

Introduction

Each Local Educational Agency (LEA), as a condition of receiving funds under the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), has provided assurances to the New York State Education Department (NYSED or “the Department”) within its Consolidated Application for ESSA-Funded Programs.

The *2023-24 Desk Review* process is designed to review the District's implementation of programs to ensure that the District is fulfilling the assurances and program plans provided in the Consolidated Application for ESSA-Funded Programs, with the goal of ensuring that all children are provided significant opportunities to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

The *2023-24 Desk Review Indicators and Evidence Guide* should be used as a guide to gather meaningful evidence that demonstrates how the district began with needs identification, progressed through implementation of targeted strategies designed to meet identified needs, and evaluated the effectiveness of programs or strategies sourced with ESSA funds.

Questions may be directed to Office of ESSA-Funded Programs Staff at (518) 473-0295. Thank you for your cooperation.

Background/Instructions

Federal/State Program Requirement Quality Indicators

This review is divided into three sections and identifies district level programmatic and fiscal requirements under ESEA, as well as additional quality indicators/practices. Within each section there are general requirements which apply to all ESEA-Funded Programs as well as program specific requirements.

- [Section 1 – Programmatic Compliance](#)
- [Section 2 – Equitable Services Compliance](#)
- [Section 3 – Fiscal Compliance](#)

Instructions

Please upload material aligned with the appropriate indicator. The "**2023-24 Desk Review Indicators and Evidence Guide**" resource provides examples of evidence that may be used to demonstrate compliance with programmatic or fiscal requirements for each section and indicator within the protocol. A copy of the resource is in the [Documents](#) panel found along the left side of the screen.

The LEA should upload all documents to the business portal by the requested due date, **March 4, 2024**, to allow for ample review prior to an on-site visit. Although the NYSED Business Portal is secure, the LEA should not submit confidential personnel information.

LEAs are instructed to complete all sections, and are required to answer questions marked with a red asterisk. If a required question has not been completed, the business portal will highlight it in red and the section of the application will be flagged. The applicant will be unable to submit the application to NYSED for final review if a required question remains unresolved.

Applicants are not required to complete sections in order, and may access any section or page of the application by clicking on one of the links in the [Survey Navigation](#), or by clicking on the 'Save & Continue' button.

Please refer to the [Documents](#) panel of the application for additional information and access to forms and worksheets.

Compliance Status Definitions

- [Met Requirements](#) indicates that the LEA documents reviewed were fully in compliance with federal and State requirements.
- [Met Requirements with Recommendation](#) indicates that the LEA documents reviewed were in compliance with federal and State requirements, but that the LEA may improve the quality of their program implementation and/or documentation by implementing the NYSED-provided recommendations. Recommendations serve as technical assistance and the LEA is not required to take immediate action.
- [Partially Met Requirements with Required Action](#) indicates that the LEA documents reviewed were substantially in compliance with federal and State requirements, but that the LEA must improve the quality of their program implementation and/or documentation by implementing the NYSED-directed action. The LEA is required to respond to a required action within its Corrective Action Plan.
- [Finding with Corrective Action](#) indicates that the LEA is not in compliance with federal and State requirements. The LEA must implement the NYSED-directed Corrective Action(s) within its Corrective Action Plan.

Desk Review Timeline

2023-24 Desk Review - 2024

Introduction/Background - Background/Instructions

<p>Timeline, documents, and technical assistance overview video on the monitoring process for ESSA Funded Programs for 2023-24 are available at https://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance</p>	
Thursday, February 1, 2024	<p>LEA is notified via e-mail letter that it has been selected for Desk Review</p> <p>Desk Review survey is available to LEA in Business Portal</p>
Tuesday, February 6, 2024 10:00 am – 11:00 am	<p>NYSED provides technical assistance webinar on Desk Review Process</p> <p>Meeting ID: 890 2390 2826</p> <p>Passcode: j4YJe0</p>
Tuesday, February 20, 2024 1:00 pm – 2:00 pm	<p>NYSED will hold an office hours session for questions about completing the Desk Review</p> <p>Meeting ID: 854 2298 4027</p> <p>Passcode: wzJN87</p>
Monday, March 4, 2024	<p>LEA submits completed Desk Review survey to NYSED in the Business Portal</p>
April 4 – August 31, 2024	<p>LEA will receive final ratings from NYSED within approximately 30 days</p> <p>LEA will then have 30 days to complete Corrective and Required Actions</p> <p>The LEA maintains communication with the reviewer regarding Required or Corrective Actions that need more time to complete</p>
No later than October, 2024	<p>The LEA completes any remaining Required or Corrective Actions, including those that involves BOE approval for policy changes</p> <p>If the LEA does not complete remaining Required or Corrective Actions, the reviewer will involve the Superintendent in the resolution of the review</p>
November, 2024	<p>If the LEA does not complete remaining Required or Corrective Actions, the reviewer will involve the BOCES Superintendent in the resolution of the review</p> <p>The 2024-25 Consolidated Application for ESSA-Funded Programs will not be approved until the Desk Review is completed and approved</p>

