

*Consolidated Application for ESSA-Funded Programs – Application Review Protocol*

This document is intended

<b>Application Section</b>	<b>Requirement(s)</b>	<b>To Meet Requirement(s)</b>

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<p><b>ESSA Programs</b></p> <ul style="list-style-type: none"> <li>Title I Part A – Program Information (1 of 6)</li> </ul> <p><i>Item #1</i></p>	<p>The LEA regularly evaluates the content and effectiveness of their Title programs and policies to better assist in improving the academic quality of all schools.</p>	<p>The LEA has selected “Yes, the LEA evaluated the progress made toward achieving the goals from the previous school year.”</p>
<p><b>ESSA Programs</b></p> <ul style="list-style-type: none"> <li>Title I Part A – Program Information (1 of 6)</li> </ul> <p><i>Item #s 2-3</i></p>	<p>LEAs describe BOTH identified needs and goals of the 2024-25 program. The needs, goals and program are aligned.</p>	<p>The LEA describes, using data where applicable, the progress made toward achieving the goals from the previous school year.</p>

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<b>ESSA Programs</b> <ul style="list-style-type: none"> <li>Title I Part A – Fiscal Information (2 of 6)</li> </ul> <i>Item #2</i>	<b>Number of K-12 Resident Students Enrolled in PUBLIC Schools and Number of students from low-income families who reside in Title I attendance areas and who attend PUBLIC schools</b> match totals from the Distribution of Funds to Eligible Public School Attendance Areas chart in Part 5 of 6.	The LEA ensures that the student count information provided for total enrollment and/or low-income student count aligns with building specific information from Part 5 of 6. The low-income count should match the count of low-income students in Title I buildings. The LEA ensures that the total enrollment matches the aggregate total enrollment of all buildings, and the low-income student count matches the aggregate count of all Title I buildings PLUS the count of students served at a Neglected Facility.
	Enrollment data for the neglected facilities is correct based on the student count located on allocation page.	The LEA ensures that it has entered the correct number of students served (Child Count) in Neglected Facilities located within the attendance area of the LEA.  Child counts may be found at <a href="#">Allocations, Poverty Data, and Student Counts</a> .
	<b>Number of students from low</b>	







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For Grade Span Grouping:



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<p><b>ESSA Programs</b></p> <ul style="list-style-type: none"> <li>Title I Part A – Distribution of Funds (5 of 6)</li> </ul> <p><i>Item #4</i></p>	<p>Schools operating a schoolwide program have at least 40% poverty indicated in the “Poverty %” column in the school allocation chart.</p>	<p>The LEA ensures that each building identified as a Schoolwide Program (SWP) has a poverty percentage of at least 40% and has a schoolwide plan in place for the 2024-25 school year that is compliant with all of the requirements of ESEA section 1114 unless the LEA is applying for and receives a waiver to Title I, Part A – Program Information (1 of 6).</p> <p><b><i>Please note:</i></b> In Schoolwide programs (SWP), Title I, Part A funds are used to upgrade the entire educational program in a school, and all students in the school may benefit from the use of Title I, Part A funds. Activities must be part of the schoolwide plan and support an identified academic need through the school’s comprehensive needs assessment. In addition to supplemental services, SWPs may provide elective courses to prepare or support low-</p>

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	LEA has a formal written agreement with each Neglected facility.	The LEA indicates that it has the required formal written agreement with each Neglected Facility located within their geographic attendance areas. The agreement is kept on file at the LEA for record-keeping.
	LEA uploads Written Affirmation of LEA Consultation with Neglected Facilities for each facility.	The LEA ensures that the Written Affirmation of LEA Consultation with Neglected and Delinquent Facilities is complete and uploads for each facility.
<b>ESSA Programs</b> <ul style="list-style-type: none"> <li>Title I Part D – Program/Fiscal Information</li> </ul> <i>Item #1</i>	The LEA regularly evaluates the content and effectiveness of their Title I Part D program(s).	The LEA has selected “Yes, the LEA evaluated the progress made toward achieving the goals from the previous school year.”
<b>ESSA Programs</b> <ul style="list-style-type: none"> <li>Title I Part D – Program/Fiscal Information</li> </ul> <i>Item #s 2-3</i>	LEA describes BOTH identified needs and goals of the 2024-25 program for each facility. The needs, goals, and program are aligned.	<p>The LEA describes, using data where applicable, the needs for each facility, that the LEA has identified for the 2024-25 school year and explain how the program addresses the needs.</p> <p>The LEA also describes the alignment between the identified needs and the program goals.</p>

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	LEA indicates they have a formal written agreement with each Delinquent facility.	The LEA ensures that it has entered into a formal written agreement with each Delinquent Facility located within the geographic attendance areas and are kept on file at the LEA.
	LEA uploads Written Affirmation of LEA Consultation with Neglected and Delinquent Facilities and completed Budget Expenditure Form for each facility.	The LEA uploads completed Written Affirmation of LEA Consultation with Neglected and Delinquent Facilities form for each facility, along with Budget Expenditure Forms.
	Separate Title I, Part D Budget and Title I, Part D Budget Narrative are submitted with NO CARRYOVER	The LEA uploads a separate Title I, Part D Budget and Title I, Part D Budget Narrative. The LEA ensures that the budget does not include carryover.  <i>Please note:</i> No carry over funds should be included in the initial 2024-25 Consolidated Application. However, these funds can be applied for at a later date with an FS-10A/Budget Amendment.
<b>ESSA Programs</b> <ul style="list-style-type: none"> <li>Title I Part D – Program/Fiscal Information</li> </ul> <i>Item #6</i>		

