

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

The purpose of this document is to provide instructions for districts to complete the ESEA Consolidated Budget Application (CA) for Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part A; Title V, Part B and Title IX.

Access to the Grants Management System (GMS)

1. The ESEA Consolidated Budget Application is completed in GMS. To access GMS the district representative will log in to the Oklahoma State Department of Education's (OSDE) Single Sign-On (SSO) account. Contact the Office of Accreditation if you do not have an SSO account.
2. Select Grants Management System (GMS). If the district representative does not have access to GMS, select the Links and Docs from the menu on the left and complete the Grants Management User Access Form. The completed form must be sent via email to the contact listed on the bottom right of the page.
3. Navigate to the GMS Access/Select page.
4. To create an application, scroll to the bottom of the GMS/Access/Select page and select the appropriate application under Available. Create the Consolidated Application.

Title Services

Consolidated Application (I-A, II-A, III-A, IV-A, V-B, CAC)

Submissions due by 9/30/2026

Create

5. Before completing the ESEA Budget Consolidated Application, please make sure the Central Contacts Application and the Assurances Application are created and completed. The Office of Title Services (OTS) will use the Central Contacts Application to contact district representatives. The Central Contacts Application MUST contain a Foster Care Point of Contact (POC) for the district as this contact information is required to be shared publicly.

General Tips

- Ensure that "Save" or "Next" is selected at the bottom of every page when navigating the application or information may be lost.
- Once in the ESEA Consolidated Budget Application the district will navigate the participating program applications using the drop-down menu labeled Application Sections in the upper right corner of the screen.
- Documents must be with current calendar and/or fiscal year as applicable.

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- Districts must file an amendment to the ESEA Consolidated Budget Application when allocations have been revised or adjusted.
- Once all applicable sections of the ESEA Consolidated Budget Application have been completed select the Submit tab to run the consistency check.

If you have any questions or need any assistance, please let your reviewer know, or call the Office of Title Services at 405-521-6850.

Consolidated Application

The Consolidated Application portion of the application is one section of the entire ESEA Consolidated Budget Application that contains some general information related to other sections of the application. This is also where the district superintendent will submit the application to the Oklahoma State Department of Education.

The **Overview** page provides a list of the grant programs that are included in the ESEA Consolidated Budget Application. Not every district will participate in every program listed. The individual grant programs may be accessed using the drop-down menu labeled Application Sections in the upper right of the screen.

Application Sections

Consolidated Application
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Contact Information	
Purpose	This page contains district contact information. The contact information on this page is populated from the Central Contacts Application.
District Action	A district is able to add the email addresses for up to five additional email people. Any changes to the prepopulated information will need to be made on the Central Contacts Application.
SEA Review Action	None

Allocation	
Purpose	This page has the grant program allocation amounts and has functions to initiate transfer, consolidate, or if eligible place funds in the Alternative Fund Use Authority (AFUA). If a textbox is not visible, the funds may not be moved.
District Action	The textboxes in the middle of the page are there to initiate transfer, consolidate, or if eligible place funds in the Alternative Fund Use

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	Authority (AFUA). If a textbox is not visible, the funds may not be moved. Districts may choose to contribute part or all program funds to the Schoolwide Consolidation of Funds. Enter contributing fund amounts in the boxes below the allocated funds to be contributed. Title I, Part A funds can be transferred after the District Allocation and Set Asides Step 4 is completed in the Title I, Part A section of the Consolidated Application. The district must budget for the Title I, Part A reservation (set-aside) requirements before transferring or consolidating Title I, Part A funds. Closeouts from the previous year must be completed and approved by OSDE to reflect the correct carryover amounts. Select the Calculate Totals button at the bottom of the page.
SEA Review Action	The SEA reviewer will ensure that amounts are correct and report any released funds to the appropriate OTS staff member.

