

ESEA Consolidated Application Processing Tips

Main reasons ESEA 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 Step 3	All funds set aside in the BOA must be budgeted. Failure to budget indicates intent to stockpile funds which is not allowed under federal statutes.
Not forwarding the Non-Public Consultation documents to Federal Programs	Those papers provide the documentation indicating that appropriate consultation occurred and districts budgeted to reflect those consultative discussions.
Trying to implement class-size reduction with Title II.A funds without forwarding the Class Size Reduction 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 participating 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 conclude 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, (g), (B) of the ESSA requires these issues to be addressed.
The Title I nonpublic enrollment and economic deprivation counts on Step 1 of the BOA do not match the Title I Nonpublic Report	LEAs are required to provide Title I.A equitable services to children residing in the LEAs boundaries and attending nonpublic schools. The nonpublic enrollment and economic deprivation counts on Step 1 of the BOA should match the Title I Nonpublic report, if changes have been made to the nonpublic counts in the BOA, an explanation must be provided in the LEA comment section on Step 1 of the BOA.
Nonpublic allocation does not match the amount budgeted for nonpublic on the budget grids.	LEAs are required to provide equitable services to nonpublic school students, teachers and parents. The nonpublic allocation for Title I.A can be found

	<p>on Step 4 of the BOA. Title II, Title III and Title IV nonpublic allocations can be found by clicking the Original Allocation on the Funds Available page. The amount budgeted for nonpublic schools on each corresponding budget page cannot be less than the nonpublic allocation for each budget.</p>
<p>More than \$200.00 per student budgeted for materials and supplies without a comment as to why.</p>	<p>Federal funds are not intended to be a source for stockpiling materials and supplies. If budgeted funds for materials and supplies are more than \$200.00 per student, the LEA will need to justify the large expenditure; this justification can be added to the LEA comment box on the budget grid page.</p>
<p>The Supplement not Supplant page is not completed</p>	<p>All federal funds must be used to supplement not supplant the funds that would be available from State and local sources in the absence of these funds. For Title I.A, LEAs are required to demonstrate the methodology used to allocate State and local funds to each Title I school. The Supplement not Supplant page is where LEAs will demonstrate that the methodology used resulted in each Title I school receiving the State and local funds it would have received had the Title I funds not been available.</p>
<p>The Administration Set-Aside on Step 3 does not match the Administration Pool on the Title I budget grid.</p>	<p>If using Title I funds for administration, the LEA must set aside an amount on Step 3 for Administration. That same exact amount must be put in the Administration Pool box on the Title I budget grid.</p>