### Title III-A English Learner & Immigrant Budgets

**Guiding Questions & Documentation**

**For Commonly Used Budget Codes**

**FY19 Title III-A EL & Immigrant Grant FAIN: S365A180010**

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Object</th>
<th>Description Questions Checklist</th>
<th>Title III Documentation to Maintain</th>
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</thead>
</table>
| 1000 – Use for items directly related to the instruction of pupils | 140 | □ Is the aide or paraprofessional working only with English Learners? □ Fully funded or split-funded? □ What is the Title III portion and who is paying the other portion? □ Is the Job Description uploaded? | • Job Description  
• PARs or Time Log  
• Student Roster |
| | 199 | □ Is this additional compensation for an employed teacher working off-contract hours? □ Pay rate per hour? □ Is this rate the typical district rate per hour for this type of work? □ How many hours? □ How many teachers? □ Have you uploaded an informal job/work description? | • Dated/Timed/Signed Teacher Attendance Rosters  
• Dated/Timed/Signed Student Attendance Rosters  
• Lesson Plans and/or other instructional documentation  
• Signed Periodic Certification  
• Job/Work Description  
• Other documentation as needed |
| | 210 | □ State Health for whom? | |
| | 220 | □ FICA for whom? Medicare for whom? | |
| | 230 | □ TRS for whom? | |
| | 260 | □ Workers Comp for whom? | |
| 290 - 292 | □ Other benefits for whom? Which benefits? | |
| 300 | □ Contracted tutoring? How many hours of service? □ Credentials of tutors for working with ELs? □ For which students? □ Which contracting company? □ Has the district checked the suspension/debarment list for federal programs for this company/individual? | • Dated/Timed/Signed Tutor Attendance Rosters  
• Dated/Timed/Signed Student Attendance Rosters  
• Lesson Plans and/or other instructional documentation |
| 532 | □ Do regular education students use this same software? How is the software funded for them?  
□ Will only ELs use this software?  
□ What is the subscription year for these licenses? (must benefit the ELs in this grant period)  
□ What is the name of the instructional software?  
□ Is it designed to increase the academic English language proficiency of English Learners? Is it effective? | • Signed Periodic Certification  
• Contract Description  
• Federal Programs Handbook policies/procedures  
• Other documentation as needed  
□ P.O.s  
□ Research on effectiveness with ELs and/or District data as evidence of effectiveness |
| 610 | □ Are these consumable instructional resources only for ELs’ language instruction in the supplemental Title III program?  
□ Are these instructional resources that enhance/expand the existing language program (ESOL)?  
□ Are these manipulatives, flashcards, or other type of resources?  
□ Do other federal funds and/or local funds provide these supplies for regular ed students?  
□ Have you specified the resources, and named most of them?  
□ Do these resources benefit the ELs in this grant period?  
□ What is the “per-unit” cost? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Research on effectiveness with ELs and/or District data as evidence of effectiveness |
| 611 – Supplies, Technology Related (ex: flash drives, monitor stands, Kindles, iPads below capitalization threshold) | □ Do other federal funds and/or local funds provide these technology related supplies/resources for regular ed students?  
□ How many will be purchased?  
□ What is the “per-unit” cost?  
□ Who will use them?  
□ If it is headsets, will they be used for assessment? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 615 – Expendable equipment | □ Do regular education students use this same resource? How is it purchased for them?  
□ What is the “per-unit” cost?  
□ Who will be using them? Will only ELs use these electronic devices?  
□ How is it reasonable & necessary? | • Labeled & Inventoried  
• Internal control processes (only for EL use in the Title III program)  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 616 – Expendable Computer | □ How many computers? Printers?  
□ What is the per unit cost?  
□ How is it reasonable & necessary? | • P.O.s  
• Labeled & Inventoried |
| Equipment (ex: printers, computers, etc.) | □ Who will be using them?  
  ○ Will only ELs use this expendable equipment?  
