



## CONSOLIDATED APPLICATION AND REPORTING SYSTEM (CARS)

Mountain View-Los Altos Union High (43 69609 000000)

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#### Current Submissions and Deadlines

Data collection forms that are listed below are open, available for editing, have upcoming deadlines, and/or are overdue to be certified. Data collection forms that have been certified, have had their deadlines pass, are open and available for editing can be found under the Data Entry Forms tab. All data collection forms, whether open or closed, certified or unsubmitted, can be viewed as uneditable reports under the Reports tab.

13 Data Collection(s) found.

Fiscal Year 2018-19	Deadline	Status
<a href="#">Title II, Part A Fiscal Year Expenditure Report, 36 Months</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
Fiscal Year 2019-20	Deadline	Status
<a href="#">Title II, Part A Fiscal Year Expenditure Report, 24 Months</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Title III English Learner YTD Expenditure Report, 24 Months</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
Fiscal Year 2020-21	Deadline	Status
<a href="#">Title II, Part A Fiscal Year Expenditure Report, 12 Months</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Title III English Learner YTD Expenditure Report, 12 Months</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Title III English Learner Nonprofit Private School Reimbursement</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Homeless Education Policy, Requirements, and Implementation</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
Fiscal Year 2021-22	Deadline	Status
<a href="#">Protected Prayer Certification</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">LCAP Federal Addendum Certification</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Application for Funding</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Nonprofit Private School Consultation</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Title III English Learner Student Program Subgrant Budget</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM
<a href="#">Substitute System for Time Accounting</a>	July 22, 2021	<i>Certified</i> TFaught, 7/14/2021 2:25 PM

General CARS Questions: [Consolidated Application Support Desk](#) | [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov) | 916-319-0297

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### 2018-19 Title II, Part A Fiscal Year Expenditure Report, 36 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through June 30, 2021.

Required fields are denoted with an asterisk (\*).

**NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms as well.**

2018-19 Title II, Part A allocation:	\$70,924	
Transferred-in amount:	\$0	
Transferred-out amount:	\$0	
2018-19 Total allocation:	\$70,924	<input type="button" value="Recalculate"/>

#### Professional Development Expenditures

Professional development for teachers:	<input type="text" value="\$43,247"/>
Professional development for administrators:	<input type="text" value="\$0"/>
All other professional development expenditures:	<input type="text" value="\$0"/>

#### Recruitment, Training, and Retention Expenditures

Recruitment activities:	<input type="text" value="\$0"/>
Training activities:	<input type="text" value="\$0"/>
Retention activities:	<input type="text" value="\$0"/>
All other recruitment, training, and retention expenditures:	<input type="text" value="\$0"/>

#### Miscellaneous Expenditures

Class size reduction:	<input type="text" value="\$0"/>	
Administrative and indirect costs:	<input type="text" value="\$3,389"/>	
Equitable services for nonprofit private schools:	<input type="text" value="\$24,288"/>	
All other allowable expenditures and encumbrances:	<input type="text" value="\$0"/>	
Total expenditures and encumbrances:	\$70,924	<input type="button" value="Recalculate"/>
2018-19 Unspent funds:	\$0	

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### 2019-20 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2021.

Required fields are denoted with an asterisk (\*).

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2019-20 Title II, Part A allocation:	\$62,993	
Transferred-in amount:	\$0	
Transferred-out amount:	\$0	
2019-20 Total allocation:	\$62,993	<input type="button" value="Recalculate"/>

#### Professional Development Expenditures

Professional development for teachers:	<input type="text" value="\$17,787"/>
Professional development for administrators:	<input type="text" value="\$0"/>
All other professional development expenditures:	<input type="text" value="\$0"/>

#### Recruitment, Training, and Retention Expenditures

Recruitment activities:	<input type="text" value="\$0"/>
Training activities:	<input type="text" value="\$0"/>
Retention activities:	<input type="text" value="\$0"/>
All other recruitment, training, and retention expenditures:	<input type="text" value="\$0"/>

