

Introduction

Each Local Educational Agency (LEA), as a condition of receiving funds under the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), has provided assurances to the New York State Education Department (NYSED or “the Department”) within its Consolidated Application for ESSA-Funded Programs.

The *2023-24 Desk Review* process is designed to review the District's implementation of programs to ensure that the District is fulfilling the assurances and program plans provided in the Consolidated Application for ESSA-Funded Programs, with the goal of ensuring that all children are provided significant opportunities to receive a fair, equitable, and high-quality education, and to close educational achievement gaps.

The *2023-24 Desk Review Indicators and Evidence Guide* should be used as a guide to gather meaningful evidence that demonstrates how the district began with needs identification, progressed through implementation of targeted strategies designed to meet identified needs, and evaluated the effectiveness of programs or strategies sourced with ESSA funds.

Questions may be directed to Office of ESSA-Funded Programs Staff at (518) 473-0295. Thank you for your cooperation.

Background/Instructions

Federal/State Program Requirement Quality Indicators

This review is divided into three sections and identifies district level programmatic and fiscal requirements under ESEA, as well as additional quality indicators/practices. Within each section there are general requirements which apply to all ESEA-Funded Programs as well as program specific requirements.

- [Section 1 – Programmatic Compliance](#)
- [Section 2 – Equitable Services Compliance](#)
- [Section 3 – Fiscal Compliance](#)

Instructions

Please upload material aligned with the appropriate indicator. The "**2023-24 Desk Review Indicators and Evidence Guide**" resource provides examples of evidence that may be used to demonstrate compliance with programmatic or fiscal requirements for each section and indicator within the protocol. A copy of the resource is in the [Documents](#) panel found along the left side of the screen.

The LEA should upload all documents to the business portal by the requested due date, **March 4, 2024**, to allow for ample review prior to an on-site visit. Although the NYSED Business Portal is secure, the LEA should not submit confidential personnel information.

LEAs are instructed to complete all sections, and are required to answer questions marked with a red asterisk. If a required question has not been completed, the business portal will highlight it in red and the section of the application will be flagged. The applicant will be unable to submit the application to NYSED for final review if a required question remains unresolved.

Applicants are not required to complete sections in order, and may access any section or page of the application by clicking on one of the links in the [Survey Navigation](#), or by clicking on the 'Save & Continue' button.

Please refer to the [Documents](#) panel of the application for additional information and access to forms and worksheets.

Compliance Status Definitions

- [Met Requirements](#) indicates that the LEA documents reviewed were fully in compliance with federal and State requirements.
- [Met Requirements with Recommendation](#) indicates that the LEA documents reviewed were in compliance with federal and State requirements, but that the LEA may improve the quality of their program implementation and/or documentation by implementing the NYSED-provided recommendations. Recommendations serve as technical assistance and the LEA is not required to take immediate action.
- [Partially Met Requirements with Required Action](#) indicates that the LEA documents reviewed were substantially in compliance with federal and State requirements, but that the LEA must improve the quality of their program implementation and/or documentation by implementing the NYSED-directed action. The LEA is required to respond to a required action within its Corrective Action Plan.
- [Finding with Corrective Action](#) indicates that the LEA is not in compliance with federal and State requirements. The LEA must implement the NYSED-directed Corrective Action(s) within its Corrective Action Plan.

Desk Review Timeline

2023-24 Desk Review - 2024

Introduction/Background - Background/Instructions

<p>Timeline, documents, and technical assistance overview video on the monitoring process for ESSA Funded Programs for 2023-24 are available at https://www.nysed.gov/essa/compliance-monitoring-and-technical-assistance</p>	
Thursday, February 1, 2024	<p>LEA is notified via e-mail letter that it has been selected for Desk Review</p> <p>Desk Review survey is available to LEA in Business Portal</p>
Tuesday, February 6, 2024 10:00 am – 11:00 am	<p>NYSED provides technical assistance webinar on Desk Review Process</p> <p>Meeting ID: 890 2390 2826</p> <p>Passcode: j4YJe0</p>
Tuesday, February 20, 2024 1:00 pm – 2:00 pm	<p>NYSED will hold an office hours session for questions about completing the Desk Review</p> <p>Meeting ID: 854 2298 4027</p> <p>Passcode: wzJN87</p>
Monday, March 4, 2024	<p>LEA submits completed Desk Review survey to NYSED in the Business Portal</p>
April 4 – August 31, 2024	<p>LEA will receive final ratings from NYSED within approximately 30 days</p> <p>LEA will then have 30 days to complete Corrective and Required Actions</p> <p>The LEA maintains communication with the reviewer regarding Required or Corrective Actions that need more time to complete</p>
No later than October, 2024	<p>The LEA completes any remaining Required or Corrective Actions, including those that involves BOE approval for policy changes</p> <p>If the LEA does not complete remaining Required or Corrective Actions, the reviewer will involve the Superintendent in the resolution of the review</p>
November, 2024	<p>If the LEA does not complete remaining Required or Corrective Actions, the reviewer will involve the BOCES Superintendent in the resolution of the review</p> <p>The 2024-25 Consolidated Application for ESSA-Funded Programs will not be approved until the Desk Review is completed and approved</p>

