ODE Consultant Checklist- FY16 CCIP Consolidated Funding Application

This tool is intended to provide feedback to the local educational agency (LEA) on the initial submission of the Consolidated Application.

- Items that need correction or follow-up will be marked “Attention Needed” and the status of the application changed to “Consultant Returned Not Approved”. Check under “Notes” in those sections marked “Attention Needed” for additional comments.
- Once the corrections are made and validation messages addressed that require additional attention, the application is ready to resubmit for consultant review.

Consolidated Checklist [Expand All Sections] [Collapse All Sections]

1. Planning Tool: District Agency Plan Needs Assessment

	ISSUES
1. Inform the Needs Assessment exporting the most recent data from the Decision Framework (required of LEAs in Academic Distress Commission, Intense or Moderate Status and schools classified as Priority, Focus or Watch). Others may opt to use the Decision Framework or consider using the seven constructs outlined under CCIP, Basic Needs Assessment and Planning located in the CCIP Document Library.	☐
2. Complete the Needs Assessment Details: Based upon the information populated from the Decision Framework, what are your LEA's needs for core instructional support decisions and implementation of innovative programs (e.g. coherence, assessment, early intervention, professional development, school climate, community engagement, allocation of resources, barriers, innovative programs such as Early College High School, STEM, International Studies Asia Project, AVID, New Tech) or expanded learning opportunities. Refer to Needs Assessment Help link for additional information	☐

2. Planning Tool: District Agency Plan

	ISSUES
1. Recommend revisiting goal title, description, performance measure. Sample goals/strategies are located in the Document Library, CCIP Needs Assessment and Planning, Basic Needs Assessment and Planning Resources.	☐
2. Include appropriate strategies that support the needs assessment and each grant's budget and program activities, for example, parent involvement, prevention/intervention, professional development, technology, Help Me Grow, class size reduction, career education, etc. Sample goals/strategies are located in the Doc Library, CCIP Needs Assessment and Planning, Basic Needs Assessment and Planning Resources.	☐
3. Recommend consolidating or merging goals, especially duplicate goals.	☐
4. Remove or update outdated goals/fiscal resources/strategies/action steps.	☐
5. Include separate public pre-school goal as a strategy under the reading or core academic achievement goal.	☐
6. Revise performance measure so that it is quantifiable.	☐
7. Delete duplicate strategies.	☐
8. Edit designated strategies explained in the notes section.	☐
9. Adjust fiscal resources to approximate all budgets.	☐

3. Planning Tool: District/Agency and School Components

	ISSUES
1. HQT Component: Update the HQT Component to meet the established HQT Rubric standard as indicated in the April, 2015, HQT letter to the Superintendent. ***Not applicable to JVSDs, ESCs & MRDDs.*** (Rubric and HQT Criteria documents are in the CCIP Document Library under CCIP, CCIP Needs Assessment and Planning.)	☐
2. Create HQT Component .	☐
3. Create or update the strategy that links to the first required HQT component.	☐
4. Create or update the strategy that links to the second required HQT component.	☐
5. Create or update the strategy that links to the third required HQT component.	☐
6. Create or update the strategy that links to the fourth required HQT component.	☐
7. Create or update the strategy that links to the first optional HQT component.	☐
8. Create or update the strategy that links to the second optional HQT component.	☐
9. Create or update the strategy that links to the third optional HQT component.	☐
10. Create or update the strategy that links to the fourth optional HQT component.	☐
11. LEAs identified as Academic Distress Commission, Intense or Moderate Status complete the District Improvement Component.	☐

12. If applicable, complete the LEP Improvement Component.	☐
13. LEAs that have TItle I schools identified as Priority, Focus or Watch complete the School Improvement Component.	☐
14. Existing or new Schoolwide buildings identified as a Priority, Focus or Watch Schools complete the SW Component	☐
15. Complete the Schoolwide Component for a New Schoolwide Building. New schoolwide buildings must complete the required year-long planning process as recorded in the previous year CCIP History Log. Exception: OIP participants; identifed Priority, Focus or Watch Schools implementing a schoolwide intervention and meets schoolwide program requirements.	☐

