

## **Procedures for Submitting Title I, Part A Academic Achievement Awards Budgets**

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In order to effectively manage Title I, Part A budgets via the consolidated application (ConApp) the following procedures are provided as a guide.

Select the Title Programs Tab within the ConApp

Select Add the Program Tab (Reward Schools, Reward Districts, or National Title I Distinguished Schools) from the drop down menu

Click on the Budget Tab and perform the steps to allocate funds to each function and object code

Select the Function Code: for example function code 1000 for direct instruction

Select an Object Code: for example object code 110 for teachers

Enter the Unit Value: for example the number 5

Enter the Price: for example the actual dollar value

Enter a clear detailed description of how the funds will be being used

Click the Add Button

You are now ready to sign off when all line items has been entered in the same fashion

Sign off will be completed by the Title I Director/Coordinator and Superintendent

**\*Important to Note:** The superintendent must accept assurances before signing off on the budget

Approval of budgets will occur once a thorough review of all expenditure requests and supporting documentation has been completed by the GaDOE Title I Education Program Specialist for Academic Achievement Awards.