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Title III- English Language Acquisition Page

Note: If you are moving your funding to Schoolwide you do not need to complete the Title III page; however on the Schoolwide page you will have a question to answer.

Program Detail Tab

1. Objectives and Activities Tab
   a. Districts need to review and check the applicable research-based instructional activities that will be carried out with Title III funding. For an alternative program, select Other and describe in the text box.
   b. Provide a detailed description of the instructional program in the text box.
   c. If Title III funds will be used for salary and benefits, indicate the number of staff or percentage of FTE the funding will support.
      i. Keep in mind that Title III funds must supplement, not supplant services to EL students.
      ii. If you are the fiscal agent for a consortium, describe both the instructional and professional development activities for **each** member in the text box.
   d. Carefully consider which EL students will be served by Title III funds. Indicate the grade levels and number of students in the appropriate boxes.
      i. Remember that students served by Title III must be indicated in AIM!
   e. Check the applicable professional development activities supported by Title III funds.
   f. Provide a brief description in the text box.
      i. If you are the fiscal agent for a consortium, describe both the instructional and professional development activities for **each** member in the text box.
2. Program Narrative Tab
   a. Provide a detailed description for each question in the given text boxes.

Budget Pages Tab

1. Private/Nonpublic Equitable Share Tab
   a. This is a read-only page. If changes are needed, they must be made on the ESEA/ESSA Level, Title III-A Equitable Share page (See #6 of the ESEA Consolidated Application directions).
2. Budget Detail Tab
   a. Fill in the amount that corresponds to the purpose categories aligned to your plan of activities.
   b. At a minimum you must budget for 10-Instruction and 22- Professional Development.

c. **Note:** Maximum allowed for administrative expenses is 2 percent, including indirect costs.
d. **Note:** The information entered n the Budget Detail page <u>does not save</u> until the Allocations Remaining equals "0" (excluding competitive application budgets) and all validation rules have been met.
e. After entering the page, click Calculate Totals and the information will show on the Budget Summary tab.
f. The applicant should check for error messages at the top of the page before moving to another page. If the applicant moves to another page without saving the Budget Detail page, all data will be lost.

3. Property and Equipment Tab
a. For federal/state grant programs "equipment" means property that:
   i. Is tangible and nonexpendable;
   ii. Has a useful life of more than one year; and
   iii. Cost more than $5,000 <u>per unit</u>.
b. Property which does not meet the definition of equipment is considered a supply item and should be entered in Object Code 600- Supplies.
c. For each item costing $5,000 or more, enter a description, quantity and unit cost.
d. **Note:** Preapproval is required for purchase of equipment. Entering each item budgeted under Object Code 700 serves as a request for preapproval for purchase. An Office of Public Instruction (OPI) approval of a grant application infers approval of equipment requests under these circumstances.

4. Budget Summary Tab
a. This is a read-only page that displays a summary of all the details entered on the Budget Detail page.
b. To change the amounts displayed, select the Budget Detail tab, complete the changes, and press the Save Page button. The Budget Summary page will display the adjusted amounts.

5. Page Lock Control Tab
a. See #16 of the ESEA Consolidated Application directions.