Program Area Contact Information

1. To facilitate the review process, please indicate the most appropriate contact person for each of the following ESEA Programs.

	Contact Name/Title	Contact Phone Number	Contact Email
Title I, Part A			
Title I, Part C			
Title I, Part D			
Title II, Part A			
Title IV, Part A			
Foster Care Liason			
McKinney-Vento Liason			
Neglected/Delinquent Transition Liaison			

General Programmatic Compliance Requirements

- The 2023-24 Consolidated Application for ESEA-Funded Programs is developed with timely and meaningful consultation with appropriate stakeholders, as defined under each respective part.**

ESEA Section 1112(a)(1)(A); 2102(b)(3)(A); and 4106(c)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> A combination of several pieces of evidence for meetings/discussions on the development of this year's Consolidated Application that informed the signatures on the Consultation and Collaboration forms for each applicable program (Title IA, IIA, IVA, VB). <input type="checkbox"/> Meeting notifications; minutes; sign-in sheets with the stakeholder groups identified; agendas or presentations with the programs listed; and email exchanges <input type="checkbox"/> A description of evidence that illustrates the LEA's process for engaging stakeholders in consultation regarding the development of the Consolidated Application.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- All teachers and paraprofessionals working in a Title IA or ID program meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.**

ESEA Section 1112(c)(6)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> For staff working in the Title IA or ID program (including those funded through transferability), please provide a list of names, job titles, and relevant certifications.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We	

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			would like to request technical assistance on this indicator.	

3. The LEA has disseminated, free of charge, adequate information about the NYSED ESSA complaint procedures to parents of students and appropriate private school officials.

34 CFR 299.11

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
3.	<input type="checkbox"/> District web link to NYSED complaint procedures. <input type="checkbox"/> Information displayed in: Parent/Student Handbooks; District/School Calendars; Title I Parent Meeting Informational materials.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Title I Parent and Family Engagement Requirements

- The LEA has a written *district-level* Parent and Family Engagement Policy (PFEP) that is developed jointly, mutually agreed upon, and distributed to parents and family members of participating children.**

ESEA Section 1116(a)(2)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Board of Education approved district-Level Title I Parent & Family Engagement Policy (PFEP) (updated under ESSA, after 2016). <input type="checkbox"/> A combination of the following types of evidence of dated joint development: meeting minutes, meeting notifications or agendas, and/or sign in sheets. <input type="checkbox"/> Evidence of distribution, any one of the following: web link, newsletter, email blast, parent handbook.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- With the involvement of parents and family members, the LEA annually evaluates the content and effectiveness of its *district-level* Parent and Family Engagement Policy in improving the academic quality of all Title I schools, including identifying—**

(i) barriers to greater participation by parents in activities authorized Title I, Part A;

(ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

(iii) strategies to support successful school and family interactions.

ESEA Section 1116(a)(2)(D)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
2.	<input type="checkbox"/> Evidence of the annual evaluation of the district-level PFEP, such as dated meeting notifications minutes, or emails <input type="checkbox"/> Evidence that parents and family members were involved in the annual		<input type="checkbox"/> We do not have sufficient evidence	

2023-24 Desk Review - 2024

Section 1 - Programmatic Compliance - Title I, Part A: Parent/Family Engagement

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
	evaluation of the district-level PFEP <input type="checkbox"/> Evidence to show which barriers were identified by parents, what needs were identified, and how the LEA responded to those barriers and needs (such as dated emails, minutes from administrators' meetings, examples of outreach to address problems, etc.)		to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

LEA Requirements

1. **LEAs must maintain appropriate written documentation to support the removal of a student from the adjusted graduation rate cohort.**