Program Area Contact Information

1. To facilitate the review process, please indicate the most appropriate contact person for each of the following ESEA Programs.

	Contact Name/Title	Contact Phone Number	Contact Email
Title I, Part A			
Title I, Part C			
Title I, Part D			
Title II, Part A			
Title IV, Part A			
Foster Care Liason			
McKinney-Vento Liason			
Neglected/Delinquent Transition Liaison			

General Programmatic Compliance Requirements

- The 2023-24 Consolidated Application for ESEA-Funded Programs is developed with timely and meaningful consultation with appropriate stakeholders, as defined under each respective part.**

ESEA Section 1112(a)(1)(A); 2102(b)(3)(A); and 4106(c)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> A combination of several pieces of evidence for meetings/discussions on the development of this year's Consolidated Application that informed the signatures on the Consultation and Collaboration forms for each applicable program (Title IA, IIA, IVA, VB). <input type="checkbox"/> Meeting notifications; minutes; sign-in sheets with the stakeholder groups identified; agendas or presentations with the programs listed; and email exchanges <input type="checkbox"/> A description of evidence that illustrates the LEA's process for engaging stakeholders in consultation regarding the development of the Consolidated Application.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- All teachers and paraprofessionals working in a Title IA or ID program meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.**

ESEA Section 1112(c)(6)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> For staff working in the Title IA or ID program (including those funded through transferability), please provide a list of names, job titles, and relevant certifications.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We	

Title I Parent and Family Engagement Requirements

- The LEA has a written *district-level* Parent and Family Engagement Policy (PFEP) that is developed jointly, mutually agreed upon, and distributed to parents and family members of participating children.**

ESEA Section 1116(a)(2)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Board of Education approved district-Level Title I Parent & Family Engagement Policy (PFEP) (updated under ESSA, after 2016). <input type="checkbox"/> A combination of the following types of evidence of dated joint development: meeting minutes, meeting notifications or agendas, and/or sign in sheets. <input type="checkbox"/> Evidence of distribution, any one of the following: web link, newsletter, email blast, parent handbook.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- With the involvement of parents and family members, the LEA annually evaluates the content and effectiveness of its *district-level* Parent and Family E**

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Section 1 - Programmatic Compliance - Title I, Part A: Parent/Family Engagement

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
	evaluation of the district-level PFEP <input type="checkbox"/> Evidence to show which barriers were identified by parents, what needs were identified, and how the LEA responded to those barriers and needs (such as dated emails, minutes from administrators' meetings, examples of outreach to address problems, etc.)		to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

LEA Requirements

1. **LEAs must maintain appropriate written documentation to support the removal of a student from the adjusted graduation rate cohort.**

34 CFR Section 200.19(b)(1)(i)(iv)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Written documentation (for example, request for transfers from receiving schools the student enrolled in another school, or in an educational program that culminates in the award of a regular high school diploma, obituaries, notes from families), which confirms that a removed student transferred out, migrated to another country, or is deceased. <input type="checkbox"/> If Title I allocation is greater than 500,000, a sample size of 25%; for all other LEAs, all documentation		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. **The LEA has comprehensive protocols for transitioning students from residential facilities back to their school.**

ESEA Section 1423(4) and CR 100.2(ff)(a)(2)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Current written transition protocol that describes the process of the LEA transitioning youth back into school from residential placement. <input type="checkbox"/> The written transition protocol should include a description of the roles and responsibilities identified to facilitate the prompt and appropriate enrollment of students returning to the district from a residential placement.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to	

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Section 1 - Programmatic Compliance - Title I, Part A: LEA Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			request technical assistance on this indicator.	