  □ Do regular education students receive these items through local or other federal funding sources? | • Internal control processes (only for EL use in the Title III program)  
  • Inventory processes  
  • Federal Programs Handbook policies/procedures |
| 641 | □ Are these supplemental textbooks (i.e. the District has already purchased ESOL textbooks)?  
  □ Are they designed to increase the academic English language proficiency of English Learners? Are they effective in doing so?  
  □ What is the name of the books?  
  □ How many will be purchased?  
  □ What is the per unit cost? | • P.O.s  
  • Research on effectiveness with ELs and/or District data as evidence of effectiveness  
  • Labeled & Inventoried  
  • Internal control processes  
  • Inventory processes  
  • Federal Programs Handbook policies/procedures |
| 642 | □ Are these print resources other than textbooks?  
  □ What are they? (Name them)  
  □ How will they be used?  
  □ How many will be purchased?  
  □ What is the per unit price? | • P.O.s  
  • Research on effectiveness with ELs and/or District data as evidence of effectiveness  
  • Labeled & Inventoried  
  • Internal control processes  
  • Inventory processes  
  • Federal Programs Handbook policies/procedures |
| 810 | □ Is this a subscription fee or a license or registration?  
  □ How much is each fee?  
  □ How does the activity accomplish the intents and purposes of the grant?  
  □ For how many EL students? (summer registration fees) | • Student registration documentation  
  • Other documentation as needed  
  • Federal Programs Handbook policies/procedures |
| **2100 – EL Parent & Pupil Services** | □ Does this clerical position solely support the Title III language programs? | • Student Rosters  
  • Job Description  
  • Periodic Certification  
  • Time Logs if split-funded  
  • Other documentation as needed |
| 142 | □ Does the District use local/other state or federal funds to provide a student advisor or counselor specifically for English Learners?  
  □ Will this position be above & beyond the EL counselors already provided? | • Student Rosters  
  • Job Description  
  • Periodic Certification  
  • Time Logs if split-funded  
  • Other documentation as needed |
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<tr>
<td></td>
<td>Will the person in this position only work with EL students participating in the EL language program?</td>
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<td></td>
<td>Job Description uploaded?</td>
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<td>176</td>
<td>Does the District use local/other state or federal funds to provide a school social worker specifically for English Learners?</td>
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<td>Will this position be above &amp; beyond the school social workers already provided?</td>
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<td></td>
<td>Will the person in this position only work with EL parents of students participating in the Title III language programs?</td>
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<td></td>
<td>Job Description uploaded?</td>
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<td>177</td>
<td>Is this a Parent Involvement position supplemental to Title I?</td>
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<td>Has the Job Description been uploaded?</td>
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<td></td>
<td>Is this position fully funded or split-funded?</td>
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<td></td>
<td>If so, what is the Title III portion and who is paying the other portion?</td>
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<td>199</td>
<td>Is this additional compensation for someone working with parents or providing other services to students?</td>
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<td>220 - 292</td>
<td>Benefits (see 1000)</td>
<td></td>
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<tr>
<td>530</td>
<td>Who is traveling?</td>
<td></td>
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<td></td>
<td>Why are they traveling?</td>
<td></td>
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<tr>
<td></td>
<td>Where are they traveling? (specify)</td>
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<tr>
<td>610</td>
<td>What supplies? Have you specified them?</td>
<td></td>
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<td></td>
