DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title I Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FY: 2019

*This checklist is used by the Georgia Department of Education (Department) to ensure that Title I, Part A applications are evaluated consistently before approval.*

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| **Yes** | **NA** | **No** | **Prework for Title I Area Specialist (For Department Use ONLY)** |
|  |  |  | District has no outstanding audits, monitoring findings, unresolved complaints, or unapproved CLIP. |
|  |  |  | Homeless Set Aside reviewed and approved by Title I Homeless Program specialist. (Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approval Date: \_\_\_\_\_\_) |
|  |  |  | RAM/P reviewed by Title I Area Specialist. |
|  |  |  | Maintenance of Effort (MOE) – District met MOE as verified on the MOE Report on the Con App. If LEA is currently listed as not meeting MOE, then a search for any year within the last five (5) years must be done to determine if allocation adjustments must be made. Contact Title I program manager for further direction. |
| **Yes** | **NA** | **No** | **Set-Asides Tab** |
|  |  |  | Funds set aside for homeless including method utilized to determine amount. |
|  |  |  | Funds set aside for neglected and delinquent (N&D) if applicable. |
|  |  |  | At least 1-percent of the allocation has been set aside for Parent and Family Engagement if current year Title I, Part A allocation is greater than $500,000. |
|  |  |  | FY18 Parent and Family Engagement Carryover Set-Aside has been added. WORKSHEET ATTACHED |
|  |  |  | Indirect Cost is < = maximum. (If LEA opts to set-aside Indirect Costs) |
|  |  |  | The embedded Indirect Cost Worksheet is completed. (If LEA opts to set-aside Indirect Costs) |
|  |  |  | Administrative Set-Aside does not exceed 10% of the district’s total Title I allocation. (If 10% cap is exceeded, the district has provided a justification signed by Superintendent and Title I Director. Justification will need to be approved by area specialist.) |
|  |  |  | The **TOTAL amount** of the private school proportionate share from the FY19 Title I Private School Proportionate Share Calculation Spreadsheet for all participating private schools is set-aside **and in the description** a breakdown is provided for **the total proportionate share for EACH** participating private school (**includes Parent & Family Engagement, Admin Cost (optional), and Instruction/Professional Development).** |
|  |  |  | FY18 Private School carryover if extenuating circumstance prevented service delivery as agreed upon during consultation. **Private School Carryover must be approved by Ombudsman.** |
| **Yes** | **NA** | **No** | **Eligible Attendance Areas Tab** |
|  |  |  | For districts using Community Eligible Option (CEP): If the district is using the 1.6% Community Eligibility Option multiplier to rank poverty of schools, the district should select YES from the pulldown box after the question, “Is District Ranking using 1.6 Multiplier?” The district will then use Number (No.) Used to Determine % of Meals Paid by USDA and the % Poverty (1.6) column for poverty percentage. If the district is not using the 1.6% multiplier, the district should select NO from the pulldown box. The district will then use the Total F/R Meals Count or Number (No.) of Directly Cert. Students Minus PK F/R Meals Count or Direct Cert. Count and the % Poverty (1.0) columns for poverty percentage. |
|  |  |  | For districts using CEP, the numbers entered for Direct Certified Students match the numbers on the Title I Data – CEP SY18-19 provided and signed by the School Nutrition Director. This report has been uploaded to the Title I Attachments Tab. |
|  |  |  | For districts using Free/Reduced Meals (FRM), the numbers entered for FRM match the numbers on the FRL-001 report and the report has been uploaded to the Title I Attachments Tab. |
|  |  |  | Each school’s total enrollment matches the Oct. 3, 2017 (FTE 2018-1) report or if the LEA has rezoned, added or closed schools supporting documentation is attached to the Title I Attachment Tab. |
| **Yes** | **NA** | **No** | **School Allocations Tab** |
|  |  |  | Grade-span grouping is checked, if applicable. |
|  |  |  | Poverty determination is indicated (school lunch). Charters may indicate “Other.” |
|  |  |  | If the district is serving schools below 35-percent poverty, the per-pupil amount (PPA) meets the minimum amount as calculated by the 125% Rule. 125% Rule Formula: allocation ÷ total district FRM count x 1.25 = minimum PPA for all 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 School Name under Attendance Areas and School Allocations Details. (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) 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 should have a “9999” school ID code. These facilities function as other alternative programs in the district. These programs have “0” entered for “Enrollment Minus Pre-K”, and “# Poverty Children Minus Pre-K”, and PPA. **Only the number of participants in reading and mathematics are entered on the school allocation tab**. |
|  |  |  | The per-pupil amount allocated to each school receiving funds is in rank order. (Note: The district must first allocate funds in rank order to schools or attendance areas above 75-percent FRM. EXCEPTION—A district may choose to lower the 75-percent poverty threshold to 50-percent for high schools. 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.”) |

