# 2021–22 Consolidated Application Data Entry Instructions (Winter Release)

Prepared by the California Department of Education,

Educational Data Management Division

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**Table of Contents**

[Introduction 1](#_Toc90289314)

[Consolidated Application and Reporting System Pre-Loaded Data Types 2](#_Toc90289315)

[Abbreviations, Acronyms, and Initialisms 3](#_Toc90289316)

[2018–19 Title II, Part A Fiscal Year Expenditure Report, Closeout 39 Months 4](#_Toc90289317)

[2018–19 Title III English Learner YTD Expenditure Report, 39 Months 7](#_Toc90289318)

[2018–19 Title III Immigrant YTD Expenditure Report, 39 Months 10](#_Toc90289319)

[2019–20 Title I, Part A LEA Closeout Report 13](#_Toc90289320)

[2019–20 Title I, Part D Subpart 2 Expenditure, Closeout Report 15](#_Toc90289321)

[2019–20 Title III English Learner YTD Expenditure Report, 27 Months 17](#_Toc90289322)

[2019–20 Title III Immigrant YTD Expenditure Report, 27 Months 20](#_Toc90289323)

[2020–21 Title I, Part A LEA Carryover 23](#_Toc90289324)

[2020–21 Title III English Learner YTD Expenditure Report, 18 Months 26](#_Toc90289325)

[2020–21 Title III Immigrant YTD Expenditure Report, 18 Months 29](#_Toc90289326)

[2020–21 Title IV, Part A LEA Use of Funds and Carryover 32](#_Toc90289327)

[2020–21 Title V, Part B Subpart 2 RLIS Use of Funds Report 34](#_Toc90289328)

[2021–22 Federal Transferability 36](#_Toc90289329)

[2021–22 Title I, Part A Nonprofit Private School Low Income Count 41](#_Toc90289330)

[2021–22 Title I, Part A School Student Counts 44](#_Toc90289331)

[2021–22 Title I, Part A Nonprofit Private School Equitable Services Reservations 47](#_Toc90289332)

[2021–22 Title I, Part A LEA Allocation and Reservations 52](#_Toc90289333)

[2021–22 Title I, Part A School Allocations 58](#_Toc90289334)

[2021–22 Title I, Part A Notification of Authorization of Schoolwide Program 65](#_Toc90289335)

[2021–22 Title I, Part D Subpart 2 LEA Allocations and Reservations 69](#_Toc90289336)

[2021–22 Title II, Part A / Title III Nonprofit Private School Participation 71](#_Toc90289337)

[2021–22 Title II, Part A LEA Allocations 74](#_Toc90289338)

[2021–22 Title III English Learner LEA Allocations and Reservations 77](#_Toc90289339)

[2021–22 Title III English Learner YTD Expenditure Report, 6 Months 80](#_Toc90289340)

[2021–22 Title III Immigrant LEA Allocations and Reservations 83](#_Toc90289341)

[2021–22 Title III Immigrant YTD Expenditure Report, 6 Months 85](#_Toc90289342)

[2021–22 Title IV, Part A Nonprofit Private School Participation 88](#_Toc90289343)

[2021–22 Title IV, Part A LEA Allocations 90](#_Toc90289344)

[2021–22 Consolidation of Administrative Funds 92](#_Toc90289345)

## Introduction

This document contains instructions for completing the data collections included in the Consolidated Application (ConApp) Winter Release. It is intended primarily for local educational agency (LEA) staff who are involved in the completion of the ConApp using the Consolidated Application and Reporting System (CARS), but may also be helpful to anyone who is reviewing the ConApp.

The CARS is a web-based system to apply for funding, collect and report ConApp data, and track categorical program expenditures and activities. The LEA must print the certified ConApp. The Certification of Assurances page must be signed by the LEA Authorized Representative and the entire ConApp must be kept on file in the office of the LEA, per the 2021–22 ConApp Legal Assurances that are posted on the California Department of Education Consolidated Application web page at <https://www.cde.ca.gov/fg/aa/co/index.asp>.

## Consolidated Application and Reporting System Pre-Loaded Data Types

The following terminology describes and differentiates various types of pre-loaded data that can be found in certain Consolidated Application and Reporting System (CARS) data collection forms.

### Displayed Data

Displayed data can be calculated data or data referenced from another data collection form which cannot be edited by the local educational agency (LEA) user. An example of a calculated displayed data field is “Total expenditures and encumbrances.” An example of a referenced displayed data field from another data collection is “Transferred-in amount.”

Displayed data can also be source data from outside of CARS which cannot be edited by the LEA user. An example of source data is the allocation amount. If an LEA believes the displayed allocation data needs to be changed, then the LEA must speak to the program contact noted on the data collection form and/or to the appropriate California Department of Education (CDE) fiscal services staff. However, even if the data are revised by the program or fiscal contact, there may be occasions when the data cannot be changed within CARS while data collections are open.

Other examples of non-editable displayed source data are LEA names and County-District-School (CDS) codes, all of which are sourced directly from the CDS database, and cannot be manually changed in CARS. If a change to this type of data is needed, then the LEA must contact the CDE CDS Administration office by email at [cdsadmin@cde.ca.gov](mailto:cdsadmin@cde.ca.gov) or by phone at 916-327-4014. CDS Administration resources can also be reviewed on the CDE County-District-School Administration web page at <https://www.cde.ca.gov/ds/si/ds/>.

### Pre-populated Data

Pre-populated data is data that was brought forward from another data collection form which can be edited by the LEA user. Pre-populated data are brought forward with the initial opening of a data collection. Once the data collection is saved, the system will not bring forward the pre-populated data again. A current example of editable pre-populated data can be found in the fields of the Title I, Part A Notification of Authorization of Schoolwide Program data collection form, which will display data that was certified in the same form from the prior fiscal year.

## Abbreviations, Acronyms, and Initialisms

| **Abbreviation, Acronym, or Initialism** | **Full Name** |
| --- | --- |
| CARS | Consolidated Application and Reporting System |
| CDE | California Department of Education |
| CDS | County-District-School |
| CFR | Code of Federal Regulations |
| ConApp | Consolidated Application |
| CSAM | California School Accounting Manual |
| EL | English Learner |
| ESEA | Elementary and Secondary Education Act |
| ESSA | Every Student Succeeds Act |
| FY | Fiscal Year |
| ICR | Indirect Cost Rate(s) |
| LEA | Local Educational Agency |
| OPUS | Online Public Update for Schools |
| SEA | State Educational Agency |
| SIG | School Improvement Grant |
| SWP | Schoolwide Program |
| TIA | Title I, Part A |
| YTD | Year-to-date |

## 2018–19 Title II, Part A Fiscal Year Expenditure Report, Closeout 39 Months

### Data Collection Purpose

This section is used to report the year-to-date expenditures and encumbrances for the Title II, Part A Educator Quality federal funding by activity. This expenditure reporting period is July 1, 2018, through September 30, 2021.

This data collection form will display if the local educational agency (LEA) applied for and received a Title II, Part A allocation.

### Program Information

Each LEA that received Title II, Part A Educator Quality funding must complete this report.

For further information on allowable uses of funds, please visit the United States Code web page at [http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section6613&num=0&edition=prelim](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section6613&num=0&edition=prelim" \o "United States Codes web page).

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### Displayed Data – Allocation and Transfers

**2018–19 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

**2018–19 Title II, Part A total apportionment issued**: Source data from the CDE Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**Transferred-out amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2018–19 Total allocation:** The total apportionment issued amount plus the transferred-in amount minus the transferred-out amount.

### Procedures – Professional Development Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the expenditures for **Professional Development for Teachers**. | Enter the expenditures, as applicable. |
| 2 | Enter the expenditures for **Professional Development for Administrators**. | Enter the expenditures, as applicable. |
| 3 | Enter the expenditures for **All Other Professional Development Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Recruitment, Training, and Retention Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 4 | Enter the expenditures for **Recruitment Activities**. | Enter the expenditures, as applicable. |
| 5 | Enter the expenditures for **Training Activities**. | Enter the expenditures, as applicable. |
| 6 | Enter the expenditures for **Retention Activities**. | Enter the expenditures, as applicable. |
| 7 | Enter the expenditures for **All Other Recruitment, Training, and Retention Expenditures**. | Enter the expenditures, as applicable. |

### Procedures – Miscellaneous Expenditures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 8 | Enter the expenditures for **Class Size Reduction**. | Enter the expenditures, as applicable. |
| 9 | Enter the expenditures for **Administrative and Indirect Costs**. | Enter the expenditures, as applicable. |
| 10 | Enter the funds used for **Title V, Part B, Subpart 1 Alternative Uses of Funds Authority Participation**. | Enter the expenditures, as applicable. This field will only display if the LEA participated in Alternative Uses of Funds Authority Participation, per the applicable fiscal year Application for Funding. |
| 11 | Enter the expenditures for **Equitable Services for Nonprofit Private Schools**. | Enter the expenditures, as applicable. Equitable services expenditures for nonprofit private schools could be less than or equal to the equitable services allocation which must be spent during the year allocated. |
| 12 | Enter the expenditures for **All Other Allowable Expenditures and Encumbrances**. | Enter the expenditures, as applicable. |

### Displayed Data – Total Expenditures, Encumbrances, and Unspent Funds

**Total expenditures and encumbrances:** The sum of all expenditure and encumbrance amounts.

**2018–19 Unspent funds:** The total allocation amount minus the sum of all expenditure and encumbrance amounts.

**Note:** The CDE will invoice the LEA to return the unspent 2018–19 total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Administrative and Indirect Costs Amount | Administrative and indirect costs amount are more than 15% of the total allocation amount. Obligations will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Expenditures Amount | The total expenditures and encumbrances cannot be greater than the total allocation amount. | Review the expenditures and encumbrances for accuracy and make necessary adjustments. |
| Total Expenditures Amount | If the total allocation is greater than zero, then the total expenditures and encumbrances should be greater than zero. | Warning only. Ensure that the expended amounts are correct. |

## 2018–19 Title III English Learner YTD Expenditure Report, 39 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2018, through September 30, 2021, from the Title III English Learner (EL) Student Program Subgrant allocation.

**Note:** The period of availability of 2018–19 funds was extended until September 30, 2021.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, sections 3115 (c) and (d) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation and Transfers

**2018–19 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**2018–19 Title III EL total apportionment issued**: Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2018–19 Total Allocation:** The sum of the Title III EL total apportionment issued amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount cannot exceed 2% of the EL total apportionment issued amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2018–19 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

**Note:** The CDE will invoice the LEA to return the unspent 2018–19 total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs | The direct administrative costs amount cannot exceed 2% of the English learner total apportionment issued amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the total apportionment issued amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the total apportionment issued amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2018–19 Title III Immigrant YTD Expenditure Report, 39 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2018, through September 30, 2021, from the Title III Immigrant Student Program Subgrant allocation.

**Note:** The period of availability of 2018–19 funds was extended until September 30, 2021.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, Section 3115(e)(1) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation and Transfers

**2018–19 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**2018–19 Title III immigrant total apportionment issued**: Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2018–19 Total Allocation:** The sum of the Title III immigrant total apportionment issued amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount should not exceed 2% of the total apportionment issued plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2018–19 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

**Note:** The CDE will invoice the LEA to return the unspent 2018–19 total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant total apportionment issued amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the total apportionment issued amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the total apportionment issued amount plus transferred-in amount. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2019–20 Title I, Part A LEA Closeout Report

### Data Collection Purpose

Report fiscal year (FY) expenditures to determine 2019–20 Title I, Part A unspent funds and compliance with the availability period.

**Note:** If the local educational agency (LEA) has carryover funds to report, then this form must be certified annually.

### Program Information

Under the federal Tydings Amendment, Section 421(b) of the General Education Provisions Act, any funds that are not obligated at the end of the federal funding period, July 1, 2019, through September 30, 2020, shall remain available for obligation for an additional period of 12 months, through September 30, 2021, within the limits specified in the Every Student Succeeds Act Section 1127.

This data collection is to report expenditures related to the FY 2019–20 Title I, Part A funds. The LEAs that reported a carryover amount in the Winter Release last year must report expenditures related to that carryover amount to ensure that FY 2019–20 Title I, Part A funds were spent by September 30, 2021.

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### Displayed Data – Reported Carryover

**2019–20 Title I, Part A LEA available allocation:** The allocation amount plus transferred-in amount, as displayed in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release.

**Expenditures through September 30, 2020:** Data displays as reported in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release.

**Carryover as of September 30, 2020:** The LEA available allocation minus the expenditures through September 30, 2020 amount, as displayed in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release.

