

Building an Effective and Efficient Title III Consortium

Office of English Language Acquisition Services

Practitioners of English Language Learning (PELL) Meeting
September 8, 2017

Session Topics

- Consortium Dynamics
- Roles and Responsibilities
- Required Tasks
- Grant Requirements and Limitations
- Deadlines

CONSORTIUM DYNAMICS

Federal Requirements for Title III Subgrants

SEC. 3114. WITHIN STATE ALLOCATIONS

(b) LIMITATION.—A State educational agency shall not award a subgrant from an allocation made under subsection (a) if the amount of such subgrant would be less than \$10,000.



My Title III award is
less than \$10,000.
Now what?

- LEAs must join or form a group in which the total allocations of all LEAs meets the \$10,000 threshold not including carryover.
- The group submits one joint application.
- One LEA or County Superintendent's Office must agree to serve as the Lead LEA/Fiscal Agent.



Who is eligible to join a consortium?

- Any LEA may choose to join a consortium, regardless of allocation amount.
- An LEA with an allocation below the \$10,000 threshold **MUST** join a consortium in order to receive funds.



How is a consortium formed?

- An LEA or a County Superintendent's Office may be the lead of a consortium.
- Interested districts/charters may choose to join an existing consortium or form a new one.
- Required *Title III Assurances* and a *Memorandum of Understanding* must be completed.
- Lead agents must notify OELAS of member participation.



Are all consortiums the same?

OPTION #1:

- Each participating LEA member will create a unique plan for spending the full amount of their individual Title III budget (including carryover, if applicable).
- The grant application will separately identify each member's budget.
- The Lead LEA/Fiscal Agent will keep all separate budget plans on file and disseminate the appropriate funds to each member.



Are all consortiums the same?

OPTION #2:

- Participating LEAs collaborate to design one plan which combines the allocations of all members AND benefits all members of the consortium.
- This option must be clearly explained in the *Memorandum of Understanding* and grant application.

Example: The allocations of all members will be combined and used to pay for the services of a consultant who will provide professional development, coaching, parent engagement programs, etc. to all members of the consortium.



Are all consortiums the same?

OPTION #3:

- The consortium will use a combination of Option #1 and Option #2.
- Budget items which are a collaborative request must be clearly detailed as such in the *Memorandum of Understanding* and the grant application.

Note: Regardless of option selected, a breakdown must be provided for any items included in the application in which multiple LEA members are contributing to one specific expense.

ROLES AND RESPONSIBILITIES

Lead LEA/Fiscal Agent

LEAD LEA/FISCAL AGENT FUNDING FORMS AND MEMORANDUM OF UNDERSTANDING CONSORTIA FUNDING FY 20

The superintendents or designees of each of the local educational agencies (LEA) listed in this Title III consortium of LEAs for the purpose of providing supplemental programs and services to the consortium, the superintendents or designees certify that: (1) they will adhere to the legal assurances contained in the Title III Program Agreement and (2) they will adhere to the legal assurances contained in the Title III Program Agreement.

LEAD LEA / FISCAL AGENT OF CONSORTIA

Lead Fiscal Agent: _____

Print name of administrator/contact person for the Lead LEA/Fiscal Agent: _____

Administrator/Contact: _____

Title: _____ State: _____

Mailing Address: _____ Fax: () _____

City: _____

Telephone: () _____

E-mail: _____

I certify that, to the best of my knowledge, the information provided is true and correct.

Printed Name of Superintendent or Designee _____

Signature of Superintendent or Designee _____

LIST OF PARTICIPATING LEA MEMBER

The following LEAs are applying to participate in this consortium:

Lead LEA/Fiscal Agent: _____

Member 1: _____

Member 2: _____

Member 3: _____

Member 4: _____

Member 5: _____

Member 6: _____

Member 7: _____

Member 8: _____

Member 9: _____

Member 10: _____

Member 11: _____

Member 12: _____

NOTE: A properly constituted consortium must have at least three members.

ROLES AND RESPONSIBILITIES OF THE LEAD LEA/FISCAL AGENT

Role: The Lead LEA/Fiscal Agent assumes the responsibility of completing and submitting the Title III application, reimbursement requests and completion report on behalf of the consortium.

Responsibility: Distribute the appropriate Required Documents to each participating LEA member.

