



# English Learner Specific Funding Sources

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In Michigan, three funding sources are specifically targeted to English Learners (ELs). Each of the funding sources have unique attributes and it is important for Local Educational Agencies (LEAs) to have a clear understanding of these attributes and the timelines for each funding source so that students can reap the most benefit from these funds.

## State of Michigan Funds

### Section 41 Bilingual

**Allowable Costs:** Section 41 Bilingual funds are intended to support students currently performing at the WIDA English language PL of 1.0-3.9. Allowable expenditures include direct instruction by ESL- or Bilingual Education-endorsed staff, professional learning for EL staff and co-teaching content area teams, computer-assisted instruction, family engagement, the purchase of English Language Development (ELD) instructional materials, and transportation to support extended learning and community activities. Expenses directly supporting summer school EL Programs are generally allowable.

**Districts seeking to use Section 41 funds for EL Staff:** Section 41 Bilingual funds may be used to pay for English Learner teachers once the Language Assistance Program (LAP) is funded from the general fund. Based on an extensive review of EL service agreements settled between the Office of Civil Rights and school districts, a minimum LAP includes FTE necessary to provide ½ hour daily of English Language Development (ELD) Instruction to students at levels 2.0 and 3.9 and 1 hour daily of ELD to students at levels 1.0-1.9. In addition to ELD, LAPs must also provide meaningful access to core curriculum through content area integrated ELD.

Districts may use these minimums or establish a similar program model that meets the three part test established under [Castañeda v. Pickard](#). The three-part test uses three questions to evaluate the adequacy of a program.

- (1) Is the program based on an educational theory recognized as sound by some experts in the field or is considered by experts as a legitimate experimental strategy?
- (2) Are the programs and practices, including resources and personnel, reasonably calculated to implement this theory effectively?
- (3) Does the school district evaluate its programs and make adjustments where needed to ensure language barriers are actually being overcome?

Staffing beyond the district LAP level *may be* funded from Section 41.

**Note:** If the LEA does not meet this minimum requirement, they may submit a 4-year plan that outlines how district's plan to build capacity to fulfill the LAP requirements using general fund.

Districts may have the need for EL program leads separate from district administrators with assigned oversight of the program. Additional staffing cost may include EL leads who support integrated program models and continuous improvement efforts. Activities may include activities such as EL program coordination, EL coaching, EL family engagement, EL program evaluations, and continuous improvement efforts. [Use Function Code (FC) 226 for these EL lead activities. This is similar to the use of FC 226 for the local Homeless Liaison in the Title I, Part A Homeless Set Aside District Budget section of the Consolidated

*Application and is not formally considered an “administrative cost”.*] Activities may *not* include activities such as WIDA administration or oversight, teaching associated with the LAP, or acting as a substitute teacher.

As a reminder, all expenditures must be directly aligned to the support of ELD and the attainment of academic content standards for the eligible students.

**Unallowable Costs:** Indirect costs, pupil support services, health and social needs, capital outlays, and regular school bus transportation services are not allowed.

**Description:** The Michigan Department of Education (MDE) divides the allocation appropriation of \$39,766,000 dollars between the number of students at the WIDA PL of 1.0-1.9, 2.0-2.9 and 3.0-3.9 from the prior school year’s WIDA ACCESS and WIDA Alternate ACCESS data. The law states that students in 1.0-1.9 PL should be granted \$1476/student, those in the 2.0-2.9 PL should be granted \$1019.00/student, and those in the 3.0-3.9 PL should be granted \$167.00/student. If the funds are insufficient to meet the number of students at the funding levels provided, the MDE pro-rates the funds per pupil to maintain a similar proportion to the original funding.

## Timeline

Section 41 Bilingual funds are included in the State budget. Find the full [OES Applications Schedule here](#).

- October
  - Preliminary Allocations are posted in October of the fiscal year on the [MDE Program Allocations](#) page.
- October through January 15th
  - LEAs complete and submit applications for the Section 41 Bilingual Education funds in NexSys.
  - The MDE consultants review and approve the applications.
- January 15
  - All applications must be submitted by January 15, 2024. Funds unclaimed by January 15, 2024, will be redistributed to eligible districts that accepted Section 41 funding prior to that date. Due to this redistribution, January 15, 2024, is a hard deadline. New applications will not be accepted after January 15, 2024, because all funds will have been reallocated to the districts that applied for funding prior to January 15, 2024.
- March 15
  - Amended final allocations will be posted no later than March 15, 2024, to redistribute the unclaimed funding from agencies that chose not to apply.
  - Districts may immediately submit an amendment to budget these additional funds or choose to carry over the increase in funding from the amended final allocation.
  - Additional details will be provided to districts during this redistribution process.

The funding is sent to the State Allocation Management System (SAMS) on the 1<sup>st</sup> of the following month, and the first payment will arrive to the LEA on or around the 20<sup>th</sup> of that month. For example, if an application is approved on November 15, the allocation will be uploaded into SAMS on December 1, and the LEA will receive the first payment of the funds on or around December 20.

Payments are split equally across the remaining months of the SAMS payments for that year. For example, if the payments start in November and there are ten remaining SAMS payments, then the LEA will receive 1/10 of the allocation in November and will receive another 1/10 payment for each of the following months in the fiscal year (FY).

## Program Report

- Each year, on or before October 15 (beginning 2023-24), the LEA must submit a report to the MDE that demonstrates the amount of funds that were spent. Failure to submit this report on time may result in the retention of the December payment. If the report is not submitted by the end of the fiscal year (September 30), the LEA may become ineligible for funding in the subsequent fiscal year.
- Every other year, the LEA must submit an evaluation of the effectiveness of the desired outcomes identified in the Section 41 Bilingual application in addition to the fiscal report.

