeted in function 2230. |
|   |  |   | Object code “700” – PROPERTY – CAPITAL OUTLAY CAUTION!! Check with your program manager prior to approval. |

DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title I Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FY: 2016

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|  Yes | NA |  No | **Budget Pages Tab (*continued)*** |
|  |  |  | Budget Details and Budget Summary reports reviewed. |
|  |  |  | Approved Educational Field Trip Budget Approval form is completed and attached if funds are being used for field trips.  |
|  Yes | NA |  No | **Assurances Tab** |
|   |  |   | Superintendent must accept assurances before the sign-off can be completed and a copy of assurances will be filed in district folder. |
| Yes | N/A | No | **Attachments** |
|  |  |  | Statement verifying that budget items are justified in CLIP, FLP, SWP plans, Targeted Assistance Plans |
|  |  |  | Community Eligibility Provision (CEP) - Title I CEP data worksheet with school food nutrition department signature and date |
|  |  |  | Extended Eligible Attendance Area Worksheet if LEA implements CEP |
|  |  |  | Districtwide Parent Activity Assurance Form |
|  |  |  | Carryover Calculation Worksheet for Parent Involvement, FLP, and Private Schools |
|  |  |  | Private School Affirmation of Equitable Services |
|  |  |  | Private School Program Evaluation from Previous Year |
|  |  |  | Private School Affirmation of Consultation |
|  |  |  | Statement of Class Size and Method being used (Title 20/No Waivers System, Charter system, or Strategic Waivers School System) |
|  |  |  | Justification narrative for Class size Reduction teachers |
|  |  |  | Class Size Reduction worksheet |
|  |  |  | Master schedules in chart form for Grades and/or Subject Areas to support class size reduction |
|  |  |  | Eligible Attendance Area Worksheet if LEA has rezoned, opened new schools, and/or attendance area changed |
|  |  |  | Reconfiguration explanation if LEA has rezoned, opened new schools, and/or attendance area changed |
|  |  |  | Grandfather Rule explanation if LEA is using it to serve a school |
|  |  |  | Maintenance of Effort waiver letter from US ED if MOE not met |
|  |  |  | Maintenance of Effort Waiver for State/Commissioned Charter Schools not in existence previous two years |
|  |  |  | Educational Field Trip Budget Approval Form |
|  |  |  | Capital Outlay Approval for expenditures in object code 700 |
|  |  |  | Transferability Notification letter if LEA is transferring funds into Title I, Part A |

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Title Programs Education Program Specialist Date