

EL Coordinator Boot Camp

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Keeping your Title III Application from becoming a search and rescue mission

Session Goals:

- To improve efficiency of the application process
- To increase participant understanding of the need for application revisions



Ground zero

What Is Your Role?

Raise your hand if...

...you are responsible for completing the work in GME

...you are responsible for completing the work in ALEAT/IAP

Pre-Test: General Application Knowledge

How many revisions are allowed each fiscal year?

How much carryover does Title III allow?

How much can LEAs spend on direct administrative expenses?

How much can LEAs budget for indirect costs?

Are application revisions allowed during the completion report process?



WHY Revise an Approved Application?

Requirements

EDGAR 2 CFR 200.308 (b)

- Recipients are **required to report deviations from budget or project scope or objective**, and **request prior approvals** from Federal awarding agencies for budget and program plan revisions, in accordance with this section.

Title III Part A Sec. 3116(a-b)

- Each eligible entity desiring a subgrant from the State educational agency under section 3114 shall submit a plan to the State which describes the effective programs and activities implemented to assist English learners and promote parent and family engagement in the education of English learners.



Original Application vs Revision

Consider the timeline

- Original Application = a plan for spending
- Plans may change throughout the school year

Grant applications are fluid; Unlimited Application Revisions track the changes until the project end date or completion report is initiated; Completion Reports memorialize your expenditures

Expenditures at Completion Report time MAY be disallowed if not evidenced in the approved grant application

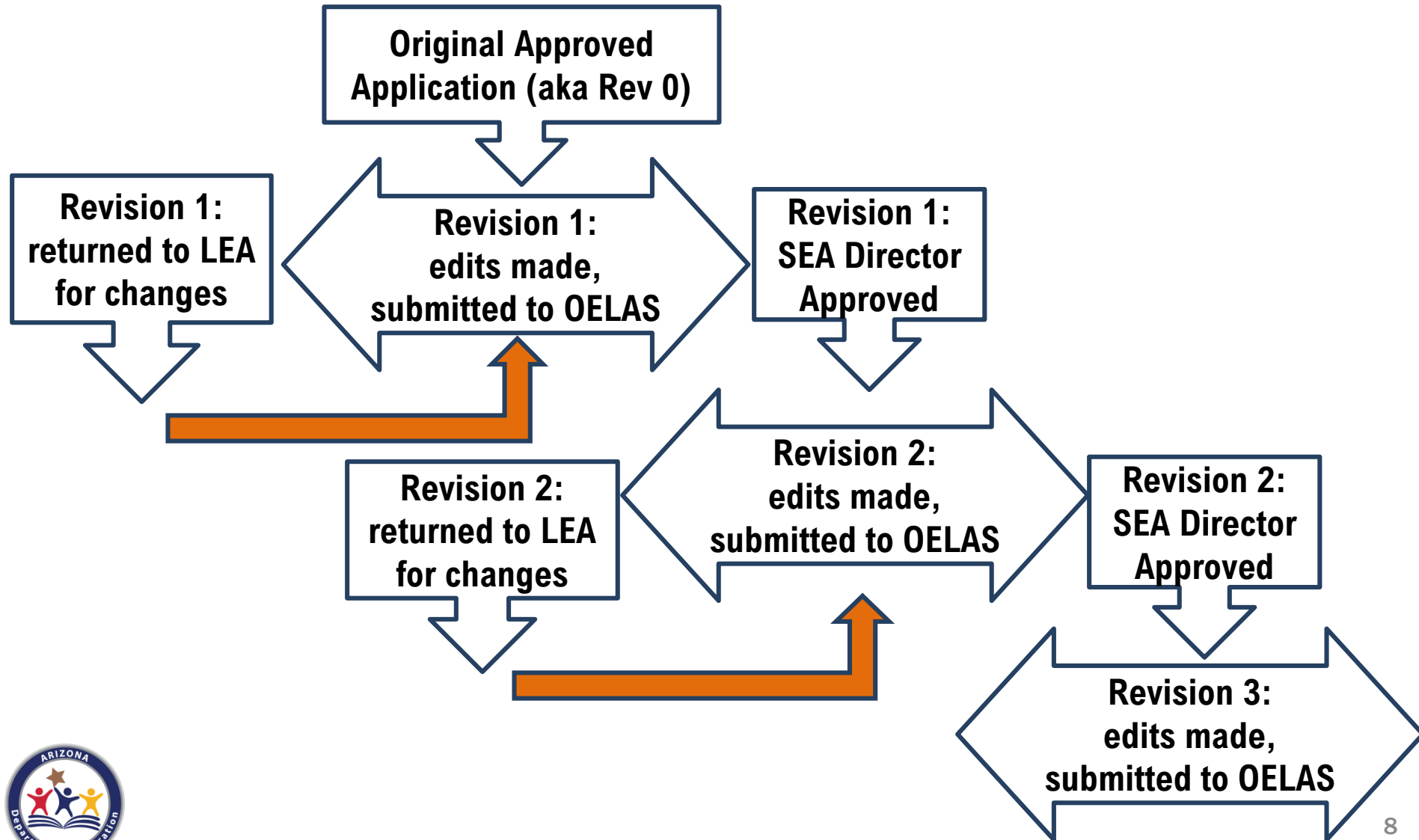
Application Revisions not allowed after project end date –OR– after initiation of the Completion Report



