

Top Ten Tips: **Understanding Title III and the SEI Budget and Ensuring a Successful Grant Submission**

PELL Meeting

September 9, 2016

TOP 5

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Top Five Tips for Understanding ELL Funding

SEI Budget - State Funds: Should be used for items that are both (1) beyond what is provided in mainstream classrooms or to mainstream teachers and (2) a necessity for implementing the SEI Models.

Title III - Federal Funds: Designed for supplemental expenses. All Title III expenses should be above and beyond required expenses and in addition to what is provided to non-ELL students.

M&O: Anything provided to mainstream classrooms or teachers should also be provided to SEI/ILLP classrooms or teachers.

Tip 1: Understand the Funding Sources

Requirements and Allowable Costs

	Title III	SEI Budget
Professional Development for ELL Staff	Required	Allowable
Do not Supplant	Required	Required
Must be Supplemental	Required	Unallowable
ALEAT Plan	Required	N/A
2% Limit on Administration	Required	N/A
Indirect Costs (within 2% cap)	Allowable	Unallowable
Carryover	Allowable	Allowable
Capital Outlay	Allowable	Unallowable

Tip 2: Understand State and Federal Compliance

Grant Applications

- GME User Access
- Program Details Section
 - Contact Information (New to Title III)
 - Due Dates and Deadlines (New to Title III)
 - Instructions and Assurances (New to SEI Budget)
- Budget Section
- Title III Additional Assurances
- History Log
- Capital Outlay Worksheet



Tip 3: Understand the Application Process

Application Revisions

- Original applications are a plan for spending. Application revisions are a reflection of actual spending.
- Revisions should be submitted with every fiscal or programmatic change to the original approved application.
- Last day to submit FY 2017 Revisions:
 - Title III: August 15, 2017
 - SEI Budget: June 30, 2017

Tip 4: Understand Revisions

Payments and Final Expenses

- **Reimbursement Requests** exceeding 20% of the approved budget require a justification in the History Log of the request.
- Overspending up to 10% or \$1000 (whichever is greater) of any line item is allowable at the discretion of the Program Area.
- **Completion Reports** should “memorialize” your expenses.
- Consortia are required to breakdown allocations, carryover, and YTD expenses by participating LEA member.

Interest

ALL interest earned must be reported on completion reports.

Title III: Grants Management will send notification when \$500 federal limit has been reached and interest must be returned

SEI Budget: All interest is reported and returned



Tip 5: Understand Fiscal Responsibilities



Top Ten Tips for Ensuring a Successful Grant Submission



Supplanting

- First Test of Supplanting: Required by Law
 - Services the LEA is required to provide by other Federal, State, and local laws may not be funded with Title III or the SEI Budget.
- Second Test of Supplanting: Previous Years
 - Services and programs the LEA has previously funded with other Federal, State, or local funding may not be paid for with Title III or the SEI Budget.
- Supplanting is prohibited in Title III and SEI Budget

