

# OFFICE OF ENGLISH LANGUAGE ACQUISITION SERVICES

## Title III Grant information training

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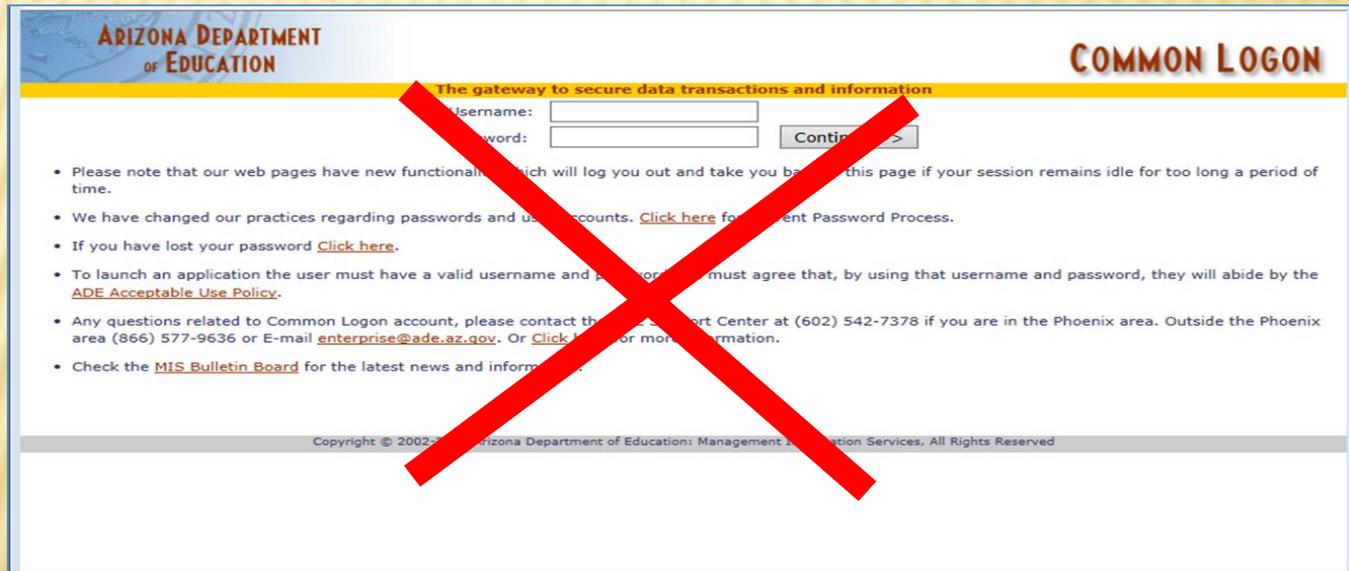
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Program Project Specialist  
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## Agenda:

- ✘ Walk through of new Grants Management (GME) system
  - ✘ Consortia Information
  - ✘ Use of Title III funds
-

# NEW THIS YEAR

In FY14, the Arizona Dept. of Education began implementing a new Grants Management Enterprise (GME) system which is *not* accessed via the Common Logon.



# **What's in Old Grants Management vs. What's in New Grants Management**

<b>Old Grants Management</b>	<b>New Grants Management</b>
FY13 Amendments	FY14 Revisions
FY13 Completion Reports	FY14 Completion Reports
FY14 Fund Alerts	No fund alerts

# **New System – New Look**

**The new Grants Management Enterprise (GME) system also has a new look. Once you access the system, you will be entering unfamiliar territory.**

**Not to worry; we're here  
to help you!**



**But before you get started . . .**



# SYSTEM ACCESS – EXTERNAL USERS

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- ✘ External users must be registered with ADEConnect for Grants Management access in order to continue working with grants as they are migrated to the new system.
- ✘ LEA external users should first contact the Entity Administrator for their district regarding ADEConnect and Grants Management access.
- ✘ Entity Administrators and/or LEA external users can receive access support by contacting ADE Support at [ADESUPPORT@AZED.GOV](mailto:ADESUPPORT@AZED.GOV) or by phone at 602.542.7378.

