FY 2021 Consolidated EGAP Checklist / Desk Review

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LEA Name** |  | **Region** |  | **Specialist** |  |
| **Date Received** |  | **(*Applications are reviewed on a first-come, first-serve basis.)*** |
| **Comprehensive and/or Targeted Schools?**  |  | **Yes** |  | **No** |  | **LEA Title I Set Aside for Comprehensive/Targeted Schools** |  | **Yes** |  | **No** |  |

**FUNDING APPLICATION SECTION**

**Validation Messages/Comment Log**

|  |  |
| --- | --- |
|  | **Comment:** |
| Review all validation messages (warnings). Review Comment Log for LEA explanations.Have all WARNINGS been explained in the Comment Log?Reminder: ERROR validation messages will not permit the application status to be advanced. |  |

## ALLOCATIONS

**(1) Allocations**

|  |  |
| --- | --- |
| Review to see which funds the LEA receives and consortium participation (if applicable).(Non-competitive) | **Comment:** |
| **Title I-SWP** |  | **Title I-TA** |  | **Title I-C** |  | **Title I-D** |  |
| **Title II-A** |  | **Title III** |  | **Title V** |  |  |  |
| **Title I-SI** |  |  |  |  |  |  |  |  |

**SUPPLEMENTAL INFORMATION**

**(2) Allocation Transfer(s)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Did the LEA transfer funds? |  |  |  |
| If funds were transferred (other than to TA), are transfers allowable? Tied to Needs Assessment & System Plan? |  |  |  |
| Amount transferred from SW into TA (If applicable, should match TA Planning total on PPA screen) | $ |

**(3) Assurances**

**(4) Capitalized Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| If capitalized equipment is listed, has the capitalized equipment section been fully completed?  |  |  |  |

**(5) Checklist – Completed by specialist**

**(6) Consolidated Administration**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Did the LEA elect to use Consolidated Administration (i.e. is the box checked)?*(This is an annual decision made at the time of the original application submission. If this is not checked, contact the LEA to make sure they did not forget to check this box as the majority of LEAs DO consolidate administrative funds and this may be an oversight.)* |  |  |  |

**(7) LEA Superintendent Assurances Confirmation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Did the LEA Superintendent check the assurance box? *(If this box is not checked, contact the LEA. This box MUST be checked.)* |  |  |  |

**(8) Substantially Approved Dates – automatically populates**

**DESCRIPTIONS**

**Building Eligibility**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Under Eligibility for Service, are only schools with 35% poverty or higher checked? If the LEA poverty is less than 35%, then eligibility is based on **LEA average and higher**. Schools are only eligible for Title I services if the school’s poverty is 35% or the LEA average (whichever is lower) and higher. |  |  |  |
| Eligible by Other Factors, if checked then it must be (1) a previously served school or (2) using the feeder pattern. Is each school checked eligible or Not Served?  |  |  |  |
|  |  |  |  |
| 1. If Previously Served is checked indicating the LEA is using the provision under Section 1119 to serve a SW school one additional year after the poverty has dropped and it is no longer eligible due to rank order, did you verify this is allowable? *(The school may be served one additional year at the poverty from the previous year. Go back and check the previous application for the school and verify the recalculation listed is the same as the poverty the school had the previous year and verify the school DID operate as a SW program the previous year.)*
 |  |  |  |
| 1. If a feeder pattern is used: verify the poverty level of the feeder pattern school as correct.
 |  |  |  |
| **NOTE: If the LEA selects to serve a school at 35% or lower, the 125% rule will be applied and the minimum PPA requirement must be met.** |
|  Are all schools with poverty 75% and above served? (If not, why not?) Review list and put comments here: |  |  |  |
| Check to make sure all schools are correctly designated on the Building Eligibility Page. For example, are all SW schools listed as SW or TA listed as TA? |  |  |  |
| Are schools participating in the Community Eligibility Program (CDP) marked CEP on the Building Eligibility page and appropriately ranked on the PPA page? |  |  |  |