CAC Information	
Purpose	This page provides information on the Consolidated Administrative Costs (CAC). The district has the option to consolidate administrative costs associated with ESEA programs. If the district opts to consolidate administrative costs, then such costs may not be charged to the individual programs. Unless otherwise noted CAC amounts are determined by state statute. See the Oklahoma Cost Accounting System (OCAS) Manual for additional information.
District Action	The page is for reference only.
SEA Review Action	None

Nonpublic Equitable Share	
Purpose	These pages are to be completed by districts that have participating nonpublic schools in Titles I, Part C; Title II, Part A; Title III, Part A; or Title IV, Part A as reported in the Equitable Services to Nonpublic Schools Application (submitted to the Oklahoma State Department of Education the previous Spring).
District Action	Complete the tab for each program that the nonpublic school has elected to participate in through the consultation process. Complete

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	the white boxes on each tab. Grey boxes are prepopulated. Double check the grey boxes for accuracy. B4 is the amount carryover for the public school district. D2 is the amount of carryover the public school district and nonpublic school should agree should be carried over. When added together B4 and D2 should be the total carryover for the program. The amount on D3 is what must be budgeted in the application. Select Calculate Totals to populate the grey boxes.
SEA Review Action	The SEA reviewer will ensure the LEA has completed the actions necessary when applicable.

Supporting Documentation

Comprehensive District Academic Plan (CDAP)	
Purpose	This page is for the Comprehensive District Academic Plan (CDAP) which serves as the written plan for the district's planned use of ESEA funds.
District Action	The district will upload their Comprehensive District Academic Plan (CDAP). The CDAP template can be found here . The CDAP is a three-year plan, please make sure page 2 of the plan has been updated each year.
SEA Review Action	The SEA reviewer will ensure the plan has a check box, date, signature, method of consultation, most recent consultation date, stakeholder names, and identify the stakeholder group designation.

Title I, Part A Supplement Not Supplant	
Purpose	This page is where the district will indicate if the district is exempt from the requirement to have a methodology.
District Action	If exempt, the district will select one of the following exemptions – • one school • only Title I schools

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	a grade span that contains only: a single school, non-Title I schools, or Title I schools (i.e., no methodology is required for this grade span) If the district is not exempt there is no action necessary on this tab and the request for the district to submit methodology will be made by the Oklahoma State Department of Education (OSDE) at a later time.
SEA Review Action	The SEA reviewer will review the Low-Income section of pages in the Title I, Part A section of the application to ensure the district has made the correct selection.

Nonpublic Third-Party Contract	
Purpose	This page is for a district with a participating nonpublic school to upload any contract in place if a district has a contract with a vendor to provide services to the participating nonpublic school.
District Action	The district will upload any current contracts for vendors the district has contracted with to provide services to a participating nonpublic school.
SEA Review Action	At the time of the district submitting a claim for reimbursement the SEA reviewer will ensure a contract is in place for any expenditure coded to 300.

Board Authorization	
Purpose	This page is where a district will upload any local board of education authorization that provides an employee of the district other than the superintendent approval to sign all current fiscal year expenditure reports, disbursements, and cash receipts submitted to the Oklahoma Department of Education (OSDE) for the purpose and objectives sent forth in the terms and conditions of the federal awards. The Office of Title Services encourages the district to seek legal advice for questions related to this authorization.
District Action	Enter the name of the current superintendent in the box provided, download the current letter, have the letter reviewed and approved by the local board of education for the individual that is being authorized, and upload the letter. The district will also upload the applicable local board of education minutes for the meeting in which the authorization was granted.
SEA Review Action	The SEA reviewer will ensure the name entered in the box matches the name on the uploaded authorization letter.

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Other Supporting Documentation	
Purpose	This page allows districts to upload additional documentation necessary to support requests made in the ESEA Consolidated Budget Application. This might include but is not limited to Memorandum of Understanding (MOU), contracts, and Lease Agreements.
District Action	The district will upload documents relevant in the stated purpose of this page.
SEA Review Action	At the time of the district submitting a claim for reimbursement the SEA reviewer will review this page to ensure the procedurally required documentation is in place.

