

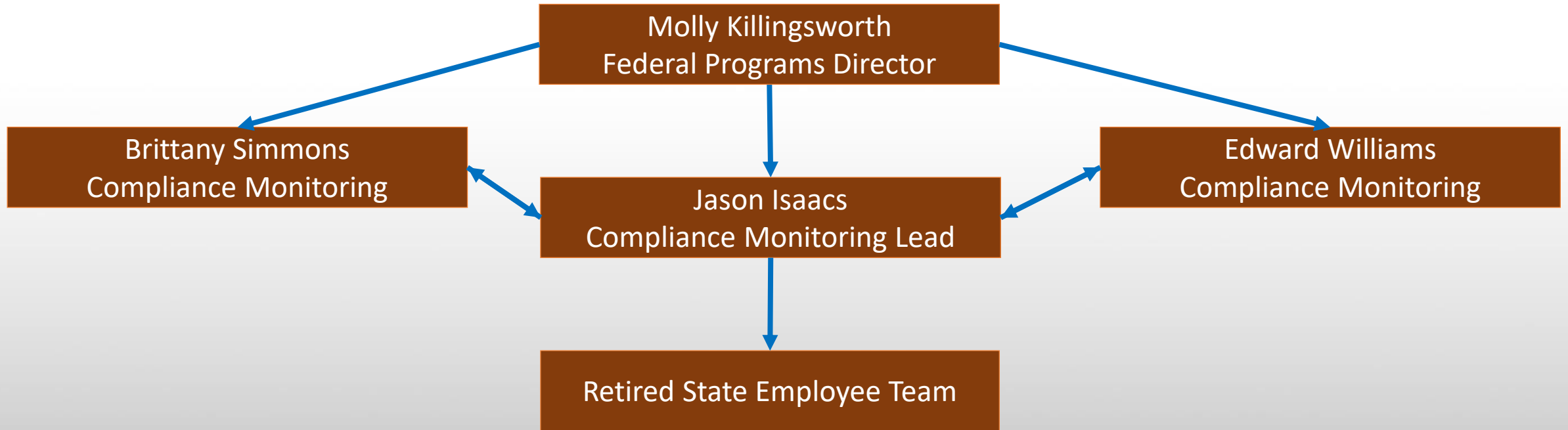


Federal Programs Compliance Monitoring LEA Training

August 9 & 11, 2022



Welcome and Introductions



Purpose

- › Gather evidence from LEAs to assess the effectiveness of their activities.
- › Understand the implementation and needs of programs to support LEAs.
- › Share good practices observed at LEAs.



Compliance Monitoring Trainings

Type of Training	Session 1	Session 2	Session 3
Pre-Monitoring Training	August 9 th @ 9:00 AM	August 11 th @ 1:00 PM	
Office Hours	August 17 th 2:00 – 3:00 PM	August 25 th 10:00 AM – 11:00 AM	August 30 th 8:30 – 9:30 AM

LEAs are expected to attend one of the pre-monitoring training sessions.

Links to the Trainings:

August 9th Session: <https://alsde.webex.com/alsde/j.php?MTID=m6780d79aaf19feb44bea64ed2ce0f17c>

August 11th Session: <https://alsde.webex.com/alsde/j.php?MTID=m413f531de7242d7b7e7248242cb457b6>

August 17th Session: <https://alsde.webex.com/alsde/j.php?MTID=m96b7ffcdb20252980c744e204c47dac7>

August 25th Session: <https://alsde.webex.com/alsde/j.php?MTID=m5757ff972fe273d1301a2056d7228f43>

August 30th Session: <https://alsde.webex.com/alsde/j.php?MTID=m857985f89ffb5f5fba20c8d311dfdace>



Programs to be Monitored

The following programs will be monitored as a part of the Compliance Monitoring process:

- Title I, Part A – Improving the Academic Achievement of the Disadvantaged
- Title I, Part A – Foster Care Program
- Title I, Part A – Preschool
- Title I, Part A – Parent and Family Engagement
- Title I, Part C – Migrant Children Education
- Title I, Part D – Neglected and Delinquent Children Program
- Title II, Part A – Supporting Effective Instruction
- Title III, Part A – Language Instruction for English Learners & Immigrant Students
- Title IV, Part B – 21st Century Community Learning Centers
- Title V, Part B – Rural Education Achievement Program
- Title IX, Part A – McKinney-Vento Homeless Assistance Act
- Equitable Services for Non-Public Schools
- COVID Relief Programs (ESSER I | ESSER II | ARP ESSER | GEER I)

› NOTE: If an LEA was monitored for ESSER I and GEER I during the 2021-2022 Pilot Year, they will only be monitored for ESSER II and ARP ESSER.



2022-2023 Compliance Monitoring LEA List

Arab City	Decatur City	Limestone County	Talladega County
Auburn City	Elmore County	Magic City Academy	Tallapoosa County
Autauga County	Escambia County	Marion County	Thomasville City
Bibb County	Fort Payne City	Mobile County	Washington County
Boaz City	Huntsville City	Monroe County	Winfield City
Breakthrough Academy	Jacksonville City	Ozark City	Winston County
Butler County	Lee County	Pike County	
Daleville City	Life Academy	Saraland City	



Risk Assessment

In order to assess the risk of LEAs within the State of the Alabama, the Federal Programs Section of the ALSDE has created a Risk Assessment that uses some of the following indicators:

- Title I Budget Allocation
- Title I Carryover Percentage
- LEAs with NEW Federal Funds/Grants
- # of Federal Fund/Grant Sources
- Changes in Key Personnel (Superintendent/CSFO/Federal Programs Coordinator)
- eGAP Approval Date
- Findings from Last Compliance Monitoring Review
- Title I ES-2 Drawdown Percentage



2022-2023 3-Tier Process

Based on the results of the Risk Assessment, LEAs will be placed into one of the following three tiers:

- Tier 1: Low Risk
- Tier 2: Moderate Risk
- Tier 3: High Risk

NOTE: During the compliance monitoring process, it is possible that an LEA might move tiers based on documentation submitted.

Tier Level	Risk Level	Type of Monitoring
1	Low	Documentation Review
2	Moderate	Desk Review
3	High	On-Site Visit



Compliance Monitoring Tiered Process

Tier I – Low Risk
Documentation Review Only (all required components)
No Interviews
Requested Information – Small Sample

Tier II – Moderate Risk
Documentation Review (all required components)
Virtual Interviews <ul style="list-style-type: none">• Title I Served Schools• Non-Title I Served Schools• Non-Public Schools• Title I Parent Interview• Central Office Interview
Requested Information – Moderate Sample

Tier III – High Risk
Documentation Review (all required components)
In-Person Interviews <ul style="list-style-type: none">• Title I Served Schools• Non-Title I Served Schools• Non-Public Schools• Title I Parent Interview• Central Office Interview
Requested Information – Large Sample





Alabama
State Department of Education

Federal Programs Consolidated Monitoring Document



Federal Programs Department
August 2022

Inside the Monitoring Document



Quick Guide Outline by Monitoring Task

Title #, Part __ - Name of Title Funds

Section # - Programmatic/Fiscal Requirements		
Component #	Component	Supporting Documentation
1	Title of Component Description of Component <i>Legal Reference</i>	Documentation to Consider
2	Title of Component Description of Component <i>Legal Reference</i>	On File with the ALSDE in Federal Programs (eGAP System)
3	Title of Component Description of Component <i>Legal Reference</i>	ALSDE Required Form #
4	Title of Component Description of Component <i>Legal Reference</i>	ALSDE Required Checklist #



Required Form Template Style 1

Alabama State Department of Education			
Required Form # - Title of Document			
<Insert LEA>			
School Name	Grade/Subject Taught	Name on Certificate	Supporting Documentation



Required Form Template Style 2

Alabama State Department of Education

Required Form # - Title of Document

<Insert LEA>

Respond to the following narratives.

Title of Component

Description of Component

Legal Reference

Provide a description of the services provided to students within your LEA.

Enter text here.

Please attach all supporting documentation to the form.