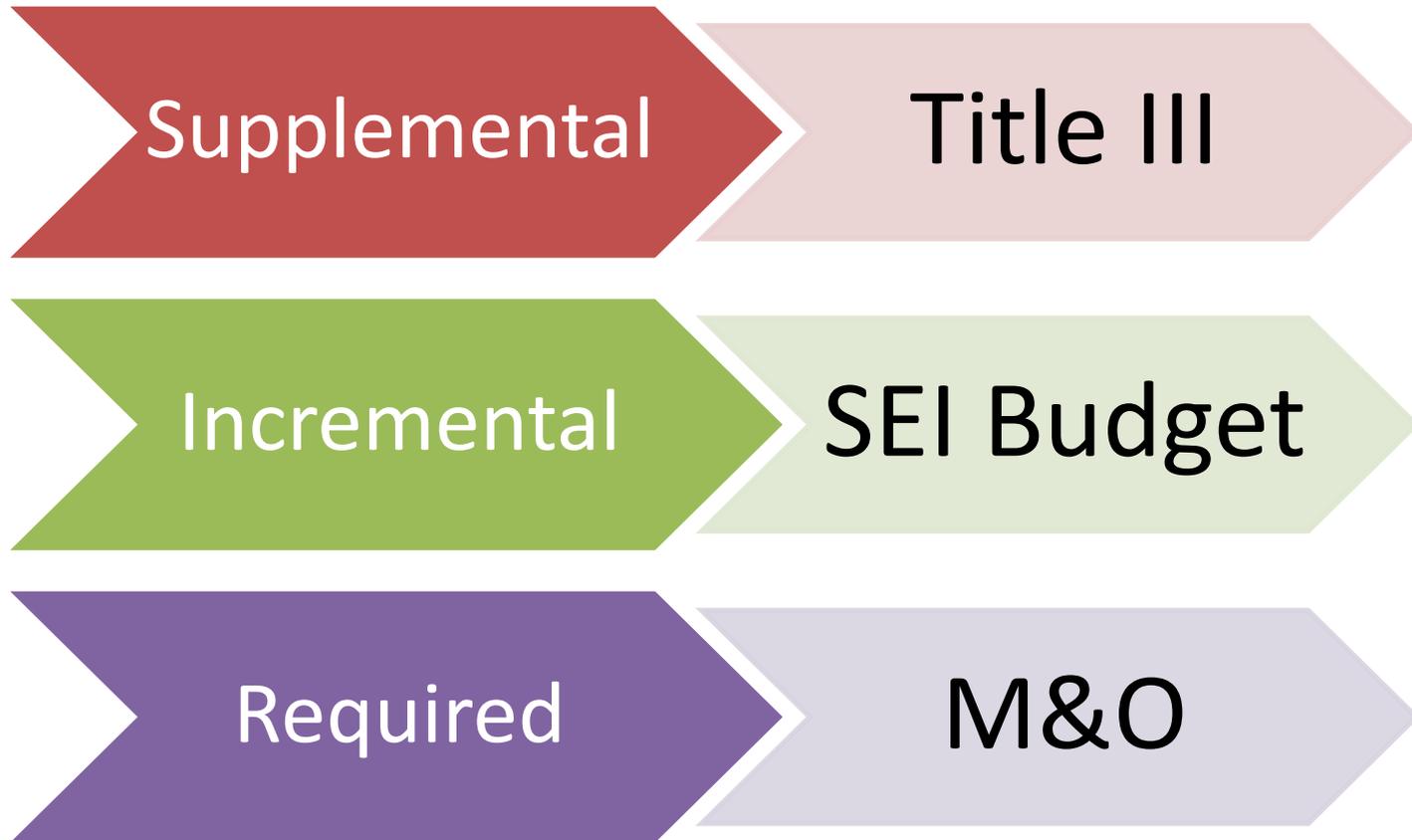
Tip 1: Make Sure You Do Not Supplant

Supplemental v. Incremental

- Supplemental = **ABOVE AND BEYOND** or **IN ADDITION TO**, not more of the same
 - All Title III budget requests must be supplemental to programs, services and supplies which are being provided to non- ELL students.
- Incremental = Required by the SEI Models but not required for mainstream students
- Provide evidence in application to substantiate “supplemental” or “incremental” requests

Tip 2: Include Only Appropriate Expenses

Supplemental v. Incremental



Tip 2: Include Only Appropriate Expenses

Professional Development

- Federal requirement for receipt of Title III funds
- Encouraged for receipt of SEI Budget funds
- Must be for ELL teachers or ELL staff and not provided to or attended by non-ELL staff
- Must be aimed at enhancing instruction for ELL students
- Ensure Title III application revisions **do not eliminate PD**

Tip 3: Don't Omit Professional Development!

Narrative Descriptions

- Most common reason for grants being returned to LEAs is insufficient or unclear information in narrative descriptions
- Provide breakdown if health insurance is included in benefits cost 
- Include who, how many, rate of pay and per item cost when applicable
- Give as much detail as is known at the time

