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

|  | **Requirement** | **Approve** | **Revise** | **N/A** | **Status** | **Original Budget Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **100% CONSOLIDATION (Fund 150)**100% Funds used for consolidation – No private schools participate in equitable services.Review: (1) Completed CAP/CLIP, (2) Prioritization of Funds Worksheet, (3) Intents and Purposes, (4) School-wide plans for each school, and (5) Fund 150 Budget**PARTIAL CONSOLIDATION (Fund 150)**Funds used for consolidation AND LEA initiatives. Review: (1) Completed CAP/CLIP, (2) Prioritization of Funds Worksheet, (3) Intents and Purposes, (4) School-wide plans for each school, and (5) Fund 150 Budget AND (6) All budget checklist items for LEA initiatives. | CAP/CLIPApproved[ ]  |  CAP Not Approved | CLIP Not Approved | N/A[ ]  | Fund 150[ ]  |  |
| [ ]  | [ ]  |
| Intents &Purposes Approved[ ]  |  Not Uploaded | Needs Revision | N/A[ ]  |
| [ ]  | [ ]  |
| Prioritization of Funds Approved[ ]  |  Not Uploaded | Needs Revision | N/A[ ]  |
| [ ]  | [ ]  |
| **100% CONSOLIDATION (Fund 400)**Review: (1) Completed CAP/CLIP (2) Prioritization of Funds Worksheet, (3) Unsubmitted Schoolwide Budget **PARTIAL CONSOLIDATION (Fund 400)**Funds used for consolidation AND LEA initiatives. Review: (1) Completed CAP/CLIP (2) Prioritization of Funds Worksheet, (3) Unsubmitted Schoolwide Budget AND (4) All budget checklist items for LEA initiatives. | School-wide plansApproved[ ]  |  Not Uploaded | Needs Revision | N/A[ ]  | Fund 400[ ]  |
| [ ]  | [ ]  |
| Fund 150 BudgetApproved[ ]  |  Not Uploaded | Needs Revision | N/A[ ]  |
| [ ]  | [ ]  |
| Schoolwide Budget Complete[ ]  |  Not Uploaded | Needs Revision | N/A[ ]  |
| [ ]  | [ ]  |
| 2 | **CONSOLIDATED ADMINISTRATION (2230 882) –** Less than or equal to 10% for administrative activities for Title II, Part A, consolidated for administrative purposes. Costs must be reasonable, necessary, allocable under one or more of the contributing programs and 2 CFR Part 200. Review: (1) The Consolidation of ESSA Administrative Funds-LEA Level Form has been uploaded in the attachment tab of the Consolidated Application and (2) all budget checklist items for LEA initiatives *IIA Only – No other costs in 2230/2300 – including indirect* | Document Uploaded[ ]  | Document Not Uploaded [ ]  | N/A[ ]  | Percent Consolidated |  |
| Remove other 2230/2300 items [ ]  | XX% |  |
| 3 | **100% TRANSFER (5000 930) – TRANSFER IN/ OUT**Review: (1) 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 and (2) Previous year’s CAP **PARTIAL TRANSFER (5000 930) – TRANSFER IN/OUT**Review: (1) 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 and (2) all checklist items for LEA initiatives*GaDOE Staff must record transfers in internal document.* | Communication Uploaded[ ]  | CommunicationNot Uploaded[ ]  | N/A[ ]  | In [ ] Out [ ]  |  |
| 100% [ ] Partial [ ]  |
| Total Allocation$$$ | AMENDMENT(S) |
| Amount Transferred$$$ |  |
|  |  |  |  |  |  |  |
| 4 | **CORRECTIVE ACTION PLANS**If monitored in previous fiscal year, LEA has an approved FY19 CFM/ Title II, Part A Corrective Action Plan.*Must be approved prior to budget approval.* | CAPApproved[ ]  | CAP in Progress[ ]  | CAP N/A[ ]  |  |  |
|  |  |  |  |  |  |  |
| 5 | **REQUIRED ATTACHMENT: FY19 (2018-2019) TITLE II, PART A BUDGET ATTACHMENT: EFFECTIVENESS** Must include end of year data summary (column 7), analysis and next steps and be uploaded in the attachment tab of the Consolidated Application. *(Ineffective strategies should not be funded in FY20 without adjustments)*  | Approved[ ]  |  Not Uploaded | Needs Revision | 100% TransferConsol.In FY19[ ]  | Attached[ ]  |  |
| [ ]  | [ ]  |
|  |  |  |  |  |  |  |
| 6 | **FY20 Approved CLIP**LEA has an approved CLIP including Prayer Certification and GEPA 427. | CLIPApproved[ ]  | In Revision [ ]  |  | Online CLIP[ ]  |  |
| Prayer Cert[ ]   | S-CLIP[ ]  |
| GEPA 427[ ]  | Not Submitted[ ]  |
|  |  |  |  |  |  |  |
| 7 | **REQUIRED ATTACHMENT: EFFECTIVENESS****FY20 TITLE II, PART A BUDGET EFFECTIVENESS**If applicable, bottom portion of form is complete. LEA submits a plan outlining how the LEA will monitor for effectiveness of all Title II, Part A funded strategies.* *Not required for admin. costs in functions 2230 and 2300.*
* *Not required for LEAs that transfer/consolidate 100% of funds.*
 | Complete[ ]  |  Not Uploaded | Needs Revision | N/A\*[ ]  | \*N/A Only Applies to LEAs that Transfer/Consolidate 100% |  |
| [ ]  | [ ]  |
|  |  |  |  |  |  |  |
| 8.a | **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))* | Prioritization of Funds WorksheetUploaded[ ]  |  Not Uploaded | Needs Revision | LEA Level No TSI/CSI[ ]  | LEA has CSI[ ]  |  |
| [ ]  | [ ]  | LEA has TSI[ ]  |
| 8.b | **PRIORITIZING FUNDS – SELF SELECTED DISBURSEMENT**LEAs that have self-selected to allocate funds to the school level must prioritize in accordance with intents and purposes. If self-selecting to allocate to school level, all schools, including charter schools, must be included on the worksheet. | Prioritization of Funds WorksheetUploaded[ ]  |  Not Uploaded | Needs Revision | N/A[ ]  |  |  |
| [ ]  | [ ]  |
|  |  |  |  |  |  |  |
| 9 | **PRIVATE SCHOOLS** **ATTACHMENT: EQUITABLE SERVICES** **WORKSHEET** If applicable, Title II, Part A funds are budgeted for participating Private Schools located within the LEA’s geographic boundaries. The *FY20 Title II, Part A Budget Attachment: Equitable Services* MUST be uploaded to the attachment tab of the Consolidated Application for ALL LEAs with participating private schools.*(ESEA Sec.2101(d)(2)(l) and Sec. 8501)**Verify: LEA Allocation, LEA Enrollment – Based on FTE from Fall 2018, Private School Enrollment – Based on FTE from 10.02.18, Admin Costs in 2230/2300 match Admin Costs entered in worksheet to get PPA, match between SEA Private School Allocations and Equitable Services Worksheet (explanation must be submitted for variance)* | Worksheet Attached and Correct Amount Budgeted[ ]  | Revise Budget[ ]  | No Private Schools in LEA[ ]  | LEA has participating private schools[ ]  |  |
| Revise Attachment[ ]  | No Participating Private Schools[ ]  |
| Not Attached[ ]  |
|  |  |  |  |  |  |  |
| 10 | **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 *FY20 Title II, Part A Budget Attachment: Class Size Reduction*.  | Approved[ ]  |  Not Uploaded | Needs Revision |  | Attached[ ]  |  |
| [ ]  | [ ]  |
| * **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 2019-2020. | Approve[ ]  |  Not Uploaded | Needs Revision |  | Attached[ ]  |  |
| [ ]  | [ ]  |
|  |  |  |  |  |  |  |
| 11 | **ATTACHMENT(S): FY20 TITLE II, PART A FUNDED POSITIONS**If applicable, job descriptions for all FY20 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 JobsFunded [ ]  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FY20 Title II, Part A Funded Positions** | **Job 1 Title** | **Job 2 Title** | **Job 3 Title** | **Job 4 Title** | **Job 5 Title** |
| **Title of Position** |  |  |  |  |  |
| **Status** | 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 | [ ]  |
| **Job Description Criteria** | **Approved** | **Revision Required** | **Approved** | **Revision Required** | **Approved** | **Revision Required** | **Approved** | **Revision Required** | **Approved** | **Revision Required** |
| 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 FY19, it was funded using federal funds. (Check FY19 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.  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Comments** |  |  |  |  |  |

