|  |  |
| --- | --- |
| **LEA Name** |  |

|  | **Requirement** | **Approve** | **Revise** | **N/A** | **Status** | **Original Budget Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **CFM CORRECTIVE ACTION PLANS**If monitored in previous fiscal year, LEA has an approved FY20 CFM/ Title II, Part A Corrective Action Plan. (*Must be approved prior to budget approval.)*Note: This requirement is not applicable for rescheduled Fall FY20 monitoring | CAPApproved[ ]  | CAP in Progress[ ]  | CAP N/A[x]  |  |  |
| 2 | **FY21 Approved CLIP**LEA has an approved CLIP including Prayer Certification and GEPA 427. | CLIPApproved[ ]  | Not Submitted **☐** |  |  |  |
| In Revision[ ]  |
| Ed-Flex WaiversApproved[ ]  | State Waiver **☐** | N/A[ ]  | List Local Waivers: |
| Local Waiver[ ]  |
| Prayer CertComplete & Signed-off[ ]  | Not Complete[ ]  |  |  |
| Not Signed-off[ ]  |
| GEPA 427Complete & Signed-off[ ]  | Not Complete[ ]  |  |  |
| Not Signed-off[ ]  |
|  |  |  |  |  |  |  |
| 3 | **100% TRANSFER (5000 930) – TRANSFER IN/ OUT****Review:** (1) GaDOE notification of intent to transfer funds from Title II, Part A to another program or into Title IIA from another program has been indicated in the LEA’s CLIP **PARTIAL TRANSFER (5000 930) – TRANSFER IN/OUT****Review:** (1) GaDOE notification of intent to transfer funds from Title II, Part A to another program or into Title IIA from another program has been indicated in the LEA’s CLIP and (2) all budget checklist items for LEA initiatives | Transfer indicatedin Online/S-CLIPApproved[ ] Transfer Notification uploaded to attachments[ ]  | Notification not included in CLIP or attachments[ ]  | N/A[ ]  | In [ ]  | Title IVA [ ]  |
| Out [ ]  | Program Transferred to:Choose an item. |
| 100% [ ] Partial [ ]  |  |
| Total Allocation$ |  |
| Amount Transferred$ |  |
| 4 | **100% CONSOLIDATION (Fund 150)**100% Funds used for consolidation – No private schools participate in equitable services.**Review for All Cohorts:** LEA selected sample of (1) Schoolwide Plan (2) Intent and Purpose statements (2) Fund 150 Allocations Attachment (all LEA schools included)**Review for New Cohorts Only:** LEA selected Fund 150 budgets from consolidating schools**Complete for All Cohorts:** Consolidation of Funds Budget Approval Checklist and save in each LEAs Consolidation of Funds folder and Title II, Part A folder**PARTIAL CONSOLIDATION (Fund 150)**Funds used for consolidation AND LEA initiatives.**Review:** (1) consolidation (*see 100% consolidation* above) AND (2) All budget checklist items for LEA Title II, Part A funded initiatives.**Complete for All Cohorts:** Consolidation of Funds Budget Approval Checklist and Title II, Part A Budget Review Checklist and save each checklist in their CoF and Title IIA Budget folders*LEA Selected Samples must represent:** *All grants consolidated*
* *Show the LEA-level requirements from program intents and purposes*
* *Schools across grade level bands*
 | LEA selected School-wide plansApproved**☐** |  SWP Not Uploaded[ ]  | SWP Needs Revision[ ]  | N/A[ ]  | 100% Fund150[ ] Partial<100 % Fund150[ ]  |  |
| LEA selected Intent &PurposeApproved[ ]  |  I & P Not Uploaded[ ]  | I & P Needs Revision[ ]  | N/A[ ]  |  |
| Fund 150Allocations AttachmentApproved[ ]  | Fund 150 Allocations Attachment Not Uploaded[ ]  | Fund 150 Allocations attachment NeedsRevision[ ]  | N/A[ ]  |  |
| **NEW Cohort Only**LEA selected Fund 150 BudgetApproved[ ]  | **NEW Cohort Only**Fund 150 Budget Not Uploaded[ ]  | **NEW Cohort Only**Fund 150 BudgetNeedsRevision[ ]  | N/A[ ]  |  |
|  |  |  |  |  |  |  |
| 5 | **PRIVATE SCHOOLS: EQUITABLE SERVICES** If applicable, Title II, Part A funds are budgeted for participating Private Schools located within the LEA’s geographic boundaries. Budget Entry Options:* **Option 1:** Equitable Services are budgeted by function and object code- each school is on a separate line
	+ Function Code- Object Code – Description PRIVATE SCHOOL Equitable Services with Name of Participating Private School – line item description
* **Option 2:** Equitable Services are budgeted by function and object code – multiple schools are included in a single line item, but costs per school are distinguished in the budget description
	+ Function Code – Object Code – Description PRIVATE SCHOOL Equitable Services with Name of Participating Private School – line item description and cost per school

