



TITLE II, PART A BUDGET REVIEW CHECKLIST

LEA:

	Requirement	Yes	No	N/A	Comments
1	If monitoring finding in previous fiscal year, LEA has an approved Title II, Part A Corrective Action Plan.				
2	Title II, Part A funds are budgeted to the total allocation. Funds will be used to implement the Improving Teacher Quality plan for the selected activities that will be the focus for improvement.				
2A	<ul style="list-style-type: none">If applicable, Title II, Part A funds are budgeted for participating Private Schools located within the LEA's geographic boundaries AND the Private School Needs Assessment has been completed.				
2B	<ul style="list-style-type: none">If applicable, Title II, Part A funds budgeted for Class Size Reduction Teachers are supported by required information.<ol style="list-style-type: none">A complete <u>Class Size Reduction Chart</u> is in the online application where funding CSR teachers is a strategy to meet an identified need.				
2C	<ul style="list-style-type: none">If applicable, current job descriptions for all Title II, Part A funded positions (except CSR teachers) have been submitted to the Title II, Part A State Coordinator prior to project approval. The percent of the position funded is included in the activity description.				



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2D	<ul style="list-style-type: none">If applicable, proper documentation has been submitted to the Title II, Part A State Coordinator for the transfer of Title II, Part A funds to Title I, Part A.				
3	If applicable, District budgeted amounts for indirect costs do not exceed calculated indirect cost rates. Include rate in the description.				
4	Title II, Part A Budget items are allowable and reasonable under Title II, Part A and sufficient detail is provided in each budget description to make this determination. If applicable, budget items that are prorated (for example: contracts, personnel, and software) must include percent funded by Title II, Part A in the description.				
5	All budget codes are entered in accordance with the SCDE Financial Accounting Handbook.				