Responsibility: Submit a *Memorandum of Understanding (MOU)*, or alternate agreement, that outlines how the consortium will meet all Title III grant requirements. This *MOU*, or alternative arrangement, must be signed by superintendents of districts/charter representatives agreeing to be members of the consortium. A sample *MOU* is provided as part of the *CONSORTIA – Lead Agent Funding Forms* document packet in the Title III Consortium application.

Responsibility: Abide by and communicate all grant dues dates and deadlines.

Responsibility: Obtain any and all information from LEA members necessary for submission of the original application, application revisions, reimbursement requests and completion reports.

Responsibility: Ensure all sections of the funding application have been completed, including the Program Details page and the *Pre-Award Cost Request Form*, if applicable.

Role: The Lead LEA/Fiscal Agent becomes the point of contact with OELAS for all communication regarding the Title III application.

Responsibility: Seek technical assistance from grant specialists for itself and the LEAs participating in the consortium.

Responsibility: Communicate to LEA members all changes regarding the funding application and Integrated Action Plan (IAP) as requested in the history log of the application by grant specialists.

Role: The Lead LEA/Fiscal Agent is responsible for ensuring that LEAs in the consortium fulfill their fiscal and programmatic responsibilities under Title III.

Responsibility: Verify each LEA member's budget aligns with their current year allocation and any applicable carryover.

Responsibility: Ensure the professional development requirement has been included in each LEA member's budget.

Responsibility: Ensure the parent/family engagement requirement has been included in each LEA member's budget.

SAMPLE MEMORANDUM OF UNDERSTANDING

XYZ Consortium
Memorandum of Understanding
FY 20____-20____

____ represents the agreed-upon program, services and products to be provided to the consortium. The consortium of districts receiving a Title III subgrant must submit the Title III Consortium funding application and any necessary documents.

____ will fill their fiscal and programmatic responsibilities as subgrantees under Title III.

____ provides members, information from the Arizona Department of Education (ADE) relevant to the reimbursement and disburse the funds throughout the project period. The consortium shall submit the Title III Consortium funding application and any necessary documents.

____ understands that all members are pooling funds for the purpose of the consortium. Each member shall not exceed its current year allocation plus carryover, if applicable. Title III funding shall be used for the purpose of this pooling of funds.

____ representatives represent the consortium has met and conferred with the consortium.

____ Title _____

____ completed documents to the Related REQUIRED Documents section of the application. For assistance, please contact: info@azed.gov 602.0794

Participating LEA Member

LEA NAME _____ CTDS# _____

An LEA that would not otherwise qualify for a direct-funded subgrant under section 3114(a) because it does not qualify for an award.

LEA agrees to _____ CTDS# _____

(B) designed to enhance the ability of such teachers, principals, and other school leaders to understand and implement (1) _____

Per SEC. 311 the funds to challenging approaches purposes:

(1) C instructional programs, el (2) C instruction children and (3) Ir all relevant content inst (4) Ir restructuring educational LEA agrees it

Title III Sec. : receiving fur administrin LEA agrees it

Title III Sec. : funds... (1) to incre educational (A) E (B) at (2) to provid and not the sc and other sc (A) d LEA agrees it

Under Tit to English LEA. Sen Title III f

PARTICIPATING LEA MEMBER - CERTIFICATION AND ASSURANCES

CONSORTIA FUNDING FY 20__ - 20__

The superintendent or designee of the local educational agency (LEA) listed on this certification document agrees to participate in a Title III consortium of LEAs for the purpose of providing supplemental programs and services to eligible English learners. By affixing their signature to the certification forms, the superintendent or designee certifies that: (1) they will abide by all statutory requirements of Title III, Part A and (2) they will adhere to the legal assurances contained in the Title III Program Assurances.

PARTICIPATING LEA MEMBER - CERTIFICATION

LEA Member: _____ LEA CTDS: _____

Print name of administrator/contact person for consortium member: _____

Administrator/Contact: _____

Title: _____

Mailing Address: _____ Fax: () _____

City, State, Zip: _____

Telephone: () _____

E-mail: _____

I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.

