

Title I 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 I, Part A funds of \$5,000 or more.

The submission of this request provides assurance that the authorized use of funds criteria, found at <https://www.cde.ca.gov/sp/sw/t1/authuseoffunds.asp>, 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 I 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 e-mail this document to Kevin Donnelly at KDonnelly@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 I Funds.

Describe how the items will support the Title I Program.

Briefly describe how the activity/expenditure is aligned to meet the challenging State academic content standards (Every Student Succeeds Act [ESSA] sections 1112[a][3][B][i], and 1112[b]).

Briefly describe how the activity/expenditure is an evidenced-based educational strategy (ESSA sections 1003[b][1][B], 1114[d], and 1115[h]).

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 I, 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 1118[b][1]).

Briefly describe whether the Title I, Part A funds used are the current Federal fiscal year or the subsequent fiscal year (ESSA Section 1127[a]).

Briefly describe how the activity/expenditure meets a need identified in the comprehensive needs assessment (ESSA Section 1114[b][6]).

Briefly describe how and where the activity/expenditure is included in the Single Plan for Student Achievement (SPSA) (*Education Code [EC] Section 64001[g][C][3]*).

Provide the date that the SPSA was approved by the local governing board (*EC Section 64001[i]*).

Briefly describe how the School Site Council (SSC) annually evaluates and monitors the implementation of the SPSA, and progress toward accomplishing the goals (EC sections 64001[g][2][B], and [i]).

Briefly describe how the activity/expenditure has been reviewed, approved, and recommended by the SSC to the local governing board (EC Section 64001[d]).

CDE Use Only

Date Approved:

CDE Staff:

California Department of Education
Title I Policy and
Program Guidance Office
Email: KDonnelly@cde.ca.gov