SEI Budget – Comprehensive Funding Applications

SEI Budget Training Module

GOALS

By the end of this recorded training, participants will-

- **Understand the timeline and requirements for the SEI Budget – Comprehensive application**

- **Be familiar with navigating the SEI Budget - Comprehensive application in GME**

- **Know where to go for help**

SEI BUDGET TIMELINE

March 1 - May 2

LEA window to apply is open. LEAs missing the May deadline will not be considered for funding.
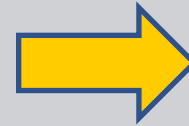
May 3 – June 30

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

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

June 30
(12 month grant)

Project closes. Last day to incur expenses.

Funding Application Basics

GME HOMEPAGE

GME FUNDING APPLICATION SELECTION

SECTIONS, HISTORY LOG, AND ALLOCATIONS

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

Go To ▶

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:

Go To ▶

PROGRAM INFORMATION / INSTRUCTIONS

Program Information / Instructions

Go To ▶

SEI Budget-Comprehensive Important Dates and Deadlines for FY 2024

• **Application Open Date:** March 1, 2023

• **Application Submission Deadline:** May 2, 2023

• **Targeted SEA Director Approval Date:** July 1, 2023

• **Project Start Date:** July 1, 2023

• **Project End Date:** June 30, 2024

• **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.

STATUTORY REQUIREMENTS

1.	Submitted costs must be compliant with the "cost efficient" requirement of the "SEI" models stated in 15-756.01 (B).
2.	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.
3.	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.

DEFINITIONS

Incremental Teacher Salaries

Incremental teachers are teachers that **are in addition to the normal costs of conducting programs for English proficient students** as required to meet the state board of education approved model requirements, as per ARS §15-756.01.
   Note: The SEI Budget-Comprehensive Funding Application uses statewide data obtained from ADE School Finance to determine the average teacher salary amount.

Incremental Teacher Benefits

Benefits for the incremental teachers may include Retirement, Social Security Contributions, Unemployment Insurance, Workers' Compensation and health care coverage.
   Note: The SEI Budget-Comprehensive Funding Application auto-calculates the benefits cost at 25% of the salary amount.

Go To ▶

BUDGET INSTRUCTIONS

Budget Instructions

Go To ▶

INSTRUCTION

LEAs should follow these steps below to complete the SEI Budget-Comprehensive Funding Application.

Item Number	Item Description
1.	Complete the Incremental Teacher Spreadsheet using the instructions below for guidance.
2.	Check the LEA Offsets Worksheet page to verify the Total Approvable Budget Request amount. Please see the information below to understand how the approvable budget amount is calculated.
3.	Complete the Budget section of the application to allocate funding for incremental salaries (6100/1000) and associated benefits (6200/1000).

INCREMENTAL TEACHER SPREADSHEET

The bulk of the data on this page pre-populates based on information uploaded from ADE data sources as reported by LEAs. LEAs should complete all fillable fields on the Incremental Teacher Spreadsheet based on the individual school site and grade level requesting incremental teacher salaries. (See DEFINITIONS on the Program Information / Instructions page of this Funding Application)

1. Select appropriate FTE amount/amounts (in increments of .25 FTE) for incremental costs being requested. Keep in mind the FTE or portion of FTE being requested should correspond to the number of **targeted instructional ELD minutes** per day assigned to the teacher(s) you are requesting.

2. Select the appropriate SEI Model for each specific grade level requesting an FTE.

3. In the Incremental Staff Justification textbox, enter a brief narrative which justifies the requested funding and how it is incremental. **Include the number of required targeted instructional ELD minutes per day assigned to the teacher(s), grade level groupings, etc.**

4. The Funding Application will auto-calculate the salary and benefit amount based on the entered FTE.

5. OELAS reviews all FTE requests in relation to EL student counts, grade level bands, SEI Model selected and average class size to determine the eligible FTE amount.

6. Submission of this Funding Application does not guarantee award of SEI Budget funds.

As information is entered into the Incremental Teacher Spreadsheet, the Funding Application will auto-calculate the cumulative total for incremental costs of the models as requested by the LEA. This total will also populate in the table on the LEA Offsets Worksheet page.

LEA OFFSETS WORKSHEET

All Arizona LEAs receive weighted state funding, EL Group B Weight, for ELs enrolled in their schools. Some Arizona LEAs also receive Desegregation funds to support this subgroup of students. These funding amounts, obtained from ADE School Finance, can be found on the LEA Offsets Worksheet page of this Funding Application.

Because LEAs already receive funding to support EL students, dollars received from these two funding sources mentioned above will offset the amount of funding an LEA is eligible to receive from the SEI Budget fund. The Budget Request Worksheet table on the LEA Offsets Worksheet page provides the following information:

Total Incremental Costs of the Models - this is the sum of all salary and benefits requested by the LEA on the Incremental Teacher Spreadsheet
Total Offsets - this is the sum of EL Group B Weight funding + Deseg funds
Total Approvable Budget Request - this is the maximum amount of funding an LEA could receive

Requested SEI Budget-Comprehensive salary and benefits amounts will be reduced by Group B Weight and the EL percentage of any Desegregation funding the LEA receives to determine the Total Approvable Budget Request amount.