**Amount of funds CDE invoiced the LEA, if applicable:** The amount above the allowable 15 percent carryover, as displayed in the same fiscal year Title I, Part A LEA Carryover data collection form from the prior Winter Release, for which the LEA received an invoice from the California Department of Education (CDE), if applicable.

**Adjusted carryover amount:** The carryover as of September 30, 2020, minus the amount of funds CDE invoiced the LEA, if applicable.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the amount of **2019–20 Expenditures as of September 30, 2021**. | Required field. Include liquidation of obligations not later than 90 days after September 30, 2021. Enter an amount equal to or greater than zero. |

### Displayed Data – Unspent Funds

**Amount of unspent funds:** The adjusted carryover amount minus the amount of FY 2019–20 expenditures as of September 30, 2021.

**Note:** Due to the COVID-19 Federal Funding Flexibility Waiver, approved by the US Department of Education on September 10, 2021, the period of availability of funds in Section 421(b) of the General Education Provisions Act extends the period of availability of Fiscal Year (FY) 2019−20 funds until September 30, 2022. Although LEAs will continue to report remaining FY 2019–20 carryover funds as of September 30, 2021 in this data collection form, the CDE will not invoice LEAs with remaining FY 2019–20 carryover funds until after the close of the 2022–23 Winter Release, targeted to open in January of 2023.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| 2019–20 Expenditures As of September 30, 2021 | Final expenditures cannot be greater than the adjusted carryover amount. | Ensure the final expenditures are not greater than the adjusted carryover amount. |
| Adjusted Carryover Amount | The adjusted carryover amount must be recalculated. A change has occurred to either the Title I, Part A LEA available allocation amount, the Federal Transferability amount, or the expenditures amount reported in Title I, Part A LEA Carryover. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, select the form to open, then save it again. |

## 2019–20 Title I, Part D Subpart 2 Expenditure, Closeout Report

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2019, through September 30, 2021, from the Title I, Part D Subpart 2 LEA allocation.

### Program Information

Expenditures by the LEA may include administrative and indirect costs. Administrative costs are any costs, indirect or direct, that are administrative in nature and support the management of a program. For more information regarding administrative costs, please see Procedure 915 in the California Department of Education (CDE) California School Accounting Manual (CSAM) located on the Definitions, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/>.

According to the CSAM, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, on the Discover US Government – Citation web page at <https://www.gpo.gov/fdsys/search/submitcitation.action?publication=CFR>.

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### Displayed Data – Apportionment and Transfers

**2019–20 Title I, Part D Subpart 2 LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**2019–20 Title I, Part D Subpart 2 total apportionment issued:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2019–20 Total LEA allocation:** The total apportionment issued amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2019–20 Unspent funds:** The total LEA allocation amount minus the sum of all expenditure amounts.

**Note:** The CDE will invoice the LEA to return the unspent 2019–20 total LEA allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Employee Benefits Expenditure Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Administrative and Indirect Costs Amount | Administrative and indirect costs are more than 15% of the total apportionment issued amount. Expenditures will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the total apportionment issued amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the total apportionment issued amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |

## 2019–20 Title III English Learner YTD Expenditure Report, 27 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2019, through September 30, 2021, from the Title III English Learner (EL) Student Program Subgrant allocation.

**Note:** The period of availability of 2019–20 funds has been extended until September 30, 2022.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, sections 3115 (c) and (d) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2019–20 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2019–20 Total Allocation:** The sum of the Title III EL student program allocation amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount cannot exceed 2% of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2019–20 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

**Note:** LEAs have until September 30, 2022 to spend 2019–20 funds and to file a closeout report thereafter.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that expenditure amounts are appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2019–20 Title III Immigrant YTD Expenditure Report, 27 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2019, through September 30, 2021, from the Title III Immigrant Student Program Subgrant allocation.

**Note:** The period of availability of 2019–20 funds has been extended until September 30, 2022.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, Section 3115(e)(1) as a guide to determine allowable expenditures.

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### Displayed Data – Allocation and Transfers

**2019–20 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2019–20 Total Allocation:** The sum of the Title III immigrant student program allocation amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The direct administrative costs amount should not exceed 2% of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2019–20 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

**Note:** LEAs have until September 30, 2022 to spend 2019–20 funds and to file a closeout report thereafter.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2020–21 Title I, Part A LEA Carryover

### Data Collection Purpose

This form is used to determine the amount of fiscal year (FY) 2020–21 Title I, Part A funds to be carried forward to FY 2021–22. The 2020–21 Title I, Part A LEA Carryover data collection form must be completed by all local educational agencies (LEAs) that received 2020–21 Title I, Part A funds.

LEAs receiving less than $50,000 of Title I, Part A funds (including funds transferred-in from other sources) in FY 2020–21 are not subject to the 15 percent carryover limit but are required to complete this data collection form.

### Program Information

The Elementary and Secondary Education Act reauthorized as the Every Student Succeeds Act Section 1127(a) limits the amount of Title I, Part A funds an LEA may carry over from one FY allocation to not more than 15 percent of the total Title I, Part A funds allocated to the LEA for that FY. The law allows a state educational agency (SEA) to grant an LEA a waiver of this carryover limit if: (1) the LEA request is reasonable and necessary, or (2) a supplemental Title I, Part A appropriation becomes available. The law limits the SEA’s ability to grant such a waiver to once in three years.

Completion of the waiver section in this form is not an automatic approval of the carryover waiver. The California Department of Education (CDE) will send the LEA a written approval or denial of the LEA waiver request.

**Note:** The waiver must be approved before the LEA can spend the carryover funds that are in excess of the 15 percent limit.

On September 10, 2021, the US Department of Education granted the State of California approval of their Federal Funding Flexibility Waiver Request, which included approval to waive the 15 percent carryover limitation once every three years for FY 2020–21 funds.

For more information, please refer to the CDE Title I, Part A Carryover and Waiver web page located at <https://www.cde.ca.gov/sp/sw/t1/carryover.asp>.

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### Displayed Data – Allocation and Transfers

**2020–21 Title I, Part A LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2020–21 Title I, Part A LEA available allocation:** The LEA allocation amount plus the transferred-in amount.

### Procedures – Expenditures and Obligations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Expenditures and Obligations through September 30, 2021**. | Required field. Amount must be equal to or greater than zero. |

### Displayed Data – Carryover Calculation

**Carryover as of September 30, 2021:** The 2020–21 Title I, Part A LEA available allocation amount minus the expenditures and obligations through September 30, 2021.

**Carryover percent as of September 30, 2021:** The September carryover divided by the 2020–21 Title I, Part A LEA available allocation then multiplied by 100 to display value as a percentage.

**Note:** If the September carryover is 15 percent or less, then no additional fields will display.

**2020–21 Allowable carryover amount:** The data is calculated as 15 percent of the 2020–21 Title I, Part A LEA available allocation.

**Amount of 2020–21 carryover funds above the allowable 15 percent:** The data is calculated as the carryover as of September 30, 2021, minus the 2020–21 allowable carryover amount, or zero, whichever is greater.

**Note:** Due to the COVID-19 Federal Funding Flexibility Waiver, approved by the US Department of Education on September 10, 2021, LEAs with a FY 2020−21 carryover amount greater than 15 percent as of September 30, 2021, may apply for a waiver even if the LEA was granted a carryover waiver within the last three years.

### Procedures – Waiver Request

If the LEA has an available allocation that is less than $50,000, then the rules and function of the waiver request section of this data collection form do not apply, regardless of the September carryover percent.

If the September carryover is greater than 15 percent for an LEA with an available allocation greater than $50,000, then the LEA is eligible for a new waiver. When the carryover calculation is saved, the waiver request section will display in this data collection form.

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Provide the **Reasonable and Necessary Justification** description. | Optional field. Describe how the LEA plans to expend or obligate the carryover funds. Maximum 1,700 characters. |

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Expenditures and Obligations | Expenditures and obligations as of September 30, 2021, must be less than or equal to Title I, Part A LEA available allocation. | Expenditures and obligations cannot exceed the Title I, Part A LEA available allocation. |

## 2020–21 Title III English Learner YTD Expenditure Report, 18 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2020, through December 31, 2021, from the Title III English Learner (EL) Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, sections 3115 (c) and (d) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2020–21 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year’s Federal Transferability data collection.

**2020–21 Total allocation:** The sum of Title III EL student program allocation amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. Amount cannot exceed 2% of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2020–21 Unspent funds:** The total allocation amount minus the sum of all expenditure amounts.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2020–21 Title III Immigrant YTD Expenditure Report, 18 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2020, through December 31, 2021, from the Title III Immigrant Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, Section 3115(e)(1) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2020–21 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleIII.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year’s Federal Transferability data collection.

**2020–21 Total allocation:** The sum of Title III immigrant student program allocation amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field. Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. Amount should not exceed 2% of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditure amounts.

**2020–21 Unspent funds:** The total allocation minus the sum of all expenditure amounts.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |

## 2020–21 Title IV, Part A LEA Use of Funds and Carryover

### Data Collection Purpose

This data collection form is used to collect the year-to-date (YTD) expenditures, by activity level, for Title IV, Part A and calculate the carryover amount. The 2020–21 Title IV, Part A Use of Funds and Carryover data collection form must be completed by all local educational agencies (LEAs) that applied for and received 2020–21 Title IV, Part A funds.

### Program Information

For additional information on Title IV, Part A use of funds go to the California Department of Education (CDE) Title IV, Part A: Student Support and Academic Enrichment (SSAE) web page located at <https://www.cde.ca.gov/sp/st/>.

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### Displayed Data – Allocation and Transfers

**2020–21 Title IV, Part A LEA allocation:** Source data from the CDE Title IV, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleiv.asp>.

**Funds transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**Funds transferred-out amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2020–21 Title IV, Part A LEA available allocation:** The Title IV, Part A LEA allocation plus transferred-in amount minus the total funds transferred out of Title IV, Part A.

### Procedures – Expenditures

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Administrative and Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. Amount entered cannot exceed 15% of the Title IV, Part A LEA available allocation. |
| 2 | Enter the YTD amount spent on **Well-Rounded Educational Opportunities activities**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Safe and Healthy Students activities**. | Required field. Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Effective Use of Technology activities**. | Required field.Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Technology Infrastructure**. | Required field.Enter an amount equal to or greater than zero |

### Displayed Data – Carryover

**Carryover as of September 30, 2021:** The Title IV, Part A LEA available allocation minus all expenditures and obligations.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Carryover Amount | Carryover as of September 30, 2021 calculated as a negative amount. To resolve this error, adjust entries so that the total of expenditures is not greater than the Title IV, Part A LEA available allocation, then resave this form. | Ensure that the total of expenditures is not greater than the Title IV, Part A LEA available allocation. |
| Administrative and Indirect Costs | Administrative and indirect costs cannot exceed 15% of the Title IV, Part A LEA available allocation. | Ensure that administrative and indirect costs do not exceed 15% of the Title IV, Part A LEA available allocation. |

## 2020–21 Title V, Part B Subpart 2 RLIS Use of Funds Report

### Data Collection Purpose

Identify how Title V, Part B, Subpart 2 Rural and Low Income Schools (RLIS) grant funds were used by the local educational agency (LEA).

This data collection will only be available to LEAs that applied for the Title V, Part B, Subpart 2 RLIS grant.

### Program Information

LEAs that receive RLIS grants may use the funds to carry out the following types of activities:

* Title I, Part A (Improving basic programs operated by LEAs)
  + Example: An LEA expends Title V, Part B subpart 2 funds to develop and provide an entrepreneurial education program to supplement its civics curriculum.
* Title II, Part A (Supporting Effective Instruction)
  + Example: An LEA expends Title V, Part B subpart 2 funds to provide a stipend for a prospective teacher to work alongside an effective teacher, who is the teacher of record, for a full academic year.
* Title III (Language instruction for English learner and immigrant students)
  + Example: An LEA expends Title V, Part B subpart 2 funds to provide an afterschool enrichment program for English learners.
* Title IV, Part A (Student Support and Academic Enrichment)
  + Example: An LEA expends Title V, Part B subpart 2 funds for bully prevention materials for all schools.
* Parental involvement activities

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916-319-0787

### Procedures – RLIS Funds Expended

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Select the “**Yes**” or “**No**” box, depending on whether RLIS funds were expended. | Required field. |

### Procedures – Allowable Activities

**Allowable Activities** – If RLIS funds expended is “Yes,” then this section will display.

| Step | Action | Program Instructions |
| --- | --- | --- |
| 2 | Select the **Activities Authorized under Title I, Part A** box if funds were expended for this purpose. | Check the box, if applicable. Include improving basic programs operated by LEAs. Please see the CDE Title I, Part A programs web page at <https://www.cde.ca.gov/sp/sw/t1/> for more information. |
| 3 | Select the **Activities Authorized under Title II, Part A** box if funds were expended for this purpose. | Check the box, if applicable. Include Supporting Effective Instruction activities. |
| 4 | Select the **Activities Authorized under Title III** box if funds were expended for this purpose. | Check the box, if applicable. Include language instruction for English learner and immigrant students. |
| 5 | Select the **Activities Authorized under Title IV, Part A** box if funds were expended for this purpose. | Check the box, if applicable. Include Student Support and Academic Enrichment activities. |
| 6 | Select the **Parental Involvement Activities** box if funds were expended for this purpose. | Check the box, if applicable. |

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Not Field Name Specific | RLIS funds were expended. One or more activities must be selected. | One or more activities must be selected. |

## 2021–22 Federal Transferability

### Data Collection Purpose

Federal transferability of funds is governed by Title V, Part A in the Every Student Succeeds Act (ESSA) Section 5102. A local educational agency (LEA) may transfer Title II, Part A and/or Title IV, Part A program funds to other allowable programs pursuant to ESSA Section 5103[b][1].