|  | **Requirement** | **Approve** | **Revise** | **N/A** | **Status** | **Original Budget Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 12 | **PROGRAM DATA COLLECTION**Title II, Part A Budget Tab: FY Budgeted FundsTitle II, Part A annually collects information entered 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 at the bottom of the form must align with the funded positions in the budget.*\*\*Please note, the top section of the form calculates automatically and has not been updated for Function 2213. Please disregard the top section of the form.* Title II, Part A Budget Tab: Program ImplementationTitle II, Part A annually collects information entered for Current FY LEA Prioritized Needs, Professional Learning, Effectiveness, CSR, and Program Administration.*\*\*Please rank all priorities; however, the State will use only the top two priorities for annual reporting. \*\*Please complete the entire form (except for the second section on the page focusing on previous year %s). Brand New Charter School LEAs will only complete the top section (Prioritized Needs) and indicate that they are a new LEA in the 19-20 school year.* | FormSubmitted [ ]  | Rev. Required[ ]  |  |  |  |
| Coord. Must Sign Off[ ]  |
| Supt. Must Sign Off[ ]  |
|  |  |  |  |  |  |  |
| 13 | **BUDGET ALIGNMENT TO NEEDS & PLANS**Budget aligns with LEA goals/needs as outlined in:* **SLDS**: District Improvement Plan with Embedded LEA Equity Action Plan OR
* **S-CLIP**: 4.a/4.c Responses with attached LEA Equity Action Plan

