ODE Consultant Checklist

Akron City (043489) - Summit County - 2022 - Consolidated - Rev 0 - ODE Consultant Checklist

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 â€œAttention Neededâ€ and the status of the application changed to â€œConsultant Returned Not Approvedâ€ . Check under â€œNotesâ€ in those sections marked â€œAttention Neededâ€ 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.

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

1. Planning Tool: District and School Plans Needs Assessment	OK

	ISSUES
1. ***District has completed the One Needs Assessment and One Plan in the planning tool.	☐
2. *** NEW Community Schools have provided their plan to their consultant. See list for NEW Community Schools.	☐
3. ***All buildings in Moderate D-F, Intense, or ADC districts plus Priority, Focus, Watch and Title I SW Buildings have completed the One Needs Assessment and One Plan in the CCIP	☐

2. Planning Tool: District Agency Plan	OK

	ISSUES
1. Goals: The district plan has the recommended number of goals or number of goals are relative to district size. Very small or very large districts may need less or more goals due to size. Recommended goals 3-5.	☐
2. Goals are written in S.M.A.R.T goal format. (specific, measurable, attainable, realistic and time-bound)	☐
3. Goals: SMART Goals are aligned to the district identified priority needs and supported by the district root cause analysis.	☐
4. Goals: There is at least one student and one adult performance measure for each goal. Student and adult performance measures align to goal or strategy in plan.	☐
5. Strategies: District plan has the recommended number of strategies for each goal or number of strategies are relative to district size. Recommended strategies 3-5 for each goal. Very small or very large districts may need less or more goals due to size.	☐
6. Strategies: District/building failed to select multiple improvement areas for plan in ONA and have only one strategy for goal. District/building needs to select additional strategies in ONA so that action steps are connected to an appropriate strategy, and explain how the district is implementing the strategy to meet the intended goal.	☐
7. Strategies: Strategies lack enough information so that it is clear what strategies the district is implementing under the selected improvement area topic. Strategies do not provide enough detail about what, who, when, how, or where strategy will be implemented to support reaching the goal in the plan.	☐
8. Strategies: Strategies lack information that tells who, what, when, and how the district is implementing the strategy to meet the intended goal and/or are not supported by the root cause analysis.	☐
9. Action Steps: The district has provided action steps for each strategy.	☐
10. Action Steps: The action steps in the district plan are not well developed and/nor fully describe the steps the district will take to implement each strategy. Action steps lack information that tell what, how, when, who in the description.	☐

3. Planning Tool: Building Plans, District/Building Required Items for Accountability and Title I School-wide.	OK

	ISSUES
1. Building Goals: Building needs to provide S.M.A.R.T. Goals for identified priority needs. Goals are written in S.M.A.R.T goal format. (specific, measurable, attainable, realistic and time-bound)	☐
2. Building Goals: SMART Goals are aligned to the building identified priority needs and supported by the root building cause analysis.	☐
3. Alignment to District Plan: Building needs to select which district goals their goals support under their S.M.A.R.T. goal. Building may have one goal that is not connected to a district goal. If more than one, then either they need to go in and select the correct district goal or provide a HL note explaining why their plan does not align with the overall district plan.	☐
4. Building Strategies: Building/s plan/s has/have the recommended number of strategies for each goal.	☐
5. Building Strategies: Building/s failed to select multiple improvement areas for plan resulting in only have one strategy for a goal with action steps that do not align with the strategy. Building/s need/s to select additional improvement areas in ONA so that action steps are connected to an appropriate strategy.	☐
6. Building Strategies: Strategies lack enough information so that it is clear what strategies the building/s is/are implementing. Strategies do not show thoughtful consideration to what the building/s will implement to support reaching the goal in the plan.	☐
7. Action Steps: The building/s need to provide action steps for each strategy.	☐
8. Action Steps: The action steps in the building/s plan/s are not well developed and/nor fully describe the steps the building/s will take to implement each strategy. Action steps lack information that tell what, how, when, who in the description.	☐
9. Required Item for District and Building Plans: Parent and community engagement is included in the plan to assure parent and community involvement and support is an integral part of district/building/student improvement efforts.	☐
10. Required Item: Proffessional Development is included in the plan to support the implementation of the strategies and build the capacity with staff to sustain improvement efforts.	☐

11. Required Item: Plan addresses what the district/building will do to meet the needs of students who are most at-risk of not meeting the state's challenging academic standards.	☐

