



January 2023

## Title III: English Learner Grant Eligibility

### Purpose

This document summarizes the business rules for Area Educational Agencies (AEAs) and single district grant holder eligibility under Title III, Part A.

### Goal

It is the goal of the Iowa Department of Education that all English learners (ELs), including those attending public and participating nonpublic schools in Iowa, are served through Title III, Part A, a supplementary grant program designed to enhance language instruction educational programs. To that end, districts who meet eligibility requirements are allowed to hold a single grant under this program. Districts not meeting eligibility requirements as outlined by the department shall join a consortium and receive Title III support through an AEA.

### Business Rules

#### Eligible single districts:

- Understand that holding a single grant is optional, not required. Districts may continue to consort funds with the AEA, if desired.
- Must generate an annual allocation of \$40,000 or more to qualify for single grantee status. Counts are based on the previous year's certified enrollment data. These counts include all ELs enrolled at the district as well as all enrolled at participating nonpublic schools within the district's boundaries.
- Must notify the department of the intent to hold a single grant by **March 1** for an allocation in the next school year.
- Must communicate with the AEA any changes for the next school year by **March 1**, if the district had previously been part of an AEA consortium.
- Understand that any unspent funds will remain with the AEA and will not carry over to the new single grant.
- Must conduct annual nonpublic consultation agreements with eligible schools within their boundaries by **March 15**.
- Must manage equitable services for any participating nonpublic schools.
- Must agree to fund all three required activities under Title III, Part A. See [Title III Guidance](#) for more information on specific activities.
- Must fund activities that supplement, not supplant, core EL services.
- Understand there is a 2% limitation for indirect or administrative costs.
- Must apply for the grant and submit claims in the CASA system within the set timelines.
- Must identify a business manager to manage the CASA application and budget.
- Must identify an EL program staff member who will partner with the business manager to ensure allowable activities are planned and requirements of the grant are met.
- Must initially plan to hold a single grant for a minimum of two years in order that carryover funds may be expended within the timeframe of the grant.

#### Area Educational Agencies:

- Understand that all districts with ELs within the AEA should participate in Title III either by holding their own grant, if they are eligible, or by signing a Memorandum of Understanding (MOU) with the AEA as the fiscal agent.
- Understand that districts may continue to be members of the consortium if they choose to regardless of eligibility to hold a single grant.

- Must conduct annual nonpublic consultation agreements with eligible nonpublic schools within the boundaries of the AEA participating districts. Districts with single grants conduct their own agreements with the nonpublic schools within their boundaries.
- Must manage equitable services for any participating nonpublic schools.
- Must agree to fund all three required activities under Title III, Part A.
- Must fund activities that supplement, not supplant, core EL services.
- Understand there is a 2% limitation for indirect or administrative costs.
- Must apply for the grant and submit claims in the CASA system within the set timelines.
- Must identify a business manager to manage the CASA application and budget.
- Must identify an EL program staff member who will partner with the business manager to ensure allowable activities are planned and requirements of the grant are met.

## Contact Information

### Notice of Intent

If a district meets the above criteria and elects to hold its own grant and has not previously held one, notice of intention must be given in writing or emailed to:

#### **Dr. Kim Buryanek**

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Iowa Department of Education  
Grimes State Office Building  
Des Moines, IA 50319  
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### For questions contact:

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