

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

	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> <ul style="list-style-type: none"> <li>• Is the <i>EL Program Plan</i> completed? (Questions #1-#4 for traditional LEAs – Only #1 &amp; #5 for CoF LEAs)</li> </ul>	
5a.	<b>When applicable:</b> Is the <i>Immigrant Program Plan</i> completed?	
6	<b>When applicable:</b> <ul style="list-style-type: none"> <li>• Have the required attachments been uploaded/attached? (Job descriptions? Field trips? Indirect Cost Worksheet?)</li> </ul>	
7	<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> </ul>	
8	<b>Required:</b> Are the <b>Direct Admin</b> costs (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>	
9	<b>Carryover Only:</b> Were there any <b>unexpended</b> Title III-A <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>• These may be budgeted on a <u>separate line item</u> to demonstrate that they are not more than the current year's 2% allowable admin costs or these could be clearly <u>explained with details</u> in one line item.</li> </ul>	
10	<b>When applicable:</b> <ul style="list-style-type: none"> <li>• Does the budget line item mention the LEA's <i>Indirect Cost Rate</i>? (Check the rate against the rate on the GAN.)</li> <li>• Is the <i>Indirect Cost Worksheet</i> attached?</li> </ul>	
11	<b>When applicable:</b> <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> </ul>	

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	<ul style="list-style-type: none"> <li>• If applicable, was the proportionate share rounded down?</li> <li>• Is each private school listed separately with their appropriate proportionate share?</li> </ul>	
12*	<p><b>Must Have:</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> </ul>	
13*	<p><b>Must Have:</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> </ul>	
14*	<p><b>Must Have:</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> </ul>	
15*	<p><b>When applicable:</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> </ul>	
16*	<p><b>When applicable:</b></p> <ul style="list-style-type: none"> <li>• Do all formal and informal job descriptions include only Title IIIA <b>allowable activities</b> on the Federal portion of the compensation?</li> <li>• Do all formal and informal job descriptions specify the <b>portion of salary</b> or <b>hourly rate</b> for additional compensation?</li> </ul>	
17*	<p><b>Must Have:</b></p> <ul style="list-style-type: none"> <li>• 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?</li> </ul>	
18	<p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Are all the subgrant funds budgeted?</li> </ul>	
19	<p><b>AMENDMENTS:</b></p> <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> </ul>	

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