34 CFR Section 200.19(b)(1)(i)(iv)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Written documentation (for example, request for transfers from receiving schools the student enrolled in another school, or in an educational program that culminates in the award of a regular high school diploma, obituaries, notes from families), which confirms that a removed student transferred out, migrated to another country, or is deceased. <input type="checkbox"/> If Title I allocation is greater than 500,000, a sample size of 25%; for all other LEAs, all documentation		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. **The LEA has comprehensive protocols for transitioning students from residential facilities back to their school.**

ESEA Section 1423(4) and CR 100.2(ff)(a)(2)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Current written transition protocol that describes the process of the LEA transitioning youth back into school from residential placement. <input type="checkbox"/> The written transition protocol should include a description of the roles and responsibilities identified to facilitate the prompt and appropriate enrollment of students returning to the district from a residential placement.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to	

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Section 1 - Programmatic Compliance - Title I, Part A: LEA Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			request technical assistance on this indicator.	

Education of Migratory Children

1. Identify the practices, including the use of the *Identification and Recruitment Parent Survey*, used by the LEA to screen students upon enrollment/registration for possible eligibility for migrant education, and to refer such students to their regional METS program centers for eligibility determinations.

ESEA Section 1304(b)(3)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Sample of completed Identification and Recruitment Parent Survey (see links above), AND/OR <input type="checkbox"/> Email sign-off and attestation from local METS Director		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Neglected and Delinquent Facilities

1. The LEA has protocols/procedures in place to evaluate the Title I, Part D program(s) operating at residential facilities within the district.

ESEA Section 1431(a)(1-5)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> LEA Title I Part D evaluation protocols/procedures		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

McKinney-Vento Homeless Education

1. The LEA has an enrollment policy and practice that ensures:
- the immediate enrollment and full participation of children and youth experiencing homelessness in the LEA even though they may not have the documents normally needed for enrollment (e.g. proof of immunizations, proof of residency, birth certificate, school records, etc.), including students with IEPs; and
 - continued enrollment for students enrolled in the LEA who become homeless, including those students who are temporarily residing outside of the LEA's boundaries.

42 U.S.C. 11432(g)(3)(A) & 11432(g)(3)(C)(i)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Updated, Board-approved LEA enrollment policy for youth experiencing homelessness. All policies must have been adopted after October 1, 2016, to be in compliance with amendments adopted under ESSA <input type="checkbox"/> If not detailed in the policy, provide specific procedures for immediate enrollment of students experiencing homelessness, including unaccompanied homeless youth, even if they are missing records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. The LEA has a transportation policy and practice that ensures:
- transportation to the school of origin for students who are homeless, including for preschoolers who attend a preschool of origin, for the duration of homelessness, through the remainder of the school year in which the student becomes permanently housed, and possibly an additional year if it is the student's terminal grade;
 - transportation is provided to the school of origin up to 50 miles each way, even if such service is not available to students who are permanently housed, and
 - transportation for students who are homeless to participate in extra-curricular activities and summer school if the lack of transportation poses a barrier.

42 U.S.C. 11432(g)(1)(J)(iii) & NYS Education Law 3209(4)

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Section 1 - Programmatic Compliance - McKinney-Vento Homeless Education

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Updated, Board-approved LEA enrollment policy for youth experiencing homelessness. All policies must have been adopted after October 1, 2016, to be in compliance with amendments adopted under ESSA <input type="checkbox"/> Transportation policy		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

3. **The LEA has dispute resolution procedures for the prompt resolution of disputes regarding homeless eligibility, school selection, enrollment, and transportation and such procedures include:**
- enrollment and/or transportation pending resolution of the dispute; and
 - providing written notice to the parent/guardian/youth explaining the decision, the right to appeal to the State Education Department within 30 days, that the liaison is available to help with any appeal, and providing a copy of the appeal papers.

42 U.S.C. 11432(g)(3)(E); Education Law 275.16 & 310 & 3209(5)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
3.	<input type="checkbox"/> Updated, Board-approved LEA enrollment policy for youth experiencing homelessness, which includes dispute resolution procedures. All policies must have been adopted after October 1, 2016, to be in compliance with amendments adopted under ESSA, OR <input type="checkbox"/> LEA dispute resolution procedures regarding homeless eligibility, school selection, enrollment, and transportation		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would	

2023-24 Desk Review - 2024

Section 1 - Programmatic Compliance - McKinney-Vento Homeless Education

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			like to request technical assistance on this indicator.	