*Note: Refer to GaDOE Private School List on the Ombudsman webpage, ES4PS forms, and Equitable Services Worksheet for participating private schools.* | Correct Amounts Budgeted for Equitable Services[ ]  | Revise Budget[ ]  | Transferring 100% of IIA fundsNot Applicable[ ]  | No Private Schools in LEA[ ]  |  |
| LEA selected Option 1[ ]  | LEA has no participating privateschools[ ]  |  |
| LEA selected Option 2[ ]  | State Charter: Private Schools Not Applicable[ ]  | LEA has participating privateschools[ ]  |  |
| 6 | **ATTACHMENT: PRIORITIZING FUNDS FOR COMPREHENSIVE & TARGETED SUPPORT AND IMPROVEMENT (CSI & TSI Schools)** All LEAs must prioritize Title II, Part A funds to schools that are (1) state identified [comprehensive (CSI) and /or targeted (TSI)] unless other available resources meet the needs of a CSI or TSI and Title II, Part A funds are not needed.* *If prioritizing Title IIA funding for CSI/TSI schools, school names must be included in budget description.* *(ESSA Sec. 2102(b)(2)(C))*
* *LEAs who transfer 100% of Title IIA funds and have CSI and/or TSI schools must complete and submit the Prioritization of Funds Worksheet*
 | School-Level Prioritization of Funds WorksheetUploaded[ ] **OR**District statement on how prioritization is addressed[ ]  |  Not Uploaded[ ]  | Needs Revision[ ]  | CSI/TSIN/A[ ]   | LEA has CSI[ ]  | List LEA CSI School(s): |
| LEA has TSI[ ]  | List LEA TSI School(s): |
|  |  |  |  |  |  |  |
| 7 | **ATTACHMENTS: CLASS SIZE REDUCTION**If applicable, Title II, Part A funds budgeted for Class Size Reduction (CSR) Teachers are supported by required CSR attachments uploaded to the attachment tab of the Consolidated Application.  |  |  | CSRN/A[ ]  | CSR Funded[ ]  |  |
| * **CSR ATTACHMENT 1: CSR WORKSHEET**

A completed FY21 Title II, Part A Budget Attachment: Class Size Reduction.  | Self-Contained Approved[ ]  | NotUploaded[ ]  | NeedsRevision[ ]  | N/A[ ]  | Attached[ ]  | Grade Level: |
| Departmentalized Approved[ ]  | NotUploaded[ ]  | NeedsRevision[ ]  | N/A[ ]  | Attached[ ]  | Grade Level/Subject(s): |
| * **CSR ATTACHMENT 2: MASTER SCHEDULE**

Corresponding schoolwide master schedules for each semester for each school funding CSR (must include student count for each delivery program – EIP, SpEd, Gifted, ESOL, REP).  | Approved[ ]  |  Not Uploaded[ ]  | Needs Revision[ ]  |  | Attached[ ]  |  |
| * **CSR ATTACHMENT 3: LEA CLASS SIZE VERIFICATION**

