

Title IV, Part A Equipment and Capital Expenditures Request

The federal requirements found in the Office of Management and Budget (OMB) guidance cited at Title 2, *Code of Federal Regulations (CFR)*, Part 200.313 (Cost Principles for Equipment and other capital expenditures) require a grantee or subgrantee to obtain prior written approval from its awarding agency before incurring the cost of a capital expenditure. The local educational agency (LEA) will need prior approval to make a capital expenditure purchase with Title IV, Part A funds of \$10,000 or more.

The submission of this request provides assurance that the authorized use of funds criteria, found at <https://www.cde.ca.gov/sp/st/>, has been met. If this request is approved, approval does not preclude possible Federal Program Monitoring (FPM) findings if the use of funds or any other criteria of Title IV, Part A funds are found out of compliance.

By submitting this form, you have reviewed and will follow all local level policies when making a purchase using federal funds. Please include a quote of the item to be purchased and email this document to the Title IV, Part A Team at TitleIV@cde.ca.gov.

Date of Request:

Name of Primary Contact:

Title:

Email Address:

Phone Number:

District Name:

School Name:

County/District Code:

Please describe the item(s) to be purchased with Title IV, Part A funds.

Describe how the items will support the Title IV, Part A program.

Briefly describe how the activity/expenditure is aligned to meet the purpose to improve students' academic achievement. (Every Student Succeeds Act [ESSA] Section 4101)

Briefly describe how the activity/expenditure is reasonable, necessary, and an allowable cost to the program. (2 CFR 200.404–200.405)

Briefly describe how the Title IV, Part A funds being used supplement the funds that would, in the absence of such funds, be made available from State and local sources, and does not supplant such funds. (ESSA Section 4110)

Describe whether the Title IV, Part A funds used are the current Federal fiscal year or the subsequent fiscal year. State which federal fiscal year the Title IV, Part A expenditure will be charged to. (20 U.S.C 7351)

Briefly describe how the activity/expenditure supports either well-rounded educational opportunities, an activity to support safe and healthy students, or supports the effective use of technology. (ESSA Section 4106[e][2])

If the request expenditure will be used for equitable services, briefly describe the expenditures for educational services and other benefits for eligible private school children, their teachers, and other educational personnel serving those children shall be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children. (ESSA Section 8501[a][4])

If the request expenditure will be used for equitable services, briefly describe the activities/services discussed during consultation; to include: the size and scope of the equitable services to be provided to the eligible private school children, teachers, and other educational personnel; the amount of funds available for those services; and how that amount is determined. (ESSA Section 8501[c][1])

CDE Use Only

Date Approved:

CDE Staff:

California Department of Education
Email: TitleIV@cde.ca.gov