

Budget Checklist

For Title III-A English Learner & Immigrant Budgets

FY21 Title III-A EL & Immigrant Grant FAIN: **S365A200010**

Note: By answering these questions for each budget item, you ensure that the item is allowable, allocable, reasonable, & necessary – before submission!

OVERARCHING Question to guide Budget Development: **IS IT IN THE EL PROGRAM PLAN?**

Function	Object	Description Questions Checklist	Title III Documentation
1000 – Use for items directly related to the instruction of pupils	140 Aides and Paraprofessionals	<input type="checkbox"/> Is the aide or paraprofessional working only with English Learners? <input type="checkbox"/> Is the para pro working under the direction of an ESOL teacher (supplemental)? <input type="checkbox"/> Is the aide fully or partially funded with this grant? <input type="checkbox"/> What is the Title III portion and who is paying the other portion? <input type="checkbox"/> Is the Job Description uploaded? <input type="checkbox"/> Does it clearly separate the split-funding duties? <input type="checkbox"/> Did we include these additional details: What are the employment terms? Full time? For how many days? Part time? If part time – provide details, rate of pay? Hourly, if so, amount? Salaried? With or without benefits? <input type="checkbox"/> Did we label the level of effectiveness for this para-pro in the descriptor? Do we need this? I thought we didn't need effectiveness evidence for people.	<ul style="list-style-type: none"> • Job Description • PARs or Time Log • Student Roster • Work schedule • Effectiveness data / evidence
	199 Other Salaries and Compensation	<input type="checkbox"/> Who will these teachers be teaching? <input type="checkbox"/> Is this additional compensation for an employed teacher working off-contract hours or a non-employed teacher? <input type="checkbox"/> What is the hourly pay rate?	<ul style="list-style-type: none"> • Dated/Timed/Signed Teacher Attendance Rosters • Dated/Timed/Signed Student Attendance Rosters

	<input type="checkbox"/> Is this rate the federally approved district rate per hour for this type of work? <input type="checkbox"/> How many hours? Or how many days? <input type="checkbox"/> How many teachers? <input type="checkbox"/> Have you uploaded an informal job/work description? <input type="checkbox"/> Did we specify the timeframe for the work? Before school, after school, summer, Saturday school, etc.? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> • Lesson Plans and/or other instructional documentation • Signed Periodic Certification • Job/Work Description • Effectiveness data on LIEP program (tutoring? Summer school? After school?) • Other documentation as needed
200	<input type="checkbox"/> Are all types of benefits included in this Object Code? <input type="checkbox"/> Who are all these benefits for? <input type="checkbox"/> Do the benefits match the personnel in this section? <input type="checkbox"/> Is this the way the Finance Department wants benefits coded?	
210 State Health Insurance	<input type="checkbox"/> State Health for whom?	
220 FICA	<input type="checkbox"/> FICA for whom? Medicare for whom?	
230 TRS	<input type="checkbox"/> TRS for whom?	
260 Workmen's Compensation	<input type="checkbox"/> Workers Comp for whom?	
290 – 292 Other Benefits	<input type="checkbox"/> Other benefits for whom? Which benefits?	
300 Purchased Professional Services	<input type="checkbox"/> Is this contracted tutoring? <input type="checkbox"/> Which contracting company? <input type="checkbox"/> How many hours of service? <input type="checkbox"/> Have we described the credentials of tutors for working with ELs? <input type="checkbox"/> For which students?	<ul style="list-style-type: none"> • Dated/Timed/Signed Tutor Attendance Rosters • Dated/Timed/Signed Student Attendance Rosters • Lesson Plans and/or other instructional documentation • Signed Periodic Certification • Contract Description

	<input type="checkbox"/> If \geq \$25,000, has the district checked the suspension/debarment (SAM) list for federal programs for this company/individual? <input type="checkbox"/> Timeframe for the work? Before school, after school, summer, Saturday school, etc.? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> • Federal Programs Handbook policies/procedures • Effectiveness data / evidence • Other documentation as needed
530	<input type="checkbox"/> Is this a postage cost to mail instructional packets home for ESOL or for the supplemental Title IIIA program?	<ul style="list-style-type: none"> • P.O. or Receipt
532 Communications/Web-Based Subscriptions & Licenses	<input type="checkbox"/> What is the name of the instructional software? <input type="checkbox"/> How many licenses will be purchased? <input type="checkbox"/> What's the per unit price (reasonable)? <input type="checkbox"/> Do regular education students use this same software? How is the software funded for them? <input type="checkbox"/> Will only ELs use this software? <input type="checkbox"/> Is it designed to increase the academic English language proficiency of English Learners? <input type="checkbox"/> What is the subscription year for these licenses? (It must benefit the ELs in this grant period) <input type="checkbox"/> Is the label for the level of effectiveness for this intervention with ELs in the descriptor?	<ul style="list-style-type: none"> • P.O.s • Date of subscription clearly marked • Intended participants in the software program clearly marked (only for ELs. Not EL=1 or EL=2 nor ESOL=No students) • Research on effectiveness with ELs and/or District data as evidence of effectiveness • Effectiveness data / evidence
610 Supplies	<input type="checkbox"/> Have we specified the resources, and named them? <input type="checkbox"/> Have we indicated that these are consumable instructional resources only for ELs' language instruction in the supplemental Title III program (LIEP)? <input type="checkbox"/> Are these instructional resources that enhance/expand the existing language program (ESOL)? <input type="checkbox"/> Have we explained how other federal funds and/or local funds provide these supplies for regular ed students? <input type="checkbox"/> Do these resources benefit the ELs in this grant period?	<ul style="list-style-type: none"> • P.O.s • Internal control processes • Inventory processes (only for EL use in the Title III program)
611 Supplies, Technology Related	<input type="checkbox"/> Do other federal funds and/or local funds provide these technology related supplies/resources for regular ed students? <input type="checkbox"/> How many will be purchased?	<ul style="list-style-type: none"> • P.O.s • Internal control processes • Inventory processes (only for EL use in the Title III program)