Education of Migratory Children

1. Identify the practices, including the use of the *Identification and Recruitment Parent Survey*, used by the LEA to screen students upon enrollment/registration for possible eligibility for migrant education, and to refer such students to their regional METS program centers for eligibility determinations.

ESEA Section 1304(b)(3)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Sample of completed Identification and Recruitment Parent Survey (see links above), AND/OR <input type="checkbox"/> Email sign-off and attestation from local METS Director		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

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Section 1 - Programmatic Compliance - Title I, Part D: Neglected and Delinquent

Neglected and Delinquent Facilities

1. The LEA has protocols/procedures in place to evaluate the Title I, Part D program(s) operating at residential facilities within the district.

ESEA Section 1431(a)(1-5)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> LEA Title I Part D evaluation protocols/procedures		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

McKinney-Vento Homeless Education

1. The LEA has an enrollment policy and practice that ensures:
 - the immediate enrollment and full participation of children and youth experiencing homelessness in the LEA even though they may not have the documents normally needed for enrollment (e.g. proof of immunizations, proof of residency, birth certificate, school records, etc.), including students with IEPs; and

Foster Care Transportation

- Evidence that the LEA has developed and implemented clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care.**

ESEA Section 1112(c)(5)(B)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Written foster care transportation procedures specific to transportation of foster care students		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Title II, Part A: Effective Instruction

- The LEA has prioritized the distribution of funds to schools implementing comprehensive support and improvement activities and targeted support and improvement activities and have the highest percentage of high-poverty children and those counted under section 1124 (c).**

ESEA Section 2102(b)(2)(C)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Provide some combination of chart(s) of Title IIA allocations or funded activities at each building, AND/OR <input type="checkbox"/> Schedules or payroll records that show prioritized assignment of coaches or other IIA staff to TSI and CSI schools or placement of class size reduction teachers, AND/OR <input type="checkbox"/> Documentation showing PD choices are based on needs assessment in TSI and CSI schools or those that have the highest percentage of high-poverty children		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- The LEA uses data and ongoing consultation to continually update and improve activities supported under Title II Part A.**

ESEA Section 2102(b)(2)(D)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Dated building or district leadership teams or PD committee meeting agendas, minutes, or presentations reviewing/evaluating IIA programs to inform future program activities, AND/OR <input type="checkbox"/> Dated data such as teacher surveys, classroom observations, student performance, AND/OR <input type="checkbox"/> Dated data coach meetings with		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We	

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Section 1 - Programmatic Compliance - Title II, Part A: Effective Instruction

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
	teachers, summaries of discussion, or topics covered, AND/OR <input type="checkbox"/> Dated follow up walk-throughs or observations of teachers after PLC meetings or data coaching sessions		would like to request technical assistance on this indicator.	

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Section 1 - Programmatic Compliance - Title IV, Part A: Student Support and Academic Enrichment Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
	<input type="checkbox"/> Building or district leadership teams or PD committee meeting agendas; meeting minutes or presentations reviewing/evaluating Title IVA programs to inform future program activities <input type="checkbox"/> Data such as teacher surveys, classroom observations, and student performance.		this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Other Programmatic Compliance Requirements



General Equitable Services Requirements

1. The LEA engaged in timely, meaningful and ongoing consultation with appropriate private school officials with the goal of reaching agreement about the use of funds and provided the equitable calculation of the private schools' allocation.

ESEA Section 1117(a)(1) and (b)(1,3)

ESEA Section 8501(a)(3)(A), (a)(4)(C), and (c)(1)

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Section 2 - Equitable Services Compliance - General Equitable Services Requirements

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Section 3 - Fiscal Compliance - General Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			would like to request technical assistance on this indicator.	

Title I, Part A Fiscal Requirements

- The LEA uses the same measure of poverty to identify Title I eligible schools (ex. FRPL); to determine the ranking of each school; and to determine school allocations based on the total number of children from low-income families in each school.**

ESEA Section 1113(c)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Data or reports on low-income status of each building, such as those provided for child nutrition (FRPL) or direct certification data for CEP programs.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

- An LEA with a Title I allocation greater than \$500,000 has reserved and is expending not less than one percent of its Title I allocation for parent and family engagement activities, which may include family literacy.**

ESEA Section 1116(a)(3)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Expenditure/ encumbrance reports from LEA accounting system AND <input type="checkbox"/> Receipts OR <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We	

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			would like to request technical assistance on this indicator.	

