

CHECKLIST FOR COMMON ERRORS ON THE ESSA APPLICATIONS
Use this checklist every time you create an ESSA grant or an amendment!

ESSA Section

- The Unified Grant Profile (UGP) has been completed and the district's use of Indirect Costs (IDC) selected in this grant matches what we put in the UGP. Note: If you take IDC on one grant for the year, you must take them on all the grants for the year.

- I answered all the GEPA questions and didn't put NA or no barriers as an answer.

Title Sections

- I have included the direct URL address so the reviewer can find the Schoolwide Title I plan for each of the SW buildings in the district. (New this year.)

- Our district has a transportation policy for foster care students in place and we have marked "yes" on the application.

- I have explained in detail how we support teachers in the district that are ineffective, inexperienced, and out-of-field.

- On Targeting Step 4 and on the Set Aside Narratives Tab I chose the correct box in the chart to indicate if we do or do not receive a McKinney Vento Grant.

- I have assured that the exact totals in each column and row on Targeting Step 4 match the totals I placed on the Budget Page.

- I have pulled down the correct pulldown on the Budget Detail Page. (Title I, II, III, & IV)

- I added up the totals on the instructional staff page and the non instructional staff tab and they match the salaries total (100's column) on the budget tab. (Title I, II, III, & IV)

- I made sure all the staff that we are paying using federal funds are listed correctly in NSSRS with the percentages matching and the right code (Title I, II, III, & IV)

- I figured the correct percentage of benefits to match the total salary.
Example: Total salary for the staff member is \$62,000, total benefits are \$34,000 which includes insurance, FICA, Retirement, etc., for a total of \$96,000. Our grant amount to spend on salary and benefits is \$42,500. I divided \$42,500 by \$96,000 to figure the percentage. (Title I, II, III, & IV)

- I budgeted something in each category (professional development, LIEP - Language Instruction Educational Program, and parent/family/community engagement. (Title III EL)