Official verification of LEA established class size maximums for 2020-2021. | Approve[ ]  |  Not Uploaded[ ]  | Needs Revision[ ]  |  | Attached[ ]  |  |
|  |  |  |  |  |  |  |
| 8 | **ATTACHMENT(S): FY21 TITLE II, PART A FUNDED POSITIONS**If applicable, job descriptions for all FY21 Title II, Part A funded positions, including mentors and excluding Class Size Reduction Teachers, are uploaded in the attachment tab of the Consolidated Application prior to budget approval. The percent of the position funded is included in the budget description. *(See Job Description Checklist below for criteria.)*  |  |  | No Title II, Part A JobsFunded [ ]  | Title II, Part A JobsFunded[ ]  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FY21 Title II, Part A Funded Positions** | **Job 1 Title** | **Job 2 Title** | **Job 3 Title** | **Job 4 Title** | **Job 5 Title** |
| **Title of Position** |  |  |  |  |  |
| **Job Description Criteria:*** Job title of attached description matches job title in budget description.
* Duties and responsibilities align with DIP, Equity Action Plan, CNA (see above)
* Duties/responsibilities supplemental to those the LEA would need to perform in absence of Title II, Part A funds.
* If position existed in FY20, it was funded using federal funds. (Check FY20 budget)
* Duties/responsibilities align to ESEA’s Title II, Part LEA Authorized Use of Funds.
* Description includes ‘other duties as assigned”. (Note: Position cannot be 100% funded by Title II, Part A if description includes ODA. ‘Other allowable Title II, Part A duties as assigned’ is an allowable revision.)
* If funded less than 100%, duties/responsibilities support percentage funded by Title II, Part A.
* Position lends itself to be measured for effectiveness.
* N/A Title II, Part A coordinator/director or clerical support.
 | Percent Funded |  | Percent Funded |  | Percent Funded |  | Percent Funded |  | Percent Funded |  |
| Description Attached | [ ]  | Description Attached | [ ]  | Description Attached | [ ]  | Description Attached | [ ]  | Description Attached | [ ]  |
| Position Approved | [ ]  | Position Approved | [ ]  | Position Approved | [ ]  | Position Approved | [ ]  | Position Approved | [ ]  |
| Revision Required | [ ]  | Revision Required | [ ]  | Revision Required | [ ]  | Revision Required | [ ]  | Revision Required | [ ]  |
| **Comments** |  |  |  |  |  |

|  | **Requirement** | **Approve** | **Revise** | **N/A** | **Status** | **Original Budget Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 9 | **ALLOWABILITY AND BUDGET CODING** All Title II, Part A budget items are entered in accordance with the Georgia LUA Chart of Accounts and Title II, Part A Function and Object Code Quick Guide. All budget item descriptions are detailed enough to * verify alignment with allowable Title II, Part A Local Use of Funds (including content/focus and intended participants of the professional development or training – avoid acronyms)
* verify alignment with LEA goals/needs as outlined in
	+ **SLDS**: District Improvement Plan with Embedded LEA Equity Action Plan OR
	+ **S-CLIP**: 3 and 4.d Responses with attached LEA Equity Action Plan
* appear necessary, reasonable, allocable, and consistent with grant and CFR requirements
* confirm proration percentage of item/ activity/ job (for example: contracts, personnel, equipment, and software)
* verify compliance with supplement, not supplant
* verify evidence base for PD and CSR

*\*While budget items may appear allowable based on provided budget descriptions, Title II, Part A expenditures continue to be subject to allowability tests during monitoring.* | Approved[ ]  | Revise for Coding[ ] Revise for Allowability[ ] Revise for proration %[ ]  | [ ]  DIP Goal/Need 1Equity Gap 1 |  |
| [ ]  DIP Goal/Need 2Equity Gap 2 |  |
| [ ]  DIP Goal/Need 3Equity Gap Choose an item. |  |
| [ ]  DIP Goal/Need 4Equity Gap Choose an item. |  |
| S-CLIP[ ] Online CLIP[ ]  | Edit Line Items for Alignment[ ]  | [ ]  S-CLIP 3 |  |
| [ ]  S-CLIP 4.d |  |
| [ ]  S-CLIP Equity Gap 1 |  |
| [ ]  S-CLIP Equity Gap 2 |  |
|  |  |  |  |  |   |  |
| 10 | **TITLE II, PART A PROGRAM ADMINISTRATIVE COSTS** Program Administrative costs include all costs in function code 2230 and should not be charged to other function codes. Administrative costs must be reasonable and necessary to the administration of the grant. | Program Administrative Costs budgeted approved[ ]  | Revise amount reserved for Admin Costs to reflect reasonable and necessary[ ]  | Not Budgeted or Not Applicable[ ]  |  |  |
| **CONSOLIDATED ADMINISTRATIVE COSTS (2230 882) –** Administrative Costs must be reasonable, necessary, allocable under one or more of the contributing programs and 2 CFR Part 200. * The Consolidation of ESSA Administrative Funds-LEA Level Form has been uploaded in the attachment tab of the Consolidated Application
 | DocumentUploaded[ ]  | Document Not Uploaded [ ]  | N/A[ ]  |  |  |
| Remove other 2230 items [ ]  |  |
| **GENERAL ADMINISTRATIVE COSTS**General Administrative costs include audit and indirect costs and should be charged in function code 2300* **AUDIT COSTS (2300-300)**
* **INDIRECT COST RATE (2300-880)**

