



Title I, Part A Budget Review Checklist FY25

District: _____ Title I Director: _____ Date: _____

This checklist is used by the Georgia Department of Education (GaDOE) to ensure that Title I, Part A budgets are reviewed consistently.

Yes	NA	No	Prework for Title I Program Specialist (For Department Use ONLY)
			LEA has cleared outstanding audits (Everest), monitoring findings, unresolved complaints, or unapproved CLIP if applicable.
			RAM/P reviewed by Title I Program Specialist if applicable.
			Maintenance of Effort (MOE) – District met MOE as verified on the MOE Report on the Con App. If LEA is currently listed as not meeting MOE, a search for any year within the last 5 years must be done to determine if allocation adjustments must be made. Contact Title I program manager for further direction.
			Transferability Option implemented by the LEA per CLIP. Program(s) transferred to Title I:
			Verify that the Title I allocation in the Con App matches the SBOE approved allocation.
			At carryover, verify that the Title I carryover amount in the Con App matches Grants Accounting's amount.
			If Title I allocation adjusted, verify that adjusted Title I allocation in the Con App matches the SBOE approved allocation.
Yes	NA	No	Set-Asides Tab
			Funds set-aside for homeless and the method utilized stated . (Method # _____ being utilized)
			Funds set-aside for neglected and delinquent (N&D) if applicable.
			At least 1-percent of the allocation has been set-aside for Parent and Family Engagement (PFE) if current year Title I, Part A allocation is greater than \$500,000 and the method utilized stated . (Method # _____ being utilized) Ensure any transferred funds are included in calculation.
			FY24 Parent and Family Engagement Carryover Set-Aside has been added. Description includes method utilized and worksheet attached .
			Private School Set-Aside – see page 3
			Indirect Cost is < = maximum and embedded Indirect Cost Worksheet completed if LEA opts to set-aside Indirect Costs. Also, refer to the Optional Set Aside: FY25 Private School Indirect Cost explanation below for LEAs with Participating Private Schools.
			(Prior Approval Required) Consolidation of Admin Funds Set-Aside: Consolidation of ESSA Admin Funds Form is attached (Program Specialist to verify approval at: U:\FY 25 Files\Federal Programs Common Files\Consolidation of Admin Funds.) <ul style="list-style-type: none"> • If LEA claims indirect cost, cost included on Consolidation of Admin form but listed as separate set aside and budgeted to 2300/880 • If LEA charges audit cost, cost included in Consolidation of Admin total on the form and budgeted.in 2230/882. (Audit will not be budgeted separately) • The description for the set asides page and budget detail should include a breakdown of admin costs included in the Consolidation (administrative funds, equitable services admin). The budget line item should be coded to 2230 882. • Funds reserved for administering equitable services may be included in Consolidation of Admin or budgeted separately.