	(ex: flash drives, monitor stands, Kindles, iPads below capitalization threshold)	<input type="checkbox"/> What is the “per-unit” cost? <input type="checkbox"/> Who will use them? <input type="checkbox"/> Have we mentioned that headsets will or will not be used for assessment? <input type="checkbox"/> Does the LEA have inventory procedures to prevent fraud, waste & abuse of pilferable items?	<ul style="list-style-type: none"> • Signed/dated yearly inventory review • Federal Programs Handbook policies/procedures
	615 Expendable equipment	<input type="checkbox"/> Do regular education students use this same resource? How is it purchased for them? <input type="checkbox"/> What is the “per-unit” cost? <input type="checkbox"/> Who will be using them? Will only ELs use these electronic devices? <input type="checkbox"/> Hotspots? <input type="checkbox"/> How is it reasonable & necessary? <input type="checkbox"/> Does the LEA have inventory procedures to prevent fraud, waste & abuse of pilferable items?	<ul style="list-style-type: none"> • P.O.s • Signed/dated yearly inventory review • Internal control processes (only for EL use in the Title III program) • Inventory processes • Federal Programs Handbook policies/procedures
	616 Expendable Computer Equipment (ex: Chromebooks)	<input type="checkbox"/> How many computers? Printers? <input type="checkbox"/> What is the per unit cost? <input type="checkbox"/> How is it reasonable & necessary? <input type="checkbox"/> Who will be using them? <ul style="list-style-type: none"> ▪ Will only ELs use this expendable equipment? <input type="checkbox"/> Do regular education students receive these items through local or other federal funding sources? <input type="checkbox"/> Does the LEA have inventory procedures to prevent fraud, waste & abuse of pilferable items?	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for EL use in the Title III program – district designed) • Signed/dated yearly inventory review • Inventory processes • Federal Programs Handbook policies/procedures
	641 Textbooks (Printed)	<input type="checkbox"/> Are these supplemental textbooks (i.e. the District has already purchased ESOL textbooks)? <input type="checkbox"/> Are they designed to increase the academic English language proficiency of English Learners? Are they effective in doing so? <input type="checkbox"/> What is the name of the books and/or the vendor? <input type="checkbox"/> How many will be purchased? <input type="checkbox"/> What is the per unit cost? (to demonstrate reasonableness)	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for EL use in the Title III program – district designed) • Federal Programs Handbook policies/procedures
	642 Books (other than textbooks)	<input type="checkbox"/> Are these print resources other than textbooks?	<ul style="list-style-type: none"> • P.O.s

	and Periodicals	<input type="checkbox"/> Are these resources supplemental to the LEA’s ESOL program? <input type="checkbox"/> What are they? (Name them) <input type="checkbox"/> How will they be used? <input type="checkbox"/> How many will be purchased? <input type="checkbox"/> What is the per unit price?	<ul style="list-style-type: none"> • Documentation that supports the supplemental nature of the purchased resources • Internal control processes (only for EL use in the Title III program – district designed) • Federal Programs Handbook policies/procedures
	810 Dues and Fees	<input type="checkbox"/> Is this a subscription fee or a license or registration? <input type="checkbox"/> How much is each fee? <input type="checkbox"/> How does the activity accomplish the intents and purposes of the grant? <input type="checkbox"/> If these fees are for summer school registration or credit recovery courses, how many EL students? <input type="checkbox"/> Are these only for EL students? (not for EL=1 and EL=2 students nor for EL students who aren’t receiving ESOL language instruction) <input type="checkbox"/> Did we label the level of effectiveness for this activity/strategy/program with ELs in the descriptor?	<ul style="list-style-type: none"> • Student registration documentation • Student participation documentation • Federal Programs Handbook policies/procedures • Effectiveness data / evidence • Other documentation as needed