*(This does not apply to State Schools, DOC, DJJ and Charter Schools open less than 3 years).**Note: Refer to Title II, Part A Calculated Indirect Cost document located on the Title II, Part A Resources webpage.* | Audit Costs budgeted approved[ ]  | Revise amount reserved for Audit Costs to reflect reasonable and necessary[ ]  | Audit Cost Not Budgeted or Not Applicable[ ]  |  |  |
| Indirect Costs budgeted approved[ ]  | Budgeted costs exceed allowable Indirect Costs[ ]  | Indirect Cost Not Budgeted or Not Applicable[ ]  |  |
|  |  |  |  |  |  |  |
| 11 | **PROGRAM INFORMATION TAB – DATA COLLECTION FORMS****Title II, Part A Data Collection Form: FY Budgeted Funds*** Title II, Part A annually collects information on how LEAs budget their Title II, Part A funds that is pre-populated at the TOP of this form.
* Title II, Part A annually collects information entered by the LEA at the BOTTOM of the form to determine the number of positions funded in part or in whole by Title II, Part A. The staff data entered by the LEA at the bottom of the form must align with the funded positions in the budget.
* **New for FY21:** Effectiveness determinations and next steps that are entered by LEAs are collected on prior year Title II, Part A funded activities. *Note: This replaces the Title II, Part A Budget Attachment: Effectiveness completed in FY20.*

**Title II, Part A Data Collection Form: Program Implementation/Effectiveness**Title II, Part A annually collects information entered by the LEA for Current FY LEA Prioritized Needs, Professional Learning, Effectiveness, CSR, and Program Administration. | Data Collection form: “FY Budgeted Funds”Submitted[ ]  | DC Forms incomplete – revisions required[ ]  |  |  |  |
| information on DC forms needs revision - Rev. Required[ ]  |
| Data Collection form: “Program Implementation / Effectiveness”Submitted[ ]  | Coord. Must Submit[ ]  |  |
| Supt. Must Submit[ ]  |
|  |  |  |  |  |  |  |
| 12 | **CARRYOVER FUNDS**If applicable, LEA budgeted amounts meet the requirements of allowability, alignment with needs, and correct budget coding. | Approved[ ]  | Revise Budget[ ]  | No Carryover Funds[ ]  | Carryover amount$xxx |  |
| Transfer of Funds[ ]  | Carryover amount transferred$xxx | Transfer In[ ]  | Title IVA [ ]  |
| Transfer Out [ ]  | Transfer to: Choose an item. |
| **CARRYOVER FUNDS – EQUITABLE SERVICES**If applicable, budgeted amounts for equitable services must align with the Title II, Part A Equitable Services Worksheet for participating private schools published on the Ombudsman webpage. | Approved[ ]  | Equitable Services CarryoverNeeds Revision[ ]  | Equitable Services N/A[ ]  | Carryover amount for Equitable Services$xxx |  |
|  |  |  |  |  |  |  |
| 13 | **CHANGE IN ALLOCATION: REALLOCATION/ADDITION/REDUCTION** If applicable, LEA budgeted amounts meet the requirements of allowability, alignment with needs, and correct budget coding. | Approved[ ]  | Revise Budget[ ]  | No Additional or Reduction of Funds[ ]  | Reallocation,Additional or Reduction amount$xxx |  |
| Transfer of Funds[ ]  | Reallocation or additional amount transferred$xxx | Transfer In [ ]  | Title IVA [ ]  |
| Transfer Out [ ]  | Transfer to: Choose an item. |
| **CHANGE IN ALLOCATION: REALLOCATION/ADDITION/REDUCTION - EQUITABLE SERVICES**If applicable, budgeted amounts for equitable services must align with the Title II, Part A Equitable Services Worksheet for participating private schools published on the Ombudsman webpage. | Approved[ ]  | Revise Equitable ServicesAmount[ ]  | Equitable Services N/A[ ]  | Reallocation or additional equitable services amount$xxx |  |

