



# FY 2023 SEI Budget – Comprehensive Applications

FY 2023 SEI Budget Training Module – March 2022



# GOALS

**By the end of this recorded training, participants will-**

- **Understand the timeline and requirements for the FY 2023 SEI Budget – Comprehensive application**
- **Be familiar with navigating the SEI Budget - Comprehensive application in GME**
- **Know where to go for help**



# FY 2023 TIMELINE

**March 1 - May 2,  
2022**

LEA window to apply is open. LEAs missing the May 2, 2022 deadline will not be considered for FY23 funding.



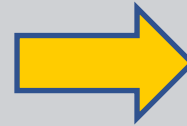
**May 3 – June 30,  
2022**

Review and approval phase of applications received by May 2. Amount requested may need to be adjusted by LEA. ADE will communicate this, if needed.



**July 1,  
2022**

Targeted application approval date. Applications in SEA Director Approved status can begin to draw down funds.



**June 30, 2023**

**FY23 Project closes.  
Last day to incur expenses.**



# Funding Application Basics



# GME HOMEPAGE



## Grants Management Enterprise GME

GME Home	<b>GME Home</b>
Administer	Arizona Department of Education (000111000) Test District -
Search	
Reports	<b>Announcements</b>
Inbox	FY22 1.31.22 Feb/March 2022 Grants Management Monthly
Entity Information	<b>February</b>
Planning	<b>Reminder:</b>
Monitoring	
<b>Funding</b>	<b>Funding Applications</b>
Reimbursement Requests	Budget Summary
Project Summary	Last Page Visited
LEA Document Library	Supplements
Address Book	<b>Reminder:</b>
Contact ADE	<ul style="list-style-type: none"><li>FY23 Funding Applications (FAs): The majority of applications.</li></ul>
Grants Management Resource Library	<b>Important Due Dates:</b>
Help	<ul style="list-style-type: none"><li>Self-Assessment &amp; General Statement of Assessment &amp; General Statement of Assessment (SAGSA): All...</li></ul>
GME Sign Out	



# GME

## Funding Applications

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022)

2023 ▾ All Active Applications ▾

Entitlement Funding Application	Revision
<a href="#">Adult Education Consolidated-Continuation</a>	0
<a href="#">ARP - Homeless I</a>	
<a href="#">ARP - Homeless Mini Grant</a>	
<a href="#">ARP - IDEA Consolidated - Entitlement</a>	
<a href="#">AWARE - II</a>	
<a href="#">Character Education Matching Grant</a>	
<a href="#">Comprehensive Literacy State Development Grant</a>	
<a href="#">Computer Science Professional Development Program</a>	
<a href="#">CTE Arizona Industry Credentialing Program</a>	
<a href="#">CTE Federal Perkins</a>	
<a href="#">CTE Postsecondary Federal Perkins</a>	
<a href="#">CTE State Priority</a>	
<a href="#">Education for Homeless Children and Youth</a>	
<a href="#">Emergency Immigrant Education</a>	
<a href="#">ESEA Consolidated</a>	
<a href="#">Gifted Education Grant - Consolidated</a>	
<a href="#">Head Start Collaboration Grant</a>	
<a href="#">IDEA Consolidated - Entitlement</a>	
<a href="#">Migrant Ed Basic Grant</a>	
<a href="#">Navajo Preschool</a>	
<a href="#">School Safety Program - ESSER</a>	
<a href="#">School Safety Program Expansion</a>	
<a href="#">State Institutions</a>	
<a href="#">Title III Consortium</a>	
<a href="#">Title III LEP</a>	