Function	Object	Description Questions Checklist	Title III Documentation
2100 – EL Parent & Pupil Services	142 Clerical Staff	<input type="checkbox"/> Does this clerical position solely support the Title III language programs? <input type="checkbox"/> Is this position fully or partially funded? <input type="checkbox"/> Is a job description attached that clearly shows only Title IIIA duties for the Title IIIA funded portion?	<ul style="list-style-type: none"> • Student Rosters • Job Description • Periodic Certification • Time Logs, if split-funded • Other documentation as needed
	172 & 173 Counselor	<input type="checkbox"/> Does the District use local/other state (QBE/FTE) or federal funds to provide a student advisor or counselor specifically for English Learners? <input type="checkbox"/> Will this position be above & beyond the EL counselors already provided? <input type="checkbox"/> Will the person in this position only work with EL students participating in the EL language program?	<ul style="list-style-type: none"> • Student Rosters • Job Description • Periodic Certification • Time Logs, if split-funded • Social Worker Yearly Plan/Schedule, Agendas, Attendance Rosters, Surveys, Feedback, and related documentation

		<input type="checkbox"/> Is this position fully or partially funded? <input type="checkbox"/> Is a job description attached that clearly shows only Title IIIA duties for Title IIIA funded portion?	<ul style="list-style-type: none"> • Other documentation as needed
	176 School Social Worker	<input type="checkbox"/> Does the District use local/other state (QBE/FTE) or federal funds to provide a school social worker specifically for English Learners? <input type="checkbox"/> How will this position be above & beyond the school social workers already provided? <input type="checkbox"/> Will the person in this position only work with EL students participating in the Title III language programs? <input type="checkbox"/> Is this position fully or partially funded? <input type="checkbox"/> Is a job description attached that clearly shows only Title IIIA duties for Title IIIA funded portion?	<ul style="list-style-type: none"> • Student Rosters • Job Description • Periodic Certification • Time Logs, if split-funded • Social Worker Yearly Plan/Schedule, Agendas, Attendance Rosters, Surveys, Feedback, and related documentation • Other documentation as needed
	177 Family Services/Parent Coordinator	<input type="checkbox"/> Is this a Parent Involvement position supplemental to Title I? How? <input type="checkbox"/> Is this position fully funded or split-funded? <input type="checkbox"/> If so, what is the Title III portion and who is paying the other portion? <input type="checkbox"/> Has the Job Description been uploaded? <input type="checkbox"/> Are the Title IIIA duties clearly specified in the Title IIIA portion?	<ul style="list-style-type: none"> • Job Description • Periodic Certification • Time Logs, if split-funded • Parent Event Yearly Plan/Schedule, Agendas, Attendance Rosters, Surveys, Feedback, and related documentation
	199 Other Salaries and Compensation	<input type="checkbox"/> Is this additional compensation for someone working with parents or providing other services to students? <ul style="list-style-type: none"> ▪ Who are these teachers working with? <input type="checkbox"/> Is this additional compensation for an employed teacher working off-contract hours or a non-employed teacher? <input type="checkbox"/> What is the hourly pay rate? <ul style="list-style-type: none"> ▪ Is this rate the federally approved district rate per hour for this type of work? <input type="checkbox"/> How many hours? Or how many days? <input type="checkbox"/> How many teachers? <input type="checkbox"/> Have we uploaded an informal job/work description? <input type="checkbox"/> Did we specify the timeframe for the work? Before school, after school, summer, Saturday school, etc.?	<ul style="list-style-type: none"> • Informal job description • Student and or parent rosters • Time logs • Agendas, Notes, Other documentation • Deliverables / Artifacts from the work accomplished • Effectiveness data / evidence

	<input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program?	
200 Benefits	<input type="checkbox"/> Are all types of benefits included in this Object Code? <input type="checkbox"/> Who are all these benefits for? <input type="checkbox"/> Do the benefits match the personnel in this section?	
300 Contracted Professional Services	<input type="checkbox"/> Who is the contract with? <input type="checkbox"/> Who is being served by the contract? <input type="checkbox"/> What are the deliverables – how many hours of service/training is in the contract? <input type="checkbox"/> What is the rate of pay? <input type="checkbox"/> Has SAM been checked if the cost is \geq \$25,000? <input type="checkbox"/> Is the contracted vendor a system employee or not? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> • Contractor’s EL Parent Engagement Plan • Parent Sign in sheets for contracted workshops/training • Agendas • Invitations/flyers • Effectiveness data / evidence
530 Communication	<input type="checkbox"/> Is this for postage to mail information home to parents of ELs that is not also being sent to non-EL parents?	<ul style="list-style-type: none"> • P.O. • Copy of the communication sent home
532 Communications/Web- Based Subscriptions & Licenses	<input type="checkbox"/> What is the name of the software? <input type="checkbox"/> How many licenses will be purchased? <input type="checkbox"/> What’s the per unit price (reasonable?)? <input type="checkbox"/> Is it designed to increase the academic English language proficiency of English Learners? <input type="checkbox"/> What is the subscription year for these licenses? (It must benefit the ELs in this grant period) <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> • P.O.s • Date of subscription clearly marked • Intended participants in the software program clearly marked • Research on effectiveness with ELs and/or District data as evidence of effectiveness • Effectiveness data / evidence
580 District Staff Travel	<input type="checkbox"/> Who is traveling? <input type="checkbox"/> Why are they traveling? <input type="checkbox"/> Where are they traveling? (specify) <input type="checkbox"/> How is it related to the EL Parent Engagement program? <input type="checkbox"/> How does it enhance the Title IIIA LIEP?	<ul style="list-style-type: none"> • Travel Documentation • Federal Programs Handbook policies/procedures • Effectiveness data / evidence
595 Other Purchased Services	<input type="checkbox"/> Are these purchased services for parents of Title III-served ELs only?	<ul style="list-style-type: none"> • Dated/Timed/Signed PD Participants • P.O.s or invoices • Service Description

