

**TITLE III CONSORTIUM  
CHECKLIST FOR A SUCCESSFUL GRANT SUBMISSION**

<b>Lead LEA/Fiscal Agent Checklist for a Successful Grant Submission</b>	
	Are the <i>Lead Agent Funding Forms</i> and <i>Memorandum of Understanding</i> completed and uploaded to the application?
	Are the <i>Participating LEA Member – Certification and Assurances</i> documents completed for each member and uploaded to the application?
	Is the Assurances section of the Funding Application complete?
	Did each member include the required professional development activity in their budget?
	Did each member include the required parent/family engagement activity in their budget?
	Did each member abide by the 2% limitation for direct administrative expenses?
	Does the total of budget requests for each LEA member match their individual allocation?
	Do all items listed in the narrative descriptions equal the line item totals?
	Are budget requests correctly coded to meet USFR Chart of Accounts requirements?

<b>Participating LEA Member Checklist for a Successful Grant Submission</b>	
	Are the <i>Participating LEA Member – Certification and Assurances</i> documents fully completed and returned to the Lead LEA/Fiscal agent?
	Is the required professional development activity included in the LIAP and the budget?
	Is the required parent/family engagement activity included in the LIAP and the budget?
	Do all budget requests meet the supplement, not supplant requirement?
	Are direct administrative expenses within the allowable 2%?
	Are budget requests correctly coded to meet USFR Chart of Accounts requirements?
	Does the LEA Integrated Action Plan fully describe the Title III program and funding support?
	Do the narratives in the application have clear and sufficient information?
	Is the math correct?