## Unspent Funds

- LEAs will have until September 30 of the **following** fiscal year (FY) to spend the funds. Those funds not spent by September 30 from the prior year must be returned to the MDE. The payment method will be through SAMS as a prior-year adjustment initiated by MDE.
- If LEAs have unspent funds from the prior FY, they must complete the budget in the current year's Section 41 Bilingual Education application as carry over, detailing the plan for spending the prior year's unspent funding.

## How to Apply

### Resources:

- [Instructions with visuals for applying to Section 41](#)
- [PowerPoint with visuals for applying to Section 41](#)
- [Video demonstrating the steps required for applying to Section 41](#)

### Instructions:

- Open NexSys
- Click the VIEW AVAILABLE APPLICATIONS/TASKS Button

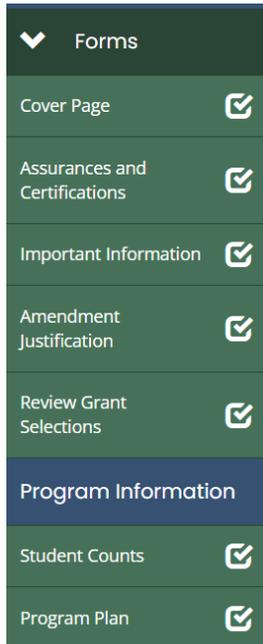
The screenshot shows the NexSys Dashboard with two main sections: 'My Tasks' and 'My Opportunities'. The 'My Tasks' section contains a table with columns for Application, Document Number, Organization, Status, Status Date, and Due Date. The 'My Opportunities' section contains a table with columns for Name, Provider, Availability, and Description.

Application	Document Number	Organization	Status	Status Date	Due Date
Consolidated Application	COHAPP-2024-19010-00399	DeWitt Public Schools - 19010	Application in Progress	6/20/2023 9:17:46 AM	
Consolidated Application	COHAPP-2024-19120-00241	Dual State Area Schools - 19120	Application in Progress	6/19/2023 9:12:09 AM	
Consolidated Application	COHAPP-2024-34080-00012	Balding Area School District - 34080	Application in Progress	6/13/2023 4:43:27 PM	

Name	Provider	Availability	Description
Annual Required Non-Privileged User Certification	Michigan Department of Education	3/23/2023 4:30:00 PM - 12/31/2023 11:59:00 PM	
CHIP School Breakfast Expansion Grant	Office of Health and Nutrition Services	7/14/2023 5:30:00 AM - 6/30/2024 12:00:00 PM	
CHIP Fresh Fruit and Vegetable Program	Office of Health and Nutrition Services	6/29/2023 9:00:00 AM - 8/25/2023 5:00:00 PM	

- Find the Section 41 Bilingual Education grant program. Select the “Initiate” button and then select “I Agree.”

- On the document overview screen, fill out each of the pages completely:



- **Cover Page**
- **Assurances and Certifications:** Add one English Learner contact and one business office contact. Save the page to indicate that you have read the Assurances and Certifications.
- **Important Information:** Save the page to indicate that you have read the Important Information
- **Amendment Justification:**
- **Review Grant:** Select “Apply Now” for the current year's funding, and if the LEA has carryover, select “Apply Now” for the carryover. If the LEA did not have carryover, select “Do Not Apply” for carryover.
- **Program Information**
- **Student Counts:** Input the number of teachers that correspond with each of the sections. If zero, add a zero in that cell. If there are zero teachers assigned to direct instruction for English Language Development, include your 4-year plan in the space provided.
- **Program Plan:** See screenshots below

## Program Plan

The image shows a screenshot of a web-based application form for Michigan's Section 41 funding. The form includes several sections with callout boxes providing instructions:

- Actual amount of carryover remaining after September 30.** (Callout box pointing to a field)
- Amount reported on the Sec. 41 report** (Callout box pointing to a field)
- Step 1 – Save the screen.** (Green callout box)
- Choose the programs that are offered in the LEA.** (Callout box pointing to a list of program types)
- Describe the plan the LEA has created for this funding source. Ensure that a measurable objective is included. See examples below.** (Callout box pointing to a large text area)

The form itself contains the following text:

Instructions: Please complete this page for each unique program type for the languages identified.

What is the actual amount of carryover from 2022-2023?

July 15, 2023 reported carryover:

Instructions: Please select all of the program types that are currently offered in objective and description of your program plan below.

\*Program Type:

- Sheltered Instruction Observation Protocol (SIOP)
- Two-Way Bilingual Dual Language Instruction
- Transitional Bilingual Instruction (TBI)
- English As a Second Language (ESL) Instruction
- Sheltered Instruction
- Nonsummer Program

\*Describe Section 41 program's measurable objectives and strategies. Ensure that the proposed budget items/activities support implementing the strategies. The objectives must align with the State's ESSA accountability measures; the strategies must be evidence-based and accelerate English Learners' (EL) progress toward achieving English language proficiency standards. An annual report is required and due July 15th of each year. The LEA must submit an evaluation plan to the Michigan Department of Education every two years starting July 15, 2019, in the Section 41 Annual Report.

Many times, when Section 41 applications are returned for modifications, it is because the objective is not measurable or is not tied to student achievement.