Competitive Funding Application	Revision
<a href="#">21st CCLC Yr 1 - New</a>	0
<a href="#">ARP - Homeless II</a>	0
<a href="#">AWARE - Continuation</a>	0
<a href="#">Comprehensive Support and Improvement Grant</a>	0
<a href="#">Computer Science Professional Development Program</a>	0
<a href="#">CSI Graduation Rate Grant</a>	0
<a href="#">CTE Innovative Programs</a>	0
<a href="#">CTE Statewide Leadership 1</a>	0
<a href="#">Fresh Fruit and Vegetable Program - Period 1</a>	0
<a href="#">Fresh Fruit and Vegetable Program - Period 2</a>	0
<a href="#">MTSS Mini-Grant</a>	0
<a href="#">NSLP Equipment Grant - Round 8 (DO NOT USE)</a>	0
<a href="#">School Safety Program - ESSER</a>	0
<a href="#">SEI Budget - Comprehensive</a>	0
<a href="#">SIG Cohort 5 Year 3</a>	0
<a href="#">State Personnel Development Grant (SPDG)</a>	0
<a href="#">State Tutoring</a>	0
<a href="#">Systemic Leadership Development</a>	0
<a href="#">Targeted Support and Improvement Grant</a>	0



# SECTIONS, HISTORY LOG, AND ALLOCATIONS

## Sections

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022) - SEI Budget - Comprehensive - Rev 0

Application Status: Draft Started

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Description ( <a href="#">View Sections Only</a> <a href="#">View All Pages</a> )	
All	
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	<a href="#">History Log</a>
	<a href="#">Create Comment</a>
<input type="checkbox"/>	Allocations
	<a href="#">Allocations</a>
<input type="checkbox"/>	FFATA & GSA Verification
	<a href="#">FFATA &amp; GSA Verification</a>
<input type="checkbox"/>	Program Information / Instructions
	<a href="#">Program Information / Instructions</a>
	<a href="#">Budget Instructions</a>
<input type="checkbox"/>	Contacts
	<a href="#">Contacts</a>
<input type="checkbox"/>	Assurances, Certifications & Attestations
	<a href="#">Certifications &amp; Attestations</a>
<input type="checkbox"/>	SEI Budget - Comprehensive
	<a href="#">Budget</a>
	<a href="#">Budget Overview</a>
	<a href="#">Incremental Teacher Spreadsheet</a>
	<a href="#">LEA Offsets Worksheet</a>
	<a href="#">Related Documents</a>
<input type="checkbox"/>	New Applicant Summary
	<a href="#">New Applicant Summary</a>
<input type="checkbox"/>	SEI Budget - Comprehensive Checklist
	<a href="#">SEI Budget - Comprehensive Checklist</a>



# FFATA & GSA VERIFICATION

## FFATA & GSA Verification

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022) - SEI Budget - Comprehensive - Rev 0 - FFATA & GSA Verification

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1. The district/organization has submitted OR will be submitting the annual General Statement of Assurance

\* Yes

2. The district/organization understands that if ADE is not updated with the organization's SAM.gov information, including CCR expiration, that funding for the organization can be placed on hold.

\* Yes

\* 3. Please provide a short description of your project in one to two paragraphs:

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# PROGRAM INFORMATION / INSTRUCTIONS

## Program Information / Instructions

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022) - SEI Budget - Comprehensive - Rev 0 - Program Information / Instructions

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### SEI Budget-Comprehensive Important Dates and Deadlines for FY 2023

- **Application Open Date:** March 1, 2022
- **Application Submission Deadline:** May 2, 2022
- **Targeted SEA Director Approval Date:** July 1, 2022
- **Project Start Date:** July 1, 2022
- **Project End Date:** June 30, 2023
- **Reimbursement Request Deadline:** All Reimbursement Requests must be submitted and approved PRIOR to the project end date. Reimbursement deadlines will be set, as applicable, based on ADE/ADOA Accounting requirements for fiscal year and/or project end dates.

Questions regarding dates and deadlines (with the exception of reimbursement requests deadlines) should be directed to the Office of English Language Acquisition Services (OELAS) or your Title III Program Specialist.

### Information/Instructions

1. LEAs must request funding for incremental costs for teacher salaries and benefits at specific grade level(s) at individual sites.
2. Enter a brief narrative which justifies the requested funding and how it is incremental.
3. Include how many required instructional ELD minutes per day are assigned to the teacher(s). **Keep in mind the FTE or portion of FTE you are requesting should correspond to the number of targeted instructional ELD minutes per day assigned to the teacher(s) you are requesting.**
4. Keep in mind, any awarded amounts will be reduced by approved offsets (Group B weight and the EL percentage of any Desegregation funding the LEA receives).
5. Submission of this funding application does not guarantee award of SEI Budget funds.