#### Miscellaneous Expenditures

Class size reduction:	<input type="text" value="\$0"/>	
Administrative and indirect costs:	<input type="text" value="\$2,581"/>	
Equitable services for nonprofit private schools:	<input type="text" value="\$13,803"/>	
All other allowable expenditures and encumbrances:	<input type="text" value="\$0"/>	
Total expenditures and encumbrances:	\$34,171	<input type="button" value="Recalculate"/>
2019-20 Unspent funds:	\$28,822	

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## 2019-20 Title III English Learner YTD Expenditure Report, 24 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2019 through June 30, 2021.

Required fields are denoted with an asterisk (\*).

**NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms as well.**

### Required and authorized Title III English Learner (EL) student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students. Refer to the Program Information link above for required and authorized EL student program activities. Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2019-20 Title III EL student program allocation:	\$32,668	
Transferred-in amount:	\$0	
2019-20 Total allocation:	\$32,668	<input type="button" value="Recalculate"/>

#### Object Code - Activity

* 1000-1999 Certificated personnel salaries:	<input type="text" value="\$1,028"/>
* 2000-2999 Classified personnel salaries:	<input type="text" value="\$2,608"/>
* 3000-3999 Employee benefits:	<input type="text" value="\$481"/>
* 4000-4999 Books and supplies:	<input type="text" value="\$1,072"/>
* 5000-5999 Services and other operating expenditures:	<input type="text" value="\$27,479"/>
* Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount):	<input type="text" value="\$0"/>
* Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs):	<input type="text" value="\$0"/>
Total year-to-date expenditures:	\$32,668 <input type="button" value="Recalculate"/>
2019-20 Unspent funds:	\$0

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Geoffrey Ndirangu, Language Policy and Leadership Office | [GNdirang@cde.ca.gov](mailto:GNdirang@cde.ca.gov) | 916-323-5831  
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### 2020-21 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2020 through June 30, 2021.

Required fields are denoted with an asterisk (\*).

**NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms as well.**

2020-21 Title II, Part A allocation:	\$52,011	
Transferred-in amount:	\$0	
Transferred-out amount:	\$0	
2020-21 Total allocation:	\$52,011	<input type="button" value="Recalculate"/>

#### Professional Development Expenditures

Professional development for teachers:	<input type="text" value="\$0"/>	
Professional development for administrators:	<input type="text" value="\$0"/>	
All other professional development expenditures:	<input type="text" value="\$0"/>	

#### Recruitment, Training, and Retention Expenditures

Recruitment activities:	<input type="text" value="\$0"/>	
Training activities:	<input type="text" value="\$0"/>	
Retention activities:	<input type="text" value="\$0"/>	
All other recruitment, training, and retention expenditures:	<input type="text" value="\$0"/>	

#### Miscellaneous Expenditures

Class size reduction:	<input type="text" value="\$0"/>	
Administrative and indirect costs:	<input type="text" value="\$0"/>	
Equitable services for nonprofit private schools:	<input type="text" value="\$18,967"/>	
All other allowable expenditures and encumbrances:	<input type="text" value="\$3,178"/>	
Total expenditures and encumbrances:	\$22,145	<input type="button" value="Recalculate"/>
2020-21 Unspent funds:	\$29,866	

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## 2020-21 Title III English Learner YTD Expenditure Report, 12 Months

A report of year-to-date (YTD) expenditures by activity. Activity period covered is July 1, 2020 through June 30, 2021.

Required fields are denoted with an asterisk (\*).

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### Required and authorized Title III English Learner (EL) student program activities

An eligible entity receiving funds under the Every Student Succeeds Act section 3115 (c)-(d) shall use the funds for the supplementary services as part of the language instruction program for EL students. Refer to the Program Information link above for required and authorized EL student program activities. Refer to the Data Entry Instructions link above for Expenditure Report Instructions.