Printed Name of Superintendent or Designee _____ Date _____

Signature of Superintendent or Designee _____

PARTICIPATING LEA MEMBER - TITLE III PROGRAM ASSURANCES

ELIGIBILITY REQUIREMENTS

The Arizona Department of Education provides Title III sub-grants to LEAs for English learners (ELs) on the basis of the following formula. The formula is as follows:

a) Allocations are based on the total number of identified ELs, as determined by the Arizona English Language Learner Assessment (AZELLA) and program participation, submitted by all local educational agencies (LEAs).

b) The total Federal allocation is divided by the total number of students reported.

c) This results in a single per pupil amount.

d) The per pupil amount is then multiplied by the number of identified EL students in an LEA.

Section 3114(b) excludes LEAs from getting an award under section 3114(a) if they qualify for less than \$10,000.

ROLES AND RESPONSIBILITIES OF THE LEA MEMBERS

Role: LEA members must comply with all Title III grant requirements.

Responsibility: Read and acknowledge the required *Title III Program Assurances* included in the *CONSORTIA - Participating LEA Member - Certification and Assurances* document packet provided by the Lead LEA/Fiscal Agent.

Role: LEA members must create the required Integrated Action Plan (IAP) and a budget designed to meet the specific needs of the LEA's EL program.

Responsibility: Ensure all requested items in the IAP and the budget are supplemental (above and beyond) to what is provided for non-EL students and in addition to the LEA's instructional program for ELs.

Responsibility: Confirm the required professional development for EL staff has been included in the Integrated Action Plan (IAP) and the budget.

Responsibility: Confirm the required parent/family engagement component has been included in the IAP and the budget.

Responsibility: Verify supplanting does not exist.

1. The First Test of Supplanting: Required by Law

Supplanting exists if an LEA uses Title III funds to provide programs and/or services that the LEA is required to make available under State or local laws, or other Federal laws.

2. The Second Test of Supplanting: Prior Year

Supplanting exists if an LEA uses Title III funds to provide services that the LEA provided in the prior year with State, local or other Federal funds.

Responsibility: Make certain budget requests do not exceed the total of the current year allocation and any incoming carryover, if applicable.

Responsibility: Ensure direct administrative expenses of the grant do not exceed 2% of the original allocation amount.

Responsibility: Notify the Lead LEA/Fiscal Agent of all fiscal and/or programmatic changes to an approved budget.

Role: LEA members must include all Title III-funded programs and services in their Integrated Action Plan located in ALEAT.

Responsibility: Identify all Title III-funded programs and services with the Title III tag.

Responsibility: Identify non-Title III-funded programs and services with the EL tag.

TASKS

Access Needed for Lead Agent

Title III Consortium funding applications are completed by the Lead LEA/Fiscal Agent.

Access must be obtained to:

ADE Connect



Grants Management Enterprise (GME) system



Title III Consortium Funding Application

ADEConnect

Cautionary Notice: The School Finance Applications are open in both ADEConnect and Common Logon, due to access issues. The applications are LEA Calendar, SaisOnline, Student Detail Application Console, Student Detail Data Interchange, Student Detail Reports, Student Detail Transaction History.

Contact School Finance with any questions: Email SFAAnalystTeam@azed.gov or Phone (602) 542-5695 (Monday - Friday 7:00 AM - 5:00PM).

Cautionary Notice: Certification Search (Open) and Teacher Input Application (Closed for FY17 processing) has been moved back to Common Logon, due to access issues. Please contact your Entity Admin to request access.


Contact Title II with any questions: Phone (602) 364-1842 (Monday - Friday 8:00 AM - 5:00PM).

[Hide All]

[-] Arizona Department of Education - 79275

- Assessment Asset Tracker ?**
- **AZELLA Corrections / SDELL Reports ?**
- Event Management System (EMS)**
- **Grants Management ?**

Title III Consortium Funding Application

**A r i z o n a**
Department of Education

[GME Home](#)
[Administer](#)
[Search](#)
[Reports](#)
[Inbox](#)
[Entity Information](#)
[Funding](#)
[Reimbursement Requests](#)
[LEA Document Library](#)
[Address Book](#)
[Contact ADE](#)
[Document Library](#)
[Help](#)
[GME Sign Out](#)

Sections
ABC Elementary District (CTDS #123456789) – FY 2018 -Title III Consortium
Application Status: Not Started
Change Status To: [Draft Started](#)
[View ADE History Log](#)
[View Change Log](#)
Description ([View Sections Only](#) [View All Pages](#))
All
[History Log](#)
[History Log](#)
[Create Comment](#)
Allocations
[Allocations](#)
Contacts
[Contacts](#)
Title III Consortium
[Budget](#)
[Budget Overview](#)
[Program Details](#)
[Related Documents](#)
Substantially Approved Dates
[Substantially Approved Dates](#)
Title III Consortium Checklist

Ricci-Marriott, Mary
Production
Session Timeout
00:59:43

Access Needed for Participating Members

Integrated Action Plans are completed by the LEA Member.

