



# Title IV-A Grant Application Checklist



**Purpose:** This checklist serves as a guide to complete the Title IV-A grant application and check for completion in each section. Section title links will bring you to a short video training that will help you complete each section of the Title IV-A grant.

## LEA Integrated Action Plan

- I have detailed my Title IV-A program in the LEA Integrated Action Plan.
- I have tagged all Title IV-A Action Steps with the Title IV-A Funding Tag **STUDENTS AEG** and the appropriate Program Tag(s)  
**Safe/Healthy** **Eff Use Tech** **Well Rounded**


## FFATA and GSA Verification Page


- I have adequately described the LEA Title IV-A program in one to two paragraphs.

## Budget

- I have followed the USFR or USFRCS coding guidelines.
- I have detailed all my budgeted expenditures in the LEA Integrated Action Plan.
- I have labeled each expenditure under one (or more) Title IV-A Category.
- I have verified that the **budget narrative total** and the **line item total** are properly calculated and equal.
- I have ensured that all activities are aligned to the intent of the Title IV-A grant.
- I have fully described the activity by:
  - Indicating the staff type and number of staff who are participating
  - Breaking down the cost by cost per unit, cost per hour, number of weeks, etc.
  - Indicating and describing the supplies that are being purchased
  - Describing the scope of work of the activity
- If I have allocated funds to salaries, I have also included benefits under 6200.
- If this expenditure is being funded by additional sources, I have indicated the source in the Budget Narrative and LIAP.
- I have not exceeded the 2% Direct Admin Cost limit or the Indirect Cost limit.

## Exemplars:

6100 - Salaries	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		3	\$5,000.00	\$15,000.00
<b>Narrative Description</b>					
					
<p>Effective Use of Technology: Stipends for 3 teachers to provide technology coaching services to other teachers are their sites. Coaches will assist teachers in how to best implement technology in their classroom and provide in-class observations to help teachers feel comfortable incorporating blended learning and <u>personalization</u> using technology.</p>					
<p>\$25 per hour x 5 hours per week x 40 weeks= \$5,000 x 3 coaches = \$15,000</p>					

6200 - Employee Benefits	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		3	\$1,017.50	\$3,052.50
<b>Narrative Description</b>					
					
<p>Effective Use of Technology: Stipends for 3 teachers to provide technology coaching services to other teachers are their sites. Coaches will assist teachers in how to best implement technology in their classroom and provide in-class observations to help teachers feel comfortable incorporating blended learning and <u>personalization</u> using technology.</p>					
<p>Stipend: \$5,000 Benefit Rate: 20.35% Benefits Total: \$5,000 x 20.35%= \$1,017.50 \$1017.50 x 3= \$3052.50</p>					

6300 - Purchased Professional Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		8	\$200.00	\$1,600.00
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**Narrative Description**

Well-Rounded Education: Eight 4th & 5th grade teachers will attend the Arizona Arts Integration Training in Phoenix, AZ on February 3&4th 2021. This training will teach the teachers how to integrate the arts into core subject areas.

8 teachers x \$200 registration = \$1600

6500 - Other Purchased Services	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	\$3,922.75	\$3,922.75
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**Narrative Description**

Well-Rounded Education:  
 Arts Integration PD Travel- Travel to the Arizona Arts Integration Conference in Phoenix, AZ February 11-12, 2021 for 8 teachers.  
 Mileage for 2 cars: 150 miles x \$.445 = \$66.75  
 Hotel: 8 rooms x 2 nights x \$172 per night = \$2,752.00  
 Per Diem: 8 teachers x 3 days x \$46 per day = \$1,104.00  
 Total Cost= \$3,922.75

6600 - Supplies	1000 - Instruction		1	\$1,150.50	\$1,150.50
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**Narrative Description**

Safe and Healthy Students: Purchase PE supplies to support physical education and a healthy, active lifestyle. Supplies may include yoga mats, assorted sports balls, timers, scooters, and jump ropes. Total = \$450  
 Well Rounded Education: Purchase art supplies to support arts integration into core subject areas. Supplies may include paint, paintbrushes, canvases, colored pencils, and paper. Total = \$300  
 Total: \$750