Tip 4: Provide Sufficient Information

Function Code 2100 v. Function Code 2300

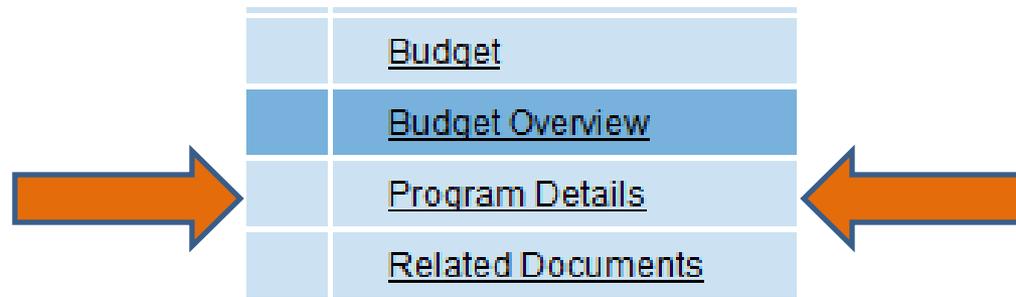
2100 Support Services Students	v.	2300 Support Services General Administration
Activities designed to assess and improve the students' well-being and to supplement the teaching process.		Activities associated with establishing and administering policy for operation of a district.

For Professional Development purposes, Title III allows “administrative /non-instructional” district personnel positions to be coded in Function Code 2100 series **IF** the staff member will provide professional development to other district ELL staff based on information learned in the training.

Tip 5: Consider The Activities, Not The Position

Program Details

- Often overlooked section of the grant application but required for grant approval



- Provides an overview of LEA's ELL program and intended use of funds
- Title III: LEA must acknowledge Assurances
- Title III: Consortia must provide detailed information regarding member participation

Tip 6: Don't forget the Program Details!

Object Code 6700 series Capital Outlay



Coding for Equipment

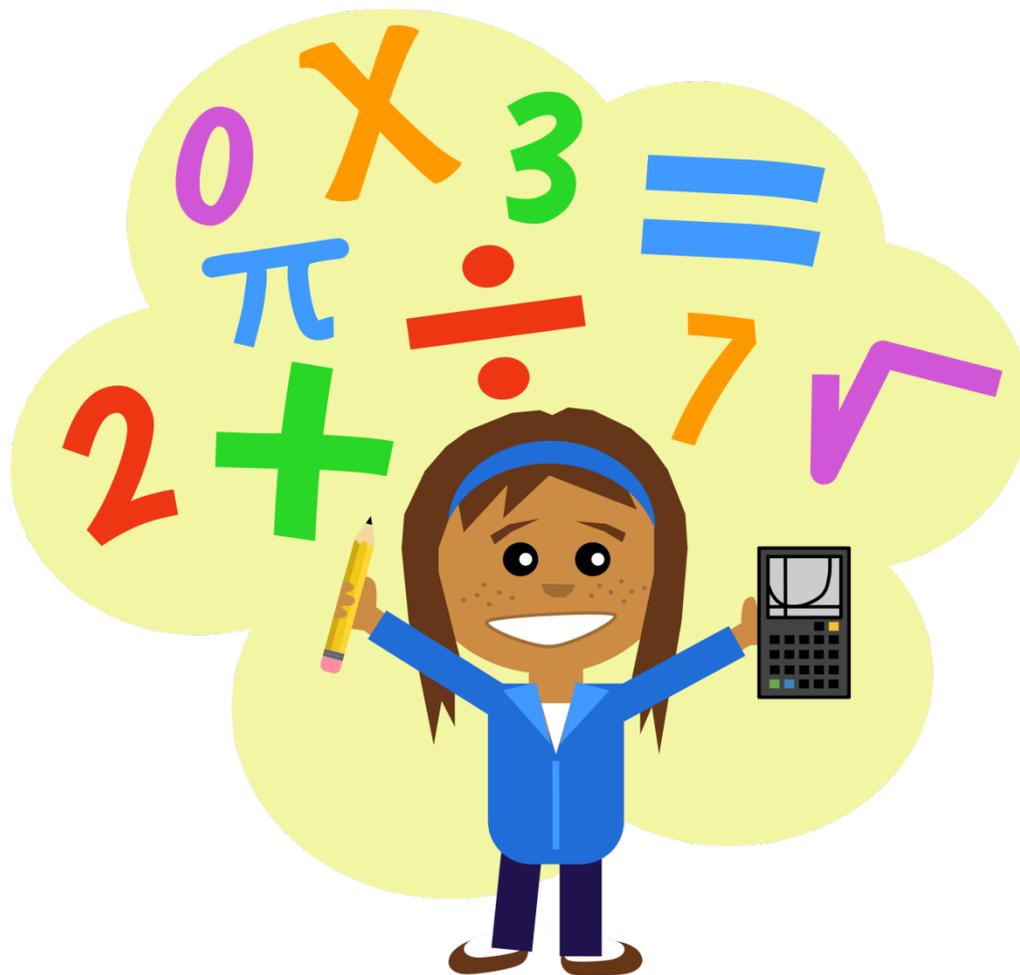
New GME Coding satisfies Federal and State Requirements