Title I, Part A (Project 511)

Overview	
Purpose	This page provides an overview of the purpose of the grant funds.
District Action	Review
SEA Review Action	None

Low Income Rank and Order

Low Income Data Step 1	
Purpose	This page is for the district to indicate what data is being used to complete the required ranking of school sites within the district.
District Action	The district must make a selection regarding student data to pre-populate for rank and order? Answer yes or no. - If no is selected, then the district will answer the next question. Did the district establish a new site, close a site, reconfigure the grade level or significantly expand as a charter school for the fiscal year in which the application is being completed? If yes, then the district will click the link for revised low-income form and send it immediately to the Office of Title Services (OTS) via email. In the box on the tab, provide an explanation of the data sources the district has selected to use for rank and order and an explanation of why believes the data is more accurate. - If yes is selected, review the school site information for accuracy. - Save the page.

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SEA Review Action	The SEA reviewer will ensure the district completed all actions.
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Promote to Serve Step 2	
Purpose	This page is to allow a district to elect to serve a school site out of rank order.
District Action	In the column labeled Promote to Serve the district will select the radio button to elect to serve the school site. The district will then select Proceed to Ranking at the bottom of the page.
SEA Review Action	The SEA reviewer will confirm any school selected is reporting at least 35% poverty or has a poverty rate as high or higher than the district's total poverty rate.

Ranking Method Step 3	
Purpose	This page allows the district to select a method of ranking the school sites.
District Action	The district will select one of the four options provided on this page. If a district has an enrollment of less than 1000 students the district will select the radio button to the left of #1. All other districts will select the ranking method of their choosing. Select the rank button at the bottom of the page.
SEA Review Action	The SEA reviewer will confirm that any district selecting #1 does have less than 1000 students – see Low Income Data Step 1.

Intent to Serve Step 3.5	
Purpose	This page will allow the district to identify the type of Title I, Part A program each school site is operating.
District Action	The district will make a radio button selection for each school site based on the type of program the school site is operating or the district may select not served if that is the case. After the district has completed the other steps if the district has discovered a school site is now eligible to be served. The district and the school site may choose one of the following options – - The district may opt to serve the eligible school site with Title I, Part A funds as either a Title I, Part A Schoolwide Program or a Title I, Part A Targeted Assistance Program (as program eligibility permits). - The district may opt to use a year for planning. Refer to the Skipped Schools tab.

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	If the district is electing to serve a newly eligible school as a Title I, Part A Schoolwide Program or as a Title I, Part A Targeted Assistance or transition and existing program from a Title I, Part A Targeted Assistance Program to a Title I, Part A Schoolwide Program, the plan may be requested by the Office of Title Services.
SEA Review Action	The SEA reviewer will confirm the type of program with either the Title I Low Income Report for the previous fiscal year or the Schoolwide - Targeted Assistance Site Status Spreadsheet

District Allocation and Set Asides Step 4	
Purpose	This page will allow the district to identify any district level reservations and distribute remaining funds to the school site level.
District Action	The district will review the instructions on the page and enter data into the table as appropriate. Reservations (set-asides) a. Parent and Family Site Allocations – If the current year allocation plus transfers in are over \$500,000 then the district's public parent and family engagement set-aside will be at least 1% of the district's allocation. Districts may only keep 10% of the mandatory 1% at the district level and the remaining 90% (of the 1% set-aside) must be distributed to the school sites on this tab. The amount set aside for parent and family engagement will be populated on the School Allocation tab to be distributed by the district to the sites listed on that page. b. Homeless Set-Aside – Districts shall reserve Title I, Part A funds as are necessary to provide educationally related support services to homeless children and youths regardless of whether they attend a Title I school. c. Administrative Set-Aside – Admin set-aside is not a statutory set-aside required under Title I, Part A. It will be calculated The district's nonpublic parent and family engagement set-aside will be calculated by multiplying the public 1% parent and family engagement amount by the proportionate share percentage for non-public students. This amount will then be subtracted from the nonpublic school proportionate amount, and it will be retained by the district to be expended for parent and family engagement activities, on behalf of non-public schools, at the district level.