4. Cohort 1 Districts Planning/Review Status	OK

	ISSUES
1. District plan was submitted by April 30th deadline or by date of extension approved by ED STEPS Steering Committee.	☐
2. ***Plan was submitted after due date. District plan must be reviewed by multiple offices. The district fund and application must be on hold until all office reviews are completed. This applies only to districts that submitted plans after the required timeline.	☐
3. ***The district has required items that need to be addressed in their plan. Please review HL notes in planning tool and address those items that are required. District plan is on hold while district addresses the required items.	☐
4. The district plan has required items that must be corrected by the first revision to the district funding application. Please be sure to review and respond to the required items prior to submitting your first revision	☐

5. Nonpublic Data System (NPDS) - located in the SAFE Account	Attention Needed

	ISSUES
1. Complete the Participation Form in NPDS. If Participation Form is not in Public Approved status, district must enter a comment in History log indicating reason and whether the school has eligible children.	☐
2. Complete the Consultation Guide in NPDS for served nonpublic schools. If Consultation Guide is not Completed, consultant should enter a History log note indicating that the Consultation Guide must be completed prior to the start of school.	☐
3. Consultation Guides must be marked Nonpublic Approved by the start of school. Nonpublic Approved is the final workflow step. District needs to contact Nonpublic and request that they review consultation and approve the service plan district was written in the guide.	☑
4. Any Participation Forms in Correction Needed status need to be addressed as soon as possible. The consultant should enter a History log note that says; "Please address Nonpublic Forms in Correction Needed status as soon as possible. If the form is marked due to inaccurate numbers, the equitable services calculation may not be correct. If you have questions, contact Chantelle Carter, Nonpublic Ombudsman Chantelle.carter@education.ohio.gov"	☐

Section Notes History	
7/20/2021 10:01:02 AM Please remind NPs to go into the Consultation guide and approve in NPDS.	

6. Funding Application (FA)-Consolidated Application Sections	OK

	ISSUES
1. Review and address the Validation Warning Messages that apply.	☐
2. Provide an explanation in the CCIP History Log why the district is not applying for all eligible grants at this time or indicate if the district is waiving the funds.	☐
3. 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. 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, contact the ODE data custodian for its 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.	☐
4. ***Transfer of funds are not permitted from Title I-A, Title I-C, Title I-D, Title III-A, and Title V-B.	☐
5. Funds transferred under this section are subject to each of the rules and requirements applicable to the funds under the provision to which the transferred funds are transferred, except as otherwise provided in this part. For example, funds transferred from Title II-A to Title I-A must meet the requirements of Title I-A.	☐
6. ***A district may not transfer funds to a particular program solely to provide equitable services for private school students or teachers. Rather, a district, after consulting with appropriate private school officials, must provide equitable services to private school students and teachers based on the rules of each program and the total amount of funds available to each program after a transfer. (See ESEA section 5103(e).	☐
7. Excluding Title I-D and Title V-B, each program covered by the transferability authority is subject to the equitable services requirements under Title I or VIII, which may not be waived. (ESEA section 8401(c)(5).) Before a district may transfer funds from a program subject to equitable services requirements, it must engage in timely and meaningful consultation with appropriate private school officials. (ESEA section 5103(e)(2).) With respect to the transferred funds, the district must provide private school students and teachers equitable services under the program(s) to which, and from which, the funds are transferred, based on the total amount of funds available to each program after the transfer.	☐
8. A district may not transfer funds to a particular program solely to provide equitable services for private school students or teachers. Rather, a district, after consulting with appropriate private school officials, must provide equitable services to private school students and teachers based on the rules of each program and the total amount of funds available to each program after a transfer. (See ESEA section 5103(e).)	☐

