

DELAWARE DEPARTMENT OF EDUCATION

2021-2022 CONSOLIDATED GRANT APPLICATION CHECKLIST



Title III Immigrant Increase Funds

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
Title III Immigrant Increase Funds: Budget			
1. The budget is zeroed out.			
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 clearly identifies the items to be purchased, provides a 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 immigrant 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"/>
Title III Immigrant Increase Funds			
1. Application Question 1: The LEA provided a description of activities for which the Title III Immigrant increase funds will be used and that support immigrant students only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title III Immigrant Increase Funds: Equitable Share Calculation			
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 Immigrant students is accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Components	OK	Attention Needed	N/A
3. The district indicated the name of the private school, if they were participating, and the reasonable number of private school enrollment of Immigrant students.	<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"/>