DELAWARE DEPARTMENT OF EDUCATION

2018-2019 CONSOLIDATED GRANT APPLICATION CHECKLIST

Title I, Part A

This is for a Consolidated Application pursuant to Section 8305 of the Elementary and Secondary Education Act (ESEA). As such, sections do not address each planning element that would be required in a program-specific application. Local education agencies (LEAs) are required to comply with all program-specific requirements even if they are not addressed in this application, and the Delaware Department of Education (DDOE) will oversee compliance through a variety of mechanisms.

LEA: _____   **Reviewer:** _____

Directions: Use the criteria below to review each funding application and communicate to the LEA items that may need to be addressed.

Required Components	OK	Attention Needed	N/A
Allocations			
1. The LEA indicated they are transferring funds from Title II to Title I.	☐	☐	☐
2. The LEA indicated they are transferring funds from Title IV to Title I.	☐	☐	☐
Title I ESSA Requirements			
1. *Application Question 1:* The LEA described the specific strategy(s) that will be used to implement effective parental and family involvement.	☐	☐	☐
2. *Application Question 2:* The LEA described the services it will provide homeless children and youths to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services provided under the McKinney-Vento Homeless Assistance Act.	☐	☐	☐
3. *Application Question 3:* The LEA described how it support efforts to reduce the overuse of discipline practices that remove students from the classroom, which may include identifying and supporting schools with high rates of discipline, disaggregated by each of the subgroups of students.	☐	☐	☐
4. *Application Question 4a:* The LEA described how it will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable through coordination with institutions of higher education, employers, and other local partners.	☐	☐	☐
5. *Application Question 4b:* The LEA described how it will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable through increased student access to early college high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.	☐	☐	☐
6. *Application Question 5:* The LEA described how it will identify and address any disparities that result in low-income students and minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.	☐	☐	☐
7. *Application Question 6a:* The LEA described how it will monitor students' progress in meeting challenging State academic standards through developing and implementing a well-rounded program of instruction to meet the academic needs of all students.	☐	☐	☐
8. *Application Question 6b:* The LEA described how it will monitor students' progress in meeting challenging State academic standards through identifying students who may be at risk for academic failure.	☐	☐	☐
9. *Application Question 6c:* The LEA described how it will monitor students' progress in meeting challenging State academic standards through providing additional educational assistance to individual students the LEA has determined need help in meeting the challenging State academic standards.	☐	☐	☐

Required Components	OK	Attention Needed	N/A
10. *Application Question 6d:* The LEA described how it will monitor students' progress in meeting challenging State academic standards through identifying and implementing instructional and other strategies intended to strengthen academic programs and improve school conditions for student learning.	☐	☐	☐
11. *Application Question 7a*: The LEA described how it will support programs that coordinate and integrate academic and career and technical education content through coordinated instructional strategies that may incorporate experiential learning opportunities and promote skills attainment important to in-demand occupations or industries in the State.	☐	☐	☐
12. *Application Question 7b:* The LEA described how it will support programs that coordinate and integrate work-based learning opportunities that provide students in-depth interaction with industry professionals and, if appropriate, academic credit.	☐	☐	☐
13. *Application Question 8:* The LEA described how it will identify and serve gifted and talented students.	☐	☐	☐
14. *Application Question 9:* The LEA described how it will assist schools in developing effective library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.	☐	☐	☐
15. *Application Question 10:* The LEA described how it will support, coordinate, and integrate services with early childhood education programs, including plans for the transition of participants in such programs to local elementary school programs.	☐	☐	☐
Participating Public Schools			
1. The LEA has designated each school's Title I status appropriately.	☐	☐	☐
2. If the LEA has designated any school(s) as Schoolwide with poverty rates under 40%, the LEA has an active waiver for the school(s).	☐	☐	☐
3. If the LEA has participating private schools, the LEA has entered the number of nonpublic low income students for the participating schools and only the participating schools.	☐	☐	☐
4. If the LEA is using different PPAs across its participating schools, the LEA has designated the PPA category for each participating school.	☐	☐	☐
Methodology for Determining Participating Public Schools			
1. *Application Question 1:* The LEA indicated the source of data that was used to determine the Title I eligibility status of the LEA's schools.	☐	☐	☐
2. *Application Question 2:* If LEA-provided data was used, the LEA has explained why this method was chosen.	☐	☐	☐
3. *Application Question 2:* If LEA-provided data was used, the LEA has explained how the poverty data was obtained.	☐	☐	☐
4. *Application Question 3:* If the LEA has more than one school, the methodology to determine the PPA was described and is allowable.	☐	☐	☐
5. *Application Question 4a:* If the LEA has more than one school and did not serve a school(s) with a poverty rate of 75% or greater, the LEA has provided adequate justification for "skipping" the school(s).	☐	☐	☐
6. *Application Question 4a:* If the LEA has more than one school and did not serve a school(s) with a poverty rate of 75% or greater, the LEA has provided adequate justification for how the school meets the comparability requirements.	☐	☐	☐
7. *Application Question 4b:* If the LEA has more than one school and did not serve a school(s) with a poverty rate of 75% or greater, the LEA has provided adequate justification for how the skipped school is receiving supplemental funds from other state and local sources that either meets or exceeds the amount that would have been provided with Title I Part A funds and is being spent in accordance with the Targeted Assistance or Schoolwide program requirements.	☐	☐	☐