Required Checklist Template

Alabama State Department of Education

Required Checklist #

<Insert LEA>

Name of Program

Upload the following into Component 1.3

- ☐ Procedures
- ☐ Meeting Agenda(s)
- ☐ Sign-In Sheet(s)

Upload into Component 1.4

- ☐ List of Services Provided

Upload into Component 1.7

- ☐ Community Advertisement(s)



Monitoring Documentation Request

- › Fiscal Year (FY) documentation requested for fiscal and programmatic monitoring:
 - September 2022 – November 2022: FY 22 (October 1, 2021 – September 30, 2022)
 - December 2022 – May 2023: FY 23 (October 1, 2022 – September 30, 2023)

- › Documentation Request Email:
 - Sent by ALSDE 4 weeks prior to monitoring week

- › Documentation Entered into COGNIA:
 - LEA submits at least 2 weeks prior to monitoring week



Walkthrough of Documents

Common Compliance (includes ESSER I ESSER II ARP ESSER GEER I)
Title I, Part A – Improving the Academic Achievement of the Disadvantaged & Parent and Family Engagement
Title I, Part A – Foster Care
Title I, Part A – Preschool
Title I, Part C – Migrant Children Education
Title I, Part D – Neglected and Delinquent Children Programs
Title II, Part A – Supporting Effective Instruction
Title III, Part A – Language Instruction for English Learner & Immigrant Students
Title V, Part B – Rural Education Achievement Program
Title VI – Indian Education Program
Title IX, Part A – McKinney-Vento Homeless Assistance Act
Equitable Services for Non-Public Schools



A. Common Compliance

Section 1 – Financial Management

1	Financial Policies/Procedures Subgrantee has current written policies and procedures for accounting practices, budgeting process (tracking and reporting of expenditures), written allowability procedures and cash management. <i>2 CFR §200.302(b)</i>	ALSDE Required Checklist #1
2	Internal Controls Subgrantee has internal controls in place to assure compliance and reduce the risk of fraud, waste, and abuse of federal funds (Ex: segregation of duties, checks and balances, etc.) <i>2 CFR §200.302(b)(4) & 2 CFR §200.303</i>	
3	Budget Reconciliation Subgrantee has a system for comparing expenditures against budget amounts and requests budget amendments as necessary. <i>2 CFR §200.302(b)(5) & 2 CFR §200.308</i>	
4	Transfer of Federal Funds Subgrantee minimizes time elapsing between transfer of funds from ALSDE to third parties. <i>2 CFR §200.305(b)</i>	
5	Cash Advances & Interest Subgrantee tracks interest on cash advances. The subgrantee may retain interest amounts up to \$500 per year. The subgrantee remits any additional interest to the Department of Health and Human Services Payment Management System. <i>2 CFR §200.305(b)(9)</i>	

Alabama State Department of Education

Required Checklist #1

<Insert LEA>

Common Compliance Required Documents

Upload into Component 1.1:

☐ Accounting and Financial Manual

Must include at a minimum the following: Accounting Practices, Budgeting Process, Allowability Guidelines, Cash Management System or Procedure, and Internal Controls.



A. Common Compliance

Section 1 – Financial Management

6 (A-L)	Period of Availability Subgrantee demonstrates that funds for the current grant period were obligated within the period of availability. <i>34 CFR §76.707-76.710 & 2 CFR §200.1 & 2 CFR §200.309</i>	ALSDE Required Form #1 ALSDE Required Form #2 FUNDING SOURCES: A. Title I, Part A B. Title I, Part C C. Title I, Part D D. Title II E. Title III F. Title IV, Part B G. Title V H. Homeless I. ESSER I J. ESSER II K. ARP ESSER L. GEER I
7 (A-L)	Necessary, Reasonable, Allocable, and Allowability of Expenditures Subgrantee demonstrates that grant expenditures were necessary, reasonable, allocable, and only for authorized purposes. <i>2 CFR §200.403 - 200.405</i>	
8 (A-L)	Application Approval & Compliance Subgrantee demonstrates that grant expenditures are in compliance with the application approved by the ALSDE in the eGAP system. <i>ESSA §1112(a)(3) & ESSA §8305 & 2 CFR §200</i>	



Section 1 – Financial Management

[illegible]

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 – 21 st 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]	



A. Common Compliance

Section 1 – Financial Management

9	Maintenance of Effort Subgrantee maintains fiscal effort in accordance with Federal regulations. <i>ESSA §1118(a) & ESSA §8521</i>	On File with the ALSDE in LEA Accounting (LEA Accountant)
10	Maintenance of Equity – ARP ESSER Requirement Subgrantee demonstrates that maintenance of equity provisions in ARP ESSER legislation are met. <i>American Rescue Plan §2004(b) & American Rescue Plan §2004(c)</i>	On File with the ALSDE in Federal Programs (MoEquity Specialist)
12	Supplement Not Supplant – Title I, Part A School Level Subgrantee demonstrates that its written methodology ensures that all state/local funding is distributed to schools regardless of whether schools receive Title I funding. <i>ESSA §1118(b)(2)</i>	On File with the ALSDE in Federal Programs (eGAP System)



A. Common Compliance

Section 1 – Financial Management

11	Continuation of Compensation during COVID Closures Subgrantee demonstrates that to the greatest extent possible, they have continued to pay employees and contractors during the period of disruption or closures related to coronavirus. <i>Coronavirus Aid, Relief, and Economic Security Act §18006</i>	ALSDE Required Form #3
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Alabama State Department of Education			
Required Form #3 –			
Continuation of Compensation during COVID Closures			
<small>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.</small>			
<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	
<small>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.</small>			
Brief Explanation of Drop in FTE			
FY2018 to FY2019			
FY2019 to FY2020			
FY2020 to FY2021			
FY2021 to FY2022			
FY2022 to FY2023			



A. Common Compliance

Section 1 – Financial Management

13	Supplement Not Supplant – Title I, Part A District Level Subgrantee demonstrates that all district-level expenditures are allocated to all schools on a neutral basis regardless of Title I status and without taking into account school-level Title I funding. <i>ESSA §1118(b)(2)</i>	ALSDE Required Form #4 FUNDING SOURCES: 13. Title I, Part A District Level
14 (A-G)	Supplement Not Supplant – Other Federal Programs Subgrantee demonstrates compliance with the supplement, not supplant requirement (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.) <i>ESSA §1306(a)(1)(B)(iii) & ESSA §1415 & ESSA §2301 & ESSA §3115(g) & ESSA §4204(b)(2)(G) & ESSA §5232 & 42 USC §11433(a)(3)</i>	13. Title I, Part A District Level A. Title I, Part C B. Title I, Part D C. Title II D. Title III E. Title IV, Part B F. Title V G. Homeless

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 – 21 st 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>(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.</i>			
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 – 21 st Century Program	
Title V		McKinney-Vento Homeless Program	

REMINDER: Attach all supporting documentation to the required form.



A. Common Compliance

Section 1 – Financial Management

15	Supplement Not Supplant – Personnel Unit Placement (Title I) Subgrantee demonstrates compliance with the supplement, not supplant requirement in regard to placement of local, state, and federal personnel units within the LEA. <i>ESSA §1118(b)(2)</i>	ALSDE Required Checklist #1
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Upload into Component 1.15:

- ☐ Coordination of Resources for each school within the LEA
- ☐ Units Flex Form for each school within the LEA (if applicable)
- ☐ Gross Employee Salary Report (Excel File)



A. Common Compliance

Section 2 – Compensation for Personnel Services

1

(A-L)

Time and Effort System

Subgrantee maintains compliant time and effort records that meet the following requirements:

- (1) supported by a system of internal control which provides reasonable assurance that charges are accurate, allowable, and properly allocated
- (2) incorporated into official records
- (3) reasonably reflect total activity for which employee is compensated by subgrantee
- (4) encompass both federally assisted and other activities compensated by the non-federal entity on an integrated basis
- (5) comply with established accounting policies and practices or meet the requirements of a substitute system

2 CFR §200.430(i)

ALSDE Required Checklist #1

ALSDE Required Form #5

FUNDING SOURCES:

- A. Title I, Part A
- B. Title I, Part C
- C. Title I, Part D
- D. Title II
- E. Title III
- F. Title IV, Part B
- G. Title V
- H. Homeless
- I. ESSER I
- J. ESSER II
- K. ARP ESSER
- L. GEER I

Upload into Component 2.1:

☐ Time and Effort Policy and/or Procedures

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 – 21 st 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.



A. Common Compliance

Section 2 – Compensation for Personnel Services

2	Internal Controls Subgrantee has internal controls that: <ul style="list-style-type: none">• Verify time and attendance records prior to issuing payroll checks• Prevent payment to any employee who has been terminated• Demonstrate segregation of duties in regard to payroll <i>2 CFR §200.302 & 2 CFR §200.303 & 2 CFR §200.430(i)</i>	ALSDE Required Checklist #1
3	Reconciliation Subgrantee ensures that all expenditures are reconciled with budget estimates to account for after-the-fact interim charges made to federal awards. The final amount charged to the federal award must be accurate, allowable, and properly allocated. <i>2 CFR §200.302 & 2 CFR §200.303 & 2 CFR §200.430(i)(1)(vii)(C)</i>	

Upload into Component 2.2:

☐ Internal Control Procedures for Compensation

Must include at a minimum the following: Verification of Time, Verification of Attendance, Process for Issuing Checks, Termination of Employees, Segregation of Duties, and Reconciliation Process.



A. Common Compliance

Section 2 – Compensation for Personnel Services

4	Teacher Certification and Licensure Requirements Subgrantee provides evidence that all teachers working in a program supported with federal funds meet applicable State certification and licensure requirements. <i>ESSA §1111(g)(2)(J) & ESSA §1112(c)(6)</i>	ALSDE Required Form #6
5	Paraprofessional Qualification Requirements Subgrantee provides evidence that all paraprofessionals who work in an instructional capacity in a Title I schoolwide program or who are paid from federal funds meet the State qualification requirements. <i>ESSA §1111(g)(2)(J) & ESSA §1112(c)(6)</i>	ALSDE Required Form #7

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	4 th Grade	Alabama Montgomery	AAA-1234-1234	Choose an item.
					Choose an item.
					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.

REMINDER: Attach all qualification documentation to the submitted list.



