

LEA Request for Funding (RFF) Application FY21 Instructions

Please note: All images are snapshots of information found in the LEA RFF Application FY21. Please refer to the LEA RFF Application FY21 Excel spreadsheet for further information.

1. There are 2 documents needed to complete the LEA RFF Application FY21.

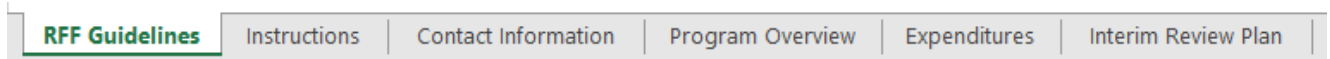
1. LEA RFF Application FY21 (Excel document)
2. LEA RFF Application FY21 Signature Page (PDF)

Download and save both documents to your computer/hard drive for easy access and to enable editing. Save documents as the following (**change LEA to your LEA Name**):

- a. **LEA**.RFF.FY21
- b. **LEA**.RFF.FY21.Signature

2. RFF FY21 Excel Spreadsheet

- a. There are 6 tabs in this spreadsheet. To complete the RFF Application, **you will need to complete tabs 3 - 5** (Contact Information, Program Overview, and Expenditures). *LEAs who are on an Interim Review schedule for the 2020 - 2021 school year will also need to complete Tab 6, "Interim Review Plan."*



b. Tab 3, "Contact Information". Complete all contact information fields.

1. Name of LEA:	
Address:	
2. Name of LEA School CTE Director:	
Work Phone:	
Email Address:	
3. Name of LEA School Counseling Director:	
Work Phone:	
Email Address:	

c. Tab 4, "Program Overview" (see example below)

- i. List all schools (designate new schools with an *) see example, Starview High School.

New School 2020 - 2021	Name of School:
*	Starview High School
	Ridgeview High School
	Plainview Junior High School

d. Tab 5, "Expenditures"

i. Current 2019 - 2020 Expenditures

1. Enter total amounts for current expenditures for School Counseling and LEA Leadership expenses for the 2019 - 2020 school year.

ii. Projected 2020 - 2021 Expenditures

1. Using the FY20 funding allocation, enter total amounts for projected expenditures for School Counseling and LEA Leadership expenses for the 2020 - 2021 school year. Refer to information in actual FY21 spreadsheet for more details.

*****No funding can be used for incentives or food*****

Instructions for Reporting Current 2019 - 2020 Expenditures		Instructions for Reporting Projected 2020 - 2021 Expenditures	
<p>ONLY include the LEA's allocated CTE School Counseling funding received from USBE FALL 2019 for School Counseling Programs. (Example: If an LEA is allocated \$20,059 from CTE add-on state funding for School Counseling Programs, this report's total 2019 - 2020 expenditures CANNOT EXCEED the \$20,059 allocated amount.) Input the expenditure in each of the cells according the specified category. The spreadsheet will auto-calculate the figures to give subtotals and the grand total.</p>		<p>The estimated allocation for this report comes from the prior year's allotment. ONLY include the LEA's projected expenditures from CTE add-on funding for School Counseling Programs. (Example: If the estimated LEA allocation is \$20,059 from CTE add-on state funding for School Counseling Programs, this report's total expenditures CANNOT EXCEED the estimated \$20,059 allocated amount.) Input the expenditure in each of the cells according the specified category. The spreadsheet will auto-calculate the figures to give subtotals and the grand total.</p>	
Current 2019 - 2020 Expenditures for School Counseling Program Expenses		Projected 2020 - 2021 Expenditures for School Counseling Program Expenses	
Salary/Benefits		Salary/Benefits	
Professional Development		Professional Development	
Travel		Travel	
Association Membership		Association Membership	
Materials/Supplies		Materials/Supplies	
Equipment		Equipment	
TOTAL	\$0.00	TOTAL	\$0.00
Current 2019 - 2020 Expenditures for LEA Leadership Expenses		Projected 2020 - 2021 Expenditures for LEA Leadership Expenses	
Salary/Benefits		Salary/Benefits	
Professional Development		Professional Development	
Travel		Travel	
Association Membership		Association Membership	
Materials/Supplies		Materials/Supplies	
Equipment		Equipment	
TOTAL	\$0.00	TOTAL	\$0.00
Current 2019 - 2020 Expenditures Total		Projected 2020 - 2021 Expenditures Total	
\$0.00		\$0.00	

e. Tab 6, "Interim Review Plan" is only needed for those schools completing interim review 2020 - 2021.

- f. Save the RFF Application FY21 Excel Spreadsheet as **LEA**.RFF.FY21 (change LEA to your LEA name).
3. Complete the signature page (digital signatures and/or hard signatures). Save the signature page as **LEA**.RFF.FY21.Signature (change LEA to your LEA name).
4. **Email both the RFF FY21 Excel Spreadsheet and PDF Signature Page** to [Jerri Sagers](#).

Due date: June 1