Required Components	OK	Attention Needed	N/A
8. *Application Question 5a:* If the LEA has more than one school and is electing not to serve any other eligible schools that have a higher percentage of children from low-income families than the schools, the LEA has provided adequate justification for why the school was skipped and how the school meets the comparability requirements.	☐	☐	☐
9. *Application Question 5b:* If the LEA has more than one school and is electing not to serve any other eligible schools that have a higher percentage of children from low-income families than the schools, the LEA has provided adequate justification for how the skipped school is receiving supplemental funds from other state and local sources that either meets or exceeds the amount that would have been provided with Title I Part A funds and is being spent in accordance with the Targeted Assistance or Schoolwide program requirements.	☐	☐	☐
Participating Private Schools			
1. If the LEA is a charter school or vocational school, the Participating Private Schools page is blank.	☐	☐	☐
2. All participating private schools have at least one low income student.	☐	☐	☐
3. All nonparticipating private schools have zero participating students.	☐	☐	☐
4. The total number of low income, private school students in this table matches with the total number of low income, nonpublic school students in the "Participating Public Schools" page.	☐	☐	☐
Equitable Share Calculation			
1. If the LEA is a charter school or vocational school, the Equitable Share Calculation page is blank.	☐	☐	☐
2. The total amount of all budgeted items with a funding description of Equitable Services in the "Budget-District Set Asides" page matches the value in B2.	☐	☐	☐
Budget-District Set Asides			
1. The Remaining line amount is $0.	☐	☐	☐
2. The narrative description for salary budgeted items lists the title of the position and percent of the FTE.	☐	☐	☐
3. The narrative description for OECs budgeted items lists the title of the position and percent of the FTE.	☐	☐	☐
4. For EPER budgeted items, the narrative description includes the number of staff and the activity the staff will engage in.	☐	☐	☐
5. For stipend budgeted items, the narrative description includes the number of staff and the activity the staff will engage in.	☐	☐	☐
6. For substitute budgeted items, the narrative description includes the number of staff and the activity the staff will engage in.	☐	☐	☐
7. The narrative description for travel budgeted items clearly lists the position of staff traveling, conference name, and purpose if not clear by conference name.	☐	☐	☐
8. The narrative description for contractual services budgeted items clearly indicates the type of service and vendor name (if known).	☐	☐	☐
9. The narrative description for supplies and materials budgeted items lists whether items are instructional or non-instructional, provides a description of the items, and purpose.	☐	☐	☐
10. The narrative description for capital outlay budgeted items clearly identifies the items to be purchased, provides a description, and purpose.	☐	☐	☐
11. Funding descriptions are appropriate for each budgeted item.	☐	☐	☐
12. There is a budgeted item with a funding description of Equitable Services that matches the value of DI on the Equitable Share Calculation page and in	☐	☐	☐