If the LEA chooses to use WIDA data, here are some suggested ways that the objectives could be formatted:

- ELs scoring between 1.0 and 1.9 composite\* on WIDA ACCESS 2023 in grade levels {district grade levels selection} will increase their composite\* score by at least levels {# of level selection} proficiency levels on WIDA ACCESS 2024.
- ELs scoring between 2.0 and 2.9 composite\* on WIDA ACCESS 2023 in grade levels {# of level selection} will increase their composite\* score by at least {# of level selection} proficiency levels on WIDA ACCESS 2024.
- ELs scoring between 3.0 and 3.9 composite\* on WIDA ACCESS 2023 in grade levels {district grade levels selection} will increase their composite\* score by at least {# of level selection} proficiency levels on WIDA ACCESS 2024.

\*Composite score could be replaced with a specific domain.

If the LEA chooses to use NWEA data, here is a suggested format for the objective (this same format could be used for iReady, Fountas and Pinnell, DRA, etc...):

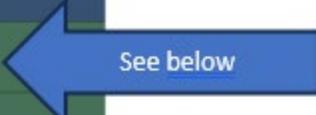
- ELs in {district grade levels selection} grade(s) will increase their RIT score by an average of {# of points selected} points in the area of \*Reading on the 2023 spring administration of the NWEA MAP.
- ELs in {district grade levels selection} grade(s), ELs will increase their RIT score by an average of {# of points} points in the area of \*Reading comprehension on the 2023 spring administration of the NWEA MAP.

\*Please choose the most appropriate assessment or sub-strand that correlates with the plan.

If local assessments are chosen:

- Write a SMART (Specific, Measurable, Achievable, Relevant, Time-bound) appropriate for the context.
- Data options:
  - [WIDA Interpretive Rubric for Writing and Speaking Grades 1-12 \(linked\)](#)
  - DRA, NWEA, iReady, Imagine Learning, and other local benchmark assessments
  - WIDA ACCESS for ELLs 2.0

# Budget Summary Screen

- Budget
- Budget Summary 
- Budget Detail
- Add Budget Item 
- Flagged Budget Item 
- Carryover Budget
- Carryover Budget Summary 
- Budget Detail
- Add Carryover Budget Item 
- Carryover Flagged Budget Items 

Agreement Number 33220	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year 0	New Note   Print   <b>Save</b>
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Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Allocation Amount (Estimated) \$0

Total Availability \$0

Availability Balance

Insert the contact information for the business person and the EL lead and save the page.

### Contact Information

\* Business Office Representative  \* Phone  \* Email

\* Project Contact Person  \* Phone  \* Email

### Contact Information

\* Business Office Representative  \* Phone  \* Email

\* Project Contact Person  \* Phone  \* Email

## Add Budget Item

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
245250	2024		10/01/2023	09/30/2024	2024

Select the appropriate Function Code for this budget item:

- 123: Compensatory Education
- 220: Compensatory Education
- 221: Improvement of Instruction
- 225: Instruction-Related Technology
- 227: Academic Student Assessment
- 261: Operating Buildings Services
- 271: Fuel Transportation Services
- 283: Staff/Personnel Services
- 331: Community Activities

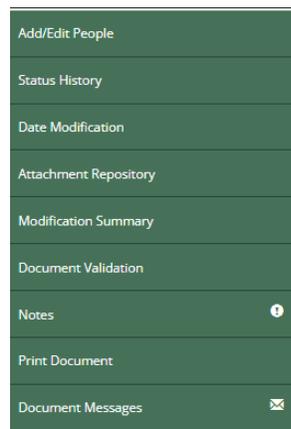
Salaries	Benefits	Purchased Services	Supplies & Materials	Other	Total
100,000	50,000				150,000

If Salaries, enter FTE or Hours:

FTE:  Hours:

Flag	Comment	Previous Total	Change +/-
		\$0	\$0

- Allowable Function Codes are found in the drop-down box in budget items (pictured above).
- Use the Document Validation tab to check for errors before submitting (pictured below).

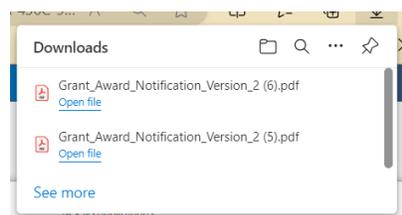


Once all portions of the grant application have been completed as listed on the document overview screen, check the document validation screen to ensure that no errors occur. Any pages that will cause you not to be able to submit will be noted on the pop-up. If there are no errors, change the status to “Application Submitted.”

## Award Letter



The Award Letter will be generated once the application has been placed in the Grant Funds Available status in NexSys. When you click on “Award Letter,” a download will be placed in your browser’s download folder.

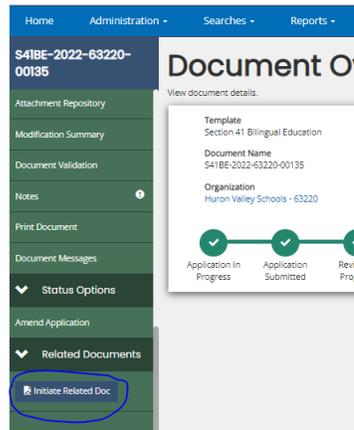


Click on “Open File” to see the .pdf version of your Sec. 41 Bilingual Grant Award Notification.

## How to Access the Report for July 15

### **Starting the Section 41 Report**

1. In order to start a Sec. 41 Report, the level 5 for the LEA/PSA will need to open the current year Sec. 41 **Grant Application**.
2. On the left-hand slide menu, look for “Related Documents”.
3. Select “Initiate Related Doc”



4. The following pop-up box will appear:



## Federal Funds

### Title III - EL

**Purpose:** Subject to Supplement not Supplant, Title III – English Learner (EL) funds are designed to support local education agencies (LEAs) to implement, carry out, restructure or reform language instruction educational programs and academic content instruction programs in schools and across LEAs for ELs. These funds support students English Language Development (ELD) as well as support them to gain meaningful access to the core curriculum.

