District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title I Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

*This checklist is used by the Georgia Department of Education (GaDOE) to ensure that Title I, Part A budgets are reviewed consistently.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **NA** | **No** | **Prework for Title I Program Specialist (For Department Use ONLY)** |
|  |  |  | District has cleared outstanding audits (Everest), monitoring findings, unresolved complaints, or unapproved CLIP if applicable. |
|  |  |  | RAM/P reviewed by Title I Program Specialist if applicable. |
|   |  |  | 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, a search for any year within the last 5 years must be done to determine if allocation adjustments must be made. Contact Title I program manager for further direction. |
|  |  |  | Verify that the Title I allocation in the Con App matches the SBOE approved allocation. |
|  |  |  | Verity that the Title I carryover amount in the Con App matches Grants Accounting’s amount (when applicable). |
|  |  |  | Verify that any Adjusted Title I allocation in the Con App matches the SBOE approved allocation (when applicable). |
|  |  |  | Transferability Option has been implemented by the LEA per CLIP. (Programs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| **Yes** | **NA** | **No** | **Set-Asides Tab** |
|  |  |  | Funds set-aside for homeless ***including method utilized***. (Method must be stated) |
|  |  |  | 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 (PFE) if current year Title I, Part A allocation is greater than $500,000. Ensure any transferred funds are included in calculation. |
|  |  |  | FY22 Parent and Family Engagement Carryover Set-Aside has been added. WORKSHEET ATTACHED |
|  |  |  | Private School Set-Aside – see page 3 |
|  |  |  | Indirect Cost is < = maximum and embedded Indirect Cost Worksheet completed if LEA opts to set-aside Indirect Costs. Also, refer to the Optional Set Aside: FY23 Private School Indirect Cost explanation below for LEAs with Participating Private Schools. |
|  |  |  | (Prior Approval Required) Consolidation of Admin Funds Set-Aside: Consolidation of ESSA Admin Funds Form is attached (Program Specialist to verify approval at: U:\FY 23 Files\Federal Programs Common Files\Consolidation of Admin Funds.) Funds reserved for administering equitable services may also be consolidated with other administrative funds in Fund 400. LEA’s should denote the equitable services portion of administrative funds either in a single administrative budget line-item coded 2230 882 with a note in the budget description or in a separate administrative budget line-item coded 2230 882 with a note in the budget description.) |
|  |  |  | Optional Set-Asides (Supplemental Language Support for EL students, Foster Care Transportation, Admin, Audit, etc.) |
| **Yes** | **NA** | **No** | **Eligible Attendance Areas Tab (LEAs, you need to tab through the worksheet in order for the information to save.)** |
|  |  |  | 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 (#13) 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)” column (#14) for poverty percentage.
 |
|  |  |  | For districts using CEP, the numbers entered for Direct Certified Students match the numbers on the Title I Data – CEP SY22-23 provided and signed by the School Nutrition Director and Title I Director. 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 uploaded FRL Eligibility Report (FRL001). |
|  |  |  | For FRL LEAs using Direct Cert numbers with or without the 1.6% multiplier, the numbers entered match the FRL001 DC column. If using the 1.6 multiplier for rank order, the Title I Eligible Attendance Area Worksheet must be attached. |
|  |  |  | Each school’s total enrollment matches uploaded enrollment used and if the LEA has rezoned, opened, or closed schools supporting documentation is attached to the Title I Attachments Tab. |
|  |  |  | For Charter LEAs not using CEP or FRM, poverty numbers provided by GaDOE should be uploaded to Title I Attachments tab.  |
|  |  |  | REQUIREMENT – Enrollment and Poverty Data MUST be uploaded. |
| **Yes** | **NA** | **No** | **School Allocations Tab** |
|  |  |  | Grade-span grouping is checked, if applicable. |
|  |  |  | Poverty determination is indicated (school lunch). Charters may indicate (Other). |
|  |  |  | Schoolwide Title I schools have a poverty rate at or above 40%. If below 40%, the Title I school may continue to be served as schoolwide for one year (grandfather year) OR the Title I School has an approved SW Waiver from the GaDOE. List all Title I schools being served SW through Grandfather year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ List all Title I schools with approved SW Poverty Threshold Waiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SW Poverty Threshold Waiver approval letter from GaDOE should be attached to the Title I Attachments Tab. |
