

**Main reasons consolidated applications cannot be approved in a timely fashion**

Issue	Why It Is a Problem
Not associating/submitting the plan with the budgets and/or not aligning the budgets to the plans.	The plans provide a partial description of the intended uses of funds. Budget approvals cannot proceed without some understanding of the uses of the federal funds. All large budget items must be identifiable in the plan.
Not reflecting the Title I BOA set aside amounts included in steps 3 and 4	All funds set aside in the BOA must be budgeted. Failure to budget indicates an intent to stockpile funds which is not allowed under federal statutes.
Not forwarding the Non-Public Consultation documents to Grants Management	Those papers provide the documentation indicating that appropriate consultation occurred and districts budgeted to reflect those consultative discussions.
Not budgeting required amounts for professional development—10% for districts and schools in improvement status.	Districts/school identified for improvement must budget and then “expend” 10% of their district/school allocation for PD. Funds not expended in one fiscal year must be rolled forward and expended in the subsequent fiscal year in addition to any new requirement.
Not budgeting for SES/PSC when schools are identified for improvement.	Recent regulatory changes reinforce the need for districts to budget appropriate amounts for PSC and SES if they have schools identified for improvement. If regulatory requirements are not met, funds not expended in one fiscal year must be rolled forward and expended in the subsequent fiscal year in addition to the new set aside amount
Trying to implement class-size reduction without forwarding the Supplement Not Supplant worksheet	Districts must demonstrate they are meeting their state requirements prior to using federal funds to reduce class-sizes.
Not identifying the numbers of children to be served in the Title I program. This is located on the Supporting Data page.	These numbers are needed to validate the number of FTE requested and to deduce approximate costs for salaries, benefits and materials. Missing numbers indicate no students are served.
Placing dollar amounts in the FTE column on the Supporting Data page	Salaries are already included in the budget. This data request is to provide the number of FTE to be funded.
Budgeting Title III funds for salaries.	The Lau decision clarified that districts are required to provide language instruction as a basic service through local funds. Title III funds are supplemental only.
Forgetting to include strategies to ensure that poor and minority children are not taught at higher rates than other children by inexperienced, unqualified, or out-of-field teachers.	Section 1111, (b), (8) of the NCLB Act requires these issues to be addressed.