**Title I Set Asides**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Administrative and Indirect Costs: Are totals for both no more than 15% of the total Title I allocation and reasonable?  |  |  |  |
| Professional Development: (This is optional with no specified amount.) Are strategies described in the System Improvement Planning Side? |  |  |  |
| Neglected Students: (This is optional with no specified amount.) Are strategies for serving eligible students described in the System Improvement Planning Side? |  |  |  |
| Delinquent Students: (This is optional with no specified amount.) Are strategies for serving eligible students described in the System Improvement Planning Side? |  |  |  |
| EL Students: (This is optional with no specified amount.) Are strategies for serving eligible students described in the System Improvement Planning Side? |  |  |  |
| LEAs with Title I allocations over $500,000 or more: Should set aside 1% parental involvement requirement. Parent involvement worksheets should be completed and posted the in the Document Library. Are both the worksheets and the set aside correctly calculated? |  |  |  |
| Migrant Students: (This is optional with no specified amount.) Are strategies for serving eligible students described in the System Improvement Plan? |  |  |  |
| Homeless Students:  Has the LEA reserved a reasonable amount of Title I funds for services to homeless children and youth who do not attend Title I Schools?  (**This is a required set aside**.)  |  |  |  |
| Comprehensive Support & Targeted Support Schools: The LEA **MUST** reserve an amount up to 20% for support of Title I school(s) identified as Comprehensive/Targeted Support and explain both in Action Steps and the Comment Log how it will support interventions from other fund sources as well. (Is box checked to show LEA does not require full 20%?) |  |  |  |
| Transportation for Public School Choice: (This is optional with no specified amount.) Are strategies for providing transportation for Public School Choice described in the System Improvement Plan? |  |  |  |
| Transportation for Foster Care: (This is optional with no specified amount.) Are strategies for providing transportation for Foster Care students described in the System Improvement Plan? |  |  |  |
| OTHER: Money is set aside in this space that will support **district** **initiatives**. It must be clear that LEA Initiatives are not directly or indirectly *serving schools out of rank order*. Any personnel, service, product, or equipment that can be *directly attributed* to a school cost center **must be allocated** to schools in rank order and paid for through the school base allocation. Have initiatives been clearly **explained both in the *Comment Log* and *System Improvement Plan*?**  |  |  |  |
| NOTE: Don’t add CARRYOVER to any of the above categories on the Title I Set Aside Page – Current year $ only. If carryover funds are going to be returned to SCHOOLS - load funds on this line: “Carryover/Additional Funds to be available for PPA (optional) $\_\_\_\_\_\_\_\_\_\_\_\_\_.” New amounts for PPA page will be calculated. |

**School Allocation PPA List**

|  |  |  |  |
| --- | --- | --- | --- |
| ***\*Note whether the LEA is serving all schools with 75% or above poverty.*** | **YES** | **NO** | **Comment:** |
| Are schools being served in rank order? LEA with less than 1,000 students or with only one school per grade span is not required to rank its school attendance areas. |  |  |  |
| If schools are NOT served in rank order, has grade span grouping been used? Did the LEA explain its organization/rationalization for grade span grouping in the *Comment Log and on the Improvement Planning Side*? (Check for notes in Comment Log.)  |  |  |  |
| Column F: Are the higher poverty schools receiving the same or higher per pupil allocations than lower poverty schools?  |  |  |  |
| LEAs using the 125% rule: Did each school receive the minimum PPA required? (This is the PPA listed at the top of the screen and Column E becomes the minimum for the school allocation.) |  |  |  |
| 90% of 1% Parent Involvement Given to Schools: (If the LEA receives an allocation of $500,000.00 or more) Do the amounts listed in this column match correct numbers on the Parent Involvement worksheet? (Note: Templates on eGAP Document Library) |  |  |  |
| Amount Remaining: Is the remaining balance as close to zero as possible and reasonable? (can’t be a negative number) |  |  |  |
| If Applicable: Is the amount listed for TA the same as the amount transferred into TA on the Allocation Transfers grid? *(An LEA must first transfer funds from SW to TA to generate the application screens.)* |  |  |  |

