DISTRICT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title I Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FY: 22

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

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| **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.  |
|   |  |  | 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*** and how calculated to determine amount. (Method must be included) |
|  |  |  | 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.  |
|  |  |  | FY21 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)  |
|  |  |  | (Prior GaDOE Approval Required) Consolidation of Admin Funds Set Aside: Consolidation of ESSA Administrative Funds Form is attached (Program Specialist to verify approval at: U:\FY 21 Files\Federal Programs Common Files\Consolidation of Admin Funds). [FY22 Consolidation of Admin Funds Form](file:///U%3A%5CFY%2022%20Files%5CFederal%20Programs%20Common%20Files%5CFY22%20Consolidation%20of%20Administrative%20Funds%5CFY22%20Consolidation%20of%20ESSA%20Administrative%20Funds%20%20LEA%20Level%20REQUEST%20FORM.docx) ALL Admin Costs budgeted to 2230-882 (no other budget line items coded to 2230 allowed) |
|  |  |  | (OPTIONAL) Funds set aside for Supplemental Language Support for EL students and/or Foster Care Transportation. |
|  |  |  | Other Optional Set Asides |
| **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 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 SY21-22 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). |
|  |  |  | 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 Attachment 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 for FY22. |
| **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 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 FRM 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. |
|  |  |  | 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**.  |

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| **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 of 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. |
|  |  |  | 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 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 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, personnel, 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. 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. |
|  |  |  | **Transferability Option** has been implemented by the LEA. Funds transferred into Title I become Title I dollars and must follow Title I regulations. LEA indicated transferability in FY22 CLIP of: [list program(s)] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | 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. |
|  |  |  | 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 |
|  |  |  | Audit Cost Budgeted to 2300-300. |
|  |  |  | Indirect cost is budgeted to 2300-880 (if district claims Indirect Cost). |
|  |  |  | 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** | **NA** | **No** | **Assurances Tab** |
|  |  |  | Superintendent must accept assurances before the sign-off can be completed.  |

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| **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 THIS YEAR** |
|  |  |  | 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 SY21-22) 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 all principals involved and 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, is 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. |
| **Yes** | **NA** | **No** | **LEAs with Participating Private Schools** |
|  |  |  | **Set-Aside:** The **TOTAL amount** of the private school proportionate share from the FY22 Title I Private School Proportionate Share Calculation Worksheet for all participating private schools is the set-aside amount. The Set-Aside description should include the totals for all participating private schools’ Parent & Family Engagement (PFE), Admin Cost (optional), and Instruction/Professional Development. For example, the total amount for a district’s equitable services from the worksheet is $219,152. The set-aside description would then read: $2,192 PFE, $17,532 Admin, $199,428 Instr & PD from 08.12.21 Worksheet.  |
|  |  |  | **FY21 Private School Carryover**:When FY21 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. 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. |
|  |  |  | **Budgeting:**Budgeting options: \_\_\_ All private school funds are budgeted together; \_\_\_ 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, Admin Cost (optional), and Instruction/Professional Development) are clearly labeled in the budget.  |
|  |  |  | **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. |
|  |  |  | **Pooling Private School Funds:**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. |
| **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. |
|  |  |  | CoF (Fund 150) LEAs consolidating the 1% PFE Set Aside Tab must be completed with the amount and description* 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 submit during the budget process.  |
|  |  |  | New Cohort LEAs will select a sample of Schoolwide Plans with Intent and Purpose statements and Fund 150 Budgets from consolidating schools to submit during the budget process. |
|  |  |  | 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. Fund 150 school level consolidated budgets for new consolidating LEAs only, Intent and Purpose forms, and Schoolwide Plans are attached to the Consolidated Funding tab on the General Attachments Tab under the Consolidation of Funds pulldown. |

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| **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 | 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 |