**Required Activities:** Title III - EL funding requires the following activities: ESEA 3115(c)

- Increase the English Language Proficiency (ELP) of ELs by providing language instruction that supports ELs to demonstrate success in increasing their ELP and academic achievement.
- Provide effective professional development to classroom teachers and EL teachers, principals, and other school leaders/administrators and school/community-based organizational personnel (no one day or short-term workshops allowed). Professional development must be part of a cohesive plan to meet the needs to the individual teachers. The professional development sessions need “to have a positive and lasting impact on the teachers’ performance in the classroom” ESEA 3115(c)(2)(D).
- Provide and implement effective activities and strategies that enhance language instruction including parents, families, and community engagement activities. This may include strategies that serve to coordinate and align related programs.

**Additional Potentially Allowable Activities:** ESEA 3115(d)

- (1) Upgrading program objectives and effective instructional strategies.
- (2) Improving the instructional program for English learners by identifying, acquiring, and upgrading curricula, instructional materials, educational software, and assessment procedures.
- (3) Providing to English learners—
  - a) tutorials and academic or career and technical education; and
  - b) intensified instruction, which may include materials in a language that the student can understand, interpreters, and translators.
- (4) Developing and implementing effective preschool, elementary school, or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English language proficiency and academic achievement of English learners.
- (6) Providing community participation programs, family literacy services, and parent and family outreach and training activities to English learners and their families—
  - a) to improve the English language skills of English learners; and
  - b) to assist parents and families in helping their children to improve their academic achievement and becoming active participants in the education of their children.
- (7) Improving the instruction of English learners, which may include English learners with a disability, by providing for—
  - a) the acquisition or development of educational technology or instructional materials.
  - b) access to, and participation in, electronic networks for materials, training, and communication; and
  - c) incorporation of the resources described in subparagraphs (A) and (B) into curricula and programs, such as those funded under this subpart.

- (8) Offering early college high school or dual or concurrent enrollment programs or courses designed to help English learners achieve success in postsecondary education.
- (9) Carrying out other activities that are consistent with the purposes of this section.

Timeline: Find the full OES [Application Schedule here](#).

### LEAs with \$18,000+ Allocation and Consortium Members

- Spring: For LEAs that received Title III - EL funding in the prior FY, Estimated Allocations are provided as a rough idea of the minimum amount of funding an LEA might expect for budgeting purposes
- July 1: Consolidated Applications are due for July 1 obligation date
- Around September 1: Each year Preliminary Allocations are posted to the MDE Program Allocations page
- Approximately September 1 – 12: LEAs who are required to join a consortium to receive funding must have completed the consortium joining process to allow final allocation calculations
- Around October 1: Final allocations are posted to the [MDE Program Allocations](#) page
- October – January 15:
  - LEAs update their applications to match the final allocation
  - The MDE EL Consultant in partnership with the Regional Education Consultants review and approve the applications

### Consortium Groupings and LEAs with Less than \$18,000 Allocation

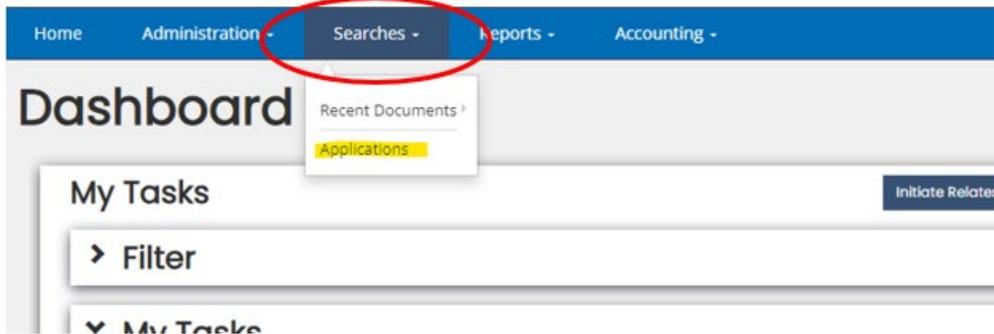
- Spring: For LEAs that received Title III - EL funding in the prior FY, Estimated Allocations are provided as a rough idea of the minimum amount of funding an LEA might expect for budgeting purposes. For LEAs with less than 18,000, this amount is not loaded into the NexSys Consolidated Application.
- July 1: Consolidated Applications are due for July 1 obligation date
  - No estimated allocation will show up in the Consolidated Application for this group of LEAs
- Around September 1: Each year Preliminary Allocations are posted to the [MDE Program Allocations](#) page
- Around October 1: Final allocations are posted to the [MDE Program Allocations](#) page
- October – January 15 (typically):
  - LEAs enter their budget it into the NexSys, Consolidated Application to match the final allocation plus any carryover
  - The MDE EL Consultant in partnership with the Regional Education Consultants review and approve the applications

### Unspent Funds

- LEAs have until September 30 of the following FY to spend the funds. Funds will be budgeted in the following year's application and will be available as carryover.

