

# DELAWARE DEPARTMENT OF EDUCATION

## FY 2021 CONSOLIDATED GRANT APPLICATION CHECKLIST



### Title IV, 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
<b>Title IV: Budget</b>			
1. The Remaining line amount is \$0.	<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. 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"/>
4. For EPER 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 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"/>
6. For substitute 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"/>
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.	<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 supplies and materials budgeted items lists whether items are instructional or non-instructional, provides a description of the items, 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. Budgeted items are supplemental.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Budgeted items are allowable. [2 CFR §200.403]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. 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"/>
15. 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"/>
16. The amount budgeted for administration is no more than 2% of the total allocation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. If the LEA that received at least \$30,000 in Student Support and Academic Enrichment (SSAE) program funds, the LEA budgeted at least 20% of funds for activities to support well-rounded educational opportunities [ESEA section 4106(e)(1)(C)].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. If the LEA that received at least \$30,000 in SSAE program funds, the LEA budgeted at least 20% of funds for activities to support safe and healthy students [ESEA section 4106(e)(1)(D)].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. If the LEA that received at least \$30,000 in SSAE program funds, the LEA budgeted at least a portion of funds for activities to support effective use of technology [ESEA section 4106(e)(1)(E)].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Components	OK	Attention Needed	N/A
20. If the LEA received an allocation of less than \$30,000 of SSAE program funds, the LEA budgeted: <ul style="list-style-type: none"> <li>• At least 20% of SSAE funds for well-rounded education; <u>or</u></li> <li>• At least 20% of SSAE funds for safe and healthy students; <u>or</u></li> <li>• At least a portion of SSAE funds to support the effective use of technology [ESEA section 4106(f)].</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. If the LEA has participating private schools, there is at least one budgeted item for services for participating private schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. If the LEA has participating private schools, the budgeted amount for services for participating private schools matches the amount listed in the Equitable Share Calculation page (B2).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Title IV: Questions</b>			
1. <b>Application Question 1:</b> The LEA described the activities and programming that will be supported with the Title IV, Part A funding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <b>Application Question 2:</b> The LEA provided a description of any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing Title IV activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <b>Application Question 3:</b> If an item(s) was budgeted with the Rounded Ed funding description, the LEA described how funds will be used for activities related to supporting well-rounded education that coordinated with other schools and community-based services and/or programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Application Question 4:</b> If an item(s) was budgeted with the S&H Partner or S&H School funding description, the LEA described how funds will be used for activities related to supporting safe and healthy students that are coordinated with other schools and community-based services and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Application Question 5:</b> The LEA described how funds will be used for activities related to supporting safe and healthy students that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Application Question 6:</b> The LEA described how funds will be used for activities related to supporting safe and healthy students that promote the involvement of parents in the activity or program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Application Question 7:</b> If an item(s) was budgeted with the Ed Tech funding description, the LEA, the LEA describes how funds will be used to improve the use of technology to improve the academic achievement, academic growth and digital literacy of all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a. <b>Application Question 8:</b> The LEA described the program objectives and intended outcomes for Title IV activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8b. <b>Application Question 8:</b> The LEA described how the effectiveness of the activities will be evaluated periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Title IV: Equitable Share Calculation</b>			
1. If the LEA is a charter school or vocational school, the Equitable Share Calculation page is blank.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Title IV: Related Documents – Needs Assessment</b>			
1. If this is the first year the LEA has \$30,000 or more, the LEA provided a comprehensive needs assessment that includes, at a minimum, a focus on the three content areas: Well-Rounded Educational Opportunities, Safe and Healthy Students, and Effective Use of Technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Spending Rules Worksheet is required for LEA's that have \$30,000 or more. <i>(Note: The Worksheet is not required, if funds are transferred.)</i>			