Foster Care Transportation

- Evidence that the LEA has developed and implemented clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care.**

ESEA Section 1112(c)(5)(B)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Written foster care transportation procedures specific to transportation of foster care students		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Title II, Part A: Effective Instruction

- The LEA has prioritized the distribution of funds to schools implementing comprehensive support and improvement activities and targeted support and improvement activities and have the highest percentage of high-poverty children and those counted under section 1124 (c).**

ESEA Section 2102(b)(2)(C)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Provide some combination of chart(s) of Title IIA allocations or funded activities at each building, AND/OR <input type="checkbox"/> Schedules or payroll records that show prioritized assignment of coaches or other IIA staff to TSI and CSI schools or placement of class size reduction teachers, AND/OR <input type="checkbox"/> Documentation showing PD choices are based on needs assessment in TSI and CSI schools or those that have the highest percentage of high-poverty children		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- The LEA uses data and ongoing consultation to continually update and improve activities supported under Title II Part A.**

ESEA Section 2102(b)(2)(D)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Dated building or district leadership teams or PD committee meeting agendas, minutes, or presentations reviewing/evaluating IIA programs to inform future program activities, AND/OR <input type="checkbox"/> Dated data such as teacher surveys, classroom observations, student performance, AND/OR <input type="checkbox"/> Dated data coach meetings with		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We	

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Section 1 - Programmatic Compliance - Title II, Part A: Effective Instruction

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
	teachers, summaries of discussion, or topics covered, AND/OR <input type="checkbox"/> Dated follow up walk-throughs or observations of teachers after PLC meetings or data coaching sessions		would like to request technical assistance on this indicator.	

Title IV, Part A: Student Support and Academic Enrichment Requirements

1. The LEA has prioritized the distribution of funds to schools that align with one of the following:
 1. are among the schools with the greatest needs as determined by such local educational agency or consortium;
 2. have the highest percentages or numbers of children counted under Section 1124(c);
 3. are identified for Comprehensive Support and Improvement (CSI) under Section 1111(c)(4)(D)(i);
 4. are implementing Targeted Support and Improvement (TSI) plans as described in Section 1111(d)(2); or
 5. are identified as a persistently dangerous public elementary school or secondary school under Section 8532.

ESEA Section 4106(e)(2)(A)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> In the "LEA Comments" box, please indicate which of the 5 methods of prioritization listed above was used <input type="checkbox"/> District data analysis demonstrating the determination of prioritized needs, using examples of evidence noted above <input type="checkbox"/> Evidence, such as a spreadsheet, that clearly identifies school building level Title IV allocations that align to the prioritization of the distribution of funds		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. The LEA has periodically evaluated the effectiveness of funded activities based on the outcomes and objectives identified in the Consolidated Application for ESSA-funded programs.

ESEA Section 4106(e)(1)(E)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Description of periodic evaluation of the Title IVA program and the findings and outcomes of the evaluation <input type="checkbox"/> Schedule of when periodic evaluation took place during the school year - for each content area (WRE, SHS, EUT)		<input type="checkbox"/> We do not have sufficient evidence to meet	

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Section 1 - Programmatic Compliance - Title IV, Part A: Student Support and Academic Enrichment Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
	<input type="checkbox"/> Building or district leadership teams or PD committee meeting agendas; meeting minutes or presentations reviewing/evaluating Title IVA programs to inform future program activities <input type="checkbox"/> Data such as teacher surveys, classroom observations, and student performance.		this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Other Programmatic Compliance Requirements

1. If an LEA accepted American Rescue Plan (ARP) Homeless Children and Youth Part I (HCY I) and/or American Rescue Plan Homeless Children and Youth Part II (HCY II) funds, provide evidence of the LEA:

- Increasing capacity to implement McKinney Vento program (i.e., hiring staff)
- Focusing on identifying students experiencing homelessness
- Connecting homeless families to summer programs
- Identifying historically underserved populations (i.e. rural youth, tribal youth, students of color, students with disabilities, English learners, LGBTQ+ youth, and pregnant, parenting, or caregiving students)
- Working with community-based organizations to identify students and provide wraparound services
- Implementing other activities that facilitate identification, enrollment, retention, and educational success of homeless youth

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> List of services provided to students experiencing homelessness with ARP HCY I and/or ARP-HCY II funds during the 21-22 and 22-23 SY <input type="checkbox"/> Evidence including: dated training agendas; sign-in sheets; meeting notes; curriculum, PowerPoint, handouts; MOUs or contracts; internal or external evaluations or surveys; internal or external policies developed to serve McKinney Vento students and their families		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

General Equitable Services Requirements

- The LEA engaged in timely, meaningful and ongoing consultation with appropriate private school officials with the goal of reaching agreement about the use of funds and provided the equitable calculation of the private schools' allocation.