**Revision 1: Increase in supplies due to FY19 Carryover**  
 Safe and Healthy Students: Purchase PE supplies to support physical education and a healthy, active lifestyle. Supplies may include yoga mats, assorted sports balls, timers, scooters, and jump ropes. Total = \$675.50  
 Well Rounded Education: Purchase art supplies to support arts integration into core subject areas. Supplies may include paint, paintbrushes, canvases, colored pencils, and paper. Total = \$475  
**Revision 1 New Total: \$1,150.50**

6800 - Other Expenses	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)		1	\$4,000.00	\$4,000.00
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**Narrative Description**

Well Rounded Education: ACT Testing Fees for students who qualify for free and reduced lunch. \$4,000

## Title IV-A Special Rules

### 15% Rule (All LEA's regardless of allocation):

- My technology infrastructure purchase does not exceed 15% of the total amount allocated to the **Effective Use of Technology**.
  - Method to calculate: (Amount allocated to Effective Use of Technology (PD/stipends/etc.) / .85) x .15
  - Example: ( $\$15,000 \times .85$ ) x .15 = \$2,647.06 Maximum Technology Infrastructure

### 20/20 Portion Rule (LEA's with an allocation greater than \$30,000):

- I have allocated at least 20% of my allocation (without carryover) to Well-Rounded Education.
- I have allocated at least 20% of my allocation (without carryover) to Safe and Healthy Students.
- I have allocated at least 1 line item to the Effective Use of Technology.
- If I did not meet the previous year's 20/20 Portion Rule, I have met the updated minimum amount, in addition to the minimum 20% for Well-Rounded and Safe and Healthy.

## Program Narrative

- In each category, I have fully described my program (referencing the budgeted items labeled with that category).
- I have checked the appropriate checkboxes within each category.
- If I indicated a cross-category expenditure, I have included it in all appropriate sections.
- Question 4:
  - I have described the **Objectives**, **Intended Outcomes**, and **Method of Evaluation** for each budgeted activity (or program).
  - To assist, please utilize this basic format for each of your Title IV-A budgeted Activities or Programs:

Name of Activity:

Objectives:

Intended Outcomes:

Method(s) of Evaluation:

## Title IV-A Allocation Worksheet

- In the FY21 Grant Application, the Budget Summary will auto-populate based on your allocations and reflect any transfers and/or carryover.
- I have completed the appropriate Budget Categories Section.
  - I have separated my allocation into the appropriate budget categories, as aligned with my budget narratives.
  - If I have carryover, I have used the Approved Carryover Line
  - I have appropriately accounted for the previous year and current year 20/20 Portion Rule.

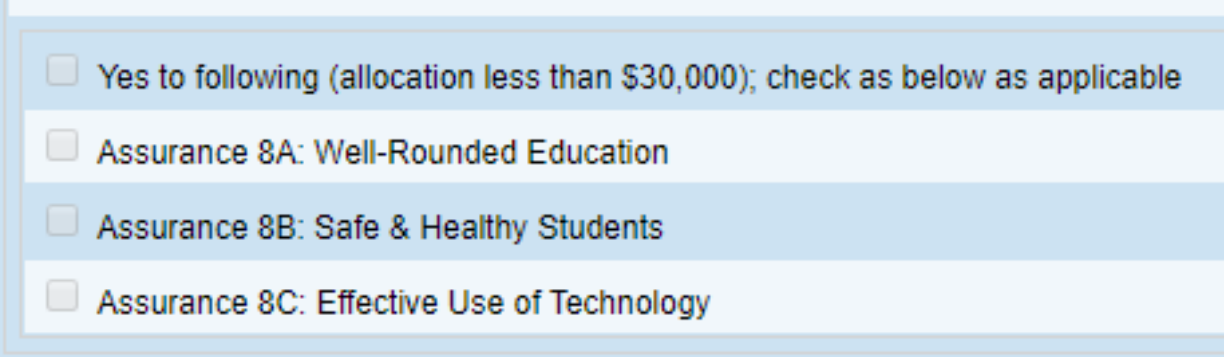
Allocation	Well-Rounded Education	Safe & Healthy Students	Effective Use of Technology PD (85%)	Technology Infrastructure (hardware, software, equipment) (15%)	Direct or Indirect Costs (if applicable)
Original Allocation:	\$	\$	\$	\$	\$
<b>Expenses across this line must equal your Original Allocation (Preliminary Allocation + Final Allocation)</b>					
Approved Carryover:	\$	\$	\$	\$	\$
<b>Expenses across this line must equal your Carryover amount and take into account any minimum requirements</b>					
Totals	\$	\$	\$	\$	\$
<b>Totals in this line should equal the total amount you are spending in each Title IV-A category, including Infrastructure &amp; Direct/Indirect Costs</b>					

