

Title I Minimum Requirements FY19 ESEA Consolidated Application Submission

For LEA Use – Do not submit to ADE.

The items in the following list must be completed, with some noted exceptions, prior to submission of the FY19 ESEA Consolidated Application in GME.

Additional items may be required, depending on the LEA's individual status and circumstances. This will be determined on a case-by-case basis by the Education Program Specialist or Director assigned to your LEA.

ESEA Consolidated Application

- ☐ FY19 Identify each expense as either part of a set aside or specific site allocation. This does not apply to single site LEAs.
- ☐ For LEAs with a Title I allocation of \$500,000 or more, a 1% set-aside for Family/Community Engagement is required and the full 1% must be expended during FY19.
- ☐ All LEAs are required to set aside funds for Homeless Children and Youth.
- ☐ Pre-Award Cost Request Form, *if applicable*, can be completed and uploaded into Sections/Title I Related Documents if LEA has incurred pre-award costs prior to receiving Substantial Approval for FY19 application. (See Substantial Approval Pre-Award Cost Memo in Grants Management Resource Library).
- ☐ FY19 Assurances must be completed by all LEAs and '**LEA Response to Assurances 18, 19 & 27**' document completed/uploaded into Related Documents.

Private Schools (Not applicable to charter schools.)

- ☐ Affirmations of Consultation with Private Schools have been completed, signed, and uploaded in the GME system under Sections/Title I Related Documents for Private School both in-district and outside the district boundaries that serve district students.

- ☐ Private School Service is now a part of the FY19 Application if LEA is providing Instructional Services to Participating Private Schools. (Grants Management Resource Library has a sample for guidance.)

Tribal Organizations

- ☐ If applicable, Affirmations of Consultation with Tribal Representatives have been completed, signed, and uploaded in the GME system under Sections/Title I Related Documents. Please check the Office of Indian Education [website](#) if this applies to your LEA. Specifically refer to the [Tribal Consultation Policy](#).

Appropriately Certified Teachers

- ☐ Ensure that all teachers are appropriately certified and meet the Arizona certification and licensure requirements, per the following ESSA requirement:
"Ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification." (ESSA Sec. 1112(c)(6))
- ☐ Teacher information must be entered and verified in the Teacher Input Application. ADE utilizes this information to determine the appropriate certification of teachers.
- ☐ The requirement for reading specialists/interventionists to have a Reading Endorsement is a State Board Rule. The language for the rule can be found at [State Board Rule for Reading Specialist](#)

LEA Integrated Action Plan (LIAP) in ALEAT

- ☐ The LEA Integrated Action Plan has been completed/updated in ALEAT: All Principles/Goals/Need Statements have been updated and other changes to the plan from FY18 to FY19 have been made. Action Steps in ALEAT have been "Tagged" with appropriate funding (mandatory) and programmatic (optional) tags.
- ☐ The Title I specialist has been advised, using the message box link in ALEAT, that the LIAP has been revised/updated and is ready for review with the ESEA Consolidated Grant Application.
- ☐ The LIAP and school-level plans for multi-site LEAs reflect/align with the budgeted expenditures in the ESEA Consolidated Application. Details are to be provided in the LIAP; minimal narratives will be required in the ESEA Consolidated Application.

School-level Integrated Action Plans (SIAP) in ALEAT

- ☐ Comprehensive Needs Assessment has been completed and uploaded into ALEAT. Please attach each school's CNA to their respective plan using the paper clip icon near the top of the page. Be sure to label the document 'SY18-19 SchoolNameCNA.'
- ☐ School-level Integrated Action Plans for schools receiving Title I funds have been completed/updated in ALEAT. All required components of targeted and schoolwide plans have been included and are easily identified using appropriate funding and programmatic tags, including those related to schools in improvement. *Single site LEAs can incorporate the school level components into the LEA level IAP.