7. Title I-A Improving the Academic Achievement of the Disadvantaged, Building Eligibility Page	OK

	ISSUES
1. Update the building eligibility page by making the necessary changes through OEDS-R and notifying your consultant to authorize the updates in the CCIP.	☐
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. ***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; less than 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.)	☐
6. ***Upload document/s to provide evidence for reported enrollment, FRPM, or CEP numbers if not using data populated in system from EMIS or for calculations for grade span averaging or composite score calculations.	☐
7. .***Correct or complete sort order column on building eligibility page. Sort order must be by poverty level from highest to lowest or by grade spans then by poverty from highest to lowest.	☐
8. ***New Schoolwide must be at or above 40% low income or SW Waiver approved. Provide evidence of planning to consultant prior to approval. Evidence must include meeting dates, agendas, and participant sign-in sheets.	☐
9. By selecting Comp for comparable services, the district must provide a HL note indicating the type of additional services and amount of funding that is comparable to Title I services the building is eligible for. Please note that Comparable Services must be at the funding level the building would have received if the district was providing services with Title I funds.	☐
10. If an existing schoolwide building's low-income percentage drops below 40%, but is still eligible to be a Title I school, document the original date and low income percentage at the time of becoming a new schoolwide in the CCIP History Log.	☐
11. *** The SW Waiver page must be completed prior to receiving SW Waiver approval. District must be able to provide enough details to justify requesting a waiver,. See guidance document for help.	☐
12. ***Correct eligibility by other factors. See guidance document for help.	☐
13. *** Correct calculations for composite score. See guidance document for help.	☐
14. ***Correct feeder patter calculations. Feeder pattern may only be applied to Secondary Schools. In Ohio grades 7-12 are secondary. Buildings that consist of 2/3 or more of the student population within those grade levels are considered secondary schools. See guidance document for help.	☐
15. *** Correct rounding percentage of low income.	☐
16. Indicate or correct type of service. See guidance document	☐
17. ***Evidence provided for adjustments on building eligibility page does not support amounts entered on building eligibility or are not sufficient documentation to support changing amounts that are extracted from district provided data through the state EMIS system. Evidence should be supported by official records that can be documented. Amounts entered on the building eligibility page should match the amounts on the records provided.	☐
18. ***No student identifiable information may be included in the reports. Reports need to be resubmitted with student identifiable information redacted.	☐
19. ***Records entered on building eligibility page must be within the same time period and record for all buildings from within the last two years. District may not use a variety of records for individual buildings to provide enrollment and poverty levels. For example, if using Dec. as enrollment/FRP data in one building, the district must use Dec. for all buildings in the district.	☐

8. Title I-A Set Aside Section/School Allocation PPA Page/Nonpublic School Services	Attention Needed

	ISSUES
1. The administrative set-aside is greater than the recommended 5% of the allocation (not to include carryover). Enter an explanation in the history log.	☐
2. The administrative set-aside does not match the budgeted amount for Title I governance/admin in the budget. Please update and reflect the correct amount in each.	☐
3. Set Aside at least 1% of the Title I-A allocation to assist schools in carrying out parent and family engagement activities if the allocation is more than $500,000. Nothing limits the district from reserving more than 1 percent of its allocation to assist schools to carry out parent and family engagement activities. Parents of children participating in Title I must be involved in decisions regarding how funds are allotted for parental involvement activities. Not less than 90 percent of the reserved funds shall be distributed to schools served under this part, with priority given to high-need schools.	☐
4. An equitable amount is set-aside for nonpublic parent involvement and family engagement from the NP set aside amount. If budgeted on Family/Community engagement purpose row, please add HL note indicating that it is budgeted there. If included on the family/community line, you can deduct that amount from the total set-aside amount budgeted on the nonpublic line.	☐
5. If an equitable amount is budgeted for governance on the governance line, please add a HL note indicating the amount and where it is budgeted.	☐
6. The Homeless Set-aside should be sufficient to provide needed and allowable services to the number of students reported as homeless in EMIS. Suggest revising the Homeless Set-aside to reflect an amount greater than what is currently budgeted or provide a justification about how the district plans to fund needs and ensure identified homeless students have access to all educational opportunities.	☐
7. Align set-asides with the Title I budget page (under the correct purpose codes) and Title I budget details page.	☑
8. ***The set aside amount is above 30% of the district's allocation for Title I. Title I funds are building level funds however some funds can be used to provide district-wide initiative in Title I served buildings in the district. If more than 30% is on the set aside page, the district must complete the Title I District-Managed Initiatives Request Form and upload form in the system to provide justification prior to approval of the application.	☐
9. School Allocation PPA List 100% Rule: List PPAs in the same or descending order for all schools. See Help link.	☐
10. 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 be below the minimum district PPA). See Help link.	☐
11. School Allocation PPA List Page: Make the total amount remaining equal to or less than the district's lowest building poverty number. For example if there is a building with 236 students, but there is $2.50 remaining, then the district needs to increase the amount to at least reduce the number by 236.	☐
12. Nonpublic School Service Page: Select Yes or No under the section "Are Services Being Provided." If No, and an equitable service amount is available for the building, the district needs to enter a HL note explaining why services are not being provided.	☐

Section Notes History	

7/20/2021 10:01:02 AM	The district has budgeted more than the required amount for NP equitable services. Please budget the transportation coordinator salary on the transportation budget line.

