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| **Alabama State Department of Education** |
| **Required Form #1 – General Ledger** |
| **<Insert LEA>** |
| **Did your LEA receive any of the following fund source(s)?** |
| Title I, Part A | [Click] | Title I, Part C – Migrant | [Click] |
| Title I, Part D – Neglected or Delinquent | [Click] | Title II | [Click] |
| Title III | [Click] | Title IV, Part B – 21st Century Program | [Click] |
| Title V | [Click] | McKinney-Vento Homeless | [Click] |
| ESSER I (FY20 – Current) | [Click] | ESSER II (FY20 – Current) | [Click] |
| ARP ESSER (FY20 – Current) | [Click] | GEER I (FY20 – Current) | [Click] |
| **LEAs are required to provide the general ledger for each of the fund source(s) marked YES in the question above.** **The ALSDE will complete the section below and request the invoice(s), cleared check(s), and receipt(s) for the following items:** |
| Federal Funding Source | Vendor Name | Amount of Expenditure | Obligated within Period of Availability | Necessary | Reasonable | Allocable | Allowable | Compliant with Application |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
|  |  |  | [Click] | [Click] | [Click] | [Click] | [Click] | [Click] |
| **Alabama State Department of Education** |
| **Required Form #2 – Budget Analysis Report** |
| **<Insert LEA>** |
| **Did your LEA receive any of the following fund source(s)?** |
| Title I, Part A | [Click] | Title I, Part C – Migrant | [Click] |
| Title I, Part D – Neglected or Delinquent | [Click] | Title II | [Click] |
| Title III | [Click] | Title IV, Part B – 21st Century Program | [Click] |
| Title V | [Click] | McKinney-Vento Homeless | [Click] |
| ESSER I (FY20 – Current) | [Click] | ESSER II (FY20 – Current) | [Click] |
| ARP ESSER (FY20 – Current) | [Click] | GEER I (FY20 – Current) | [Click] |
| **LEAs are required to provide the budget analysis reports for each of the fund source(s) marked YES in the question above.** **The ALSDE will complete the section below for all fund source(s) that are applicable to the LEA.** |
| Federal Funding Source | Allocation | Has the ALSDE Compliance Monitor cross-referenced the Budgeted Analysis Report with eGAP or the Paper Application? | Does the Budget Analysis Report match eGAP/Paper App within the 10% variance for all Function/Object Codes? | Comments |
| Title I, Part A |  | [Click] | [Click] |  |
| Title I, Part C |  | [Click] | [Click] |  |
| Title I, Part D |  | [Click] | [Click] |  |
| Title II |  | [Click] | [Click] |  |
| Title III |  | [Click] | [Click] |  |
| Title IV, Part B |  | [Click] | [Click] |  |
| Title V |  | [Click] | [Click] |  |
| Homeless |  | [Click] | [Click] |  |
| ESSER I |  | [Click] | [Click] |  |
| ESSER II |  | [Click] | [Click] |  |
| ARP ESSER |  | [Click] | [Click] |  |
| GEER I |  | [Click] | [Click] |  |

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| **Alabama State Department of Education** |
| **Required Form #3 –****Continuation of Compensation during COVID Closures** |
| LEAs are required to demonstrate that to the greatest extent possible, they have continued to pay employees and contractors during the period of disruption or closures related to coronavirus. |
| **<Insert LEA>** |
| **Gross Employee Salary Report (GESR) Data**Input the total FTE for each requested year from the last page of the report into the table below. **Please attach the supporting documentation to this form.** |
| **FY2018** |  | **FY2021** |  |
| **FY2019** |  | **FY2022** |  |
| **FY2020** |  | **FY2023** |  |

If an LEA had a drop in FTE from one year to another year (i.e. FY2018 to FY2019), the LEA is required to provide a rationale for each yearly drop in FTE.

