



# ARIZONA DEPARTMENT OF EDUCATION

## FY26 ESEA Consolidated Application Cheat Sheet Title I-A, I-D, Title II-A, & RLIS Grants

This comprehensive checklist has been developed to guide Local Educational Agencies (LEAs) through the crucial process of completing their FY26 Title I-A and II-A grant applications. It is important to note that the educational landscape is subject to ongoing changes, and as such, this document may become outdated over time. To ensure you have the most up-to-date information, the Arizona Department of Education (ADE) will consistently notify the field of any revisions or updates through email communications and postings on the Academic Achievement website.

As LEAs navigate the grant application process, it is essential to keep in mind that what may be considered approvable today may not necessarily align with future program requirements. This checklist is provided as a valuable tool to support LEAs in creating comprehensive and compliant grant submissions. However, the ultimate responsibility lies with the LEA to stay informed and adaptable to any changes or modifications that may occur throughout the funding period.

Should the LEA have any questions or require additional assistance during the completion of the FY26 Title I-A and II-A grant applications, please do not hesitate to reach out to the dedicated program specialists at the Arizona Department of Education. They are committed to providing the necessary guidance and support to ensure the success of your funding endeavors.

### Applications should be completed in the following order:

Page in the Grant	Notes/Directions on Completing the Page/Tips & Tricks	LEA ✓
<b>Holds</b>	<p><b>CLEAR ALL HOLDS –</b> LEA hold status/history may be found using the left menu bar – select Entity Information – go to Entity Hold Administration</p> <p>Program holds are found using the left menu bar – select Reimbursement Requests – select each fund – next to Project Status, click on Hold and/or History</p>	
<b>GSA</b>	<p><b>ENSURE GSA is complete –</b> Locate using the left menu bar either in Entity Information or Funding/Supplements – select General Statement of Assurances</p>	
<b>History Log</b>	<p>Use as a permanent communication log in grant; Director feedback will be placed in HL in conjunction with specialist's feedback provided in the checklist</p> <p>*Create a comment if submitting a particular grant to receive primary approval (submitting for Title ___ review only) *Create a comment if requesting only a particular grant be reviewed (submitting for Title ___ review only) *Create a help desk ticket tied to the funding application</p>	

	<ul style="list-style-type: none"> <li>• CC Grants Management</li> <li>• A Help Desk Ticket will be generated from the carbon copy</li> <li>• How to carbon copy in a history log comment <ul style="list-style-type: none"> <li>○ Check the box at the bottom next to Send Email to GME Contacts</li> <li>○ Next to ADE Contacts, highlight Grants Management and select Add</li> <li>○ Grants Management should now appear below the dark blue ribbon at the bottom titled Contact Group(s) Selected</li> <li>○ Save and Go to History Log to make sure it appears</li> </ul> </li> </ul>	
<b>Funding Disclaimer</b>	Check acknowledgment	
<b>Allocations</b>	Quick reference for allocation, carryover, transfers, etc. *the top allocation line is a total of preliminary AND final allocation	
<b>For Profit/Non-Profit Disclaimer &amp; Attestation</b>	LEAs must be nonprofit to accept funds; Use the drop down to select nonprofit; check yes to verify nonprofit status *If the LEA if for profit, please submit a Help Desk ticket notifying Grants Management	
<b>Transferability</b>	Complete only if funds are being transferred; Complete applicable sections; LEA must be descriptive enough to demonstrate the transfer is reasonable and necessary	
<b>Program Information/ Instructions</b>	Funding application information; important dates; contact information. Use this for information regarding the ESEA Consolidated grant and specific grant due dates and requirements.	
<b>Contacts</b>	*Must add at least one contact for the following positions: ESEA Funding Application, Mckinney-Vento Homeless Liaison, Foster Care Point of Contact; add additional applicable contacts *Must have at least two different contacts for the LEA <b>**THIS MUST BE CONTINUALLY UPDATED WHENEVER THERE IS A CHANGE**</b>	
<b>Contact Details</b>	*Must add at least one contact for the following positions: ESEA Funding Application, Mckinney-Vento Homeless Liaison, Foster Care Point of Contact; add additional applicable contacts *Must have at least two different contacts for the LEA	
<b>LEA Document Library</b>	*Notice of Intent to Participate for ESEA Equitable Services <ul style="list-style-type: none"> <li>• Combine all In District in one upload</li> <li>• Combine all Out of District in one upload</li> </ul> *ESEA Assurance – All ESEA programs <ul style="list-style-type: none"> <li>• Must be downloaded, signed by the LEA Entity Authorized Signer, then uploaded into the LEA Document Library</li> </ul> *SEL Attestation – if the LEA is funding any social emotional learning activities, the SEL Attestation must be downloaded, signed, and uploaded into the LEA Document Library	
<b>GEPA</b>	This must be completed for every grant fund and <b>MUST</b> be specific and align to Planning tool. <ul style="list-style-type: none"> <li>• N/A is not an acceptable response</li> <li>• No barriers is not an acceptable response</li> <li>• Each GEPA is fund-specific and LEA specific</li> <li>• Must relate to the Integrated Action Plan</li> </ul>	
<b>FFATA &amp; GSA</b>	Write a short narrative describing how the LEA us using <i>only</i> funded activities in each fund, including required set asides for Title I-A.	