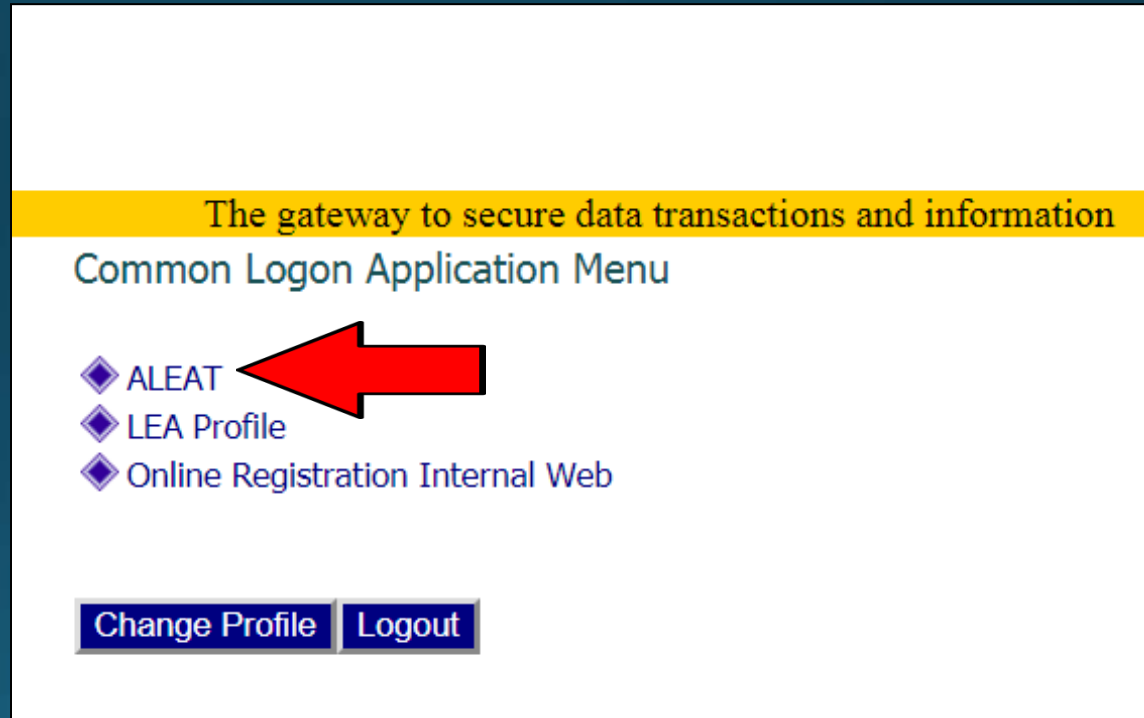
Access must be obtained to:
Common Logon




ALEAT



Integrated Action Plan (IAP)



Integrated Action Plan (IAP)



Arizona LEA Tracker (ALEAT)

[Hi Mary!](#) [Logout](#) [Help](#)


LEAs

Title III Consortium – FY 2017-2018

Setup & Maintenance

[LEA Overview](#) [Monitoring](#) [Plan](#) [LEA File Cabinet](#) [Plan Tags](#)

[Home](#) >



LEA OVERVIEW

Title III Consortium – FY 2017-2018

Instruments (0)

Integrated Action Plan Principles (6)

Schools (9)

[Go To Plan Overview](#)

1

Page size: 25

1 to 6 of 6 items

Title	Strategies/ Action Steps	Last Updated
1 - Effective Leadership	0/0	Joanna Heinz 07/11/2017
2 - Effective Teachers and Instruction	0/0	Joanna Heinz 07/11/2017
3 - Effective Organization of Time	0/0	Joanna Heinz 07/11/2017
4 - Effective Curriculum	0/0	Joanna Heinz 07/11/2017
5 - Conditions, Climate, and Culture	0/0	Joanna Heinz 07/11/2017
6 - Family and Community Engagement	0/0	Joanna Heinz 07/11/2017