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	based on the total available Title I funds (current year allocation, transferred funds in and carryover funds), and it must not exceed the allowable percent (5% if >1500 students, 7% if 500 to 1500, 8% if <500). Use function code 2330. d. LEA Administration Costs for Equitable Services e. Indirect Cost (IDC) – Indirect cost is populated by going to the budget page and entering either the amount indicated (line E) or less in line G of the budget page. IDC must be applied on every claim throughout the fiscal year. f. Preschool (District Wide) – Preschool funds can be set aside at the district level to serve preschool students at any site. If the district is using Title I, Part A funds to serve pre-kindergarten ensure the box is checked in the table at the bottom of the page. g. Professional Development (District Wide) – Professional development funds can be set aside at the district level. If professional development funds are set aside and budgeted, the professional development worksheet page must be completed. Note: Any state mandated professional development cannot be funded with Title I funds. h. Foster Care – Title I funds may be set aside to provide transportation to students placed in foster care. i. Other – This area is for any other district level set asides that the district deems necessary using Title I funds. In addition to the required Title I reservations, a district, at its discretion, may reserve funds for: • Children in local institutions for delinquent children and neglected or delinquent children in community-day programs (ESEA section 1113(c)(3)(A)(iii); 34 C.F.R. §200.77(a)(3)); • Financial incentives and rewards to teachers who serve students in Title I schools identified for comprehensive support and improvement or implementing targeted support and improvement plans under section 1111(d) of the ESEA for the purpose of attracting and retaining qualified and effective teachers, in an amount that does not exceed five percent of the LEA's total Title I
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	allocation7 (ESEA section 1113(c)(4); 34 C.F.R. §200.77(b)); • Administration of Title I programs for public school children, including the option of paying for variations in personnel costs, such as seniority pay differentials or fringe benefit differentials, as LEA-wide administrative costs, rather than as part of the funds allocated to schools (34 C.F.R. § 200.77(e)); and • Other authorized activities, such as early childhood education, school improvement, and coordinated services. (ESEA section 1113(c)(5); 34 C.F.R. § 200.77(f)). j. Nonpublic School Equitable Share – Districts with nonpublic schools have an allocated percentage of funds that are to be used at the nonpublic school, based on the student counts in the low-income steps. The funds for nonpublic schools are pre-populated and must be budgeted with the exact amount. Nonpublic schools that have carryover must allocate the previous year’s carryover as well. The carryover amount is prepopulated from the previous year’s Title I closeout. Any carryover request must be approved by the Office of Title Services. k. Site Allocations – This information on this tab is prepopulated from the low-income step 3.5 page. If applicable, the 125% rule will be applied at this step. Any district that serves school sites that have a poverty level at or below 35% must allocate funds at 125% to each site served. Please note the last site served may not have enough remaining Title I funds to be served at 125%, so the district will indicate what other funds will be used to serve the site to equal 125%. If the district is consolidating funds in a Schoolwide Consolidation of Funds pool, the box by the site allocations will be checked. Funds will be moved to the Schoolwide Consolidation of Funds section of the Consolidated Application. The district will select Save Set Asides. The district will review the list of school sites at the bottom of the page and ensure all information is correct. If the district is serving a school site with a poverty level below 35% then the district must use the 125% calculation.
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SEA Review Action	If applicable, the SEA reviewer will confirm any mandatory reservations (set-asides) were calculated correctly. If applicable, the SEA reviewer will confirm the 125% calculation was calculated correctly.
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Parent and Family Site Allocations	
Purpose	This page is for the districts with an initial allocation over \$500,000 to demonstrate that at least 90 percent (of the required 1% reservation) is allocated to each school site.
District Action	The district will allocate an amount to each school site receiving a Title I, Part A allocation. Priority must be given to high-need schools.
SEA Review Action	The SEA reviewer will ensure the minimum amount of the 90% is allocated to school sites.

