

DELAWARE DEPARTMENT OF EDUCATION

2021-2022 Consolidated Grant Application Budget Detail Requirements



The Budget Detail section consists of a Narrative Description textbox for applicants to provide additional details about the budgeted item to justify allowability. The following chart indicates the required details for each account code for all programs and program-specific requirements.

The Budget Detail section also allows applicants to use dropdown menus for Funding Description and Location Code, whereas the Quantity and Cost items allow amounts to be entered. The following chart indicates required information for each account code by indicated programs:

Item	Must Be Filled Out for the Indicated Program
Funding Description	All programs
Location Code	Title I, Title II, Title III (EL and Immigrant), and Perkins Only
Quantity	All programs
Cost	All programs

Account Code	Required Detail in the Narrative Description Box for All Programs	Additional Details Required Specific to Perkins Only	Additional Details Required Specific to IDEA 611 and IDEA 619 Only	Additional Details Required Specific to Title II Only
Salaries	<p>Full Time/Part Time Status, with a percentage, will be auto filled as long as the Salary/OEC Calculator has been used.</p> <p>Example- "Full-Time: 100%" would be auto populated in the Narrative Description Box if that information was previously entered into the Salary/OEC Calculator via its new drop down function.</p> <p>Title of Position % Funded</p> <p>Example: 1 FTE Science teacher 100% Title I</p> <p>For split-funded positions only, list each program and % to be charged.</p> <p>Example 2: 1 FTE Science teacher .5 Title I & .5 Title II</p>	<p>Provide an explanation if substitute costs exceed 5% of the total program allocation.</p>	<p>For the IDEA 611/619 funding description, indicate how the item benefits students with disabilities.</p> <p>Please be sure to indicate <i>in detail how the item benefits students with disabilities.</i></p> <p>For the CEIS funding description, indicate how the item benefits ALL students.</p> <p>Please be sure to indicate <i>in detail how the item benefits all students.</i></p> <p>Example: 1 FTE SPED teacher-.5 IDEA 611, .5 IDEA 619</p>	<p>For substitute budgeted items, specify the professional development that is funded with the Title II A funds.</p> <p>For Class Size Reduction Teachers, specify Grade Level and Subject or Content Area</p>

<p>OECs</p>	<p>Title of Position % Funded</p> <p><i>Example: 1 FTE Science teacher 100% Title I</i></p> <p>For split-funded positions only, list each program and % to be charged.</p> <p><i>Example 2: 1 FTE Science teacher .5 Title I & .5 Title II</i></p>	<p>None</p>	<p>For the IDEA 611 funding description, indicate how the item benefits students with disabilities.</p> <p>For the CEIS funding description, indicate how the item benefits ALL students.</p>	<p>For substitute budgeted items, specify the professional development that is funded with the Title II A funds.</p> <p>For Class Size Reduction Teachers, specify Grade Level and Subject or Content Area</p>
<p>Contractual Services</p>	<p>List type of service and vendor name (only if known).</p> <p><i>Example: Occupational therapy services. Vendor is to be determined.</i></p> <p><i>Example: Counseling services provided by ABC Therapy Agency.</i></p>	<p>Indicate program of study title and expense justification or outcome.</p> <p>Provide an explanation if substitute costs exceed 5% of the total program allocation.</p>	<p>For the IDEA 611 funding description, indicate how the item benefits students with disabilities.</p> <p>For the CEIS funding description, indicate how the item benefits ALL students.</p>	<p>None</p>
<p>Travel</p>	<p>List the position of staff traveling, conference name, and purpose if not clear by the conference name.</p> <p><i>Example: Director of Curriculum will be attending the National Title I Conference.</i></p> <p>Please note that generally speaking, travel reimbursement applies to conferences only. If a teacher has to travel to more than one location in the same work day, reimbursement may be permissible. Please be sure to contact a DDOE program manager to discuss circumstances other than conferences.</p>	<p>Indicate program of study title, total number of staff traveling, and expense justification or outcome.</p> <p>Provide an explanation if CTSO costs exceed 5% of the total program allocation.</p> <p>Provide an explanation if travel exceeds 10% of the total program allocation.</p>	<p>For the IDEA 611 funding description, indicate how the item benefits students with disabilities.</p> <p>For the CEIS funding description, indicate how the item benefits ALL students.</p>	<p>List name of staff traveling (only if known).</p>
<p>Supplies and Materials</p>	<p>List if items are instructional or non-instructional, description, and purpose.</p> <p><i>Example: Classroom instructional supplies to equip science classroom, such as microscopes, sein nets, and aquariums for student experiments.</i></p> <p>Supplies that meet Delaware's Capital Outlay threshold of \$1K or more, AND has a useful life of 1 year or more, should be coded to a Capital Outlay code.</p>	<p>Indicate program of study title and expense justification or outcome.</p> <p>Provide an explanation if middle school-budgeted items exceed 20% of the total program allocation.</p> <p>Provide an explanation if total budgeted items for equipment exceed 50% of the total program allocation.</p>	<p>For the IDEA 611 funding description, indicate how the item benefits students with disabilities.</p> <p>For the CEIS funding description, indicate how the item benefits ALL students.</p>	<p>Items listed must clearly align to professional development activities that are funded with Title II, Part A funds.</p>

Capital Outlay	List item(s), description, and purpose. Supplies that meet Delaware's Capital Outlay threshold of \$1K or more, AND has a useful life of 1 year or more, should be coded to a Capital Outlay code.	Indicate program of study title and expense justification or outcome. Provide an explanation if middle school-budgeted items exceed 20% of the total program allocation. Provide an explanation if total budgeted items for equipment exceed 50% of the total program allocation.	For the IDEA 611 funding description, indicate how the item benefits students with disabilities. For the CEIS funding description, indicate how the item benefits ALL students.	None
Indirect Costs	No additional details are required.	Not applicable.	Not applicable.	Not applicable.
Audit Fees	No additional details are required.	Not applicable.	Not applicable.	Not applicable.