

**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.

**Responsibilities:**

- Distribute the required **CONSORTIA - Participating LEA Member – Certification and Assurances** documents to each participating LEA member.
- 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.
- Abide by and communicate all grant dues dates and deadlines.
- Obtain any and all information from LEA members necessary for submission of the original application, application revisions, reimbursement requests, and completion reports.
- Ensure all sections of the Funding Application have been completed, including the Program Details page and any Related Documents, if applicable.
- Upload all required documents to the consortium application.

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

**Responsibilities:**

- Seek technical assistance as needed from OELAS grant specialists for itself and the LEAs participating in the consortium.
- Communicate to LEA members all changes regarding the Funding Application and LEA Integrated Action Plan (LIAP) 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.

**Responsibilities:**

- Verify each LEA member’s budget aligns with their current year allocation and any incoming carryover, if applicable.
- Ensure the professional development requirement has been included in each LEA member’s budget.
- Ensure the parent/family engagement requirement has been included in each LEA member’s budget.
- Ensure members have not exceeded the allowable 2% for direct administrative expenses.
- Confirm members have not violated the supplement, not supplant requirement.

**ROLES AND RESPONSIBILITIES OF THE LEA MEMBERS**

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

**Responsibilities:**

- 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 complete the required LEA Integrated Action Plan (LIAP) and a budget designed to meet the specific needs of the LEA’s EL program.

**Responsibilities:**

- Provide full details of the LEA’s Title III program and any other EL support in the LEA Integrated Action Plan (LIAP).
- Ensure all requested items in the LIAP 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.
- Confirm professional development for EL staff has been included in the IAP and the Title III budget.
- Confirm parent/family engagement component has been included in the LIAP and the Title III budget.
- Verify supplanting does not exist.
  1. 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. 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.
  3. Supplanting exists if an LEA uses Title III funds to meet its civil rights obligations to EL students.
- Ensure budget requests do not exceed the total of the current year allocation and any incoming carryover, if applicable.
- Ensure direct administrative expenses of the grant do not exceed 2% of the original allocation amount.
- Notify the Lead LEA/Fiscal Agent to submit an application revision for each fiscal and/or programmatic change to an approved budget.
- Provide a copy of the completed LIAP with your budget requests to the Lead LEA/Fiscal Agent.

**ROLE:** LEA members must create effective narratives in the LEA Integrated Action Plan (LIAP) in GME which fully describe all Title III-funded programs and services.







**Responsibility:**

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



## TITLE III CONSORTIUM – ROLES AND RESPONSIBILITIES rev 2/18/22




### NAVIGATING THE TITLE III APPLICATION IN GRANTS MANAGEMENT ENTERPRISE (GME) SYSTEM

Prerequisites for Lead LEA/Fiscal Agent		OELAS Tasks
<ul style="list-style-type: none"> <li>Obtain user access in ADEConnect to Grants Management Enterprise (GME) system. Funding Applications live in GME.</li> </ul>		N/A
<ul style="list-style-type: none"> <li>Notify OELAS Title III Fiscal Specialist of participating consortium members.</li> </ul> <p style="background-color: yellow;">OELAS may offer GME and grant application training modules to lead agents needing extra support.</p>		<ul style="list-style-type: none"> <li>Verify current year allocations and incoming carryover amounts.</li> <li>Contact Grants Management to build Funding Application.</li> </ul>
Prerequisite for LEA Members		OELAS Tasks
<ul style="list-style-type: none"> <li>Obtain user access to the <b>Planning Tool</b> in Grants Management Enterprise (GME) system. LEA Integrated Action Plans (LIAPs) live in GME.</li> </ul>		N/A
Lead LEA/Fiscal Agent Tasks for Application Submission		OELAS Tasks
<p>Once the Funding Application is open in GME, navigate to the Related Documents section of the Funding Application.</p> <ol style="list-style-type: none"> <li>Download and complete required <b>CONSORTIA – Lead Agent Funding Forms</b> documents.</li> <li>Download and distribute required <b>CONSORTIA - Participating LEA Member – Certification and Assurances</b> documents to each participating consortium member.</li> <li>If desired, download and distribute the optional <b>TEMPLATE - Title III Consortium Budget Requests</b> document to each participating consortium member.</li> <li>Upload all completed documents to the Related Documents section of the Funding Application.</li> </ol>		<ul style="list-style-type: none"> <li>Verify required documents are completed and uploaded to the Funding Application.</li> </ul>
<ul style="list-style-type: none"> <li>Complete the Title III Assurances Section of the Funding Application.</li> <li>Ensure all <i>Title III Program Assurances</i> have been acknowledged.</li> </ul>		<ul style="list-style-type: none"> <li>Verify all sections of the Program Details have been completed and assurances have been acknowledged.</li> </ul>
<ul style="list-style-type: none"> <li>Compile individual members' budgets and submit the Title III Consortium application on behalf of the consortium.</li> <li>Confirm with all participating members that the required professional development and parent/family engagement activities have been included in the application.</li> </ul>		<ul style="list-style-type: none"> <li>Conduct fiscal and programmatic review of the Funding Application.</li> <li>Communicate all feedback and necessary changes to Lead LEA/Fiscal Agent via the History Log of the Title III application.</li> </ul>
<ul style="list-style-type: none"> <li>Confirm with all participating members that the LEA Integrated Action Plans (LIAPs) have been completed in GME.</li> </ul> <p><b>NOTE:</b> LIAPs are required for Funding Application review and approval.</p>		<ul style="list-style-type: none"> <li>Review each LEA members' LIAP.</li> <li>Communicate any changes necessary to Lead LEA/Fiscal Agent via the History Log of the Title III application.</li> <li>Communicate with individual LEA members, as needed.</li> </ul>
<ul style="list-style-type: none"> <li>Communicate all necessary changes to LEA members regarding the Funding Application and LEA Integrated Action Plan as requested by Title III Program Area.</li> <li>Revise and resubmit Funding Application as needed until approved.</li> </ul>		<ul style="list-style-type: none"> <li>Review submitted Funding Application for approval.</li> <li>Review LIAP and confirm all Title III-funded items are identified with the Title III tag.</li> </ul>