9. Title I-A Budget and Budget Details Pages	Attention Needed

	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 - 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 with the FTE and description of the position in the designated section on the Budget Details Page.	☐
5. Provide the title for the position in the FTE section. FTE needs to represent the proportion of the full-time equivalent staff provided with the funds, not the number of positions.	☐
6. Budget - No fringes were budgeted for salaries. There is no substantially approved date for fringe costs at this time. Indicate the funding source for salary fringe benefits in the CCIP History Log.	☐
7. Nonpublic School Service Page - Select Yes or No if services are being provided. If a nonpublic school generated an equitable service amount and the district has marked NO to "Are Services Provided", the consultant should enter a note that says "CCIP and NPDS must be brought into alignment. Please contact Chantelle Carter, Nonpublic Ombudsman Chantelle.Carter@education.ohio.gov"	☐
8. Budget - Nonpublic: Include the nonpublic equitable set-aside for parent engagement on the family/community purpose code line or as part of the total equitable set-aside on the nonpublic purpose code line. If included on the family/community line, you can deduct that amount from the total set-aside amount budgeted on the nonpublic line.	☐
9. ***Budget - Review and revise the Nonpublic Budget so that it equals the amount of the set-aside. Please include a clarification in the history log why the amount budgeted for the nonpublic is less than the amount of the set-aside.	☐
10. 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.	☐
11. 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 section on the Budget Details page.	☐
12. ***Budget - Review and revise the Nonpublic Budget so that it equals at least the amount of the set-aside. Please include a clarification in the history log why the amount budgeted for the nonpublic is less that the amount of the set-aside.	☐
13. 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.	☐
14. 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 section on the Budget Details page.	☐
15. ***Budget Details - Complete Budget Details Page.	☐
16. Budget Details - Align Program activities to budget.	☐
17. 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.	☐
18. Budget Details - Review, adjust, and explain the reason for the low or high average daily number of Title I served students in Targeted Schools. Refer to the CCIP Doc Library Title I Guidance on Suggested FTE Teacher/Student Ratio.	☐
19. Budget Details - Complete the nonpublic section for participating nonpublic schools.	☐
20. Budget Detail - Remove "In Class" as a delivery method under nonpublic services if the nonpublic school is a religious school receiving Title I services.	☐
21. 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).	☐
22. Budget Details - Select appropriate core areas that align with the core academic content goals in the district agency plan.	☐
23. Budget Details - If selecting non-academic supports as a delivery method, please describe the services provided.	☐
24. Budget Details - If selecting Preschool as a Delivery Method, please describe the program design.	☐
25. Budget Details - If budgeting for facilities, explain how funds are being used.	☐
26. Budget Details - Certify the Head Start Compliance if using Title I-A funds to support a preschool program.	☐

Section Notes History	
7/20/2021 10:19:02 AM	Consider using funds to support programs instead of general office materials. Please explain student programs under support services.
7/20/2021 12:43:27 PM	Please explain the purchases budgeted under 800 object. What function will they be coded as?

10. Title I-A Schoolwide Waiver Request	Not Applicable

	ISSUES
1. Review justification for waiver request. Must be completed for approval of SW Waiver.	☐

11. Title I-A ESSA Section 1118(b) Supplement, Not Supplant Methodology	OK

	ISSUES

1. Select the methodology the district is using to demonstrate supplement,not supplant. If N/A is appropriate, select the item that applies to the district.	☐
2. The district selected a methodology for supplement, not supplant, however, the district is not required to do so based on the district configuration. Please check the guidance for supplement, not supplant and update the page accordingly.	☐
3. The district is required to and must select the methodology the district uses to demonstrate supplement, not supplant for Title I. Methodology selected must be substantiated with the correct documentation that demonstrates budgeting decisions concerning district buildings were Title I neutral for district-level funding.	☐

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12. Schoolwide Pool Overview and Budget Pages	Not Applicable

	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. State and local funds provided in the SW pool must demonstrate the largest proportionate amount of the building budget compared to the total amount of federal funds added. State and local funds 70% or lower of total budget require a HL note with district justification. It must be approved by federal programs consultant.	☐
4. 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.	☐
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 - Create/Adjust Fiscal Resource to align with the budget.	☐
7. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose code lines.	☐
8. 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.	☐
9. Budget/Budget Details - Include Title I set-aside requirements, IDEA Early Intervening Redirection, etc. on the regular individual grant budgets.	☐
10. ***Budget Details - Complete the budget details pages for the individual grants that are part of the pool, except for FTEs.	☐

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13. Title I Delinquent Budget and Budget Details Pages	OK