# Accessing Old Grants Management vs. Accessing New Grants Management

## Old Grants Management

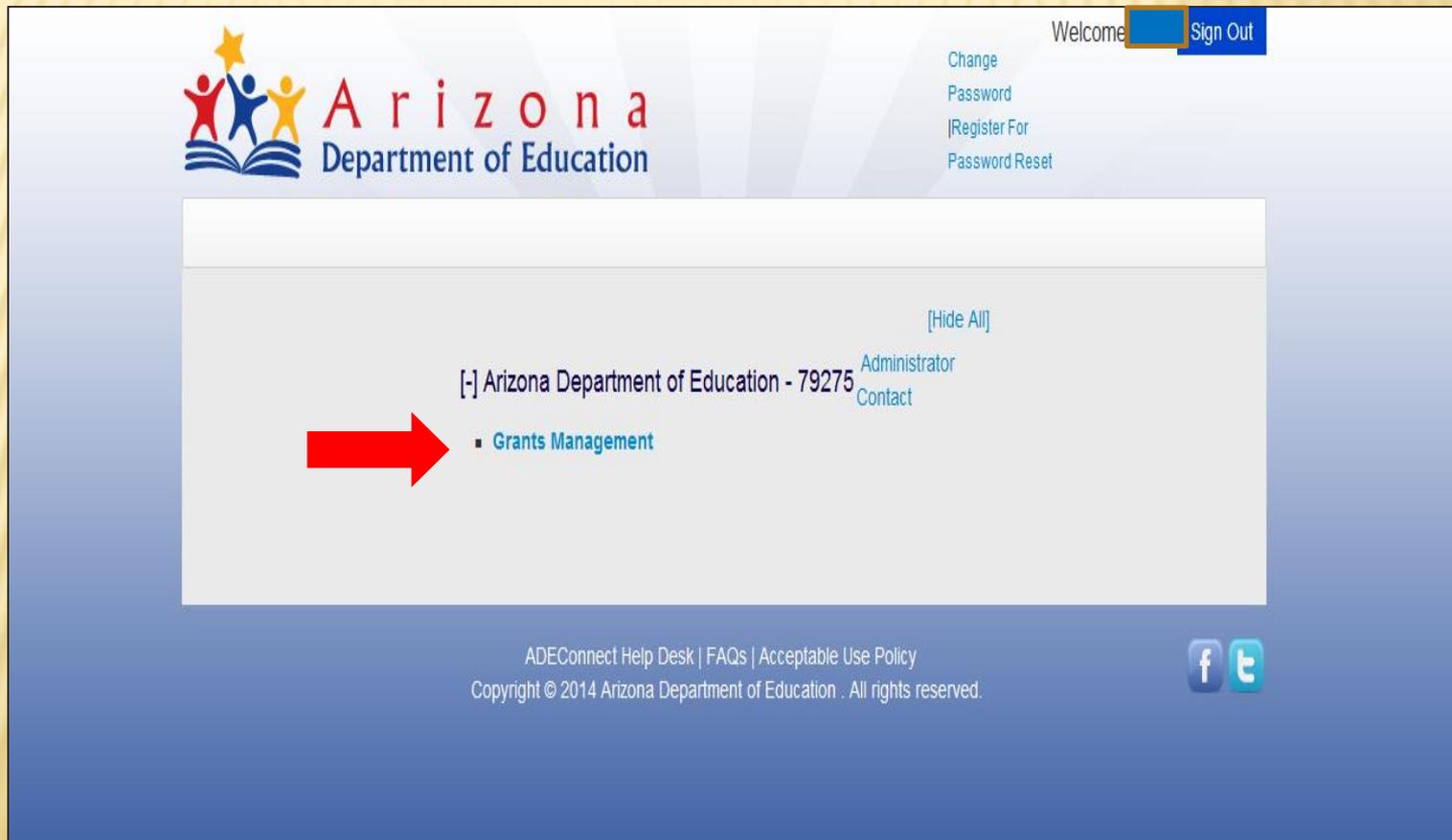
Access via the Common Logon

## New Grants Management

- To begin initial set-up, you should have received a log-in invitation e-mail from [ims@azed.gov](mailto:ims@azed.gov).
- Access via <https://gme.azed.gov>
- Click the gray "GME Sign On" button on the left side of the screen.
- Enter user name (your email address) and unique password created by you.
- There is no link to the new GME site on the ADE web site, so you should add the site to your favorites.

# ACCESSING THE SYSTEM

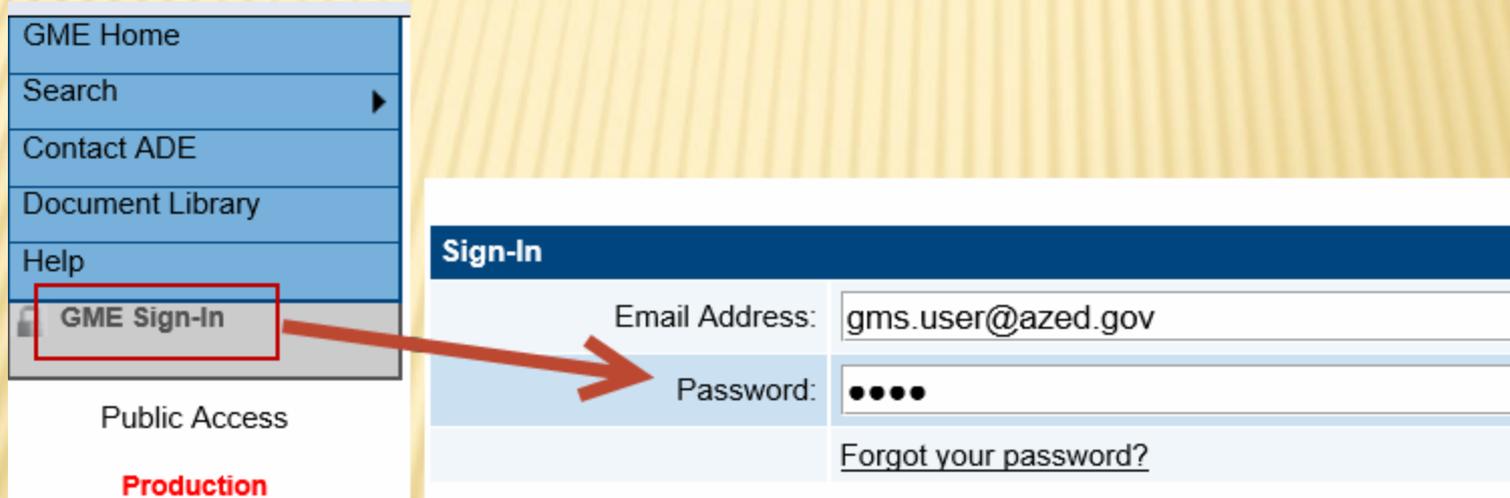
Users will access Grants Management by clicking on the link



The screenshot displays the Arizona Department of Education (ADE) system interface. At the top left is the ADE logo, featuring three stylized figures (red, blue, yellow) holding hands under a star, with the text "Arizona Department of Education". To the right of the logo, the text "Welcome" is visible, followed by a blue "Sign Out" button. Below the logo, there are links for "Change Password", "Register For", and "Password Reset". In the center, a large white box contains a list of items. The first item is "[-] Arizona Department of Education - 79275", with "Administrator" and "Contact" links to its right. Below this item is a sub-link "Grants Management", which is highlighted by a large red arrow pointing to it. To the right of the list, there is a "[Hide All]" link. At the bottom of the page, there is a footer with the text "ADEConnect Help Desk | FAQs | Acceptable Use Policy" and "Copyright © 2014 Arizona Department of Education . All rights reserved." To the right of the footer are social media icons for Facebook and Twitter.