<td>For which parents?</td>
<td></td>
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<td></td>
<td>Why?</td>
<td></td>
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<td></td>
<td>Reasonable &amp; Necessary?</td>
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<tr>
<td>611 – Supplies, Technology Related</td>
<td>Do other federal funds and/or local funds provide these technology related supplies/resources for regular ed students?</td>
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<td></td>
<td>How many will be purchased?</td>
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<td></td>
<td>What is the “per-unit” cost?</td>
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<td></td>
<td>Who will use them?</td>
<td></td>
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<tr>
<td>615 &amp; 616</td>
<td>How many items?</td>
<td></td>
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<tr>
<td>615 &amp; 616</td>
<td>P.O.s</td>
<td></td>
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<tr>
<td>Function Code</td>
<td>Question</td>
<td>See other Function Codes</td>
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<td>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.</td>
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</tbody>
</table>
| 110 or 190 or 191 | - What is this position?  
- Is this fully funded or split-funded?  
- What is the Title III portion and who is paying the other portion?  
- Is there a corresponding Job Description uploaded in the ConAPP for this position?  
- How does this position accomplish the intents and purposes of the grant?  
- Job Description uploaded? |
| 220 - 292 | Benefits (see 1000) | See other Function Codes |
| 300 | - Do the contracted services improve instruction for ELs? | See other Function Codes |
| 432 | - Is this Title III equipment that is being repaired/maintained? | See other Function Codes |
| 441 | - Is the rental of venues for Title III PD only? | See other Function Codes |
| 532 | - Is there demonstrated evidence that this software license/subscription increases teachers’ capacity to understand and implement curricula, instruction & assessment specific to English Learners?  
- Is the subscription year within the 15-month grant period of performance? | See other Function Codes |
| 580 | - Who is travelling?  
- Where are they traveling?  
- What is the conference name? | Travel Documentation  
Federal Programs Handbook policies/procedures |
<table>
<thead>
<tr>
<th>Function Code</th>
<th>Question</th>
<th>Documentation Requirements</th>
</tr>
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</table>
| 595           | □ How does that accomplish the intent/purposes of the grant?             | • P.O.s  
• Other documentation                                                             |
| 610 – supplies| □ What are the supplies to be purchased?  
□ How do they accomplish the intent/purposes of the grant?  
□ Who is using them?                                                                 | See other Function Codes |
| 611 – Supplies, Technology Related (ex: flash drives, monitor stands, Kindles, iPads below capitalization threshold) | □ Do other federal funds and/or local funds provide these technology related supplies/resources for teachers?  
□ How many will be purchased?  
□ What is the “per-unit” cost?  
□ Who will use them? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 615 & 616 (expendable equipment / expendable computer equipment) | □ Do other federal funds and/or local funds provide these items to all teachers?  
□ Are these items for Title III PD only?  
□ What is the per-unit cost?  
□ How many will be purchased?  
□ Is it reasonable & necessary?  
□ Who will be using them? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 642 – professional books | □ Specify the names of the books/authors  
□ Specify the quantity of books  
□ Purpose for these books? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 2213 – Instructional Staff Training | **Instructional Staff Training**  
Activities associated with the professional development and training of instructional personnel. These 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 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. | • Substitute periodic certification  
• Source Documentation (agendas, sign-in sheets, rosters, course completion) |

