

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

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

	Questions to Consider before Submitting Original or Amended Budgets	Yes/No
1	<b>Required:</b> Is the CLIP approved?	
2	<b>Required:</b> Are there any outstanding Cross-functional Monitoring <i>Findings</i> that have not been submitted and approved by GaDOE?	
3	<b>Required:</b> Is the GEPA statement completed? <b>(After Oct 1<sup>st</sup>)</b>	
4	<b>Required:</b> Has the <i>Prayer Certification</i> been signed?	
5	<b>Required:</b> 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	<b>Required:</b> <ul style="list-style-type: none"> <li>• Is the Title IIIA <i>Program Information tab</i> completed? (Questions #1-#4 for traditional LEAs – <b>Only #1 &amp; #5 for CoF LEAs</b>)</li> <li>• Does question #1 describe the LEA's ESOL program including the number of ESOL teachers in the LEA?</li> </ul>	
6a.	<b>When applicable:</b> Is the <i>Immigrant Program Plan</i> completed?	
7	<b>When applicable:</b> <ul style="list-style-type: none"> <li>• Have the required attachments been uploaded/attached? (Job descriptions? Field trips?) <b>(Not required for CoF)</b></li> </ul>	
8	<b>When applicable:</b> Is the district consolidating all federal programs' administrative costs and this has been approved by GaDOE Federal Programs? <ul style="list-style-type: none"> <li>• If so, is the 2% allowable administrative costs budgeted under 2230-882?</li> <li>• Is it rounded down?</li> <li>• Is the LEA's completed <i>FY 24 Consolidation of ESSA Administrative Funds</i> document attached?</li> </ul>	
9	<b>Required:</b> Is the total sum of all <b>Direct Admin + Indirect + Audit costs</b> (Functions 2230 + 2300) <b>equal to or less</b> than the allowed 2% of the <b>original</b> allocation? <ul style="list-style-type: none"> <li>• Is it rounded down?</li> <li>• Is the 2% calculated only on the original allocation – not the original plus the previous year's regular carryover?</li> </ul>	
10	<b>Carryover Only:</b> Were there any <b>unexpended</b> Title IIIA <b>direct administrative</b> costs from the previous year? <b>(Check Completion Report)</b> <ul style="list-style-type: none"> <li>• If so, these may be included in the carryover budget as additional admin costs not spent in the previous year.</li> <li>• 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.</li> </ul>	



11	<p><b>When applicable:</b></p> <ul style="list-style-type: none"> <li>Is the budgeted amount for private schools <b>equal to</b> the proportionate share on the <a href="#">Ombudsman website</a>?</li> <li>If applicable, was the proportionate share rounded down?</li> <li>Is each private school listed on a <b>separate line item</b> (not combined with other private school or LEA proposed expenditures) with their appropriate proportionate share?</li> </ul>	
12*	<p><b>Must Have (Not for CoF):</b></p> <ul style="list-style-type: none"> <li>Are there items budgeted in <b>Function 1000</b> for a supplemental language program?</li> <li>Do all items in Function <b>1000</b> align with EL Program Plan question <b>#2</b>?</li> <li>Is there <b>enough detail</b> (clarity) in the item descriptions to ensure the items are allowable, allocable, reasonable, and necessary?</li> <li>Are software programs listed on separate line items?</li> <li>Is the level of evidence base noted?</li> <li>If purchasing equipment, is the number of items that will purchased listed in the budget and on the LEA's equipment inventory?</li> <li>If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?</li> <li>Are benefits for personnel budgeted, if applicable?</li> </ul>	
13*	<p><b>Must Have (Not for CoF):</b></p> <ul style="list-style-type: none"> <li>Are there items budgeted in <b>Function 2100</b> for EL parent engagement activities (not meetings)?</li> <li>Do all items in Function <b>2100</b> align with EL Program Plan question <b>#4</b>?</li> <li>Is there <b>enough detail</b> (clarity) to see that the items are allowable, allocable, reasonable, and necessary?</li> <li>Are software programs listed on separate line items?</li> <li>Is the level of evidence base noted?</li> <li>If purchasing equipment, is the number of items that will purchased listed in the budget and on the LEA's equipment inventory?</li> <li>If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?</li> <li>Are benefits for personnel budgeted, if applicable?</li> </ul>	
14*	<p><b>Must Have (Not for CoF):</b></p> <ul style="list-style-type: none"> <li>Are there items budgeted in <b>Functions 2210 and 2213</b> for a sustainable EL-focused PD plan for all teachers and school leaders?</li> <li>Do all items in Functions <b>2210 and 2213</b> align with EL Program Plan question <b>#3</b>?</li> <li>Is there <b>enough detail</b> (clarity) to see that the items are allowable, allocable, reasonable, and necessary?</li> <li>Are software programs listed on separate line items?</li> <li>Is the level of evidence base noted?</li> <li>If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?</li> <li>Are benefits for personnel budgeted, if applicable?</li> </ul>	
15*	<p><b>When applicable (Not for CoF):</b></p> <ul style="list-style-type: none"> <li>Do all items in Function <b>2700</b> align with EL Program Plan question <b>#2</b>? Is there <b>enough detail</b> (clarity) to see that the items are allowable, allocable, reasonable, and necessary? (fuel &amp; bus drivers)</li> <li>If Title IIIA funds are braided with other funds, is there a description of the resource allocation in the line item?</li> <li>Are benefits for personnel and/or fuel for transportation budgeted, if applicable?</li> </ul>	
16*	<p><b>When applicable (Not for CoF):</b></p> <ul style="list-style-type: none"> <li>Do all formal and informal job descriptions include only Title IIIA <b>allowable activities</b> in the Title IIIA portion of the compensation?</li> </ul>	

	<ul style="list-style-type: none"> <li>Do all formal and informal job descriptions specify the <b>portion of salary</b> or <b>hourly rate</b> for additional compensation?</li> <li>Do all formal and informal job descriptions indicate the <b>funding source(s)</b>?</li> </ul>	
17*	<b>Must Have (Not for CoF):</b> <ul style="list-style-type: none"> <li>Do budget line items in Functions 1000, 2100, 2210 &amp; 2213 indicate the evidence-base or a Logic (Rationale) Model that will be used for effectiveness evidence?</li> </ul>	
18	<b>Required (both CoF and Traditional):</b> <ul style="list-style-type: none"> <li>Are all the subgrant funds budgeted?</li> <li>Are the correct budget Function and Object codes used?</li> </ul>	
19	<b>Required for CoF LEAs:</b> <ul style="list-style-type: none"> <li>A sample of selected schoolwide (SW) plans, representing all grade spans of consolidating schools</li> <li>Title IIIA Intents and Purposes for selected consolidated schools that align with the SW plans.</li> <li>Fund 150 Budget Allocations</li> <li>Fund 150 Budget for Selected Schools (new CoF LEAs only)</li> </ul>	
20	<b>AMENDMENTS:</b> <ul style="list-style-type: none"> <li>Did the changed budget line item clearly indicate INCREASE or DECREASE of funds?</li> <li>Is the description in the changed budget line item different from the original description? <ul style="list-style-type: none"> <li>How many more _____? How many less _____?</li> <li>Or why the change?</li> </ul> </li> <li>Has the Program Plan been updated to reflect the amendment?</li> </ul>	

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