



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

November 28, 2023

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

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

This is a formal grant award notification (GAN Number S365A230003) of your Local Educational Agency's (LEA's) Title III final allocation funded by the United States Department of Education (USDOE) for the fiscal year ending June 30, 2024. The FY 2024 Title III Final Allocation Amount for eligible LEAs was calculated using the FY 2023 October 1 Enrollment EL Counts as of January 27, 2023, and if applicable, the Reported Private School EL Counts.

Final allocations were calculated by utilizing the FY 2024 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. More information regarding this grant can be found on the OELAS website under [Title III](#).

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

Purpose of this 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. 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.

**NOTICE OF INTENT:** LEAs choosing to **decline** funding for the FY 2024 project period must formally notify OELAS of their intent by completing the [FY 2024 Title III Funds Notice of Intent Form](#).

LEAs eligible to receive a Title III allocation amount of less than \$10,000 must join a consortium to accept these funds. Guidance for consortia participation can be found on the [Title III](#) page of the OELAS website under the *Funding Guidance* dropdown.

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.

Please note that the distribution of final allocations into GME will create the need for LEAs to revise their FY 2024 Title III budgets and Integrated Action Plans (IAPs) accordingly. Revisions should be submitted in a timely manner to ensure all available funding has been included in the grant application.

Indirect costs are allowable under Title III. Indirect cost rates are applied for through GME and will be automatically updated in the Title III Funding Application once approved by ADE.

For questions regarding your fiscal application submission into the Grants Management Enterprise (GME) system or to notify our office of consortium participation, please contact Cristina Brownfield at [Cristina.Brownfield@azed.gov](mailto:Cristina.Brownfield@azed.gov) or at 602-542-3389.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Adela Santa Cruz', with a stylized flourish at the end.

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

## 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 must formally notify OELAS of their intention to accept funding via a Title III consortium or to waive funding. Any LEA not actively participating in a consortium risks securing FY 2024 funding and may not have another opportunity to apply.

### To accept funds –

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

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

### To waive funds –

Notify our office via the [FY 2024 Title III Funds Notice of Intent Form](#) that your LEA will be waiving funding for FY 2024.

## 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 LEA Integrated Action Plan 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.