|  |  |  | If the LEA 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 poverty count x 1.25 = minimum PPA for all schools. Calculation worksheet uploaded to Title I Attachments tab OR the LEA has an approved Ed-Flex Waiver. |
|  |  |  | 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.)  |
|  |  |  | Confirm that enrollment and poverty numbers on School Allocation Page match the numbers on Eligible Attendance Area tab or uploaded Title I Eligible Attendance Area Worksheet if an FRL district is using the 1.6 multiplier for rank order. |
|  |  |  | 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. Link to check for facilities. <https://rcctrails.dhs.ga.gov/public/publicfacilitiessearch.aspx> |
|  |  |  | 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 school allocation tab**.  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **NA** | **No** | **School Allocations Tab** |
|  |  |  | The per-pupil amount allocated to each school receiving funds is in rank order. (Note: District must first allocate funds in rank order to schools or attendance areas above 75% poverty. Exception—District may choose to lower the 75% poverty threshold to 50% 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 poverty status. Schools not receiving funds will have an allocation of “0.”) |
|  |  |  | At least 90% of the required 1% set-aside for Parent and Family Engagement is recorded in the Parental Involvement column on the School Allocations page, or schools have returned their allocations to the district. District distributes based on priority of need. |
|  |  |  | If schools have returned their allocations to the district, the Districtwide Parent Activity-Project Assurance Form with principal signatures and amount per school is uploaded to Title I Attachments tab. (Not applicable to COF schools if Parent and Family Engagement funds are being consolidated) |
|  |  |  | 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 Attachments 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 Mathematics is the total school enrollment minus Pre-K.) |
|  |  |  | 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 amount 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 the information on the Data Collection Tab. |
|  |  |  | Title I Education Program 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. For budget line items $5,000 or more, description should include quantity to be purchased and cost per item. (Ex. Software licenses include cost per license and number of licenses; technology devices include cost per unit and number of units). |
|  |  |  | The budget descriptions include 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, reading programs, instructional coaches, professional learning, etc.  Expenditures that do not require an evidence base include program administration, recruitment, personnel benefits, technology hardware, etc. |
|  |  |  | All allocated funds are budgeted (there are no unbudgeted funds). The budgeted amount for each school matches each school’s allocation. For LEAs that do not budget by school, the attached school level budgets match each school’s allocation. Verify by running budget to excel report with Con App Reports application. |
|  |  |  | **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. |
|  |  |  | Transportation – All transportation provided through LEA school bus is budgeted to 2700; 2700 – 511 reimbursing another LEA for transporting a student (homeless); 2700 – 595 reimbursing a parent for transporting a student to school (homeless); 2700-519 Payments to persons or other agencies for transporting students. Transportation related to parent engagement activities should be budgeted to function code 2100. |
|  |  |  | Parent and Family Engagement expenditures are budgeted in function 2100. |
|  |  |  | Professional Learning is budgeted in 2210 or 2213. |
|  |  |  | Administrative costs are budgeted in function 2230.  |
|  |  |  | Consolidated Administrative funds are coded as 2230-882. (Funds reserved for administering equitable services may also be consolidated with other administrative funds in Fund 400. LEA’s should denote the equitable services portion of administrative funds either in a single administrative budget line-item coded 2230 882 with a note in the budget description or in a separate administrative budget line-item coded 2230 882 with a note in the budget description.) |
|  |  |  | Audit Cost Budgeted to 2300-300. |
|  |  |  | Indirect cost is budgeted to 2300-880 (if district claims Indirect Cost). – Also, refer to the **Optional Set Aside: FY22 Private School Indirect Cost** line/explanation in the **LEAs with Participating Private Schools** section**.** |
|  |  |  | Object code “700” – PROPERTY – CAPITAL OUTLAY CAUTION - Federal Programs Capital Expenditure Pre-Approval Form signed by Title I Program Manager, is attached to the Title I Attachments Tab. (Individual item $5,000 or more) |
