*This checklist is aligned with the criteria that ODE program specialists use when reviewing budget narratives. It is offered as an optional tool for districts to use in reviewing their REAP/RLIS narrative prior to submission.*

Overview

Have prioritized needs been listed in the Needs Assessment box? (REAP only)

# Budget Narrative Page

**If the district is funding a position**:

Are job duties/responsibilities described and percentage of FTE included?

Is it clear how the position is supplemental?

**For all line items regardless of Title**, does narrative match the object codes selected?

**If funds are being used under Title I-A:**

Has the district identified which Title I-A school activities are related to?

Do technology purchases include some description of purpose?

**If funds are being used under Title II-A** please [refer to the Title II-A checklist requirements](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Title%20IIA%20BN%20Checklist%20for%20Districts.docx).

**If funds are being used under Title III, do the line items include:**

Number and position of staff participating in professional development?

If the PD is for access to core-content (GLAD, SIOP, Constructing Meaning and similar) – is a statement included that the participants are not from Title I-A funded buildings?

The number of students and staff participating in afterschool or summer activities?

The number of parents and staff participating in parent/community engagement activities?

Are all activities [allowable](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/SSAE%20Guidance.docx) (necessary, reasonable and allocable)?

If technology is purchased, is a statement included that the technology will not be used for state assessments?

Has the district confirmed that the activities are supplemental, not supplanting any local, state or other federal program requirements or prior other funding?

**If funds are being used under Title IV-A** please [refer to the Title IV-A checklist requirements](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Title%20IVA%20Checklist%20for%20Districts.docx).

# Resources

* [Title V-B Rural Education Achievement Program](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Pages/REAP.aspx)
* [Oregon Federal Funds Guide](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/ESSA%20Oregon%20Guide.docx)
* [Title V-B Basics](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Pages/FederalProgramLearning.aspx) (PPT)

# Contacts

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