**Private School Service – Title I**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are any private schools accessing Title I services? Are activities described in Action Steps in the System Improvement Plan? |  |  |  |
| Are the private school worksheets for Title I **correctly calculated** and uploaded in the Document Library? (Note: see Templates on eGAP Document Library) |  |  |  |
| Are private schools listed in this section each marked with a checkmark to verify “not participate” / “declined service” to reflect consultation by the LEA? Remind the LEA to keep communication with private schools on file for future self-assessment or on-site monitoring. |  |  |  |

**Preschool**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are funds allocated on the set aside page under other and/or under function code 9140 on the budget grid? |  |  |  |
| LEAs using Title I-A funds for Preschool should have completed the Title I-A preschool compilation, combined preschool and/or combined preschool compilation worksheet. If yes, check for accuracy. |  |  |  |

**Parent & family Engagement**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is the LEA Parent & Family Engagement Plan updated in the LEA Consolidated Section?  |  |  |  |

**Title I, Schoolwide Budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Do the expenditures in the budget match the activities listed in the System Improvement Plan?  |  |  |  |
| Do the expenditures appear reasonable and necessary? Expenditures should be large enough to provide a reasonable assurance that a school could operate a program of sufficient quality to achieve its purpose. |  |  |  |
| NOTE: SW budget will include all SW expenditures on the PPA Page and set-aside/admin funds *(except LEAs only serving TA programs and all expenditures will be on the TA budget in this case).* |

**Title I, Schoolwide Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are subject areas served related to the areas checked on the Needs Assessment? |  |  |  |
| Are grades served related to the areas checked on the Needs Assessment? |  |  |  |
| Are delivery methods checked and consistent with vocabulary in the System Improvement Plan (Goals/Action Steps)? |  |  |  |
| Does the System Improvement Plan clearly describe how Title I SW funds are being used? |  |  |  |
| Are the positions listed related to the Needs Assessment? |  |  |  |
| Do the job descriptions in document library match the personnel paid with Title I funds? Employees paid with Title I should be properly certified.  |  |  |  |
| Are all personnel listed on the Budget Detail Page clearly described in the System Improvement Plan (school or base; subject taught, etc.) and are salaries and benefits correctly reflected in Grant Relationships and on the Budget Page that looks like a grid? |  |  |  |
| If LEA allocation is over $500,000, are calculations for Parent Involvement Funds (evident on the PPA page) and found in an Action Step on the System Improvement Plan? |  |  |  |
| Are Title I Schoolwide Related Documents loaded? *(Unless Evaluation Results from the previous school year and the projected/anticipated outcomes for the current year are loaded, the LEA won’t be able to “advance the status” of the application.)* |  |  |  |

**Title I Related Documents**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is the Program Evaluation Plan for the current year posted? |  |  |  |
| Is the Program Evaluation Plan Results from the previous year posted? |  |  |  |

**Title I, Targeted Assistance Budget (If applicable):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Do the expenditures in the budget match the activities listed in the System Improvement Plan? |  |  |  |
| Do the expenditures appear reasonable? Expenditures should be large enough to provide a reasonable assurance that a school could operate a program of sufficient quality to achieve its purpose. |  |  |  |
| NOTE: For LEAs serving only TA programs (no SW programs) - all funds will be budgeted on the TA Budget and must be transferred on the Allocation Transfer screen, including set aside/admin funds. |

