

Title III, Part A English Learner and Immigrant Budget Submission Checklist

	Questions to Consider before Submitting Original or Amended Budgets	Yes/No
1	Required: Is the CLIP approved?	
2	Required: Are there any outstanding Cross-functional Monitoring <i>Findings</i> that have not been submitted and approved by GaDOE?	
3	Required: Is the GEPA statement completed? (After Oct 1st)	
4	Required: Has the <i>Prayer Certification</i> been signed?	
5	Required: Is the Title IIIA Director aware of the Title IIIA Program assurances in the ConAPP that must be in place prior to budget submission?	
6	Required: <ul style="list-style-type: none"> • Is the <i>EL Program Plan</i> completed? (Questions #1-#4 for traditional LEAs – Only #1 & #5 for CoF LEAs) • Does question #1 describe the LEA's ESOL program including the number of ESOL teachers in the LEA? 	
6a.	When applicable: Is the <i>Immigrant Program Plan</i> completed?	
7	When applicable: <ul style="list-style-type: none"> • Have the required attachments been uploaded/attached? (Job descriptions? Field trips?) 	
8	When applicable: Is the district consolidating all federal programs' administrative costs and this has been approved by GaDOE Federal Programs? <ul style="list-style-type: none"> • If so, is the 2% allowable administrative costs budgeted under 2230-882? • Is it rounded down? • Is the LEA's completed <i>FY 23 Consolidation of ESSA Administrative Funds</i> document attached? 	
9	Required: Is the total sum of all Direct Admin + Indirect + Audit costs (Functions 2230 + 2300) equal to or less than the allowed 2% of the original allocation? <ul style="list-style-type: none"> • Is it rounded down? • Is the 2% calculated only on the original allocation – not the original plus the previous year's regular carryover? 	
10	Carryover Only: Were there any unexpended Title IIIA direct administrative costs from the previous year? (Check Completion Report) <ul style="list-style-type: none"> • If so, these may be included in the carryover budget as additional admin costs not spent in the previous year. • If included, these must be budgeted on a <u>separate line item</u> to demonstrate that they are not part of the current year's 2% allowable admin costs. 	
11	When applicable:	



	<ul style="list-style-type: none"> • Is the budgeted amount for private schools equal to the proportionate share on the Ombudsman website? • If applicable, was the proportionate share rounded down? • Is each private school listed on a separate line item (not combined with other private school or LEA proposed expenditures) with their appropriate proportionate share? 	
12*	<p>Must Have:</p> <ul style="list-style-type: none"> • Are there items budgeted in Function 1000 for a supplemental language program? • Do all items in Function 1000 align with EL Program Plan question #2? • Is there enough detail (clarity) in the item descriptions to ensure the items are allowable, allocable, reasonable, and necessary? • Are software programs listed on separate line items? • If purchasing equipment, is the number of items that will purchased listed in the budget and on the LEA's equipment inventory? 	
13*	<p>Must Have:</p> <ul style="list-style-type: none"> • Are there items budgeted in Function 2100 for EL parent engagement activities (not meetings)? • Do all items in Function 2100 align with EL Program Plan question #4? • Is there enough detail (clarity) to see that the items are allowable, allocable, reasonable, and necessary? • Are software programs listed on separate line items? • If purchasing equipment, is the number of items that will purchased listed in the budget and on the LEA's equipment inventory? 	
14*	<p>Must Have:</p> <ul style="list-style-type: none"> • Are there items budgeted in Functions 2210 and 2213 for a sustainable EL-focused PD plan for all teachers and school leaders? • Do all items in Functions 2210 and 2213 align with EL Program Plan question #3? • Is there enough detail (clarity) to see that the items are allowable, allocable, reasonable, and necessary? • Are software programs listed on separate line items? 	
15*	<p>When applicable:</p> <ul style="list-style-type: none"> • Do all items in Function 2700 align with EL Program Plan question #2? Is there enough detail (clarity) to see that the items are allowable, allocable, reasonable, and necessary? (fuel & bus drivers) 	
16*	<p>When applicable:</p> <ul style="list-style-type: none"> • Do all formal and informal job descriptions include only Title IIIA allowable activities on the Federal portion of the compensation? • Do all formal and informal job descriptions specify the portion of salary or hourly rate for additional compensation? 	
17*	<p>Must Have:</p> <ul style="list-style-type: none"> • Do budget line items in Functions 1000, 2100, 2210 & 2213 indicate the evidence-base or a Logic (Rationale) Model that will be used for effectiveness evidence? 	
18	<p>Required:</p> <ul style="list-style-type: none"> • Are all the subgrant funds budgeted? 	
19	<p>AMENDMENTS:</p>	

	<ul style="list-style-type: none"> • Did the changed budget line item clearly indicate INCREASE or DECREASE of funds? • Is the description in the changed budget line item different from the original description? <ul style="list-style-type: none"> ○ How many more _____? How many less _____? ○ Or why the change? • Has the Program Plan been updated to reflect the amendment? 	
--	---	--

* Please refer to the Budget Guiding Questions Chart for additional details.