

DELAWARE DEPARTMENT OF EDUCATION

Consolidated Grant Application Budget Detail Requirements



The Budget Detail section consists of a Narrative Description textbox for LEA 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 I</p>	<p>Provide an explanation if substitute costs exceed 5% of the total program allocation.</p>	<p>For the IDEA 611/619 funding description, list the title of the position, percent of FTE and indicate the individual's role in ensuring FAPE for students with disabilities.</p> <p>-Ensure description includes sufficient detail regarding the individual's role and responsibilities</p> <p>- For IDEA split-funded positions only, list each program and % to be charged.</p> <p>For voluntary CEIS funding description, list the title of the position, percent of FTE and indicate individual's role in supporting at-risk students.</p> <p>-Ensure description includes sufficient detail regarding the individual's role and responsibilities</p> <p>For mandatory CCEIS funding description, list the title of the position, percent FTE and indicate the individual's role in supporting at-risk students AND students with</p>	<p>For class size reduction Teachers, specify grade level(s), and courses taught.</p>

	<p>Any positions funded by federal programs must be supplemental.</p> <p>Please refer to each program's supplement vs supplant rules.</p>		<p>disabilities to address the factors that resulted in the identification of Significant Disproportionality.</p> <p>-Ensure description includes sufficient detail regarding the individual's role and responsibilities</p>	
OECs	<p>Please be sure to use the Salary and OEC Calculator. This will save time, effort, and energy on the part of LEAs.</p> <p>A training video for the Salary and OEC Calculator is located here.</p> <p>Title of Position % Funded</p> <p><i>Example 1: 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>Any positions funded by federal programs must be supplemental.</p> <p>Please refer to each program's supplement vs supplant rules.</p>	<p>Please be sure to use the Salary and OEC Calculator. This will save time, effort, and energy on the part of LEAs.</p> <p>A training video for the Salary and OEC Calculator is located here.</p>	<p>Please be sure to use the Salary and OEC Calculator. This will save time, effort, and energy on the part of LEAs.</p> <p>A training video for the Salary and OEC Calculator is located here.</p> <p>For IDEA 611/619, CEIS and CCEIS funding descriptions, align with required information indicated in "Salaries" above.</p>	<p>Please be sure to use the Salary and OEC Calculator. This will save time, effort, and energy on the part of LEAs.</p> <p>A training video for the Salary and OEC Calculator is located here.</p> <p>For class size reduction teachers, specify grade level(s), and courses taught.</p>
Contractual Services	<p>List type of service and vendor name (only if known).</p> <p><i>Example 1: Occupational therapy services. Vendor is to be determined.</i></p> <p><i>Example 2: 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 611/619 funding description, indicate the type of contracted service, name of the 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.</p> <p>For voluntary CEIS and mandatory CCEIS funding description, indicate</p>	<p>Any allowable expense paid for with a contract should be included under Contractual Services.</p> <p>For professional development entries, please specify the number of staff participating in the PD, the number of hours of PD per staff member, as applicable.</p> <p>For example:</p>

			type of contracted service, name of the vendor/potential vendor, cost (hourly rate, etc.) and how the contracted service will support at-risk students AND students with disabilities to address the factors that resulted in the identification of Significant Disproportionality including sufficient detail regarding the contract deliverables.	<p>PD on Innovative Math Instruction provided by Math Wizards, LLC.</p> <p>13 Teachers X 8 hours per day X 4 days @\$35 per hour = \$14,560</p> <p>Please enter registration for workshops and conferences under Contractual Services and not under "Travel".</p>
Travel	<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 IDEA 611/619, this may include mileage to carry out Child Find responsibilities, and/or implementation of the IEP.</p> <p>For the IDEA 611 funding description, list the position of staff traveling, purpose of the travel and how the expenditure will ensure FAPE for students with disabilities.</p> <p>For conferences funded by IDEA 611/619 provide sufficient detail including name of conference, number of staff attending, position(s) of staff attending (names of staff, if available), travel cost per staff and how the conference will support staff in ensuring FAPE for students with disabilities.</p> <p>-Note: Registration fees should be budgeted under Contractual Services</p> <p>For conferences funded by voluntary CEIS or mandatory CCEIS, provide sufficient detail including name of conference, number of staff attending, position(s) of staff attending (names of staff, if available), travel cost per staff and how the conference will support at-risk students AND students with disabilities to address the factors that resulted in the identification of Significant Disproportionality.</p> <p>-Note: Registration fees should be budgeted under Contractual Services</p>	<p>Please list names and positions of staff traveling.</p> <p>Please list destinations.</p> <p>Include estimated costs of airfare, mileage, food, and ground travel.</p> <p>Please enter registration for workshops and conferences under Contractual Services and not under "Travel".</p>

Supplies and Materials	<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 over \$5K, AND has a useful life of more than one year, 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 611/619 funding description, provide sufficient detail including 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.</p> <p>For voluntary CEIS and mandatory CCEIS funding description, provide sufficient detail including the name and description of the supply/material, cost per item(s), quantity, whether the item is instructional or non-instructional and how the item will be used to support at-risk students AND students with disabilities to address the factors that resulted in the identification of Significant Disproportionality.</p>	Supplies and materials must clearly align to allowable professional development activities that are funded with Title II, Part A funds.
Capital Outlay	<p>List item(s), description, and purpose.</p> <p>Supplies that meet Delaware's Capital Outlay threshold of over \$5K, AND has a useful life of more than one year, 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 611/619 funding description, provide sufficient detail including the name and description the item(s), cost per item(s), quantity and how the item(s) will be used to ensure FAPE for students with disabilities.</p> <p>For voluntary CEIS and mandatory CCEIS funding description, provide sufficient detail including the name and description of the item(s), cost per item(s), quantity and how the item(s) will support at-risk students AND students with disabilities to address the factors that resulted in the identification of Significant Disproportionality.</p>	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.