**Title I, Targeted Assistance Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are subject areas served related to the areas checked on the Needs Assessment? |  |  |  |
| Are grades served related to the areas checked on the Needs Assessment? |  |  |  |
| Are delivery methods checked and consistent with the System Improvement Plan (Goals/Action Steps)?*NOTE: If “replacement” is checked, contact the LEA to determine that it has been preapproved.* |  |  |  |
| Are personnel listed on the Budget Detail Page clearly described in the System Improvement Plan? |  |  |  |
| Are the positions listed related to the Needs Assessment? |  |  |  |
| Do the job descriptions in document library match the personnel paid with Title I funds? Employees paid with Title I should be properly certified. |  |  |  |
| Did the LEA list the estimated number of students to be served? |  |  |  |
| Non-public participation: Are appropriate boxes checked? Are services to non-public schools described in the System Improvement Plan? |  |  |  |
| Does the System Improvement Plan clearly describe how eligible students will be served and how funds will be used? |  |  |  |
| Are Title I Targeted Assistance Related Documents loaded? *(Unless Evaluation Results from the previous school year and the projected/anticipated outcomes for the current year are loaded, the LEA won’t be able to “advance the status” of the application.)* |  |  |  |

**If Applicable:**

**Title I-C, Migrant Education Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Do the expenditures in the budget match the activities listed in the System Plan? |  |  |  |
| Do the expenditures appear reasonable and necessary? Are Administration costs no more than 5%? |  |  |  |

**Title I-C, Migrant Education Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is there a Needs Assessment description that clearly describes the process used to determine the needs and a summary of the needs for the migrant program?  |  |  |  |
| Are personnel listed in the Budget Detail clearly described in the System Plan? |  |  |  |
| Are the positions listed related to the Needs Assessment? |  |  |  |
| Are job descriptions for Title I, C paid personnel posted in the Document Library? |  |  |  |
| Is there at least one box checked under Core Areas? |  |  |  |
| Is there at least one box checked under Grade Grouping Served? |  |  |  |
| Is the number of students in the Projected Enrollment for the year included? (for example, N = 50 or more) |  |  |  |
| Is there at least one box checked under Type of Program? *(Only one of the boxes under Fall should be checked for Fall programs. Make sure not more than one Fall box is checked.)* |  |  |  |
| Is the projected student participation included for each program selected under Type of Program? *(The checked programs under Type of Program should have a corresponding student participation number.)* |  |  |  |
| Is the Program Management Information assurance box checked? *(The application should not be approved if this box is not checked.)* |  |  |  |
| Is there a summary of the Service Delivery Plan that clearly describes the services being provided to the migrant students? *(These services must be supplemental to the core academic program and must address the needs identified on the Needs Assessment listed in this section.)* |  |  |  |
| Is there at least one box checked under Activities to Increase Migrant Academic Achievement and related to the Service Delivery Plan listed in this section? |  |  |  |
| Under Allowable Programs, Professional Development for Migrant Personnel, Staff, and Migrant Student Support Program: Are all Title I-C funds accounted for and does the Service Delivery Section and System Plan match? |  |  |  |
| Do the System Plan and Budget Details of Title I-C describe and identify a Migrant Home School Liaison/Recruiter?  |  |  |  |
| Does the System Improvement Plan clearly describe how Title I-C funds are being used? |  |  |  |

**Title I-C, Migrant Education Non-public School Service:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are any non-public schools being served with Title I-C? (If yes, non-public school worksheets must be posted in Document Library.) |  |  |  |

**Title I-C, Migrant Education Related Documents:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is the Program Evaluation Plan posted? |  |  |  |
| Is the Program Evaluation Plan Results posted? |  |  |  |

**If Applicable:**

**Title I-D, Delinquent Budget:**

***(****Note: Members of a consortium will not have a budget and application details page in eGAP; therefore, their application and formal agreements must be uploaded and reviewed from the eGAP document library.)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Do the expenditures in the budget match the activities listed in the System Plan? |  |  |  |
| Do the expenditures appear reasonable and necessary? (No Set Admin cost cap) |  |  |  |