4. Funding Application (FA)-Consolidated Application Sections

	ISSUES
1. Transferability of Funds (6123) ESEA Flexibility Waiver permits the LEA to transfer up to 100% from Title II-A into Title I-A and permits an LEA to exclude funds transferred into Title I-A from the base in calculating any set-aside percentages.	☐
2. Review and address the Validation Warning Messages that apply.	☐
3. Complete or provide an explanation in the CCIP History Log why the district is not applying for all of its eligible grants at this time or indicate if the district is waiving the funds.	☐
4. Address Book DUNS Number: The federal government requires LEAs to have a DUNS number (Data Universal Numbering System) to better identify related organizations that are receiving funding under grants and to provide consistent name and address data for electronic grant application systems. You should verify that you have A DUNS number or take the steps needed to obtain one as soon as possible. Update the local educational agency's DUNS number in OEDS-R. If the LEA needs additional help entering the DUNS number, they can contact their ODE data custodian for their organizational type. The data custodian list can be found by searching "Data Custodian" on ODE's website. There must be a DUNS number entered in order for the application to be final approved.	☐

5. Title I Building Eligibility Page

	ISSUES
1. Update the building eligibility page by making the necessary changes through OEDS-R.	☐
2. Enter adjusted enrollment information for all non-Community Eligibility Provision (CEP) schools that do not have pre-populated data.	☐
3. Enter low-income information for all non-Community Eligibility Provision (CEP) schools that do not have pre-populated data.	☐
4. For all Community Eligibility Provision (CEP) participating schools, complete CEP Identified Student % and CEP Reimbursement % columns if the data is not pre-populated in accordance with the guidance. Title I and CEP guidance is located at (https://ccip.ode.state.oh.us/DocumentLibrary/ViewDocument.aspx?DocumentKey=78631)	☐
5. Adjust building order so all buildings at 75% low income or above are listed as being served or comparable served, in descending order of low income percentage, before buildings below 75% are served.	☐
6. List the buildings below 75% low income to be served in descending order of low-income percentage or sort order by grade span (banding). See Help link.	☐
7. Correct skipped building being served by sort ordering or by selecting Comp for comparable services. If eligible for comparable services, enter a note in the history log indicating the type of additional services and amount of funding that is comparable to Title I funding services. See Help link for additional information.	☐
8. If applicable, correct and/or complete the Sort Order section. See Help link or contact your ODE consultant.	☐
9. Building must meet one or more of the following eligibility criteria: at/above 35% low income; at/above district average low income; at/above district-wide grade span poverty average for the relevant grade span; by rounding, by feeder pattern; under 1,000 students in district; served the previous year. (If not eligible for the current year, but was eligible and served the preceding year, the building may be served for only one additional year unless it re-qualifies under one of the other eligibility criteria.) ESEA Flexibility Waiver: permits LEA to serve with Title I funds a Title I eligible high school with a graduation rate below 60%that the SEA identified as a Priority school even if that school does not rank sufficiently high enough to be served based solely on the school's poverty rate.	☐
10. If a Schoolwide buildings low-income percent has dropped below 40%, the building still maintains general Title I eligibility by being at or above district average low income percentage, at/above district average low income; at/above district-wide grade span poverty average for the relevant grade span, or 35%, whichever is less. Enter a notation in the CCIP Log citing original date of SW status and low income % at the time.	☐
11. New Schoolwide must be at or above 40% low income. Exception: if a school is a Tier 1 school (persistently lowest achieving) and received an approved 1003(g) Competitive School Improvement Grant (SIG); identified Priority Schools implementing a schoolwide intervention.	☐
12. Correct eligibility for service.	☐
13. Correct eligibility by other factors.	☐
14. If applicable, enter if previously served and include explanation in the CCIP History Log. This applies to a school that is not eligible, but was eligible and was served in the preceding fiscal year, but only for one additional fiscal year. See Help link.	☐
15. Correct feeder pattern or rounding percent of low income. See Help link.	☐
16. Indicate or correct type of service. See Help link.	☐

