Tips to remember for budgeting Title IV, Part A

1. Description narrative text:
	1. BEGIN with **WR** or **SH** or **ET** or **ADMIN COSTS** or **Indirect Cost** or **Audit Costs**
	2. Next, include Evidence-based level (STRONG), (MODERATE), (PROMISING), (RATIONALE)
	3. Next, include Goal # ***AND*** Action Step # (G1/AS2) ***or*** PRIVATE SCHOOL
		1. For S-CLIPs, be sure to identify the location of where the need has been identified in the ***uploaded supporting documents*** (SIP, Strategic Plan and/or Charter Contract)
2. Double check all Function/Object codes
3. Budget Summary Worksheet
	1. Complete all sections
	2. Include LEA name in file name AND on sheet tab label.
	3. To ensure that the budget reflects the LEAs prioritization of distributed funds and the current condition of programmatic implementation as articulated in the FY20 Approved CLIP, **the intended time frame of when implementation will begin must be narrowed to either exact date, month or semester (Fall, Spring, Summer)**.
		1. Be sure that dates occurring after January 1, 2020 reflects 2020 and not 2019.
	4. S-CLIP—it is not the intent to have LEAs enter significant amounts of text onto the summary worksheet.  If possible and when applicable, please identify the location of the required information.  Supporting/Source documents must be uploaded onto the IV, A- PROGRAM INFORMATION TAB in the Con App.
4. Budgets cannot be reviewed in advanced.  Required revisions must be captured in the audit trail.
5. Upload job descriptions for supplemental salaried positions onto the IV, A- PROGRAM INFORMATION TAB in the Con App.
6. For assistance contact Charmaine Simmons or Dawna Hatcher.