

# DELAWARE DEPARTMENT OF EDUCATION

## 2018-2019 CONSOLIDATED GRANT APPLICATION CHECKLIST



### Title III English Learner

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
<b>Title III English Learner: Budget</b>			
1. The budget is zeroed out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The narrative description for salary budgeted items lists the title of the position, percent of the FTE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The narrative description for OECs budgeted items lists the title of the position, percent of the FTE, and location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For EPER budgeted items, the narrative description includes the number of staff and the activity staff will engage in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For stipend budgeted items, the narrative description includes the number of staff and the activity staff will engage in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. For substitute budgeted items, the narrative description includes the number of staff and the activity staff will engage in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The narrative description for travel budgeted items clearly lists the position of staff traveling, conference name, purpose if not clear by conference name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The narrative description for contractual services budgeted items clearly indicates the type of service and vendor (if known).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The narrative description for supplies and materials budgeted items lists if items are instructional or non-instructional, description, and purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The narrative description for capital outlay budgeted items lists item(s), description, and purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Funding descriptions are appropriate for each budgeted item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Each budgeted item has a location indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Budgeted items are supplemental.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Budgeted items are allowable and for eligible EL identified students. [2 CFR §200.403]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. [2 CFR §200.403]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Budgeted items are reasonable for the proper and efficient performance and administration of the federal award. [2 CFR §200.403]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Title III English Learner: English Learner</b>			
1. <b>Application Question 1:</b> The LEA has described the effective programs and activities, including language instruction educational programs, proposed to be developed, implemented, and administered under Title III that will help English learners increase their English language proficiency and meet the challenging State academic standards. [Section 3116(b)(1)] A description for each school in the LEA has been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Application Question 2:</b> The LEA has described how it will ensure that elementary schools and secondary schools assist English learners in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Components	OK	Attention Needed	N/A
achieving English proficiency based on the State's English language proficiency (ELP) assessment (ACCESS), consistent with the State's long-term goals. [Section 3116(b)(2)(A)]			
3. <b>Application Question 3:</b> The LEA has described how it will ensure that elementary schools and secondary schools assist English learners in meeting the challenging State academic standards (SBAC/DCAS/SAT). [Section 3116(b)(2)(B)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Application Question 4:</b> The LEA has described how it will promote parent and family engagement in the education of English learners. [Section 3116(b)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Application Question 5:</b> The LEA has described how it will promote community engagement in the education of English learners. [Section 3116(b)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Title III English Learner: Equitable Share Calculation</b>			
1. If the LEA is a charter school or vocational school, the Equitable Share Calculate page is blank.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The number of public school enrollment of EL students is accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The number of private school enrollment of EL students is reasonable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The 2% Administrative cost amount is the same amount in the budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>