## How to Apply

- Open NexSys
- Click on the Search link



- In Application/Task select Consolidated Application in the dropdown menu
- In Fiscal Year enter 2024 (or the desired fiscal year)
- Click Search

A screenshot of the 'Application Search' form. The form is titled 'Application Search' and contains several input fields and dropdown menus. The 'Search Criteria' section includes fields for 'Document Number', 'Fiscal Year' (set to 2024), 'My Application/Task' (set to Consolidated Application), 'Entity' (set to E2000), and 'Status'. There are 'Clear' and 'Search' buttons at the bottom right of the form.

- Click on the application number to open the Consolidated Application
- First time into the Consolidated Application follow the following steps.
- Step 1 – Insert the main contact for the Consolidated Application and a secondary contact person and save the cover page (If the CA is already initiated, Skip to Step 4)

A screenshot of the 'Cover Page' form. The form is titled 'Cover Page' and contains several sections. The 'Entity' section includes fields for 'Entity Name', 'Agreement Number', 'Entity Address', 'City', 'Zip Code', and 'Entity County'. The 'Main Contact Person' section includes fields for 'Contact Name', 'City', 'Zip Code', 'Telephone', 'Fax', and 'Email Address'. The 'Secondary Contact Person' section includes fields for 'Contact Name', 'Address', 'City', 'Zip Code', and 'Telephone Number'. A 'Save' button is circled in red at the top right of the form.

- Step 2 – Save the Assurances and Certifications Screen
- Step 3 – Document Add/Edit People (Only level 5)

### Document Add/Edit People

Add or Edit people assigned to the document.

People Assigned to this Document +

Person	Organization	Role	Active Dates	Assigned By	
Blocked Names	Romulus Community Schools - 82130, Wayne RESA - 82000	Authorized Official (5), Accounting - Entry Certifier	06/14/23 - 06/14/23 -	Grant System Grant System	<input type="checkbox"/>
	Wayne RESA - 82000	Application Administrator (4)	06/14/23 -	Anna Bossidis	<input type="checkbox"/>
	NexSys New User Registration, Wayne RESA - 82000	Application Administrator (4)	06/14/23 -	Anna Bossidis	<input type="checkbox"/>

Person: Name-Blocked

Application Administrator (4)

- Accounting - Entry Enter
- Application Administrator (4) Application Administrator (1)
- Consortium - Authorized Official (3)
- Consortium Member (3b)
- Grant Writer (2)
- Registration Pending
- View Only (1)

Save

- Step 4 - Review Grant Selections – Save the page to start and add ZEROs in all cells for which the LEA will not apply for funds and mark “Do Not Apply” and save a second time.

### Review Grant Selections

New Note | Print | Save

Instructions:

1. For each grant source, indicate the amount of the allocation being accepted.
2. If applicable, for each grant sources with carryover available, indicate the amount of carryover being accepted.
3. For any grant source with a current availability of \$0 where an LEA anticipates receiving an availability at a later date and desires to retain prior budget details and/or begin work on a preliminary budget, select "Apply Later".
4. Mark all other grant sources as "Do Not Apply" if the LEA is not eligible or will not be applying for the grant source.
5. Total accepted will be calculated when screen is saved.

Grant Source	Allocation Available	Accepted Amount	Total Carryover	Carryover Available	Carryover Accepted	Total Accepted	Do Not Apply
Title I, Part A - Improving Basic Programs	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input type="radio"/>
Title I, Part A - Neglected	\$0	\$ 0	\$0	\$0	\$0	\$0	<input type="radio"/>
Title I, Part C - Migratory Education (Regular School Year)	\$0	\$ 0	\$0	\$0	\$0	\$0	<input type="radio"/>
Title I, Part D - Delinquent	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input type="radio"/>
Title II, Part A - Supporting Effective Instruction	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input type="radio"/>
Title III, Part A - Language Instruction for English Learners	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input type="radio"/>
Title III, Part A - Language Instruction for Immigrant Students	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input type="radio"/>
Title IV, Part A - Student Support and Academic Enrichment	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input type="radio"/>
Title V, Part B - Rural and Low-Income School Program	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input type="radio"/>

**Attention**

- ⚠ If no funds are being accepted for a grant source, either "Do Not Apply" or "Apply Later" must be marked.
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- ⚠ If no funds are being accepted for a grant source, either "Do Not Apply" or "Apply Later" must be marked.

It should look like this once the screen has been saved **two times**.

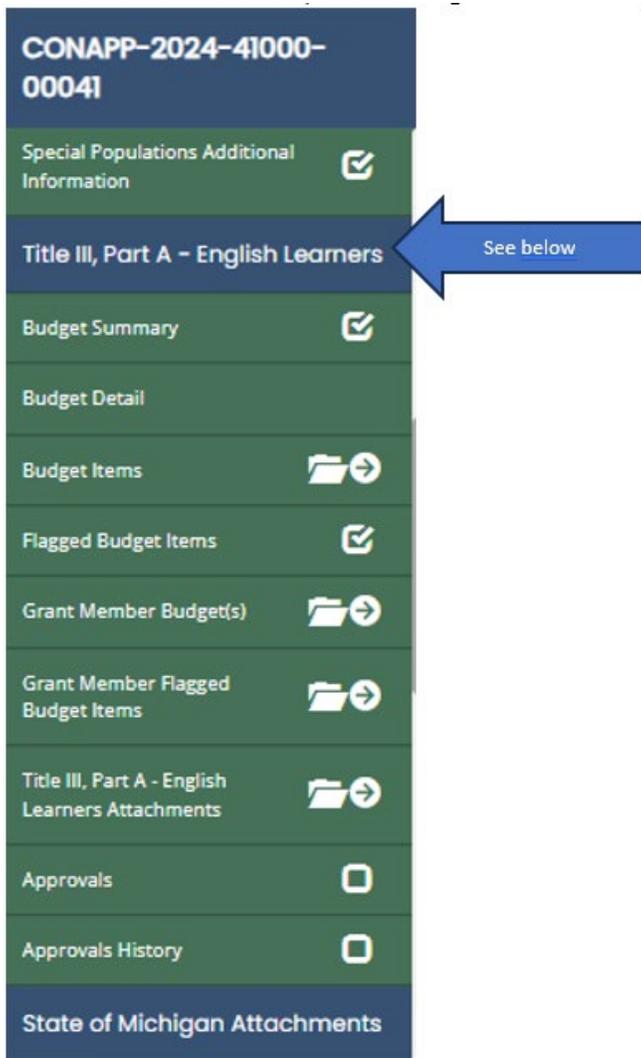
Review Grant Selections New Note | Print | Save