Required Components	OK	Attention Needed	N/A
the narrative description details are provided that the amount is equitable share Administration.			
13. There is a budgeted item with a funding description of Equitable Services that matches the value of D2 on the Equitable Share Calculation page and in the narrative description details are provided that the amount is equitable share Instruction and Professional Development.	☐	☐	☐
14. There is a budgeted item with a funding description of Equitable Services that matches the value of D3 on the Equitable Share Calculation page and in the narrative description details are provided that the amount is equitable share Parent and Family Engagement.	☐	☐	☐
15. Budgeted items are supplemental.	☐	☐	☐
16. Each budgeted item has a location indicated.	☐	☐	☐
17. Budgeted items are allowable. *[2 CFR §200.403]*	☐	☐	☐
18. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. *[2 CFR §200.403]*	☐	☐	☐
19. Budgeted items are reasonable for the proper and efficient performance and administration of the federal award. *[2 CFR §200.403]*	☐	☐	☐
20. The LEA has at least one budgeted item for services for homeless students.	☐	☐	☐
21. If the LEA received more than $500,000, the LEA has budgeted at least 1% of the total allocation to parent and family engagement.	☐	☐	☐
22. If the LEA received more than $500,000, there is at least one budgeted item documenting the allocation of at least 90% of 1% of the total allocation to parent and family engagement at the school level.	☐	☐	☐
Public School Allocations			
1. The LEA has provided allowable PPAs to all of its schools based on the rank and serve rules.	☐	☐	☐
2. If the LEA is serving eligible schools under 35% poverty, the LEA uses the 125% rule for the PPA or the LEA has 125% rule EdFlex waiver.	☐	☐	☐
3. The Remaining line amount and Total Column is $0.	☐	☐	☐
Budget-Public Schools			
1. The narrative description for salary budgeted items lists the title of the position and percent of the FTE.	☐	☐	☐
2. The narrative description for OECs budgeted items lists the title of the position and percent of the FTE.	☐	☐	☐
3. For EPER budgeted items, the narrative description includes the number of staff and the activity the staff will engage in.	☐	☐	☐
4. For stipend budgeted items, the narrative description includes the number of staff and the activity the staff will engage in.	☐	☐	☐
5. For substitute budgeted items, the narrative description includes the number of staff and the activity the staff will engage in.	☐	☐	☐
6. The narrative description for travel budgeted items clearly lists the position of staff traveling, conference name, and purpose if not clear by conference name.	☐	☐	☐
7. The narrative description for contractual services budgeted items clearly indicates the type of service and vendor name (if known).	☐	☐	☐
8. The narrative description for supplies and materials budgeted items lists whether items are instructional or non-instructional, provides a description of the items, and purpose.	☐	☐	☐
9. The narrative description for capital outlay budgeted items clearly identifies the items to be purchased, provides a description, and purpose.	☐	☐	☐
10. Funding descriptions are appropriate for each budgeted item.	☐	☐	☐

Required Components	OK	Attention Needed	N/A
11. Budgeted items are supplemental.	☐	☐	☐
12. Each budgeted item has a location indicated.	☐	☐	☐
13. Budgeted items are allowable. *[2 CFR §200.403]*	☐	☐	☐
14. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. *[2 CFR §200.403]*	☐	☐	☐
15. Budgeted items are reasonable for the proper and efficient performance and administration of the federal award. *[2 CFR §200.403]*	☐	☐	☐
Homeless Students and Youth			
1 **Application Question 1:** The assigned homeless liaison's name is indicated.	☐	☐	☐
2. *Application Question 2:* The LEA indicated how they determined the amount reserved for only instructional and related services.	☐	☐	☐
3. *Application Question 3*: The LEA indicated a reasonable number of homeless students and youth the funds will support.	☐	☐	☐
4. *Application Question 4:* The LEA indicated a reasonable number of homeless students that will be served.	☐	☐	☐
5. *Application Question 5:* The LEA listed types of services the liaison will provide that is proportionate to the percentage of salary paid with Title I funds.	☐	☐	☐
6. *Application Question 6:* The LEA listed a reasonable number of students the liaison will service proportionate to their salary paid with Title I funds.	☐	☐	☐
Budget Overview			
1. The Remaining line and Total column is $0.	☐	☐	☐
Funds Transferred to Title I			
1. If Title II, Part A funds were transferred, how to load a Title II, Part A budget in FSF using the Title I, Part A funding descriptions / FSF Activities is indicated. The budgeted amount matches the amount at the top of the Title II Part A transfer table.	☐	☐	☐
2. If Title IV, Part A Student Support and Academic Enrichment funds were transferred, how to load a Title IV, Part A Student Support and Academic Enrichment budget in FSF using the Title I, Part A funding descriptions / FSF Activities is indicated. The budgeted amount matches the amount at the top of the Title IV, Part A Student Support and Academic Enrichment transfer table.	☐	☐	☐
3. If salaries were entered, there are corresponding OECs.	☐	☐	☐