			Optional Set-Asides (Supplemental Language Support for EL students, Foster Care Transportation, Admin, Audit, etc.)
Yes	NA	No	Eligible Attendance Areas Tab (LEAs, you must tab through the worksheet for the information to save.)
			For districts using Community Eligible Option (CEP): <ul style="list-style-type: none"> • If the district is using the 1.6% Community Eligibility Option multiplier to rank poverty of schools, the district should select YES from the pulldown box after the question, "Is District Ranking using 1.6 Multiplier?" The district will then use "Number (No.) Used to Determine % of Meals Paid by USDA and the % Poverty (1.6)" column (#13) for poverty percentage. • If the district is not using the 1.6% multiplier, the district should select NO from the pulldown box. The district will then use the "Total F/R Meals Count or Number (No.) of Directly Cert. Students Minus PK F/R Meals Count or Direct Cert. Count and the % Poverty (1.0)" column (#14) for poverty percentage.
			For districts using CEP, the numbers entered for Direct Certified Students match the numbers on the Title I Data Form– CEP SY24-25 provided and signed by the School Nutrition Director and Title I Director. Report has been uploaded to the Title I Attachments Tab.
			For districts using Free/Reduced Meals, Direct Certification, Medicaid Free, or a Combination Method, the numbers entered match the numbers on the uploaded FRL Eligibility Report (FRL001).
			Each school's total enrollment matches previous year's Oct. FTE or if the LEA has rezoned, opened, or closed schools supporting documentation is attached to the Title I Attachments Tab.
			For Charter LEAs not using CEP or FRM, poverty numbers provided by GaDOE should be uploaded to Title I Attachments tab.
			REQUIREMENT – Poverty Data MUST be uploaded.
Yes	NA	No	School Allocations Tab
			Grade-span grouping is checked, if applicable.
			Poverty determination is indicated (School Lunch). Charters may indicate (Other).
			Schoolwide Title I schools have a poverty rate at or above 40%. If below 40%, the Title I school may continue to be served as schoolwide for one year (Grandfather year) OR the Title I School has an approved SW Waiver from GaDOE. List all Title I schools being served SW through Grandfather year: _____ List all Title I schools with approved SW Poverty Threshold Waiver: _____ SW Poverty Threshold Waiver approval letter from GaDOE should be attached to the Title I Attachments Tab.
			If the LEA is serving schools below 35%, the per-pupil amount (PPA) meets the minimum amount as calculated by the 125% Rule. 125% Rule Formula: allocation ÷ total district poverty count x 1.25 = minimum PPA for all schools. Calculation worksheet uploaded to Title I Attachments tab OR the LEA has an approved Ed-Flex Waiver.
			All schools in the district, including charter schools and residential facilities designated as schools and virtual schools, and the grades served have been listed under School Name under Attendance Areas and School Allocations Details. (Note: Pre-kindergarten students should not be included in the data used for determining eligible attendance areas.)