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# BUDGET INSTRUCTIONS

## Budget Instructions

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022) - SEI Budget - Comprehensive - Rev 0 - Program Information / Instructions

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### Structured English Immersion (SEI) Budget Instructions

Submitted costs must be compliant with the "cost efficient" requirement of the "SEI" models stated in 15-756.01 (B).

15-756.01 F The state board of education shall establish procedures for school districts and charter schools to determine the incremental costs for implementation of the research-based models of structured English immersion developed by the state board of education.

15-756.01 J 2: "Incremental Costs" means costs that are associated with a structured English immersion program pursuant to section 15-752 or a program pursuant to section 15-753 and that are in addition to the normal costs of conducting programs for English proficient students. Incremental costs do not include costs that replace the same types of services provided to English proficient students or compensatory instruction.

### INSTRUCTION

#### Incremental Teacher Salaries

Incremental teachers are teachers required to meet the state board of education approved model requirements, as per ARS §15-756.01.

#### Incremental Teacher Benefits

Benefits for the incremental teachers may include Retirement, Social Security Contributions, Unemployment Insurance, Workers' Compensation and health care coverage. Use TOTAL number of incremental teachers (from SEI Incremental Worksheet or school/district/charter holder calculation) multiplied by 25% of the current statewide average teacher salary for the prior year for each teacher.

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# CONTACTS

## Contacts

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022) - SEI Budget - Comprehensive - Rev 0 - Contacts

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### Additional Contacts

Type	Contact(s)
District Superintendent/Delegated Representative	
District ELL Coordinator	
District Chief Financial Officer/Delegated Representative	



# CERTIFICATIONS & ATTESTATIONS

## Assurances, Certifications & Attestations

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### Assurances, Certifications & Attestations

ARS 15-756.03 B states that "Each school district or charter school structured English Immersion Budget Request shall include the signature of the superintendent of the school district and the chief financial officer of the school district or the principal of the charter school and the chief financial officer of the charter school that certifies that the information in the budget request is true to the best of that person's knowledge and has been calculated in accordance with the form prescribed in section 15-756.01, subsection I and that monies from the Arizona Structured English Immersion Fund established by section 15-756.04 will not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for English language learners that were budgeted for English language learners as of February 23, 2006. Your signatures below certify that detailed records will be retained and made available for audit upon request.

I certify that:

- 1.) The information in the budget request is true to the best of my knowledge, and has been calculated in accordance with the form prescribed in section 15-756.01, subsection I; and,
- 2.) The monies from the Arizona Structured English Immersion fund established by section 15-756.04 will not be used to supplant any federal, state or local monies, including desegregation monies levied pursuant to section 15-910, used for English language Learners as of February 23, 2006; and,
- 3.) Instructional materials used for English language development of English Language Learners are aligned with the Arizona English Language Proficiency Standard.

### Assurances

- 1. The LEA understands that failure to meet prior year completion report or other fiscal deadlines may result in a hold placed on the current project. If a hold is placed on the current SEI Budget, future funded year applications will not be reviewed, and funds from this grant will be withheld until the hold is resolved.
- 2. The LEA understands that SEI Budget funds can be used to support English learner students only.
- 3. The LEA understands that indirect costs are not allowable in the SEI Budget.
- 4. The LEA understands that the SEI Budget can only be used for incremental costs of the SEI Models. Incremental costs are those that are required for implementation of the SEI Models.
- 5. The LEA understands that the SEI Budget cannot be used to fund activities required by law outside of the SEI Models, such as AZELLA testing.
- LEA has read and understands the above assurances.