Type	Object Code	
	Per item cost = \$5000 or More	Per item cost = Less than \$5000
Furniture and Equipment	6733	6731 and 6732
Vehicles	6736	6734 and 6735
*Technology-Related Hardware and Software	6739	6737 and 6738

Note that this does not apply to the SEI Budget as equipment is not an allowable expense.

Tip 7: Verify Coding For Capital Outlay

Don't be afraid of the calculator 😊



Tip 8: Check Your Math!

Due Dates and Deadlines

- Title III deadlines will now be posted within the grant application
- SEI Budget deadlines will now be posted on the SEI Budget website
(<http://www.azed.gov/english-language-learners/funding/sei-budget>)
- Don't risk waiting to apply
- No limit to application revisions
- Deadlines cannot be adjusted or appealed

Tip 9: Be Informed About Deadlines

Mental Checklist

Title III

- Did I include professional development?
- Did I supplant?
- Are my expenses supplemental?
- Does my math add up?
- Is everything coded correctly?
- Did I complete the Program Details?
- Did I include enough description?

SEI Budget

- Do my expenses match my approved budget?
- Did I complete the Program Details?
- Does my math add up?
- Is everything coded correctly?
- Are my expenses incremental?



Tip 10: Don't Forget!

Title III

Example

2100-6300- Purchased Professional Services

Approvable



Professional Development fees for teachers. Teachers will attend conference *Differentiated Instruction Conference* in Las Vegas, NV July 18-22, 2016
Conference fees \$609 x 2 teachers = \$1218

These two teachers would be elementary teachers, where the majority of the ELL students attend. No non-ELL teachers will attend with this grant.

More
Information
Needed



Check for Understanding

Title III

Example

Approvable



1000-6600- Supplies

1. \$3966.86 Purchase additional supplemental books (leveled for independent reading) for SEI students in Read180 programs. Program is supplemental to district core programs. Instructional materials are kept in SEI classrooms and are not used with other students.
2. \$4010.00 Additional 5 seat subscription for Read180.

More
Information
Needed



Check for Understanding

Title III

Example

2100-6500- Other Purchased Services

Travel reimbursement for ELL Coordinator to travel between the district's 6 school sites (each site has identified ELL students) in order to provide ILLP staff with feedback on their instructional strategies and compliance with the ILLP, giving the AZELLA Placement and Reassessments, reviewing and updating ELL student files and conducting parent meetings.