	<input type="checkbox"/> How do these purchased services improve instruction for ELs? <input type="checkbox"/> What is the purchase cost? <input type="checkbox"/> What does that include? <input type="checkbox"/> Has SAM been checked, if services are \geq \$25,000? <input type="checkbox"/> Have we labeled the level of effectiveness for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> Federal Programs Handbook policies/procedures Effectiveness data / evidence Other documentation as needed
610 Supplies	<input type="checkbox"/> What supplies? Have we specified them? <input type="checkbox"/> For which parent engagement program are these supplies? <input type="checkbox"/> How are they necessary for the activity/strategy/program? <input type="checkbox"/> How are they reasonable & necessary? <input type="checkbox"/> If we have participating private schools , have we specified the ELP screening & assessment materials for these schools only? <input type="checkbox"/> Did we stay within the equitable services allocation amount?	<ul style="list-style-type: none"> P.O.s Internal control processes (only for use in Title IIIA programs) Federal Programs Handbook policies/procedures
611 Supplies, Technology Related (ex: flash drives, monitor stands, Kindles, iPads below capitalization threshold)	<input type="checkbox"/> Do other federal funds and/or local funds provide these technology related supplies/resources for regular ed students? <input type="checkbox"/> How many will be purchased? <input type="checkbox"/> What is the “per-unit” cost? (reasonableness) <input type="checkbox"/> Who will use them? <input type="checkbox"/> Why are they necessary?	<ul style="list-style-type: none"> P.O.s Internal control processes (only for use in Title IIIA programs) Signed/dated annual inventory review Inventory processes Federal Programs Handbook policies/procedures
615 & 616 (expendable equipment / expendable computer equipment)	<input type="checkbox"/> How many items? <input type="checkbox"/> What is the per unit price? <input type="checkbox"/> Is it reasonable & necessary? <input type="checkbox"/> Who will be using them? <input type="checkbox"/> Do regular education students receive these items through local or other federal funding sources? <input type="checkbox"/> Will only ELs or their parents use these items	<ul style="list-style-type: none"> P.O.s Internal control processes (only for use in Title IIIA programs) Inventory processes Signed/dated annual inventory review Federal Programs Handbook policies/procedures
642 Books (other than textbooks) and Periodicals	<input type="checkbox"/> Are these supplemental to what the district already provides? <input type="checkbox"/> What are they? (Name them) <input type="checkbox"/> How will they be used?	<ul style="list-style-type: none"> P.O.s Internal control processes (only for use in Title IIIA programs)

		<input type="checkbox"/> How will they be purchased? <input type="checkbox"/> What is the per unit cost? <input type="checkbox"/> How will they be used?	<ul style="list-style-type: none"> Federal Programs Handbook policies/procedures
	810 Dues and Fees	<input type="checkbox"/> Have we named the conferences for this registration fee? <input type="checkbox"/> Who will be participating in the conference? <input type="checkbox"/> For what purpose? <input type="checkbox"/> How does the activity accomplish the intents and purposes of the EL Parent Engagement Program? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> Conference Documentation Redelivery Documentation Federal Programs Handbook policies/procedures Effectiveness data / evidence

Function	Object	Description Questions Checklist	Title III Documentation
2210 – Improvement of Instruction - Includes all activities that enhance the instructional experience of the students. This includes technology services, academic coaches, online learning programs for the students, etc.	190 or 191 Teachers, Other Management and other Administrative Personnel	<input type="checkbox"/> What is this position? <input type="checkbox"/> Is this fully funded or split-funded? <input type="checkbox"/> What is the Title III portion and who is paying the other portion? <input type="checkbox"/> Is there a corresponding Job Description uploaded in the ConAPP for this position? <input type="checkbox"/> How does this position accomplish the intents and purposes of the grant? <input type="checkbox"/> Why is this position necessary? <input type="checkbox"/> Is the salary reasonable & adheres to LEA Federal Policies/Procedures?	<ul style="list-style-type: none"> Job Description Periodic Certification Forms Time Logs, if split-funded Daily work schedule
	199 Other Salaries & Compensation	<input type="checkbox"/> Is this additional compensation for someone providing EL-related professional development or doing curricular work to school/district staff? <input type="checkbox"/> How many staff members are getting this additional compensation? <input type="checkbox"/> What is the hourly rate? <ul style="list-style-type: none"> Does the hourly rate match the District’s Federal Programs’ hourly rate for additional compensation? <input type="checkbox"/> How many hours (or days) of additional work does this include?	<ul style="list-style-type: none"> Informal job description Time logs Agendas, Notes, Other documentation Deliverables / Artifacts from the work accomplished Federal Programs Handbook policies/procedures Effectiveness data / evidence