6. Title I Set Aside Section/School Allocation PPA Page/Nonpublic School Services

	ISSUES
1. The administrative set-aside is greater than the recommended 5%. Enter an explanation in the history log.	☐
2. The administrative set-aside does not match the amount of the Title I governance/admin in the Budget.	☐
3. Correct the set-aside amount for Teacher Quality (HQT), Section 1119 (minimum of 5% of the Title I District Allocation unless the bypass certification provision is checked, including NP equitable amount if applicable). See Help Screen for formula to calculate nonpublic amount.	☐

4. Explain in the CCIP History Log the amount set-aside for HQT PD since the Title II-A Budget Details page indicates all or most teachers are highly qualified.	☐
5. Set-aside 20% of the Title I allocation, including reallocations, under the ESEA Flexibility Waiver if the LEA is identified as Academic Distress Commission, Intense or Moderate Support Status or if there are Title I identified Priority, Focus or Watch schools.	☐
6. If required to set-aside 20% of the Title I allocation for the ESEA Flexibility Waiver, include a strategy description in one of the District Plan Goals or a brief summary of the use of funds in the History Log. Allowable uses of funds include, but are not limited to: supporting implementation of expanded learning time for K-2 to meet reading and language arts AMO's, other school specific needs as identified through the intervention models and/or school improvement plans; implementing college- and career-readiness, teacher collaboration, expanding the day to allow for additional instructional time, implementing new school models (ex. Turnaround principles, innovations), collaborating with 21st CCLC partners where applicable.	☐
7. Set aside 1% of the Title I district allocation for parent involvement since the allocation is more than $500,000.	☐
8. Include an equitable amount for nonpublic parent involvement (see Help link for formula). To be budgeted on the Family/Community purpose code line, not on the Nonpublic purpose code line.	☐
9. Set aside an amount equal to the estimated number of homeless students attending non-Title I served buildings times the Per Pupil Amount (PPA) or at a minimum, an amount equal to one student PPA for districts not identifying any homeless students attending non-Title I served buildings or grade spans. Refer to the district per pupil amount on the School Allocation PPA List page.	☐
10. Align set-asides with the Title I budget page (under the correct purpose codes) and Title I budget details page.	☐
11. Correct Salary Differential. See Help link.	☐
12. School Allocation PPA List 100% Rule: List PPAs in the same or descending order for all schools. See Help link.	☐
13. School Allocation PPA List 125% Rule: List PPAs for all buildings in the same or descending order using at least the minimum district PPA. (Exception, last school listed can drop below the minimum district PPA and have whatever is left). See Help link.	☐
14. School Allocation PPA List page: Make the total amount remaining close to zero.	☐
15. School Allocation PPA List page: If the data entered in NPDS is incorrect, include an explanation in the CCIP History Log.	☐
16. Nonpublic School Services Page: Indicate if services are being provided.	☐
17. Nonpublic School Services Page: Explain in the CCIP History Log why participation is indicated but no services are being provided.	☐

7. Nonpublic Data System (NPDS) - located in the SAFE Account

	ISSUES
1. Complete Participation Form in NPDS.	☐
2. Complete the Consultation Guide in NPDS for served nonpublic schools.	☐
3. If the enrollment or low income data is entered incorrectly, both the public and nonpublic must confirm the corrections in the NPDS Comments Tab. The public district must also confirm the documented correction, including nonpublic school name, correct low income, and correct academically eligible student number in the CCIP History Log for CCIP approval.	☐