**Title I-D, Delinquent Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are any personnel listed in the Budget Detail clearly described in the System Improvement Plan? |  |  |  |
| Are the positions listed related to the Needs Assessment? |  |  |  |
| Are job descriptions posted in the Document Library? |  |  |  |
| Are core areas served related to the areas checked on the Needs Assessment? |  |  |  |
| Are grade grouping served related to the areas checked on the Needs Assessment? |  |  |  |
| Are delivery methods checked and consistent with System Improvement Plan? |  |  |  |
| Is there at least one box checked under allowable activities?  |  |  |  |
| Does the LEA identify the average daily number of participants served?  |  |  |  |
| Does the application describe how the program will involve parents in efforts to improve the educational achievement of their children, assist in dropout prevention activities, and prevent the involvement of their children in delinquent activities, as appropriate? |  |  |  |
| Does the application describe how the program under this subpart will be coordinated with other Federal, State, and local programs, such as programs under Title I of Public Law 105-220 and vocational and technical education programs serving at-risk children and youth? |  |  |  |
| Does the application describe how the program will be coordinated with programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable? |  |  |  |
| Does the application describe how schools will work with probation officers to assist in meeting the needs of children and youth returning from correctional facilities, as appropriate? |  |  |  |
| Does the application describe the steps participating schools will take to find alternative placements for children and youth interested in continuing their education but unable to participate in a regular public school program, as appropriate? |  |  |  |
| Does the System Plan clearly describe how Title I-D funds are being used? |  |  |  |

**Title I-D, Delinquent Related Documents:**

**(For each facility in which LEA funds are used as support, the following items must be addressed in an uploaded document.)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| 1. Does the signed formal agreement with the institution list services provided and the funding for each service? |  |  |  |
| 2. Does each agreement include the following 11 assurances for the correctional facility entering into an agreement with a LEA? |  |  |  |
| * Where feasible, ensure that educational programs in the correctional facility are coordinated with the student’s home school, particularly with respect to a student with an individualized education program under part B of the Individuals with Disabilities Education Act?
 |
| * If the child or youth is identified as in need of special education services while in the correctional facility, the facility will notify the local school of the child or youth of such need?
 |
| * Provide transition assistance to help the child or youth stay in school, including coordination of services for the family, counseling, assistance in assessing drug and alcohol abuse prevention programs, tutoring, and family counseling?
 |
| * Provide support programs that encourage children and youth who have dropped out of school to reenter school once their term at the correctional facility has been completed, or provide such children and youth with the skills necessary to gain employment or seek a secondary school diploma or its recognized equivalent?
 |
| * Work to ensure that the correctional facility is staffed with teachers and other qualified staff trained to work with children and youth with disabilities taking into consideration the unique needs of such children and youth?
 |
| * Ensure that educational programs in the correctional facility are related to assisting students to meet high academic achievement standards?
 |
| * To the extent possible, use technology to assist in coordinating educational programs between the correctional facility and the community school?
 |
| * Where feasible, involve parents in efforts to improve the educational achievement of their children and prevent the further involvement of such children in delinquent activities?
 |
| * Coordinate funds received with other local, state, and federal funds available to provide services to participating children and youth, such as funds made available under Title I of Public Law 105-220, and vocational and technical education funds?
 |
| * Coordinate programs operated with activities funded under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable?
 |
| * If appropriate, work with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children and youth?
 |

**Title II-A Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Did the LEA identify by school and grade/subject the number of Class Size Reduction (CSR) units? *(This could be listed in the System Plan or if too many attached in the Document Library)* |  |  |  |
| Do the expenditures in the budget match the activities listed in the System Plan? (Administration cap 5%) |  |  |  |

**Title II-A Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are the consultation process questions and narrative statements completed? |  |  |  |
| Are personnel listed in the Budget Detail clearly described in the System Plan? |  |  |  |
| Are the positions listed related to the Needs Assessment and checked for the grade spans being served? |  |  |  |
| Do the job descriptions in document library match the personnel paid with Title II funds? |  |  |  |
| Are any additional professional development personnel noted in “OTHER” on the Budget Details Page and are job descriptions posted in the Document Library, if applicable? |  |  |  |
| Has the LEA prioritized funds to schools served by the agency that are implementing (1) comprehensive support and improvement activities, (2) targeted support and improvement activities, and have (3) the highest percentage of children in poverty under section 1111(d)? |  |  |  |
| Does the System Plan clearly describe how Title II-A funds are being used? |  |  |  |
| Does each checked allowable activity have an Action Step/Grant Relationship that matches? |  |  |  |