A. Common Compliance

Section 3 – Equipment and Technology / Property Management

1	Authorized Use and Safeguarding Equipment Policy/Procedures Subgrantee ensures that equipment is only used for authorized purposes and can demonstrate how it safeguards equipment. <i>2 CFR §200.1 & 2 CFR §200.303 & 2 CFR §200.313(c) & 2 CFR §200.313(d)(3)</i>	ALSDE Required Checklist #1
2	Maintenance of Property Procedures Subgrantee has maintenance procedures in place to keep property in good condition and ensure students/families are not charged fees. <i>2 CFR §75.618 & 2 CFR §200.313(d)(4)</i>	
3	Disposal Procedures Subgrantee has a process to formally dispose of equipment and/or supplies and pay back the proportionate amounts as required (if fair market value is \$5,000 or more). <i>2 CFR §200.313(e) & 2 CFR §200.1 & 2 CFR §200.314</i>	
4	Physical Inventory Procedures Subgrantee conducts a physical inventory yearly that: <ul style="list-style-type: none"> • Confirms equipment was found at the location as identified in the equipment database/spreadsheet • Assesses condition of the equipment • Confirms equipment is located in a secure environment (equipment is located in a room, storage cabinet, locked, etc. as appropriate) • Investigates any lost, damaged, or stolen equipment <i>2 CFR §200.302(b)(4) & 2 CFR §200.313(d)(2) & 2 CFR §200.313(d)(3)</i>	ALSDE Required Checklist #1

Upload into Component 3.1:

☐ Equipment Management and Control Policy and/or Procedures

Must include at a minimum the following: Timeline and process from purchase order to final placement at the LEA, Disposal process including items that are lost, stolen, obsolete, or damaged, Safeguarding and ensuring authorized use of equipment, Physical inventory process conducted yearly, and Inventory records including all required components.

Upload into Component 3.4:

☐ Evidence of Physical Inventory conducted within the past 12 months



A. Common Compliance

Section 3 – Equipment and Technology / Property Management

5 (A-L)	<p>Inventory Records</p> <p>Subgrantee has an equipment inventory list that contains the required elements, including:</p> <ul style="list-style-type: none"> • Description of item • Serial number or other identification number • Funding Source (2 CFR §200.313(d)(1) also requires the FAIN) • Who holds the title • Acquisition date • Cost including percentage of federal participation in the cost • Location • Use and condition • Disposition data including the date of disposal and sales price or the method used to determine current fair market value <p style="text-align: right;"><i>2 CFR §200.313(d)(1)</i></p>	<p>ALSDE Required Form #8</p> <p>FUNDING SOURCES:</p> <p>A. Title I, Part A</p> <p>B. Title I, Part C</p> <p>C. Title I, Part D</p> <p>D. Title II</p> <p>E. Title III</p> <p>F. Title IV, Part B</p> <p>G. Title V</p> <p>H. Homeless</p> <p>I. ESSER I</p> <p>J. ESSER II</p> <p>K. ARP ESSER</p> <p>L. GEER I</p>
6 (A-L)	<p>Evidence of Authorized Use and Safeguarding Equipment</p> <p>Subgrantee shows that equipment is properly tagged, safeguarded from unauthorized access or use, and located where indicated on the inventory list.</p> <p style="text-align: right;"><i>2 CFR §200.313(d)</i></p>	

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 – 21 st 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]				
<p>LEAs are required to provide the inventory spreadsheet for each of the fund source(s) marked YES in the question above.</p> <p>The ALSDE will complete the section below and request evidence (picture or in-person) of the following items:</p>							
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]



A. Common Compliance

Section 4 – Evaluation of Federal Funds and Programs

1	Evaluation of Federal Programs/Funds Subgrantee has completed an evaluation for each federal program that is required including Title I, Parent and Family Engagement, Title II, Title III, English Learners, Migrant, Homeless, 21 st Century, etc. <i>ESSA §1116(a)(2) & ESSA §1426 & ESSA §3121 & ESSA §4202(c)(3)(A)</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	District Level Support Subgrantee provides evidence of system level support for each school that receives and/or benefits from federal funds. <i>ESSA §1112 & ESSA §1116(a)(2)(B)</i>	ALSDE Required Checklist #1
3	COVID Relief Evaluations, Stakeholder Feedback and Access to Applications/Plans Subgrantee provides evidence that all COVID Relief programs are continually evaluated for effectiveness and changes are made as needed based on ongoing feedback from stakeholders within and outside of the LEA. Subgrantee also provides access to all COVID relief applications and plans on their website. <i>American Rescue Plan Act §2001(i)</i>	

Upload into Component 4.2:

- ☐ Evidence that the LEA provides district level support to all local schools benefiting from federal funds
EXAMPLES: Technical Assistance Agenda(s), Technical Assistance Sign-In Sheet(s), Technical Assistance Emails, etc.

Upload into Component 4.3:

NOTE: All uploaded information must address all COVID Relief funds (ESSER I | ESSER II | ARP ESSER | GEER I)

- ☐ Evidence that the LEA evaluates all COVID Relief funds for effectiveness
EXAMPLES: Written Evaluation, Picture(s) of Implementation, Needs Assessment, Revision of Plan Documents, etc.
- ☐ Evidence that the LEA receives internal and external stakeholder feedback for all COVID Relief funds
EXAMPLES: Survey and Survey Results, Stakeholder Feedback Meeting Agenda(s) and Sign-In Sheet(s), LEA Statement, etc.
- ☐ Links to all COVID Relief applications
- ☐ Link to Return-to-Instruction Plan

NOTE: Plan must be revised within past 6 months from feedback from internal and external stakeholders and include the revision date.



A. Common Compliance

Section 5 – Enrollment of Students

1	Board Approved Policies Subgrantee ensures that they have a Board-approved policy immediately admitting students regardless of the following statuses: English Learner, Foster Care, Homeless, Immigrant, and Migrant. <i>42 USC §11432(g)(3)(C) & ESSA §1111(g)(1)(E)</i>	ALSDE Required Checklist #1
2	Enrollment Packet Subgrantee provides an enrollment process without barriers for special population subgroups (English Learner, Foster Care, Homeless, Immigrant, and Migrant) including access to an enrollment packet in a language they understand, immediate enrollment regardless of missing documentation, and access to the Home Language Survey and Parent Employment Survey. <i>42 USC §11432(g)(3)(C) & ESSA §1111(g)(1)(E)</i>	ALSDE Required Checklist #1

Upload into Component 5.1:

☐ Board Approved Policy

Must include the immediate enrollment without barriers for English Learners, Foster Care, Homeless, Immigrant, and Migrant Students.

Upload into Component 5.2:

☐ Paper Enrollment Method – Copy of Paper Enrollment Packet **OR**

Electronic Enrollment Method – Link to Electronic Enrollment Packet

NOTE: Enrollment packet submission must include English and one additional language based on student population.

☐ Agenda(s) for Registrar Training for Enrollment of Special Subgroups

☐ Sign-In Sheet(s) for Registrar Training for Enrollment of Special Subgroups



A. Common Compliance

Section 6 – Audits and Reports

1	Internal Controls Subgrantee evaluates and monitors its internal controls for compliance, corrects any identified non-compliance, and protects confidential information. <i>2 CFR §200.303(c) & 2 CFR §200.303(d)</i>	ALSDE Required Checklist #1
2	Record Retention Policy Subgrantee maintains records, including expenditure data, in such a manner that documents supporting any transaction can be easily located and are maintained for at least 5 years. <i>2 CFR §200.302(b)(3) & 2 CFR §200.334 & 2 CFR §200.337</i>	
3	Audit Reports Subgrantee provides recent audit reports, including the Single Audit Report, Annual Financial Statement audit, and other recent audit reports including evidence showing previous audit findings have been corrected or can demonstrate ongoing efforts to resolve findings. <i>2 CFR §200.329 & 2 CFR §200.337 & 2 CFR §200.511</i>	

Upload into Component 6.1:

☐ Internal Control Policies and/or Procedures

Upload into Component 6.2:

☐ Record Retention Policy

Upload into Component 6.3:

☐ Most Recent Single Audit Report

☐ Most Recent Annual Financial Audit Report

☐ Corrective Action Plan(s) for all Audit Reports (if applicable)



A. Common Compliance

Section 7 – Procurement

1	Policies and Procedures Subgrantee has accurate and current written procurement procedures and policies. <i>2 CFR §200.318(a)</i>	ALSDE Required Checklist #1
2	Oversight of Contracts Subgrantee maintains oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. <i>2 CFR §200.318(b)</i>	ALSDE Required Checklist #1
3	Competitive Procurement Subgrantee has evidence that they follow their policies and procedures to ensure full and open competition and that the appropriate method of procurement is being used: micro-purchases; small purchase procedures; sealed bids; or competitive proposals. <i>2 CFR §200.320(a) & 2 CFR §200.320(b) & 2 CFR §200.319</i>	
4	Non-Competitive Procurement Subgrantee has evidence that they only use noncompetitive proposals under the following circumstances: (1) the item is available only from a single source; (2) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; (3) the federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or (4) after solicitation of a number of sources, competition is determined inadequate. <i>2 CFR §200.320(c)</i>	
5	Cost/Price Analysis Subgrantee provides evidence that price or cost analysis have been performed for all procurements in excess of the simplified acquisition threshold of \$15,000. <i>2 CFR §200.1 & 2 CFR §200.324</i>	ALSDE Required Checklist #1

Upload into Component 7.1:

☐ Procurement Policy and/or Procedures

Upload into Component 7.2:

☐ Evidence of Oversight of Contracts and Competitive/Non-Competitive Procurement
EXAMPLES: Purchase Order(s), Invoice(s), Paid Receipt(s), Request for Proposal(s), Estimate(s), Evidence of Oversight, etc.