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| **Yes** | **NA** | **No** | **School Allocations Tab** |
|  |  |  | At least 90 percent of the required 1- percent set-aside for Parent and Family Engagement 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 Parent Activity-Project Assurance Form with principal signatures and amount per school is attached. |
|  |  |  | The schools receiving funds have been listed as targeted-assistance (TA) or schoolwide (SWP). (Note: If program type changed from TA to SWP since last year, SWP plan and approval letter must be uploaded to the Title I Attachment Tab.) |
|  |  |  | 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 and there are no unallocated funds reported on the Allocation Tab. The budgeted amounts for each school matches each school’s allocation. |
| **Yes** | **NA** | **No** | **Data Collection Tab** |
|  |  |  | If claiming Indirect Cost, Title I Director and Superintendent have submitted/signed off on the information on the Data Collection Tab. |
|  |  |  | Title I area specialist has approved the Data Collection Tab. |
| **Yes** | **NA** | **No** | **Budget Pages Tab** |
|  |  |  | All budget descriptions are clear and specific. Itemization of items are included as appropriate. |
|  |  |  | The budget line item description includes whether the strategy/intervention is supported by strong, moderate, or promising evidence base or demonstrates a rationale that is documented by a logic model on file with LEA.  This requirement applies to budget function codes:  1000, 2100, 2210, 2213, 2400, 2900.  This includes software, class size reduction, reading programs, instructional coaches, professional learning, etc.  Expenditures that do not require an evidence base include program administration, recruitment, personnel benefits, etc. |
|  |  |  | The budget matches the calculations on the Private School Proportionate Shares Worksheet. Worksheet is attached to Title I Attachment Tab. Items clearly labeled in the budget. |
|  |  |  | All allocated funds are budgeted (there are no unbudgeted funds). The budgeted amounts for each school matches each school’s allocation. |
|  |  |  | **Schoolwide Consolidated Funds Program** **(Fund 150)** has been implemented by the LEA and funds budgeted correctly using Function 1000/Object 881. Funds allocated equal school allocation for each school included in the Schoolwide Consolidated Program as indicated on the School Allocation Tab. Funds ARE NOT transferred to another program (remain in Title I, Part A Program budget). |
|  |  |  | **Fund 400** **Schoolwide** has been chosen for implementation by the LEA and all such funds are entered into the budget under Function 1000/Object 881 BUT transferred to the Schoolwide Program budget application. |
|  |  |  | **Transferability Option**(s) have been implemented by the LEA. Funds have been transferred into Title I, Part A from: [list program(s)] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Transfer Intent Emails have been added to the General Attachment Tab on the Con App. |
|  |  |  | If transferability option utilized, the 1% Parent and Family Engagement set aside has been recalculated to reflect the increase in the Title I budget if the total amount exceeds $500,000. |
|  |  |  | If funds are transferred, the private school proportionate share amounts have been recalculated to reflect the new allocation. The revised calculation worksheet is attached, and the budget has been amended as necessary. |
|  |  |  | Audit Cost Budgeted to 2300-300. |
|  |  |  | Parent and Family Engagement expenditures are budgeted in function 2100 (not 2900). |
|  |  |  | Professional Learning is budgeted in 2210 or 2213. |
|  |  |  | Indirect cost is budgeted to 2300-880 (if district charges Indirect Cost). |
|  |  |  | Administrative costs are budgeted in function 2230. Justification is attached if Admin Set Aside exceeds 10%. |
|  |  |  | Object code “700” – PROPERTY – CAPITAL OUTLAY CAUTION!! Written prior approval (email) from Title I program manager must be attached to Title I Attachments Tab. |
|  |  |  | Budget Details and Budget Summary reports reviewed. Budgeted funds match the school allocation amounts and the amounts indicated on the set asides tab. All funds have been budgeted. |
|  |  |  | Approved Educational Field Trip Expenditure Request 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. |

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| **Yes** | **N/A** | **No** | **Attachments (The attachments tab within the Title I application is currently titled Title I SWP/TA Plans Tab)** |
|  |  |  | Statement, signed by Title I Director, verifying that budget items are justified in CLIP, SWP plans, Targeted Assistance Plans and the district is using evidence-based interventions or working to collect evidence for all of their Title I interventions including class size reduction. |
|  |  |  | Justification signed by Superintendent and Title I Director if Administrative Set-Aside exceeds 10% of total Title I allocation. Must be approved by area specialist. |
|  |  |  | Poverty Data for FRM and/or CEP. |
|  |  |  | Free and Reduced Meal Data from school food nutrition department (FRL-001). |
|  |  |  | Community Eligibility Provision (CEP) - Title I CEP data worksheet (Title I Data – CEP SY18-19)  with school food nutrition department signature and date. |
|  |  |  | Eligible Attendance Area Worksheet if LEA has rezoned, opened new schools, and/or attendance area changed including supporting enrollment and poverty data. |
|  |  |  | Reconfiguration explanation if LEA has rezoned, opened new schools, and/or attendance area changed. |
|  |  |  | Districtwide Parent Activity-Project Assurance Form signed by all principals involved and noting amount (by school) returned to district. |
|  |  |  | Carryover Calculation Worksheet(s) for Parent and Family Engagement and Private Schools. |
|  |  |  | Private School Program Evaluation. |
|  |  |  | Grandfather Rule explanation if LEA is using it to serve a school below 35% and/or system average poverty level. |
|  |  |  | 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 Expenditure Request Form approved by area specialist. |
|  |  |  | Job Descriptions for newly funded positions or at the request of area specialist. |
|  |  |  | Capital Outlay Approval (email from Title I program manager attached to Title I Attachment Tab) for expenditures in object code 700. |
|  |  |  | Transferability Notification letter/email if LEA is transferring funds into Title I, Part A. |
|  |  |  | Private School Proportionate Shares Worksheet that includes all required school budget data for participating private schools. |
|  |  |  | Resource Allocation Methodology/Plan (RAM/P). |
|  |  |  | If LEA is Consolidating Federal Administration Funds, the **Consolidation of ESSA Administrative Funds Application** is attached. |

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Title Programs Education Program Specialist Date