



# State of Arizona Department of Education



## Office of English Language Acquisition Services

June 16, 2017

Dear Superintendent / Title III Administrator / EL Coordinator / EL Main Contact:

In preparation for planning your FY 2018 Title III Programs, the Office of English Language Acquisition Services (OELAS) would like to inform you of some procedural and deadline changes which will impact FY 2018 grant funds administered by our office.

Guidance was recently released by the Arizona Department of Education which addressed federal regulations for substantial approval, pre-award costs, and obligation of grant funds. OELAS followed up that guidance with an FAQ document to clarify questions LEAs may have had. In order to assist LEAs with meeting these regulations, Title III funds, which includes Emergency Immigrant Education Program funds, will be made available as soon as possible after the Federal award announcement. OELAS anticipates opening FY 2018 Title III applications mid to late July.

A Pre-Award Cost Request form, which will be found in the Related Documents section of the funding application, must be submitted with the initial submission of the application in order for pre-award costs to be approved. Pre-award costs are allowable expenses incurred after the period of availability begins but prior to the application being submitted in an approvable state (substantial approval). An example of a pre-award cost would be a salary for a position which begins July 1 and this is prior to the allocation notification and the opening of the 2018 grant application. The Pre-Award Cost Request form will not be allowed by the Title III Program Area after original applications have reached SEA Director Approved status.

The submission deadline for FY 2018 Title III and Emergency Immigrant Education Program Original Applications has changed to October 1, 2017. This new deadline creates consistency with the due dates for multiple grant programs as well as that of the Integrated Action Plan. LEAs who must join a consortium because they are not eligible for a direct-funded Title III subgrant are also required to meet this submission deadline.

With the transition to the Integrated Action Plan (IAP) required for FY 2018, guidance on tagging has been refined. The Integrated Action Plan (which replaces the LEA Continuous Improvement Plan) is the vehicle for providing detailed information of how your LEA implements and maintains its Title III program and any additional supplemental support it provides to EL students and staff. Appropriate use of tags within the IAP is crucial for alignment to fiscal applications. **Title III tags** will only be used for Title III-funded programs and services. **ELL tags** are to be used for programs and services provided for the EL program but not supported with Title III funding. The **Emergency Immigrant tags**, if applicable, will only be used for items in the IAP funded with Emergency Immigrant Education Program funds.

**Diane M. Douglas, Superintendent of Public Instruction**

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The OELAS team is committed to supporting you through these changes. The above-mentioned documents related to substantial approval, pre-award costs, and obligation of grant funds are attached to this email for reference. For questions regarding fiscal grant requirements, allocations and application submissions, please contact Mary Ricci-Marriott, Title III Fiscal Specialist. For assistance with Integrated Action Plans and programmatic questions related to your FY 2108 application, please contact the Education Program Specialist assigned to your region. Contact information for OELAS staff can be found [on the OELAS website](#).

Thank you.

*Mary Ricci-Marriott*

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