Upload into Component 7.5:

☐ Cost/Price Analysis Documentation



A. Common Compliance

Section 7 – Procurement

6	United States Preference for Contracts and Purchase Orders Subgrantee, to the greatest extent practicable under a federal award, provides a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The subgrantee includes this preference in all subawards including all contracts and purchase orders for work or products under this award. 2 CFR §200.322	ALSDE Required Checklist #1
7	Contract Provisions for Non-Federal Awards Subgrantee contracts contain the applicable provisions described in appendix II to 2 CFR Part 200. 2 CFR §200.327	
8	Telecommunication Provider Contract Provisions Subgrantee does not procure, obtain, extend, or renew a contract to procure or obtain telecommunications services or equipment with a covered telecommunications provider. 2 CFR §200.216	
9	Suspension and Debarment Contract Provisions Subgrantee provides evidence or verification that contractors are not suspended or debarred at the time a contract is entered into with a vendor. 2 CFR §200.213 & 2 CFR §200.180	
10	Charter School LEA Organizational Conflict of Interest – Charter Schools Only Subgrantee maintains written standards of conduct covering organizational conflicts of interest. 2 CFR §200.318(c)(2)	ALSDE Required Checklist #1
11	Conflict of Interest Subgrantee has written standards of conduct for all employees involved in the award or administration of contracts, including a compliant definition of a conflict of interest and how to remove oneself when a conflict exists, as well as the requirements regarding accepting gifts, favors, gratuities, etc. 2 CFR §200.318(c)	

Upload into Component 7.6:

- ☐ Evidence showing compliance with Components 7.6 thru 7.9
EXAMPLES: Purchase Order(s), Invoice(s), Paid Receipt(s), Request for Proposal(s), Estimate(s), etc.

Upload into Component 7.10:

- ☐ Conflict of Interest Policy for Charter School Organizations

Upload into Component 7.11:

- ☐ Conflict of Interest Policy



B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 1 – Requirements for ALL LEAs

1	Academic Standards and Assessments Subgrantee demonstrates that it has adopted challenging academic standards and complied with requirements for assessments. <i>ESSA §1111(b)</i>	On File with the ALSDE in Federal Programs (eGAP System)
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B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 1 – Requirements for ALL LEAs

2	Student Languages Subgrantee identifies languages other than English that are present to a significant extent in the participating student population. <i>ESSA §1111(b)(2)(F)(i)</i>	ALSDE Required Checklist #2
3	Home Language Survey Subgrantee complies with the State's requirement of completing the Home Language Survey at initial enrollment to identify potential English Learner (EL) students. <i>ESSA §1111(b)(2)(G)</i>	
4	ACCESS 2.0 for ELLs Subgrantee ensures that all EL students are annually assessed on the level of English proficiency and the assessment is in accordance with state and federal requirements. <i>ESSA §1111(b)(2)(G)</i>	

Upload into Component 1.2:

- ☐ List of Student Languages within the LEA

NOTE: The list is required to be in rank order with the most common language at the top.

Upload into Component 1.3:

- ☐ Home Language Surveys from Permanent Files and/or Electronic Files

NOTE: Samples must include multiple schools (grade spans) and grades at each school.

Upload into Component 1.4:

- ☐ ACCESS 2.0 for ELLs Results from Permanent Files and/or Electronic Files

NOTE: Samples must include multiple schools (grade spans) and grades at each school.



B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 1 – Requirements for ALL LEAs

5	EL Testing Procedures Subgrantee complies with the assessment administration procedures including reporting on the number of EL students tested and method of reporting assessment results to the ALSDE. <i>ESSA §1111(b)</i>	ALSDE Required Checklist #2
6	Parent Communication for EL Program Participation Subgrantee communicates with parents regarding their child’s participation in the language instruction program in an understandable and uniform format and in the parents’ primary language. <i>ESSA §1112(g)</i>	
7	EL Parent Outreach Subgrantee holds regular meetings and sends parents of EL students notice for the purpose of receiving feedback and informing parents of EL students of how they can be involved in the education of their children and be active participants in assisting in their education in an understandable and uniform format. <i>ESSA §1112(g)(4)</i>	

Upload into Component 1.5:

☐ EL Assessment Policies and Procedures

Upload into Component 1.6:

☐ Parent Notification Letters

Upload into Component 1.7:

- ☐ Advertisement(s) of meeting(s) and event(s)
- ☐ Evidence of outreach to parents of EL students
EXAMPLES: Emails, Phone Logs, Flyers, Social Media Posts, etc.



B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 2 – Programmatic Requirements for Title I, Part A Funded LEAs

1	Parental Involvement Policy Review Subgrantee reviews the effectiveness of the parental involvement policy. <i>ESSA §1116</i>	On File with the ALSDE in Federal Programs (eGAP System)
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B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 2 – Programmatic Requirements for Title I, Part A Funded LEAs

2	Meaningful Consultation with Stakeholders Subgrantee conducted meaningful consultation with parents and other stakeholders to develop the parental policy, School-Parent Compact, and use of parental involvement funds and makes changes as needed based on feedback. <i>ESSA §1116</i>	ALSDE Required Checklist #2
3	Parental Involvement Policy and School-Parent Compact Requirements Subgrantee has evidence that the parental involvement policy demonstrates that the LEA and local schools have carried out the six requirements to build parents' capacity to be involved in school and that all requirements for the School-Parent Compact have been met. <i>ESSA §1116</i>	
4	Meeting Flexibility Subgrantee offers a flexible number of meetings, such as meetings in the morning or evening and may provide transportation, childcare, or home visits to assist with parental involvement. <i>ESSA §1116</i>	

Upload into Component 2.2:

- ☐ Parent/Stakeholder Advisory Committee Agenda(s)
- ☐ Parent/Stakeholder Advisory Committee Sign-In Sheet(s)
- ☐ Parent/Stakeholder Advisory Committee Advertisement(s)
- ☐ Parent/Stakeholder Advisory Committee Feedback

Upload into Component 2.3:

- ☐ Parental Involvement Policy from each school
- ☐ School-Parent Compact from each school
- ☐ Evidence that all stakeholders (School, Student, and Parent) have signed the Compact

Upload into Component 2.4:

- ☐ School Calendar showing flexibility in meeting(s)/event(s) **OR** Agenda(s) showing flexibility in meeting(s)/event(s)



B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 2 – Programmatic Requirements for Title I, Part A Funded LEAs

5	Title I, Part A Schoolwide Program Subgrantee ensures that schools develop and implement a compliant schoolwide plan under ESSA and use the schoolwide flexibility to improve the academic achievement of all students in the school. <i>ESSA §1114</i>	On File with the ALSDE in Federal Programs (eGAP System)
6	Title I, Part A Targeted Assistance Program Subgrantee ensures that all targeted assistance schools develop and implement a targeted assistance plan that meet all the ESSA required elements. <i>ESSA §1115</i>	
7	Title I, Part A Application Subgrantee has a current approved Title I, Part A application in eGAP with all required components and supporting documentation. <i>ESSA §1112</i>	

8	Parent Involvement Set-Aside Subgrantee complies with required statutory set-asides for parental involvement (1%) for any LEA that receives at least \$500,000 in Title I, Part A funds, including the requirement that 90% of funds are distributed to local schools. <i>ESSA §1116(a)(3)(A)</i>	On File with the ALSDE in Federal Programs (eGAP System)
9	Within LEA Allocation Procedures Subgrantee ensures that the LEA complies with requirements with regard to allocating funds to eligible school attendance areas or schools in rank order of poverty based on the number of children from low-income families who reside in an eligible attendance area. <i>ESSA §1113</i>	



B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 2 – Programmatic Requirements for Title I, Part A Funded LEAs

10	Right-to-Know Subgrantee ensures that each Title I participating school implements the Parents Right-to-Know requirements. <i>ESSA §1111(h)(6)</i>	ALSDE Required Checklist #2
11	Availability of ACIP, Parental Involvement Policy, and School-Parent Compact Subgrantee can provide evidence that all required Title I, Part A documents are made available to all school staff, parents, and the public in a format and language that is understandable. <i>ESSA §1114(b)(4)</i>	ALSDE Required Form #9

Upload into Component 2.10:

- ☐ Right-to-Know Letter
- ☐ Evidence that Parents were notified about the Right-to-Know
EXAMPLES: Dissemination Statement on Letterhead, Picture(s), Emails, Phone Logs, Flyers, Social Media Posts, etc.
- ☐ 4-Week Teacher Notification Letter

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	
2 nd Language	<Enter Language>
Parental Involvement Policy Links	
English	
2 nd Language	<Enter Language>
School-Parent Compact Links	
English	
2 nd 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.	