Once the submission window for the SEI Budget-Comprehensive application closes, all applications are reviewed for approval based on information provided by each LEA at the time of submission. Applications are not accepted after the submission window has closed and appeals are not considered.

The OELAS Grants Team reviews all requests and determines the FTE amount eligible to be funded. The Arizona Department of Education receives a pre-determined SEI Budget award amount from the State Legislature. In the event the total amount of all approvable applications exceeds this award amount, all LEAs receive a proportionate share of the total.

CONTACTS

Contact Information

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Go To ▶

CONTACT INFORMATION

SEI Budget - Comprehensive Contact Information

Contact information provided in this section will help OELAS Program Specialists to establish and maintain communication with the appropriate SEI Budget - Comprehensive Grant staff at the local education agency (LEA).

Contact Type	Name	Title	Phone Number	Email Address
Main Contact for SEI Budget-Comprehensive Funding Application Entries and Updates	*	*	*	*
District/Charter EL Coordinator	*	*	*	*
Superintendent/Charter Representative	*	*	*	*

CERTIFICATIONS & ATTESTATIONS

Assurances, Certifications & Attestations

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Go To ▶

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

Go To ▶

INCREMENTAL TEACHER SPREADSHEET

Incremental Teacher Spreadsheet

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Go To ▶

Average Arizona Teacher Salary	
Total Requested	$ 0.00

Incremental Teacher Spreadsheet

* Please note that student counts for proficiency levels of 1st – 12th grade students come from prior year AZELLA Reassessment tests and student counts for proficiency levels of Kindergarten students come from current year AZELLA Placement tests.
** Student counts for Kindergarten Placement tests with a proficiency level of Basic/Intermediate are reported on the ITS in the Basic column.

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	SEI Model Selected	Incremental Staff Justification	Incremental Staff Salaries	Incremental Staff Benefits
									Please select... ∨	Please select... ∨		$ 0.00	$ 0.00

* Please note that student counts for proficiency levels of 1st – 12th grade students come from prior year AZELLA Reassessment tests and student counts for proficiency levels of Kindergarten students come from current year AZELLA Placement tests.
** Student counts for Kindergarten Placement tests with a proficiency level of Basic/Intermediate are reported on the ITS in the Basic column.

INCREMENTAL TEACHER SPREADSHEET

LEA Sample:

New field →

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	SEI Model Selected	Incremental Staff Justification	Incremental Staff Salaries	Incremental Staff Benefits
ABC Elementary	1	114	23	103	0	1	3	11	Please select... ▾	Please select... ▾		$ 0.00	$ 0.00
ABC Elementary	2	102	23	91	2	2	5	11	Please select... ▾	Please select... ▾		$ 0.00	$ 0.00
ABC Elementary	3	76	23	72	0	0	0	4	Please select... ▾	Please select... ▾		$ 0.00	$ 0.00
ABC Elementary	4	78	23	74	0	1	0	4	Please select... ▾	Please select... ▾		$ 0.00	$ 0.00
Desert Middle School	5	78	23	77	0	0	1	1	Please select... ▾	Please select... ▾		$ 0.00	$ 0.00
Desert Middle School	6	57	23	53	0	0	0	4	Please select... ▾	Please select... ▾		$ 0.00	$ 0.00

LEA OFFSETS WORKSHEET

Go To ▶

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
Total State and Local Funding Offsets	$ 1,153,988.60

Budget Request Worksheet

Total Incremental Costs of the models	$
Total Offsets	$ 1,153,988.60
Total Approvable Budget Request	$ 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

Application Status: Draft Started

Change Status To: Draft Completed

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)
All
History Log
History Log
Create Comment
Allocations
Allocations
FFATA & GSA Verification
FFATA & GSA Verification
Program Information / Instructions
Program Information / Instructions
Budget Instructions
Contacts
Contacts
Assurances, Certifications & Attestations
Certifications & Attestations
SEI Budget - Comprehensive
Budget
Budget Overview
Incremental Teacher Spreadsheet
LEA Offsets Worksheet
Related Documents

BUDGET DETAIL

	Excludable Costs	$0.00
	Indirect Cost Rate	1.70%
	Max Indirect Cost based on Budgeted Amount	$0.00
	Max Indirect Cost based on Total Allocation	$1,584.41

6100 - Salaries

Add Item

	Object Code	Function Code	Project Time (FTE)	Quantity	Salary, Rental, or Unit Cost	Line Item Total
Remove	6100 - Salaries	1000 - Instruction	1	1	$0.00	$0.00

Narrative Description

RELATED DOCUMENTS

Sections

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	Budget Instructions
⊟	**Contacts**
	Contacts
⊟	**Assurances, Certifications & Attestations**
	Certifications & Attestations
⊟	**SEI Budget - Comprehensive**
	Budget
	Budget Overview
	Incremental Teacher Spreadsheet
	LEA Offsets Worksheet
	Related Documents
⊟	**New Applicant Summary**
	New Applicant Summary
⊟	**SEI Budget - Comprehensive Checklist**
	SEI Budget - Comprehensive Checklist
	All

THANK YOU!

There are many ways to reach us if you have questions.
SEI.Budget@azed.gov

OELAS Main Line 602.542.0753

Director of Title III Funding

Mary.Ricci-Marriott@azed.gov