|  |  |  | 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** | **N/A** | **No** | **Attachments (Uploaded to the Title I Attachments Tab within the Title I Application unless otherwise indicated below.)** |
|  |  |  | **ENROLLMENT AND POVERTY DATA MUST BE UPLOADED BY ALL LEAS** |
|  |  |  | 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 SY22-23) signed and dated by School Food Nutrition Director and Title I Director. |
|  |  |  | For Charter LEAs that do not use CEP or FRM, poverty numbers provided by GaDOE need to be uploaded as an attachment.  |
|  |  |  | 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 participating principals, noting amount (by school) returned to district. |
|  |  |  | Schoolwide Poverty Threshold Waiver approval letter from GaDOE if applicable. |
|  |  |  | SWP Approval Letter is attached for new SWP schools. |
|  |  |  | Carryover Calculation Worksheet(s) for Parent and Family Engagement. |
|  |  |  | Grandfather Rule explanation if LEA is using this rule to serve a school below 35%.  |
|  |  |  | 125% Calculation Worksheet if serving a school below 35% and no approved Ed-Flex waiver. |
|  |  |  | Maintenance of Effort waiver letter from 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 program specialist. |
|  |  |  | Job Descriptions for newly funded positions or at the request of program specialist. |
|  |  |  | Federal Programs Capital Expenditure Pre-Approval Form signed by Title I Program Manager attached to the Title I Attachments Tab. (Individual item $5,000 or more in object code 700) |
|  |  |  | Resource Allocation Methodology/Plan (RAM/P) attached to General Attachments Tab by July 1. |
|  |  |  | If LEA is Consolidating Federal Administration Funds, the Consolidation of ESSA Administrative Funds Application is attached to the General Attachments tab. |
|  |  |  | School level budgets should be attached for LEAs not budgeting by school. |
| **Yes** | **NA** | **No** | **LEAs with Participating Private Schools** |
|  |  |  | **Required FY23 Private School Set-Aside:** The Total Amount of the Required Private School Set-Aside for all participating private schools is located in ***Line 48*** of the FY23 Title IA Proportionate Share Worksheet (PSW). The Private School Set-Aside description should include the totals for all participating private schools’ Parent & Family Engagement (PFE) and Instruction/Professional Development (Inst. & PD). For example, the total amount for a district’s Required Private School Set-Aside is $17,360. The set-aside description would then read: $174 PFE (***line 49*** on FY23 PSW) & $17,186 Inst & PD (***line 50*** on FY23 PSW) from 8.12.22 PSW. |
|  |  |  | **Optional Set-Aside: FY23 Private School Administrative Cost:** A Custom Set-Aside has been created for FY23 Private School Administrative Cost, if applicable. Only required if an LEA has an administrative set-aside that includes the salary for managing the Title I, Part A program. The amount of this set-aside is shown on ***line 52*** of the FY23 Title I PSW.  |
|  |  |  | **Optional Set-Aside: FY22 Private School Carryover**: When FY22 Title I private school carryover funds become available, GaDOE will recalculate the LEA’s Title I Proportionate Share Worksheet and it will be available to view on the Ombudsman’s website. A Custom Set-Aside has been created for FY22 Private School Carryover, if applicable. The amount of this set-aside is shown on ***line 53*** of the FY23 Title IA PSW. The LEA should verify the amount listed in the proportionate share worksheet correctly reflects the amount of funds for the Title I private school carryover listed in Form B in ES4PS. |
|  |  |  | **Optional Set-Aside: FY23 Private School Indirect Cost:** If the LEA chooses to have an Indirect Cost Set Aside, then a proportionate share of this set-aside should be allocated from the private schools’ funds. The Indirect Cost Set-Aside total cannot exceed the amount calculated on the Indirect Cost Worksheet located in the Data Collection Tab in the ConApp. The Indirect Cost Set-Aside description should include the indirect cost amount funded by the private schools (***line 51*** of the FY23 Title IA PSW) and the amount funded by the LEA (total of the Indirect Cost Set-Aside minus the Private School’s funded amount)  |
|  |  |  | **FY23 Budgeting:** Budgeting options: \_\_\_ All private school funds are budgeted together (Description must include details and amount for each school); \_\_\_ All private school funds are budgeted by private schools individually; \_\_\_ A combination of both options used. Funds have been budgeted to the participating private school and matches the calculations on the Private School Proportionate Share Worksheet. Items (Parent & Family Engagement and Instruction/Professional Development) are clearly labeled in the budget.  |