B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 3 – Fiscal Requirements for Title I, Part A Funded LEAs

1	Comparability Subgrantee complies with the requirements to provide state and local resources in Title I schools that are comparable to the services provided in non-Title I schools. <i>ESSA §1118(c)(1)(A)</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Carryover Limitation Subgrantee has evidence that it did not carryover more than the allowable 15% limit on carryover. <i>ESSA §1118(c)(1)(A)</i>	On File with the ALSDE in Federal Programs (eGAP System)
3	Title I and Homeless Education Subgrantee provides services with Title I, Part A funds to homeless children and youth, including those in Title I schools that may not ordinarily be provided to other Title I students and that sufficient Title I, Part A funds have been utilized for services to homeless students who attend non-Title I schools that are comparable to those provided to students in Title I schools. <i>ESSA §1113(c)(3)(C)(ii) & ESSA §1113(c)(3)(A)</i>	



B. Title I, Part A

(Improving the Academic Achievement of the Disadvantaged)

Section 3 – Fiscal Requirements for Title I, Part A Funded LEAs

4	Schoolwide Program Expenditure Link to ACIP Subgrantee ensures school-level expenditures meet a school's schoolwide plan. <i>ESSA §1114(b)</i>	ALSDE Required Form #10
5	Targeted Assistance Program Expenditure Link to ACIP Subgrantee ensures school-level expenditures meet a school's targeted assistance plan and that Title I, Part A funded services are only provided to identified Title I students, teachers, and parents. <i>ESSA §1115(b)</i>	

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>				
Select the box that indicates what type of Title I, Part A program is implemented within your local school.				
Schoolwide Program	<input type="checkbox"/>	Targeted Assistance Program	<input type="checkbox"/>	
Title I, Part A Budget Alignment Section				
<small>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.</small>				
Type of Report	Title I, Part A Allocation (PPA)	Parent and Family Engagement Allocation		
Coordination of Resources Form				
eGAP Approved Application				
Budget Analysis Report				
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? [Click]	Notes
			[Click]	
			[Click]	



C. Title I, Part A Preschool

Section 1 – Components for Title I, Part A Funded Preschool Programs

1	Title I Preschool Application Subgrantee has a current approved Title I, Part A Preschool application in eGAP with all required components and supporting documentation. <i>ESSA §1113(c)(5) & ESSA §1114(c) & ESSA §1115(b)(2)(C)</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Multiple Selection Criteria Subgrantee utilizes multiple, educationally related, objective criteria to identify eligible students, if all students cannot be served. <i>ESSA §1115(c)(1)(B)</i>	



C. Title I, Part A Preschool

Section 1 – Components for Title I, Part A Funded Preschool Programs

3	Standards Subgrantee applies the required Head Start Education Performance Standards or the Alabama Developmental Standards to all Title I, Part A funded preschool programs. <i>ESSA §1112(c)(7)</i>	ALSDE Required Checklist #3
4	Equal Access Subgrantee demonstrates that parents of all children, particularly parents of at-risk children, have equal opportunity to enroll their children in the Title I, Part A preschool program and if a random selection process is needed because of demand, at-risk children will be included in the selection pool. <i>Early Learning in the Every Student Succeeds Act Non-Regulatory Guidance, 2016</i>	
5	Outreach Subgrantee reaches out to parents, particularly parents of English Learners and other Title I eligible children, in a way that ensures they receive information in a format they understand about the availability of the Title I, Part A funded preschool program and how to enroll their children. <i>Early Learning in the Every Student Succeeds Act Non-Regulatory Guidance, 2016</i>	

Upload into Component 1.3:

☐ List of Standards used for the Title I, Part A Preschool Program

Upload into Component 1.4:

☐ Rank Order Spreadsheet (only if a random selection process is used) **OR**
Statement on letterhead stating that no random selection process was needed

Upload into Component 1.5:

☐ Advertisement(s) provided to parents about enrolling in the Title I, Part A Preschool Program



D. Title I, Part A

(Educational Stability for Children in Foster Care)

Section 1 – Requirements for ALL LEAs

1	Collaboration Subgrantee has evidence that the Foster Care Plan was written in collaboration with the local Department of Human Resources. <i>ESSA §1112(c)(5)(B)</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Foster Care Plan Subgrantee has an approved Foster Care Plan which includes best interest determination process, transportation procedures, and dispute resolution procedures. <i>ESSA §1112(c)(5)(B)</i>	



E. Title I, Part C

(Migrant Education Program)

Section 1 – Requirements for ALL LEAs

1	Parent Employment Survey Subgrantee has evidence of collection and timely submission of the Parent Employment Survey. <i>ESSA §1309(2) & ESSA §1309(3)</i>	On File with the ALSDE in Federal Programs (eGAP System)
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E. Title I, Part C

(Migrant Education Program)

Section 2 – Programmatic Requirements for Title I, Part C Funded LEAs

1	Comprehensive Needs Assessment & Service Delivery Plan Subgrantee has an approved Comprehensive Needs Assessment and Service Delivery Plan that includes Pre-K thru 12 th grade and Out-of-School Youth. <i>ESSA §1304(b)(1) & ESSA §1306(a)</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Equitable Access to Services Subgrantee has evidence that migrant children have equal access to public preschool programs, extended day programs including summer services, Title I programs, Title III programs, and other supplemental programs provided during the regular school day. <i>ESSA §1304(b)(1)(B) & ESSA §1306(b)(2)</i>	



E. Title I, Part C

(Migrant Education Program)

Section 2 – Programmatic Requirements for Title I, Part C Funded LEAs

3	Eligibility for Services Subgrantee has a system to ensure that eligible migrant students have the required 36 months of eligibility for migrant services. <i>ESSA §1309(2) & ESSA §1309(3)</i>	ALSDE Required Checklist #4
4	Student Records Subgrantee has a system for the intrastate (In-State) and interstate (Out-of-State) transfer of student records of migrant students. <i>ESSA §1304(b)(3) & ESSA §1308(b)(2)</i>	
5	Priority for Service Subgrantee has a process for identifying priority for service students. <i>ESSA §1304(d)</i>	
6	Professional Development Subgrantee has evidence of participation in professional development of teachers and other program personnel who assist with migrant children. <i>ESSA §1304(c)(7)(B)</i>	
7	Parent Engagement Subgrantee includes migrant parents in meaningful dialogue concerning the operation of the MEP in a language and format understandable to parents. <i>ESSA §1304(c)(3)</i>	
8	Recruitment Subgrantee has procedures in place for intentionally recruiting migrant families and Out-of-School Youth. <i>ESSA §1304(b)(1) & ESSA §1306(a)(1)</i>	

Upload into Component 2.3:

- ☐ Timeline for Service Eligibility of Migrant Students
Possible Points for Timeline: Parent Employment Survey, Certificate of Eligibility, Enrollment or Withdrawal of Student, etc.

Upload into Component 2.4:

- ☐ Procedures for Intrastate (In-State) and Interstate (Out-of-State) Migrant Student Record Transfer(s)

Upload into Component 2.5:

- ☐ Checklist of Criteria used for Priority for Service

Upload into Component 2.6:

- ☐ Professional Development Agenda(s)
- ☐ Professional Development Schedule(s)

Upload into Component 2.7:

- ☐ Parent Advisory Committee Agenda(s)
- ☐ Parent Advisory Committee Sign-In Sheet(s)
- ☐ Parent Advisory Committee Advertisement(s)

Upload into Component 2.8:

- ☐ Migrant Student Recruitment Procedures



F. Title I, Part D

(Education of Neglected or Delinquent Children)

Section 1 – Programmatic Components for Title I, Part D Funded LEAs

1	<p>Coordination of Services Subgrantee provides services to neglected or delinquent children and youth through agreements or partnerships with facilities and the subgrantee shall provide evidence showing the following requirements:</p> <ol style="list-style-type: none">(1) ensure that educational programs in the facility are coordinated with the student's local school(2) notify the local school if the child or youth is identified as in need of special education services(3) provide transition assistance to help the child or youth stay in school, including coordination of services for the family, counseling, assistance in accessing drug and alcohol abuse prevention programs, tutoring, and family counseling(4) provide support programs that encourage children and youth who have dropped out of school to reenter school and attain a regular high school diploma once their time at the facility has been completed, or provide such children and youth with the skills necessary to gain employment or seek a regular high school diploma or its recognized equivalent(5) ensure that the facility is staffed with teachers and other qualified staff who are trained to work with children and youth with disabilities taking into consideration the unique needs of such children and youth(6) ensure that educational programs are related to assisting students to meet the challenging State academic standards(7) use technology to assist in coordinating educational programs	ALSDE Required Checklist #5
1	<ol style="list-style-type: none">(8) involve parents in efforts to improve the educational achievement of their children and prevent the further involvement of such children in neglected or delinquent activities and ensure that the relevant and appropriate academic records and plans regarding the continuation of educational services for such child or youth are shared jointly between the facility and local educational agency in order to facilitate the transition of such children and youth(9) coordinate funds received under this subpart with other local, State, and Federal funds available to provide services to participating children and youth(10) coordinate programs operated under this subpart with activities funded under the Juvenile Justice and Delinquency Prevention Act of 1974 and any other comparable programs(11) work with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children and youth(12) consult with the local educational agency for a period jointly determined necessary by the facility and local educational agency upon discharge from that facility to coordinate educational services so as to minimize disruption to the child's or youth's achievement	ALSDE Required Checklist #5 ESSA §1425

Upload into Component 1.1:

☐ N/A for LEAs that only operate an alternative school program **OR**

LEAs must submit the following documentation:

☐ Communication evidence between Facility and the LEA

EXAMPLES of COMMUNICATION TYPES: Newsletters, Flyers, Letters, Emails, Social Media, Phone Logs, Transportation Logs, etc.