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			Confirm that enrollment and poverty numbers on School Allocation Page match the numbers on Eligible Attendance Area tab or uploaded Title I Eligible Attendance Area Worksheet if an FRL district is using the 1.6 multiplier for rank order.
			Residential facilities for N&D children that function as schools (have facility codes) are ranked with other district schools according to percent poverty and receive the appropriate PPA according to their rank. Link to check for facilities. https://rcctrails.dhs.ga.gov/public/publicfacilitiessearch.aspx
			Residential facilities for N&D children that function as programs should have a "9999" school ID code. These facilities function as other alternative programs in the district. These programs have "0" entered for "Enrollment Minus Pre-K", and "# Poverty Children Minus Pre-K", and PPA. Only the number of participants in reading and mathematics are entered on school allocation tab.

Yes	NA	No	School Allocations Tab
			The per-pupil amount allocated to each school receiving funds is in rank order. (Note: District must first allocate funds in rank order to schools or attendance areas above 75% poverty. Exception—District may choose to lower the 75% poverty threshold to 50% for high schools. The remaining schools or attendance areas may then be served in district rank order or in rank order by grade span based on each school's poverty status. Schools not receiving funds will have an allocation of "0.")
			At least 90% of the required 1% set-aside for Parent and Family Engagement is recorded in the Parental Involvement column on the School Allocations page, or schools have returned their allocations to the district. District distributes based on priority of need.
			If schools have returned their allocations to the district, Districtwide Parent and Family Engagement Activity-Project Assurance Form to Pool School-Level Funds with principal signatures and amount per school is uploaded to Title I Attachments tab. (Not applicable to COF schools if Parent and Family Engagement funds are being consolidated)
			The schools receiving funds have been listed as targeted-assistance (TA) or schoolwide (SWP).
			Verify the LEA completed the number of staff on the School Allocation Tab. (Note: Staff entered on the School Allocation page under Teachers, Parapros, Academic Coaches, Other Parapro, Clerical Support Staff, or Other are staff assigned to a specific school rather than working on a districtwide basis; report in whole numbers—do not use fractions. Staff coded to object code 199 should not be included.)
			The estimated number of participants to be served in Reading and Mathematics has been listed. (Note: In a schoolwide school the estimated number of participants to be served in Reading and Mathematics is the total school enrollment minus Pre-K.)
			The total of the school allocation matches the total Title I funds available to allocate to schools and there are no unallocated funds reported on the School Allocation Tab. The budgeted amount for each school matches each school's allocation.
Yes	NA	No	Data Collection Tab
			If claiming Indirect Cost, Title I Director and Superintendent have submitted the information on the Data Collection Tab.
			Title I Education Program Specialist has approved the Data Collection Tab.
Yes	NA	No	Budget Pages Tab
			All budget descriptions are specific with enough detail that it is clear what is to be funded and for what purpose.
			All allocated funds are budgeted (there are no unbudgeted funds). The budgeted amount for each school matches each school's allocation. For LEAs that do not budget by school, the attached school level budgets match each school's allocation. Verify by running budget to excel report with Con App Reports application.
			Fund 400 Schoolwide has been chosen for implementation by the LEA and all such funds are entered into the budget under Function 1000/Object 881 BUT transferred to the Schoolwide Program budget application.
			Parent and Family Engagement expenditures are budgeted in function 2100.
			Professional Learning expenditures are budgeted in function 2210 or 2213.
			Administrative expenditures are budgeted in function 2230.
			Consolidated Administrative funds are budgeted in 2230-882. (Funds reserved for administering equitable services may also be consolidated with other administrative funds in Fund 400. LEA's should denote the equitable services portion of administrative funds either in a single administrative budget line-item coded 2230-882 with a note in the budget description or in a separate administrative budget line-item coded 2230-882 with a note in the budget description.)
			Audit Cost expenditure is budgeted in 2230-300 (Use if NOT Consolidation of Admin Funds)
			Indirect Cost is budgeted in 2300-880 (if district claims Indirect Cost). – Also, refer to the Optional Set Aside: FY25 Private School Indirect Cost line/explanation in the LEAs with Participating Private Schools section.
			Transportation – All transportation provided through LEA school bus is budgeted in 2700; 2700 – 511 reimbursing another LEA for transporting a student (homeless); 2700 – 595 reimbursing a parent for transporting a student to school (homeless); 2700-519 payments to persons or other agencies for transporting students. Transportation related to parent engagement activities should be budgeted in function 2100.
			Object code "700" – PROPERTY – CAPITAL OUTLAY CAUTION - Federal Programs Capital Expenditure Pre-Approval Form signed by Title I Program Manager, is attached to the Title I Attachments Tab. (Individual item \$5,000 or more)
			Budget Details and Budget Summary reports reviewed. Budgeted funds match the school allocation amounts and the amounts indicated on the set asides tab. All funds have been budgeted.
			Approved Educational Field Trip Expenditure Request Form is completed and attached if funds are being used for field trips.

Yes	N/A	No	Attachments (Uploaded to the Title I Attachments Tab within the Title I Application unless otherwise indicated below.)
			POVERTY DATA MUST BE UPLOADED BY ALL LEAS (FRL-001 or Title I Data – CEP SY24-25 form)
			For Charter LEAs that do not use CEP or FRM, poverty numbers provided by GaDOE need to be uploaded as an attachment.
			Eligible Attendance Area Worksheet if LEA has rezoned, opened new schools, and/or attendance area changed including supporting enrollment and poverty data.