# ACCESSING THE SYSTEM - CONTINUED

- ✘ Click Sign-In to access GME functions
- ✘ Enter Email Address and Password



The image shows a screenshot of the GME system interface. On the left is a navigation menu with the following items: GME Home, Search, Contact ADE, Document Library, Help, and GME Sign-In. The GME Sign-In item is highlighted with a red box, and a red arrow points from it to the sign-in form on the right. Below the menu are the labels 'Public Access' and 'Production'.

**Sign-In**

Email Address:

Password:

[Forgot your password?](#)

# Navigation Menu

- ✗ Left menu allows for quick navigation between GME components
- ✗ Hover over menu items with arrows to view sub menu

The screenshot displays the GME Home interface. On the left is a vertical navigation menu with items: GME Home, Search, Inbox, Funding, Reimbursement Requests, LEA Document Library, Address Book, Contact ADE, Document Library, Help, and GME Sign Out. The 'Funding' item is highlighted in dark blue, and a sub-menu is visible with 'Funding Applications' and 'Budget Summary' highlighted. The main content area is titled 'GME Home' and features a search bar, a 'Budget Summary' section with a table containing 'Organization Name', and two announcement boxes: 'Announcements' (Welcome to the new GME!) and 'Reminders' (GME Training). At the bottom, a 'Production Session Timeout' box shows a timer at 00:59:22.

Organization Name

**Announcements**  
**Welcome to the new GME!** (4/1/2013)  
ADE is pleased to announce the release of the new - Arizona's Enterprise Grants Management System

**Reminders**  
**GME Training** (4/1/2013)  
Please be sure to sign up for one of th

**Production**  
Session Timeout  
00:59:22

# LEA ROLES

Role	Description
LEA Data View	Allows an LEA user to view unapproved items for their LEA.
User Access Administrator	Allows an LEA user to administer other users in their LEA, adding and updating their roles in the new GME as needed.
LEA Update	Allows an LEA user to edit their application. (This role is grant specific, for example – “LEA ESEA Consolidated Update”, “LEA CTE State Priority Update”, “LEA IDEA Basic Update”)
LEA Business Manager	Allows an LEA user to take actions associated with other LEA fiscal roles, such as inputting and updating applications, revisions (amendments), reimbursement requests, and completion reports.
LEA Authorized Representative	Allows an LEA user to take actions associated with the LEA Program/Financial Director or Superintendent, such as final approval before submitting to ADE.

# SEA ROLES

Role	Description
SEA View	Allows an SEA user with this role to have view-only permission in grants management system.
SEA Program Specialist	Allows an SEA user with this role to view applications, enter comments in History Logs, edit Checklist and approve application to send on to SEA Director or not approve application and return to LEA.
SEA Director	Allows an SEA user with this role the same permissions as SEA Program Specialist as well as the ability to approve application for funding or to not approve application and return to SEA Program Specialist for further review.

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**Budget descriptions should be clear and thorough yet concise.**

Once you sign in, you will see an extended menu and a “Session Timeout” clock on the left side of the screen. Each action you take will re-set the clock.



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

- GME Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Contact ADE
- Document Library
- Help
- GME Sign Out

Bracamonte, Renee

**Production**  
Session Timeout  
00:59:56

### GME Home

#### Announcements

**Title III LEP Transition to New Grants Management System (5/9/2014)**  
ADE Grants Staff have begun the transition of the FY 2014 Title III LEP Grant projects into the new GME. You may receive several notifications over the coming days that the status has changed for this grant. These messages can be ignored and are only being generated because Grants staff are inputting the application and establishing it on your behalf.

Like other FY 2014 projects transitioned into the new system, the grant will contain basic budget information and a PDF copy of the full approved application as it existed as of May 6, 2014.

Should you have any amendments or payment requests in process in the old GME please proceed with them. NEW amendments/revisions and payment requests should be initiated in the new system.

**Beginning May 16, 2014 ADE will no longer accept any new payment requests or amendments for the FY 2014 Title III LEP Grant in the old GME accessible through Common Logon.**

Note that **all other Title III grants remain in the old GME until further notice** as ADE Grants Management is in process of transitioning remaining grants from the old system.

Remember that the new GME is accessible via ADEConnect at [home.azed.gov/Portal](http://home.azed.gov/Portal) .

Should you have any problems connecting to the new system, please contact the Grants Management Team at (toll free) 844-893-9789 or 602-542-3901.

ADE Grants Management Team

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**Closed to Submissions - 21st CCLC-New (5/6/2014)**  
As of 5pm on Monday, May 5th Funding Applications can no longer be submitted for 21st Century Community Learning Centers-New.

To find the Title III application, click on the “Search” option.  
Choose “Funding Applications” from the menu.

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

**GME Home**

- GME Home
- Administer
- Search** (dropdown menu open)
  - Organizations
  - Funding Applications** (circled in red)
  - Grants
- Reports
- Inbox
- Contact ADE
- Document Library
- Help
- GME Sign Out

**Reminders**

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**Production**  
Session Timeout  
00:59:54

**New Grants Management System (5/9/2014)**  
We have begun the transition of the FY 2014 Title III LEP Grant projects into the new GME. You may see notifications over the coming days that the status has changed for this grant. These messages can be ignored and are only being generated because Grants staff are inputting the application and establishing it on your behalf.

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ADE Grants Management Team

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**Closed to Submissions - 21st CCLC-New (5/6/2014)**  
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# Enter your LEA name in the “Organization Name” window. Click on Search.