	<input type="checkbox"/> How does this align with the District’s Title IIIA EL-focused PD Plan? <input type="checkbox"/> Have we uploaded an informal job/work description? <input type="checkbox"/> Did we specify the timeframe for the work? Before school, after school, summer, Saturday school, etc.? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	
200 Benefits	<input type="checkbox"/> Are all types of benefits included in this Object Code? <input type="checkbox"/> Who are all these benefits for? <input type="checkbox"/> Do the benefits match the personnel in this section?	
300 Purchased Professional Services	<input type="checkbox"/> How do the contracted services improve instruction for ELs? <input type="checkbox"/> Who is being contracted? <input type="checkbox"/> What is the contract cost? <input type="checkbox"/> What deliverables does the contract include? <input type="checkbox"/> Is the contracted vendor a system employee? <input type="checkbox"/> Has SAM been checked, if contract is \geq \$25,000? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> • Dated/Timed/Signed PD Participants • Signed Periodic Certification • Copy of contract • Federal Programs Handbook policies/procedures • Effectiveness data / evidence • Other documentation as needed
432 Repair/Maintenance	<input type="checkbox"/> Is this Title III equipment that is being repaired/maintained? <input type="checkbox"/> Is the repair cost reasonable? Necessary?	<ul style="list-style-type: none"> • Inventory demonstrating this is Title IIIA equipment being repaired • P.O. demonstrating reasonableness of repair cost
441 Rental	<input type="checkbox"/> Is the rental of venues for Title III PD only? <input type="checkbox"/> Have we provided a justification why an outside venue needs to be rented for this PD? <input type="checkbox"/> Is the rental cost reasonable? <input type="checkbox"/> Have we specified the venue being rented and its cost?	<ul style="list-style-type: none"> • P.O. or invoice or contract with rental venue demonstrating dates venue was rented that align with PD documentation AND reasonableness of venue rental • Justification for outside LEA venue rental
532 Web-based Subscriptions & Licenses	<input type="checkbox"/> Is there demonstrated evidence that this software license/subscription increases teachers’ capacity to understand and implement curricula, instruction & assessment specific to English Learners?	<ul style="list-style-type: none"> • P.O. or invoice showing dates of subscription within 15-month grant period • Effectiveness data / evidence

		<input type="checkbox"/> Is the subscription year within the 15-month grant period of performance? <ul style="list-style-type: none"> ▪ If not, have we provided a justification? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	
	580 Travel	<input type="checkbox"/> Who is traveling? (specify the # of personnel) <input type="checkbox"/> Where are they traveling? <input type="checkbox"/> What is the conference name? <input type="checkbox"/> How does this travel accomplish the intent/purposes of the grant? <input type="checkbox"/> How is it reasonable & necessary? <input type="checkbox"/> Does it adhere to the LEA's Federal Programs Travel Policies & Procedures?	<ul style="list-style-type: none"> • Travel documentation • Federal Programs Handbook policies/procedures • Effectiveness data / evidence
	595 Other Purchased Services	<input type="checkbox"/> Are these purchased services for Title III PD only? <input type="checkbox"/> How do these purchased services improve instruction for ELs? <input type="checkbox"/> What is the purchase cost? <input type="checkbox"/> What does that include? <input type="checkbox"/> Has SAM been checked, if services are \geq \$25,000? <input type="checkbox"/> Have we labeled the level of effectiveness for this activity/strategy/program with ELs in the descriptor?	<ul style="list-style-type: none"> • Dated/Timed/Signed PD Participants • P.O.s or invoices • Service Description • Federal Programs Handbook policies/procedures • Effectiveness data / evidence • Other documentation as needed
	610 Supplies	<input type="checkbox"/> Have we named the supplies to be purchased? <input type="checkbox"/> How are they related to the activities in this Function? <input type="checkbox"/> Who is using them?	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for Title IIIA programs) • Federal Programs Handbook policies/procedures
	611 Supplies, Technology Related (ex: flash drives, monitor stands, Kindles, iPads below capitalization threshold)	<input type="checkbox"/> Do other federal funds and/or local funds provide these technology related supplies/resources for teachers? <input type="checkbox"/> How many will be purchased? <input type="checkbox"/> What is the "per-unit" cost? <input type="checkbox"/> Who will use them?	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for Title IIIA programs) • Inventory processes • Signed/dated annual inventory review • Federal Programs Handbook policies / procedures

