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

|  | **Requirement** | **Approve** | **Revise** | **N/A** | **Status** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| GaDOEConsolidation of Funds Pilot | LEAs participating in the GaDOE Consolidation of Funds Pilot are subject to the following checklist items-* All Title II, Part A funds allocated to schools:

1 (CAP), 2.2 (Prioritizing), 2.3 (Private Schools)* Funds allocated to schools and reserved at LEA:

All checklist items applicable for LEA level budget items |  |  |  | Funds Distributedto Schools Only |  |  |
| Some FundsReserved at LEA Level |  |
|  |  |  |  |  |  |
| 1 | If monitored in previous fiscal year, LEA has an approved FY17 CFM/ Title II, Part A Corrective Action Plan.*Must be approved prior to budget approval.* |  |  |  | In Process |  |  |
| Approved |  |
|  |  |  |  |  |  |
| 2 | REQUIRED ATTACHMENT: Completed *FY18 Title II, Part A Budget Attachment: Assertions* is uploaded in the attachment tab of the Consolidated Application prior to budget approval. |  |  |  | AttachedY/N |  |  |
| 2.1 | * If applicable, Title II, Part A funds are explicitly budgeted to implement the equity action plan for the selected equity intervention(s) that will be a focus for improvement. *(ESSA Sec. 1112(b)(2))*
 |  |  |  | IIA |  |  |
| N/A |  |
| 2.2 | * Title II, Part A funds are prioritized to schools that are state identified (priority/ focus) **AND/OR** have the highest poverty rate (aligns with District Improvement Plan). If applicable, the required *FY18 Title II, Part A Budget Attachment: School Level Allocations* is uploaded to the attachment tab of the Consolidated Application. *(ESSA Sec. 2102(b)(2)(C))*
 |  |  |  | LEA Level |  |  |
| School Level  |  |
| Attached Y/N |  |
| 2.3 | * If applicable, Title II, Part A funds are budgeted for participating Private Schools located within the LEA’s geographic boundaries.

*(ESEA Sec.2101(d)(2)(l) and Sec. 8501)* |  |  |  | Funds BudgetedY/N |  |  |
| * If the LEA takes less than 10% in administrative costs (Function 2230) for administering the LEA grant and private school equitable services, the *FY18 Title II, Part A Budget Attachment: Equitable Services* is uploaded to the attachment tab of the Consolidated Application.
 |  |  |  | 10% |  |  |
| <10%PS Worksheet AttachedY/N |  |
| 2.4 | * 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.
 |  |  |  | CSR FundedY/N |  |  |
| * CSR ATTACHMENT 1: A completed *FY18 Title II, Part A Budget Attachment: Class Size Reduction*.
 |  |  |  | AttachedY/N |  |  |
| * CSR ATTACHMENT 2: Corresponding schoolwide master schedules for each semester for each school funding CSR.
 |  |  |  | AttachedY/N |  |  |
| * CSR ATTACHMENT 3: Official verification of LEA established class size maximums for 2017-2018.
 |  |  |  | AttachedY/N |  |  |
|  |  |  |  |  |  |
| 3 | REQUIRED ATTACHMENT: ***FY17*** *Title II, Part A Effectiveness Pla*n with end of year summary, analysis and next steps is uploaded in the attachment tab of the Consolidated Application prior to budget approval. *(Ineffective strategies should not be funded in FY18 without adjustments)* |  |  |  | AttachedY/N |  |  |
|  |  |  |  |  |  |
| 4 | REQUIRED ATTACHMENT: ***FY18*** *Title II, Part A Budget Attachment: Effectiveness* is uploaded in the Attachment Tab of the Consolidated Application prior to budget approval. |  |  |  | AttachedY/N |  |  |
|  |  |  |  |  |  |
| 5 | ATTACHMENT: If applicable, notification to GaDOE Programs of a transfer of funds from Title II, Part A to another program has been uploaded in the attachment tab of the Consolidated Application prior to budget approval. (5000 930) |  |  |  | AttachedY/N |  |  |
|  |  |  |  |  |  |
| 6 | ATTACHMENT(S): If applicable, job descriptions for all FY18 Title II, Part A funded positions (except CSR 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.) |  |  |  |  |  |  |
| Job 1 Title |  |  |  | **%** |  | Attached Y/N |  |  |
| Job 2 Title |  |  |  | **%** |  | Attached Y/N |  |  |
| Job 3 Title |  |  |  | **%** |  | Attached Y/N |  |  |
| Job 4 Title |  |  |  | **%** |  | Attached Y/N |  |  |
|  |  |  |  |  |  |
| 7 | Title II, Part A Budget Tab: FY Budgeted Funds |  |  |  | CompleteY/N |  |  |
| Title II, Part A Budget Tab: Program Implementation |  |  |  | CompleteY/N |  |  |
|  |  |  |  |  |  |
| 8 | If applicable, Schoolwide Consolidation Fund (Fund 400) budgeted items support allowable actions appropriate and reasonable for Title II, Part A funds (1000 881). *Title II, Part A Specialist must review unsubmitted schoolwide budget before approving Title II, Part A budget.* |  |  |  | SchoolwideBudgetComplete Y/N |  |  |
|  |  |  |  |  |  |
| 9 | Budget aligns with LEA goals/needs as outlined in the District Improvement Plan, Equity Plan or CNA Report Strengths/Challenges (CNA 3.2.7). Every budget item description includes an explicit reference to the need, goal, equity gap, or strength and challenge.  |  |  | DIP Goal 1 |  |  |
| DIP Goal 2 |  |  |
| DIP Goal 3 |  |  |
| DIP Goal 4 |  |  |
| CNA 3.2.7 Strengths/ Weaknesses |  |  |
| Equity Gap 1 |  |  |
| Equity Gap 2 |  |  |
| *Little/No Alignment**Edit Descriptions* |  |  |
|  |  |  |  |  |  |
| 10 | 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 learning or training – avoid acronyms)
* 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

