



**Arizona Department of Education**  
Office of English Language Acquisition Services

March 2, 2023

Dear Superintendent / Title III Coordinator / EL Coordinator / EL Main Contact:

**Subject: FY 2024 Title III Preliminary Allocation Letter**

This is a formal grant award notification of your Local Educational Agency's (LEA's) Title III preliminary allocation funded by the United States Department of Education (USDOE) for the fiscal year ending June 30, 2024. The FY 2024 Title III Preliminary Allocation Amount for eligible LEAs was calculated using the FY 2023 October 1 Enrollment EL Counts as of 1/27/2023 utilizing one hundred percent (100%) of the estimated USDOE Title III award amount (CFDA Number 84.365A English Language Acquisition: State Formula Grant Program).

The Title III grant project period for FY 2024 is July 1, 2023 through September 30, 2024. [FY 2024 Title III Part A Overview](#) can be found on the OELAS website under Title III.

Your LEA's allocation amount can be found at [FY 2024 Title III Preliminary Allocations List](#)

**PURPOSE OF AWARD:** Title III funds must be expended to supplement the LEA's current EL program, to provide effective professional development for EL staff, and to engage parents and families of ELs in activities which enhance the EL program and build parent capacity for helping their EL child learn language. LEAs must complete their LEA Integrated Action Plan (LIAP) in the Grants Management Enterprise (GME) system prior to grant application submission. Information regarding Title III required activities and LIAP requirements can be found on page three of this letter and are also included in the Assurances section of the grant application in GME.

**ACCEPTANCE OF FUNDS:** Funding Applications for the FY 2024 grant cycle will open on March 1, 2023. LEAs who are recipients of an allocation amount over \$10,000 will have a Title III LEP Funding Application built in GME. For those LEAs who have previously informed OELAS of consortium participation for this grant cycle, their allocation amounts will be added to a Title III Consortium Funding Application. LEAs eligible to receive a Title III allocation amount of less than \$10,000 must join a consortium to accept these funds; see additional instructions on page three of this notification.

**It is the expectation that LEAs complete their LEA Integrated Action Plans and submit their Title III funding application by May 1, 2023. These expectations also apply to LEAs participating in a Title III consortium.**

**NOTICE OF INTENT:** LEAs choosing to **decline** funding for the FY 2024 project period must formally notify OELAS of their intent. Please complete the [FY 2024 Title III Funds Notice of Intent Form](#) no later than June 30, 2023.

**CONSORTIA GUIDANCE:** Guidance for forming and participating in a Title III consortium can be found on the [Title III page](#) of the OELAS website under the *Title III Funding Guidance* dropdown.

The following documents are available:

[Overview and Guidance Document](#)

[Roles and Responsibilities](#)

[Checklist for a Successful Grant Submission](#)

The United States Department of Education requires States to hold consortia, like all other eligible LEAs, accountable under Title III. In Arizona, members of a consortium are treated as separate entities for accountability purposes, and if applicable, determinations are applied separately to each member of the consortium. Refer to page three of this letter for further consortia information.

**INDIRECT COSTS:** Indirect costs are allowable under Title III. Approved indirect cost rates can be found at [Grants Management Indirect Cost Rates](#).

For questions regarding submission of fiscal application in the GME System or to notify OELAS of consortium participation, please contact the Title III Inbox at [TitleIII@azed.gov](mailto:TitleIII@azed.gov) or 602.542.0753.

For questions regarding your FY 2023 October 1 Enrollment EL Counts or your FY 2024 Title III Preliminary Allocation Amount, please contact Micky Gutier at [Micky.Gutier@azed.gov](mailto:Micky.Gutier@azed.gov) or at 602-542-7469.

Sincerely,



Adela Santa Cruz  
Deputy Associate Superintendent  
Office of English Language Acquisition Services  
Arizona Department of Education

Note: Title III Grantees acknowledge and agree that the Arizona Department of Education's award and/or payment of funds under this agreement is contingent upon ADE receiving funds from Federal, State, or other funding sources to support the grant. Notwithstanding any other provisions of this agreement, in the event that ADE funding is reduced or rescinded by Federal, State, or other funding sources, ADE may immediately reduce the amount of funds awarded or terminate this agreement by written notice to the Grantee.

## Title III Funding Requirements

LEAs applying for Title III funds **MUST spend grant funds** to –

- increase the English language proficiency of English learners [Title III, Section 3115 (c) (1)]
- provide effective professional development to EL staff [Title III, Section 3115 (c) (2)]
- provide parent, family, and community engagement activities which enhance and supplement the EL program [Title III, Section 3115 (c) (3)]

## Title III Consortium Information

Per Title III Section 3114 (b), LEAs with an allocation amount below the Federal threshold of \$10,000 are required to join a consortium to accept funding. LEAs who have not already informed OELAS of their consortium participation and who are not a current member of a FY 2024 Title III consortium, **must** notify OELAS of their intention for accepting FY 2024 funds. **Responses to options 1 and 2 below should be received in writing by 5:00 PM on Friday, March 31, 2023 to allow sufficient time for consortium grant application changes to be made.**

**Option 1:** Email [TitleIII@azed.gov](mailto:TitleIII@azed.gov) to notify OELAS of the name of the existing consortium that you will be joining. Inform the Title III lead agent to contact our office as well.

**Option 2:** Email [TitleIII@azed.gov](mailto:TitleIII@azed.gov) to notify OELAS that you will be forming a new Title III consortium and provide the names of all participating and confirmed LEAs.

**Option 3:** Notify OELAS no later than June 30, 2023 via the [FY 2024 Title III Funds Notice of Intent Form](#) that your LEA will be waiving funding for FY 2024.

Any LEA not actively participating in a consortium by May 1, 2023 risks securing FY 2024 funding and may not have another opportunity to apply until Fall 2023.

## LEA Integrated Action Plan (LIAP) Requirements

LEAs applying for Title III funds must submit a plan, known as the LEA Integrated Action Plan (LIAP), to the Arizona Department of Education which identifies how the LEA will use these funds to support its language instruction educational programs (LIEPs) for English learners. LEAs must complete their site-level and LEA-level Integrated Action Plans within the Planning Tool in the Grants Management Enterprise (GME) system prior to grant application submission.

Per Title III Section 3116 (a), each plan submitted shall –

- describe the effective programs and activities that will help English learners increase their English language proficiency and meet the challenging State academic standards;
- describe how the eligible entity will ensure its schools will assist English learners in achieving English proficiency and meet the challenging State academic standards;
- describe how the eligible entity will promote parent, family, and community engagement in the education of English learners.

All programs, services and materials funded with Title III funds **must** be identified in action steps within the LIAP and tagged with the Title III tag.

Strategies and action steps may be positioned under any principle; however, placement should be based on the LEA's needs assessment results.

## Additional Information

Note: In order for ADE to meet its obligations under Title III, there is a requirement that the LEA permit ADE and auditors access to an LEA's records and financial statements, if needed. Compliance with grant requirements is reviewed and confirmed by ADE at the close of each project period via the required Title III Completion Report.