	615 & 616 (expendable equipment / expendable computer equipment)	<input type="checkbox"/> Do other federal funds and/or local funds provide these items to all teachers? <input type="checkbox"/> Are these items for Title III PD only? <input type="checkbox"/> What is the per-unit cost? <input type="checkbox"/> How many will be purchased? <input type="checkbox"/> Is it reasonable & necessary? <input type="checkbox"/> Who will be using them?	<ul style="list-style-type: none"> • P.O.s • Labeled & Inventoried • Internal control processes (only for Title IIIA programs) • Inventory processes • Signed/dated annual inventory review • Federal Programs Handbook policies / procedures
	642 Books (other than textbooks) and Periodicals	<input type="checkbox"/> Specify the names of the books/authors <input type="checkbox"/> What is the cost per book? <input type="checkbox"/> Specify the quantity of books <input type="checkbox"/> Identify the purpose for these books?	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for Title IIIA programs) • Federal Programs Handbook policies / procedures
	810 Dues and Fees	<input type="checkbox"/> Have we named the conferences for this registration fee? <input type="checkbox"/> Who will be participating in the conference? <input type="checkbox"/> For what purpose? <input type="checkbox"/> How does the activity accomplish the intents and purposes of the District Title IIIA PD Plan? <input type="checkbox"/> Did we label the level of effectiveness with ELs for this activity/strategy/program in the descriptor?	<ul style="list-style-type: none"> • Conference Documentation • Redelivery Documentation • Federal Programs Handbook policies / procedures • Applicable effectiveness data / evidence

Function	Object	Description Questions Checklist	Title III Documentation
2213 – Instructional Staff Training Activities associated with the professional development and training of instructional personnel. These	113 Substitute for Teacher	<input type="checkbox"/> Are the substitutes for teachers attending a Title IIIA-funded PL training? (regular substitutes for ESOL teachers are not allowed in Title IIIA ex. Sick, maternity, medical or personal leave)	<ul style="list-style-type: none"> • Substitute periodic certification
	114 Substitute for Paraprofessional	<input type="checkbox"/> Are the substitutes for paraprofessionals attending a Title III training? (regular substitutes for ESOL teachers are not allowed in Title IIIA ex. Sick, maternity, medical or personal leave)	<ul style="list-style-type: none"> • Substitute periodic certification
	116 PD Stipends	<input type="checkbox"/> Are these Professional Development Stipends to teachers for participating in an EL-focused Professional Development Course or Workshop?	<ul style="list-style-type: none"> • Source Documentation (agendas, sign-in sheets, rosters, course completion verification, etc.) for Professional Learning

<p>include such activities as in-service training (including mentor teachers), workshops, conferences, demonstrations, courses for college credit (tuition reimbursement), and other activities related to the ongoing growth and development of instructional personnel. Training that supports the use of technology for instruction should be included in this code. The incremental costs associated with providing substitute teachers in the classroom (while regular teachers attend training) should be captured in this</p>		<ul style="list-style-type: none"> <input type="checkbox"/> What is the stipend amount? (reasonable/necessary) <input type="checkbox"/> Does the Stipend amount match the District's established stipend written in its Financial Policy? <input type="checkbox"/> Does the LEA have a plan to evaluate the impact of the PD on the teacher's classroom performance? Or is there evidence of teacher proficiency as a result of this PD? 	<ul style="list-style-type: none"> • Federal Programs Handbook policies/procedures
	191	<ul style="list-style-type: none"> <input type="checkbox"/> Is the instructional coach only providing EL-focused PD to all teachers and administrators (not screening, scheduling, or assessing ELs)? 	<ul style="list-style-type: none"> • Formal job description • Time logs if split-funded • PD and coaching documentation • Data as evidence of effectiveness
	199 Other Salaries & Compensation	<ul style="list-style-type: none"> <input type="checkbox"/> Is this additional compensation for someone providing EL-related professional development to school/district staff? <input type="checkbox"/> How many teachers are getting this additional compensation? <input type="checkbox"/> What is the hourly rate? <ul style="list-style-type: none"> ▪ Does the hourly rate match the District's Federal Programs' hourly rate for additional compensation? <input type="checkbox"/> How many hours (or days) of additional work does this include? <input type="checkbox"/> How does this align with the District's Title IIIA EL-focused PD Plan? <input type="checkbox"/> Have we uploaded an informal job/work description? <input type="checkbox"/> Did we specify the timeframe for the work? Before school, after school, summer, Saturday school, etc.? <input type="checkbox"/> Did we label the level of effectiveness for this activity/strategy/program? 	<ul style="list-style-type: none"> • Informal job description • Time logs • Agendas, Notes, Other documentation • Deliverables / Artifacts from the work accomplished • Federal Programs Handbook policies/procedures • Effectiveness data / evidence
	200 Benefits	<ul style="list-style-type: none"> <input type="checkbox"/> Are all types of benefits included in this Object Code? <input type="checkbox"/> Who are all these benefits for? <input type="checkbox"/> Do the benefits match the personnel in this section? 	
	300 Purchased Professional Services	<ul style="list-style-type: none"> <input type="checkbox"/> Who is being contracted? <input type="checkbox"/> For what are they being contracted? <input type="checkbox"/> Has the district checked the suspension/debarment list for federal programs for this company/individual if expense is over \$25K with one vendor? 	<ul style="list-style-type: none"> • P.O.s • Signed Contract • PD Attendance Rosters, Agendas, Handouts