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| --- | --- | --- |
| **Original Budget** | **GaDOE Reviewer** |  |
| Date Submitted |  | Date Approved |  |
| Date(s) Revision Requested |  |
| Internal Review Notes |  |
| Revision Comments |  |

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| --- | --- | --- |
| **Amendment #1** | **GaDOE Reviewer** |  |
| Must Equitable Services budgeted amount be revised? | Yes [ ] No [ ]  NA[ ]  | Date Submitted |  |
| If prioritizing to schools (CSI/TSI) are changes in LEA allocation reflected in worksheet? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/revised and % funded included in budget description? | Yes [ ] No[ ]  NA[ ]  | Date Approved |  |
| Are new items aligned to CLIP? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are items allowable? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are budget codes correct? | Yes [ ] No [ ]  NA[ ]   |  | Are budget codes correct? |
| Internal Review Notes |  |
| Revision Comments |  |

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| **Amendment #2** | **GaDOE Reviewer** |  |
| Must Equitable Services budgeted amount be revised? | Yes [ ] No [ ]  NA[ ]  | Date Submitted |  |
| If prioritizing to schools (CSI/TSI) are changes in LEA allocation reflected in worksheet? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/revised and % funded included in budget description? | Yes [ ] No[ ]  NA[ ]  | Date Approved |  |
| Are new items aligned to CLIP? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are items allowable? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are budget codes correct? | Yes [ ] No [ ]  NA[ ]   |  | Are budget codes correct? |
| Internal Review Notes |  |
| Revision Comments |  |

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| **Amendment #3** | **GaDOE Reviewer** |  |
| Must Equitable Services budgeted amount be revised? | Yes [ ] No [ ]  NA[ ]  | Date Submitted |  |
| If prioritizing to schools (CSI/TSI) are changes in LEA allocation reflected in worksheet? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/revised and % funded included in budget description? | Yes [ ] No[ ]  NA[ ]  | Date Approved |  |
| Are new items aligned to CLIP? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are items allowable? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are budget codes correct? | Yes [ ] No [ ]  NA[ ]   |  | Are budget codes correct? |
| Internal Review Notes |  |
| Revision Comments |  |

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| --- | --- | --- |
| **Amendment #4** | **GaDOE Reviewer** |  |
| Must Equitable Services budgeted amount be revised? | Yes [ ] No [ ]  NA[ ]  | Date Submitted |  |
| If prioritizing to schools (CSI/TSI) are changes in LEA allocation reflected in worksheet? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/revised and % funded included in budget description? | Yes [ ] No[ ]  NA[ ]  | Date Approved |  |
| Are new items aligned to CLIP? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are items allowable? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are budget codes correct? | Yes [ ] No [ ]  NA[ ]   |  | Are budget codes correct? |
| Internal Review Notes |  |
| Revision Comments |  |

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| --- | --- | --- |
| **Amendment #5** | **GaDOE Reviewer** |  |
| Must Equitable Services budgeted amount be revised? | Yes [ ] No [ ]  NA[ ]  | Date Submitted |  |
| If prioritizing to schools (CSI/TSI) are changes in LEA allocation reflected in worksheet? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/revised and % funded included in budget description? | Yes [ ] No[ ]  NA[ ]  | Date Approved |  |
| Are new items aligned to CLIP? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are items allowable? | Yes [ ] No [ ]  NA[ ]  |  |  |
| Are budget codes correct? | Yes [ ] No [ ]  NA[ ]   |  | Are budget codes correct? |
| Internal Review Notes |  |
| Revision Comments |  |