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

<table>
<thead>
<tr>
<th>Questions to Consider before Submitting Original or Amended Budgets</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>1 Required: Is the CLIP approved?</td>
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<td>2 Required: Are there any outstanding Cross-functional Monitoring Findings that have not been submitted and approved by GaDOE?</td>
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<td>3 Required: Is the GEPA statement completed? (After Oct 1st)</td>
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<td>4 Required: Has the Prayer Certification been signed?</td>
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| 5 Required:  
  - Is the EL Program Plan completed?  
  (Questions #1-#4 for traditional LEAs – Only #1 & #5 for CoF LEAs) | |
| 5a. When applicable: Is the Immigrant Program Plan completed? | |
| 6 When applicable:  
  - Have the required attachments been uploaded/attached? (Job descriptions? Field trips? Indirect Cost Worksheet?) | |
| 7 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? | |
| 8 Required:  
  - Are the Direct Admin costs (Functions 2230 + 2300) equal to or less than the allowed 2% of the original allocation (excluding indirect costs)?  
  - Is it rounded down?  
  - Is the 2% calculated only on the original allocation – not the original plus the previous year’s regular carryover? | |
| 9 Carryover Only:  
  - Were there any unexpended Title III-A 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. | |
| 10 When applicable:  
  - Does the budget line item mention the LEA’s Indirect Cost Rate? (Check the rate against the rate on the GAN.)  
  - Is the Indirect Cost Worksheet attached? | |
| 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? | |
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<td>• Is each private school listed separately with their appropriate proportionate share?</td>
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</table>
| **12** | **Must Have:**  
• 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? |   |
| **13** | **Must Have:**  
• 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? |   |
| **14** | **Must Have:**  
• 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? |   |
| **15** | **When applicable:**  
• 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** | **When applicable:**  
• 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** | **Must Have:**  
• 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:**  
• Are all the subgrant funds budgeted? |   |
| **19** | **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?  
  o How many more ________? How many less ________?  
  o 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.