**Title II-A Private School Service:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are private schools being served with Title II-A? (If yes, non-public school worksheets must be uploaded in the Document Library and reviewed.) |  |  |  |

**Title II-A, Related Documents:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is the Program Evaluation Plan posted? |  |  |  |
| Is the Program Evaluation Plan Results posted? |  |  |  |

**Title III –EL Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Do the expenditures in the budget match the activities listed in the System Plan? |  |  |  |
| Do the expenditures appear reasonable and necessary? (Administration cap is 2%) |  |  |  |

**Title III – EL Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are personnel listed in the Budget Detail clearly described as to the supplemental nature of their work in the System Plan? |  |  |  |
| Are the positions listed related to the Needs Assessment? |  |  |  |
| Do the job descriptions in document library match the personnel paid with Title III funds? |  |  |  |
| Does the System Plan clearly demonstrate that personnel funded with Title III are supplemental? There must be a core English language acquisition program in place, including personnel. |  |  |  |
| Does the section regarding the required use of funds for EL students have **all three** boxes checked and include a reasonable cost?  |  |  |  |
| Does the section regarding activities have **at least three** boxes checked and include a reasonable cost?  |  |  |  |
| (If applicable) If the LEA receives an Immigrant Grant, is at least one box checked, the amount reflected in the immigrant Student Support Program section and is the program described in the System Plan? *(Check the list of LEAs that received an Immigrant Grant from Michelle.)* |  |  |  |
| Does the Immigrant grant section include the grant amount? |  |  |  |
| Is the Title III allocation accounted for under Total Cost? |  |  |  |
| Does each checked box in the three sections have an Action Step/Grant Relationship in the System Improvement Plan that corresponds to it? |  |  |  |
| Is there at least one box checked under Instruction to Promote English Language Acquisition? |  |  |  |
| Is there at least one box checked under Core Subject Areas addressed? |  |  |  |
| Is there at least one box checked under Instructional Delivery Method? |  |  |  |
| Does the System Plan clearly describe how Title III funds are being used? |  |  |  |
| Is the EL Plan completed in eGAP? |  |  |  |

**Title III-A Private School Service:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are private schools receiving the benefit of Title III-A? (If yes, non-public school worksheets must be uploaded in the Document Library and reviewed.) |  |  |  |

**Title III – EL Related Documents:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is the Program Evaluation Plan posted? |  |  |  |
| Is the Program Evaluation Plan Results posted? |  |  |  |

**If Applicable:**

**Title V – Rural, Low-Income School Program Budget:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Do the expenditures in the budget match the activities listed in the System Plan? |  |  |  |
| Do the expenditures appear reasonable and necessary? (Administration cap is 5%) |  |  |  |

**Title V – Rural, Low-Income School Program Budget Details:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are personnel listed in the Budget Detail clearly described in the System Plan? |  |  |  |
| Are the activities/positions listed related to the Needs Assessment? |  |  |  |
| Do the job descriptions in document library match the personnel paid with Title V funds? |  |  |  |
| Does the System Improvement Plan clearly describe how Title V funds are being used? |  |  |  |
| Does each checked activity have an action step/grant relationship that matches? |  |  |  |

**Title V – Related Documents:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is the Program Evaluation Plan for the current year posted? |  |  |  |
| Is the Program Evaluation Plan Results from the previous year posted? |  |  |  |

**Improvement Planning**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Has the LEA completed a System Plan/Needs Assessment and checked appropriate boxes? |  |  |  |
| Is the LEA Consolidated Plan completed? |  |  |  |
| Is the EL Plan completed? |  |  |  |
| Is the Foster Care Plan completed? |  |  |  |
| Did the LEA complete the System Plan in consultation with stakeholders and outside experts (interview for pre-monitoring/monitoring)? |  |  |  |
| Are the strategies, action steps, and performance indicators related to the needs? |  |  |  |
| Are appropriate resources allocated to each goal? |  |  |  |
| Are the goals, strategies, and action steps reasonable/logical? |  |  |  |
| Are action steps written with adequate detail? |  |  |  |
| Are you able to follow the money? |  |  |  |

