



Title III Grants Funding Application Revisions

The Office of English Language Acquisition Services (OELAS) has created this resource to provide general guidance to Arizona LEAs to better understand the purpose and format of the Funding Application and LIAP revision process pertaining to Title III funds. *This document provides samples but is not an all-inclusive list of approvable formats, costs, etc.*

Disclaimer: *Real-world examples have been used to provide concrete details regarding how to structure revisions and not to be interpreted as endorsements of any real people, businesses, or products by the Arizona Department of Education.*

WHAT IS THE PURPOSE OF AN APPLICATION REVISION?

- Increase in allocation
 - Final allocation
 - Carryover
- Changes in the LEA needs
 - Increase/decrease in EL enrollment
 - Activity/event did not occur
 - Increases/decreases in salaries and/or benefits
 - Revisions to funded action steps in the LIAP occur

HOW TO START A REVISION:

On the Sections Page, choose **Revision Started** and **Confirm**. Once a revision is initiated, the revision number will be noted at the top of this page. Please ensure this revision number matches any revision numbering in the Narrative Description where the change is being made. It is important to remember that the resubmission of the application during the review process does not constitute a new revision.

While the revision is occurring -

- **do not change the original Narrative Description.** It should be left intact to show a historical record for your LEA.
- ensure the revision number matches the revision number shown at the top of the application page, for example, Title III LEP – Rev ___.
- notate the date of the revision.
- use a different color to allow changes to stand out from the original entry and other revisions.
- ensure tight alignment between the budget and LIAP.



Example 1: Salary changes

Object Code	Function Code	Project Time	Quantity	Salary, Rental, or Unit Cost	Line-Item Total
6100 – Salaries	1000- Instruction		1	\$17, 152.00	\$17, 152.00

Narrative Description

After school tutoring exclusively for EL students to provide additional academic support in language development. This program is above and beyond regular after school tutoring. Tutoring will occur outside teachers’ regular contract hours. 12 Teacher x \$40 per hour x 3 hours per week x 11 weeks = \$15, 840.00

Revision 1: 9/15/2022

Due to an increase in EL students needing after school tutoring, we are adding one additional teacher to keep class size to a minimum. 1 Teachers x \$40 per hour x 3 hours per week x 9 weeks = \$1,080.00 + 15,840.00 = \$17,152.00

***Changes in salaries must also be reflected in benefits.**

Object Code	Function Code	Project Time	Quantity	Salary, Rental, or Unit Cost	Line-Item Total
6200 – Employee Benefits	1000- Instruction		1	\$3,637.80	\$3,637.80

Narrative Description

Benefits for after school tutoring: 15,840.00 x 21.5% = \$3,405.60

Revision 1: 9/15/2022

Due to the increase in number of teachers, benefits will also increase.
 $\$1,080.00 \times 21.5\% = \$232.20 + \$3,405.60 = \$3,637.80$

Example 2: Increase in a budget line item and adding new activity/supply

Object Code	Function Code	Project Time	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6600 – Supplies	1000- Instruction		1	\$5,650.00	\$5,650.00

Narrative Description

Purchase supplemental supplies for English Language Development of our EL students during targeted and integrated instruction. Supplies will include grammar notebooks, vocabulary games and flashcards, writing starters, pre-phonics books, and literature. These same materials are not also provided to students who are not ELs. \$400

Revision 1: 9/15/2022

With Title III carryover we are renewing Lexia English Student Subscription @ \$105 per subscription x 50 students = \$5,250.00. This is a supplemental program from our core curriculum and is for the sole use with our EL students. Non-ELs are not provided this software with other funds. $\$5250.00 + \$400.00 = \$5,650.00$



Example 3: Reduction in budget line

Object Code	Function Code	Project Time	Quantity	Salary, Rental, or Unit Cost	Line Item Total
6300 – Purchased Professional Services	2100- Student Support Services		5	\$395.00	\$1,975.00

Narrative Description

7 Certified teachers of EL students will be attending the OELAS conference in December 2022.
 7 x \$395.00 = \$2,765.00

Revision 3: 1/15/2023

Due to unforeseen circumstances only 5 teachers attended the conference.
 5 x \$395.00 = \$1,975.00.

Example 4: Event/Activity didn't occur

Object Code	Function Code	Project Time	Quantity	Salary, Rental, or Unit Cost	Line-Item Total
6600 – Supplies	2100- Student Support Services		1	\$1,000.00	\$1,000.00

Narrative Description

Parenting class for parents of EL students will occur in October of 2022. Supplies to be purchases for activity include vocabulary flash cards, grammar games, bilingual books, and writing journals. EL coordinator will model how parents can use the tools at home with their children for language development. \$700 will be used to purchase the supplies. This class is above and beyond what is offered for all parents at the school.

Revision 3: 1/15/2023

Due to a lack of families showing up the class was canceled and rescheduled for March 5, 2023. We are adding in \$100 dollars to help with purchasing additional vocabulary and grammar games to send home with the families that attend.

Revision 5: 5/22/2023

Due to a lack of parents showing up the March class was canceled. As it is the end of the school year, we are going to send home a backpack with flashcards, games, and bilingual books in it along with step-by-step instructions on how to play and interact with the students as well as a QR code that links to a video demonstration of how to play the games, use the flashcards and tips for reading with your child. We are adding \$200 from 6100/2100 of extra duty pay for EL coordinator to host events to purchase the backpacks. The items will only be going home with the EL students.

**It is important to remember that if one of the required activities (PD and Family Engagement) did NOT happen, LEAs are required to include an alternative activity in the Application Revision. Application Revisions are not approvable if required activities are missing.*



Example 5: Removing an entire budget line item

	Object Code	Function Code	Project Time	Quantity	Salary, Rental, or Unit Cost	Line-Item Total
<u>Remove</u>	6600 – Supplies	1000 - Instruction		1	\$1,000.00	\$1,000.00
Narrative Description						
Purchase supplies for EL summer school program such as markers, crayons, pencils, and paper. \$1,000.00						

*When removing an item completely from the budget, choose **Remove**. An update in the **LIAP** would need to be made with this revision.

EXTRA TIPS FOR SUCCESS:

- Always *double check* your math.
- Make sure the Line-Item Total correctly reflects increases or reductions in the Narrative Description.
- Make sure the changes in the budget are reflected in the LIAP.
- Make sure the LIAP is in SAVED status.

Please contact us with any funding and grant questions or if assistance is needed in completing your revisions.