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| **Brief Explanation of Drop in FTE** |
| **FY2018 to FY2019** |  |
| **FY2019 to FY2020** |  |
| **FY2020 to FY2021** |  |
| **FY2021 to FY2022** |  |
| **FY2022 to FY2023** |  |

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| **Alabama State Department of Education** |
| **Required Form #4 – Supplement Not Supplant** |
| **<Insert LEA>** |
| **Did your LEA receive any of the following fund source(s)?** |
| Title I, Part A District Level Set-Asides | [Click] | Title I, Part C – Migrant | [Click] |
| Title I, Part D – Neglected or Delinquent | [Click] | Title II | [Click] |
| Title III | [Click] | Title IV, Part B – 21st Century Program | [Click] |
| Title V | [Click] | McKinney-Vento Homeless | [Click] |
| **SUPPLEMENT NOT SUPPLANT RATIONALE AND DOCUMENTATION****Question: How does your LEA supplement and not supplant Federal Funds for each funding source marked YES above? Indicate your response in the boxes below.****(i.e. Title II, Part A funds must supplement and not supplant non-Federal funds in that Title II, Part A funds may not be used to provide services that it provided in the prior year with non-Federal funds [unless presumption can be rebutted] and may not be used to provide services that it is required to make available under state, local, or other federal laws.) The boxes will expand as you type, feel free to include all necessary information.** |
| **Title I, Part A District Level Set-Aside** | **Title I, Part C – Migrant Education** |
| **Title I, Part D – Neglected or Delinquent** | **Title II** |
| **Title III** | **Title IV, Part B – 21st Century Program** |
| **Title V** | **McKinney-Vento Homeless Program** |

**REMINDER: Attach all supporting documentation to the required form.**

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| **Alabama State Department of Education** |
| **Required Form #5 – Time and Effort** |
| **<Insert LEA>** |
| **Did your LEA use any of the following fund source(s) to pay for salaries (010-199) and benefits (200-299)?** |
| Title I, Part A | [Click] | Title I, Part C – Migrant | [Click] |
| Title I, Part D – Neglected or Delinquent | [Click] | Title II | [Click] |
| Title III | [Click] | Title IV, Part B – 21st Century Program | [Click] |
| Title V | [Click] | McKinney-Vento Homeless | [Click] |
| ESSER I (FY20 – Current) | [Click] | ESSER II (FY20 – Current) | [Click] |
| ARP ESSER (FY20 – Current) | [Click] | GEER I (FY20 – Current) | [Click] |
| **LEAs are required to provide samples of time and effort for each of the fund source(s) marked YES in the question above.** **The ALSDE will complete the section below for all fund source(s) that are applicable to the LEA.** |
| Federal Funding Source | # of Samples | Does the submitted samples follow the LEA policy for time and effort? | Comments |
| Title I, Part A |  | [Click] |  |
| Title I, Part C |  | [Click] |  |
| Title I, Part D |  | [Click] |  |
| Title II |  | [Click] |  |
| Title III |  | [Click] |  |
| Title IV, Part B |  | [Click] |  |
| Title V |  | [Click] |  |
| Homeless |  | [Click] |  |
| ESSER I |  | [Click] |  |
| ESSER II |  | [Click] |  |
| ARP ESSER |  | [Click] |  |
| GEER I |  | [Click] |  |

**REMINDER: Attach all time and effort samples and any supporting documentation.**

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| **Alabama State Department of Education** |
| **Required Form #6 – Teacher Qualifications** |
| All teachers working in a program supported with Federal funds must meet applicable State certification and licensure requirements, including requirements obtained through alternative routes to certification. |
| **<Insert LEA>** |
| Federal Funding Source  | School Name | Grade/Subject Taught | Name on Certificate | ALSDE ID(Teacher Certificate Number) | Determination **(ALSDE only)** |
| ESSER II | Alabama ES | 4th Grade | Alabama Montgomery | AAA-1234-1234 | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
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|  |  |  |  |  | Choose an item. |
| **Alabama State Department of Education** |
| **Required Form #7 –****Instructional Paraprofessional Qualifications** |
| LEAs must ensure that all paraprofessionals who work in an instructional capacity in a Title I schoolwide program or who are paid with Federal funds meet the ALSDE qualification requirements. |
| **<Insert LEA>** |
| **Note: Only list instructional paraprofessionals** |
| Federal Funding Source | School Name | Name on Documentation | Qualifications | Determination**(ALSDE only)** |
| Title I | Alabama ES | Alabama Birmingham | Obtained Level 3 on Workkeys Assessment in Applied Mathematics, Workplace Documents, and Business Writing | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
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|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |

**REMINDER: Attach all qualification documentation to the submitted list.**

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| **Alabama State Department of Education** |
| **Required Form #8 – Inventory** |
| **<Insert LEA>** |
| **Have inventory items ever been purchased from the following fund sources?** |
| Title I, Part A | [Click] | Title I, Part C – Migrant | [Click] |
| Title I, Part D – Neglected or Delinquent | [Click] | Title II | [Click] |
| Title III | [Click] | Title IV, Part B – 21st Century Program | [Click] |
| Title V | [Click] | McKinney-Vento Homeless | [Click] |
| ESSER I (FY20 – Current) | [Click] | ESSER II (FY20 – Current) | [Click] |
| ARP ESSER (FY20 – Current) | [Click] | GEER I (FY20 – Current) | [Click] |
| **LEAs are required to provide the inventory spreadsheet for each of the fund source(s) marked YES in the question above.** **The ALSDE will complete the section below and request evidence (picture or in-person) of the following items:** |
| Federal Funding Source | Location of Item | Item Description | District Barcode Number | Serial Number | Was the item listed correctly on the inventory spreadsheet? | Was the item located during the inventory spot check? | Was picture or in-person evidence provided? |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
| **Alabama State Department of Education** |
| **Required Form #9 –****Availability of ACIP, Parental Policy, and School-Parent Compact****This form must be completed for each requested Title I school within the LEA.** |
| **<Insert LEA>** |
| **<Insert School Name>** |

|  |
| --- |
| **Alabama Continuous Improvement Plan (ACIP) Links** |
| English |  |
| 2nd Language | <Enter Language> |  |

|  |
| --- |
| **Parental Involvement Policy Links** |
| English |  |
| 2nd Language | <Enter Language> |  |

|  |
| --- |
| **School-Parent Compact Links** |
| English |  |
| 2nd Language | <Enter Language> |  |

**The second language must match the student language list provided for Component 1.2.**

**If the language is different for this school provide an explanation.**

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| **Alabama State Department of Education** |
| **Required Form #10 – ACIP Link to Expenditures****This form must be completed for each requested Title I school within the LEA.** |
| **<Insert LEA>** |
| **<Insert School Name>** |

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| **Select the box that indicates what type of Title I, Part A program is implemented within your local school.** |
| Schoolwide Program | [ ]  | Targeted Assistance Program | [ ]  |

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| **Title I, Part A Budget Alignment Section*****Directions: Provide the PPA allocation and the Parent and Family Engagement allocation (only required if the LEA receives $500,000 or more) for the three required documents in the chart below. You are required to attach supporting documentation to this document such as the Coordination of Resources Form, screenshot or printout of eGAP, and the Budget Analysis Report.*** |
| **Type of Report** | **Title I, Part A Allocation (PPA)** | **Parent and Family Engagement Allocation** |
| Coordination of Resources Form |  |  |
| eGAP Approved Application |  |  |
| Budget Analysis Report |  |  |

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| **The ALSDE will complete the section below after initial submission if the Budget Alignment Section is matching.** **If the Budget Alignment Section is not matching, the LEA is not in compliance with their Title I, Part A application.****LEAs will be required to provide evidence of implementation of the following action step(s)/expenditure(s):** |
| Action Step | Type of Expenditure | Amount of Expenditure | LEA Provided Adequate Evidence? | Notes |
|  |  |  | [Click] |  |
|  |  |  | [Click] |  |
|  |  |  | [Click] |  |
|  |  |  | [Click] |  |
|  |  |  | [Click] |  |