Arizona  
Department of Education

- GME Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Contact ADE
- Document Library
- Help
- GME Sign Out

Bracamonte, Renee

Production

Session Timeout

00:59:23

## Search Funding Applications

**Organization Name:** Begins With

**Organization Number:**

**County:** All ▼

**Fiscal Year:** 2014 ▼

**Funding Application:**  
ESEA Consolidated  
CTE Federal Perkins  
Adult Education College and Career Readiness  
CTE State Priority  
Title I Summer Math

**Funding Application State:** All ▼

**Application Status:**  
All  
Not Started  
Draft Started  
Revision Started  
Draft Completed  
Revision Completed  
LEA Business Manager Approved  
LEA Business Manager Returned Not Approved

**Application Contact:** All ▼

**Special Options:** None ▼

Search

Reset

**Click on your LEA's name at the bottom of the screen to open the Title III application.**

**Search Funding Applications**

Organization Name: Begins With

Organization Number:

County: All

Fiscal Year: 2014

Funding Application: ESEA Consolidated  
CTE Federal Perkins  
Adult Education College and Career Readiness  
CTE State Priority  
Title I Summer Math

Funding Application State: All

Application Status: All  
Not Started  
Draft Started  
Revision Started  
Draft Completed  
Revision Completed  
LEA Business Manager Approved  
LEA Business Manager Returned Not Approved

Application Contact: All

Special Options: None

There are 1 matching record(s). Displaying 1 through 1. [\[Bulk Email\]](#) [\[Download Data\]](#) [\[Summary\]](#)

Organization Number	Organization Name	County	Application	Status	Status Date	Application State
<input type="text"/>	<input type="text"/> Elementary District	Maricopa	Title III LEP	Draft Started	5/8/2014 10:18:58 AM	Original Application

# After clicking on your LEA's name, you will see the Sections screen.

Arizona Department of Education

AZ.GOV  
Arizona's Official Website

GME Home  
Administer  
Search  
Reports  
Inbox  
Funding  
Reimbursement Requests  
LEA Document Library  
Address Book  
Contact ADE  
Document Library  
Help  
GME Sign Out

Sections

Application Status: Draft Started  
Change Status To: Draft Completed

View ADE History Log  
View Change Log

Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	Validation	Print
All	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> History Log		<a href="#">Print</a>
<a href="#">History Log</a>		<a href="#">Print</a>
<a href="#">Create Comment</a>		
<input type="checkbox"/> Allocations		<a href="#">Print</a>
<a href="#">Allocations</a>		<a href="#">Print</a>
<input type="checkbox"/> Title III LEP	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<input type="checkbox"/> Contacts		<a href="#">Print</a>
<a href="#">Contacts</a>		<a href="#">Print</a>
<input type="checkbox"/> Substantially Approved Dates		<a href="#">Print</a>
<a href="#">Substantially Approved Dates</a>		<a href="#">Print</a>
All	<a href="#">Messages</a>	<a href="#">Print</a>

Bracamonte, Renee  
Production  
Session Timeout  
00:59:45

**At the top of the screen, you will notice your LEA name, “Application Status,” and “Change Status To” under Sections. To begin your application, you will need to change the status to “Draft Started.”**

Reports	<b>Application Status: Not Started</b>
Inbox ▶	
Funding ▶	<b>Change Status To: <u>Draft Started</u></b>

**Now you will see the Application Status has changed to “Draft Started.”**

Reports	Application Status: Draft Started
Inbox	
Funding	Change Status To: <u>Draft Completed</u>
Reimbursement Requests	



**When the “draft” is completed, you will need to change the status to “Draft Completed.”**

Reports	Application Status: Draft Started
Inbox	
Funding	Change Status To: <u>Draft Completed</u>
Reimbursement Requests	

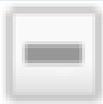


**On the Sections page, you will see links to applicable pages within the application.**

**At the bottom of this screen shot, you will see “Title III LEP”. This is where you will enter your budget for Title III.**

Reports	Application Status: Draft Started
Inbox ▶	Change Status To: <u>Draft Completed</u>
Funding ▶	<a href="#">View ADE History Log</a>
Reimbursement Requests	<a href="#">View Change Log</a>
LEA Document Library	<b>Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )</b>
Address Book	All
Contact ADE	<input type="checkbox"/> History Log
Document Library	<a href="#">History Log</a>
Help	<a href="#">Create Comment</a>
GME Sign Out	<input type="checkbox"/> Allocations
Bracamonte, Renee	<a href="#">Allocations</a>
Production	<input type="checkbox"/> Title III LEP ←
Session Timeout	<a href="#">Budget</a>
00:59:49	<a href="#">Budget Overview</a>
	<a href="#">Related Documents</a>
	<input type="checkbox"/> Contacts
	<a href="#">Contacts</a>
	<input type="checkbox"/> Substantially Approved Dates
	<a href="#">Substantially Approved Dates</a>
	All

# Title III LEP

	<b>Title III LEP</b>
	<u>Budget</u>
	<u>Budget Overview</u>
	<u>Related Documents</u>
	<b>Contacts</b>

# When you click on Budget, you will get this screen.

Save And Go To ▶

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Indirect Cost	
Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	100.00%
Maximum Allowed for Indirect Cost	\$0.00

## Budget By Function Codes

	Object Code	Total
<a href="#">Modify</a>	6100 - Salaries	\$0.00
<a href="#">Modify</a>	6200 - Employee Benefits	\$0.00
<a href="#">Modify</a>	6300 - Purchased Professional Services	\$0.00
<a href="#">Modify</a>	6400 - Services	\$0.00
<a href="#">Modify</a>	6500 - Other Purchased Services	\$0.00
<a href="#">Modify</a>	6600 - Supplies	\$0.00
<a href="#">Modify</a>	6700 - Property (Capital Outlay)	\$0.00
<a href="#">Modify</a>	6800 - Other Expenses	\$0.00
<a href="#">Modify</a>	6910 - Indirect Cost Recovery	\$0.00
<a href="#">Modify</a>	0190 - Capital Outlay	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$1,000.00
	<b>Remaining</b>	\$1,000.00