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			Reconfiguration explanation if LEA has rezoned, opened new schools, and/or attendance area changed.
			Districtwide Parent and Family Engagement Activity-Project Assurance Form to Pool School-Level Funds signed by participating principals, noting amount (by school) returned to district.
			Schoolwide Poverty Threshold Waiver approval letter from GaDOE, if applicable.
			Carryover Calculation Worksheet(s) for Parent and Family Engagement.
			Grandfather Rule explanation if LEA is using this rule to serve a school below 35%.
			125% Calculation Worksheet if serving a school below 35% and no approved Ed-Flex waiver.
			Maintenance of Effort waiver letter from ED if MOE not met.
			Maintenance of Effort Waiver for State Commissioned Charter Schools not in existence previous two years.
			Educational Field Trip Expenditure Request Form approved by program specialist.
			Job Descriptions for newly funded positions or at the request of program specialist.
			Federal Programs Capital Expenditure Pre-Approval Form signed by Title I Program Manager attached to the Title I Attachments Tab. (Individual item \$5,000 or more in object code 700)
			Resource Allocation Methodology/Plan (RAM/P) attached to General Attachments Tab by July 1.
			If LEA is Consolidating Federal Administration Funds, the Consolidation of ESSA Administrative Funds Application is attached to the General Attachments tab.
			School level budgets should be attached for LEAs not budgeting by school.
Yes	NA	No	LEAs with Participating Private Schools
			Poverty Source Selected Matches the PSW: Review the Eligible Attendance Area Worksheet to see if any schools are listed as CEP and to determine if they are using the 1.6 multiplier. Then, verify that the Poverty Source (FRL-Oct 2023 or CEP) is listed on Line 2 of the PSW. If the LEA is using the 1.6 multiplier ensure that it is also noted in Line 2 of the PSW.
			Title I Schools Poverty Match for PSW: Ensure that the total poverty count for Title I schools ONLY provided on the School Allocation Page matches the poverty count listed on the PSW. If the counts are different, notify your Title I Area Specialist. These counts must match to ensure accurate proportionate share funding to private schools.
			Title I Set Asides Match for PSW: Check the Set Aside Page for Administrative and Indirect Cost set asides. <ul style="list-style-type: none"> If the LEA has an Administrative Set Aside, they must also have a Private School Administrative Set Aside listed on the PSW. (See <i>Optional Set-Aside: FY25 Private School Administrative Cost</i> below). If the LEA has an Indirect Cost Set Aside, they must also have a Private School Indirect Cost Set Aside listed on the PSW. (See <i>Optional Set-Aside: FY25 Private School Indirect Cost</i> below).
			Transferred Funds Match Between ConApp and PSW: If the LEA transfers Title II and/or Title IV funds into Title I, verify the amounts listed on the ConApp in the Title II and/or Title IV budgets match what is listed on the PSW in Lines 4 and 5. If the amounts are different, notify your Title I Area Specialist. <i>(If a change is required, program offices must require LEAs to upload documentation in ES4PS that shows they have notified private schools of transfers and any impact to services and calculations.)</i>
			Required FY25 Private School Set-Aside: The Total Amount of the Required Private School Set-Aside for all participating private schools is located in line 70 of the FY25 Title IA Proportionate Share Worksheet (PSW). The Private School Set-Aside description should include the totals for all participating private schools' Parent & Family Engagement (PFE) and Instruction/Professional Development (Inst. & PD). For example, the total amount for a district's Required Private School Set-Aside is \$17,360. The set-aside description would then read: \$174 PFE (line 71 on FY25 PSW) & \$17,186 Inst & PD (line 72 on FY25 PSW) from PSW.
			Optional Set-Aside: FY25 Private School Administrative Cost: A Custom Set-Aside has been created for FY25 Private School Administrative Cost, if applicable. Only required if an LEA has a Title I administrative set-aside. The amount of this set-aside is shown on line 74 of the FY25 Title I PSW.
			Optional Set-Aside: FY24 Private School Carryover: When FY24 Title I private school carryover funds become available, GaDOE will recalculate the LEA's Title I Proportionate Share Worksheet and it will be available to view on the Ombudsman's website. A Custom Set-Aside has been created for FY24 Private School Carryover, if applicable. The amount of this set-aside is shown on line 75 of the FY25 Title IA PSW (PFE Carryover is shown in line 76 and Inst & PD is shown on line 77). The LEA should verify the amount listed in the proportionate share worksheet correctly reflects the amount of funds for the Title I private school carryover listed in Form B in ES4PS.
			Optional Set-Aside: FY25 Private School Indirect Cost: If the LEA chooses to have an Indirect Cost Set Aside, then a proportionate share of this set-aside should be allocated from the private schools' funds. The Indirect Cost Set-Aside total cannot exceed the amount calculated on the Indirect Cost Worksheet located in the Data Collection Tab in the ConApp. The Indirect Cost Set-Aside description should include the indirect cost amount funded by the private schools (line 73 of the FY25 Title IA PSW) and the amount funded by the LEA (total of the Indirect Cost Set-Aside minus the Private School's funded amount)
			FY25 Budgeting: Budgeting options: ___ All private school funds are budgeted together (Description must include details and amount for each school); ___ All private school funds are budgeted by private schools individually; ___ A combination of both options used. Funds have been budgeted to the participating private school and match the calculations on the Private School Proportionate Share Worksheet. Items (Parent & Family Engagement and Instruction/Professional Development) are clearly labeled in the budget.

Signature of Reviewer

Date