	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 to document intent and establish a Substantially Approved Date to obligate funds.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5% of the total allocation/reallocations, not to include carryover. See Help link.	☐
7. Budget Details - Complete Budget Details Page.	☐
8. Budget Details - Correct FTE. See Help link.	☐
9. ***Title I District/Institution Agreement Details - Enter information regarding the formal agreement(s) your LEA has with institutions receiving services under Title I Delinquent.	☐
10. Budget Details - If transition services have 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).	☐
11. Title I Delinquent District/Institution Agreement Details - Indicate the primary service provider. If Other is indicated, complete the organization information.	☐
12. Title I Delinquent District/Institution Agreement Details - Needs Assessment: Enter a description of the Institution's average youth population (e.g. average length of stay, youth age and gender, etc.).	☐
13. Title I Delinquent District/Institution Agreement Details - Enter a description of the Institution's program and any factors about the youth residents that might impact student learning and/or ability to meet program objectives.	☐
14. Title I Delinquent District/Institution Agreement Details - Enter a summary of previous and/or current year assessment data for youth residents' performance in reading and mathematics. (Include name of assessment.)	☐
15. Title I Delinquent District/Institution Agreement Details - Enter a description of how the facility involves parents in the educational achievement of their children.	☐
16. Title I Delinquent District/Institution Agreement Details - Indicate program objectives for youth participants (check one or more).	☐
17. Title I Delinquent District/Institution Agreement Details - Services Provided: Indicate the location where services are being provided.	☐
18. Title I Delinquent District/Institution Agreement Details - Services Provided: Enter an overview of the supplementary services and program objectives for the youth participants.	☐
19. Title I Delinquent District/Institution Agreement Details - Services Provided: List the multiple measures used to monitor student progress toward objectives.	☐

20. Title I Delinquent District/Institution Agreement Details - Services Provided: Identify the subject and estimated number of hours of programming for each position.	☐
21. Title I Delinquent District/Institution Agreement Details - Agreement: Enter the agreement meeting date.	☐
22. Title I Delinquent District/Institution Agreement Details - Agreement: Enter the names and titles of all meeting attendees.	☐
23. Upload the contract/service agreement/s between the district and institution or facility.	☐

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14. Title I Neglected Budget and Budget Details Pages	Not Applicable

	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 to document intent and establish a Substantially Approved Date to obligate funds.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5% of the total allocation/reallocations, not to include carryover. See Help link.	☐
7. Budget Details - Complete Budget Details Page.	☐
8. Budget Details - Correct FTE. See Help link.	☐
9. Budget Details - If transition services have 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.	☐
10. *** Title I Neglected District/Institution Agreement Budget Details - Enter information regarding the formal agreement(s) your LEA has with institutions receiving services under Title I Neglected.	☐
11. Budget Details - Select the appropriate program areas, grade grouping, and methods of delivery being provided.	☐
12. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐
13. Budget Details - Provide an explanation that outlines how the funds are being spent for supplies and capital outlay in the designated sections.	☐
14. District/Institution Agreement Details - Indicate the Primary Service Provider information.	☐
15. District/Institution Agreement Details - Needs Assessment: Enter a description of the Institution's average youth population.	☐
16. District/Institution Agreement Details - Program: Enter a description of the Institution's program and any factors that impact student learning and/or ability to meet program objectives.	☐
17. District/Institution Agreement Details - Enter a summary of the previous and/or current year assessment data.	☐
18. District/Institution Agreement Details - Enter a description of the strategies the facility uses to involve parents in the educational achievement of their children.	☐
19. District/Institution Agreement Details - Program Objectives for Youth Participants - Check all that apply.	☐
20. District/Institution Agreement Details - Enter a description of the agreed upon supplementary services.	☐
21. District/Institution Agreement Details - List the multiple measures used to monitor student progress toward program objectives.	☐
22. District/Institution Agreement Details - Identify the subject and estimated number of hours for programming for each position.	☐
23. District/Institution Agreement Details - Enter the date of the Agreement Meeting and list all the attendees.	☐
24. Upload the contract/service agreement/s between the district and institution or facility.	☐

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15. Title I-C Migrant Education Budget and Budget Details Pages	Not Applicable

	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 to document intent and establish a Substantially Approved Date to obligate funds.	☐
6. Budget - Governance/Administration exceeds recommended maximum of 5% of the total allocation/reallocations, not to include carryover. See Help link.	☐
7. Budget - Purchased Services: Explain purchased services in the CCIP History Log or appropriate strategy.	☐
8. Budget Details - Complete Budget Details Page.	☐
9. Budget Details - Enter the projected number of staff, enrollment, and FTEs for Summer and Fall Programs.	☐
10. Budget Details - Enter the core areas and grade grouping being served.	☐
11. Budget Details - Indicate the type of program(s) and the start and end dates for the program(s).	☐
12. Budget Details - Check the Conflict of Interest Assurance.	☐
13. Budget Details - Align the purchased services amounts with the Budget.	☐
14. Budget Details - Explain how, in planning, implementing and evaluating programs and projects assisted under this part, you will ensure	

that the special educational needs of migratory children, including preschool migratory children and migratory children who have dropped out of school, are identified and addressed.	☐

16. Title I Non-Competitive Supplemental School Improvement Fund	Attention Needed

	ISSUES
1. Budget - Funds must be used to meet Priority, Focus, and Warning School requirements.	☐
2. Budget - Budget is aligned to building needs assessment, goals/performance measures, strategies.	☐
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 - Funds budgeted for Instruction and Support Services salaries are to support the activities of the grant. District has provided a history log note providing how funds budgted in instruction and support services salaries and fringes are needed to build teachers and district capacity to address identified needs from the needs assessment.	☐
6. Budget/Budget Details - The sum of Supplies and Capital Outlay, including purchased services supplies and equipment, exceeds the recommended maximum of 15% of the total allocation. If the district exceeds the recommended 15%, a clear description and justification must be provided in the designated section 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.	☐
9. Budget Details - Check Assurances.	☐

Section Notes History
7/20/2021 10:19:02 AM Funds have been allocated, please budget funds.