Grant Source	Allocation Available	Accepted Amount	Total Carryover	Carryover Available	Carryover Accepted	Total Accepted	Do Not Apply
Title I, Part A - Improving Basic Programs	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input checked="" type="radio"/> <input type="radio"/>
Title I, Part A - Neglected	\$0	\$ 0	\$0	\$0	\$0	\$0	<input checked="" type="radio"/> <input type="radio"/>
Title I, Part C - Migratory Education (Regular School Year)	\$0	\$ 0	\$0	\$0	\$0	\$0	<input checked="" type="radio"/> <input type="radio"/>
Title I, Part D - Delinquent	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input checked="" type="radio"/> <input type="radio"/>
Title II, Part A - Supporting Effective Instruction	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input checked="" type="radio"/> <input type="radio"/>
Title III, Part A - Language Instruction for English Learners	\$199,594	\$ 199594	\$0	\$0	\$ 0	\$1,995,594	<input type="radio"/> <input type="radio"/>
Title III, Part A - Language Instruction for Immigrant Students	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input checked="" type="radio"/> <input type="radio"/>
Title IV, Part A - Student Support and Academic Enrichment	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input checked="" type="radio"/> <input type="radio"/>
Title V, Part B - Rural and Low-Income School Program	\$0	\$ 0	\$0	\$0	\$ 0	\$0	<input checked="" type="radio"/> <input type="radio"/>

**Attention**

Accepted amounts cannot exceed available amounts.

- On the View/Edit screen, under Budget Information, click Title III, Part A – English Learners



- Once inside the specific budget, create the budget as any other budget for Federal funding.

### Budget Item

Title III, Part A - Language Instruction for English Learner					
Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
240580	2324	84.365A	07/01/2023	09/30/2024	2024

Budget Item Type

Facility/Private School

Description  
  
 119 of 300

Function Code/Title

Enter the dollar amount associated with the budget item. Enter an amount in only one box unless the item is Personnel. Personnel must have both Salaries and Benefits.

Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other	Total
<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$ 1,268"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$1,268

FTE  Hours

Flag	Comment	Previous Total	Change +/-

## Consortium

- LEAs with a Preliminary Allocation of less than \$10,000 (ESSA 3114(b)) must join a consortium to gain access to the Title III - EL funds. LEAs must join a consortium before the annual mid-September (usually around September 11 or 12) deadline or they will forfeit their Title III - EL funding for that school year.

### HOW TO *FORM* A CONSORTIUM (for Fiscal Agents):

1. Open up the Consolidated Application
2. Select the “Add/Edit Grant Members” link under the “Review Grant Selections” tab. To add an Agency, enter the Agency Code for the new LEA to invite into consortium in the **Entity Name (partial)** or **Agency Code/Agreement Number** window and click SEARCH:
- 3.

**Add/Edit Grant Members**

To add a Grant Member:

- Select if member to be added is a Consortium or district Building.
- Search for member by entering either Entity Name (partial is acceptable) or Agreement Number.
- Select appropriate Entity from search results by clicking the "+" button.
- Select the appropriate Funding Source and click Save.

To Delete a Grant Member:

- Confirm all budget items have been deleted for the Grant Member to be removed.
- Click the Delete button next to the Grant Member to be deleted.
- Confirm deletion by clicking Delete.

Type  
Consortium

Entity Name (Partial) or Agreement Number  
82020

Clear Search

Add the District Code of the consortium member

4. The Agency will appear on the screen (image below). Check the box next to the Agency you wish to invite. Select “Title III Part A EL” from the dropdown and save.

Accounting -

**Add Consortium**

CONAPP-2024-82000-00133 : Allen Park Public Schools - 82020

Title III Part A EL

Save

- The Agency will now appear in your consortium member list with “NO RESPONSE” in the “Invitation Response” column. You can monitor this column to determine if an Agency has or hasn’t responded.

### Add/Edit Grant Members

To add a Grant Member:

- Select if member to be added is a Consortium or district Building.
- Search for member by entering either Entity Name (partial is acceptable) or Agreement Number.
- Select appropriate Entity from search results by clicking the “+” button.
- Select the appropriate Funding Source and click Save.

To Delete a Grant Member:

- Confirm all budget items have been deleted for the Grant Member to be removed.
- Click the Delete button next to the Grant Member to be deleted.
- Confirm deletion by clicking Delete.