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| **Alabama State Department of Education** |
| **Required Form #11 – Title II Required Narratives** |
| **<Insert LEA>** |

**Respond to the following narratives.**

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| **Recruitment, Hiring, and Retaining Effective Teachers**Subgrantee describes how the local educational agency (LEA) will develop and implement initiatives to assist in recruiting, hiring, and retaining effective teachers particularly in low-income schools with high percentages of ineffective teachers and high percentages of students who do not meet the challenging State academic standards, to improve within-district equity in the distribution of teachers.*ESSA §2103(b)(3)(B)* |
|  |
|  |
| **Recruitment of Non-Traditional Teachers**Subgrantee describes how the LEA will recruit qualified individuals from other fields to become teachers, principals, or other school leaders, including mid-career professionals from other occupations, former military personnel, and recent graduates of institutions of higher education with records of academic distinction who demonstrate potential to become effective teachers, principals, or other school leaders.*ESSA §2103(b)(3)(C)* |
|  |
|  |
| **Access to Effective Personnel**Subgrantee describes how the Title II, Part A activities will provide students from low-income families and minority students with greater access to effective teachers, principals, and other school leaders.*ESSA §2001 and ESSA §2103(b)* |
|  |

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| **Alabama State Department of Education** |
| **Required Form #12 – Title II Class-Size Reduction Teachers** |
| All class-size reduction teachers supported with Title II funds must be supplemental and not the only teacher in a particular grade level or subject area.  |
| **<Insert LEA>** |
|  | School Name | Grade/Subject Taught | Name on Certificate | ALSDE ID(Teacher Certificate Number) | Determination **(ALSDE only)** |
| Class-Size Reduction Teacher | Alabama ES | 4th Grade | Alabama Montgomery | AAA-1234-1234 | Choose an item. |
| Another Teacher on Grade/Subject | Alabama ES | 4th Grade | Alabama Birmingham | BBB-5678-5678 |
|  |  |  |  |  |  |
| Class-Size Reduction Teacher |  |  |  |  | Choose an item. |
| Another Teacher on Grade/Subject |  |  |  |  |
|  |  |  |  |  |  |
| Class-Size Reduction Teacher |  |  |  |  | Choose an item. |
| Another Teacher on Grade/Subject |  |  |  |  |
|  |  |  |  |  |  |
| Class-Size Reduction Teacher |  |  |  |  | Choose an item. |
| Another Teacher on Grade/Subject |  |  |  |  |
|  |  |  |  |  |  |
| Class-Size Reduction Teacher |  |  |  |  | Choose an item. |
| Another Teacher on Grade/Subject |  |  |  |  |

**REMINDER: Attach schedules for all personnel on the submitted list.**

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| **Alabama State Department of Education** |
| **Required Form #13 – Teacher Fluency** |
| All teachers working in any language instruction program for EL students must be fluent in English and in any other language used for instruction, including having written and oral communication skills. |
| **<Insert LEA>** |
| School Name | Grade/Subject Taught | Name on Certificate | ALSDE ID(Teacher Certificate Number) | Determination **(ALSDE only)** |
| Alabama ES | 4th Grade | Alabama Montgomery | AAA-1234-1234 | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
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|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
| **Alabama State Department of Education** |
| **Required Form #14 – Paraprofessional Supervision Assurance** |
| Instructional paraprofessionals who are employed in the language instruction program must work under the supervision of a qualified teacher. |
| **<Insert LEA>** |
| The LEA listed above assures to the Alabama State Department of Education that paraprofessionals who provide instructional support at each of the locations listed below will work under the direct supervision of a qualified teacher.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_Superintendent Name (Printed) Superintendent Signature Date |
| School Name | Paraprofessional Name | Teacher Name on Certificate | ALSDE ID(Teacher Certificate Number) | Determination **(ALSDE only)** |
| Alabama ES | Alabama Birmingham | Alabama Montgomery | AAA-1234-1234 | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
|  |  |  |  | Choose an item. |
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|  |  |  |  | Choose an item. |
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| **Alabama State Department of Education** |
| **Required Form #15 –** **Coordination of Title I & McKinney-Vento Narratives** |
| **<Insert LEA>** |