<p>function code. All costs should be charged to this code regardless of whether training services are provided internally or purchased from external vendors. It should be noted that the salary of a teacher who is attending training would still be reported in function 1000.</p>		<ul style="list-style-type: none"> <input type="checkbox"/> How do these services accomplish the intent and purposes of the grant? <input type="checkbox"/> How are these services reasonable & necessary? <input type="checkbox"/> Has the level of effectiveness for this activity/strategy/program been labeled in the descriptor? (matching EL PD Plan effectiveness label) 	<ul style="list-style-type: none"> • Federal Programs Handbook policies/procedures • Effectiveness data / evidence
	<p>580 Travel</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Who is traveling? <input type="checkbox"/> Where are they traveling? <input type="checkbox"/> What is the conference name? <input type="checkbox"/> How does that accomplish the intent/purposes of the grant? 	<ul style="list-style-type: none"> • Travel Documentation • Federal Programs Handbook policies/procedures • Effectiveness data / evidence for the larger activity/strategy/program this travel was a component of....
	<p>595 Other Purchased Services</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Are these purchased services for Title III PD only? <input type="checkbox"/> How do these purchased services improve teachers' practice? <input type="checkbox"/> What is the purchase cost? <input type="checkbox"/> What does that include? <input type="checkbox"/> Has SAM been checked, if contract is \geq\$25,000? <input type="checkbox"/> Has the level of effectiveness for this activity/strategy/program been labeled in the descriptor? (matching EL PD Plan effectiveness label) 	<ul style="list-style-type: none"> • P.O.s • Dated/Timed/Signed PD Participants • P.O.s or invoices • Service Description • Federal Programs Handbook policies/procedures • Other documentation as needed • Effectiveness data / evidence for the larger activity/strategy/program this travel was a component of....
	<p>610 Supplies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> What are the supplies to be purchased? <input type="checkbox"/> How do they accomplish the intent/purposes of the grant? <input type="checkbox"/> Who is using them? 	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for Title III programs) • Federal Programs Handbook policies/procedures
	<p>611 Supplies, Technology Related (ex: flash drives, monitor stands, Kindles, iPads below capitalization threshold)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Do other federal funds and/or local funds provide these technology related supplies/resources for teachers? <input type="checkbox"/> How many will be purchased? <input type="checkbox"/> What is the "per-unit" cost? <input type="checkbox"/> Who will use them? 	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for Title III programs) • Inventory processes • Signed/dated annual inventory review • Federal Programs Handbook policies/procedures

	615 & 616 (expendable equipment / expendable computer equipment)	<input type="checkbox"/> How many items? <input type="checkbox"/> What is the per unit price? <input type="checkbox"/> Is it reasonable & necessary? <input type="checkbox"/> Who will be using them? <input type="checkbox"/> Do regular education teacher receive these items through local or other federal funding sources?	<ul style="list-style-type: none"> • P.O.s • Labeled & Inventoried • Internal control processes (only for Title IIIA programs) • Inventory processes • Signed/dated annual inventory review • Federal Programs Handbook policies/procedures
	642 Books (other than textbooks) and Periodicals	<input type="checkbox"/> Did we name the books that are being purchased? <input type="checkbox"/> How many? <input type="checkbox"/> How will they be used? <input type="checkbox"/> Cost per book?	<ul style="list-style-type: none"> • P.O.s • Internal control processes (only for Title IIIA programs) • Federal Programs Handbook policies/procedures
	810 Dues and Fees	<input type="checkbox"/> Registration for which conferences? <input type="checkbox"/> What is the focus of this conference? <input type="checkbox"/> Who is attending? <input type="checkbox"/> Why? <input type="checkbox"/> How is it reasonable & necessary? <input type="checkbox"/> When the conference is a component of the district Title III EL PD Plan, has the effectiveness label been identified in the line item descriptor?	<ul style="list-style-type: none"> • P.O.s • Conference Agendas & Attendance Evidence • Redelivery Documentation • Federal Programs Handbook policies/procedures • Effectiveness data / evidence

Overarching Question for Functions 2230 + 2300: Have I exceeded the 2% CAP for Direct Administrative Costs?

Function	Object	Description Questions Checklist	Title III Documentation
2230 – General Administration of Grant	142 Salary of Secretarial Staff	<input type="checkbox"/> Are the secretary’s duties related directly to the management of the grant? <input type="checkbox"/> Is this position partially or fully funded in Title IIIA? <input type="checkbox"/> Does the job description clearly indicate Title III grant management duties in the Title IIIA portion? <input type="checkbox"/> Has the job description been uploaded?	<ul style="list-style-type: none"> • Periodic Certification or split funded time logs • Job Description