EXAMPLES of TOPICS: Special Education, Parental Support, Academic/Curricular Needs, Professional Development, etc.

NOTE: Communication evidence for exited students must continue for agreed upon period of time.

☐ Evidence of Transition Assistance

EXAMPLES: Tutoring Logs for Testing Assistance, Drop Out Prevention Programs, Social Skills Training, etc.

☐ Professional Development Agenda(s)

☐ Lesson Plans (including standards) used to support N or D students

☐ List of parent involvement activities or resources made available to parents

☐ List of local, State, and other Federal funds used to provide services to N or D students

2

Traditional and Academic Services

Subgrantee has designed traditional and supportive programs to meet the transitional and academic needs of students returning to a local school or alternative education program from a correctional facility.

ESSA §1422(d)

Upload into Component 1.2:

☐ List of current traditional and supportive services used to support N or D students

EXAMPLES of SERVICES: Mental Health, Social Services, Academic Services, etc.

☐ Evidence to support list of services used with N or D students

EXAMPLES: Partnership Agreements, Expenditure Report(s), Pre/Post-Test Results, etc.



F. Title I, Part D

(Education of Neglected or Delinquent Children)

Section 1 – Programmatic Components for Title I, Part D Funded LEAs

3	Approved Title I, Part D Application Subgrantee has a current approved Title I, Part D application in eGAP with all required components and supporting documentation. <i>ESSA §1423 & ESSA §1424(a)</i>	On File with the ALSDE in Federal Programs (eGAP System)
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G. Title II, Part A

(Supporting Effective Instruction)

Section 1 – Programmatic Components for Title II Funded Districts

1	Title II Application Subgrantee has a current approved Title II application (Local Education Plan) in eGAP with all required components. <i>ESSA §2102</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Needs Assessment Subgrantee has conducted a needs assessment with the involvement of teachers and principals. <i>NOTE: The needs assessment must take into account activities that need to be conducted in order to give teachers the subject matter knowledge and skills and principals the instructional leadership aptitude necessary to help teachers provide students with the opportunity to meet State and local student academic achievement standards.</i> <i>Title II, Part A Non-Regulatory Guidance, 2016, pg. 32</i>	
3	Comprehensive and Targeted Support Subgrantee describes how the local educational agency (LEA) will prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities. <i>ESSA §2102(b)(2)</i>	
4	Professional Development Subgrantee describes how the LEA will develop systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders and opportunities for building capacity of teachers and opportunities to develop meaningful teacher leadership. <i>ESSA §2102(b)(2)(B)</i>	
5	Consultation with Stakeholders Subgrantee describes how the LEA will meaningfully consult with teachers, principals and other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders, parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the statutory purpose of Title II, Part A. <i>ESSA §2102(b)(3)</i>	On File with the ALSDE in Federal Programs (eGAP System)



G. Title II, Part A

(Supporting Effective Instruction)

Section 1 – Programmatic Components for Title II Funded Districts

6	Recruitment, Hiring, and Retaining Effective Teachers Subgrantee describes how the 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. <i>ESSA §2103(b)(3)(B)</i>	ALSDE Required Form #11
7	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. <i>ESSA §2103(b)(3)(C)</i>	
8	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. <i>ESSA §2001 & ESSA §2103(b)</i>	

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

Respond to the following narratives.

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)



G. Title II, Part A

(Supporting Effective Instruction)

Section 1 – Programmatic Components for Title II Funded Districts

9	Class-Size Reduction Teachers Subgrantee ensures that all class-size reduction teachers are supplemental and not the only teacher in a particular grade level or subject area. <i>ESSA §2103(b)(3)(D)</i>	ALSDE Required Form #12
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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	4 th Grade	Alabama Montgomery	AAA-1234-1234	Choose an item.
Another Teacher on Grade/Subject	Alabama ES	4 th Grade	Alabama Birmingham	BBB-5678-5678	
Class-Size Reduction Teacher					Choose an item.
Another Teacher on Grade/Subject					
REMINDER: Attach schedules for all personnel on the submitted list.					



H. Title III, Part A

(Language Instruction for English Learners & Immigrant Students)

Section 1 – Requirements for ALL LEAs

1	Identification and Placement of EL Students Subgrantee uses developmentally appropriate measures to identify and place EL students in a program. <i>Title VI of the Civil Rights Act and the Equal Educational Opportunities Act (EEOA) & U.S. Department of Education ESSA Title III Guidance, Question A-3, September 2016</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Program Exit of EL Students Subgrantee uses developmentally appropriate measures to exit and reclassify EL students. <i>Title VI of the Civil Rights Act and the Equal Educational Opportunities Act (EEOA) & U.S. Department of Education ESSA Title III Guidance, Question A-3, September 2016</i>	
3	Comprehensive EL Plan Subgrantee has in place a comprehensive written EL plan of services. <i>ESSA §3116 & ESSA §3201(7)</i>	



H. Title III, Part A

(Language Instruction for English Learners & Immigrant Students)

Section 1 – Requirements for ALL LEAs

4	English Fluency of Teachers in the Language Instruction Program Subgrantee assures that all teachers in any language instruction program for EL students are fluent in English and in any other language used for instruction, including having written and oral communication skills. <i>ESSA §3116(c)</i>	ALSDE Required Form #13
5	Paraprofessional Supervision Subgrantee assures that instructional paraprofessionals work under the supervision of a qualified teacher, including individuals employed in the language instruction program. <i>ESSA §3201(11)</i>	ALSDE Required Form #14

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	4 th Grade	Alabama Montgomery	AAA-1234-1234	Choose an item.
				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.



H. Title III, Part A

(Language Instruction for English Learners & Immigrant Students)

Section 1 – Requirements for ALL LEAs

6	Professional Development Subgrantee provides professional development that is aligned with ESSA §3115(c)(2). <i>ESSA §3115(c)(2)</i>	ALSDE Required Checklist #6
7	Parent Involvement Subgrantee promotes parental and community participation in the planning, development, and implementation of the parent involvement program and programs for EL students. <i>ESSA §3116(b)(3)</i>	
8	Standards Subgrantee implements the State EL standards. <i>ESSA §3113</i>	
9	Privacy of Student Data Subgrantee has policies and procedures related to ensuring the privacy of individual student data collection, which adhere to State and Federal requirements that are currently in place. <i>34 CFR Part 99 & 20 USC §1232g(b)(1)(B)</i>	
10	Least Restrictive Environment Subgrantee provides English language instructional services in the least restrictive environment possible and with comparable facilities and materials to those used for non-EL students and does not transport EL students to other facilities for academics and support. <i>OCR Memorandum, September 1991, Lau v. Nichols</i>	ALSDE Required Checklist #6
11	Monitoring of Exited EL Students Subgrantee monitors the academic progress of EL students that have exited from EL services for a minimum of four years. <i>ESSA §3121(a)(5)</i>	

Upload into Component 1.6:

- ☐ Sign-In Sheet(s) for LEA EL Training
NOTE: Must have evidence for all employees hired by the LEA.
- ☐ Agenda(s) for LEA EL Training

Upload into Component 1.7:

- ☐ Parent Advisory Committee Agenda(s)
- ☐ Parent Advisory Committee Sign-In Sheet(s)
- ☐ Parent Advisory Committee Advertisement(s)

Upload into Component 1.8:

- ☐ List of EL Standards used by the LEA

Upload into Component 1.9:

- ☐ Student Data Privacy Procedures

Upload into Component 1.10:

- ☐ Evidence of Least Restrictive Environment for EL Students (must include location)
EXAMPLES: Completed I-ELPs, Schedule for Students and Teachers, etc.
- ☐ List of EL students who are in Special Education, Gifted, and in AP Classes

Upload into Component 1.11:

- ☐ EL Program Exit Form
- ☐ EL Monitoring Form for Exited Students
- ☐ Completed Examples of Exit and Monitoring Forms



H. Title III, Part A

(Language Instruction for English Learners & Immigrant Students)

Section 2 – Programmatic Requirements for Title III, Part A Funded LEAs

1	Approved Title III Application Subgrantee has a current approved Title III, Part A application in eGAP with all required components and supporting documentation. <i>ESSA §3116</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Needs Assessment Subgrantee prepares a report on the activities conducted and EL students served for improvement of programs and activities. <i>ESSA §3121(b)</i>	
3	Coordination with Other Federal Programs Subgrantee coordinates with other relevant programs and services for maximal use of resources for all preschool, elementary, and/or secondary school language instruction educational programs for EL students. <i>ESSA §3115(d)(4)</i>	



H. Title III, Part A

(Language Instruction for English Learners & Immigrant Students)

Section 2 – Programmatic Requirements for Title III, Part A Funded LEAs

4

Parent Notification

Subgrantee has procedures that allow parents/guardians the opportunity to waive supplemental Title III services.