**Respond to the following narratives.**

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| **Coordination of Title I and McKinney-Vento**Subgrantee coordinates Title I, Part A funds with the McKinney-Vento Act and describes within its plan the services provided to homeless children and youth.*ESSA §1112(a)(1)(B) & ESSA §1112(b)(6)***Provide a description of the services provided to homeless children and youth within your LEA.** |
| **Please attach all supporting documentation to the form.** |
|  |
| **Homeless Liaison**Subgrantee has a designated homeless liaison.*42 USC §11432(g)(1)(J)(ii)* |
|

|  |  |
| --- | --- |
| **Name of Homeless Liaison** |  |
| **Position**  |  |
| **Telephone Number** |  |
| **Email Address** |  |

**Please attach job description for the homeless liaison to the form.** |
|  |
| **Alabama State Department of Education** |
| **Required Form #16 –** **McKinney-Vento Homeless Grant Required Narratives** |
| **<Insert LEA>** |

**Respond to the following narratives.**

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| **Expand and/or Improve Services**Subgrantee who provides services under the McKinney-Vento program expands or improves, but does not replace services provided as part of a school’s regular academic program.*42 USC §11433(a)(2)(A)(iii)***Provide a description of the services provided to homeless children and youth within your LEA that expands or improves the McKinney-Vento program but does not replace services provided as a part of the regular academic program.** |
| **Please attach all supporting documentation to the form.** |
|  |
| **Implementation of McKinney-Vento Homeless RFA/Application**Subgrantee has evidence that the LEA is implementing the McKinney-Vento program as described in the approved application.*42 USC §11433(b)* |
| **Please attach documentation reflecting programming or educational supports provided to homeless students as identified in the LEA’s application.** |
|  |

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| **Alabama State Department of Education** |
| **Required Form #17 – Equitable Services Inventory** |
| **<Insert LEA>** |
| **Has inventory items ever been purchased from the following fund sources for non-public schools?** |
| Title I, Part A | [Click] | Title I, Part C – Migrant | [Click] |
| Title II | [Click] | Title III | [Click] |
| Title IV, Part B – 21st Century Program | [Click] | ESSER I (FY20 – Current) | [Click] |
| GEER I (FY20 – Current) |  [Click] |
| **LEAs are required to provide the inventory spreadsheet for each of the fund source(s) marked YES in the question above.** **The ALSDE will complete the section below and request evidence (picture or in-person) of the following items:** |
| Federal Funding Source | Location of Item | Item Description | District Barcode Number | Serial Number | Was the item listed correctly on the inventory spreadsheet? | Was the item located during the inventory spot check? | Is the item removable? |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
|  |  |  |  | [Click] | [Click] | [Click] |
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|  |  |  |  | [Click] | [Click] | [Click] |
| **Alabama State Department of Education** |
| **Required Form #18 –** **Equitable Services Teacher & Paraprofessional Qualifications** |
| All teachers and paraprofessionals working in a program supported with Federal funds must meet applicable State certification and licensure requirements. |
| **<Insert LEA>** |
| **Equitable Services Teachers** |
| Federal Funding Source  | School Name | Grade/Subject Taught | Name on Certificate | ALSDE ID(Teacher Certificate Number) | Determination **(ALSDE only)** |
| ESSER II | Alabama ES | 4th Grade | Alabama Montgomery | AAA-1234-1234 | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
|  |  |  |  |  | Choose an item. |
| **Equitable Services Paraprofessionals** |
| Federal Funding Source | School Name | Name on Documentation | Qualifications | Determination**(ALSDE only)** |
| Title I | Alabama ES | Alabama Birmingham | Obtained Level 3 on Workkeys Assessment in Applied Mathematics, Workplace Documents, and Business Writing | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |
|  |  |  | Choose an item. | Choose an item. |

**REMINDER: Attach all paraprofessional qualifications when submitting.**