### Attestation

Items marked with an asterisk (\*) are required

School District Superintendent/Charter School Principal (e-signature)

\*

Date

\*

School District/Charter School Chief Financial Officer (e-signature)

\*

Date

\*

Typing the names for School District Superintendent/Charter School Principal and School District/Charter School Chief Financial Officer signifies an e-signature

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# INCREMENTAL TEACHER SPREADSHEET

## Incremental Teacher Spreadsheet

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Average Arizona Teacher Salary	
Total Requested	\$ <input type="text" value="0.00"/>

### Incremental Teacher Spreadsheet

School Information			Total Student Population		ELL Student Population				Incremental Costs			
School Name	Grade Levels	Total Student Population	Statewide Average Class Size	Total Non-ELL Student Population	Pre-emergent/ Emergent ELL Students	Basic ELL Students	Intermediate ELL Students	Total ELL Student Population	Required ELD Teachers	Incremental Staff Justification	Incremental Staff Salaries	Incremental Staff Benefits
									<input type="text" value="Please select..."/>		\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

\* Indicates no prior year assessment score exists.

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# INCREMENTAL TEACHER SPREADSHEET

LEA  
Sample:

Incremental Teacher Spreadsheet

School Information		Total Student Population			ELL Student Population				Incremental Costs			
School Name	Grade Levels	Total Student Population	Statewide Average Class Size	Total Non-ELL Student Population	Pre-emergent/ Emergent ELL Students	Basic ELL Students	Intermediate ELL Students	Total ELL Student Population	Required ELD Teachers	Incremental Staff Justification	Incremental Staff Salaries	Incremental Staff Benefits
ABC Elementary	1	114	23	103	0	1	3	11	Please select...		\$ 0.00	\$ 0.00
ABC Elementary	2	102	23	91	2	2	5	11	Please select...		\$ 0.00	\$ 0.00
ABC Elementary	3	76	23	72	0	0	0	4	Please select...		\$ 0.00	\$ 0.00
ABC Elementary	4	78	23	74	0	1	0	4	Please select...		\$ 0.00	\$ 0.00
Desert Middle School	5	78	23	77	0	0	1	1	Please select...		\$ 0.00	\$ 0.00
Desert Middle School	6	57	23	53	0	0	0	4	Please select...		\$ 0.00	\$ 0.00



# LEA OFFSETS WORKSHEET

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### State and Local Funds

	Offset Amount
Desegregation Funding: The portion of desegregation monies levied pursuant to ARS 15-910 determined by the English Language Learner population as a percentage of the qualified population. (As per ARS 15-756.01 subsection G 4).	
ELL "Group B Weight": The ELL support level weight prescribed in ARS 15-943. (As per ARS 15-756.01 subsection G 5.).	\$1,153,988.60
<b>Total State and Local Funding Offsets</b>	\$ 1,153,988.60

### Budget Request Worksheet

Total Incremental Costs of the models	\$ <input type="text"/>
Total Offsets	\$ 1,153,988.60
Total Approvable Budget Request	\$ <input type="text" value="0.00"/>

The SEI Budget application budget must be equal to or less than this approvable budget amount.

### Offset Variance Justifications

Desegregation Funding: The portion of desegregation monies levied pursuant to ARS 15-910 determined by the English Language Learner population as a percentage of the qualified population.



# BUDGET

## Sections

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022) - SEI Budget - Comprehensive - Rev 0

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	<a href="#">LEA Offsets Worksheet</a>
	<a href="#">Related Documents</a>





# RELATED DOCUMENTS

## Sections

Arizona Department of Education (000111000) Test District - FY 2023 - Global Hold(s): (2020, 2021, 2022) - SEI Budget - Comprehensive - Rev 0

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<a href="#">New Applicant Summary</a>
<input type="checkbox"/> SEI Budget - Comprehensive Checklist
<a href="#">SEI Budget - Comprehensive Checklist</a>
All



# THANK YOU!

There are many ways to reach us if you have questions.

[SEI.Budget@azed.gov](mailto:SEI.Budget@azed.gov)

OELAS Main Line 602.542.0753

Director of Title III and EL Funding

[Mary.Ricci-Marriott@azed.gov](mailto:Mary.Ricci-Marriott@azed.gov)