**Related Documents:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Is the N and D Transition Plan for the current year posted? |  |  |  |
| Is the Supplement Not Supplant Methodology Assurance uploaded? (can be same as 2019 unless methodology has been updated) |  |  |  |

**Additional Notes:**

**Miscellaneous:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Comment:** |
| Are there appropriate updated entries in the LEA Address Book? (Note any discrepancies and/or duplications) |  |  |  |

****

**Ready to Click? The work flow should be:**

* **The Federal Programs Coordinator clicks (Draft Status Completed)**
* **The CSFO clicks as the Chief School Financial Officer (Approved or Returned if challenges are found)**
* **The Superintendent or designee clicks as approved then…**
* **It lands on the desk of the Federal Programs Specialist assigned to the district**

**Process for REVISION(S)**

**You may make revisions throughout the year.**

**The Fiscal Year in the state is October 1 – September 30.**

**Happy You Have Money Left in At the End of a Year After You Pay All the Bills - CARRYOVER?**

**Federal funds - LEAs have 27 months to use the funds (this is called the TYDINGS AMENDMENT); should budget and try to spend all the funds within the fiscal year.**

**Carryover will be available after all FINAL EXPENDITURE REPORTS ( FERs) have been received and approved by LEA Accounting (334-694-4617) after you close your “books” each year.**

**CARRYOVER – from a previous fiscal year is noted in four places in e-GAP: on the Budget Details, on the Budget Grid, in Action Steps, and in the Comment Log – BUT NEVER “BELOW THE LINE” ON THE TITLE I SET ASIDES PAGE WHERE ONLY CURRENT YEAR FUNDS ARE PLUGGED IN. There are three uses for Title I Carryover: a) a previously approved district initiative; or b) give all $ back to schools; or c) a combination of both a and b.**

|  |  |  |  |
| --- | --- | --- | --- |
| **REVISIONS** | **YES** | **NO** | **Comment:** |
| Have corrections/revisions been made to original ACTION STEPS, Budget Details Pages, and Budget Grids? |  |  |  |
| Are changes easy to find on the IMPROVEMENT SIDE? (Click on the PENCIL icon to edit the description.) Don’t delete – draw lines through if necessary. Add to the description if changes relate to the original activity. SAMPLE – to add to an originally approved Action Step, use all capitals to delineate changes. *“Action Step 1.3.4 – (Original description followed by…) CARRYOVER FUNDS ($000,000) WILL BE GIVEN TO SCHOOLS USING RANK ORDER SO THEY MAY PURCHASE ADDITIONAL MATERIALS AND SUPPLIES.”* |  |  |  |
| If NEW requests for expenditures using shifted or CARRYOVER funds, has a new ACTION STEP been created? |  |  |  |
| **Use of the Comment Log** | **YES** | **NO** | **Comment:** |
| Have Comments from the LEA as to changes been posted in the Comment Log? Are references made to Action Step numbers so that the SDE Specialist can scan for changes in the descriptions for your notes?SAMPLE: *Changes were made to Action Step 1.3.4 to add $000,000.00 for supplemental \_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_ materials and supplies. Source - Carryover funds given to Title I schools on the Set Asides Page*.  |  |  |  |
| Are these new expenditures/requests for use of federal dollars allowable? |  |  |  |
| **NOTE: Comments in the Comment Log can be revised by the “author” up to a short time after posting (use the TRASHCAN icon). Everyone who has access to your eGAP (including State AUDITORS) can read your comments. State AUDITORS read comments from the LEA and SDE and use this as a verification of the SDE technical assistance/approval of your activities. The ONSITE Monitoring process you experience on a periodic basis is the “on the ground” verification of your use of funds.** |