# Click on “Modify” to enter budget expenditures.

**Note: You have the option to budget by Function Code.**

Save And Go To ▶

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

## Indirect Cost

Total Contributing to Indirect Cost

Indirect Cost Rate

Maximum Allowed for Indirect Cost

## Budget By Function Codes

	Object Code	Total
 <a href="#">Modify</a>	6100 - Salaries	\$0.00
<a href="#">Modify</a>	6200 - Employee Benefits	\$0.00
<a href="#">Modify</a>	6300 - Purchased Professional Services	\$0.00
<a href="#">Modify</a>	6400 - Services	\$0.00
<a href="#">Modify</a>	6500 - Other Purchased Services	\$0.00
<a href="#">Modify</a>	6600 - Supplies	\$0.00
<a href="#">Modify</a>	6700 - Property (Capital Outlay)	\$0.00
<a href="#">Modify</a>	6800 - Other Expenses	\$0.00
<a href="#">Modify</a>	6910 - Indirect Cost Recovery	\$0.00
<a href="#">Modify</a>	0190 - Capital Outlay	\$0.00
	<b>Total</b>	\$0.00
	<b>Adjusted Allocation</b>	\$1,000.00
	<b>Remaining</b>	\$1,000.00

# You will choose “Add item” to start your grant description.

Indirect Cost	
Total Contributing to Indirect Cost	\$0.00
Indirect Cost Rate	100.00%
Maximum Allowed for Indirect Cost	\$0.00

6300 - Purchased Professional Services ▼

Add Item



# You will now start your description. You now have a spell check button ☺.

6300 - Purchased Professional Services

Add Item

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
<a href="#">Remove</a>	6300 - Purchased Professional Services			1	\$0.00	\$0.00

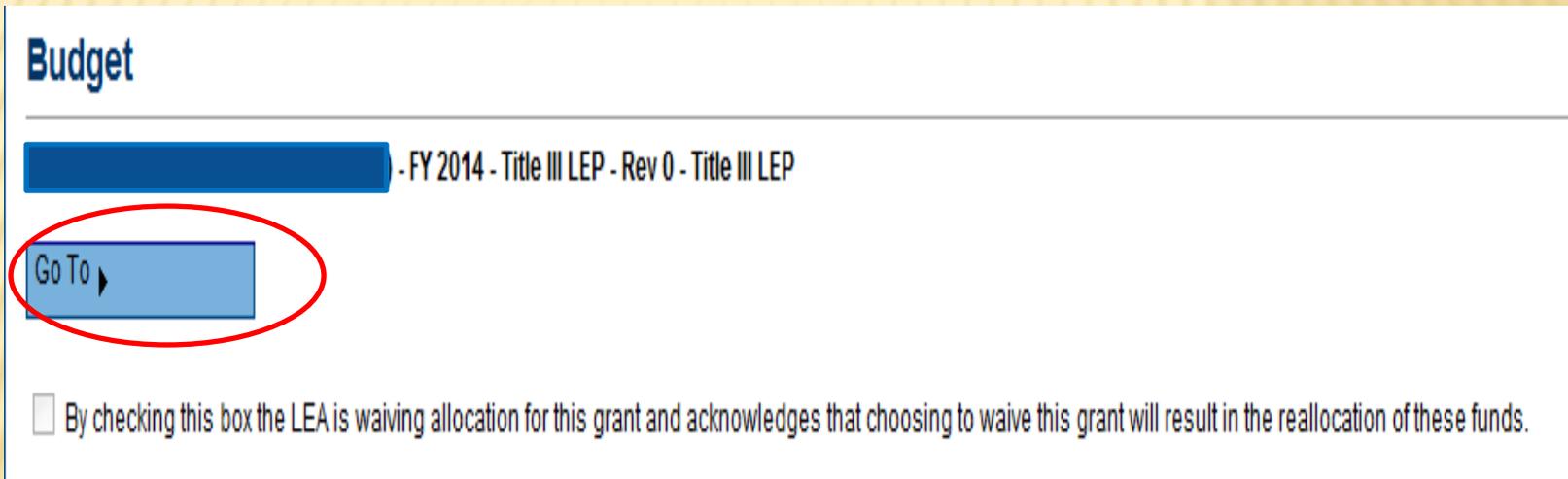
**Narrative Description**

              Arial Size

Words: 0 Characters: 0

Total for 6300 - Purchased Professional Services	\$0.00
Total for all other Object Codes	\$0.00
Total for all Object Codes	\$0.00
Adjusted Allocation	\$1,000.00
Remaining	\$1,000.00

**On every page within the application, you will see a “Go To” window, which will help you navigate through the application.**



**Budget**

- FY 2014 - Title III LEP - Rev 0 - Title III LEP

Go To ▶

By checking this box the LEA is waiving allocation for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

**See the next two pages for options provided via “Go To.” Note: Once you begin entering information, the button will change to “Save and Go To.” There isn’t a “Save” button.**

To see the Title III budget at a glance, click on Budget Overview.

You can get there via Sections or via Title III LEP.

Department of Education

GME Home  
Administer  
Search  
Reports  
Inbox  
Funding  
Reimbursement Requests  
LEA Document Library  
Address Book  
Contact ADE  
Document Library  
Help  
GME Sign Out

**Budget**

[Redacted] - FY 2014 - Title III LEP - Rev 0 - Title III LEP

Go To  
Current Page  
Next Page  
Previous Page  
Sections  
History Log  
Allocations  
Title III LEP  
Budget  
Budget Overview  
Substantially Approved Dates  
Related Documents

By checking this box [ ] you agree to waive this grant for this grant and acknowledges that choosing to waive this grant will result in the reallocation of these funds.

