

## CALIFORNIA DEPARTMENT OF EDUCATION

### Title I Comprehensive Support and Improvement Capital Outlay Expenditures Request Form

Federal requirements located in the Office of Management and Budget (OMB) guidance pursuant to Title 2, *Code of Federal Regulations (CFR)*, Part 200.439(b)(2) (Cost Principles for Equipment and other capital expenditures) require a subgrantee to obtain prior written approval from the Federal awarding agency or from its awarding agency prior to incurring the cost of a Capital Outlay expenditure. As a result, the local educational agency (LEA) must obtain prior written approval from the California Department of Education (CDE) in order to make a Capital Outlay purchase with Every Student Succeeds Act (ESSA), Section 1003 funds for Comprehensive Support and Improvement (CSI) that have a unit cost of \$5,000 or more (CDE approval **is not** required if the unit cost per item is \$4,999.99 or less before taxes and other fees).

For the purpose and intent of the ESSA CSI LEA Subgrant, the LEA shall use this form to request approval from the CDE for the following proposed Capital Outlay expenditures only:

- **Object Code 6400-Equipment**
  - Computer Systems Only
  
- **Object Code 6500-Equipment Replacement**
  - Computer Systems Only

No other Capital Outlay expenditure requests within the object code 6000 series will be approved, as they do not align with the purpose and intent of the ESSA CSI LEA Subgrant. More information about Capital Outlay guidelines, (Procedure 330), is located at <https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf> in the California School Accounting Manual.

In addition, the LEA must comply with the *Public Contract Code* Section 20111(a) that requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$50,000, adjusted for inflation, to the lowest responsible bidder. Please visit <https://www.cde.ca.gov/fg/ac/co/> for more information about Bid Thresholds for Contracts Awarded by School Districts.

Through the submission of the form, the LEA assures that it has met the Authorized Use of Funds criteria for the ESSA CSI LEA program located on the CDE web page at <https://www.cde.ca.gov/sp/sw/t1/csileaaauthusefunds.asp>. In addition, the LEA assures that it has reviewed and agrees to follow all local level policies when making purchases using federal funds.

Approval of this form does not preclude the LEA from receiving possible Federal Program Monitoring findings if the use of funds or any other criteria of the ESSA CSI LEA program are found out of compliance.

Once completed, the LEA must email this form and include a detailed quote of the item to be purchased to [CSICapEx@cde.ca.gov](mailto:CSICapEx@cde.ca.gov).

**Please provide the required information below.**

Date of Request:

LEA Name:

County/District Code:

School Name:

CSI School Status (Low Performance or Low Graduation):

Fiscal Year ESSA CSI LEA Subgrant:

Name of Primary Contact:

Title:

Email Address:

Phone Number:

1. Provide a description of the item to be purchased with ESSA, Section 1003 funds for CSI.

2. Briefly describe how the item supports a need identified in the school-level needs assessment (ESSA, Section 1111[d][1][B][iii]).

3. Explain how the item will support the implementation of evidence-based interventions as required in the CSI plan (ESSA, Section 1111[d][1][B][ii]).
  
4. Explain how the item relates to the following CSI plan development and implementation activities.
  - Building capacity
  - Collaborating with educational partners
  - Conducting needs assessments and root cause analysis
  - Selecting and implementing evidence-based interventions/strategies/activities
  - Using data and outcomes to monitor and evaluate improvement efforts
  - Reviewing/identifying and addressing, through implementation of the CSI plan, resource inequities, which may include a review of LEA- and school-level budgeting.
  
5. Briefly describe how the item is reasonable, necessary, and an allowable cost to the ESSA CSI LEA program (2 *CFR* 200.404–200.405).

6. Explain how the purchase of this item with ESSA, Section 1003 funds for CSI is aligned with the assurance the LEA agreed to in its CSI LEA Application for Funding that each school the LEA proposes to serve will receive all of the State and local funds it would have received in the absence of ESSA, Section 1003 funds for CSI (ESSA, Section 1003[e][2]).

***CDE USE ONLY***

**Final Determination:**                      Approved                      Not Approved

**Remarks/Comments:**

**Reviewed by:**

**California Department of Education**  
School Improvement and Support Office  
[CSICapEx@cde.ca.gov](mailto:CSICapEx@cde.ca.gov)