### Program Information

**Note:** This transferability is not the same as Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation governed by ESSA Section 5211. **Funds utilized under Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation are not to be included on this form.**

Regardless of transfers, the LEA will continue to be responsible for meeting Title II, Part A and Title IV, Part A legal requirements, which are required as a condition of accepting the funds. In addition, funds transferred to other allowable programs are subject to the legal requirements for those programs.

### California Department of Education Program Staff Contact

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916-319-0942

### Displayed Data – Title II, Part A Allocation

**2021–22 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

### Procedures – Title II, Part A Transfers

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the amount to be **Transferred to Title I, Part A**. | Optional field. |
| 2 | Enter the amount to be **Transferred to Title I, Part C**. | Optional field. |
| 3 | Enter the amount to be **Transferred to Title I, Part D**. | Optional field. |
| 4 | Enter the amount to be **Transferred to Title III English Learner**. | Optional field. |
| 5 | Enter the amount to be **Transferred to Title III Immigrant**. | Optional field. |
| 6 | Enter the amount to be **Transferred to Title IV, Part A**. | Optional field. |
| 7 | Enter the amount to be **Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant**. | Optional field. |
| 8 | Enter the amount to be **Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant**. | Optional field. |

### Displayed Data – Title II, Part A Transfers

**Total amount of Title II, Part A funds transferred out:** The total of all funds transferred out of Title II, Part A.

**2021–22 Title II, Part A allocation after transfers out:** The Title II, Part A allocation minus the sum of all transfers out.

### Displayed Data – Title IV, Part A Allocation

**2021–22 Title IV, Part A allocation:** Source data from the CDE Title IV, Part A Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleiv.asp>.

### Procedures – Title IV, Part A Transfers

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 9 | Enter the amount to be **Transferred to Title I, Part A**. | Optional field. |
| 10 | Enter the amount to be **Transferred to Title I, Part C**. | Optional field. |
| 11 | Enter the amount to be **Transferred to Title I, Part D**. | Optional field. |
| 12 | Enter the amount to be **Transferred to Title II, Part A**. | Optional field. |
| 13 | Enter the amount to be **Transferred to Title III English Learner**. | Optional field. |
| 14 | Enter the amount to be **Transferred to Title III Immigrant**. | Optional field. |
| 15 | Enter the amount to be **Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant**. | Optional field. |
| 16 | Enter the amount to be **Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant**. | Optional field. |

### Displayed Data – Title IV, Part A Transfers

**Total amount of Title IV, Part A funds transferred out:** The total of all funds transferred out of Title IV, Part A.

**2021–****22 Title IV, Part A allocation after transfers out:** The Title IV, Part A allocation minus the sum of all transfers out.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Not field name specific | The total amount transferred out of Title II, Part A cannot be greater than the Title II, Part A allocation. | Total funds transferred out cannot be greater than the Title II, Part A allocation, adjust amounts transferred as needed. |
| Not field name specific | The total amount transferred out of Title IV, Part A cannot be greater than the Title IV, Part A allocation. | Total funds transferred out cannot be greater than the Title IV, Part A allocation, adjust amounts transferred as needed. |
| Title II, Part A Funds Transferred To Title IV, Part A | Title II, Part A Funds cannot be transferred into Title IV, Part A, as the LEA did not apply for or receive a Title IV, Part A allocation. | Either delete the amount entered or change it to zero. |
| Title IV, Part A Funds Transferred To Title II, Part A | Title IV, Part A Funds cannot be transferred into Title II, Part A, as the LEA did not apply for or receive a Title II, Part A allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title I, Part A, the LEA either did not apply for Title I, Part A or did not receive a Title I, Part A allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title I, Part D, the LEA either did not apply for Title I, Part D or did not receive a Title I, Part D allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title III English Learner, the LEA either did not apply for Title III English Learner or did not receive a Title III English Learner student program allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title III Immigrant, the LEA either did not apply for Title III Immigrant or did not receive a Title III Immigrant student program allocation. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title V, Part B, Subpart 1, the LEA either did not apply for Title V, Part B, Subpart 1 or is not eligible. | Either delete the amount entered or change it to zero. |
| Not field name specific | Funds cannot be transferred into Title V, Part B, Subpart 2, the LEA either did not apply for Title V, Part B, Subpart 2 or is not eligible. | Either delete the amount entered or change it to zero. |
| Not field name specific | Title I, Part A LEA Allocation and Reservations has been certified with data from this form. After recertifying this form, Title I, Part A LEA Allocation and Reservations may need to be saved and certified again. | Data Dependency: After recertifying this form, Title I, Part A LEA Allocation and Reservations may need to be saved and certified again. |
| Not field name specific | Title I, Part D LEA Allocations and Reservations has been certified with data from this form. After recertifying this form, Title I, Part D LEA Allocations and Reservations may need to be saved and certified again. | Data Dependency: After recertifying this form, Title I, Part D LEA Allocations and Reservations may need to be saved and certified again. |
| Not field name specific | Title II, Part A LEA Allocations has been certified with data from this form. After recertifying this form, Title II, Part A LEA Allocations may need to be saved and certified again. | Data Dependency: After recertifying this form, Title II, Part A LEA Allocations may need to be saved and certified again. |
| Not field name specific | Title III English Learner LEA Allocations and Reservations has been certified with data from this form. After recertifying this form, Title III English Learner LEA Allocations and Reservations may need to be saved and certified again. | Data Dependency: After recertifying this form, Title III English Learner LEA Allocations and Reservations may need to be saved and certified again. |
| Not field name specific | Title III Immigrant LEA Allocations and Reservations has been certified with data from this form. After recertifying this form, Title III Immigrant LEA Allocations and Reservations may need to be saved and certified again. | Data Dependency: After recertifying this form, Title III Immigrant LEA Allocations and Reservations may need to be saved and certified again. |
| Not field name specific | Title IV, Part A LEA Allocations has been certified with data from this form. After recertifying this form, Title IV, Part A LEA Allocations may need to be saved and certified again. | Data Dependency: After recertifying this form, Title IV, Part A LEA Allocations may need to be saved and certified again. |
| Not field name specific | Federal statute requires that when all or a portion of the Title II, Part A allocation is transferred, the amount transferred out of Title II remains subject to nonprofit private school equitable services via the program into which the funds were transferred. | Informational warning only. |
| Not field name specific | Federal statute requires that when all or a portion of the Title IV, Part A allocation is transferred, the amount transferred out of Title IV remains subject to nonprofit private school equitable services via the program into which the funds were transferred. | Informational warning only. |

## 2021–22 Title I, Part A Nonprofit Private School Low Income Count

### Data Collection Purpose

To identify nonprofit private schools that will participate in the Every Student Succeeds Act (ESSA) Title I, Part A services.

**Note**: This data collection will not display if the local educational agency (LEA) did not apply for Title I, Part A funding and/or does not have an allocation, is a county office of education or direct funded charter, or did not complete the Nonprofit Private School Consultation form.

### Program Information

The ESSA, Title I, Part A, Section 1117 requires LEAs to provide equitable services to eligible students attending nonprofit private schools. These equitable services must be comparable to the services provided for students in public schools.

Additional information and resources are found on the California Department of Education (CDE) Title I Services for Students in Private Schools web page at <https://www.cde.ca.gov/sp/sw/t1/privateschoolsvs.asp>.

The LEAs must maintain and provide to the CDE upon request, a written affirmation signed by the officials of the participating private schools that the consultation required by ESSA Title I, Part A, Section 1117(b) has occurred.

It is expected that LEAs engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services. If a discrepancy is found, the LEA should notify the CDE by sending an email to [privateschools@cde.ca.gov](mailto:privateschools@cde.ca.gov). Additional information (including a link to the Private School Directory) is available on the CDE Private School Data web page at <https://www.cde.ca.gov/ds/si/ps/>.

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy.

### California Department of Education Program Staff Contact

**Title I, Part A and Ombudsman**

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**Title I, Part A**

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### Displayed Data – School Grid

**School name and School code:** These are displayed data from the Nonprofit Private School Consultation form. Only schools with a signed written affirmation on file are included in the school grid.

**Enrollment:** These are displayed using source data from the school’s annual Private School Affidavit.

### Procedures – Participation and Low Income

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | The LEA must indicate whether the school is **Participating**. | Required field. Participation will not display if the school does not have a signed written affirmation on file. |
| 2 | The LEA must enter the **Low Income Student Count**. | If the school is participating, then this field is required. |

### Displayed Data – Added Schools

**School added:** A flag identifying whether a non-attendance area school was added in the Nonprofit Private School Consultation data collection form.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Not Field Name Specific | School: [School Name] cannot participate, the school does not have a signed written affirmation on file. | Open the form and re-save it. |
| Not Field Name Specific | School: [School Name] has a signed written affirmation on file. Participating is a required field. | Select Participating “Yes” or “No.” |
| Low Income Student Count | School: [School Name] is electing to participate. To participate, a low income student count must be entered. | If school participation is “Yes,” then a low income student count is required. |
| Low Income Student Count | School: [School Name] The low income student count cannot be greater than the total school enrollment. | The low income student count cannot be greater than the total school enrollment. |
| Not Field Name Specific | Title I, Part A LEA Allocation and Reservations has been certified with data from this form. If a change was made that impacts school participation or low income student counts, then Title I, Part A LEA Allocation and Reservations must be saved and certified again. | If data previously certified in Title I, Part A LEA Allocation and Reservations is affected by a change made in this form, then open Title I, Part A LEA Allocation and Reservations again, update as appropriate, re-save, then recertify when appropriate. |
| Not Field Name Specific | Nonprofit Private School Consultation has been recertified. Title IV, Part A Nonprofit Private School Participation must be saved and certified again. | Open this form and re-save it. |

## 2021–22 Title I, Part A School Student Counts

### Data Collection Purpose

The purpose of the school student counts data collection form is to report low-income measurement, total student enrollment counts, and eligible low-income students ages 5–17 only counts. The information entered will be used to calculate eligibility and ranking for Title I, Part A school allocations.

### Program Information

Total student enrollment and eligible low-income students ages 5–17 only counts will be pre-populated into this form with prior fiscal year (FY) data from the certified California Longitudinal Pupil Achievement Data System (CALPADS) Fall 1 submission. Please review the information in the following “Important Update” section regarding options available to an LEA for its within-LEA allocations (Title I, Part A School Allocations) in FY 2021−2022 and FY 2022−2023.

#### Important Update

The U.S. Department of Education (ED) issued an updated Fact Sheet, titled: Successfully Implementing State-Administered Programs in the Elementary and Secondary Education Act of 1965 Without Complete National School Lunch Program Data from School Years 2020−21 and 2021−22, dated January 12, 2022 which can be viewed at <https://oese.ed.gov/files/2022/01/ED-USDA-Fact-Sheet-Revised-1-12-2022.pdf>.

The guidance primarily extends existing flexibilities, allowing districts to account for missing 2020−21 or 2021−22 National School Lunch Program (NSLP) data in many cases by using alternate options. To the extent that NSLP data from FY 2020−2021 and FY 2021−2022 are not available, the options available to an LEA for its within-LEA allocations in FY 2021−2022 and FY 2022−2023 include:

* Poverty data from other sources, including Medicaid or Temporary Assistance for Needy Families (TANF);
* The “best available” NSLP data, including data from the 2019−20 school year;
* Any NSLP data from a more recent school year that may be accessible, for example, direct certification data (please see ED guidance for when a multiplier can be used);
* A combination of the best available NSLP data from 2019−20, 2020−21, and 2021−22, or
* Data from a survey conducted by the State or district which replicates NSLP data.