Total Contributing to Indirect Costs: 407.51

Maximum Allowed for Indirect Costs: [Redacted]

Budget By Function Codes

	Object Code	Total
<a href="#">View</a>	6100 - Salaries	\$491,641.00
<a href="#">View</a>	6200 - Employee Benefits	\$157,704.51
<a href="#">View</a>	6300 - Purchased Professional Services	\$6,587.00
<a href="#">View</a>	6400 - Services	\$0.00
<a href="#">View</a>	6500 - Other Purchased Services	\$19,475.00
<a href="#">View</a>	6600 - Supplies	\$30,000.00
<a href="#">View</a>	6700 - Property (Capital Outlay)	\$0.00
<a href="#">View</a>	6800 - Other Expenses	\$0.00

Bracamonte, Renee

Production

Session Timeout  
00:54:24

https://gme.azed.gov/Funding/Sections/SupplementalSchedule.aspx?ccipSessionKey=635362178839016922#

# Budget Overview via “Sections.”

	<b>Title III LEP</b>
	<u>Budget</u>
	<u>Budget Overview</u>
	<u>Related Documents</u>

## Budget Overview

- FY 2014 - Title III LEP - Rev 0 - Title III LEP

Go To 

[Hide Unbudgeted Categories](#)

Function Code Object Code	1000 - Instruction	2100,2200,2600,2700 - Support Services (Students, Instr., Operation, Transport.)	2300,2400,2500,2900 - Support Services (General, School, Central Services, Other)	3000 - Operation of Non- Instructional Services	0000 - Other	Total
6100 - Salaries	191,349.00	291,179.00	9,113.00	0.00		491,641.00
6200 - Employee Benefits	69,609.43	86,090.08	2,005.00	0.00		157,704.51
6300 - Purchased Professional Services	0.00	6,512.00	75.00	0.00		6,587.00
6400 - Services	0.00	0.00	0.00	0.00		0.00
6500 - Other Purchased Services	15,000.00	4,475.00	0.00	0.00		19,475.00
6600 - Supplies	30,000.00	0.00	0.00	0.00		30,000.00
6700 - Property (Capital Outlay)					0.00	0.00
6800 - Other Expenses	0.00	0.00	0.00	0.00		0.00
6910 - Indirect Cost Recovery					2,900.00	2,900.00
0190 - Capital Outlay					0.00	0.00
<b>Total</b>	305,958.43	388,256.08	11,193.00	0.00	2,900.00	708,307.51
<b>Adjusted Allocation</b>						562,404.00
<b>Remaining</b>						-145,903.51

# Keeping an eye on your budget.

Outlay)					0.00	0.00	
6800 - Other Expenses	0.00	0.00	0.00	0.00		0.00	
6910 - Indirect Cost Recovery					2,900.00	2,900.00	
0190 - Capital Outlay					0.00	0.00	
Total	305,958.43	388,256.08	11,193.00	0.00	2,900.00	708,307.51	
						Adjusted Allocation	562,404.00
						Remaining	-145,903.51

**The new system will allow you to submit an application for less than the allocation amount.**

**However, it will not let you submit a budget that exceeds the allocation for that grant.**

0000 - Other	Total
	491,641.00
	157,704.51
	6,587.00
	0.00
	19,475.00
	30,000.00
0.00	0.00
	0.00
2,900.00	2,900.00
0.00	0.00
2,900.00	708,307.51
<b>Adjusted Allocation</b>	<b>562,404.00</b>
<b>Remaining</b>	<b>-145,903.51</b>

# VALIDATION MESSAGES

**Warning:** A warning message will allow you to submit the application, but you may need to resolve the message in order to get it approved.

Title III LEP

Related Documents

The optional Related Document 'Capital Outlay Worksheet' has not been uploaded. Please be certain this is the intention.

Warning

**Error:** An error message will not allow you to submit the application. You will need to resolve the message in order to get it approved.

Title III LEP

Budget

The Title III LEP budget of \$1,500.00 is greater than the Adjusted Allocation amount of \$1,000.00.

Error

# **“SUBMITTING” YOUR APPLICATION THERE ISN’T A “SUBMIT” BUTTON IN THE NEW GME SYSTEM.**

There are several levels of approval available for the LEA when completing and “submitting” the application in the new GME system:

- **Draft Completed**
- **Revision Completed (used during amendment process)**
- **LEA Business Manager Returned Not Approved**
- **LEA Business Manager Approved**
- **LEA Authorized Representative Returned Not Approved**
- **LEA Authorized Representative Approved**  
*\*\*This status means that the application is ready for review by the ADE specialist.*

# THINGS TO REMEMBER!

---



# THE “DOCUMENT LIBRARY” WILL PROVIDE YOU WITH GUIDANCE ON THE NEW GME SYSTEM.

**Arizona**  
Department of Education

**Document Library**

**Document Library Search**

Choose Keyword:

Or Enter Text:

Public Access

**Production**

Below is the Document Library. Expand the nodes to view the folders and documents.

**Document Library** [\[Expand All\]](#) [\[Collapse All\]](#)

- + 21st CCLC Guidance
- + Amendment Processing
- + Budget Entry
- + Completion Reports
- + Early Childhood
- + History Log and Creating Comments
- + IDEA
- + New GME Basics
- + Race to the Top
- + Reimbursement Request Guides
- + Return of Funds
- + School Improvement & Intervention
- + School Safety and Prevention

100%

# COMPLETION REPORTS

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- ✘ All FY 14 completion reports and forward will be done in the NEW GME.
- ✘ Completion reports started or submitted in the OLD GME WILL NOT be reviewed or approved.

# Forming a Consortium

- ✘ Under Section 3114(b) of No Child Left Behind Act of 2001 (NCLB), a State educational agency shall not award a subgrant from an allocation made under subsection (a) if the amount of such subgrant is less than \$10,000.
- ✘ As stated in the Non-Regulatory Guidance on the Title III State Formula Grant, March 26, 2002, LEAs that would not otherwise qualify for a subgrant because they do not qualify for an award of at least \$10,000 may submit a joint application with one or more LEAs to qualify.