## Eligible Private School Service

- I have engaged in timely and meaningful consultation with my **In-District** private schools.
- I have uploaded the completed Affirmation of Consultation to the **Title I Related Documents**.
- I have completed the Title IV-A Eligible Private School Service page and determined the Private School Allocation for all In-District Participating Private Schools.
  - LEAs without In-District Private Schools must still upload an Affirmation of Consultation
- I have clearly labeled the Private School Allocation in my Budget Narrative with the name of the Private School.
- I have allocated all required funds to the Participating In-District Private Schools.
- I have included the Private School program in the LIAP.
- If I am including Administrative Costs to “Provide Private School Services”, they are included in my direct/ indirect costs.
  - The Direct Costs do not exceed the 2% cap.
  - The Indirect Costs do not exceed the Indirect Cost Limit.
  - Any Direct/ Indirect Costs are captured in the budget

## Assurances

- I have checked each applicable box to assure that the statement is true.
- I have signed the Assurances Page.
- If my allocation is greater than \$30,000, I have checked the **Yes to All** box for Question 8.
- If my allocation is less than \$30,000, I have checked the **Yes to Following** Box, as well as the appropriate category boxes:
  - If I am running a Well-Rounded Education Program, I have checked box 8A.
  - If I am running a Safe and Healthy Students Program, I have checked box 8B.
  - If I am running an Effective Use of Technology Program, I have checked box 8C.

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- Yes to following (allocation less than \$30,000); check as below as applicable
  - Assurance 8A: Well-Rounded Education
  - Assurance 8B: Safe & Healthy Students
  - Assurance 8C: Effective Use of Technology

## Capital Outlay Worksheet

- If I have allocated funds to purchase capital items, I have detailed those items in the Capital Outlay Worksheet.

### Exemplar:

Capital Outlay Worksheet						
Quantity	Cost per Unit	Tax, Shipping & Handling	Object Code	Item Description	Purpose	Total
60.00	\$ 307.65	\$ 1,569.00	6731	Flute - Jupiter JFL700A	Musical Instrument instruction - The purpose is to increase students' opportunity to access a well-rounded education.	\$ 20,028.00
60.00	\$ 328.65	\$ 1,676.20	6731	Clarinet - Jupiter JCL710NA	Musical Instrument instruction - The purpose is to increase students' opportunity to access a well-rounded education.	\$ 21,395.20
20.00	\$ 899.50	\$ 1,529.20	6731	Alto Sax - Cannonball AA-L	Musical Instrument instruction - The purpose is to increase students' opportunity to access a well-rounded education.	\$ 19,519.20

## Related Documents

- I have uploaded any requested or supporting documents to the Title IV-A Related Documents, including but not limited to:
  - Position Descriptions
  - Invoices and quotes
  - Parent Engagement sign-in sheets
  - Materials for school security requests
  - Other materials to support programming or as requested by a Title IV-A Specialist.

### Revisions (once previous or original application has been director approved)

- I have left the original wording in the budget narrative.
- I have indicated the revision by labeling the change "Revision \_\_\_\_" and using a different colored font.
- I have updated the **budget narrative total** and **the line item total**.
- I have updated the allocation worksheet to **match** my updated budget.
- I have updated the LEA Integrated Action Plan.
- I have updated the Program Description and Program Narrative.