	190 Other Management Personnel	<input type="checkbox"/> Is the Title IIIA director's salary partially or fully funded in Title IIIA? <input type="checkbox"/> Does the job description clearly indicate Title IIIA grant management duties in the Title IIIA portion? <input type="checkbox"/> Has the job description been uploaded?	<ul style="list-style-type: none"> • Periodic Certification or split funded time logs? • Job Description
	191 Other Administrative Personnel	<input type="checkbox"/> Is the Title IIIA director's salary partially or fully funded in Title IIIA? <input type="checkbox"/> Does the job description clearly indicate Title IIIA grant management duties in the Title IIIA portion? <input type="checkbox"/> Has the job description been uploaded?	<ul style="list-style-type: none"> • Periodic Certification • Job Description
	200 Benefits	<input type="checkbox"/> Are these for the personnel listed above?	
	430 Repair & Maintenance	<input type="checkbox"/> Is this for Title IIIA purchased equipment that is being used to administer and manage the grant?	<ul style="list-style-type: none"> • P.O.s
	432 Repair & Maintenance – Technology	<input type="checkbox"/> Is this for Title IIIA purchased equipment that is being used to administer and manage the grant?	<ul style="list-style-type: none"> • P.O.s
	580 Travel	<input type="checkbox"/> Is this the director's travel to grant management conferences and trainings?	<ul style="list-style-type: none"> • Travel Documentation • Federal Programs Handbook policies/procedures
	610 Supplies	<input type="checkbox"/> Are these reasonable & necessary to manage the grant? <input type="checkbox"/> What are the supplies that will be purchased?	<ul style="list-style-type: none"> • P.O.s
	611 Supplies – Technology	<input type="checkbox"/> Are these reasonable & necessary to manage the grant? <input type="checkbox"/> What are the supplies that will be purchased? <input type="checkbox"/> What is the cost per unit?	<ul style="list-style-type: none"> • P.O.s
	615 & 616 Expendable Equipment	<input type="checkbox"/> Are these reasonable & necessary to manage the grant? <input type="checkbox"/> Are LEA Federal Programs inventory procedures followed? <input type="checkbox"/> What is the cost per unit?	<ul style="list-style-type: none"> • P.O.s • Federal Programs Handbook policies/procedures
	810 Dues and Fees	<input type="checkbox"/> Is this subscription necessary to manage the grant? <input type="checkbox"/> Is this a conference registration for the Title IIIA director to attend a conference focused on managing the grant?	<ul style="list-style-type: none"> • P.O.s • Federal Programs Handbook policies/procedures
	882	<input type="checkbox"/> If the LEA is consolidating admin funds, have we budgeted all the 2% of the original allocation here?	NO DOCUMENTATION NEEDED!

	Consolidation of Administrative Funds*	<input type="checkbox"/> Did we round up or round down? (must round down any 2% amounts with cents)	
2300 Audit Cost & Indirect Costs	300 Purchased Professional Services	<input type="checkbox"/> Audit Costs	<ul style="list-style-type: none"> • P.O.
	880 Federal Indirect Costs	<input type="checkbox"/> IF the LEA is charging Indirect Costs to Title IIIA, does the Indirect Cost Rate match the LEA's negotiated Federal Programs' Restricted Indirect Cost Rate? <input type="checkbox"/> Have we attached Title III's Indirect Cost Worksheet?	<ul style="list-style-type: none"> • Copy of LEA's negotiated Indirect Cost Rate • Indirect Cost Worksheet (downloaded from Title IIIA website)

**Only for LEAs with GaDOE approval to consolidate administrative funds.*

Function	Object	Description Questions Checklist	Title III Documentation
2700 - Transportation	180 Bus Drivers	<input type="checkbox"/> Where are the bus drivers taking the students? <input type="checkbox"/> Which students? <input type="checkbox"/> Why? <input type="checkbox"/> How many hours? Hourly rate? <input type="checkbox"/> Has the Field Trip Form been completed & uploaded, and pre-approved? <input type="checkbox"/> Has the summer school been approved? <input type="checkbox"/> Is the cost reasonable & necessary? <input type="checkbox"/> Is this activity split-funded with other federal programs? <ul style="list-style-type: none"> ▪ If so, does this cost represent the share of EL population in the activity? 	<ul style="list-style-type: none"> • Bus driver periodic certification • Field Trip Forms in ConAPP as Attachment • List of EL students participating in the activity requiring transportation • Evidence that these EL students represent the same share of the activity that is indicated in the transportation costs.
	519 Student Transportation Purchased from Another LUA	<input type="checkbox"/> Why are the student transportation services purchased from other sources? <input type="checkbox"/> What are the sources? <input type="checkbox"/> How do they support the Title III language programs? <input type="checkbox"/> How is this reasonable & necessary?	<ul style="list-style-type: none"> • Contracts • Date/Time services rendered • Description of services rendered
	595	<input type="checkbox"/> What are the other purchased services?	<ul style="list-style-type: none"> • Contracts

	Other Purchased Services	<input type="checkbox"/> How do they support the Title III language programs? <input type="checkbox"/> Are they reasonable & necessary? <input type="checkbox"/> Does your district pay one transportation cost or pay the drivers and fuel separately? <input type="checkbox"/> Has the Field Trip Form been completed, uploaded, and pre-approved?	<ul style="list-style-type: none"> • Date/Time services rendered • Description of services rendered • Federal Programs Handbook • Approved Field Trip Forms in ConAPP as Attachment • Federal Programs Handbook
	620 Energy	<input type="checkbox"/> Transportation bus fuel costs for what? <input type="checkbox"/> For whom? <input type="checkbox"/> Why? <input type="checkbox"/> Are the fuel costs reasonable & necessary? <input type="checkbox"/> Has the Field Trip Form been completed, uploaded, and pre-approved?	<ul style="list-style-type: none"> • Approved Field Trip Forms in ConAPP as Attachment • Federal Programs Handbook