ESSA §1112(e)(3)(A)(viii)

ALSDE Required Checklist #6

Upload into Component 2.4:

- ☐ Title III Supplemental Services Waiver Form
- ☐ Completed Examples of the Title III Supplemental Services Waiver Form



H. Title III, Part A

(Language Instruction for English Learners & Immigrant Students)

Section 3 – Programmatic Requirements for Title III, Part A Immigrant Funded LEAs

1	Implementation of Immigrant Programs Subgrantee has implemented specific programs for immigrant children and youth. <i>ESSA §3115(e)</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Data Collection Subgrantee has a data collection system to ensure that the immigrant student count submitted to the ALSDE includes only eligible immigrant students. <i>ESSA §3114(d)</i>	ALSDE Required Checklist #6

Upload into Component 3.2:

☐ Student Data Collection Procedures



H. Title III, Part A

(Language Instruction for English Learners & Immigrant Students)

Section 4 – Fiscal Requirements for Title III, Part A Funded LEAs

1	Administrative Costs Subgrantee has reserved no more than two percent (2%) of its allocation for the administration of the Title III program in their eGAP application, which includes both direct and indirect costs. <i>ESSA §3115</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Non-Allowable Expenditures Subgrantee is not using Title III funds to pay for the following non-allowable expenses as demonstrated by their eGAP application: <ul style="list-style-type: none">• develop or administer ELP screening or placement assessments• pay for costs of administration, scoring or reporting of ELP assessments• materials or equipment related to the administration of annual ELP assessments <i>ESSA §3115</i>	On File with the ALSDE in Federal Programs (eGAP System)
3	Required Expenditures Subgrantee is using Title III funds to pay for the following required expenses as demonstrated by their eGAP application: <ul style="list-style-type: none">• increase language proficiency of EL students by providing effective language instruction educational programs that meet the needs of EL students and demonstrate success in increasing English language proficiency and student academic achievement.• Provide effective professional development of sufficient intensity and duration to classroom teachers, principals, and other school leaders, administrators, and other school or community-based organization personnel to improve the instruction and assessment of EL students. <i>ESSA §3115(c) & ESSA §3115(d)</i>	



I. Title IV, Part B

(21st Century Community Learning Program)

Section 1 – Programmatic Components for Title IV, Part B Funded Programs

Section 1 – Programmatic Components for Title IV, Part B Funded Programs		
Component #	Component	Supporting Documentation
Refer to Appendix C for Components and Supporting Documentation		



Alabama
State Department of Education

**Federal Programs
Consolidated Monitoring Document**

Appendix C



J. Title V, Part B

(Rural Low-Income School Program)

Section 1 – Programmatic Components for Title V, Part B Funded Programs

Section 1 – Programmatic Components for Title V, Part B Funded Programs		
Component #	Component	Supporting Documentation
1	Title V Application Subgrantee has a current approved Title V, Part B application in eGAP with all required components and supporting documentation. <i>ESSA §5221 & ESSA §5222 & ESSA §5223 & ESSA §5224 & ESSA §5225</i>	On File with the ALSDE in Federal Programs (eGAP System)



K. Title VI, Part A

(Indian Education Program)

Section 1 – Programmatic Components for Title VI, Part A Funded Programs

1	Title VI, Part A Application – U.S. Department of Education Subgrantee has provided to the ALSDE a current approved Title VI, Part A application from the U.S. Department of Education including all required components and supporting documentation. <i>ESSA §6111 & ESSA §6112 & ESSA §6113 & ESSA §6114 & ESSA §6115 & ESSA §6116 & ESSA §6117 & ESSA §6118 & ESSA §6119</i>	Most Recent Title VI, Part A U.S. Department of Education Approved Application
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L. Title IX, Part A

(McKinney-Vento Homeless Program)

Section 1 – Requirements for ALL LEAs

1	Title I Services for Homeless Students Subgrantee ensures that homeless students receive Title I services. <i>42 USC §11432(g)(4) & ESSA §1115(c)(2)(E)</i>	On File with the ALSDE in Federal Programs (eGAP System)
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L. Title IX, Part A

(McKinney-Vento Homeless Program)

Section 1 – Requirements for ALL LEAs

2	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. <i>ESSA §1112(a)(1)(B) & ESSA §1112(b)(6)</i>	ALSDE Required Form #15
3	Homeless Liaison Subgrantee has a designated homeless liaison. <i>42 USC §11432(g)(1)(J)(ii)</i>	

Alabama State Department of Education
Required Form #15 –
Coordination of Title I & McKinney-Vento Narratives
<Insert LEA>

Respond to the following narratives.

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. <i>ESSA §1112(a)(1)(B) & ESSA §1112(b)(6)</i> 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. <i>42 USC §11432(g)(1)(J)(ii)</i>
Name of Homeless Liaison _____ Position _____ Telephone Number _____ Email Address _____
Please attach job description for the homeless liaison to the form.



L. Title IX, Part A

(McKinney-Vento Homeless Program)

Section 1 – Requirements for ALL LEAs

4	Identification of Homeless Students Subgrantee has a procedure in place to identify homeless students. <i>42 USC §11432(g)(6)(A)(i)</i>	ALSDE Required Checklist #7
5	Enrollment of Homeless Students Subgrantee has a procedure for communicating information regarding enrollment in public schools for homeless families, and all local schools are knowledgeable about the procedures. <i>42 USC §11432(g)(3)(B) & 42 USC §11432(g)(3)(C)</i>	
6	Data Reporting Subgrantee maintains a list of students identified as homeless and reports it as required by the ALSDE. <i>42 USC §11432(e)(3)(F)(ii) & 42 USC §11432(g)(6)(A)(i)</i>	
7	Dispute Resolution Subgrantee has adopted a written dispute resolution policy, which provides for the prompt resolution of disputes and procedures to ensure that students are enrolled in the school in which placement is sought and provided transportation during the dispute resolution process. <i>42 USC §11432(g)(1)(C) & 42 USC §11432(g)(3)(E)(ii) & 42 USC §11432(g)(3)(E)(iii)</i>	

Upload into Component 1.4:

☐ Procedures for Homeless Students

NOTE: Must include identification, enrollment, and data reporting procedures.

Upload into Component 1.5:

☐ Sign-In Sheet(s) for Registrar/Registration Training for Homeless Students

☐ Agenda(s) for Registrar/Registration Training for Homeless Students

☐ Community Advertisement(s) or Parent Outreach Evidence for Homeless Student Enrollment

Upload into Component 1.6:

☐ List of Served Homeless Students

Upload into Component 1.7:

☐ Homeless Dispute Resolution Policy

☐ Sample Letter of Explanation to Communicate Enrollment Decisions

NOTE: A form letter or redacted letter providing the enrollment decision.



L. Title IX, Part A

(McKinney-Vento Homeless Program)

Section 1 – Requirements for ALL LEAs

8	Access to Services Subgrantee has procedures in place to ensure students (including homeless preschool age children) have access to services comparable to services provided to other students in the school (or preschool program) and ensures that homeless students are not stigmatized or separated from the mainstream school environment. <i>42 USC §11432(g)(1)(I)(i) & 42 USC §11432(g)(4) & 42 USC §11432(g)(6)(A)(iii)</i>	ALSDE Required Checklist #7
9	Coordination of Resources Subgrantee coordinates with local social service agencies and other agencies or programs providing services to homeless children and their families (i.e., clothes, food, medical, dental, shelter). <i>42 USC §11432(g)(5)(A)(i)</i>	
10	Unaccompanied Youth Subgrantee has a procedure for assisting homeless, unaccompanied youth in placement and enrollment decisions. <i>42 USC §11432(g)(3)(B)(iii)</i>	
11	School of Origin Transportation Subgrantee ensures that transportation to the school of origin is provided upon request and monitored by the LEA. <i>42 USC §11432(e) & 42 USC §11432(g)(3)(a)</i>	
12	Student Records Subgrantee has a system for the intrastate (In-State) and interstate (Out-of-State) transferring of student records of homeless students. <i>42 USC §11432(g)(5)(ii)</i>	

Upload into Component 1.8:

- ☐ Procedures for Access to Services for Homeless Students
NOTE: The procedures must include preschool age children.

Upload into Component 1.9:

- ☐ List of Collaborative Efforts with Local Agencies

Upload into Component 1.10:

- ☐ Procedures for Unaccompanied Youth Homeless Students
NOTE: Must include identification and enrollment.

Upload into Component 1.11:

- ☐ Homeless Transportation Procedures
☐ Transportation Support Document(s)
EXAMPLE: Excel Spreadsheet tracking supports, etc.

Upload into Component 1.12:

- ☐ Procedures for Intrastate (In-State) and Interstate (Out-of-State) Homeless Student Record Transfer(s)
NOTE: The procedures must include preschool age children.



L. Title IX, Part A

(McKinney-Vento Homeless Program)

Section 1 – Requirements for ALL LEAs

13	Professional Development Subgrantee provides specific in-service training and staff development for LEA and school personnel in meeting the needs of homeless students. <i>42 USC §11432(g)(4) & 42 USC §11432(g)(6)(i)</i>	
14	Parent Engagement Subgrantee informs parents of homeless children and youth of educational and other resources that are available to their children. <i>42 USC §11432(g)(6)(A)(v)</i>	ALSDE Required Checklist #7

Upload into Component 1.13:

- ☐ Sign-In Sheet(s) for LEA Homeless Training
NOTE: Must have evidence for all employees hired by the LEA.
- ☐ Agenda(s) for LEA Homeless Training

Upload into Component 1.14:

- ☐ Homeless Education Flyers
- ☐ Dissemination Procedures for Homeless Education Information



L. Title IX, Part A

(McKinney-Vento Homeless Program)

Section 2 – Requirements for McKinney-Vento LEA Recipients

1	Needs Assessment Subgrantee has a McKinney-Vento program based on an assessment of the educational and related needs of homeless children and youth in the area served by the LEA. <i>42 USC §11433(b)(1)</i>	On File with the ALSDE in Federal Programs (eGAP System)
2	Evaluation Subgrantee evaluates the McKinney-Vento program in accordance with the LEA's approved application. <i>42 USC §11432(e)(3)(F)(ii)</i>	



L. Title IX, Part A

(McKinney-Vento Homeless Program)

Section 2 – Requirements for McKinney-Vento LEA Recipients

Alabama State Department of Education
Required Form #16 –
McKinney-Vento Homeless Grant Required Narratives
<Insert LEA>

Respond to the following narratives.