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<p><b>ESSA Programs</b></p> <ul style="list-style-type: none"> <li>Title IV Part A – Program/Fiscal Information</li> </ul> <p><i>Item #5</i></p>	<p>Administrative costs CANNOT EXCEED 2% the LEA's Title IV allocation.</p>	<p>The LEA ensures that its Title IV administrative costs do not exceed 2% of the LEA's Title IV allocation.</p>
	<p>Enrollment data for the participating private schools matches the enrollment data captured in the "LEA Affirmation of Private School Consultation 2024-25" forms.</p>	<p>The LEA ensures that the private school student count information provided for total enrollment aligns with building specific information from "LEA Affirmation of Private School Consultation 2024-25"</p>

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<p><b>ESSA Programs</b></p> <ul style="list-style-type: none"> <li>Title IV Part A – Use of Funds</li> </ul> <p><i>Item #5 calculates 15% of the total amount the LEA has entered in the Effective Use of Technology chart (Item #4).</i></p>		



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<b>ESSA Programs</b> <ul style="list-style-type: none"> <li>Title V RLIS – Program/Fiscal Information</li> </ul> <i>Item #4</i>	Allocation amount entered in Item #4 reflects NYSED-posted allocation  If a LEA is TRANSFERRING its Title II or IV funds to Title V	The LEA enters in the first column an amount that is the same as its 2024-25 Title V, Part B allocation posted at <a href="#">Allocations, Poverty Data, and Student Counts</a> .  <b>Please note:</b> Carryover, Excess and/or Transferability funds should not be included in this figure. The input should only reflect the posted allocation.  The LEA understands that the transfer may impact Equitable Services to in-district private schools and is subject to consultation with private schools.
<b>Equitable Services</b> <ul style="list-style-type: none"> <li>Equitable Services</li> </ul> <i>Item #1</i>	The LEA indicates if it has resident students attending private schools that are located either within the district's geographic boundaries or in another LEA.	The LEA confirms that it does or does not have private schools within and/or outside of its geographic area that may have students attending who reside in the district.  If the LEA selects Yes, an additional page appears that allows the LEA to input the names of the schools and the evidence of consultation/collaboration outreach.  The LEA can refer to the "2024-25 Private School Equitable Services Consultation Resource" found in the <i>Documents</i> panel of the application, or visit our website at <a href="#">Equitable Services for Nonpublic Schools</a>  <b>Please note:</b> LEAs are responsible for providing equitable services to all eligible private school students. A BEDS Code is not required for a private school to participate in ESSA-funded programs subject to equitable participation.

<b>Equitable Services</b> <ul style="list-style-type: none"> <li>Equitable Services</li> </ul>
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<p><b>Equitable Services</b></p> <ul style="list-style-type: none"> <li>Equitable Services Details</li> </ul> <p><i>"LEA Affirmation of Private School Consultation 2024-25" Forms</i></p> <p><i>AND Item #s 10, 12, and 14</i></p>	<p>All "2024-25 Written Affirmation of LEA Consultation with Private School Official" forms for Participating Schools include:</p> <ul style="list-style-type: none"> <li>Per</li> </ul>	

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<b>Equitable Services</b> <ul style="list-style-type: none"><li>Equitable Services Details</li></ul> <i>Item #10 (related to Item #9)</i>	For	

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	FS-10 does not contain sufficient detail or contains errors	<p>The LEA ensures that the FS-10 includes sufficient detail and does not contain errors. In particular, the LEA must:</p> <ul style="list-style-type: none"> <li>• Provide within the FS-10 a specific itemization of proposed project expenditures and ensure that the FS-10 does not have missing quantities or unit costs, or use terms such "TBD" or "Varies", as those cannot be accepted.</li> <li>• Per Grants Finance, detailed descriptions often cannot be accommodated on the FS-10 forms. It is appropriate to indicate in the budget "see attached" and provide an attachment which briefly and clearly describes the item and other pertinent details of the proposed expenditure.</li> <li>• Ensure that calculations in each column for each Code must equal the column at the far right. For example, for Code 45 Supplies and Materials, the Quantity multiplied by the Unit Cost must calculate out to the Proposed Expenditure.</li> <li>• Ensure that items with a per unit cost of \$5,000 or greater are listed within the Equipment code (per Grants Finance guidelines). Equipment items with a per unit cost of under \$5,000 should be budgeted under Supplies and Materials, Code 45.</li> </ul>
	FS-10 contains allowable expenditures	<p>The LEA must ensure that program budgets contain items that are allowable under the program guidelines.</p> <p>For more information, please see the Allowable/Unallowable Expenses for each program under the Fiscal Info tab at <a href="#">Consolidated Application for ESSA-Funded Programs</a>.</p>
	<p><u>For all programs except Title I, A:</u> All costs meet applicable Supplement Not Supplant Requirements</p>	<p>The LEA ensures that all uses of funds for Titles II, III, IV, and V are not</p>

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