WHY Revise an Approved Application

WHEN to Revise an Approved Application

Resubmissions are not the same as a new revision



Scenarios Creating Mandatory Revisions

FINAL Allocation announcement

Incoming carryover (ALL unspent previous year funds)

Addition of new consortia members

Indirect Cost Rate approval

Maintenance of Effort (MOE) reductions

Transferability adjustments



Scenarios for LEA-initiated Revisions

Dollars allocated in the budget differ from actual expenditures (Fiscal change)

Previously approved activity or service has changed or will be eliminated (Programmatic change)

NEW activity or service will be added (Programmatic change)





WHY Revise an Approved Application



WHEN to Revise an Approved Application

HOW to Revise an Approved Application



Even with a mountain of information,
sometimes we need to bring in the dogs



LEA Integrated Action Plan (LIAP)

REMEMBER: Needs come before the funds

A new or revised need has been identified

- Create a new or revise an action step
- Add appropriate Title III funding tag
- Adjust action step dates

Include sufficient, **yet concise**, details to fully describe the activity or program

- Eliminate unnecessary fiscal information
- Explain how the activity improves outcomes for ELs
- Confirm supplement not supplant (SNS)
 - Review comprehensive LIAP across all funding sources



Table Group Activity

With your table partners, review the LEA-level Integrated Action Plan (LIAP) action step provided on your table.

Review the action step and complete items 1-4 with a partner by annotating the text, as directed.



Funding Application

Needs are identified – let's add the money!

RECOMMENDED: Preserve the narrative from the ORIGINAL Application

Be economical with your words

Call attention to the change

Double-check the math

Comply with USFR coding

Keep required activities

Ensure alignment with the LIAP



Whole Group Activity

Review sample grant application narratives.

Discuss wording and format of revision.

Talk about improvements.



 WHY Revise an Approved Application

 WHEN to Revise an Approved Application

 HOW to Revise an Approved Application





Search and Rescue begins!



SEA Specialist Returned Not Approved

Start with the History Log (HL)

Make all changes and/or provide clarification based on OELAS feedback

If requested to post a comment in the HL, make sure to check the box on 'Create Comment' page and select your Regional Specialist as the recipient

Call OELAS for assistance if feedback is unclear

REMEMBER: Keeping the programmatic details in the LIAP reduces or eliminates the need for applications to be returned



Don't lose the treasures in your revision!

PD and Parent Engagement must still be included

New expenditures must meet SNS criteria

Expenditures must be reasonable, allowable and allocable



Post-Test

How many revisions are allowed each fiscal year?

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Help is out there!



**There is a wealth of
information in Title III section
of the OELAS website**

<http://www.azed.gov/oelas/title-iii/>

Contact us for help

Main Line 602.542.0753

Title III Fiscal Specialist 602.542.0794

OELAS Regional Specialists



THANK YOU!