8. Title I Budget and Budget Details Pages

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose codes.	☐
2. Budget - Create/Adjust Fiscal Resource to align with the budget.	☐
3. Budget - Correct budget to include set asides from Title I Set Aside page in appropriate budget cells.	☐
4. Budget - Align budget to Budget Details Program Activities.	☐
5. Budget - Include the cost for instructional paraprofessionals on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line with the FTE and description of the position in the designated section on the Budget Details Page.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5%. See Help link.	☐
7. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
8. Budget - Include an appropriate prevention/intervention strategy. Refer to Doc Library CCIP Needs Assessment and Planning, Basic Needs Assessment and Planning Resources for sample strategies.	☐
9. Budget - Include an appropriate parent involvement strategy. Refer to Doc Library CCIP Needs Assessment and Planning, Basic Needs Assessment and Planning Resources for sample strategies.	☐
10. Budget - Include an amount that is equal to or greater than the the HQT PD set-aside in the professional development purpose code.	☐
11. Budget - Add the nonpublic HQT PD equitable set-aside amount to the public set-aside amount on the professional development purpose code.	☐
12. Budget - Parent Involvement: Set-aside and budget at least 1% of the total allocation for parent involvement under the family/community purpose code if the allocation is more than $500,000 (95% of the 1% must be designated for building use).	☐
13. Budget - Nonpublic: Add the nonpublic equitable set-aside amount for parent involvement to the public set-aside amount on the family/community purpose code line. See Help link for formula.	☐
14. Budget - Review and revise the Nonpublic Budget so that it equals or exceeds the Nonpublic School allocation PPA amount. ***Note: Nonpublic equitable set asides do NOT go on the nonpublic purpose code line.	☐

15. Budget- Nonpublic: Include the nonpublic equitable service amount for the following set-aside: salary differential and/or "Other".	☐
16. Budget - Nonpublic: Simply providing the private school with instructional materials and supplies is NOT an option available to the LEA because it is neither a proper Title I program implemented by the LEA nor meets the equitability requirement. Refer to USDE Title I Non-Regulatory Guidance on Title I Services to Eligible Private School children.	☐
17. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 10% of the total allocation. The preponderance of Title I funds must be for instructional purposes. If the district exceeds the recommended 10%, a clear description and justification must be provided in the designated area on the Budget Details page.	☐
18. Budget/Budget Details - Align budget, budget details and the ESEA Flexibility Waiver set-aside of not less than 20% of the LEA's Title I allocation.	☐
19. Budget Details - Enter detailed description of the use of the ESEA Flexibility Waiver 20% set-aside. Allowable uses of funds include, but are not limited to: supporting implementation of expanded learning time for K-2 to meet reading and language arts AMO's, other school specific needs as identified through the intervention models and/or school improvement plans; implementing college- and career-readiness, teacher collaboration, expanding the day to allow for additional instructional time, implementing new school models (ex. Turnaround principles, innovations), collaborating with 21st CCLC partners where applicable. Identify buildings by name where the funds will be expended.	☐
20. Budget Details - Complete Budget Details Page.	☐
21. Budget Details - Align Program activities to budget.	☐
22. Budget Details - Enter or correct Full Time Equivalencies (FTEs) for all federally funded personnel. ***If carry over is planned to be added to instructional salary later, include the projected amount in with the original FTE. See Help link on calculating teacher FTE	☐
23. Budget Details - Select Core Areas to align with core academic content goals.	☐
24. Budget Details - Align Title I Delivery Methods with the correct Strategies. See Document Library, Consolidated Application, Title I, Guidance, Title I Targeted Assistance (TA) and Schoolwide (SW).	☐
25. Budget Details - Add coaching strategy to align with the selected delivery method.	☐
26. Budget Details - Review and adjust or explain the reason for the low or high average daily number of Title I served students inTargeted Schools. Refer to the CCIP Doc Library Title I Guidance on Suggested FTE Teacher/Student Ratio.	☐
27. Budget Details - Complete the nonpublic section for participating nonpublic schools.	☐

