

DELAWARE DEPARTMENT OF EDUCATION

2021-2022 CONSOLIDATED GRANT APPLICATION CHECKLIST



Title II, Part A and State of Delaware Curriculum and Professional Development Funds

This is for a Consolidated Application pursuant to Section 9305 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 LEA Consolidated Grant.

Required Components	OK	Attention Needed	N/A
Title II, Part A: Budget			
1. The Remaining line amount is zero.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The narrative description for salary budgeted items lists the title of the position and percent of the FTE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. For split coded items, the narrative description includes the programs and percentages to be charged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For EPER, and stipend budgeted items, the narrative description includes the number of staff and the activity the staff will engage in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For substitute items, the narrative description includes the professional development that is funded with the Title II, Part A funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The narrative description for OECs budgeted items lists the title of the position and percent of the FTE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. For split-funded positions ONLY, each program and the percentage to be charged is listed.	<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 name (if known).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The narrative description for travel budgeted items clearly lists the name of the person traveling (if known), position of staff traveling, conference name, and purpose if not clear by the conference name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The narrative description for supplies and materials budgeted items lists whether items are instructional or non-instructional, provides a description of the items, purpose, and are clearly aligned to professional development activities that are funded with Title II funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The narrative description for capital outlay budgeted items clearly identifies the items to be purchased, provides a description, and purpose.			
12. Funding descriptions are appropriate for each budgeted item.	<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. [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"/>

Title II, Part A			
1. Application Question 1: The LEA has provided a summary of the data sources used to identify the local education agency student needs and the rationale for professional learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Application Question 2: The LEA has addressed the identified student need(s) in Application Question 1. The LEA has listed their evidence-based professional learning strategies/activities under this section. The LEA has provided a citation for each of the evidence-based strategies/activities. If class size reduction is listed, the LEA has provided the following information: school name, teacher name, grade level, and class size before and after the addition of the class size reduction unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Application Question 3: The LEA has described how the professional learning strategies/activities listed in question 2 carried out by the local education agency under this section <i>align to challenging State academic standards</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Application Question 4: The LEA has described how the professional learning strategies/activities listed in question 2 carried out by the local education agency under this section <i>provide systemic professional growth and development to increase the capacity of teachers, principals, and other school leaders to improve student achievement</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Application Question 5: The LEA has described how the professional learning strategies/activities listed in question 2 carried out by the local education agency under this section <i>prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d) and have the highest percentage of children counted under section 1124(c)</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Application Question 6: The LEA has described the data measures and timeline used by the local education agency to progress monitor, evaluate, update, and improve the effectiveness of the professional learning strategy/activity described in question 2 supported under this section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Application Question 7: The LEA has described their consultation with teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (in a local educational agency that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities in the development of the professional learning portion of the application and to seek input to continually improve the purpose of the Title II.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Application Question 8: The LEA has described how it coordinated with other related programs and activities, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title II, Part A: Equitable Share Calculation			
1. If the LEA is a charter school or vocational school, do not complete the Equitable Share page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Private School(s) elected NOT to participate			
2. The district has indicated that all eligible private schools have elected NOT to participate in IIA funds. [STOP completing this section]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Private School(s) elected TO participate			
3. The district indicated the number of students enrolled in the district.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The district indicated the name of the private school, if they were participating, and the number of students enrolled in the participating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The district indicated the amount of administration funds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The district indicated the amount of indirect costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The district has included the final equitable share amount in the budget page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State of Delaware Curriculum and Professional Development Funds Budget

Required Components	OK	Attention Needed	N/A
1. The narrative descriptions are sufficient for each budgeted item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The account codes are appropriate for each budgeted item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Budgeted items are allowable and within those uses specified in the most current Governor's Recommended Budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>