ESEA Section 1117(a)(1) and (b)(1,3)

ESEA Section 8501(a)(3)(A), (a)(4)(C), and (c)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Evidence of initial and ongoing consultation with private schools, such as dated meeting minutes, emails, call logs, letters, and presentation materials regarding the use of services funded by Title IA, IIA, and IVA. <input type="checkbox"/> Other dated evidence to demonstrate ongoing consultation on services provided throughout the year.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- The public school district retains control and administration of program funds at all times. Non-consumable supplies/materials and equipment are appropriately labeled with the district's name, the funding source that purchased the item, and the program year in which they were purchased.

ESEA Section 1117(d)(1) and ESEA Section 8501(d)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Dated requisition form and/or related purchase orders and invoices for Title IA, IIA, and IVA. <input type="checkbox"/> Inventory tracking list or picture of equipment with proper label purchased under Title IA, IIA, and IVA.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator.	

Section 2 - Equitable Services Compliance - General Equitable Services Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			<input type="checkbox"/> We would like to request technical assistance on this indicator.	

3. **Services, such as professional development, were delivered by employees of a public agency or through contract by the public agency with an individual, association, agency, organization, or other entity.**

ESEA Section 1117(d)(2) and ESEA Section 8501(d)(2)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
3.	<input type="checkbox"/> Dated third party vendor contracts for Title IA, IIA, and IVA. <input type="checkbox"/> Dated expenditure reports (preferred), purchase orders, or invoices identifying the vendors for Title IA, IIA, and IVA.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

General Fiscal Requirements

1. Payroll documentation in the LEA records are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable and properly allocated AND support the distribution of salary and wages where an employee works on more than one cost objective or federal/state/local award.

2 CFR 200.430(i)(i-vii)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Evidence of how LEA "proves" the employee performed work in a federal program; at minimum, there must be a periodic documentation of work (suggested time frames: Sept-Dec & Jan-June) performed with employee and/or supervisor sign off after the work has been performed for Titles IA, ID, IIA, IVA, and VB <input type="checkbox"/> As applicable, Employee Payroll Certifications (EPC)/Personal Activity Reports (PAR) for Titles IA, ID, IIA, IVA, and VB. <input type="checkbox"/> For LEAs serving more than 10 Title I schools, provide a sample of requested evidence for 25%.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. LEA has a written Procurement and Inventory Tracking Policy. The LEA has procedures to be followed to demonstrate compliance with Uniform Grants Guidance requirements.

2 CFR 200.318 and 2 CFR 200.313

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Written Procurement and Inventory Tracking Policy or Policies. <input type="checkbox"/> District procedures for the purchasing, requisitioning of supplies/materials, equipment, receiving, distribution, tracking, and disposal of said items, purchased with any federal education program funds. These would include any items tagged as "high-risk of loss".		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We	

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Section 3 - Fiscal Compliance - General Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			would like to request technical assistance on this indicator.	

Title I, Part A Fiscal Requirements

- The LEA uses the same measure of poverty to identify Title I eligible schools (ex. FRPL); to determine the ranking of each school; and to determine school allocations based on the total number of children from low-income families in each school.**

ESEA Section 1113(c)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Data or reports on low-income status of each building, such as those provided for child nutrition (FRPL) or direct certification data for CEP programs.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- An LEA with a Title I allocation greater than \$500,000 has reserved and is expending not less than one percent of its Title I allocation for parent and family engagement activities, which may include family literacy.**

ESEA Section 1116(a)(3)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Expenditure/ encumbrance reports from LEA accounting system AND <input type="checkbox"/> Receipts OR <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We	

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			would like to request technical assistance on this indicator.	

3. Actual expenditures for Title IA match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
3.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Title I, Part D Fiscal Requirements

- Actual expenditures for Title ID match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.**

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Title II, Part A Fiscal Requirements

1. **The LEA has demonstrated that Title IIA funds supplement, and do not supplant, non-Federal funds that would otherwise be used for activities authorized under this title.**

ESEA Section 2301

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Documentation, which may include payroll records, invoices, or purchase orders, that demonstrate the funded activity was not previously funded out of state or local funds. <input type="checkbox"/> To overcome a presumption of supplanting, provide evidence the LEA does not have funds to implement state or local mandated activities being funded out of federal dollars.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. **Actual expenditures for Title IIA match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.**

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would	

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Section 3 - Fiscal Compliance - Title II, Part A Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			like to request technical assistance on this indicator.	

