

DELAWARE DEPARTMENT OF EDUCATION

CONSOLIDATED GRANT APPLICATION CHECKLIST SY 2023–2024



IDEA 611 (3-21)

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 funding application and communicate to the LEA, items that may need to be addressed.

| Required Components | Verified | Attention Needed | N/A |
|--|--------------------------|--|--------------------------|
| Maintenance of Effort | | | |
| 1. MOE verified through review of IDEA LEA MOE Budget Chart. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| IDEA 611: Budget | | | |
| 1. The budget is zeroed out. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 2. Salaries <ul style="list-style-type: none"> a. The narrative description for all salary budgeted items lists the title of the position, percent of the FTE, indicates the individual's role in ensuring FAPE for students with disabilities and includes sufficient detail regarding the individual's role and responsibilities. b. Budgeted items are supplemental. c. Budgeted items are allowable. [2 CFR §200.403] d. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. [2 CFR §200.403] e. 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"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 3. OEC's <ul style="list-style-type: none"> a. The narrative description for OECs for all budgeted items lists the title of the position, percent of the FTE, indicates the individual's role in ensuring FAPE for students with disabilities and includes sufficient detail regarding the individual's role and responsibilities. b. Budgeted items are supplemental. c. Budgeted items are allowable. [2 CFR §200.403] d. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. [2 CFR §200.403] e. 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"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 4. Travel <ul style="list-style-type: none"> a. The narrative description for all travel budgeted items clearly lists the position of staff traveling, purpose of the travel, and how the expenditure will ensure FAPE for students with disabilities. b. For conferences, the description includes the name of the conference, number of staff attending, position(s) of staff | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |

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|--|--------------------------|--|--------------------------|
| attending (names of staff, if available), travel cost per staff and how the conference will support staff in ensuring FAPE for students with disabilities. (Note: registration fee(s) should be budgeted under Contractual Services) c. Budgeted items are supplemental. d. Budgeted items are allowable. [2 CFR §200.403] e. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. [2 CFR §200.403] f. Budgeted items are reasonable for the proper and efficient performance and administration of the federal award. [2 CFR §200.403] | | | |
| 5. Contractual Services a. The narrative description for all contractual services budgeted items indicate the type of contracted service, name of vendor/potential vendor, cost (hourly rate, etc.) and how the contracted service will ensure FAPE for students with disabilities including sufficient detail regarding the contract deliverables. b. Budgeted items are supplemental. c. Budgeted items are allowable. [2 CFR §200.403] d. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. [2 CFR §200.403] e. 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"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 6. Supplies/Materials a. The narrative description for all supplies and materials budgeted items includes the name and description of the supply/material, cost per item, quantity, whether the item is instructional or non-instructional and how the item will be used to ensure FAPE for students with disabilities. b. Budgeted items are supplemental. c. Budgeted items are allowable. [2 CFR §200.403] d. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. [2 CFR §200.403] e. 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"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 7. Capital Outlay a. The narrative description for capital outlay budgeted items clearly identifies the item(s) to be purchased, provides a description, cost per item(s), quantity and how the item(s) will be used to ensure FAPE for students with disabilities. b. Budgeted items are supplemental. c. Budgeted items are allowable. [2 CFR §200.403] d. Budgeted items are necessary for the proper and efficient performance and administration of the federal award. [2 CFR §200.403] e. 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"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| IDEA 611: Equitable Services | | | |
| 1. If the LEA is a charter school, vocational high school, or DSCYF, the Equitable Services page questions are blank or responses are NA. (Move to CEIS Services Section) | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |

| Required Components | Verified | Attention Needed | N/A |
|--|--------------------------|--|--------------------------|
| 2. The district entered the correct IDEA allocation amount. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 3. Application Question 1: The district clearly indicates a process for notifying nonprofit private schools of their eligibility to participate in IDEA. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 4. Application Question 1: The district clearly indicates a process for notifying parents of parentally placed private school and home schooled children of their eligibility to participate in IDEA. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 5. Application Question 2: The district clearly indicates how they will involve nonprofit private schools and parents of parentally placed private school and home schooled children in discussions regarding the determination of proportionate share to serve parentally placed private school and home schooled children with disabilities. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 6. Application Question 2: The district clearly indicates how they will involve nonprofit private schools and parents of parentally placed private school and home schooled children in discussions regarding equitable participation of eligible private school and home schooled children with disabilities in federally funded special education and related services. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 7. Application Question 2: The district clearly indicates how they will involve nonprofit private schools and parents of parentally placed private school and home schooled children in discussions regarding the design and development of special education and related services for parentally placed private school and home schooled children including the types of services that will be provided and who will provide those services. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 8. Application Question 3: The district clearly indicates how they will ensure that services for parentally placed private school and home schooled children will be equitable in comparison to the services provided to public school students, staff, and families and are provided in a timely manner, are secular, neutral, and nonideological for IDEA. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 9. Application Question 4: The district clearly indicates how they will monitor the provision of services to eligible parentally placed private school and home schooled children, staff, and their families for IDEA. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 10. Application Question 5: The district described how they will ensure that allowable materials, equipment, and/or property purchased/provided for use by nonprivate schools and/or parentally placed private school and home schooled children are properly maintained and accounted for by the district for IDEA. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| IDEA 611: CEIS Services | | | |
| 1. Application Question 1: LEA indicates whether CEIS is required, voluntary, or not being used. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 2. LEA was directed by the DDOE to use CEIS funds. If yes, move to #4. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 3. LEA was not directed by the DDOE to use CEIS funds. If no, move to #5. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |

| Required Components | Verified | Attention Needed | N/A |
|---|--------------------------|--|--------------------------|
| 4. If the LEA was directed by the DDOE to use CEIS funds, the funds were allocated and activities are labeled "CEIS." (If an LEA is identified with significant disproportionality, they must use 15% of the total of IDEA 619 and IDEA 611 funds allowable for comprehensive CEIS for children in the LEA, particularly, but not exclusively, for children in those groups that were "significantly over identified" and/or "disproportionality suspended/expelled." LEAs with significant disproportionality must reserve funds for such services.) | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 5. LEA voluntarily used up to 15% of their funds for CEIS. If yes, go to #6. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 6. If the LEA voluntarily used up to 15% of their funds for CEIS, funds were allocated and activities are labeled "CEIS." | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |
| 7. Application Question 2: For LEAs that utilize IDEA funds for CEIS, an explanation was provided for how a CEIS system will be developed and implemented to provide coordinated, early intervening services for students in grades K-12 who are not identified as needing special education, but who need additional academic and behavioral support to succeed in a general educational environment. | <input type="checkbox"/> | <input type="checkbox"/> LEA Notified <input type="checkbox"/> Verified | <input type="checkbox"/> |