<b>Program Narrative Descriptions</b>	Answer each question completely. *Title I-A, check the box for each applicable section to allow the LEA to respond	
<b>Title I-A Poverty</b>	*LEA must use the AzEDS October 1 Enrollment Report: <ul style="list-style-type: none"> <li>• ADE Connect</li> <li>• AzEDS Portal</li> <li>• Reports</li> <li>• Download as a CSV</li> <li>• Column U – Grade Level</li> <li>• Column AB – Total Passed by School</li> </ul> *Select which method the LEA is using for poverty; LEA must keep all reports at the LEA for audit and monitoring purposes	
<b>Title I-A School Eligibility</b>	<ol style="list-style-type: none"> <li>1. <b>School /Site Name: Verify</b> the correct name is listed. If a school's name is correct, missing, or has closed, the LEA must submit a <a href="#">Help Desk Ticket</a> to remove the school from the School Eligibility page and have the LEA updated in Education Organization System (EOS).</li> <li>2. <b>CTDS:</b> Verify each school has the correct CTDS number. If a school has an incorrect CTDS number, the LEA must submit a <a href="#">Help Desk Ticket</a> to correct the issue on the School Eligibility page and EOS.</li> <li>3. <b>Grade Span:</b> Update to reflect the applicable grades served PK-12. Please do not use UG, NG, etc. Grade span must align with EOS and School Finance.</li> <li>4. <b>Service:</b> Indicate the type of Title I-A program the school is providing. SW1= School-wide, Targeted = Targeted, SW2 = Partial Consolidation, SW3 = Full Consolidation, Not Funded = No Title I funds, Skipped = Use if the school closed while the Help Desk Ticket is being processed, Schoolwide Exemption = Do not use</li> <li>5. <b>Enrollment (K-12):</b> Using the AzEDS October 1 Enrollment Report, enter the total passed by school number which reflects only K-12 students enrolled on October 1. Based on prior year data, therefore this should not be updated or changed once entered.</li> <li>6. <b>Low-Income Students (K-12) Percent:</b> Enter the school's poverty percentage as determined according to the selection on the Poverty Criteria Page. If this is a new school with no prior year data, please contact the ADE. Based on prior year data, therefore this should not be updated or changed once entered.</li> <li>7. <b>Sort Order:</b> Number schools in ascending order following rank and serve procedures. This will rank order the schools on the School Allocation Page.</li> <li>8. <b>Eligibility for Service:</b> Check the box for all sites the LEA intends to fund and ensures are eligible. A site is eligible for funding if the site's poverty is at least the poverty level of the LEA and or 35% poverty.</li> <li>9. <b>Eligible by Other Factors:</b> Check if the site is being funded using the Grandfather Clause which allows a site to be funded school-wide for one year if the poverty drops below 40% from the previous year. If the LEA deems other factors should be considered, please contact ADE.</li> <li>10. <b>School Improvement Label: Indicate</b> if the school is in federal school improvement by selecting ATSI/TSI, CSI, or Both. This must be updated with any changes in identification.</li> </ol>	