|  |  |  | **FY23 Transferability:**If Transferability Option has been implemented by the LEA, the private school proportionate share amounts have been calculated to reflect the amount transferred. The LEA should verify the amount listed on the proportionate share worksheet correctly reflects the amount of funds transferred into Title I. If a change is required, program offices must require LEAs to upload documentation in ES4PS that shows they have notified private schools of transfers and any impact to services and calculations. |
|  |  |  | **FY23 Pooling Private School:**The Managing LEAs (Receiving Pooled funds from other LEAs) will have an additional (+) amount in the Pooling Allocation and will budget ALL private school funds. A Contributing LEA (Sending Pooled Funds to a Managing Pooling LEA) will have a minus (-) in the Pooling Allocation Line. This must be adjusted mid-year to reflect carryover and any adjustments for new and expanding charters or changes in ED allocations. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **NA** | **No** | **Consolidation of Funds – FUND 150 Schools ONLY****(**In Georgia, during the budget submission process, supporting documents must be submitted for an LEA-selected sample of schools. Documents are to be uploaded to the General Attachments Tab under the Consolidation of Funds pulldown.) |
|  |  |  | Title I, Part A funds consolidated at the school level do not exceed the funds allocated through rank order. (Match the Title I School Allocation Page)  |
|  |  |  | COF (Fund 150) SWPs reviewed by Program Specialist for alignment with intent & purpose and budget prior to budget approval. (all samples – notify CoF Office to coordinate revisions across grants if items are missing or revision required) |
|  |  |  | COF (Fund 150) LEAs consolidating the 1% PFE Set-Aside Tab must be completed with the amount and descriptionPFE funds consolidated at the school level must give priority to high needs schools* 100% - the set-aside description states that 100% of these funds will be consolidated. The parent involvement column on school allocation tab remains blank. The amount will show on the Fund 150 Budget Allocations Attachment.
* <100% - If 100% will not be consolidated, the description on the set-asides tab should specific the amount being consolidated, and the amount not being consolidated. The Parent Involvement Column on the school allocation page must be completed for the amount not being consolidated unless schools have returned their allocations to the district for districtwide initiatives.
* >100% - LEAs may reserve and consolidate more than the 1% set-aside.
 |
|  |  |  | Existing Cohort LEAs will select a sample of Schoolwide Plans with Intent and Purpose statements from consolidating schools to attach to the Consolidated Funding tab on the General Attachments Tab under the **Consolidation of Funds** **pulldown**. |
|  |  |  | New Cohort LEAs will select a sample of Schoolwide Plans with Intent and Purpose statements and Fund 150 Budgets from consolidating schools to attach to the Consolidated Funding tab on the General Attachments Tab under the **Consolidation of Funds** **pulldown**. |
|  |  |  | Samples must represent:• all grants consolidated • show the LEA-level requirements from program intents and purposes (IIIA, IVA)• schools across grade level bands |
|  |  |  | **Schoolwide Consolidated Funds Program** **(Fund 150)** has been implemented by the LEA and funds budgeted correctly using Function Codes 1000, 2100, 2210, 2213, 2220, 2400, 2600, and/or 2700/Object Code 881. Funds allocated equal school allocation for each school included in the Schoolwide Consolidated Program as indicated on the School Allocation Tab and matches the Fund 150 budget allocations attachment.  |
|  |  |  | If the LEA uses the single line-item option when budgeting Fund 150 in the ConApp, in the description each school allocation should be listed including PFE if consolidated. |
|  |  |  | **Fund 150 Budget Allocation Attachments must be up-to-date at all times & should be verified with every amendment** |

|  |  |  |  |
| --- | --- | --- | --- |
| **COF FUND 150 Attachment Chart** | Located on COF Attachments Tab \_\_\_\_YES \_\_\_\_ NO |  |  |
| Attachment | Applicability | Quantity | Naming Convention |
| Schoolwide Plan | All Cohorts | LEA Sample | COF-SWP- Name of School |
| Intent & Purpose Statement | All Cohorts | LEA Sample | COF-I&P- Name of School |
| Fund 150 Budget Allocations Attachment | All Cohorts | All LEA schools included and state & local funds | COF-Fund 150 Budget Allocations |
| Fund 150 Budget\* | New Cohorts | LEA Sample | COF-Fund 150 Budget –Name of School |
| Title I, Part A Supplement not Supplant Methodology GA – District Level RAM/P | if applicable | All LEA schools included | See Title I, Part A Guidance |

Signature of Reviewer Date