



ARIZONA DEPARTMENT OF EDUCATION

Participating LEA Member Checklist for a Successful Grant Submission	
	Is the Participating LEA Member – Certification and Assurances document fully completed and returned to the Lead LEA/Fiscal Agent?
	Is the Title III LEA Plan Requirements document completed and returned to the Lead LEA/Fiscal Agent?
	Is the Eligible Private School Service workbook completed and returned to the Lead LEA/Fiscal Agent? (district LEAs with participating private school(s) only)
	Is there at least one professional development activity included in the budget?
	Is there at least one parent/family engagement activity included in 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?
	Do the narratives in the application have clear and sufficient information?