

**ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND (ESSER) APPLICATION
PROGRAM ADMINISTRATOR CHECKLIST**

Use the checklist below to review and approve ESSER applications:

COMPLETE	INFORMATION FOR TECHNICAL REVIEW
TECH REVIEW: LEA Information	
	Organization received Title I-A funds during the 2019-2020 school year
	Organization name entered
	Organization 3 digit code entered
	School year listed is 2019-2020
	Contact name entered
	Contact email address entered
	Contact phone number entered
PART A: Needs Assessment-LEA Data	
	Box is not empty
PART B: Data Analysis	
	Box is not empty
PART C: Funded Strategies	
	At least one box is checked
PART D: Strategy Implementation	
	Box is not empty
PART E: Assurances	
	All assurances are checked
	Name of Superintendent or representative is entered
	Position of representative is entered and is assumed to be someone who is a legal representative (i.e. able to sign for and represent the district in the absence of the Superintendent). <i>**If name of Federal Programs director is entered, confirm they have designee status**</i>
	Signature is present and reflects the same name as is entered above
	Date is entered
COMPLETE	INFORMATION FOR QUALITY REVIEW
PART A: Needs Assessment-LEA Data	
	Needs assessment data entered should relate to: <ul style="list-style-type: none"> • disruption of educational services, • the shift to remote learning, It is not sufficient to simply have student achievement data entered here.
PART B: Data Analysis	
	Data analysis supports strategies selected in Part C.
PART C: Funded Strategies	
	Boxes checked should reflect needs outlined in Part A and B.
PART D: Strategy Implementation	
	For EACH strategy checked in Part C, the LEA has entered the following: <ul style="list-style-type: none"> • a brief description of how the strategy will be implemented • a timeline for implementation of the strategy • a plan to measure the impact of the strategy

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BUDGET	
	Review of budget shows that object codes are aligned with information selected in Part C. If there is a code that is out of the scope of the application, call LEA to get additional information
	If there are ANY private schools in the LEA, funds are budgeted at 860 level <ul style="list-style-type: none">• If there are no funds budgeted there, call to confirm there are no private schools in the LEA• Not applicable to charter or LAB schools
NOTES	
<p style="font-size: 48px; opacity: 0.2; transform: rotate(-30deg);">FOR REFERENCE ONLY</p>	