

**Nebraska Department of Education's Office of Special Education
Results Driven Accountability (RDA)
District Targeted Improvement Plan Support (DTIPS) Grants
Screening Checklist, 2016-17**

Agency: _____

Project Director: _____

Meets Submission Deadline: March 30, 2016 (Date received: _____)

- Yes No

REQUIRED FORMS

A. Letter of Intent

- Complete/Accurate
- Signed by Agency Administrator
- Signed by Project Director
- Does not exceed total allocation: _____

B. Consortium Application Only

- Completed for all participating districts signed/dated by EACH Superintendent

C. Budget

- Does not exceed total allocation (and matches total on Letter of Intent)
- Major areas (100s-600s) completed
- Attachment (details for 100s-600s that are budgeted)

If Salaries:

- List each grant staff member(s) name, salary, benefits, and FTE Provide grant related job description

D. Service Provider Agreement (If amount budgeted for 300s)

- Form completed for each provider (Provider/Services to be Provided/Projected Costs/Lead Agency-Name, Signature, Date/Service Provider Administrator-Name, Signature, Date)

E. DTIPS Grant Action Plan Template(s) (Complete for Each Goal) Consortium Applications may have Action Plan for each participating district or may group districts with similar TIPS/needs/supports.

- Goal
- Timeline Activities Person(s) Responsible
- Resources/Costs Project Evaluation

Action Plan(s): Single Multiple

F. Certifications RE Lobbying; Debarment, Suspension and Other Responsibility Matters

- Boxes marked Agency Administrator Signature

Comments: # each comment

Recommendation:

- Proceed with review
- Forward to Management Team based on comment(s) # _____ above.
- Do not proceed with review.

Staff: _____

Date: _____