***Every budget line item (except Functions 2230 and 2300) directly asserts alignment with a Goal/Need, Equity Gap or S-CLIP Response.******Every budget line item includes a reference to the evidence-based level supporting the funded activity/strategy.*** *Recommended format for budget descriptions:**DIP Goal 1: Salary for Academic Coach (30% Title II, Part A, 70% Title I) (Strong -EB) shared between priority and focus schools for job-embedded PL on middle school math (high needs areas)* | Approved[ ]  | Edit Line Items for Alignment[ ]  | [ ]  DIP Goal/Need 1 |  |
| [ ]  DIP Goal/Need 2 |  |
| [ ]  DIP Goal/Need 3 |  |
| [ ]  DIP Goal/Need 4 |  |
| [ ]  Equity Gap 1 |  |
| Edit Line Items for Evidence Base[ ]  | [ ]  Equity Gap 2 |  |
| [ ]  S-CLIP 4.a |  |
| [ ]  S-CLIP 4.c |  |
| [ ]  S-CLIP 4.d |  |
| [ ]  Private School(s) |  |
|  |  |  |  |  |   |  |
| 14 | **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 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
* establishes 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 Allowability[ ]   |  |  |  |
| Revise for Coding[ ]  |
| Revise for proration %[ ]  |
|  |  |  |  |  |  |  |
| 15 | **INDIRECT COST RATE** 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, DJJ and Charter Schools open less than 3 years).* | Rate Correct[ ]  | Revise for correct rate [ ]  | Not Budgeted or Not Applicable[ ]  | FY20 Restricted IndirectCost Rate |  |
| Revise to include rate[ ]  | XX% |
| 16 | **ADMINISTRATIVE COSTS** If budgeted, LEA-budgeted amounts for administrative costs do not exceed 10% of the original grant amount. If costs exceed 10%, the LEA has uploaded a justification for why the amount is reasonable and necessary in the Attachments Tab of ConApp. Administrative costs include all costs in function codes 2230 and 2300 and should not be charged to other function codes. | Less than 10%[ ] >10% with Justification[ ]  | Revise amount reserved or upload justification [ ]  | Not Budgeted or Not Applicable[ ]  | Audit Costbudgeted[ ]  |  |
| 10% of allocation$xxx |
|  |  |  |  |  |  |  |
| 17 | **CARRYOVER FUNDS** If applicable, LEA budgeted amounts meet the requirements of allowability, alignment with needs, and correct budget coding. | Approved[ ]  | Revise Private School Budget or Worksheet[ ] Revise Effectiveness Plan [ ] Revise Other[ ]  | No Carryover Funds[ ]  | Carryover amount$xxx |  |
|  |  |  |  |  |  |  |
| 18 | **ALLOCATION ADDITION/REDUCTION** If applicable, LEA budgeted amounts meet the requirements of allowability, alignment with needs, and correct budget coding. | Approved[ ]  | Revise Private School Budget or Worksheet[ ] Revise Effectiveness Plan [ ] Revise Other[ ]  | No Additional or Reduction of Funds[ ]  | Additional or Reduction amount$xxx |  |

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

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| --- | --- | --- |
| **Amendment #1** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? | Yes [ ] No [ ]  NA[ ]  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) & % Funded be uploaded/revised? | Yes [ ] No [ ]  NA[ ]  | Are items allowable? | Yes [ ] No[ ]  |
| Are new items aligned to goals, needs, gaps, CNA s/w? | Yes [ ] No[ ]  NA[ ]  | Are budget codes correct? | Yes [ ] No[ ]  |
| Are FY19 indirect cost rates applied to carryover correct? | Yes [ ] No [ ]  NA[ ]  | Are admin costs <10%? | Yes [ ] No [ ]  No Change[ ]  |
| If prioritizing to schools (consolidation, CSI/TSI, etc.) are changes in LEA allocation are reflected in worksheet? | Yes [ ] No [ ]  NA[ ]  |
| If transfer or consolidation totals change (carryover), is communication doc & GaDOE internal doc updated? | Yes [ ] No [ ]  NA[ ]  |
| Internal Review Notes |  |
| Revision Comments |  |