## TITLE III CONSORTIUM – ROLES AND RESPONSIBILITIES rev 2/18/22

### NAVIGATING THE TITLE III APPLICATION IN GRANTS MANAGEMENT ENTERPRISE (GME) SYSTEM (con't)

Lead LEA/Fiscal Agent Tasks After Grant Approval		OELAS Tasks
<p style="text-align: center;"><b>Application Revisions</b></p> <ul style="list-style-type: none"> <li>Submit Title III Consortium Application Revisions on behalf of the consortium.</li> <li><b>Note:</b> Application Revisions <b>must</b> be submitted with every fiscal or programmatic change to the original approved application.</li> </ul>		<ul style="list-style-type: none"> <li>Conduct fiscal and programmatic review of Title III Consortium Application Revisions.</li> <li>Communicate changes as needed through the History Log.</li> </ul>
<p style="text-align: center;"><b>Reimbursement Requests</b></p> <ul style="list-style-type: none"> <li>Submit <b>timely and regular</b> Title III Reimbursement Requests on behalf of the consortium.</li> </ul>		<ul style="list-style-type: none"> <li><b>No action needed from OELAS.</b></li> <li><b>Grants Management</b> will process Title III Reimbursement Requests and collaborate with OELAS, as needed.</li> </ul>
<p style="text-align: center;"><b>Completion Reports</b></p> <ul style="list-style-type: none"> <li>Submit Title III Consortium Completion Reports (CR) on behalf of the consortium.</li> <li>Ensure the CR Program Details section is completed.</li> <li>For each participating consortium member, complete and upload one <b>LEA Member Final Expenditures Report</b> found in the CR Required Documents section.</li> </ul>		<ul style="list-style-type: none"> <li>OELAS will complete programmatic review of the Title III Consortium Completion Report.</li> <li><b>Grants Management</b> will complete fiscal review of all Title III LEP and Title III Consortium CRs and collaborate with OELAS, as needed.</li> </ul>

### NAVIGATING THE LEA INTEGRATED ACTION PLAN (LIAP) IN GME

LEA Member Tasks		OELAS Tasks
<ul style="list-style-type: none"> <li>Complete the Planning Tool and create a comprehensive plan of support for English learners based on identified needs of LEA.</li> <li>Complete the LEA Integrated Action Plan (LIAP) in GME to thoroughly describe all programs, services and activities the LEA will create and/or implement to support English learner students.</li> </ul> <p>Within the LIAP:</p> <ol style="list-style-type: none"> <li>Ensure the required professional development and parent engagement activities have been included.</li> <li>Ensure Title III-funded activities are tagged with a Title III tag.</li> <li>Ensure LIAP has been completed and a copy provided to the lead LEA/fiscal agent at the same time as submitting budget requests.</li> </ol>		<ul style="list-style-type: none"> <li>Conduct fiscal and programmatic review of LEA Integrated Action Plan (LIAP).</li> <li>Provide all feedback via the History Log of the Funding Application for lead LEA/fiscal agent to share with LEA members.</li> <li>Regional Specialists from OELAS may communicate directly with LEA members, as needed.</li> </ul>
<ul style="list-style-type: none"> <li>Create a Title III budget based on the current year allocation and carryover, if applicable, to support the LEA's Integrated Action Plan.</li> <li>Ensure the required Title III activities are included for funding. Provide budget information to lead LEA/fiscal agent to identify the specific budget requests for Title III expenses.</li> <li>Ensure budget requests follow the USFR Chart of Accounts coding requirements.</li> </ul>		<ul style="list-style-type: none"> <li>Conduct fiscal and programmatic review of each LEA members' budget within the consortium application.</li> <li>Provide all feedback via the History Log of the Funding Application for lead LEA/fiscal agent to share with LEA members.</li> <li>Regional Specialists from OELAS may communicate directly with LEA members, as needed.</li> </ul>
<ul style="list-style-type: none"> <li>Revise the LIAP and Title III budget as needed throughout the year for any fiscal or programmatic change to an approved LIAP and budget.</li> <li>Notify lead LEA/fiscal agent to submit a Title III Consortium Application Revision.</li> </ul>		<ul style="list-style-type: none"> <li>Conduct fiscal and programmatic review of revised LIAPs and applications.</li> <li>Provide all feedback via the History Log of the Funding Application for lead LEA/fiscal agent to share with LEA members.</li> <li>Regional Specialists from OELAS may communicate directly with LEA members, as needed.</li> </ul>