Type

Entity Name (Partial) or Agreement Number

**Invitation Sent!**

▼ Consortiums

Delete	Entity	Agreement Number	Building Code	Funding Source	Budget Information	Response By	Response	Response Date
	Allen Park Public Schools - 92020	82020	00000	Title III Part A EL	\$0			

- An auto-generated e-mail from NexSys will be sent to the invited agency that includes instructions on how to join your consortium. When the agency responds, their response automatically appears in the fiscal agent’s consortium list.
- If an agency does not respond to the invitation and you are in a position to submit the application, you may delete the invitation and reinvite the member after the application has been either sent back for modifications or placed into Grant Funds Available. The deletion process is very quick. The red trashcan icon will allow the Fiscal Agent to delete the invitation.

▼ Consortiums

Delete	Entity	Agreement Number	Building Code	Funding Source	Budget Information	Response By	Response	Response Date
	Alpena Public Schools - 04010	04010	00000	Title III Part A EL	\$0			
	American Montessori Academy - 82981	82981	00000	Title III Part A EL	\$0			
	Arts and Technology Academy of Pontiac - 63915	63915	00000	Title III Part A EL	\$0			
	Beaverton Schools - 26010	26010	00000	Title III Part A EL	\$0	Heath Kaplan	Services Only	08/31/2023

HOW TO [JOIN](#) A CONSORTIUM (for Invited Agencies):

1. Once you receive the NexSys automatically generated e-mail inviting your Agency into a grant consortium, login to NexSys. The Consolidated Application of the fiscal agent that issued the invitation should be available in your “My Tasks/Applications” list.

				Initiate Related Document	
	MV ARP Homeless II	ARPHII-2023-60020-481	Hillman Community Schools - 60020	Modifications In Progress	8/2/2023 2:53:59 PM 9/30/2024 11:45:00 PM
	Consolidated Application	CONAPP-2024-04010-00558	Alpena Public Schools - 04010	Modifications Required	9/8/2023 2:51:53 PM 9/15/2023 11:45:00 PM
	Consolidated Application	CONAPP-2024-82000-00133	Wayne RESA - 82000	Application In Progress	6/14/2023 3:14:48 PM
	CNP: Fresh Fruit and Vegetable Program	FFVP-2024-04010-66	Alpena Public Schools - 04010	Modifications Required	9/8/2023 2:10:11 PM 9/30/2023 5:00:00 PM
	Homeless Students Grant	HE-2024-04010-00037	Alpena Public Schools - 04010	Application In Progress	8/10/2023 2:44:42 PM

2. Alternatively, if the invitation does not show up in the “My Tasks/Applications” list, select Searches/Applications and search for “Consolidated Application.” The fiscal agent’s Consolidated Application and the Consolidated Application that has been started on behalf of your agency will appear. Click the “Document Number” link for the Fiscal Agent to open the application:

**Search Criteria**

Document Number:

Fiscal Year:  ← **Current Fiscal Year**

My Application/Task:  ← **Consolidated Application**

Status:

Entity:

Person:

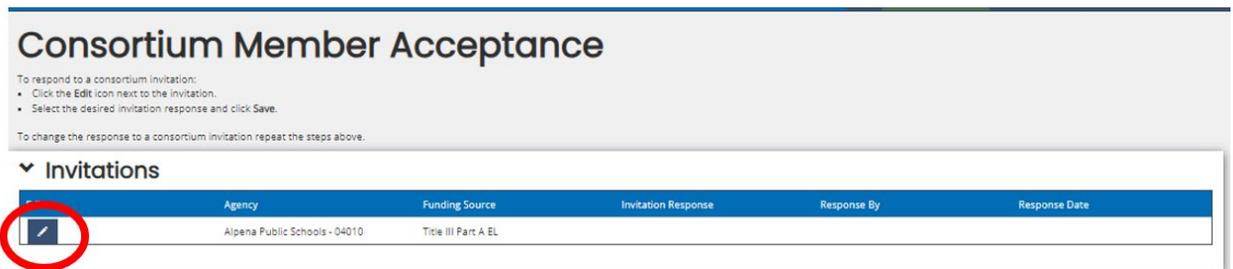
Drag a column header and drop it here to group by that column

Document Number	Entity	My Application/Tasks	Status	Fiscal Year
CONAPP-2024-04010-00558	Alpena Public Schools - 04010	Consolidated Application	Modifications Required	2024
CONAPP-2024-82000-00133	Wayne RESA - 82000	Consolidated Application	Application In Progress	2024

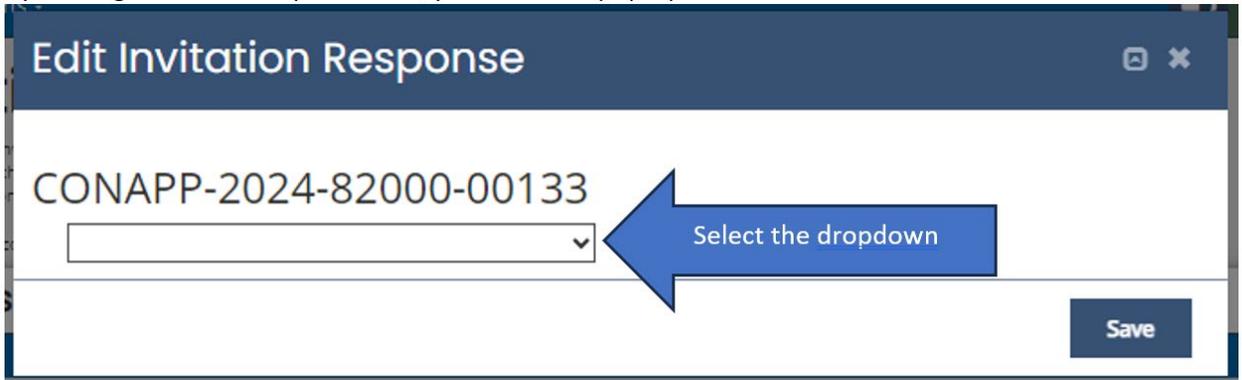
3. When on the Document Overview for the Fiscal Agent, you will look for the Consortium Acceptance link located on the scrolling menu to the left of the screen.