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| **Amendment #2** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? | Yes [ ] No [ ]  NA[ ]  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) & % Funded be uploaded/revised? | Yes [ ] No [ ]  NA[ ]  | Are items allowable? | Yes [ ] No[ ]  |
| Are new items aligned to goals, needs, gaps, CNA s/w? | Yes [ ] No[ ]  NA[ ]  | Are budget codes correct? | Yes [ ] No[ ]  |
| Are FY19 indirect cost rates applied to carryover correct? | Yes [ ] No [ ]  NA[ ]  | Are admin costs <10%? | Yes [ ] No [ ]  No Change[ ]  |
| If prioritizing to schools (consolidation, CSI/TSI, etc.) are changes in LEA allocation are reflected in worksheet? | Yes [ ] No [ ]  NA[ ]  |
| If transfer or consolidation totals change (carryover), is communication doc & GaDOE internal doc updated? | Yes [ ] No [ ]  NA[ ]  |
| Internal Review Notes |  |
| Revision Comments |  |

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| --- | --- | --- |
| **Amendment #3** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? | Yes [ ] No [ ]  NA[ ]  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) & % Funded be uploaded/revised? | Yes [ ] No [ ]  NA[ ]  | Are items allowable? | Yes [ ] No[ ]  |
| Are new items aligned to goals, needs, gaps, CNA s/w? | Yes [ ] No[ ]  NA[ ]  | Are budget codes correct? | Yes [ ] No[ ]  |
| Are FY19 indirect cost rates applied to carryover correct? | Yes [ ] No [ ]  NA[ ]  | Are admin costs <10%? | Yes [ ] No [ ]  No Change[ ]  |
| If prioritizing to schools (consolidation, CSI/TSI, etc.) are changes in LEA allocation are reflected in worksheet? | Yes [ ] No [ ]  NA[ ]  |
| If transfer or consolidation totals change (carryover), is communication doc & GaDOE internal doc updated? | Yes [ ] No [ ]  NA[ ]  |
| Internal Review Notes |  |
| Revision Comments |  |

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| --- | --- | --- |
| **Amendment #4** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? | Yes [ ] No [ ]  NA[ ]  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) & % Funded be uploaded/revised? | Yes [ ] No [ ]  NA[ ]  | Are items allowable? | Yes [ ] No[ ]  |
| Are new items aligned to goals, needs, gaps, CNA s/w? | Yes [ ] No[ ]  NA[ ]  | Are budget codes correct? | Yes [ ] No[ ]  |
| Are FY19 indirect cost rates applied to carryover correct? | Yes [ ] No [ ]  NA[ ]  | Are admin costs <10%? | Yes [ ] No [ ]  No Change[ ]  |
| If prioritizing to schools (consolidation, CSI/TSI, etc.) are changes in LEA allocation are reflected in worksheet? | Yes [ ] No [ ]  NA[ ]  |
| If transfer or consolidation totals change (carryover), is communication doc & GaDOE internal doc updated? | Yes [ ] No [ ]  NA[ ]  |
| Internal Review Notes |  |
| Revision Comments |  |

|  |  |  |
| --- | --- | --- |
| **Amendment #5** | **GaDOE Reviewer** |  |
| Must Budget Attachment: Equitable Services be revised? | Yes [ ] No [ ]  NA[ ]  | Date Approved |  |
| Must Budget Attachment: Effectiveness be revised? | Yes [ ] No[ ]  NA[ ]  | Date(s) Revision Requested |  |
| Must job description(s) & % Funded be uploaded/revised? | Yes [ ] No [ ]  NA[ ]  | Are items allowable? | Yes [ ] No[ ]  |
| Are new items aligned to goals, needs, gaps, CNA s/w? | Yes [ ] No[ ]  NA[ ]  | Are budget codes correct? | Yes [ ] No[ ]  |
| Are FY19 indirect cost rates applied to carryover correct? | Yes [ ] No [ ]  NA[ ]  | Are admin costs <10%? | Yes [ ] No [ ]  No Change[ ]  |
| If prioritizing to schools (consolidation, CSI/TSI, etc.) are changes in LEA allocation are reflected in worksheet? | Yes [ ] No [ ]  NA[ ]  |
| If transfer or consolidation totals change (carryover), is communication doc & GaDOE internal doc updated? | Yes [ ] No [ ]  NA[ ]  |
| Internal Review Notes |  |
| Revision Comments |  |