Skipped Schools	
Purpose	This page allows the district to identify school sites that were not served in rank order. ESEA Section 1113(b)(1)(D) allows a school site that has a higher percentage of children from low-income families to be skipped in the rank order if: a. The school meets the comparability requirements in ESEA section 1118(c); b. The school receives supplemental funds from State or local sources that it spends according to the requirements in ESEA sections 1114 or 1115—i.e., on programs that meet the intent and purposes of Title I (see 34 C.F.R. § 200.79(c)); and c. The supplemental funds the school spends from other sources equal or exceed the amount it would receive under Title I.
District Action	If a school site is not served in rank order the district must certify the district understands the school is being skipped by selecting both boxes and providing a response to the question in the text box provided.
SEA Review Action	The SEA reviewer will ensure that if a school was skipped in the rank order this page is fully completed.

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Program Detail

Schoolwide Changes	
Purpose	This page is for a district to complete if there are changes in the Title I, Part A programming at any of their school sites.
District Action	If there are no changes the district will not complete this page. If there have been changes, the district will select any of the changes that are applicable. The district will provide a narrative response to question 1-3.
SEA Review Action	The SEA reviewer will review the page for completeness. A courtesy notification may be sent to Debbie Pham or Amber Polach.

Waiver Request	
Purpose	This page is for a district to complete if a district is serving a school site (for the first time) with a low-income percentage of less than 40%.
District Action	The district will complete steps 1-4 for any school site that is being served (for the first time) with Title I, Part A funds and has a low-income percentage of less than 40%.
SEA Review Action	The SEA reviewer will review the page for completeness. The SEA reviewer will ensure the 125% calculation has been completed on the Low-Income Rank and Order > District Allocation and Set Asides Step 4. A courtesy notification may be sent to Debbie Pham or Amber Polach.

Budget

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Funds that have been set aside must be identified in the fifth column under Set Aside. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist.

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	To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If applicable, the SEA reviewer will ensure set-asides are appropriately identified by comparing the information on the Budget Detail with the District Allocation and Set Asides Step 4 page under Low Income Rank and Order. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy and ensure the column under 'Difference' has only zeros. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Nonpublic Services	
Purpose	This page is for districts that have participating nonpublic schools to budget planned expenditures for the program.
District Action	The district must list the nonpublic schools that are being served and type of services being provided to each nonpublic school. The amount calculated on the District Allocation and Set Asides Step 4 page under Low Income Rank and Order must match the budgeted amount coded to function code 5500 on this page.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section.

Consolidation of Funds in a Schoolwide Program (Project 785)

Overview	
Purpose	This page provides an overview of the option to consolidate federal funds into a schoolwide program at the school site level.
District Action	Review
SEA Review Action	None

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Site Allocation	
Purpose	This page contains information that is prepopulated from the Allocation and District Allocation and Set Asides Step 4 pages. At the bottom of the page, the information will prepopulate other program funds from the contributions made on the Allocation page. Districts will allocate the contributing grant program funds to the sites served. The difference between allocation and budget in the far right column should be zero.
District Action	The district will review the prepopulated data for accuracy and if corrections are necessary many any adjustments to the Allocation and District Allocation and Set Asides Step 4 pages.
SEA Review Action	The SEA reviewer will ensure the difference between allocation and budget in the far right column should be zero.

Intent and Purpose	
Purpose	The purpose of this page is for the school site that consolidates funds in a schoolwide program to indicate how the intent and purpose of any contributing federal program will be supported in the schoolwide program.
District Action	The district will select the site from the drop box and provide a description on how the intent and purpose is met for each program that will contribute to the Schoolwide Consolidation of Funds pool. Districts should maintain records to support the narrative statement in GMS.
SEA Review Action	The SEA reviewer will ensure that each school has provided a sufficient response for each program the school contributes to the Schoolwide Consolidation of Funds pool.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the school site level. Select a school site from the drop-down menu. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The school must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist.