4. The link will take you to the Consortium Member Acceptance page where you will see your agency name listed under "Invitations"



- By clicking on the "Edit" pencil icon, you will see a pop-up screen



- When you click on the down arrow under the application number, you will see the list of consortium types. Select the appropriate option and then click "Save."



- After saving the response, the information will be made part of the Fiscal Agent's application and include the Agency Name, Funding Source, Invitation Response, the name of the respondent and the date of the response.

▼ Consortiums

Delete	Entity	Agreement Number	Building Code	Funding Source	Budget Information	Response By	Response	Response Date
	Alpena Public Schools - 04010	04010	00000	Title III Part A EL	\$0	Meaghan Gauthier	Services Only	09/13/2023
	American Montessori Academy - 82981	82981	00000	Title III Part A EL	\$0			
	Arts and Technology Academy of Pontiac - 63915	63915	00000	Title III Part A EL	\$0			

- AS A MEMBER OF A CONSORTIUM, THE AGENCY WILL NOT SEND AN INVITATION TO ANYONE. The act of sending invitations to join a consortium are handled by the Fiscal Agent only. If you do send an invitation to the Fiscal Agent from your application, you will cause background problems in NexSys that may not allow you to submit your agency's Consolidated Application.

Once the budgets come into the application, they will all start with all "0". After the Fiscal Agent/District **saves the budget page**, the funded amount will appear. There are a number of error messages that appear at this point. Be sure to fill out complete information for the Business Office and Program Office for the fiscal agent and then hit "save".

# Budget Summary - Title III, Part A English Learners

- Attention**
- ⊗ Business Office Name is required
  - ⊗ Business Office Phone is required
  - ⊗ Business Office Email is required
  - ⊗ Project Contact Phone is required
  - ⊗ Project Contact Email is required
  - ⊗ Project Contact Name is required
  - ⚠ Remaining to be budgeted must equal \$0

## Funding Source

Title III, Part A - Language Instruction for English Learner						
Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
82000	240580	2324	84.365A	07/01/2023	06/30/2024	2024

Function Codes	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	Total
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	Maximum Indirect Allowed						\$0
Max allowed: 2%	\$0						
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total Accepted (Fiscal Agent)							\$199,594
Remaining to be budgeted (Fiscal Agent)							\$199,594
Allocation Available (Fiscal Agent + Consortiums)							\$218,006
Carryover Available							\$0
Total Availability							\$218,006
Remaining Availability							\$218,006

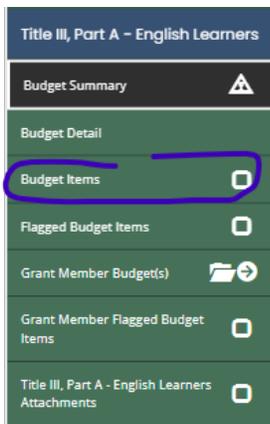
## Contacts

Project Contact Person	Phone	Email
<input type="text" value="Mary Ann Access"/>	<input type="text" value="(123) 456-7890"/>	<input type="text" value="maaccess@resa.org"/>
Business Office Representative	Phone	Email
<input type="text" value="Ginger Access"/>	<input type="text" value="(123) 456-7890"/>	<input type="text" value="gaccess@resa.org"/>

Once this information is saved, the next steps are building the consortium budget.

### Building the Consortium Budget

For Fiscal Agent's who have "Services Only" Consortium members, the funding for those agencies will be part of the overall grant budget. You will request budget items under the "Budget Items" link.



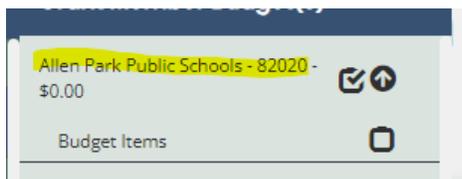
Services only: The Budget Item link will take you to the Budget Item page where you can add the general budget for the Fiscal Agent and consortia members that have chosen to be part of the grant as "Services Only."

Funds and Services: For members who have accepted the consortium membership as “Funding and Services,” the fiscal agent will click on the Grant Member Budget(s) drop down arrow to open the screen with the names of the Funding and Services applicants to the budget screen.



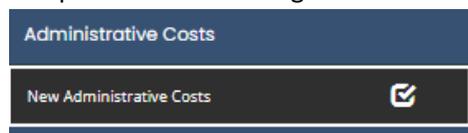
Adding budget items for each member will follow the same path as the budget items previously requested for the general budget. After you add budget items to each agency list, click on the link to the corresponding budget summary.

Click on the "down" arrow to see the funding come into the grant.



For those Fiscal Agents who do not receive funding on their own, the budget amount will be "0". To add budget items into each page that is for a Funding/Services consortium member use the published allocations list.

- The next step is to click on "Budget Items"



**New Administrative Costs**

Recipient Grant	Maximum Indirect on Allocation 15.00%	Budgeted Indirect on Allocation	Maximum Indirect on Title II Transfer	Budgeted Indirect On Title II Transfer	Maximum Indirect on Title IV Transfer	Budgeted Indirect On Title IV Transfer	Budgeted Direct Admin Costs	Availability After Transfers	Total Admin Cost Percent
Title I, Part A - Improving Basic Programs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	%
Title I, Part A - