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 OELAAA.

TITLE III SUBGRANT REQUIRED DOCUMENTATION

☐ FY14 Title III Formula Subgrant Budget Workbook
☐ Cover sheet for FY14 Title III Formula Subgrant Budget Workbook (Fund Code 180) with Superintendent's signature (2 copies)
☐ Form 5 for districts, lead agencies, and member districts (including lead agencies and member districts in consortia)
☐ FY14 Biennial Evaluation Form
☐ FY14 Private School Affirmation Forms
☐ FY14 Title III Local Plan Narrative
☐ FY14 Title III Evaluation Assurance
☐ FLEP monitoring form and policy (currently used in district)
☐ Parent notification of ELE and Title III placement forms and policy (currently used in district)
☐ Sample of the districts' parent notification letter of AMAOs scores and translation copies (NEW for FY14)
☐ Two copies of all signed forms sent to OELAAA
☐ FY14 Grant Assurances document (filed with Grants Management office)

IMMIGRANT SUBGRANT GRANT ONLY

☐ FY14 Title III Immigrant Subgrant Budget Workbook (Fund Code 186)
☐ Cover sheet for FY14 Title III Immigrant Subgrant Budget Workbook (Fund Code 186) with Superintendent's signature (2 copies)
☐ Form 5
☐ FY14 Title III Immigrant Fund Award Narrative
☐ FY14 Private School Affirmation Forms
☐ Sample of the districts' parent notification letter of AMAOs scores and translation copies (NEW for FY14)
☐ Two copies of all signed forms sent to OELAAA
CONSORTIA

☐ Cover sheet for FY14 Title III Formula Subgrant Budget Workbook (Fund Code 180) with Lead Agent’s signature

☐ Memorandum of Understanding (MOU) for consortia (MOU must be signed by lead agency and all member districts; MOU with ORIGINAL SIGNATURES must be received by the Office of English Language Acquisition and Academic Achievement (OELAAA) before the grant can be approved)

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

☐ FY14 Biennial Evaluation Form

☐ FY14 Private School Affirmation Forms (to be provided by all consortia members)

☐ FY14 Title III Local Plan Narrative (each consortia member district must submit their own local plan.)

☐ FY14 Title III Evaluation Assurance

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

☐ Parent notification of ELE and Title III placement forms and policy (currently used in district)

☐ Sample of the districts’ parent notification letter of AMAOs scores and translation copies (NEW for FY14)

☐ Two copies of all signed forms sent to OELAAA

☐ FY14 Grant Assurances document (filed with Grants Management office)