- **Function Code 595**: This code is used to ensure that the intent and purposes of the grant are being met through the purchased services. It requires documentation such as purchase orders and other relevant documentation.
- **Function Code 610 – supplies**: This code focuses on the supplies to be purchased and their role in achieving the grant's objectives. It guides on the number of supplies, cost per unit, and usage.
- **Function Code 611 – Supplies, Technology Related**: This code checks if other federal or local funds are providing similar supplies. It also verifies the number, cost, and usage of the supplies.
- **Function Code 615 & 616 (expendable equipment / expendable computer equipment)**: This code examines if other funds provide the equipment, checks its quantity, and verifies the costs and usage.
- **Function Code 642 – professional books**: This code asks for the details of the books, their number, and purpose.
- **Function Code 2213 – Instructional Staff Training**: This code covers various training activities, including in-service training and technology-related training. It ensures that the training is recorded accurately, regardless of whether it is internal or external. It also highlights the training cost associated with substitute teachers.
| 220 - 290 | □ Does the Stipend amount match the District’s established stipend written in its Financial Policy?  
□ What is the stipend amount? (reasonable/necessary) | verification, etc.) for Professional Learning  
• Federal Programs Handbook policies/procedures |
| 300 | □ Who is being contracted?  
□ For what are they being contracted?  
□ Has the district checked the suspension/debarment list for federal programs for this company/individual?  
□ How do these services accomplish the intent and purposes of the grant? | • P.O.s  
• Signed Contract  
• PD Attendance Rosters, Agendas, Handouts  
• Federal Programs Handbook policies/procedures |
| 580 | □ Who is traveling?  
□ Where are they traveling?  
□ What is the conference name?  
□ How does that accomplish the intent/purposes of the grant? | • Travel Documentation  
• Federal Programs Handbook policies/procedures |
| 595 | □ Are these purchased services for Title III PD only? | • P.O.s  
• Other documentation |
| 610 - Supplies | □ What are the supplies to be purchased?  
□ How do they accomplish the intent/purposes of the grant?  
□ Who is using them? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 611 – Supplies, Technology Related (ex: flash drives, monitor stands, Kindles, iPads below capitalization threshold) | □ Do other federal funds and/or local funds provide these technology related supplies/resources for teachers?  
□ How many will be purchased?  
□ What is the “per-unit” cost?  
□ Who will use them? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 615 & 616 (expendable equipment / expendable computer equipment) | □ How many items?  
□ What is the per unit price?  
□ Is it reasonable & necessary?  
□ Who will be using them?  
□ Do regular education teacher receive these items through local or other federal funding sources? | • P.O.s  
• Labeled & Inventoried  
• Internal control processes  
• Inventory processes  
• Federal Programs Handbook policies/procedures |
| 642 | □ What books are being purchased?  
□ How many?  
□ For what? | • P.O.s  
• Labeled & Inventoried |
| 810 | Registration for which conferences?  
Who is attending?  
Why? | P.O.s  
Conference Agendas & Attendance Rosters  
Redelivery Documentation  
Federal Programs Handbook policies/procedures |
| --- | --- | --- |
| 2230 – General Administration of Grant | 142 | DIRECT Administration Costs  
Are the total DIRECT Admin costs in 2230 and AUDIT costs in 2300 ≤ 2% of the Original Allocation?  
See other Function Codes |
| 190 | Is this a portion of the Director’s salary? What %age?  
Job Description? | See other Function Codes |
| 191 | Is this a portion of the Director’s salary? What %age?  
Job Description? | See other Function Codes |
| 200 Benefits | (see other Function Codes for question ideas) | See other Function Codes |
| 430 | (see other Function Codes for question ideas) | See other Function Codes |
| 432 | (see other Function Codes for question ideas) | See other Function Codes |
| 530 communications | (see other Function Codes for question ideas) | See other Function Codes |
| 610 | (see other Function Codes for question ideas) | See other Function Codes |
| 611 | (see other Function Codes for question ideas) | See other Function Codes |
| 615 & 616 | (see other Function Codes for question ideas) | See other Function Codes |
| 810 | (see other Function Codes for question ideas) | See other Function Codes |
| 2300 Audit Cost & Indirect Costs | 300 | Audit Costs  
See other Function Codes |
| 2700 - Transportation | 180 | Where are the bus drivers taking the students?  
Which students?  
Why?  
Bus driver periodic certification  
Field Trip Forms in ConAPP as Attachment |
| 880 | Federal Indirect Costs |
| 519 | □ How many hours? Hourly rate?  
□ Has the Field Trip Form been Completed & Uploaded? | • Contracts  
• Date/Time services rendered  
• Description of services rendered |
| 595 | □ What are the student transportation services purchased from other sources?  
□ What are the sources?  
□ How do they support the Title III language programs?  
□ Are they reasonable & necessary? | • Contracts  
• Date/Time services rendered  
• Description of services rendered  
• Federal Programs Handbook  
• Complete & upload Field Trip Forms in ConAPP as Attachment  
• Federal Programs Handbook |
| 620 | □ Transportation bus fuel costs for what?  
□ For whom?  
□ Why?  
□ Are the fuel costs reasonable & necessary?  
□ Has the Field Trip Form been Completed & Uploaded? | • Complete & upload Field Trip Forms in ConAPP as Attachment  
• Federal Programs Handbook |

**Summary of Function & Object Codes:**

- 1000
- 2100
- 2210
- 2213
- 2230
- 2300
- 2700

- 113 – Substitute/Temporary Employee
- 114 – Substitute/Temporary Employee
- 116 – Professional Development Stipends
- 200 – All Benefit Categories
- 300 – Purchased Professional and Technical Services
- 580 – Travel - Employees
- 610 – Supplies
- 611 – Supplies – Technology Related
- 612 – Computer Software
- 615 – Expendable Equipment
- 810 – Dues and Fees
- 890 – Other Expenditures