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	To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Title I, Part A Neglected (Project 518)

Overview	
Purpose	This page provides an overview of the program. Only districts meeting eligibility requirements will receive program funding.
District Action	Review
SEA Review Action	None

Program Detail and Program Detail Continued	
Purpose	These two pages were determined to not be applicable to the Title I, Part A Neglected program.
District Action	The district will enter the following statement in the narrative text boxes. The district is serving students using Title I, Part A 518 funds for students identified as neglected and is not using the funds to serve students identified under Title I, Part D, Subpart 2 ESEA Section 1423 which is the section of law the response for questions 1 and 3 - 13. The district will upload any agreement related to the services provided to students identified as neglected located in a residential facility.
SEA Review Action	The SEA reviewer will ensure the district has uploaded the correct document for any applicable agreement(s).

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Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Title I, Part C Migrant (Project 521)

Overview	
Purpose	This page provides an overview of the program. Only districts meeting eligibility requirements will receive program funding.
District Action	Review
SEA Review Action	None

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Program Detail

ESSA Requirements	
Purpose	The purpose of this page is to enter details for the district's program for eligible students.
District Action	The district will provide a response for each of the five questions on the page.
SEA Review Action	The SEA reviewer will determine if the district has provided a sufficient response in each narrative box.

Migrant Summer Program	
Purpose	The purpose of this page is to enter details for the district's summer program for eligible students.
District Action	The district will select Yes or No. If no is selected the district will save the page and move on to the next page. If yes is selected the district will complete the remaining questions on the page.
SEA Review Action	The SEA reviewer will determine if the district has provided a sufficient response in each narrative box.

Service Delivery Plan	
Purpose	The purpose of this page is to upload the district's service delivery plan (SDP).
District Action	The district will upload the district's service delivery plan (SDP).
SEA Review Action	The SEA reviewer will check to ensure the district has uploaded the district's service delivery plan (SDP).

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist.

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	To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Nonpublic Services	
Purpose	This page is for districts that have participating nonpublic schools to budget planned expenditures for the program.
District Action	The district must list the nonpublic schools that are being served and type of services being provided to each nonpublic school. The amount calculated on the Consolidated Application under Nonpublic Equitable Share must match the budgeted amount coded to function code 5500 on this page.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section.

Title I, Part D, Subpart 2 (Project 532)

Overview	
Purpose	This page provides an overview of the program. Only districts meeting eligibility requirements will receive program funding.
District Action	Review
SEA Review Action	None

Program Detail	
Purpose	The purpose of this page is for the district to provide a narrative response to each of the questions and upload the agreement or memorandum of understanding with eligible facilities.

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District Action	The district will provide a response for each of the questions on the page. The district will upload the agreement or memorandum of understanding with eligible facilities.
SEA Review Action	The SEA reviewer will ensure the district has provided a sufficient response for each question and has uploaded the correct document for the agreement or memorandum of understanding with eligible facilities.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

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Title II, Part A (Project 541)

Overview	
Purpose	This page provides an overview of the program. All LEAs receive a Title II, Part A allocation. This section will only be completed by a district opting not to transfer 100% of funds out of Title II, Part A.
District Action	Review
SEA Review Action	The SEA reviewer will check the Allocation page to ensure the transfer status of Title II, Part A.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Nonpublic Services

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

Purpose	This page is for districts that have participating nonpublic schools to budget planned expenditures for the program.
District Action	The district must list the nonpublic schools that are being served and type of services being provided to each nonpublic school. The amount calculated on the Consolidated Application under Nonpublic Equitable Share must match the budgeted amount coded to function code 5500 on this page.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section.

Title III, Part A English Learners (Project 572)

Overview	
Purpose	This page provides an overview of the program. Only districts meeting eligibility requirements will receive program funding.
District Action	Review
SEA Review Action	None

Program Detail

ESSA Requirements	
Purpose	The purpose of this page is for the district to provide a narrative response to each of the questions.
District Action	The district will provide a response for each of the questions on the page relating to the spending of funds to meet the three requirements.
SEA Review Action	The SEA reviewer will ensure the district has provided a sufficient response for each question.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district.