# What is a Consortium?

**An LEA that receives a grant under Title III Section 3111(a) may collaborate or form a consortium with one or more LEAs to carry out a program for limited English proficient (LEP) students.**

# How to form a Consortium?

- ✘ The LEA interested in forming a consortium should contact those LEAs with an allocation of \$10,000 or less to invite members to form a consortium.
- ✘ The combined Title III allocations of all participating LEAs must meet or exceed \$10,000.
- ✘ One LEA must agree to serve as the lead LEA/fiscal agent in the consortium and all other participating LEAs should work together to discuss their programmatic needs.
- ✘ The lead LEA must complete and submit the Title III application on behalf of the consortium.
- ✘ All participating LEAs must sign the Memorandum of Understanding or alternative agreement acknowledging participation in the consortium.
- ✘ This Memorandum of Understanding or alternative agreement confirming participation should be signed by the Superintendent or designee. This agreement must be submitted to ADE annually and a copy kept on file with the lead LEA.

# What are the benefits of a Consortium?

LEAs are able to access Title III funds for:

- ✘ Programs that increase English language proficiency and student achievement in core content classes; and
- ✘ High-quality professional development opportunities for classroom teachers, principals, administrators, and other school personnel.

# What is the programmatic responsibility of the Lead Fiscal Agent in a Consortium?

- ✘ The LEA that agrees to serve as the lead in a consortium becomes the fiscal agent.
- ✘ The lead LEA is responsible for ensuring that LEAs that are part of the consortium fulfill their fiscal and programmatic responsibilities that outlines how the consortium will meet all Title III, Part A requirements.
- ✘ The lead LEA can seek technical assistance, both for itself and the LEAs in the consortium.

# Downloadable "SAMPLE" Forms for Guidance....

**CONSORTIA FUNDING FY 20\_\_ - 20\_\_**

The superintendents or designees of each of the local educational agencies (LEA) listed on this certification document agree to form and participate in a Title III consortium of LEAs for the purpose of providing supplementary programs and services to eligible LEP students for the entire duration of the project period. By affixing their signatures to this certification form, the superintendents or designees certify that: (1) they will abide by all statutory and regulatory requirements of *No Child Left Behind* (NCLB) Act of 2001, Title III and (2) they will adhere to the legal assurances contained in Title III English Language Acquisition Program Application and Consortium Funding Certification.

**Fiscal Agent of Consortium**

LEA Fiscal Agent: \_\_\_\_\_ LEA CTDS: \_\_\_\_\_

*Print name of administrator/contact person for the fiscal agent LEA:*

Administrator/Contact: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ PK ( ) \_\_\_\_\_  
 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: \_\_\_\_\_  
 Signature of Superintendent or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**LIST OF PARTICIPATING LEAS**  
 The following LEAs, including the fiscal agent, are applying to participate in this consortium. A Title III Consortium Member Application Form is attached for each of the LEA members included on this list (under the fiscal agent).

Name of LEA	LEA CTDS	Participating LEA Allocation
<b>Fiscal Agent:</b>		
Member 1		
Member 2		
Member 3		
Member 4		
Member 5		
Member 6		
Member 7		
Member 8		
	<b>Total grants</b>	

*Note: Add an additional sheet if there are more than six consortium members.*

**CONSORTIA FUNDING, 20\_\_ - 20\_\_**  
**Participating LEA - Consortium Member**

Member LEA: \_\_\_\_\_ LEA CTDS: \_\_\_\_\_

*Print name of administrator/contact person for consortium member:*  
 Administrator/Contact: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
 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: \_\_\_\_\_  
 Signature of Superintendent or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

NOTES  
 A properly constituted consortium must generate a grant of \$10,000 at minimum.

Complete and attach a copy of this page for each member of the consortium and submit it to:

Renee Bracamonte  
 (Fax) 602-542-3950  
 Or  
[Renee.Bracamonte@azed.gov](mailto:Renee.Bracamonte@azed.gov)

**SAMPLE MEMORANDUM OF UNDERSTANDING**

**XYZ Consortium**  
 Memorandum of Understanding  
 FY 20\_\_-20\_\_

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to LEP students in the ABC School District, the DEF School District, the GHI School District and the XYZ School District (Members), during the 20\_\_-20\_\_ project year. The XYZ School District will act as the lead local education agency (LEA) and member. The consortium shall be named the XYZ Consortium (the Consortium).

The XYZ County School District will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports and maintain fiscal records. The Consortium will plan to expend all Title III funds during the 20\_\_-20\_\_ project year.

The XYZ Consortium will coordinate quarterly meetings for the purpose of assessing the needs of the Consortium. In the event that a member of the Consortium fails to meet the Annual Measurable Achievement Objectives (AMAOs) for one year, all parents of LEP students must be notified.

Lastly, the XYZ Consortium will be responsible for completing and submitting expenditure reports, and any other requests of information from ADE. Signature of the LEA representative represents the consortium has met and consented and the member LEAs are in agreement to all stated.

**Signatures of Authorized Representatives:**

Print Name Consortium Lead LEA Representative (Superintendent or Designee)	Print Name Consortium Member LEA Representative (Superintendent or Designee)
Signature of Consortium Lead LEA Representative	Signature of Member LEA Representative
Date	Date

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Print Name Consortium Member LEA Representative (Superintendent or Designee)	Print Name Consortium Member LEA Representative (Superintendent or Designee)
Signature of Consortium Member LEA Representative	Signature of Member LEA Representative
Date	Date

# COMMON PLAN FOR CONSORTIUMS

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Consortium partners must meet to discuss and develop a common plan that addresses the requirements of Title III and other issues including the following:

- ✘ Improving services for limited English proficient LEP students
- ✘ Professional development to improve instruction for LEP students
- ✘ Shared objectives and activities to effectively and efficiently use Title III funds to meet the identified needs of the consortium partners.