Some form of this alternate data can be used to determine eligibility and allocations for Title I, Part A. The LEA may choose to manually enter the data in place of prior year data.

Important: Records must be maintained to verify any revisions made to pre-populated data.

School student enrollment should include the total number of children enrolled in each school listed.

If the grade levels of a school have changed, then the LEA County-District-School (CDS) coordinator must submit the update on the California Department of Education (CDE) Online Public Update for Schools (OPUS-CDS) web-based application at <https://www3.cde.ca.gov/opuscds/default.aspx>. For additional OPUS-CDS instructions, please follow the link.

For more information, please refer to the CDE Title I, Part A School Student Counts web page located at <https://www.cde.ca.gov/sp/sw/t1/studentcounts.asp>.

### California Department of Education Program Staff Contact

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### Procedures – Ranking and Funding Options

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Select a **School Ranking Option**. | Required field. Select the highest to lowest school ranking method:  -within the LEA; or -within each grade span group.  Note: This selection impacts the order in which schools are displayed in the Title I, Part A School Allocations form. |
| 2 | Select a **Low Income Measure** from the dropdown list. | Required field. |
| 3 | Enter a **Comment**, if composite is the low income measure selected, to provide an explanation detailing how the student count is derived. | If the LEA selects a low income measure of composite, then this comment field will display and will be required. |

### Displayed Data

**School name, School code, Low grade offered,** and **High grade offered:** Source data from the CDE CDS database, as reflected in the California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

### Pre-populated Data

**Student enrollment** and **Eligible low income students ages 5–17:** These fields will be pre-populated with PRIOR year certified data from the CALPADS Fall 1 submission report. The pre-populated data can be edited in this data collection form. Once this data collection form is saved as a draft, the system will not pre-populate data again.

### Procedures – Student Counts

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 4 | Verify the **Grade Span Group**. | Required for all schools. Allowable values are 1, 2, or 3. LEA may accept or overwrite the pre-populated value. For additional information, please refer to the School Grade Span Group Assignment Guidance web page at <https://www.cde.ca.gov/fg/aa/co/caschlgrdspngrpassign.asp>. |
| 5 | Verify the **Student Enrollment** count. | Required field. LEA may accept or overwrite a pre-populated count. |
| 6 | Verify the **Eligible Low Income Students Ages 5-17** count. | Required field. LEA may accept or overwrite a pre-populated count. |

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Grade Span Group | School: [School Name] must have a grade span group assigned. | Required field. Enter an allowable value. |
| Composite Comment | A low income measure of composite was selected. A comment must be entered providing an explanation how the LEA is determining its low income student count. | If low income measure of composite is selected, then a description comment is required. |
| Student Enrollment Count | School: [School Name] enrollment is equal to zero, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Enter a number equal to or greater than zero. |
| Eligible Low Income Students Ages 5-17 Count | School: [School Name] the eligible low income students ages 5-17 count cannot be greater than the student enrollment count. | Ensure that the data entered is correct. |
| Not field name specific | School: [School Name] is missing. A school level record is missing for this data collection, if this error message displays verify the school record exists then reload the school file. | A school level record is missing for this data collection form. This is most likely caused by an update in the CDS database. Open the form and resave it. |

## 2021–22 Title I, Part A Nonprofit Private School Equitable Services Reservations

### Data Collection Purpose

The purpose of this data collection form is to calculate the Title I, Part A allocation available for direct equitable services.

### Program Information

The nonprofit private school equitable services reservations for Parent and Family Engagement are to carry out the provisions of Every Student Succeeds Act (ESSA) Section 1116, including promoting family literacy and parenting skills. A local educational agency (LEA) that receives a Title I, Part A allocation greater than $500,000 must reserve not less than one percent of the Title I, Part A LEA allocation to carry out the provisions of ESSA Section 1116(a)(3)(A) Parent and Family Engagement.

For more information, please refer to the California Department of Education (CDE) Title I, Part A Equitable Services for Eligible Students in Private Schools web page located at <https://www.cde.ca.gov/sp/sw/t1/privateschoolsvs.asp>.

### California Department of Education Program Staff Contact

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### Displayed Data – Nonprofit Private School Equitable Services Percentage Calculation

**Total participating nonprofit private school low income students:** The sum of all participating nonprofit private school low income students as were entered in the same fiscal year Title I, Part A Nonprofit Private School Low Income Count data collection form.

### Procedures – Participating Students

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Total Participating Public and Nonprofit Private School Low Income Students** count. | Required field. See additional instructions below. |

To determine the total participating public and nonprofit private school low income students count, please follow these directions:

1. For Procedures Step 1 (above), enter a preliminary value that is one greater than the value displayed in the form’s preceding total participating nonprofit private school low income students field; then save this form and exit it.
2. Then open the Title I, Part A LEA Allocation and Reservations data collection form; enter acceptable data into at least all the required fields, which are denoted by asterisks; then save that form and exit it.
3. Then open the Title I, Part A School Allocations data collection form and use one of the following methods to determine the sum of Title I served public school low income students.

* The first method is to sum the **Eligible Low Income Students Ages 5-17** counts for each Title I served public school; or
* The second method is to enter a $1.00 into the **$ per Low Income Student** column for each Title I served public school, then select **Recalculate**. The recalculated value will then display as the sum of Title I served public schools low income students count in the second to the last field of the form; or
* The third method is to download the schools template then after the Excel document opens, sum the **Eligible Low Income Students Ages 5-17** column for all Title I served public schools.

1. Exit the Title I, Part A School Allocations form.
2. Reopen this form, then calculate the sum of Title I served public schools low income students count, which was determined using one of the methods noted above in the Title I, Part A School Allocations form, plus the total participating nonprofit private school low income students count, which is displayed in this form. The sum of those two counts equals the total participating public and nonprofit private school low income students; enter that sum in that field (Procedures Step 1 above).
3. Select **Recalculate** then save this data collection form so the nonprofit private school equitable services proportional share can appropriately calculate and display.

### Displayed Data – Calculations, Allocation, and Required Reservations

**Percent of nonprofit private school low income students for equitable service calculation:** Data is calculated as a percentage of total participating nonprofit private school low income students count divided by total participating public and nonpublic private school low income students count.

**2021–22 Title I, Part A LEA allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**Nonprofit private school equitable services proportional share amount:** Data is calculated by multiplying the 2021–22 Title I, Part A LEA allocation by the percent of nonprofit private school low income students for equitable services calculated above.

**Minimum parent and family engagement reservation:** An equitable services parent and family engagement reservation is required if the LEA allocation is greater than $500,000. If applicable, the reservation is automatically calculated and displayed. Data is calculated as one percent (1 percent) of the nonprofit private school equitable services proportional share amount.

### Procedures – Equitable Services Required and Authorized Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the amount reserved for **Parent and Family Engagement**. | Required field – amount must be equal to or greater than zero. If the LEA allocation is greater than $500,000, then the field is pre-populated with 100% of the minimum parent and family engagement reservation amount. The amount can be changed, but cannot be less than the minimum parent and family engagement reservation amount. Once the form is saved, the data will not auto-populate again. |
| 3 | Enter the amount reserved for **Other Authorized Activities**. | Optional field subject to consultation with nonprofit private school(s). |
| 4 | Enter the amount of the **Indirect Cost Reservation**. | Optional field subject to consultation with nonprofit private school(s). The indirect cost rate (ICR) for federal programs is a rate previously approved by the CDE through the use of the Standardized Account Code Structure software ICR worksheet (Form ICR). Final approved rates are posted on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 5 | Enter the amount of the **Administrative Reservation**. | Optional field subject to consultation with nonprofit private school(s). Whether the LEA consolidates Title I, Part A funds with other ESSA programs, the maximum reservation allowable for administrative costs is 15% (the total of the Indirect Cost and Administrative Reservations). The 15% is to be used for activities or services that are not direct services to students at the school sites. The California *Education Code* Section 63001 requires LEAs to utilize no less than 85% at school sites for direct services to students, regardless of whether the services are centralized at the LEA level, managed by the school, or funded through LEA reservations. |

### Displayed Data – Reservation Summary

**Total equitable services required and authorized reservations:** The sum of all reservation amounts.

**Amount available for direct equitable services:** Data is calculated as the nonprofit private school equitable services proportional share amount minus total equitable services required and authorized reservations.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Total Participating Public and Nonprofit Private School Low Income Students Count | Total participating public and nonprofit private school low income students count must be greater than total participating nonprofit private school low income students count. | Adjust count as needed. |
| Total Participating Public and Nonprofit Private School Low Income Students Count | Total participating public and nonprofit private school low income students count cannot be greater than total attendance area low income students count. | Adjust count as needed. |
| Not field name specific | The nonprofit private school equitable services proportional share amount is not the correct amount as a percentage of the Title I, Part A LEA allocation. | Select **Recalculate**, then select **Save**. |
| Not field name specific | One or more nonprofit private schools closed since Title I, Part A Nonprofit Private School Low Income Count was saved or certified. The total participating nonprofit private school low income students count has been adjusted to include only active participating nonprofit private school low income student counts. | Informational only. No action required. |
| LEA Parent and Family Engagement Amount | The parent and family engagement amount cannot be less than the minimum parent and family engagement reservation amount. | Increase the amount as needed to meet the requirement. |
| Equitable Services Proportional Share Amount | Amount available for direct equitable services to nonprofit private schools must be greater than zero. | Select **Recalculate**, then select **Save**. |
| Not field name specific | The administrative reservation amount plus indirect cost reservation amount exceeds 15% of the nonprofit private school equitable services proportional share amount. | Reduce reservation amounts appropriately. |
| Not field name specific | The nonprofit private school equitable services proportional share amount must be recalculated. A change has occurred to either the Title I, Part A LEA allocation or the percent of nonprofit private school low income students for equitable service calculation. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, select the form to open, then save it again. |
| Not field name specific | Title I, Part A LEA Allocation and Reservations has been certified with data from this form. After certifying this form, Title I, Part A LEA Allocation and Reservations must be saved and certified again. | Data Dependency: After recertifying this data, Title I, Part A LEA Allocation and Reservations must be saved and certified again. |

## 2021–22 Title I, Part A LEA Allocation and Reservations

### Data Collection Purpose

The purpose of this data collection form is to calculate the Title I, Part A allocation available to the local educational agency (LEA).

### Program Information

The reservations for parent and family engagement are to carry out the provisions of Every Student Succeeds Act (ESSA) Section 1116, including promoting family literacy and parenting skills. An LEA that receives a Title I, Part A allocation greater than $500,000 must reserve not less than one percent of its Title I, Part A allocation to carry out the provisions of ESSA Section 1116(a)(3)(A) Parent and Family Engagement. Ninety percent of the reserved funds must be distributed to schools.

The reservations for Local Institutions for Neglected Children, Local Institutions for Delinquent Children, and or Neglected or Delinquent Children in Community Day School Programs are for direct services as well as indirect services to eligible Title I, Part A students.

The Title I, Part A Neglected Reservation is only required by the LEA if there are students in an eligible institution for neglected children and youth and if these neglected children and youth attend a non-Title I school.

Under ESSA sections 1113(c)(3)(B) and (C) LEAs are required to reserve funds to provide services for neglected children that are comparable to those received by students who attend non-Title I funded schools.

The reservations for Homeless Children are for direct services as well as indirect services regardless of their school of attendance. For more information regarding the allowable uses of the Homeless Education reservation, please refer to the California Department of Education (CDE) Resources for Homeless Children and Youth web document located at <https://www.cde.ca.gov/sp/hs/cy/documents/allowableexpenses.docx>.

For more information, please refer to the CDE Title I, Part A LEA Allocation web page located at <https://www.cde.ca.gov/sp/sw/t1/leaallocation.asp>; the Title I, Part A Reservations web page located at <https://www.cde.ca.gov/sp/sw/t1/reservations.asp>; and the Title I, Part A Neglected Reservation web page located at <https://www.cde.ca.gov/sp/sw/t1/title1ptaneglected.asp>.

### California Department of Education Program Staff Contact

**Title I, Part A primary contact**

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**Services to homeless children contact**

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**Services to neglected or delinquent children contact**

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### Displayed Data – Allocation, Transfers, and Required Reservations

**2021–22 Title I, Part A LEA allocation:** Source data from the California Department of Education (CDE) Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**Nonprofit private school equitable services proportional share amount:** Data displays as calculated in the Title I, Part A Nonprofit Private School Equitable Services Reservations form.

**2021–22 Title I, Part A LEA available allocation:** Data is calculated as the LEA allocation amount plus the transferred-in amount minus the nonprofit private school equitable services proportional share amount.