Approvable



More Information Needed



Check for Understanding

Title III

Example

Approvable



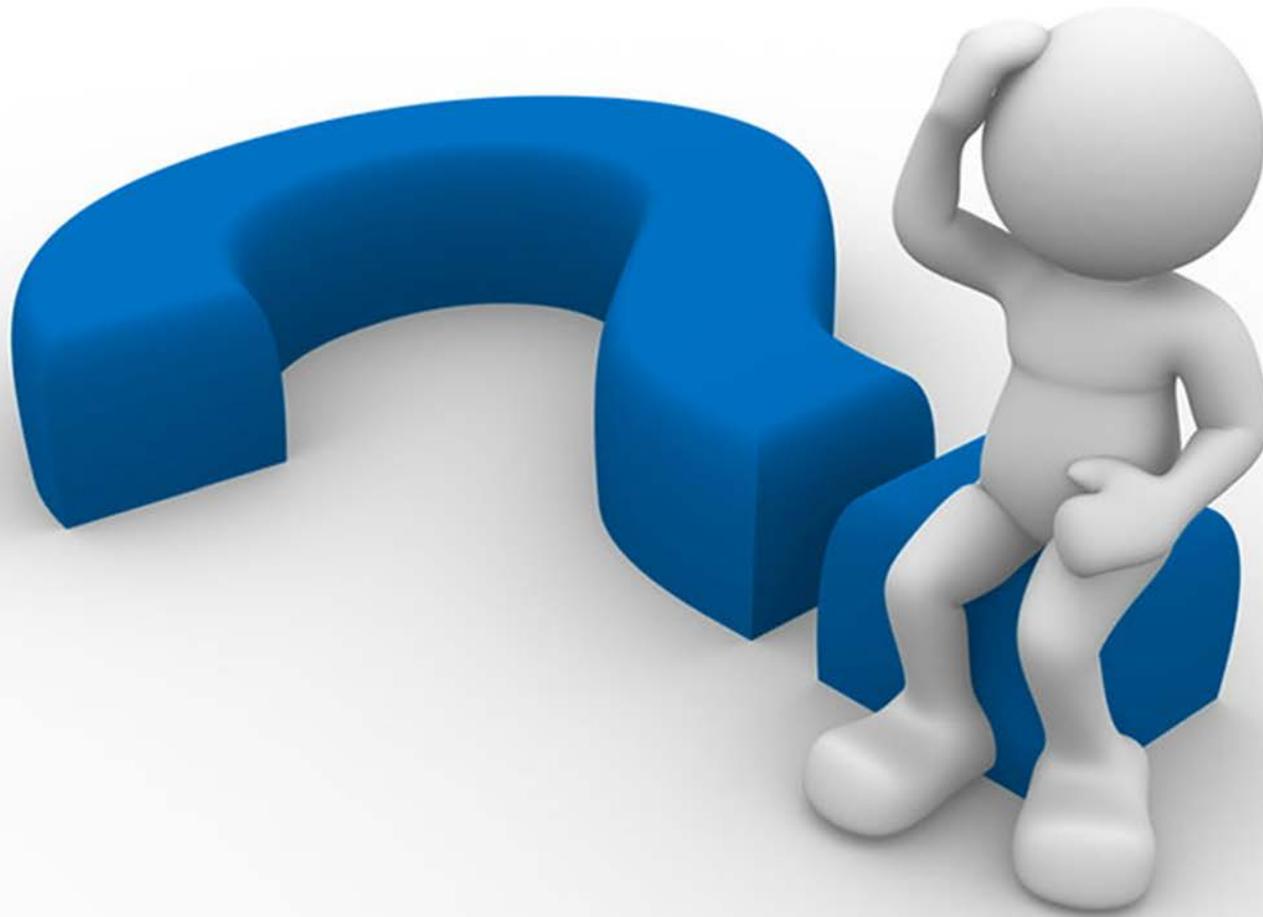
25 iPad Airs for ELL Students' use to enhance language acquisition and general classroom success. iPads will allow teachers to increase active participation during instruction and give students opportunities to interact with language and learning in new and relevant ways. These devices will aid in assuring that the students' potential best matches their achievement level. \$14,000. iPads will utilize specific resources including, but not limited to, listening and speaking resources, grammar exercises, relevant new language tools, etc. iPads are supplemental in that there is not a set for full time use for ELL students. While there are classroom iPad sets available, we would like exclusive ELL sets so ELL students can access at any given time versus having to reserve a computer lab, iPad, etc.

More
Information
Needed



Check for Understanding

Suggestions and Questions



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Office of English Language Acquisition Services

Main Line 602.542.0753

Internal Resources

Office of English Language Acquisition Services

<http://www.azed.gov/english-language-learners/>

SEI Budget

<http://www.azed.gov/english-language-learners/funding/sei-budget/>

Title III

<http://www.azed.gov/english-language-learners/funding/title-iii/>

Grants Management and GME

<http://www.azed.gov/grants-management/>

Internal Resources

ESSA Homepage

<http://www.azed.gov/essa/>

ESSA Webinar

ADE's Proposed Transition Plan

<https://vimeo.com/179124798>

ESSA Contact Info

ESSAInbox@azed.gov

External Resources

Arizona Office of the Auditor General

Accounting Services Division

602.553.0333

<https://www.azauditor.gov/sites/default/files/USFR072016.pdf>

U.S. Department of Education

Part A — English Language Acquisition, Language Enhancement, and Academic Achievement Act

<http://www2.ed.gov/policy/elsec/leg/esea02/pg40.html>