



ARIZONA DEPARTMENT OF EDUCATION

Lead LEA/Fiscal Agent Checklist for a Successful Grant Submission	
	Are the Lead Agent Funding Forms and Memorandum of Understanding completed and uploaded to the Related Documents section?
	Are the Participating LEA Member – Certifications and Assurances documents completed for each member and uploaded to the Related Documents section?
	Are the Title III LEA Plan Requirements documents completed for each member and uploaded to the Related Documents section?
	Is the Eligible Private School Service workbook completed and uploaded for all participating private schools? (district LEAs with participating private school(s) only)
	Is the Assurances section of the funding application complete?
	Does the narrative on the FFATA & GSA Verification page include a summary description of the LEA members' project(s)?
	Do the General Education Provisions Act (GEPA) responses include a summary for the LEAs in the Consortium and do they address all components of each question?
	Did each member include at least one professional development activity in their budget?
	Did each member include at least one 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?
	Are budget requests correctly coded to meet USFR Chart of Account requirements?