17. Title II-A Supporting Effective Instruction, Budget/Budget Details/Nonpublic Pages	OK

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies (including nonpublic) to the budget purpose code lines.	☐
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.	☐
5. Budget - Governance/Administration exceeds the recommended maximum of 5% of the total allocation/reallocations, not to include carryover. See Help link.	☐
6. ***Budget Details - Complete the Budget Details Page.	☐
7. Budget Details- Complete assurances and grade level(s) and school(s) where Class Size Reduction is(are) placed.	☐
8. Budget Details - Clarify or update the evidence-based program, support data and basis for the Class Size Reduction assignment in the district plan.	☐
9. Budget Details - Enter a FTE in the appropriate FTE box since hiring of properly licensed teachers for evidence-based 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.	☐
10. Budget Details - Enter a FTE if employing a coach with II-A funds. The same applies for the nonpublic if applicable.	☐
11. Budget Details - Enter the FTE for Gov. in the textbox. (5% limit for Gov/Admin. for federal funds..	☐
12. Budget Details - Enter the dollar amount of Professional Development Salaries/Fringes for substitutes and stipends for PD.	☐
13. ***Budget Details - Complete the Description of the district's required professional development plan in the textbox provided.	☐
14. Budget Details - Select the program activities for public and non-public to align program activities to budget.	☐
15. Budget Details - Select hiring properly licensed teachers to reduce class size that is evidence-based under allowable activities to align with the budgeted salaries and FTE.	☐
16. Budget Details - Select appropriate purchased services activities that support the budget or if selecting "other" provide description in textbox provided.	☐
17. Budget Details - Enter a description of the professional development supplies and capital outlay in the designated section. Include NP PD supplies if applicable.	☐
18. Budget/Budget Details - Adjust or provide an explanation in the History Log if the Professional Development (PD) supplies exceed 10% of the total amount budgeted on the PD purpose code line.	☐
19. Budget Details - Identify the name of the third party nonpublic provider in the space provided, if applicable.	☐
20. Budget Details - Provide a description of "other" nonpublic purchased services in the space provided, if applicable.	☐
21. Budget Details - If using the Transferability option to one of the applicable grants, complete the appropriate sections on the II-A Budget Details page and provide the equitable share to the nonpublic, if applicable.	☐
22. Nonpublic School Service Page - Select Yes or No if services are being provided. If a nonpublic school generated an equitable service amount and the district has marked NO to "Are Services Provided", the consultant should enter a note that says "CCIP and NPDS must be brought into alignment. Please contact Chantelle Carter, Nonpublic Ombudsman Chantelle.Carter@education.ohio.gov"	☐

18. Title III English Learner(EL)/Immigrant Budget/Budget Details Pages	OK

	ISSUES

1. Budget - Align Goals, Strategies (including nonpublic) to the budget purpose code lines. Recommend English Language Acquisition strategy and/or action step in plan.	☐
2. Budget - Needs Assessment must reflect EL data.	☐
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 to document intent and establish a Substantially Approved Date to obligate funds .	☐
5. Budget - Governance/Administration exceeds recommended maximum of 2% of the total allocation/reallocations, not to include carryover. See Help link.	☐
6. Budget - Enter nonpublic allocation from Nonpublic Services page on Nonpublic purpose code line.	☐
7. ***Budget Details - Title III consortia fiscal agents must complete the full Budget Details page.	☐
8. Budget Details - Title III Consortia fiscal agents MUST upload their MOUs/Contracts with their consortium members signatures.	☐
9. ***Budget Details - District and community schools who contribute to Title III consortia only need to complete the items with an asterisk.	☐
10. Budget Details - Part 1: Providing Effective Programs and Activities for English Learners - Programs of Instruction for ELs - this data is required for CSPR so must be completed, along with the languages used other than English.	☐
11. Budget Details - Please Estimate how many additional ESL/Bilingual education endorsed teachers will be needed for the succeeding 5 fiscal years - another CSPR required data and a numerical value is required - could be "0" if none is needed.	☐
12. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐
13. Budget Details - Align Program activities to budget.	☐
14. 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.	☐
15. Budget Details - EL: Select an activity under each required section and provide descriptions in appropriate text boxes.	☐
16. Budget Details - Nonpublic ELs Services: Briefly describe how the Nonpublic Equitable Services will be delivered.	☐
17. Budget Details - Immigrant: Select an activity under each required section and provide descriptions in appropriate text boxes.	☐
18. ***Nonpublic School Service Page - Total amount budgeted on the Nonpublic purpose row on the Title III budget page must be at least equal to or more than the Nonpublic Service Amount grant total generated in the nonpublic school service page.	☐
19. Nonpublic School Service Page - Select Yes or No if services are being provided. If a nonpublic school generated an equitable service amount and the district has marked NO to "Are Services Provided", the consultant should enter a note that says "CCIP and NPDS must be brought into alignment. Please contact Chantelle Carter, Nonpublic Ombudsman Chantelle.Carter@education.ohio.gov"	☐