# COMMON PLAN GRANT OPTIONS

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**Option 1** – Consortium will coordinate all funds and submit one plan.

**Option 2** – Consortium will disseminate the funds to eligible LEAs and keep all separate budgets and plans on file.

**Option 3** – Consortium will use a combination of Option 1 and Option 2 by collaborating with some LEAs and disseminating funds separately for other LEAs.

# CONSORTIUM FISCAL AGENT ROLE RESPONSIBILITY

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- ✘ The fiscal agent receives all funding for its member LEAs.
- ✘ The fiscal agent submits all required fiscal reports required by ADE in the Grants Management System on behalf of the consortium members.
  - ✓ *Applications*
  - ✓ *Revisions*
  - ✓ *Completion Report*
  - ✓ *Reimbursement Requests*

# USE OF FUNDS: OVERVIEW

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Costs must be...

- ✦ **reasonable**

- A cost is reasonable if, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

- ✦ **allocable**

- A cost is allocable to a cost objective if the goods or services involved are chargeable or assignable to the cost objective in accordance with the relative benefits received.

- ✦ **allowable**

- A cost is allowable if it is necessary and reasonable for proper and efficient performance of the award and allocable to the award.

*(OMB Circular A-87)*

# USE OF FUNDS: OVERVIEW

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## Required LEP grantee activities Section 3115(c):

- × Provide high-quality language instruction programs based on scientific research for teaching LEP children.
- × Provide high-quality professional development that is designed to improve instruction and assessment of LEP children, scientifically based, and of sufficient intensity and duration.

# 2% Cap on Administrative Costs

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- × Districts have a limit of **2%** of the Title III grant award for **administration**. (section 3115(b))
- × **Administration = administrative costs + indirect costs**  
*Examples of administrative costs:*  
support staff, coordinators, & other personnel that perform administrative functions
- × **Indirect costs =** organization-wide costs 1) incurred for a common or joint purpose benefiting more than one cost objective, and 2) not readily assignable to the cost objectives specifically benefitted

*Example of indirect costs:* utility costs

(Source: OMB Circular A-87)

# **SUPPLEMENT NOT SUPPLANT**

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Title III funds must be used to supplement the level of federal, state, and local funds that, in the absence of Title III funds, would have been expended for programs for limited English proficient students...Section 3115(g)

# **SUPPLEMENT, NOT SUPPLANT REQUIREMENT - GENERAL**

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## **The First Test of Supplanting: Required by Law**

The Department assumes supplanting exists if – *An LEA uses Title III funds to provide services that the LEA is required to make available under State or local laws, or other Federal laws.*

## **The Second Test of Supplanting: Prior Year**

The Department assumes 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.*

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# Changes for FY15...

# ADE CONSIDERATIONS

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If you pay salaries...

- × highly qualified?
- × working only with ELLs?
- × FTE or hourly?
- × main responsibilities?
- × parapro - working under supervision of HQ teacher?

# TITLE III APPLICATION - SALARIES

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- ✘ HQ and SEI or ELL must be included in the description
  
- ✘ Include hourly rate if not FTE and number of hours
  
- ✘ Provide titles of staff
  - *Examples: ELL Coach, HQ ELL Teacher, HQ SEI Paraprofessional, etc.*

# TITLE III APPLICATION - SALARIES

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- ✘ Provide detail of main duties for all salaries
- ✘ Paraprofessionals – must state they are HQ and working under direct supervision of HQ SEI teacher
  - *Example: Pay 10 HQ teachers to provide supplemental reading and math interventions after school to support ELL students (3 days a week - \$25 an hour = \$20,000)*

# TITLE III APPLICATION - BENEFITS

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× Personnel?

× Projected amount?

- *Example: Benefits for 10 HQ ELL tutors @ \$2,850*

# ADE CONSIDERATIONS....

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## Professional Development...

- × instructional focus?
- × duration of training?
- × teachers of ELLs?
- × training provider?

*(e.g., consultant, ELL coach, ADE, conference)*

- × cost?

# TITLE III APPLICATION - PD

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- ✘ Provide instructional focus, number of teachers attending training, and number of days

*Example: Purchase Services - Staff Development Consultant -  
Approx. 7 days to train 30 SEI teachers on ELD methodologies:  
\$4,000 per day = \$28,000*

- ✘ Must give instructional focus of conference, number of attendees, and cost per person

*Example: 3 HQ SEI teachers to attend ELL strategies  
conference @ \$395 each = \$1,185*

# ADE CONSIDERATIONS....

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## Travel...

- × instructional focus of training or conference?  
(*i.e., ELL strategies*)
- × title and number of attendees
- × number of days

# TITLE III APPLICATION - TRAVEL

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- ✘ No longer need to break out the following travel expenses:
  - + Hotel costs
  - + Mileage
  - + Per diem

*Example: Hotel and travel expenses for 2 ELL teachers to attend three day ELL strategies conference in Tucson.  
(\$1,800)*

# ADE CONSIDERATIONS....

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- ✘ When purchasing capital...
  - item?
  - description of how item(s) will be used to supplement instruction?
  - used only with ELLs?

# TITLE III APPLICATION - CAPITAL

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- ✘ List capital items to be purchased
- ✘ Provide a description of how these items will be utilized to supplement instruction
- ✘ Description must include, “for the SOLE AND EXCLUSIVE use of Title III students”
  - *Example: Purchase 10 iPads for the sole and exclusive use of Title III students to increase language acquisition through the use of vocabulary and grammar applications. Applications are supplemental to core instruction and support the delivery of ELP standards.*

# APPLICATION DUE DATE:

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We recommend you submit the grant by November 14<sup>th</sup>, but there is no **DUE DATE.**

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# THANK YOU!!

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