9. Schoolwide Pool Overview and Budget Pages

	ISSUES
1. Overview - Adjust remaining balance to be close to zero but not in the negative.	☐
2. Overview - Include all state and local funds into the SW pool on the Overview page for each school participating in the SW pool.	☐
3. Overview - If Special Education IDEA Part B funds are included in the Schoolwide pool, include state and local Special Education Funds on Overview page. The amount of funds included may not exceed the amount received by the LEA under Part B of the IDEA for that fiscal year, divided by the number of children with disabilities in the jurisdiction of the LEA, and multiplied by the number of children with disabilities participating in the each participating Title I Schoolwide building.	☐
4. Budget - Include the cost for instructional paraprofessionals on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line.	☐
5. Budget - Create/Adjust Fiscal Resource to align with the budget.	☐
6. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose code lines.	☐
7. Budget - If PD is one of the selected activities in any of the grants in the pool, an appropriate amount is reflected on the professional development purpose code line.	☐
8. Budget/Budget Details - Include Title I set-aside requirements, IDEA Early Intervening Redirection, etc. on the regular individual grant budgets.	☐
9. Budget Details - Complete the budget details pages for the individual grants that are part of the pool, except for FTEs.	☐

10. Title I Neglected Budget and Budget Details Pages

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose codes.	☐
2. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
3. Budget - Align budget to Budget Details Program Activities.	☐
4. Budget - Include the cost for instructional paraprofessionals on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line.	☐
5. Budget - Indicate the funding source for fringe salaries benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to help with benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year so they can be extended later.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5%. See Help link.	☐
7. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 10% of the total allocation. If the district exceeds the recommended 10%, a clear description and justification must be provided in the designated area on the Budget Details page.	☐
8. Budget Details - Complete Budget Details Page.	☐
9. Budget Details - Correct FTE. See Help link.	☐

10. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐
11. Budget Details - Enter information regarding the formal agreement(s) youe LEA has with institutions receiving services under Title I Neglected.	☐
12. Budget Details - If transition services has been selected under Program Area, provide details on the type of transition services that will be provided to neglected or at-risk students receiving education from the LEA.	☐

11. Title I Delinquent Budget and Budget Details Pages

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose codes.	☐
2. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
3. Budget - Align budget to Budget Details Program Activities.	☐
4. Budget - Include the cost for instructional paraprofessionals on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line.	☐
5. Budget - Indicate the funding source for fringe salaries benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to help with benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year so they can be extended later.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5%. See Help link.	☐
7. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 10% of the total allocation. If the district exceeds the recommended 10%, a clear description and justification must be provided in the designated area on the Budget Details page.	☐
8. Budget Details - Complete Budget Details Page.	☐
9. Budget Details - Correct FTE. See Help link.	☐
10. Budget Details - Enter information regarding the formal agreement(s) your LEA has with institutions receiving services under Title I Delinquent.	☐
11. Budget Details - If transition services has been selected under Program Area, provide details on the type of transition services that will be provided to neglected or at-risk students receiving education from the LEA.The only exemption is if more than 30% of the students in the institution school will reside outside the boundaries of the district, which must be outlined in the LEAs formal agreement(s) with the institution(s).	☐

12. Title I-C Migrant Education Budget and Budget Details Pages

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose codes.	☐
2. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
3. Budget - Align budget to Budget Details Program Activities.	☐
4. Budget - Include the cost for instructional paraprofessionals on the instruction purpose code line. Non-instructional support services personnel costs go on the support services purpose code line.	☐
5. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5%. See Help link.	☐
7. Budget - Purchased Services: Explain purchased services in the CCIP History Log or appropriate strategy.	☐
8. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 10% of the total allocation. If the district exceeds the recommended 10%, a clear description and justification must be provided in the designated area on the Budget Details page.	☐
9. Budget Details - Complete Budget Details Page.	☐

13. School Improvement Sub A, Title I Budget Page

	ISSUES
1. Budget - Funds must be used to meet Priority and Focus School requirements.	☐
2. Budget - Align Goals/Performance Measures, Strategies to the budget purpose code lines.	☐
3. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
4. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
5. Budget - Include the cost for instructional paraprofessionals on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line.	☐
6. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 10% of the total allocation. If the district exceeds the recommended 10%, a clear description and justification must be provided in the designated area on the Budget Details page.	☐
7. Budget Details - Enter or correct Full Time Equivalency (FTE) in the appropriate category. If carry over is planned to be added to instructional salary later, include the projected amount in with the original FTE. See Help link on calculating teacher FTE.	☐

8. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐

14. Title II-A Budget/Budget Details/Nonpublic Pages

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose code lines.	☐
2. Budget - Consider a content goal in place of, or in conjunction with, the highly qualified teacher goal if all teachers are highly qualified.	☐
3. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
4. Budget - Align budget to Budget Details Program Activities.	☐
5. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5%. See Help link.	☐
7. Budget - Include an equitable amount for professional development for nonpublic in the nonpublic purpose code line. Provide an explanation in the CCIP History Log if the amount is less than the amount calculated on the budget details page. See Help link.	☐
8. Budget - If all nonpublic dollars are in supplies, explain what they are for in the CCIP History Log or appropriate strategy.	☐
9. Budget/Budget Details - Adjust or provide an explanation if the Professional Development (PD) supplies exceed 10% of the PD line total.	☐
10. Budget Details - Complete the Budget Details Page.	☐
11. Budget Details - Align Program activities to budget.	☐
12. Budget Details - Enter a FTE in the appropriate FTE box since hiring of highly qualified teachers for class size reduction is checked under allowable activities. If carry over is planned to be added to instructional salary later, include the projected amount in with the original FTE. See Help link.	☐
13. Budget Details - Select hiring Highly Qualified Teachers to reduce class size under allowable activities to align with the budgeted salaries and FTE. For additional information on Class Size Reduction, please review the Help link on the Title II-A Budget Details page.	☐
14. Budget Details - Include a Class Size Reduction strategy/action step under a core academic content goal.	☐
15. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐
16. Budget Details - Select a professional development activity to align with the budget.	☐
17. Budget Details - Include a professional development strategy to align with the budget.	☐
18. Budget Details - Check the appropriate nonpublic activities that align with the budget.	☐
19. Budget Details - Complete the Calculation of Nonpublic School Service Amount section.	☐
20. Budget Details - Complete the Description of the use of Title II-A funds section.	☐
21. Nonpublic School Services Page - Indicate if services are being provided.	☐

15. Title III LEP/Immigrant Budget/Budget Details Pages

	ISSUES
1. Budget - Indirect cost amount exceeds percentage amount approved by Grants Management.	☐
2. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose code lines. Recommend English Language Acquisition Goal.	☐
3. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
4. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
5. Budget - Governance/Administration exceeds recommended maximum of 2%. See Help link.	☐
6. Budget - Enter nonpublic allocation from Nonpublic Services page on Nonpublic purpose code line.	☐
7. Budget Details - Complete Budget Details Page.	☐
8. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐
9. Budget Details - Align Program activities to budget.	☐
10. Budget Details - LEP: Select an activity under each required section and provide descriptions in appropriate text boxes.	☐
11. Budget Details - Immigrant: Select an activity under each required section and provide descriptions in appropriate text boxes.	☐
12. Nonpublic School Services Page - Indicate if services are being provided.	☐

16. Rural and Low Income, Title VI-B Budget/Budget Details Pages

	ISSUES

1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose codes.	☐
2. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
3. Budget - Align budget to Budget Details Program Activities.	☐
4. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
5. Budget - Governance/Administration exceeds recommended maximum of 5%. See Help link.	☐
6. Budget - Include the cost for instructional support personnel on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line.	☐
7. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐
8. Budget Details - Complete Budget Details Page.	☐
9. Enter FTEs or correct FTE. See Help link.	☐
10. Budget Details - Align Program activities to budget.	☐