**Parent and family engagement:** A parent and family engagement reservation is required if the LEA allocation is greater than $500,000. If applicable, the reservation is automatically calculated and displayed. Data is calculated as one percent (1%) of the allocation, if greater than $500,000, minus the nonprofit private school equitable services proportional share amount.

### Procedures – Required and Authorized Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the amount reserved for **School Parent and Family Engagement**. | Required field. The amount must be equal to greater than zero. The field is pre-populated with 90% of the displayed parent and family engagement reservation amount. The amount can be changed, but cannot be less than 90% of the displayed parent and family engagement amount. |
| 2 | Enter the amount reserved for **LEA Parent and Family Engagement**. | The field is pre-populated with 10% of the displayed parent and family engagement reservation amount. The amount can be changed, but the sum of school and LEA parent and family engagement cannot be less than the displayed parent and family engagement amount. |
| 3 | Indicate whether the LEA has **Local Neglected Institutions** that serve students attending non-Title I schools. | Required field. Does not apply to direct funded charters. Indicate whether the LEA has institutions that serve neglected children in non-Title I schools. Neglected children are defined as those that are wards of the court due to abandonment, abuse or neglect by parents or guardians. These students reside in licensed 24-hour care facilities such as group homes and shelters. |
| 4 | If applicable, enter the amount reserved for **Local Neglected Institutions Reservation**. | If Local Neglected Institutions serve students who attend non-Title I schools, then this field is required. Enter the amount of Title I, Part A funds needed to provide Title I services to students in neglected institutions who attend a non-Title I school that are comparable to services received by students who attend Title I funded schools. |
| 5 | Indicate whether the LEA has **Local Delinquent Institutions** that serve students attending non-Title I schools. | Required field. Does not apply to direct funded charters. Indicate whether the LEA has institutions that serve delinquent children in non-Title I schools. Delinquent children are those connected to the juvenile justice system and reside in 24-hour care facilities such as group homes and correctional institutions. |
| 6 | If applicable, enter the amount reserved for **Local Delinquent Institutions Reservation**. | If Local Delinquent Institutions serve students who attend non-Title I schools, then this field is required. Enter the amount of Title I, Part A funds needed to provide Title I services to students in delinquent institutions who attend a non-Title I school that are comparable to services received by students who attend Title I funded schools. |
| 7 | Enter the amount reserved for **Direct or Indirect Services to Homeless Children,** regardless of their school of attendance. | Required field. Must be equal to or greater than one. |
| 8 | Enter the amount reserved for **Public School Choice Transportation**. | Optional field. The amount reserved cannot be greater than 5% of the allocation plus transferred-in amount. |
| 9 | Enter the amount reserved for **Other Authorized Activities**. | Optional field. The CDE recommends that LEAs consider the general criteria when approving activities or expenditures supported with Title I, Part A funds based on the criteria listed on the CDE’s Title I, Part A Authorized Use of Funds web page at: <https://www.cde.ca.gov/sp/sw/t1/authuseoffunds.asp> |

### Displayed Data – Indirect Cost Rate

**2021–22 Approved indirect cost rate:** Source data from the CDE Indirect Cost Rates (ICR) web page at <https://www.cde.ca.gov/fg/ac/ic/>.

### Procedures – Indirect Cost and Administrative Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 10 | Enter the amount of the **Indirect Cost Reservation**. | Optional field. The field is pre-populated with the indirect cost reservation (ICR) amount based on the ICR to the available allocation; the amount can be edited by the LEA. The ICR for federal programs is a rate previously approved by the CDE through the use of the Standardized Account Code Structure software ICR worksheet (Form ICR). Final approved rates are posted on the CDE ICR web page <https://www.cde.ca.gov/fg/ac/ic/>. |
| 11 | Enter the amount of the **Administrative Reservation**. | Optional field. The field is pre-populated with the maximum allowable reservation. The reservation amount may be edited by the LEA. The total of the ICR plus the administrative reservation may not exceed 15%. The 15% is to be used for activities or services that are not direct services to students at the school sites. The California *Education Code* Section 63001 requires LEAs to utilize no less than 85% at school sites for direct services to students, regardless of whether the services are centralized at the LEA level, managed by the school, or funded through LEA reservations. |

### Displayed Data – Reservation Summary

**Total LEA required and authorized reservations:** The sum of all reservation amounts.

**School parent and family engagement reservation:** The school parent and family engagement amount reserved.

**Amount available for Title I, Part A school allocations:** The LEA available allocation minus all reservation amounts.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Local Neglected Institutions Indicator | Local neglected institutions is a required field. | If a LEA is not a direct funded charter, then this field is a required field. |
| Local Delinquent Institutions Indicator | Local delinquent institutions is a required field. | If a LEA is not a direct funded charter, then this field is a required field. |
| Local Neglected Institutions Reservation Amount | LEA has local institutions for neglected children. The amount reserved for neglected institutions must be greater than zero. | If the neglected institutions flag is “Yes,” then the neglected children amount must be greater than zero. |
| School Parent and Family Engagement Amount | School parent and family engagement amount cannot be less than 90% of the displayed parent and family engagement reservation amount. | Increase the amount as needed to meet the 90% requirement. |
| Not field name specific | The sum of school plus LEA level parent and family engagement amounts cannot be less than the displayed parent and family engagement reservation amount. | Increase one or both reservations to meet the minimum reservation amount. |
| Not field name specific | Total required and authorized reservations cannot be greater than the Title I, Part A available allocation. | Ensure that the correct amounts have been entered. |
| Public School Choice Transportation Amount | Public school Choice transportation cannot be greater than 5% of the allocation plus transfers in. | Reduce the amount entered. |
| Title I, Part A School Allocations Amount | Amount available for Title I, Part A school allocations must be greater than 0. | Reservations exceed the available allocation amount. Reduce reservation amounts appropriately. |
| Title I, Part A School Allocations Amount | Title I, Part A school allocations amount must be recalculated. A change has occurred to the LEA available allocation amount. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, select the form to open, then save it again. |
| Administrative Reservations | The administrative reservation plus indirect cost reservation amounts exceed 15% of the available allocation. | Reduce reservation amounts appropriately. |
| Not field name specific | Federal Transferability must be certified before this submission. | Certification dependency. Certify the referenced form before or at the same time as this data collection form. |
| Local Delinquent Institutions Reservation Amount | LEA has local institutions for delinquent children and did not receive a Title I, Part D allocation. The amount reserved for local delinquent institutions must be greater than zero. | If the delinquent institutions flag is “Yes,” and the LEA did not receive a Title I, Part D allocation, then Other Neglected Or Delinquent Services Amount must be greater than zero. |
| Not field name specific | Title I, Part A Nonprofit Private School Equitable Services Reservations must be certified before this submission. | Certification dependency. Certify the referenced form before or at the same time as this data collection form. |

## 2021–22 Title I, Part A School Allocations

### Data Collection Purpose

This data collection form is used to report the amount of funds to be allocated to eligible schools. Ranking information is based on student counts provided in the Title I, Part A School Student Counts data collection form.

This data collection form is required if the local educational agency (LEA) received a 2021–22 Title I, Part A allocation, regardless of the amount and whether LEA is a district, county office of education, or direct funded charter.

### Program Information

**School Ranking Exceptions**

The Consolidated Application and Reporting System (CARS) facilitates LEAs in planning and allocating Title I, Part A consistent with program rules in statute posted on the California Department of Education (CDE) Title I, Part A web page located at <https://www.cde.ca.gov/sp/sw/t1/titleparta.asp>. Certain exceptions to the rules are outlined in Every Student Succeeds Act Section 1113. In CARS, LEAs can use discretion codes, where allowable, to allocate funds to otherwise eligible schools. Please refer to the Title I, Part A School Allocations web page located at <https://www.cde.ca.gov/sp/sw/t1/schoolallocations.asp> for the definitions of the following discretion codes:

a: Below LEA average and at or above 35% student low income

d: Waiver for a desegregation plan on file

e: Grandfather provision

f: Feeder pattern

**Small LEA Exemptions**

If the LEA meets small LEA criteria, then ranking rules are not enforced, however submission of the form is still required. An LEA is defined as a small LEA if, based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or more of the following criteria:

* Is a single school LEA
* Has an enrollment total for all schools less than 1,000 students

**Note:** Discretion codes are not applicable for small LEAs.

### California Department of Education Program Staff Contact

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### Displayed Data – LEA Determinations

**Low income measure:** Data displays as selected by the LEA in the Title I, Part A School Student Counts data collection form.

**School ranking option:** Data displays as selected by the LEA in the Title I, Part A School Student Counts data collection form and impacts the order in which schools are displayed in this data collection form.

**LEA-wide low income percent:** Data is calculated based on school enrollment and eligible low income students ages 5–17 counts entered by LEA in the Title I, Part A School Student Counts data collection form.

**Available Title I, Part A school allocations:** Data displays as calculated in the Title I, Part A LEA Allocation and Reservations data collection form.

**Available parent and family engagement reservation:** Data displays as reserved by the LEA in the Title I, Part A LEA Allocation and Reservations data collection form.

### Displayed Data – School Details

**School name** and **School code:** Source data from the CDE County-District-School database, as reflected in the California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

**Grade span group, Student enrollment,** and **Eligible low income students ages 5-17:** Data displays as entered by the LEA in the Title I, Part A School Student Counts data collection form.

**Low income student percent:** Data is calculated as the school eligible low income students ages   
5–17 count divided by school enrollment.

**Eligible to be served:** A school is flagged as eligible if the school’s low income percent is equal to or greater than the LEA-wide low income percent, or if the school is grade span group 3 with a low income percent equal to or greater than 50 percent. Note: If an LEA meets the small LEA criteria noted in the Small LEA Exemptions section above, the field will display an asterisk (\*).

**Required to be served:** A school is flagged as required if the LEA-wide low income percent is 75 or less and the school’s low income percent is greater than 75 percent, or if the LEA-wide low income percent is greater than 75 and the school’s low income percent is equal or greater than the LEA-wide low income percent. Note: If an LEA meets the small LEA criteria noted in the Small LEA Exemptions section above, the field will display an asterisk (\*).

**Ranking:** Ranking order based on the low income student percent.

### Procedures – Per Student Amount

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **$ Per Low Income Student** amount. | Default value: 0.00. An LEA has discretion to set this amount as long as higher poverty schools do not receive a per student amount that is lower than a lower ranked school. The amount per student must provide a level of funding in a school budget sufficient to implement an effective Title I, Part A (TIA) program. |

### Displayed Data – TIA School Allocation

**TIA school allocation:** The dollar per low income student amount multiplied by eligible low income students ages 5–17 count.

### Procedures – School Carryover and Parent and Family Engagement Amount

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter a **2020–21 Carryover** amount allocated to each school. | Optional field. The school must have a dollar per low income student amount allocated in order to allocate carryover. |
| 3 | Enter the amount of funds allocated to each school for **Parent and Family Engagement** services. | Optional field. The school must have a dollar per low income student amount allocated in order to allocate a parent and family engagement amount. |

### Displayed Data – Total School Allocation

**Total school allocation:** The (dollar per low income student amount multiplied by eligible low income students ages 5–17 count) plus carryover amount plus parent and family engagement amount.

### Procedures – Discretion Code

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 4 | If an exception to funding is needed, then enter a valid **Discretion Code\***. | Discretion codes must be lower case. Reminder: Discretion codes are only needed for schools that would be otherwise ineligible for funding. Single school LEAs and LEAs with fewer than 1,000 enrollment do not need any discretion codes to fund any school. |

**Notes on rank-and-serve and use of the discretion codes:**

* If an LEA meets small LEA criteria, then ranking is not enforced; thus, no discretion codes are needed.
* A school with a low income percent greater than 75 percent when the LEA-wide low income percent is 75 or less must be served.
* A school’s low income percent is equal or greater than the LEA-wide low income percent when the LEA-wide low income percent is greater than 75 must be served.
* The LEA may elect to provide funding to schools with a low income percent below the LEA-wide low income percent but above the minimum 35 percent requirement, as long as eligible schools with higher percentages have been served. In this case, use discretion code “a: Below LEA average and at or above 35% student low income.”
* Any time an LEA serves any school with low income percentage below 35 percent, then the $ Per Low Income Student amount for all funded eligible schools should be at least 125% of the LEA Allocation per eligible low income student.
* The LEA may serve a school, not eligible under current ranking, for one additional year if that school was served in the preceding fiscal year; use discretion code “e: grandfather provision.” Such a school must have been served in the prior fiscal year but discretion code “e” may not have been used in the prior year. In other words, Discretion Code “e” cannot be used in consecutive years.