2020-21 Title III EL student program allocation:	\$30,150	
Transferred-in amount:	\$0	
2020-21 Total allocation:	\$30,150	<input type="button" value="Recalculate"/>

#### Object Code - Activity

* 1000-1999 Certificated personnel salaries:	<input type="text" value=""/>	\$0
* 2000-2999 Classified personnel salaries:	<input type="text" value=""/>	\$1,852
* 3000-3999 Employee benefits:	<input type="text" value=""/>	\$164
* 4000-4999 Books and supplies:	<input type="text" value=""/>	\$342
* 5000-5999 Services and other operating expenditures:	<input type="text" value=""/>	\$10,669
* Direct administrative costs (amount cannot exceed 2% of the student program allocation plus transferred-in amount):	<input type="text" value=""/>	\$0
* Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs):	<input type="text" value=""/>	\$0
Total year-to-date expenditures:	\$13,027	<input type="button" value="Recalculate"/>
2020-21 Unspent funds:	\$17,123	

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### 2020-21 Title III English Learner Nonprofit Private School Reimbursement

The purpose of this data collection form is to capture the actual number of nonprofit private school English learner students who received Title III English learner services during the reported fiscal year.

Required fields are denoted with an asterisk (\*).

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\* Total English learner students served:

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# 2020-21 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

Required fields are denoted with an asterisk (\*).

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## Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

- Designated a staff person as the liaison for homeless children and youths;
- Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
  - Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
  - Includes a dispute resolution process;
  - Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
- Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

## Homeless Liaison Contact Information

\* Homeless liaison first name:

\* Homeless liaison last name:

\* Homeless liaison title:

\* Homeless liaison email address:   
(Format: abc@xyz.zyx)

\* Homeless liaison telephone number:   
(Format: 999-999-9999)

Homeless liaison telephone extension:

\* Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education:   
(Format: 0.00)

## Homeless Liaison Training Information

\* Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years:  No  Yes

Has the homeless liaison provided training to the following personnel:

Principals and other school leaders:  No  Yes

Attendance officers and registrars:  No  Yes

Teachers and instructional assistants:  No  Yes



School counselors:  No  Yes

### Homeless Education Policy and Requirements

\* Does the LEA have a written homeless education policy:  No  Yes

No policy comment:  
Provide an explanation why the LEA does not have a homeless education policy.  
(Maximum 500 characters)

Date LEA's board approved the homeless education policy:  (ex. MM/DD/YYYY)

\* Does the LEA meet the above federal requirements:  No  Yes

Compliance comment:  
Provide an explanation why the LEA does not comply with federal requirements.  
(Maximum 500 characters)

### Title I, Part A Homeless Expenditures

2020-21 Title I, Part A LEA allocation: \$130,086

2020-21 Title I, Part A direct or indirect services to homeless children reservation: \$5,000

Amount of 2020-21 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children:

Homeless services provided:  
(Maximum 500 characters)

Access to Health Van services provided by social worker, helping families find housing & access to other social services available to the community.

No expenditures or encumbrances comment:  
Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services.  
(Maximum 500 characters)

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**Leanne Wheeler, Integrated Student Support and Programs Office | [LWheeler@cde.ca.gov](mailto:LWheeler@cde.ca.gov) | 916-319-0383**  
**Karina Barrales, Integrated Student Support and Programs Office | [KBarrales@cde.ca.gov](mailto:KBarrales@cde.ca.gov) | 916-327-9692**  
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### 2021-22 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

Required fields are denoted with an asterisk (\*).

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#### Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

\* The authorized representative agrees to the above statement:  No  Yes

Authorized Representative's Full Name:

Authorized Representative's Title:

Authorized Representative's Signature Date:  (ex. MM/DD/YYYY)

Comment:

If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)

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Carrie Lopes, Title I Policy, Program, and Support Office | [CLopes@cde.ca.gov](mailto:CLopes@cde.ca.gov) | 916-319-0126  
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### 2021-22 LCAP Federal Addendum Certification

Required fields are denoted with an asterisk (\*).