3. Actual expenditures for Title IA match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
3.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

Title I, Part D Fiscal Requirements

1. **Actual expenditures for Title ID match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.**

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

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Section 3 - Fiscal Compliance - Title II, Part A Fiscal Requirements

Title II, Part A Fiscal Requirements

1. **The LEA has demonstrated that Title IIA funds supplement, and do not supplant, non-Federal funds that would otherwise be used for activities authorized under this title.**

ESEA Section 2301

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
1.	<input type="checkbox"/> Documentation, which may include payroll records, invoices, or purchase orders, that demonstrate the funded activity was not previously funded out of			

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Section 3 - Fiscal Compliance - Title II, Part A Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			like to request technical assistance on this indicator.	

Title IV, Part A Fiscal Requirements

1. **The LEA has demonstrated that Title IVA funds supplement, and do not supplant, non-Federal funds that would otherwise be used for activities authorized under this title.**

ESEA Section 4110

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
1.	<input type="checkbox"/> Documentation, which may include payroll records, invoices, or purchase orders, that demonstrate the funded activity was not previously funded out of state or local funds. <input type="checkbox"/> To overcome a presumption of supplanting, provide evidence the LEA does not have funds to implement state or local mandated activities being funded out of federal dollars. <input type="checkbox"/> LEA may note any new initiatives being funded by Title IVA.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

2. **Actual expenditures for Title IVA match those that were allowable, budgeted and approved within the Consolidated Application for ESSA-Funded Programs.**

ESEA Section 8306(a)(1)

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
2.	<input type="checkbox"/> Expenditure reports from LEA accounting system AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records <input type="checkbox"/> The LEA must clearly label items by Title IV content area (WRE, SHS, or EUT) to show alignment to the budget.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would	

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Section 3 - Fiscal Compliance - Title IV, Part A Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			like to request technical assistance on this indicator.	

Other Program Fiscal Requirements (as applicable)

1.

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Section 3 - Fiscal Compliance - Other Program Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	

3. If the LEA accepted ARP HCY I funds as part of a consortium, please provide the share amount, as well as evidence that actual expenditures match those allowable, budgeted and approved activities, services, supplies, materials and equipment.

McKinney-Vento: § 722(e)(1) and § 723

Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements)

EDGAR: 34. C.F.R. Part 76

ESEA: § 1124; § 1124A; § 1125; § 1126

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
3.	<input type="checkbox"/> Documentation of share amount agreed upon by the consortium. <input type="checkbox"/> Documentation of services provided by the Consortium Lead, if applicable. <input type="checkbox"/> Dated Expenditure reports AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records <input type="checkbox"/> If services are provided by the Consortium LEAD, please provide evidence of services provided.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would like to request technical	

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Section 3 - Fiscal Compliance - Other Program Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
			assistance on this indicator.	

4. If the LEA accepted American Rescue Plan (ARP) Homeless Children and Youth Part II (HCY II) funds as part of a consortium, as a member, please provide the share amount, as well as evidence that actual expenditures match those allowable, budgeted and approved activities, services, supplies, materials, and equipment. **McKinney-Vento § 724 (b) 206.9523733w 328.1286.96 32 q 539.92 32 15 w 328.1539.92 32 4 De1 32 15 w ndicator.Assistanc**
Uniform Guidance: Subpart D (Post Federal Award Requirements), Subpart E (Cost Principles), and Subpart F (Audit Requirements)
EDGAR: 34. C.F.R. Part 76
ESEA: § 1124; § 1124A; § 1125; § 1126

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (Optional - 50 words or less)
4.	<input type="checkbox"/> Documentation of share amount agreed upon by the consortium. <input type="checkbox"/> Documentation of services provided by the Consortium Lead, if applicable. <input type="checkbox"/> Dated Expenditure reports AND <input type="checkbox"/> Invoices OR <input type="checkbox"/> Purchase orders OR <input type="checkbox"/> Payroll records <input type="checkbox"/> If services are provided by the Consortium LEAD, please provide evidence of services provided.		<input type="checkbox"/> We do not have sufficient evidence to meet this indicator. <input type="checkbox"/> We would suffice	

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Section 3 - Fiscal Compliance - Other Program Fiscal Requirements

	Recommended Evidence	Evidence Upload(s)	Technical Assistance	LEA Comments (<i>Optional - 50 words or less</i>)
			evidence to meet this indicator. <input type="checkbox"/> We would like to request technical assistance on this indicator.	