### Displayed Data – LEA Summary

**Unallocated school amount:** The available Title I, Part A school allocation minus the sum of all TIA school allocation amounts. **Note:** If the amount is in parentheses, then it is a negative value (less than zero). The unallocated amount cannot be less than zero or greater than half a percent of available Title I Part A school allocations. Please note this amount does not include any carryover amounts.

**Note:** Prior year carryover amount displayed is not sub-totaled on this form.

**Unallocated parent and family engagement amount:** The available school parent and family engagement reservation minus the sum of all parent and family engagement school amounts. Note: If the amount is in parentheses, then it is a negative value (less than zero). The unallocated amount must equal zero.

### Displayed Data – Equitable Services Proportional Share

This section is used to validate the equitable services proportional share for participating nonprofit private schools. **Note:** It will only display if the LEA has one or more participating nonprofit private schools.

**Total participating public and nonprofit private school low income students count:** This count is the student count entered in the Title I, Part A Nonprofit Private School Equitable Services Reservations data collection form. If the amount needs to be revised, then the LEA should make the change in Title I, Part A Nonprofit Private School Equitable Services Reservations form.

**Sum of Title I served public schools low income students count:** The total number of public low income student counts for schools with a per student amount greater than zero.

**Sum of participating nonprofit private school low income students count:** The sum of nonprofit private school low income counts as entered in the Title I, Part A Nonprofit Private School Low Income Count form.

**The sum of Title I served public schools low income students count plus the sum of participating nonprofit private school low income students count minus the total participating public and nonprofit private school low income students count:** The value is calculated using the preceding fields. Note: If the amount is in parentheses, then it is a negative value (less than zero). The difference must equal zero.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Discretion Code | School: [School Name] is not eligible to be served without a valid discretion code. | Either the funding must be removed or a valid discretion code entered. |
| Unallocated School Amount | The unallocated school amount cannot be less than 0 or greater than 0.5% of available allocation. Allowing for rounding, all Title I, Part A school allocations must be allocated. | Adjust either $ Per Low Income Student, Carryover or LEA reservations. |
| Unallocated Parent and Family Engagement Amount | The unallocated amount for parent and family engagement does not equal zero. All parent and family engagement reservations must be allocated to the schools. | The unallocated amount must equal zero. |
| Not field name specific | The sum of all school level carryover dollars cannot exceed the September 30 carryover amount or the allowable carryover amount, whichever is less. | Reduce the schools carryover amount as needed. |
| Carryover | School: [School Name] does not have a per student rate, school carryover amount cannot be greater than zero. | Either add a school per student dollar amount or remove the school carryover amount. |
| Parent and Family Engagement Amount | School: [School Name] does not have a per student rate, Parent and Family Engagement amount cannot be greater than zero. | Either add a school per student dollar amount or remove the school Parent and Family Engagement amount. |
| $ Per Low Income Student Amount | School: [School Name] has a low income percent below 35% and the LEA is choosing to serve this school, then the 125% allocation rule shall be applied. | Adjust the school $ per low income student amount as needed. |
| Discretion Code | School: [School Name] has an invalid discretion code. | School does not meet the criteria for the discretion code entered. |
| Discretion Code | School: [School Name] is not in grade span 2 or 3. Discretion Code “f: Feeder pattern” only applies to grade span 2 or 3 schools. | School does not meet the criteria for the discretion code entered. |
| Discretion Code | School: [School Name] did not receive a prior year allocation, or the discretion code was used in the prior year. Discretion Code “e: Grandfather provision” is not a valid discretion code. | School does not meet the criteria for the discretion code entered. |
| Not field name specific | School: [School Name] has a per student rate higher than a school with a higher low income percent. | Adjust the school $ Per Low Income Student amount as needed. |
| Total School Allocation | School: [School Name] Low Income Student Count is zero, Total School Allocation cannot be greater than zero. | Remove all school allocations. |
| Difference Between Participating Attendance Area Low Income Student Count | The difference between the total participating public and nonprofit private school low income students counts must equal zero. | Adjust the total participating public and nonprofit private school low income students count entered on Title I, Part A Nonprofit Private School Equitable Services Reservations, as needed. |
| Not field name specific | The available Title I, Part A school allocation amount is greater than zero, at least one school must be served. | Fund at least one school. |
| $ Per Low Income Student Amount | School: [School Name] must be served. | Enter a dollar per student amount. |
| Total School Allocation | School: [School Name] Title I, Part A school allocation and total school allocation amounts must be recalculated. A change has occurred to the school’s low income student count. To recalculate this value and resolve this error, save this submission again. | To recalculate this value and resolve this error, select the form to open, then save it again. |
| Discretion Code | School: [School Name] is served using Discretion Code "f: Feeder pattern", CDE may verify the accuracy of the feeder pattern poverty percentage. | Note only. |
| $ Per Low Income Student Amount | School: [School Name] has a per student rate higher than an eligible grade span 3 school with a higher low income percent. | A higher ranked grade span 3 school has been skipped and must be funded in order to fund this school. |
| Not field name specific | Prior year Title I, Part A LEA Carryover must be certified before this submission | Certification dependency. Certify the referenced form before or at the same time as this data collection. |

## 2021–22 Title I, Part A Notification of Authorization of Schoolwide Program

### Data Collection Purpose

This form is used by the local educational agency (LEA) to notify the California Department of Education (CDE) of a school's eligibility and local governing board approval to operate a Schoolwide Program (SWP). This form must be certified annually, whether or not schools are authorized as SWP.

### Program Information

An LEA may consolidate and use funds under Title I, Part A together with other Federal, State, and local funds, in order to upgrade the entire educational program of a SWP school that serves not less than 40 percent of children from low income families (Every Student Succeeds Act [ESSA] Section 1114[a][1][A]). LEAs may approve a school that has a low income percentage below 40 to operate as SWP if the school meets the SWP Waiver criteria established by the CDE (ESSA Section 1114[a][1][B]).

Currently authorized SWP:

* For SWPs that continue to receive Title I, Part A funds and have low-income percentages at 40 percent or above, the LEAs do not need to make updates to the data elements in this report. However, such LEAs are encouraged to update the low income percentage for each SWP school, but not update the local board approval date of their SWP plan. This practice ensures the accuracy of local board approval dates and at the same time reminds LEAs and SWP schools about the need to apply for the SWP Waiver if their low-income percentages fall below 40 percent.
* If the low-income percent falls below the 40 percent student low income threshold at a SWP school during the current school year the LEA must apply, during the same school year, for a SWP Waiver in order to continue to operate as a SWP school. For such SWP schools the LEA must update the “Low Income %” data field and the “Local Board Approval Date SWP Waiver” field.

Newly authorized SWP:

1. For schools that meet the 40 percent student low income threshold, the LEA will provide:

* the low-income percentage; and
* the local board approval date of the approved SWP plan.

1. For schools that do not meet the 40 percent student low income threshold, the LEA will provide:

* the low-income percentage;
* the local board approval date of the approved SWP plan; and
* the local board approval date of the SWP Waiver request.

Please note that the local governing board approval date must occur on or before June 30 of current school year. A school may begin to operate as a SWP on the day the local governing board approved the SWP plan. The SWP Waiver approval date must be either the same or before the local board’s approval of the SWP Plan.

School Improvement Grant (SIG) approved SWP:

* If the low income percentage is below 40 percent and the school has received a SIG with local board approval, then the school can be authorized as a SWP.

SWP Waiver Criteria:

The following SWP Waiver criteria are used for a school that does not have the 40 percent low-income threshold required to operate as a SWP, or for a SWP school that has fallen below the 40 percent low-income threshold after the initial local board approval of the SWP plan. To be eligible to apply for a SWP waiver schools shall meet one or more of the following criteria:

* ≥25 percent student low income
* Graduation rate is below state average
* Local governing board recommends that a SWP is the best way to serve the student population
* ≥30 percent English learner student population
* School has been identified for comprehensive or targeted support
* School has been identified as the lowest 5 percent of low performing schools

### California Department of Education Program Staff Contact

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### Displayed Data – School Details

**School name** and **School code:** Source data from the CDE County-District-School database, as reflected in the CDE California School Directory web-based application at <https://www.cde.ca.gov/schooldirectory/>.

### Pre-populated Data

**Authorized SWP, Low income percent (%), Local board approval date SWP plan, Local board approval date SWP waiver,** and **SIG approval date:** These editable fields are pre-populated with data from the prior fiscal year version of this data collection form, if that prior year form was certified.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | If applicable, select the **Authorized SWP** indicator to designate the school as SWP. | Optional field (field used by authorized SWPs). The school must meet the criteria defined in the program information listed above and have the appropriate approvals. |
| 2 | Enter the **Low Income Percent (%)**. | If the authorized SWP indicator is selected, then this field is required. Integers only (percentages may be rounded). |
| 3 | Enter the **Local Board Approval Date** **SWP Plan**. | If the authorized SWP indicator is selected, then this field is required. Format: MM/DD/YYYY. To allow for appropriate notification and implementation, and appropriate California Longitudinal Pupil Achievement Data System end-of-year reporting, the local board approval date of the SWP plan must be on or before June 30, 2022. |
| 4 | If applicable, enter the **Local Board Approval Date SWP Waiver**. | Conditionally required field. Format: MM/DD/YYYY. A school must receive the local board’s approval of the SWP Waiver on the same date or before the approval date of the SWP Plan. |
| 5 | If applicable, enter the **SIG Approval Date**. | Conditionally required field. Format: MM/DD/YYYY. Applicable to SIG schools with a low income percent below 40. |

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Local Board Approval Date SWP Plan | School: [School Name] has an invalid local board approval date of the SWP plan entered. To allow for appropriate notification and implementation, the local board approval date of the SWP plan must be on or before June 30, 2022. | If the local board approval date of the SWP plan is after 06/30/2022, then notification of the SWP must wait until the winter release of CARS in the following fiscal year. |
| School Improvement Grant (SIG) Approval Date | School: [School Name] has an invalid SIG approval date entered. Date must be equal to today's date or earlier. | Date must be equal to today's date or earlier. |
| Not field name specific | School: [School Name] does not meet Schoolwide Program low income requirement. Low income percent is not equal to or above 40 percent. A SIG approval date or local board approval date of the SWP waiver should be provided. | Provide a SIG approval date or a local board approval date of the SWP waiver, as appropriate. |
| Local Board Approval Date SWP Plan | School: [School Name] Local board approval date of the SWP plan is required. | Enter the local board approval date of the SWP plan. |
| Low Income Percentage | School: [School Name] Low income percent is required. | Enter the low income percent as an integer. |
| Local Board Approval Date SWP Plan | School: [School Name] has a local board approval date of the SWP waiver. The local board approval date of the SWP plan must be on or after the local board approval date of the SWP waiver. | The local board approval date of the SWP plan must be on or after the local board approval date of the SWP waiver. |
| Local Board Approval Date SWP Waiver | School: [School Name] has an invalid local board approval date of the SWP waiver entered. Date must be equal to today's date or earlier. | Date must be equal to today's date or earlier. |

## 2021–22 Title I, Part D Subpart 2 LEA Allocations and Reservations

### Data Collection Purpose

The purpose of this data collection form is to calculate the total allocation amount available to the local educational agency (LEA) for Title I, Part D Subpart 2, Neglected, Delinquent, and At-Risk Youth, and to report required reservations.

### Program Information

The purpose of Title I, Part D Subpart 2 is to support the operation of LEA programs that involve collaboration with locally operated correctional facilities (ESSA Section 1421[1]-[3]):

* To carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education;
* To provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment;
* To operate programs in local schools for children and youth returning from correctional facilities, and programs which may serve at-risk children and youth.

For more information, please refer to the California Department of Education (CDE) Title I, Part D Subpart 2 web page located at <https://www.cde.ca.gov/sp/sw/t1/nord.asp>.

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### Displayed Data – Allocation and Transfers

**2021–22 Title I, Part D Subpart 2 allocation:** Source data from the CDE Title I, Parts A and D web page at <https://www.cde.ca.gov/fg/aa/ca/titlei.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2021–22 Available allocation:** The Title I, Part D Subpart 2allocation amount plus transferred-in amount.