Title IV, Part A Fiscal Requirements

1. **The LEA has demonstrated that Title IVA funds supplement, and do not supplant, non-Federal funds that would otherwise be used for activities authorized under this title.**

ESEA Section 4110

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Documentation, which may include payroll records, invoices, or purchase orders, that demonstrate the funded activity was not previously funded out of state or local funds. <input type="checkbox"/> To overcome a presumption of supplanting, provide evidence the LEA does not have funds to implement state or local mandated activities being funded out of federal dollars. <input type="checkbox"/> LEA may note any new initiatives being funded by Title IVA.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. **Actual expenditures for Title IVA match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.**

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records <input type="checkbox"/> The LEA must clearly label items by Title IV content area (WRE, SHS, or EUT) to show alignment to the budget.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would	

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Section 3 - Fiscal Compliance - Title IV, Part A Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			like to request technical assistance on this indicator.	

Other Program Fiscal Requirements (as applicable)

- Actual expenditures for Title VB match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.**

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- If the LEA accepted American Rescue Plan (ARP) Homeless Children and Youth Part I (HCY I) funds as a single applicant, please provide evidence that actual expenditures match those allowable, budgeted and approved activities, services, supplies, materials and equipment.**

McKinney-Vento: § 722(e)(1) and § 723

Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements)

EDGAR: 34. C.F.R. Part 76

ESEA: § 1124; § 1124A; § 1125; § 1126

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence	

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Section 3 - Fiscal Compliance - Other Program Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

3. If the LEA accepted ARP HCY I funds as part of a consortium, please provide the share amount, as well as evidence that actual expenditures match those allowable, budgeted and approved activities, services, supplies, materials and equipment.

McKinney-Vento: § 722(e)(1) and § 723

Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements)

EDGAR: 34. C.F.R. Part 76

ESEA: § 1124; § 1124A; § 1125; § 1126

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
3.	<input type="checkbox"/> Documentation of share amount agreed upon by the consortium. <input type="checkbox"/> Documentation of services provided by the Consortium Lead, if applicable. <input type="checkbox"/> Dated Expenditure reports AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records <input type="checkbox"/> If services are provided by the Consortium LEAD, please provide evidence of services provided.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical	

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Section 3 - Fiscal Compliance - Other Program Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			assistance on this indicator.	

4. If the LEA accepted American Rescue Plan (ARP) Homeless Children and Youth Part II (HCY II) funds as part of a consortium, as a member, please provide the share amount, as well as evidence that actual expenditures match those allowable, budgeted and approved activities, services, supplies, materials and equipment.

McKinney-Vento: § 722(e)(1) and §723 723

Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements)

EDGAR: 34. C.F.R. Part 76

ESEA: § 1124; § 1124A; § 1125; § 1126

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
4.	<input type="checkbox"/> Documentation of share amount agreed upon by the consortium. <input type="checkbox"/> Documentation of services provided by the Consortium Lead, if applicable. <input type="checkbox"/> Dated Expenditure reports AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records <input type="checkbox"/> If services are provided by the Consortium LEAD, please provide evidence of services provided.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

5. If the LEA accepted ARP HCY II funds as part of a consortium, as the Lead, please provide the share amount, as well as evidence that actual expenditures match those allowable, budgeted and approved activities, services, supplies, materials and equipment.

McKinney-Vento: § 722(e)(1) and §723 723

Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements)

EDGAR: 34. C.F.R. Part 76

ESEA: § 1124; § 1124A; § 1125; § 1126

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
5.	<input type="checkbox"/> Documentation of share amount agreed upon by the consortium <input type="checkbox"/> Dated Expenditure reports AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

6. If the LEA accepted ARP HCY II funds as a single applicant, please provide evidence that actual expenditures match those allowable, budgeted and approved activities, services, supplies, materials and equipment.

McKinney-Vento: § 722(e)(1) and §723

Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements)

EDGAR: 34. C.F.R. Part 76

ESEA: § 1124; § 1124A; § 1125; § 1126

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
6.	<input type="checkbox"/> Dated Expenditure reports AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient	

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Section 3 - Fiscal Compliance - Other Program Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	