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

	Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Nonpublic Services	
Purpose	This page is for districts that have participating nonpublic schools to budget planned expenditures for the program.
District Action	The district must list the nonpublic schools that are being served and type of services being provided to each nonpublic school. The amount calculated on the Consolidated Application under Nonpublic Equitable Share must match the budgeted amount coded to function code 5500 on this page.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section.

Title III, Part A Immigrant (Project 571)

Overview	
Purpose	This page provides an overview of the program. Only districts meeting eligibility requirements will receive program funding.
District Action	Review
SEA Review Action	None

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

Program Detail

ESSA Requirements	
Purpose	The purpose of this page is for the district to indicate how funds will be used.
District Action	The district will make a selection for each activity will that will be supported with the program funds.
SEA Review Action	The SEA reviewer will ensure the district has selected at least one option.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

Nonpublic Services	
Purpose	This page is for districts that have participating nonpublic schools to budget planned expenditures for the program.
District Action	The district must list the nonpublic schools that are being served and type of services being provided to each nonpublic school. The amount calculated on the Consolidated Application under Nonpublic Equitable Share must match the budgeted amount coded to function code 5500 on this page.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section.

Title IV, Part A (Project 552)

Overview	
Purpose	This page provides an overview of the program. All LEAs receive a Title IV, Part A allocation. This section will only be completed by a district opting not to transfer 100% of funds out of Title II, Part A.
District Action	Review
SEA Review Action	The SEA reviewer will check the Allocation page to ensure the transfer status of Title IV, Part A.

Program Detail

Comprehensive Needs Assessment	
Purpose	The purpose of this page is to record the date and description of the results of the most recent comprehensive needs assessment.
District Action	If the district is transferring all funds out of Title IV, Part A the district may choose to notate this decision by entering transfer in each text box on this page. If the district allocation is \$30,000 or greater and if the district is not transferring 100% of funds out of the Title IV, Part A program the district must enter a date in the response for question number 1. The district must provide responses to questions 2-5.
SEA Review Action	The SEA reviewer will ensure the district has provided a sufficient response for each question.

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

Program Objectives	
Purpose	The purpose of this page is to determine spending by required category and to report the evaluation of the previous year's Title IV, Part A program.
District Action	If the district's current year allocation is \$30,000 or greater the district will complete the funding information at the top of the page. If the district funded a program using Title IV, Part A funds in the previous school year, use the three text boxes to report details on the evaluation. Keep in mind your responses to these questions will be publicly reported. There are two save pages on this page, please make sure to select both of them.
SEA Review Action	The SEA reviewer will ensure this page is complete for any district for which the questions are applicable.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Nonpublic Services	
Purpose	This page is for districts that have participating nonpublic schools to budget planned expenditures for the program.
District Action	The district must list the nonpublic schools that are being served and type of services being provided to each nonpublic school. The amount calculated on the Consolidated Application under Nonpublic Equitable Share must match the budgeted amount coded to function code 5500 on this page.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section.

Title V, Part B Rural Low Income (RLIS) Project 587

Overview	
Purpose	This page provides an overview of the program. Only districts meeting eligibility requirements will receive program funding. The eligibility list is posted on this page.
District Action	Review
SEA Review Action	None

Program Detail

Funds Worksheet	
Purpose	The purpose of this page is for the district to indicate how funds will be used.
District Action	The district will make a selection for each activity will that will be supported with the program funds.
SEA Review Action	The SEA reviewer will ensure the district has selected at least one option.

Program Objectives	
Purpose	The purpose of this page is to report the evaluation of the previous year's Title V, Part A program.
District Action	The district will provide a narrative for each of the four questions on this page.

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

SEA Review Action	The SEA reviewer will ensure the responses on this page are sufficient to answer the questions.
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Class Size Reduction Worksheet	
Purpose	The purpose of this page is for any district that uses Title V, Part B funds to reduce class sizes to document the sizes of the class before and after the use of Title V, Part B funds.
District Action	If the district is not using Title V, Part B funds to reduce class size, select no and move on to the Budget page. If the district is using Title V, Part B funds to reduce class size, select yes and provide the data requested in the table. Additional lines can be provided by selecting Create Additional Entries.
SEA Review Action	The SEA reviewer will review the data provided in the table to ensure class size is reduced sufficiently for allocability purposes.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Title IX, Homeless (Project 596)

Overview	
Purpose	This page provides an overview of the program. This program is a competitive grant that was awarded to select districts in fiscal year 2026.
District Action	Review
SEA Review Action	None

Program Detail

Approved Application and Contract	
Purpose	The purpose of this page is for the district to upload the originally awarded grant application.
District Action	The district will upload the original grant application that was awarded in fiscal year 2026.
SEA Review Action	The SEA reviewer will ensure the district has uploaded the originally awarded grant application.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist.

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

	To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the approved McKinney-Vento Application Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Title V, Part B Alternate Fund Use Authority (AFUA) Project 586

Overview	
Purpose	This page provides an overview of the program. Only districts meeting eligibility requirements will receive permission to use the flexibility offered under this program. The eligibility list is posted on this page.
District Action	Review
SEA Review Action	None

Program Detail

Funds Worksheet	
Purpose	The purpose of this page is for the district to indicate what activities will be supported by this program.
District Action	The district will make a selection for each program will be supported using the flexibility.
SEA Review Action	The SEA reviewer will ensure the district has selected at least one option.

Class Size Reduction Worksheet	
Purpose	The purpose of this page is for any district that uses Title V, Part B funds to reduce class sizes to document the sizes of the class before and after the use of Title V, Part A funds.

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

District Action	If the district is not using Title V, Part A funds to reduce class size, select no and move on to the Budget page. If the district is using Title V, Part A funds to reduce class size, select yes and provide the data requested in the table. Additional lines can be provided by selecting Create Additional Entries.
SEA Review Action	The SEA reviewer will review the data provided in the table to ensure class size is reduced sufficiently for allocability purposes.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the district may review the Comprehensive District Academic Plan (CDAP) for additional information.

Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None

Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

Consolidated Administrative Costs (CAC) Project 786

Overview	
Purpose	This page provides an overview of the program. This project is available to districts to transfer portions of each program's budget to pool for administrative costs.
District Action	Review
SEA Review Action	None

Program Detail

Funds Use Selection	
Purpose	The purpose of this page is for the district to indicate what administrative activities will be supported by the pool of administrative funds.
District Action	The district will make a selection for each activity that will be supported using the flexibility.
SEA Review Action	The SEA reviewer will ensure the district has selected at least one option.

Budget Detail	
Purpose	The purpose of this page is to enter the planned expenditures for the program.
District Action	The district will budget at the district level. Enter the proper function code, object code, detailed expenditure description, and the amount to be budgeted. The district must be specific in the expenditure description and itemization section so that it can be determined if an expenditure is allowable and coded correctly. Remember when a claim for reimbursement is submitted and an expenditure is not found to be allowable; the claim will be returned to the district. Verify all professional development activities are allowable using the ESEA Professional Development Requirements Checklist. To obtain additional detail lines, enter information in the existing lines, and click Save Page. Three additional blank lines will be added at the bottom of the tab.
SEA Review Action	The SEA reviewer will ensure the function and object code match the expenditure description and itemization section. If necessary, the



Elementary and Secondary Education Act (ESEA) Consolidated Budget Application Instructions

	district may review the Comprehensive District Academic Plan (CDAP) for additional information.
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Budget Summary	
Purpose	This page is a summary of what the district entered on the Budget Detail page.
District Action	The district must review this page for accuracy. If changes are necessary, the Budget Detail page will need to be corrected.
SEA Review Action	None