**2021–22 Approved indirect cost rate:** Source data from the CDE Indirect Cost Rates (ICR) web page at <https://www.cde.ca.gov/fg/ac/ic/>.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the amount of the **Indirect Cost Reservation**. | Optional field. The field is pre-populated with the indirect cost reservation amount based on the ICR to the available allocation; the amount can be edited by the LEA. Final approved rates are posted on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 2 | Enter the amount of the **Administrative Reservation**. | Optional field. The field is pre-populated with the amount of the 15% maximum minus the pre-populated indirect cost reservation; the amount can be edited by the LEA. |

### Displayed Data – Adjusted Allocation

**2021–22 Title I, Part D Subpart 2 adjusted allocation:** The available allocation amount minus the indirect cost reservation amount and the administrative reservation amount.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Not field name specific | Administrative and indirect costs reservations cannot exceed 15% of the 2021–22 available allocation. | Ensure that the administrative and indirect costs are appropriate. |
| Not field name specific | Administrative and indirect costs reservations cannot be greater than the available allocation. | Reduce reservation amounts as needed. |
| Not field name specific | Federal Transferability must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this form. |

## 2021–22 Title II, Part A / Title III Nonprofit Private School Participation

### Data Collection Purpose

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed. This completed data collection form, along with the LEA’s records of contact and consultation, will serve to document that the nonprofit private schools were contacted and made decisions regarding whether to participate in Title II, Part A (Teacher Quality), Title III English Learner and/or Title III Immigrant Student Programs.

Note: This data collection will not display if the LEA did not apply for Title II or Title III funding and/or is not assigned an allocation amount, is a county office of education or direct funded charter, or did not complete the Nonprofit Private School Consultation form. The option to add nonprofit private schools to an LEA’s school grid can only be done via the Nonprofit Private School Consultation form.

### Program Information

Title I, Part A of the Elementary and Secondary Education Act (ESEA) of 1965, as Amended by the Every Student Succeeds Act: Providing Equitable Services to Eligible Private School Children, Teachers, and Families federal guidance on the US Department of Education web document at <https://www2.ed.gov/about/inits/ed/non-public-education/files/equitable-services-guidance-100419.pdf> outlines mandated consultation between LEAs and eligible private schools. The LEA records should include dates of contact, persons contacted, and the results of such contacts with each nonprofit private school or Nonpublic, Nonsectarian School. These records should document both the participating nonprofit private schools and those choosing **not** to participate in ESEA services.

Non-unified school districts (i.e., elementary and high school districts) may opt to share responsibility for providing equitable Title II, Part A; Title III English Learner; and/or Title III Immigrant services for an eligible private school with grade span that includes both elementary and high school students. Districts may wish to refer to the Private School Affidavit on file with the California Department of Education (CDE), using the Private Schools Affidavit Search web page at <https://www3.cde.ca.gov/psa/coelogin> to determine the number of students enrolled by grade span.

It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

### California Department of Education Program Staff Contact

**ESEA Private School Equitable Services for Title II, Part A**

Geeta Rezvani

Education Programs Consultant

Professional Learning Support and Monitoring Office

[GRezvani@cde.ca.gov](mailto:GRezvani@cde.ca.gov)

916-323-5595

**ESEA Private School Equitable Services for Title III English Learner and Immigrant**

Geoffrey Ndirangu

Education Programs Consultant

Language Policy and Leadership Office

[GNdirang@cde.ca.gov](mailto:GNdirang@cde.ca.gov)

916-323-5831

### Displayed Data – School Grid

**School name** and **School code:** These are displayed data from the Nonprofit Private School Consultation form. Only schools with a signed written affirmation on file are included in the school grid.

**Enrollment:** The numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy.

### Procedures – Participation

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Indicate **Title II, Part A Participation**. | Participation option will not display if the LEA did not apply for related funds and/or does not have a related allocation and/or if the school does not have a signed written affirmation on file. If the school is participating, then select the participation checkbox. |
| 2 | Indicate **Title III Immigrant Participation**. | Participation option will not display if the LEA did not apply for related funds and/or does not have a related allocation and/or if the school does not have a signed written affirmation on file. If the school is participating, then select the participation checkbox. |
| 3 | Indicate **Title III English Learner Participation**. | Participation option will not display if the LEA did not apply for related funds and/or does not have a related allocation and/or if the school does not have a signed written affirmation on file. If the school is participating, then select the participation checkbox. |

### Displayed Data – Added Schools

**School added:** A flag identifying whether a non-attendance area school was added in the Nonprofit Private School Consultation data collection form.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Not Field Name Specific | School: [School Name] cannot participate, the school does not have a signed written affirmation on file. | Open the form and re-save it. |
| Not Field Name Specific | Title II, Part A LEA Allocations has been certified with data from this form. After recertifying this form, Title II, Part A LEA Allocations may need to be saved and certified again. | If the equitable services for nonprofit private schools amount previously certified in Title II, Part A LEA Allocations is affected by a change made in this form, then open Title II, Part A LEA Allocations again, update as appropriate, re-save, then recertify when appropriate. |

## 2021–22 Title II, Part A LEA Allocations

### Data Collection Purpose

The purpose of this data collection form is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

### Program Information

As specified in the Every Student Succeeds Act, Title VIII, Section 8501 the LEA must calculate and report the proportionate share of Title II, Part A allocation to be used for equitable services for eligible participating nonprofit private school.

Charges by the district may include indirect costs and any repayment of funds.

### California Department of Education Program Staff Contact

**Fiscal contact**

Alice Ng

Associate Governmental Program Analyst

Division Support Office

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916-323-4636

**Program contact**

Lisa Fassett

Education Programs Consultant

Professional Learning Support and Monitoring Office

[LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov)

916-323-4963

### Displayed Data – Allocation and Transfers

**2021–22 Title II, Part A allocation:** Source data from the California Department of Education (CDE) Title II, Part A web page at <https://www.cde.ca.gov/fg/aa/ca/titleii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**Total funds transferred out of Title II, Part A:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**Allocation after transfers:** The allocation amount plus transferred-in amount minus total funds transferred out of Title II, Part A.

### Procedures – Repayment of Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | If applicable, enter the **Repayment of Funds** amount. | Optional field. The amount must equal the determination made from the foregoing processes. |

### Displayed Data – Total Allocation

**2021–22 Total allocation:** The allocation after transfers plus repayment of funds.

### Procedures – Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter the **Administrative and Indirect Costs**. | The indirect cost rate (ICR) for federal programs is a rate previously approved by the CDE, through the use of Form ICR. Final approved rates are posted on the CDE ICR web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 3 | Enter the **Equitable Services for Nonprofit Private Schools** amount. | This field is required if the LEA has one or more participating nonprofit private schools. |

### Displayed Data – Adjusted Allocation

**2021–22 Title II, Part A adjusted allocation:** The total allocation minus administrative and indirect costs and equitable services for nonprofit private schools.

### Displayed Data – Title V

**Note:** This section is only applicable to LEAs that are participating in Title V, Part B Subpart 1 Alternative Uses of Funds Authority, per their same fiscal year Application for Funding data collection form.

**Funds available under Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation:** The amount is equal to the total allocation amount.

### Procedures – Title V

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 4 | Enter the **Budgeted Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation** amount. | Provide the amount of any Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation budgeted for Title II, Part A. |

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Administrative and Indirect Costs Amount | Administrative and indirect costs reservations are more than 15% of the total allocation. The reservation will be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the administrative and indirect costs are appropriate. |
| Not field name specific | Federal Transferability must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |
| Not field name specific | Total reservations cannot be greater than the 2021–22 total allocation. | Reduce reservation amounts, as applicable. |
| Equitable Services for Nonprofit Private Schools Amount | LEA has one or more participating nonprofit private schools. The equitable services for nonprofit private schools amount must be greater than zero. | Enter an amount greater than zero. |
| Equitable Services for Nonprofit Private Schools Amount | LEA does not have any participating nonprofit private schools. Equitable services for nonprofit private schools cannot be greater than zero. | This field is not applicable to the LEA. Either remove the amount entered or enter a value of zero. |
| Budgeted Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation Amount | The amount budgeted for Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation cannot exceed the amount available for Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation. | Reduce reservation amount as applicable. |
| Not field name specific | Title II, Part A / Title III Nonprofit Private School Participation must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |

## 2021–22 Title III English Learner LEA Allocations and Reservations

### Data Collection Purpose

The purpose of this data collection form is for the local educational agency (LEA) to calculate the total allocation amount available to the LEA for the Title III English learner (EL) student program and to report required reservations.

### Program Information

An LEA may use no more than two percent of EL student subgrant for direct administrative costs (Title III, Section 3115[b]). An LEA can apply its restricted indirect cost rate (ICR) to the portion of its subgrant that it does not reserve for direct administrative costs.

For more information regarding administrative costs, please see Procedure 915 in the California School Accounting Manual (CSAM) located on the California Department of Education (CDE) Definitions, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/index.asp>.

### California Department of Education Program Staff Contact

**Primary contact**

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**Secondary contact**

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916-323-5831

### Displayed Data – Allocation and Transfers

**2021–22 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

### Procedures – Repayment of Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | If applicable, enter the **Repayment of Funds** amount. | Optional field. The amount must equal the determination made from the foregoing processes. |

### Displayed Data – Total Allocation

**2021–22 Total allocation:** The sum of the Title III EL student program allocation amount plus the transferred-in amount plus the repayment of funds amount.

### Procedures – Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter a **Professional Development Activities** amount. | Required field. Enter an amount equal to or greater than zero. (Every Student Succeeds Act [ESSA] Section 3115[c][2]) |
| 3 | Enter a **Program and Other Authorized Activities** amount. | Required field. Enter an amount equal to or greater than zero. (ESSA sections 3115[d] and 3116[b][1]) |
| 4 | Enter an **English Proficiency and Academic Achievement** amount. | Required field. Enter an amount equal to or greater than zero. (ESSA Section 3116[b][2][A-B]) |
| 5 | Enter a **Parent, Family and Community Engagement** amount. | Required field. Enter an amount equal to or greater than zero. (ESSA Section 3115[b][3]) |
| 6 | Enter a **Direct Administrative Costs** amount. | Required field. Enter an amount equal to or greater than zero. The amount entered cannot exceed 2% of the student program allocation amount plus transferred-in amount. |
| 7 | Enter an **Indirect Costs** amount. | Required field. Enter an amount equal to or greater than zero. LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Reservations

**Total allocation reservations:** The sum of all reservation amounts, which must equal the total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Not field name specific | Federal Transferability must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |
| Total Allocation Reservations | The total allocation reservations amount must equal the total allocation amount. | Adjust reservation amounts, as needed, so that the two totals are equal. |

## 2021–22 Title III English Learner YTD Expenditure Report, 6 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2021, through December 31, 2021, from the Title III English Learner (EL) Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. An LEA may use no more than 2 percent of EL student subgrant for direct administrative (Title III, Section 3115[b]). An LEA can also apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/part-76>.

Use the Elementary and Secondary Education Act, sections 3115 (c) and (d) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2021–22 Title III EL student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2021–22 Total allocation:** The sum of the Title III EL student program allocation amount plus the transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field.Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field.Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The amount entered cannot exceed 2% of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditures.

**2021–22 Unspent funds:** The total allocation amount minus the sum of all expenditures.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Direct Administrative Costs Amount | The direct administrative costs amount cannot exceed 2% of the English learner student program allocation amount plus transferred-in amount. | Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |
| Not field name specific | Federal Transferability must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |

## 2021–22 Title III Immigrant LEA Allocations and Reservations

### Data Collection Purpose

The purpose of this data collection form is for the local educational agency (LEA) to calculate the total allocation amount available to the LEA for the Title III immigrant student program, and to report required reservations.

### Program Information

Recommended direct administration expenses for a fiscal year may not exceed two percent of such funds for the cost of administering the subgrant. LEA can apply its restricted indirect cost rate (ICR) to the portion of its subgrant that it does not reserve for direct administrative costs.

For more information regarding administrative costs, please see Procedure 915 in the California School Accounting Manual (CSAM) located on the California Department of Education (CDE) Definition, Instructions, and Procedures web page at <https://www.cde.ca.gov/fg/ac/sa/index.asp>.

### California Department of Education Program Staff Contact

**Primary contact**

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**Secondary contact**

Geoffrey Ndirangu

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### Displayed Data – Allocation and Transfers

**2021–22 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

### Procedures – Repayment of Funds

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | If applicable, enter the **Repayment of Funds** amount. | Optional field. The amount must equal the determination made from the foregoing processes. |

### Displayed Data – Total Allocation

**2021–22 Total allocation:** The sum of the Title III immigrant student program allocation amount plus the transferred-in amount plus the repayment of funds amount.

