Checklist and Reminders for Completing Title I Application

# Cover Page

[ ]  Cover page is completed.

**[ ]**  District name and contact information, including summer contact number, are included.

[ ]  Correct allocation amount is included in yellow shaded box.

**[ ]** If new to the position of Title I Director, check box is marked.

**[ ]** Cover page is printed to obtain authorized signature to attach with workbook in EdGrants.

# Private School Participation Worksheet

[ ]  Private schools enrolling students who reside in a Title I-served attendance area are listed, collected data is recorded, and questions are answered, as appropriate.

# Narrative

**[ ]** All required narrative is completed, including reference to data as requested.

# District Reservation Worksheet

[ ]  All required reservations are entered in Step 1, as applicable.

**[ ]**  Step 2 reservations, if any, do not exceed 10% of total allocation.

# School Funding Worksheet

[ ]  A method of qualifying is chosen and selected by clicking "OK".

**[ ]** Item is selected in column 3b for each school.

[ ]  Column 8 per pupil amounts are the same or descend for schools rank ordered by poverty and minimum per pupil requirement is met.

**[ ]**  For schools not served, column 7a is left blank (no zeroes).

[ ]  Total of school allocations (column 7a) equals balance remaining for school allocations on District Reservation worksheet.

**[ ]** Total of column 7b equals amount reserved under Option A on District Reservation worksheet, if applicable.

# Budget (in EdGrants)

**[ ]** FTE is recorded correctly - Full-time equivalent (FTE) is a way to measure a teacher's involvement in a funded activity. An FTE of 1.0 means that the teacher works on Title I activities on a full-time basis, while an FTE of 0.5 signals that the teacher is only half-time. If two full-time teachers are on one line the FTE is 2.0.

[ ]  MTRS boxes are checked for teachers who are members of the Massachusetts Teacher Retirement System.

**[ ]** The budget total matches total allocation for district.

# Department Guidelines for Spending

**[ ]** Administration and supplies are each limited to 10% of total allocation.

[ ]  Travel is limited to 5% of total allocation.

**[ ]** Line 10 (Equipment) is only for equipment costing $5,000 or more per item.

# Naming and Saving Workbook File

[ ]  Workbook is saved with correct file name: **FY18TI-LEACODE** (i.e. FY18TI-0001).

**[ ]** Save the file as a macro-enabled worksheet (.xlsm). To do this, select “Save As” and select “Excel Macro-enabled workbook.”

**[ ]  If using a Mac,** save the file as an .xlsm file. To do this, do the same as on a PC and select “Save As” and select “Excel Macro-enabled workbook.”

**Attachments in EdGrants**

[ ]  Application workbook is attached as an Excel file.

[ ]  Copy of signed cover sheet is attached as a PDF file.

[ ]  Consolidated Plan Overlay is completed for at least Title I and Title IIA and is attached.

[ ]  Copies of signed Affirmation of Consultation and Agreement forms for each participating private school are attached as one PDF file, as applicable.