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

(All CoF LEAs must follow the CoF Program and Fiscal Templates.)

<table>
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<tr>
<th>Questions to Consider before Submitting Original or Amended Budgets</th>
<th>Yes/No</th>
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<tr>
<td>1 <strong>Required:</strong> Is the CLIP approved?</td>
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<td>2 <strong>Required:</strong> Are there any outstanding Cross-functional Monitoring <em>Findings</em> that have not been submitted and approved by GaDOE?</td>
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<td>3 <strong>Required:</strong> Is the GEPA statement completed? <em>(After Oct 1st)</em></td>
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<td>4 <strong>Required:</strong> Has the <em>Prayer Certification</em> been signed?</td>
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<td>5 <strong>Required:</strong> Is the Title IIIA Director aware of the Title IIIA Program assurances in the ConAPP that must be in place prior to budget submission?</td>
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| 6 **Required:**  
  - Is the Title IIIA *Program Information* tab 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 *Immigrant Program Plan* completed? |        |
| 7 **When applicable:**  
  - Have the required attachments been uploaded/attached? *(Job descriptions? Field trips?)* *(Not required for CoF)* |        |
| 8 **When applicable:**  
  - Is the district consolidating all federal programs’ administrative costs and this has been approved by GaDOE Federal Programs?  
    - If so, is the 2% allowable administrative costs budgeted under 2230-882?  
    - Is it rounded down?  
    - Is the LEA’s completed FY 24 *Consolidation of ESSA Administrative Funds* 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?  
    - 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)*  
    - 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 separate line item to demonstrate that they are not part of the current year’s 2% allowable admin costs. |        |
### 11 When applicable:
- 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* Must Have (Not for CoF):
- 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?
- Is the level of evidence base noted?
- If purchasing equipment, is the number of items that will purchased listed in the budget and on the LEA’s equipment inventory?
- If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?
- Are benefits for personnel budgeted, if applicable?

### 13* Must Have (Not for CoF):
- 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?
- Is the level of evidence base noted?
- If purchasing equipment, is the number of items that will purchased listed in the budget and on the LEA’s equipment inventory?
- If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?
- Are benefits for personnel budgeted, if applicable?

### 14* Must Have (Not for CoF):
- 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?
- Is the level of evidence base noted?
- If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?
- Are benefits for personnel budgeted, if applicable?

### 15* When applicable (Not for CoF):
- 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)
- If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?
- Are benefits for personnel and/or fuel for transportation budgeted, if applicable?

### 16* When applicable (Not for CoF):
- Do all formal and informal job descriptions include only Title IIIA allowable activities in the Title IIIA portion of the compensation?
|   | Do all formal and informal job descriptions specify the **portion of salary** or **hourly rate** for additional compensation?  
|   | Do all formal and informal job descriptions indicate the **funding source(s)**?  
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<td>17** Must Have (Not for CoF):</td>
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|   | 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 Required (both CoF and Traditional): |   
|   | Are all the subgrant funds budgeted?  
|   | Are the correct budget Function and Object codes used?  
| 19 Required for CoF LEAs: |   
|   | A sample of selected schoolwide (SW) plans, representing all grade spans of consolidating schools  
|   | Title IIIA Intents and Purposes for selected consolidated schools that align with the SW plans.  
|   | Fund 150 Budget Allocations  
|   | Fund 150 Budget for Selected Schools (new CoF LEAs only)  
| 20 AMENDMENTS: |   
|   | 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?  
|   | 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.