1

Page size: 25

1 to 6 of 6 items

LEA INFORMATION

LEA Type Title I

ONSITES

[Schedule Onsite](#)

Tasks Needed for Initial Funding Application Submissions

Lead LEA/Fiscal Agent

- Upload all required documents
- Complete *Program Details*
- Confirm every member has completed an Integrated Action Plan (IAP) including the required grant activities
- Enter fiscal information for all members into the application
- Ensure members have not exceeded their budgets

Participating LEA Member

- Complete required assurances documentation
- Complete and submit an IAP which thoroughly details the programs and services being offered to support EL students
- Use appropriate tags within the IAP
- Provide the Lead LEA/Fiscal Agent a Title III budget which aligns with the IAP and meets grant requirements

Ongoing Tasks for Funding Applications

Lead LEA/Fiscal Agent

- Communicate feedback from OELAS to each member regarding changes needed for approval of IAPs and budgets
- Submit reimbursement requests on behalf of the consortium
- Submit application revisions as needed

Participating LEA Member

- Revise and provide any requested clarification for IAPs and budgets according to OELAS feedback
- Notify Lead LEA/Fiscal Agent when reimbursement is necessary
- Notify Lead LEA/Fiscal Agent of any fiscal or programmatic change to approved budget

GRANT REQUIREMENTS AND LIMITATIONS

Local Plan Requirements

Each eligible entity desiring a Title III subgrant shall submit a plan to the State educational agency.

LEAs plans shall contain information which

1. describes its language instruction educational programs,
2. ensures it is assisting ELs to achieve English proficiency and meet challenging academic standards,
3. describes its intent to promote parental and community involvement in the education of English learners,
4. provides additional assurances as noted in SEC. 3116 of the ESEA, and
5. identifies all Title III funded programs/activities (**Title III tag**).

NEW: Plan information will be entered in the new **Integrated Action Plan** which will replace the Continuous Improvement Plan in ALEAT.

Where can I find this new ESSA information?
SEC. 3116.(a) PLAN REQUIRED.

Required Title III Activities

There are three required activities for LEAs receiving Title III funds.

LEAs shall use funds

1. to provide effective language instruction educational programs for English learners which demonstrate success in increasing English language proficiency and academic achievement,
2. to provide effective professional development to classroom teachers, principals and other school leaders, administrators, and other school or community-based organizational personnel, and
3. to include parent, family, and community engagement activities which enhance or supplement language instruction educational programs for English learners.

**Where can I find this new ESSA information?
SEC. 3115.(c) REQUIRED SUBGRANTEE ACTIVITIES.**

Other Title III Requirements

Supplement, not supplant

- **Definition:** Title III funds must add to (supplement) and not replace (supplant) other federal, state, or local funds.
- Title III has a strict supplement, not supplant requirement which is different than other federal programs.
- Supplement, not supplant is situation-specific.

**Where can I find this new ESSA information?
SEC. 3115.(g) SUPPLEMENT, NOT SUPPLANT.**

Title III Grant Limitations

Some activities are limited or restricted for funding.

Limited:

- 2% cap on direct administrative expenses
- Activities required for LEAs to meet its civil rights obligations to ELs are not eligible for Title III funding.
 - translation

Restricted:

- AZELLA testing and testing-related activities
- Program compliance
 - parent notification, placement, ILLP writing, groupings, etc.

DEADLINES

Title III

Important Dates and Deadlines

FY 2018 Title III Project Period

July 1, 2017 through September 30, 2018

FY 2018 Title III Applications

October 1, 2017

Submission deadline for Original Applications

Submission deadline for Integrated Action Plans

December 31, 2017

Approval deadline for Original Applications

September 30, 2018

Approval deadline for Application Revisions

Last day to submit Reimbursement Requests

December 29, 2018

Completion Report submission deadline

NOTE: Lead LEAs/Fiscal Agents may impose their own internal deadlines in order to be able to meet OELAS deadlines.

Contact Us

Alexandra Miller

ELL Education Technology Specialist
602.542.3975

Mary Ricci-Marriott

Title III Fiscal Specialist
602.542.0794

Office of English Language Acquisition Services
602.542.0753