### Procedures – Reservations

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 2 | Enter an **Authorized Activities** amount. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter a **Direct Administrative Costs** amount. | Required field. Enter an amount equal to or greater than zero. The amount entered should not exceed 2% of the student program allocation amount plus transferred-in amount. |
| 4 | Enter an **Indirect Costs** amount. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Reservations

**Total allocation reservations:** The sum of all reservation amounts, which must equal the total allocation.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Not field name specific | Federal Transferability must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |
| Total Allocation Reservations | The total allocation reservations amount must equal the total allocation amount. | Adjust reservation amounts, as needed, so that the two totals are equal. |

## 2021–22 Title III Immigrant YTD Expenditure Report, 6 Months

### Data Collection Purpose

The local educational agency (LEA) must report year-to-date (YTD) expenditures for the period of July 1, 2021, through December 31, 2021, from the Title III Immigrant Student Program Subgrant allocation.

### Program Information

Expenditures by the LEA may include direct administrative and indirect costs, and any repayment of funds. Recommended direct administrative costs for a fiscal year may not exceed 2 percent of such funds for the cost of administering the program. LEAs are also authorized to assess approved indirect costs to the portion of the subgrant that is not reserved for direct administrative costs. A list of approved indirect cost rates (ICR) is available on the California Department of Education (CDE) Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/index.asp>.

According to the California School Accounting Manual, “Legal obligations are commitments made by an LEA to purchase goods or services immediately or in a future period.” To determine whether a financial commitment should be reported as an expenditure, please refer to the *Code of Federal Regulations*, Title 34 (34 *CFR*), Part 76, Section 707 on the Electronic Code of Federal Regulations web page at <https://www.ecfr.gov/current/title-34/subtitle-A/part-76>.

Use the Elementary and Secondary Education Act, Section 3115(e)(1) as a guide to determine allowable expenditures.

### California Department of Education Program Staff Contact

**Primary contact**

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**Secondary contact**

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### Displayed Data – Allocation and Transfers

**2021–22 Title III immigrant student program allocation:** Source data from the CDE Title III English Learner and Immigrant Programs web page at <https://www.cde.ca.gov/fg/aa/ca/titleiii.asp>.

**Transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2021–22 Total allocation**: The sum of the Title III immigrant student program allocation amount plus transferred-in amount.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the YTD amount spent on **Certificated Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 2 | Enter the YTD amount spent on **Classified Personnel Salaries**. | Required field. Enter an amount equal to or greater than zero. |
| 3 | Enter the YTD amount spent on **Employee Benefits**. | Required field.Enter an amount equal to or greater than zero. |
| 4 | Enter the YTD amount spent on **Books and Supplies**. | Required field.Enter an amount equal to or greater than zero. |
| 5 | Enter the YTD amount spent on **Services and Other Operating Expenditures**. | Required field. Enter an amount equal to or greater than zero. |
| 6 | Enter the YTD amount spent on **Direct Administrative Costs**. | Required field. Enter an amount equal to or greater than zero. The amount entered should not exceed 2% of the student program allocation amount plus transferred-in amount. |
| 7 | Enter the YTD amount spent on **Indirect Costs**. | Required field. Enter an amount equal to or greater than zero. LEA can apply its restricted indirect cost rate to the portion of subgrant that is not reserved for direct administrative costs. |

### Displayed Data – Total Expenditures and Unspent Funds

**Total year-to-date expenditures:** The sum of all expenditures.

**2021–22 Unspent funds:** The total allocation amount minus the sum of all expenditures.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Employee Benefits Amount | The sum of certificated and classified personnel salaries is equal to zero, employee benefits cannot be greater than zero. | If the sum of certificated and classified personnel salaries expenditure amounts is zero, then ensure that employee benefits expenditure amount is also zero. |
| Direct Administrative Costs Amount | The direct administrative costs amount should not exceed 2% of the immigrant student program allocation amount plus transferred-in amount, this may be reviewed by CDE program staff to determine reasonableness. | Warning only. Ensure that the direct administrative costs amount is appropriate. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total cannot be greater than the student program allocation amount plus transferred-in amount. | Ensure the sum of all expenditures is not greater than the student program allocation amount plus transferred-in amount. |
| Total Year-to-Date Expenditure Amount | The year-to-date expenditure total should be greater than zero. | Warning only. Ensure that the total expended amount is greater than zero, if appropriate. |

## 2021–22 Title IV, Part A Nonprofit Private School Participation

### Data Collection Purpose

The local educational agency (LEA) must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed. This completed data entry form, along with the LEA’s records of contact and consultation, will serve to document that the nonprofit private schools were contacted and made decisions regarding whether to participate in Title IV, Part A Student Support.

**Note**: This data collection will not display if the LEA did not apply for Title IV funding and/or does not have an allocation, is a county office of education or direct funded charter, or did not complete the Nonprofit Private School Consultation form.

### Program Information

The *Title IX, Part E Uniform Provisions* federal guidance on the US Department of Education Policy Overview web document at <https://www2.ed.gov/policy/elsec/guid/equitableserguidance.doc> outlines mandated consultation between LEAs and eligible private schools. The LEA records should include dates of contact, persons contacted, and the results of such contacts with each nonprofit private school or Nonpublic, Nonsectarian School. These records should document both the participating nonprofit private schools and those choosing **not** to participate in Elementary and Secondary Education Act (ESEA) services.

It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

### California Department of Education Program Staff Contact

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Rural Education and Student Support Office

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916-319-0942

### Displayed Data – School Grid

**School name** and **School code:** Only schools noted as having a signed written affirmation on file in the Nonprofit Private School Consultation data collection form are included in the school grid in this data collection form.

**Enrollment:** The numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy.

### Procedures – Participation

| Step | Action | Program Instructions |
| --- | --- | --- |
| 1 | Indicate **Title IV, Part A Participation**. | The school participation option will display only if the school has a signed written affirmation on file. If the school is participating, then select the participation checkbox. |

### Displayed Data – Added Schools

**School added:** A flag identifying whether a non-attendance area school was added in the Nonprofit Private School Consultation data collection form.

### Optional Function

**Download schools template:** Select this option to download school data from the data collection form into an Excel (.xls) spreadsheet.

**Upload schools file:** Select this option to upload school data from an Excel (.xls) spreadsheet into the data collection form.

### Error Messages

| Field Name | Error Message | Resolution |
| --- | --- | --- |
| Not Field Name Specific | Title IV, Part A LEA Allocations has been certified with data from this form. After recertifying this form, Title IV, Part A LEA Allocations may need to be saved and certified again. | If the equitable services for nonprofit private schools amount previously certified in Title IV, Part A LEA Allocations is affected by a change made in this form, then open Title IV, Part A LEA Allocations again, update as appropriate, re-save, then recertify when appropriate. |
| Not Field Name Specific | Nonprofit Private School Consultation has been recertified. Title IV, Part A Nonprofit Private School Participation must be saved and certified again. | Open this form and re-save it. |

## 2021–22 Title IV, Part A LEA Allocations

### Data Collection Purpose

The purpose of this data collection form is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A, and to report required reservations.

### Program Information

The Elementary and Secondary Education Act (ESEA) reauthorized as the Every Student Succeeds Act (ESSA) includes the SSAE grants pursuant to Title IV, Part A Subpart 1 (ESSA Section 4101). The purpose of this subpart is to improve students’ academic achievement by increasing the capacity of states, local educational agencies (LEAs), schools, and local communities to—

1. provide all students with access to a well-rounded education;
2. improve school conditions for student learning; and
3. improve the use of technology in order to improve the academic achievement and digital literacy of all students.

For more information, please refer to the California Department of Education (CDE) Title IV, Part A: Student Support and Academic Enrichment (SSAE) web page located at <https://www.cde.ca.gov/sp/st/>.

### California Department of Education Program Staff Contact

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### Displayed Data – Allocation and Transfers

**2021–22 Title IV, Part A LEA allocation:** Source data from the CDE Title IV, Part A Funding web page at <https://www.cde.ca.gov/fg/aa/ca/titleiv.asp>.

**Funds transferred-in amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**Funds transferred-out amount:** Data displays as reported in the same fiscal year Federal Transferability data collection form.

**2021–22 Title IV, Part A LEA available allocation:** The LEA allocation amount plus transferred-in amount minus the total funds transferred out of Title IV, Part A.

### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Enter the **Indirect Cost Reservation** amount. | Optional field. Final approved rates are posted on the CDE Indirect Cost Rates web page at <https://www.cde.ca.gov/fg/ac/ic/>. |
| 2 | Enter the **Administrative Reservation** amount. | Optional field. |
| 3 | Enter the **Equitable Services for Nonprofit Private Schools** amount. | This field is required if the LEA has one or more participating nonprofit private schools. |

### Displayed Data – Adjusted Allocation

**2021–22 Title IV, Part A LEA adjusted allocation:** The LEA available allocation amount minus the indirect cost reservation amount, the administrative reservation amount, and the equitable services for nonprofit private schools amount.

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Administrative Reservation Amount | Administrative reservation amount cannot exceed 2% of the Title IV, Part A LEA available allocation. | Reduce the administrative reservation, as needed. |
| Not field name specific | Total reservations cannot be greater than the 2021–22 LEA available allocation. | Reduce reservation amounts, as applicable. |
| Not field name specific | Administrative and indirect costs reservations cannot exceed 15% of the LEA available allocation. | Reduce the administrative and/or indirect costs reservations, as needed. |
| Not field name specific | Federal Transferability must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |
| Equitable Services for Nonprofit Private Schools Amount | The LEA has one or more nonprofit private schools participating in Title IV, Part A. The equitable services reservation amount must be greater than zero. | If the LEA has one or more participating nonprofit private school, then this field is required. Enter an amount greater than zero. |
| Equitable Services for Nonprofit Private Schools Amount | The LEA does not have any participating nonprofit private schools, this field cannot be greater than zero. | This field is not applicable to the LEA. Either remove the amount entered or enter a value of zero. |
| Not field name specific | Title IV, Part A Nonprofit Private School Participation must be certified before this submission. | Certification dependency. Certify the referenced data collection form before or at the same time as this data collection form. |

## 2021–22 Consolidation of Administrative Funds

### Data Collection Purpose

The Consolidation of Elementary and Secondary Education Act (ESEA) Administrative Funds form is used to request approval to consolidate ESEA funds for the administration of one or more programs under ESEA (or such other programs as the United States Secretary of Education shall designate), as authorized in Section 8203 of the ESEA.

### Program Information

ESEASection 8203(a) provides that the maximum amount that can be consolidated shall not be more than the percentage, established in each program, of the total available for the local educational agency (LEA) under those programs. For Title III, Part A: English Learner Student Program the maximum amount is two percent of the total grant amount, as provided in ESEA Section 3115(b). Also, Title IV, Part A, Student Support and Academic Enrichment Grants (SSAE) allows a maximum of two percent for administrative costs pursuant to ESEA Section 4105(c). No maximum amounts are specified in the ESEA for the other programs (including Title III, Part A Immigrant Student Program, and Title IV, Part B). The maximum that can be consolidated is what is reasonable and necessary for the proper and efficient administration of the programs, provided that the amount distributed to any program, when combined with the program’s indirect costs, does not exceed any administrative cost cap established by law or regulations.

For further information, please see the California Department of Education (CDE) Consolidated Application (ConApp) web page at <https://www.cde.ca.gov/fg/aa/co/> to review the 2021–22 Consolidated Application Program Guidance.

### California Department of Education Program Staff Contact

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### Procedures

| **Step** | **Action** | **Program Instructions** |
| --- | --- | --- |
| 1 | Select the indicator for any program for which the LEA is requesting to consolidate administrative funds. | Receipt of this certified data collection form by the CDE will indicate approval of the LEA request to consolidate administrative funds for the programs selected on this form. Approval is valid only for the fiscal year requested. |

### Error Messages

| **Field Name** | **Error Message** | **Resolution** |
| --- | --- | --- |
| Title I, Part A Indicator | The LEA did not apply for or did not receive a Title I, Part A allocation. This option is not applicable. | Deselect the indicator. |
| Title I, Part D Indicator | The LEA did not apply for or did not receive a Title I, Part D allocation. This option is not applicable. | Deselect the indicator. |
| Title II, Part A Indicator | The LEA did not apply for or did not receive a Title II, Part A Supporting Effective Instruction allocation. This option is not applicable. | Deselect the indicator. |
| Title III, Part A (Immigrant Students) Indicator | The LEA did not apply for or did not receive a Title III Immigrant student program allocation. This option is not applicable. | Deselect the indicator. |
| Title III, Part A (English Learner Students) Indicator | The LEA did not apply for or did not receive a Title III English learner student program allocation. This option is not applicable. | Deselect the indicator. |
| Title IV, Part A (Student Support) Indicator | The LEA did not apply for or did not receive a Title IV, Part A allocation. This option is not applicable. | Deselect the indicator. |