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19. Title IV-A, Student Support and Academic Achievement, Budget/Budget Details/Nonpublic School Pages	Attention Needed

	ISSUES
1. Budget - Align Goals, Strategies, and Fiscal Resources to the budget purpose code lines.	☐
2. 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 to document intent and establish a Substantially Approved Date to obligate funds.	☐
3. Budget - Governance/Administration exceeds recommended maximum of 2% of the total allocation/reallocations, not to include carryover.	☐
4. Budget: If the district has budgeted funds in Governance, contact consultant or NP Ombudsman to assure calculation for NP is accurate.	☐
5. Budget Details - Complete the Planning section, including the Consultation, Needs Assessment, Distribution of Funds, Program Objectives, Evaluation, and Partnerships subsections.	☐
6. Budget Details - Complete the Breakdown of LEA activities. The total of these three cells should be equal to the Title IV-A Allocation (Allocated + Reallocated + Transfers In - Transfers Out). For an LEA that receives $30,000 or more on the Allocation, at least 20% of the total allocation must be used to support activities in section 4107, at least 20% of the total allocation must be used to support activities in section 4108, and at least some funds must be used to support activities in section 4109. For an LEA that receives less than $30,000 on the Allocation, a dollar amount used to support Title IV-A activities must be present in at least one cell.	☐
7. ***Budget Details - Select at least one activity in Section I, II and III if receiving more than $30,000. If less than $30,000, select at least one activity from Section I, II or III.	☐
8. Budget Details - Funds budgeted for educational technology infrastructure exceeds the allowable percentage.	☐
9. Budget Details: Enter or correct Full Time Equivalency (FTEs) for all federally funded personnel.	☐
10. Budget Details: Select appropriate purchased services activities that support the budget or explain in "other".	☐
11. 11. Budget Details - Complete the description of nonpublic equitable services.	☐
12. Nonpublic School Service Page - Select Yes or No if services are being provided. If a nonpublic school generated an equitable service amount and the district has marked NO to "Are Services Provided", the consultant should enter a note that says "CCIP and NPDS must be brought into alignment. Please contact Chantelle Carter, Nonpublic Ombudsman Chantelle.Carter@education.ohio.gov"	☐
13. Nonpublic School Service Page - Complete the Consultation Guide in NPDS for participating nonpublic schools.	☐
14. Nonpublic School Service Page - Complete the Workflow Status in NPDS.	☐

Section Notes History	
7/20/2021 12:43:27 PM The district has budgeted more than the required amount for NP equitable services.	

20. Title V-B Rural and Low Income Budget/Budget Details Pages	Not Applicable

	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.	☐
5. Budget - Governance/Administration exceeds recommended maximum of 5% of the total allocation/reallocations, not to include carryover. 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.	☐

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21. IDEA-B Budget/Budget Details/Redirection/Nonpublic School Services Pages	Attention Needed

