TITLE III APPLICATION CHECKLIST

One complete application must be submitted before your grant will be reviewed. All documentation must be submitted at the same time in this application. Checklist is for district use only. No need to submit the checklist to Title III office.

TITLE III SUBGRANT REQUIRED DOCUMENTATION

☐ FY16 Title III Formula Subgrant Budget Workbook

☐ Cover sheet for FY16 Title III Formula Subgrant Budget Workbook (Fund Code 180) with Superintendent’s signature (2 original copies)

☐ Form 5 for districts, lead agencies, and member districts (including lead agencies and member districts in consortia)

☐ FY16 Biennial Evaluation Form (signed original mailed to Title III office)

☐ FY16 Private School Affirmation Forms (signed original mailed to Title III office)

☐ FY16 Local Plan Narrative

☐ FY16 Biennial Evaluation Assurance (signed original mailed to Title III office)

☐ FLEP monitoring form and policy (currently used in district)

☐ Sample of the parent notification of ELE and Title III placement forms and policy (currently used in district – not a template)

☐ Sample of the districts’ parent notification letter that AMAOs were missed (if applicable) and translation copies (copy of a letter that was sent – not a template)

☐ FY16 Grant Assurances document (filed with Grants Management office)

IMMIGRANT SUBGRANT GRANT ONLY

☐ FY16 Title III Immigrant Subgrant Budget Workbook (Fund Code 186)

☐ Cover sheet for FY16 Title III Immigrant Subgrant Budget Workbook (Fund Code 186) with Superintendent’s signature (2 original copies)

☐ Form 5 – information about how Immigrant students in private schools will be served

☐ FY16 Title III Immigrant Subgrant Narrative

☐ FY16 Private School Affirmation Forms (signed original mailed to Title III office)

☐ Sample of the districts’ parent notification letter that AMAOs were missed (if applicable) and translation copies (copy of a letter that was sent – not a template)
SUPPLEMENTAL IMMIGRANT SUBGRANT

☐ FY16 Title III Supplemental Immigrant Subgrant Budget Workbook (Fund Code 182)

☐ Cover sheet for FY16 Title III Supplemental Immigrant Subgrant Budget Workbook (Fund Code 182) with Superintendent’s signature (2 original copies)

☐ FY16 Title III Supplemental Immigrant Subgrant Narrative (Fund Code 182)

☐ Form 5 – information about how Immigrant students in private schools will be served

☐ FY16 Private School Affirmation Forms (signed original mailed to Title III office)

☐ Sample of the districts’ parent notification letter that AMAOs were missed (if applicable) and translation copies (copy of a letter that was sent – not a template)

CONSORTIA

☐ FY16 Title III Formula Subgrant Budget Workbook (Fund Code 180)

☐ Cover sheet for FY16 Title III Formula Subgrant Budget Workbook (Fund Code 180) with Lead Agent’s signature (2 original copies)

☐ Memorandum of Understanding (MOU) for consortia (MOU must be signed by ELL Director or Superintendent of the lead agency and all member districts; MOU with ORIGINAL SIGNATURES must be received by the Title III office before the grant can be approved)

☐ Form 5 for member districts and lead agencies

☐ FY16 Biennial Evaluation Form (signed original mailed to Title III office)

☐ FY16 Private School Affirmation Forms (to be provided by all consortium members - signed originals mailed to Title III office)

☐ FY16 Title III Local Plan Narrative (each consortium member district must submit their own local plan)

☐ FY16 Title III Biennal Evaluation Assurance (signed original mailed to Title III office)

☐ FLEP monitoring form and policy (currently used in each district)

☐ Parent notification of ELE and Title III placement forms and policy (currently used in each district – not a template)

☐ Sample of the districts’ parent notification letter that AMAOs were missed (if applicable) and translation copies for each district (copy of a letter that was sent – not a template)

☐ FY16 Grant Assurances document (filed with Grants Management office)