*\*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.*  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 11 | If applicable, audit costs are budgeted. (2300 300) |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 12 | If applicable, LEA-budgeted amounts for indirect costs do not exceed calculated restricted indirect cost rates. Include rate in the description (2300 880). If applicable, Charter School LEAs have communicated with GaDOE Finance. *(This does not apply to State Schools, DOC, and DJJ).*  |  |  |  | FY18 CostRate |  |  |
|  |  |  |  |  |  |

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| **Original Budget** | **GaDOE Reviewer** |  |
| Date(s) Revision Requested |  | Date Approved |  |
| Internal Review Notes |  |
| Revision Comments |  |
| **Amendment #2** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? |  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? |  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/ revised? |  | Are items allowable? |  |
| Are new items aligned to goals, needs, gaps, CNA s/w? |  | Are budget codes correct? |  |
| Internal Review Notes |  |
| Revision Comments |  |

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| **Amendment #3** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? |  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? |  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/ revised? |  | Are items allowable? |  |
| Are new items aligned to goals, needs, gaps, CNA s/w? |  | Are budget codes correct? |  |
| Internal Review Notes |  |
| Revision Comments |  |

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| **Amendment #4** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? |  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? |  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/ revised? |  | Are items allowable? |  |
| Are new items aligned to goals, needs, gaps, CNA s/w? |  | Are budget codes correct? |  |
| Internal Review Notes |  |
| Revision Comments |  |

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| **Amendment #5** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? |  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? |  | Date(s) Revision Requested |  |
| Must job description(s) be uploaded/ revised? |  | Are items allowable? |  |
| Are new items aligned to goals, needs, gaps, CNA s/w? |  | Are budget codes correct? |  |
| Internal Review Notes |  |
| Revision Comments |  |

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| **Job Description Checklist** |
| **Job Titles** | **Job 1 Title** | **Job 2 Title** | **Job 3 Title** | **Job 4 Title** |
|  |  |  |  |
| **Criteria** | **Y/N** | **Comments** | **Y/N** | **Comments** | **Y/N** | **Comments** | **Y/N** | **Comments** |
| Job title of attached description matches job title in budget item 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?  |  |  |  |  |  |  |  |  |
| Duties/responsibilities align to ESEA’s Title II, Part LEA Authorized Use of Funds?  |  |  |  |  |  |  |  |  |
| Description includes ‘other duties as assigned”? If so, position cannot be 100% funded by Title II, Part A. ‘Other allowable Title II, Part A duties as assigned’ could be included.  |  |  |  |  |  |  |  |  |
| Position lends itself to being measured for effectiveness? *N/A for Title II, Part A coordinator/director or clerical support.*  |  |  |  |  |  |  |  |  |
| If funded less than 100%, duties/responsibilities support percentage funded by Title II, Part A?  |  |  |  |  |  |  |  |  |