

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: <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) 	
5a.	When applicable: Is the <i>Immigrant Program Plan</i> completed?	
6	When applicable: <ul style="list-style-type: none"> • 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? <ul style="list-style-type: none"> • 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)? <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? 	
9	Carryover Only: Were there any unexpended Title III-A 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. 	
10	When applicable: <ul style="list-style-type: none"> • Does the budget line item mention the LEA's <i>Indirect Cost Rate</i>? (Check the rate against the rate on the GAN.) • Is the <i>Indirect Cost Worksheet</i> attached? 	
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? 	

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	<ul style="list-style-type: none"> Is each private school listed separately 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? 	
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? 	
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? 	
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.