Purpose

The purpose of this document is to outline the procedures for creating the annual list of Local Education Agencies (LEAs) eligible for Title III subgrants and the application process for the subgrants.

Overview

Title III is a part of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by Every Student Succeeds Act of 2015. The purpose of Title III is to help ensure that English learners (ELs) attain English language proficiency and meet state academic standards. Federal funding is provided through this grant to assist State Education Agencies (SEAs) and LEAs based on the enrollment numbers of students learning English. This Standard Operating Procedure is used by the Title III Specialist to:

1. Create a list of LEAs eligible for subgrants based on the LEA's student count of English learners,
2. Develop required process for applying for subgrants,
3. Approve all applications,
4. Respond to questions related to Title III Allowable Expenditures.

Prerequisites

Deadlines and Dates

July 1: Title III Grant Award Notification (GAN) received from the U. S. Department of Education (ED) will be downloaded by the Title III Specialist and sent to the USBE Financial Operations staff members listed below.

August 1: Allocations are completed by the Title III Fiscal Manager and sent to all LEAs by the Title III Specialist.

November 1: LEAs complete the Annual Self-Assessment for the allocated funds.

December 1: Title III Specialists approves all applications in the Utah Grants System.

Materials and Documents

1. Annual October Enrollment generated by USBE Data and Statistics Department

2. Title III Application with Assurances developed by USBE Title III Education Specialist embedded in Utah Grants System.

Personnel and Responsible Parties

The Title III Specialist is responsible for compiling Utah's list of eligible LEAs with additional support from the Title III Fiscal Manager and data provided by the USBE Data and Statistics Department.

Procedure

The following section outlines the steps, chronologically by month, for creating a list of eligible LEAs for Title III subgrants and application process. All steps are completed by the Title III Education Specialist.

July
1. Access the Grant Award Notification (GAN) for Title III at the Department of Education [G5](#) [website](#) to download GAN.
2. Sends GAN to Title III Fiscal Manager.
3. Requests October Enrollment data for students learning English from the Data and Statistics Department.
4. Sends Enrollment data to the Title III Fiscal Manager.
5. Notifies the LEAs (Local Education Agencies) of the subgrant allocations.

August

1. Sends adjusted Annual Self-Assessment tool with the application to Title III Fiscal Manager to complete the Grants Setup Form.
2. Facilitates new and returning Alternative Language Services Directors' state meeting to review application and funding process.

September-October
1. Sends resources to support application process related to Title III [Allowable Expenditures](#).

November
1. Logs in to the Utah Grants System and clicks on Grants and Pending Tasks.
2. Reads all applications and Self-assessments to approve or request revisions.