<b>Title I-A Private School Proportionate Amount</b>	<ul style="list-style-type: none"> <li>• Column 1 – add all schools funded by the LEA</li> <li>• Column 2a – will auto fill from the School Eligibility page</li> <li>• Column 2b – Enter the number of private school student who qualify based on income that would attend that LEA home school</li> <li>• Column 3 – will auto sum the total number of students</li> <li>• Enter all elected set asides in the right-hand column of the Set Aside table</li> <li>• Verify the LEA allocated the minimum: Check the Total row with the bottom row (bottom row = minimum required)</li> <li>• Enter all schools the LEA consulted with in the appropriate section</li> <li>• Enter the number of eligible students for each school</li> </ul>	
<b>Title II-A/IV-A Eligible Private School Service</b>	<ul style="list-style-type: none"> <li>• Enter any option administrative and/or indirect costs</li> <li>• Enter the total enrollment for all participating private schools</li> <li>• Enter all schools the LEA consulted with in the appropriate section</li> <li>• Enter the number of eligible students for each school</li> </ul>	
<b>Set Asides</b>	<p>Set Asides have been updated; <b>please read carefully</b></p> <ul style="list-style-type: none"> <li>• Set Aside 1 – only funds used to manage the grant</li> <li>• Set Aside 3 – Enter the amount in the Total row on the Private School Proportionate Amount Page from the Set Aside table</li> <li>• Set Aside 11 – new optional set aside for foster care provisions</li> <li>• Reserve the minimum amount for all required set asides</li> </ul>	
<b>Title I-A PPA List</b>	<p>Follow rank and serve or 125% Rule  The school with the highest poverty must receive the greatest PPA, however there are options – <a href="https://www.azed.gov/titlei">https://www.azed.gov/titlei</a></p> <p>Achieve a \$0.00 balance:</p> <ul style="list-style-type: none"> <li>• Balance - add cents to the highest-ranking school or increase a set aside</li> <li>• Over (shown in parentheses) – decrease a set aside by that amount (be sure not to reduce required SA below required minimums)</li> </ul> <p>Example: After Flower Garden ESD completes their PPA for each site, they notice there is still \$1.00 left over, unallocated. Because all funded sites are over 100 students, they can't allocate even one penny (\$0.01) more. To achieve a zero balance, they go back to their Set Asides page and increase Set Aside 7a from \$412.65 to \$413.65. Once they go back to the PPA page, all funds are allocated and there is a zero balance.</p>	

<b>Budget</b>	<p><b>Title I-A – See Addendum for required changes</b></p> <p>Tip – create a new section for each program/purpose</p> <p>The boxes in the dark blue ribbon: Project Time FTE, Quantity and Salary, Rental, or Unit Cost are all optional. If it makes it easier for the LEA, use it. If it does not, don't. Any equation in the grant must balance. All items in the description, must add up to the Line-Item Total</p> <p>Follow the ADE Budget Narrative Guidance: Locate in the Grants Management Resource Library – GME User Resources/Training – Funding Applications – ADE Budget Narrative Guidance</p> <p>6885: May require a Cost Allocation Plan; questions, please contact Grants Management for support</p>	
<b>Capital Outlay</b>	Align to budget narrative	
<b>Related Documents</b>	<p>Title I-A:</p> <p>*Supplement not Supplant methodology (exception 100% Title I LEAs and single site LEAs) <a href="https://www.azed.gov/titlei/supplement">https://www.azed.gov/titlei/supplement</a></p> <p>*SW2/3 Consolidated Workbook if applicable</p> <p>Use this area to upload any document the LEA would like as permanent record of the grant</p>	

## Planning Tool

<b>Planning Team</b>	<p>Different grants have specific required stakeholders that must be included in the planning team according to ESEA; be sure all are add for initial director approval <a href="#">Stakeholder Reference</a></p> <p>*Any that cannot be included – add rationale in narrative below or uploaded if all unable to be filled</p>	
<b>School Level Data</b>	<p>If using other data sources, upload in the plan's Related Documents</p> <p>*Reminder: identify like schools with same poverty in data graphs by hovering – encourage collaboration</p>	
<b>Focal Point Questions</b>	Use the Guiding Rubric (live link) to guide the planning/conversations	
<b>Title I-A Targeted/ Schoolwide Program Narrative</b>	<p>*Complete only if running receiving Title I-A funds</p> <ul style="list-style-type: none"> <li>• Check the box of the applicable program type</li> <li>• Complete each question as it relates to the school's Title I-A program</li> </ul>	
<b>Goals and Action Steps</b>	<p>Goals – Recommend SMART format</p> <p>Action Steps – Recommend at least three for each goal; should be process goals; how will the school/LEA reach the goal; timeline should not be general, but where the LEA may have benchmarks to determine if goals are on the right track and need adjusting</p> <p>ELA and Math are required</p> <p>Optional goals are at the discretion of the LEA</p> <p>Plans must be updated throughout the year as needs change</p>	

	<p>Plans must align to funding; 1:1 activities to action steps is not necessary</p>	
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<https://www.azed.gov/cna-and-iap>