	ISSUES
1. Budget - Assure that the Goals, Strategies, (including nonpublic) and fiscal resources are aligned with the budget purpose code lines.	☐
2. Budget - Create/Adjust Fiscal Resource to goals in plan. Approximate the total budget for IDEA funds.	☐
3. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log.	☐
4. 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.	☐
5. ***Budget - Enter nonpublic allocation from NP Services page on NP purpose code line. Note: Districts are required to budget the proportionate share for in-district nonpublic services on the nonpublic purpose code line even if a nonpublic indicates that it is not participating.	☐
6. ***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 - Consolidated Application - IDEA - Forms for the request for Construction Approval guidance doc and form.	☐
7. Budget Details/Redirection- If the district is required to provided CEIS, then the district should address disproportionality in the needs assessment and district plan.	☐
8. ***Budget Details/Redirection - Coordinated Early Intervening Services (CEIS): Mandated Comprehensive CEIS: An LEA is mandated to implement a CEIS program if it is notified by OEC that the LEA was determined to be disproportionate. The mandated amount self-populates into the amount box. The LEA is to determine the use of the funds and the preliminary count of current year targeted students to be served must be entered. Voluntary CEIS: A district may opt to redirect 15% of Regular IDEA allocations to PD or program service intervention. If redirecting funds, a preliminary count of current year targeted students must be entered. If a count of Prior Year identified Early Intervening students is entered, refer to the prior year Budget Details/Redirection page to assure that CEIS was provided in the prior year(s). If not, then a correction is required before approval.	☐
9. Budget Details/Redirection - A district may opt to use the allowable replacement of local funds provision in IDEA by indicating on the redirection page the amount the district is going to use to replace local funds. If no amount is entered, then input a zero.	☐
10. 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. The amount must be at least as much as the prior year MOFS and MOE amount.	☐
11. Budget Details/Redirection - Maintenance of Fiscal Support - If the district is requesting to reduce their amount for MOFS below their most recent MOE, the district must add a comment in the HL requesting the reduction and the justification for the reduction in the MOFS. Then the district needs to contact the Office of Exceptional Children to receive approval and notify their Federal Programs Consultant of the approval. The OFP consultant will add a HL note with the date of the approval and communication from OEC regarding the approval for the reduction.	☐
12. Budget Details/Redirection - Select appropriate purchased services activities that support the budget or explain in other.	☐
13. IDEA Comprehensive Early Intervening Service Plan - The total amount budgeted for CEIS must be equal to the amount on the budget details page and 15% of the IDEA original allocation.	☐
14. IDEA Comprehensive Early Intervening Service Plan - At least one activity must be selected for district's CEIS plan.	☐
15. IDEA Comprehensive Early Intervening Service Plan - The budget narrative for CEIS must be completed.	☐
16. IDEA Comprehensive Early Intervening Service Plan - The CEIS plan must be reviewed and approved by the Office of Exceptional Children. The plan is on hold until a HL note has been added by this office indicating that the plan is approved.	☐
17. Nonpublic School Service Page - Select Yes or No if services are being provided. If a nonpublic school generated an equitable service amount and the district has marked NO to "Are Services Provided", the consultant should enter a note that says "CCIP and NPDS must be brought into alignment. Please contact Chantelle Carter, Nonpublic Ombudsman Chantelle.Carter@education.ohio.gov"	☐

Section Notes History	
7/20/2021 12:43:27 PM Please explain the purchases budgeted under 800 object. What function will they be coded as?	

22. Early Childhood Special Education, IDEA Budget/Budget Details Pages	OK

	ISSUES
1. Budget - Align Goals/Performance Measures, Strategies to the budget purpose codes.	☐
2. Budget - Create/Adjust Fiscal Resource to approximate the total budget.	☐
3. Budget - Indicate the funding source for salary fringe benefits in the CCIP History Log.	☐
4. Budget - Explain the large amount for supplies and equipment in the appropriate strategy or CCIP Log.	☐
5. 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.	☐
6. Budget Details - Select appropriate purchased services activities that support the budget or explain in other.	☐

23. Expanding Opportunities for Each Child - Non-Competitive Grant	Attention Needed

	ISSUES
1. Budget: Budget - No fringes were budgeted for salaries. There is no substantially approved date for fringe costs at this time. Indicate the funding source for salary fringe benefits in the CCIP History Log.	☐
2. Budget: The district has budgeted more than 1% allowable for parent and family outreach.	☐
3. Budget: The district has budgeted more than the allowable 2% for Gov./Admin.	☐
4. Budget Details Page: Complete/correct the FTE for salaries and/or contract services.	☐
5. Budget Details: Select at least one of the allowable activities.	☐
6. Budget Details: Complete the Parent and Family Engagement Section. The first textbox is for the delveivery method of communications to families and parents while the second textbox requires a timeline for providing outreach communications.	☐
7. Budget Details: Complete the partnership agreement section. If no partnership, then check the box on the first item indicating that the district will be implementing the program with internal resources.	☐
8. Budget Details: Complete the supplies/capital section describing what supplies/capital will be purchased with funds budgeted under these objects. Description should be specific and related to selected activity. There should be a description for each purpose in the budget.	☐
9. School Allocation Page: Complete the school allocation page by sort ordering the buildings by priority for the program and entering an amount that will be budgeted for each building.	☐
10. School Allocation Page: The district has selected to not provide this program at a priority or focus building in the district. Provide a justification for why the district made this determination in the textbox provided on the page.	☐

Section Notes History
7/20/2021 12:43:27 PM Please budget the allocation for this fund.