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#### Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

#### Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

**County Office of Education (COE) or District:**  (ex. MM/DD/YYYY)

For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP

**Direct Funded Charter:**  (ex. MM/DD/YYYY)

Enter the adoption date of the current LCAP

\* Authorized Representative's Full Name:

\* Authorized Representative's Title:

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### 2021-22 Application for Funding

Required fields are denoted with an asterisk (\*).

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#### Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board:  (ex. MM/DD/YYYY)

#### District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name:  (non-LEA employee)

DELAC review date:

Meeting minutes web address:   
 Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.

DELAC comment:   
 If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)

#### Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

- \* **Title I, Part A (Basic Grant):**  No  Yes  
 ESSA Sec. 1111 et seq.  
 SACS 3010
- \* **Title II, Part A (Supporting Effective Instruction):**  No  Yes  
 ESEA Sec. 2104  
 SACS 4035
- \* **Title III English Learner:**  No  Yes  
 ESEA Sec. 3102  
 SACS 4203
- \* **Title III Immigrant:**  No  Yes  
 ESEA Sec. 3102  
 SACS 4201
- \* **Title IV, Part A (Student and School Support):**  No  Yes

ESSA Sec. 4101  
SACS 4127

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## 2021-22 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

Required fields are denoted with an asterisk (\*).

**NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms as well.**

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

#### Private School's Believed Results of Consultation Allowable Codes

Y1: meaningful consultation occurred

Y2: timely and meaningful consultation did not occur

Y3: the program design is not equitable with respect to eligible private school children

Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

School Name	School Code	Enrollment	* Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	Remove
Mountain View Academy	6940555	65	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="text" value="Y1"/>	
St. Francis High School	6940654	1,758	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="text" value="Y1"/>	
Waldorf School Of the Peninsula	6150684	117	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="radio"/> No <input checked="" type="radio"/> Yes	<input type="text" value="Y3"/>	

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Sylvia Hanna, Title I Policy, Program, and Support Office | [SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov) | 916-319-0948  
 Rina DeRose, Title I Policy, Program, and Support Office | [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov) | 916-323-0472  
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### 2021-22 Title III English Learner Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for 2021-22 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

Required fields are denoted with an asterisk (\*).

**NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms as well.**

#### Estimated Allocation Calculation

Estimated English learner per student allocation: \$126.25

\* Estimated English learner student count:

Estimated English learner student program allocation: \$30,553

#### Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

#### Budget

\* Professional development activities:

\* Program and other authorized activities:

\* English Proficiency and Academic Achievement:

\* Parent, family, and community engagement:

\* Direct administrative costs:   
(Amount cannot exceed 2% of the estimated English learner student program allocation)

\* Indirect costs:   
(LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)

Total budget: \$30,553

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Geoffrey Ndirangu, Language Policy and Leadership Office | [GNdirang@cde.ca.gov](mailto:GNdirang@cde.ca.gov) | 916-323-5831  
 Caroline Takahashi, Language Policy and Leadership Office | [CTakahashi@cde.ca.gov](mailto:CTakahashi@cde.ca.gov) | 916-323-5739  
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### 2021-22 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

*Required fields are denoted with an asterisk (\*).*

**NOTE: Your local educational agency (LEA) has previously certified this data collection form as official. One or more other data collection forms may be dependent on this data collection form. Please be aware that if a change is saved and this data collection form is certified again, it may cause dependent data collection forms to become certified-obsolete and your LEA may have to revise and resubmit those dependent data collection forms as well.**

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

\* 2021-22 Request for authorization:  No  Yes

LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system:  
(Maximum 500 characters)

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Hilary Thomson, Fiscal Oversight and Support Office | [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov) | 916-323-0765  
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