<p>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.</p> <p style="text-align: right;"><i>42 USC §11433(a)(2)(A)(iii)</i></p> <p>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.</p> <p style="color: red; text-align: center;">Please attach all supporting documentation to the form.</p>	<p>ALSDE Required Form #16</p>
<p>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.</p> <p style="text-align: right;"><i>42 USC §11433(b)</i></p>	

<p>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.</p> <p style="text-align: right;"><i>42 USC §11433(b)</i></p> <p style="color: red; text-align: center;">Please attach documentation reflecting programming or educational supports provided to homeless students as identified in the LEA's application.</p>



M. Equitable Services to Non-Public Schools

(LEAs must meet the requirements for Title I, Part A | Title I, Part C | Title II, Part A | Title III, Part A | Title IV, Part B | ESSER I | GEER I | with regard to consultation, plan, design, and implementation of services to eligible private school students, their teachers, and their families.)

Section 1 – Requirements for ALL LEAs

1	<p>Intent to Participate</p> <p>Subgrantee provides timely and meaningful consultation with private school officials on the availability of funds to provide services to eligible private school students.</p> <p>ESSA §1117 & ESSA §8501</p>	ALSDE Required Checklist #8
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Upload into Component 1.1:

☐ Intent to Participate Forms for ALL eligible non-public schools OR

Contact Logs for ALL eligible non-public schools where Intent to Participate Forms are not available

NOTE: Contact Log must show a minimum of 3 attempts through 2 different methods



M. Equitable Services to Non-Public Schools

(LEAs must meet the requirements for Title I, Part A | Title I, Part C | Title II, Part A | Title III, Part A | Title IV, Part B | ESSER I | GEER I | with regard to consultation, plan, design, and implementation of services to eligible private school students, their teachers, and their families.)

Section 2 – Requirements for LEAs with Participating Non-Public Schools

1	Timely and Meaningful Consultation Subgrantee conducted timely and meaningful consultation prior to making any decisions regarding the plan, design, and implementation of services to eligible private school students, their teachers, and their families. <i>ESSA §1117 & ESSA §2102 & ESSA §8501</i>	ALSDE Required Checklist #8
2	Calculation of Poverty Subgrantee properly calculates poverty data. <i>ESSA §1117 & ESSA §8501</i>	
3	Served Students for Equitable Services Subgrantee complies with requirements for selecting students to receive Title I, Part A equitable services and ensures that services are only provided to the selected students. <i>ESSA §1117 & ESSA §8501</i>	ALSDE Required Checklist #8

Upload into Component 2.1:

- ☐ Evidence showing initial consultation meeting with all participating non-public schools
EXAMPLES: Consultation Meeting Agenda(s), Consultation Meeting Sign-In Sheet(s), Calendar Invitation(s), Meeting Notes, etc.

Upload into Component 2.2:

- ☐ Evidence showing the method used to calculate poverty data at all participating non-public schools
EXAMPLES: Proportionality Worksheet, Free and Reduce Lunch Information, LEA Created Survey Results, etc.

Upload into Component 2.3:

- ☐ Multiple Selection Criteria
- ☐ Rank Order Spreadsheet
- ☐ Exit Criteria



M. Equitable Services to Non-Public Schools

(LEAs must meet the requirements for Title I, Part A | Title I, Part C | Title II, Part A | Title III, Part A | Title IV, Part B | ESSER I | GEER I | with regard to consultation, plan, design, and implementation of services to eligible private school students, their teachers, and their families.)

Section 2 – Requirements for LEAs with Participating Non-Public Schools

4	Reservation for Equitable Services Subgrantee determines the reserved funding for equitable services required under ESSA using the Private School Implementation Form provided by the ALSDE. <i>ESSA §1117 & ESSA §8501</i>	On File with the ALSDE in Federal Programs (eGAP System)
5	Complaint Procedures Subgrantee disseminates, free of charge, adequate information about the State's complaint procedures to parents of students and appropriate private school officials or representatives. <i>34 CFR §299.11(d)</i>	
6	Equitable Services Implementation Plan Subgrantee through timely and meaningful consultation has jointly developed with each participating private school a written Equitable Services Implementation Plan designed to serve students and teachers at each school. <i>ESSA §1117 & ESSA §8501</i>	



M. Equitable Services to Non-Public Schools

(LEAs must meet the requirements for Title I, Part A | Title I, Part C | Title II, Part A | Title III, Part A | Title IV, Part B | ESSER I | GEER I | with regard to consultation, plan, design, and implementation of services to eligible private school students, their teachers, and their families.)

Section 2 – Requirements for LEAs with Participating Non-Public Schools

7	Evaluation Subgrantee maintains documentation of evaluations for all programs serving private school students and modifies programs, as necessary. <i>ESSA §1117 & ESSA §8501</i>	ALSDE Required Checklist #8
8	Ongoing Consultation and Monitoring Subgrantee conducts ongoing consultation and monitoring throughout the school year with each participating private school. <i>ESSA §1117 & ESSA §8501</i>	

Upload into Component 2.7:

- ☐ Equitable Services Evaluation for all applicable fund source(s) at all participating non-public schools

Upload into Component 2.8:

- ☐ Evidence showing ongoing consultation and monitoring with all participating non-public schools
EXAMPLES: Agenda(s), Sign-In Sheet(s), Calendar Invitation(s), Meeting Notes, Meeting Minutes, Emails, Phone Logs, etc.



M. Equitable Services to Non-Public Schools

(LEAs must meet the requirements for Title I, Part A | Title I, Part C | Title II, Part A | Title III, Part A | Title IV, Part B | ESSER I | GEER I | with regard to consultation, plan, design, and implementation of services to eligible private school students, their teachers, and their families.)

Section 2 – Requirements for LEAs with Participating Non-Public Schools

9	Secular, Neutral, and Non-Ideological Subgrantee provides services, materials, and equipment that are secular, neutral, and non-ideological. <i>ESSA §1117 & ESSA §8501</i>	ALSDE Required Checklist #8
10	Control of Equitable Services Subgrantee maintains control of the funds, materials, equipment, and property that support services to private school students. <i>ESSA §1117 & ESSA §8501 & 34 CFR §76.651</i>	
11	Materials and Equipment Management Subgrantee has policies and/or procedures to ensure funded materials and equipment located at the private school are properly labeled, used for authorized purposes, safeguarded from unauthorized use, kept in good condition, disposed of following LEA procedures, accounted for within the yearly physical inventory, and removable from the private school. Subgrantee does not charge private school stakeholders (students, parents, and staff) for any provided services and all inventory located at the private school meets all federal requirements. <i>2 CFR §75.618 & 2 CFR §200.302 & 2 CFR §200.303 & 2 CFR §200.313 & 2 CFR §200.314</i>	

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 – 21 st 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]

Upload into Component 2.9:
☐ Procedures for Equitable Services to non-public schools

Must include at a minimum the following: Control of Funds, Control of Inventory, Expenditure Process, Consultation Process, Monitoring Process, Secular/Neutral/Non-Ideological Process, and the Inventory Procedures including all components in 2.11.



M. Equitable Services to Non-Public Schools

(LEAs must meet the requirements for Title I, Part A | Title I, Part C | Title II, Part A | Title III, Part A | Title IV, Part B | ESSER I | GEER I | with regard to consultation, plan, design, and implementation of services to eligible private school students, their teachers, and their families.)

Section 2 – Requirements for LEAs with Participating Non-Public Schools

12	Service Providers Subgrantee ensures that service providers are employees of the LEA or employees of a third-party contractor. <i>ESSA §1117 & ESSA §8501</i>	ALSDE Required Checklist #8
13	Third-Party Contractor Services Subgrantee properly maintains records for third-party contracts and invoices from third-party contractors. <i>34 CFR §76.730</i>	
14	Teacher and Paraprofessional Services Subgrantee maintains documentation to show that all teachers and/or paraprofessionals employed by the LEA who provide services to private school students meet ESSA requirements. <i>ESSA §1117 & ESSA §8501</i>	ALSDE Required Form #18

Upload into Component 2.12:

- ☐ Evidence showing equitable services being provided to all participating non-public schools through the LEA or third-party contractor

EXAMPLES: Tutoring Log(s), Invoice(s), Purchase Order(s), Contract(s), Service Agreement(s), Payroll Report(s), Expenditure Detail Report(s), etc.



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	4 th Grade	Alabama Montgomery	AAA-1234-1234	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.	

REMINDER: Attach all paraprofessional qualifications when submitting.





Questions



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