17. IDEA-B Budget/Budget Details/Redirection/Nonpublic School Services Pages

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose codes.	☐
2. Budget - Goal must be more than student achieving IEP goals and must be measurable. Recommend a core academic content goal such as reading and mathematics or improving student academic achievement.	☐
3. Recommend an intervention strategy. Refer to samples in the Doc Library, CCIP Basic Needs Assessment and Planning Resources.	☐
4. Recommend a strategy regarding SWD participation in statewide assessments. Refer to samples in the Doc Library, CCIP Basic Needs Assessment and Planning Resources.	☐
5. Recommend a transportation strategy or action step if using funds for that purpose.	☐
6. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
7. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
8. Budget - Explain the large increase in governance as compared to last year in the CCIP Log. (This could potentially be a supplant issue.)	☐
9. Budget - Include the cost for instructional support personnel on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line.	☐
10. Budget - Enter nonpublic allocation from NP Services page on NP purpose code line. Contact Jo Hanna Ward, 614-752-1378 if there are questions about the nonpublic allocations.****Note: Districts are required to budget the proportionate share for in-district nonpublic services in IDEA on the nonpublic purpose code line even if a nonpublic indicates that it is not participating. Any unused funds shall be carried over to the next fiscal year and re-budgeted in the nonpublic section of the budget. If, before the end of the second year, there are no requests for use of funds for nonpublic services, the funds can then revert to the public. If you have any questions, please call the Resource Management section of the Office for Exceptional Children (OEC), 614-387-0545.	☐
11. Budget - If funds are budgeted for Capital Outlay/Facilities for the purpose of construction or renovation of a school facility, a Request for Construction Approval form must be completed and submitted to the Office for Exceptional Children prior to IDEA budget approval. See the Doc Library for the request for Construction Approval guidance doc and form.	☐
12. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 10% of the total allocation. If the district exceeds the recommended 10%, a clear description and justification must be provided in the designated area on the Budget Details page.	☐
13. Budget Details/Redirection- Address disproportionality in the needs assessment, district plan goal and strategy. Refer to Doc Library, Consolidated Funding Application, Individuals with Disabilities Act, Guidance.	☐
14. Budget Details/Redirection - A district may opt to redirect 15% of Regular IDEA allocations to PD or program service intervention, or a district/agency may be mandated to redirect 15% of Regular IDEA allocations to PD or program service intervention. A district/school is mandated to implement a CEIS program if notified by OEC that the district/school was determined to be disproportionate. If a district elects or is mandated to redirect funds for CEIS, it must also respond to the Early Intervening questions on the Budget Details/Redirection Page.	☐
15. Budget Details/Redirection - If the district is opting to use the allowable replacement of local funds provision in IDEA, indicate in the redirection page the amount the district is going to use to replace local funds. If no amount, then input a zero.	☐
16. Budget Details/Redirection - Maintenance of Fiscal Support - Enter the budgeted amount of State and Local financial support the district will use for special education and related services for children with disabilities this current school year.	☐
17. Budget Details/Redirection - Select appropriate purchased services activities that support the budget or explain in other.	☐
18. Nonpublic School Services Page - Indicate if services are being provided.	☐

18. Early Childhood Special Education, IDEA Budget/Budget Details Pages

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies to the budget purpose codes.	☐

2. Budget - Goal must be more than student achieving IEP goals and must be measurable. Recommend a core academic content goal such as reading and mathematics or improving student academic achievement.	☐
3. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
4. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log. If the district plans to include benefits later or use carry over to pay for benefits, it is recommended that benefits or fixed charges be included in the budget at the beginning of the year in order to document intent and establish a Substantially Approved Date.	☐
5. Budget - Explain the large amount for supplies and equipment in the appropriate strategy or CCIP Log.	☐
6. Budget - Include the cost for instructional support personnel on the instruction purpose code line. Non-instructional support services personnel costs should be entered on the support services purpose code line.	☐
7. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 10% of the total allocation. If the district exceeds the recommended 10%, a clear description and justification must be provided in the designated area on the Budget Details page.	☐
8. All districts need to include Help Me Grow (HMG) transition strategy in the district plan goals. Refer to CCIP Note 81 in the Doc Library.	☐
9. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐
10. Budget Details- Provide the number of Help Me Grow students that had their IEPs in place by their third birthday out of the total number of HMG students eligible for special education preschool.	☐
11. Budget Details- Provide the percentage of Help Me Grow students that had their IEPs in place by their third birthday out of the total number of HMG students eligible for special education preschool.	☐
12. If the district received a SANCTIONING letter from ODE regarding non-compliance on transition, both the strategy and the budget must reflect use of funds to correct the non-compliance. [e.g. extend time of psychologist in order to complete evaluations in the summer].	☐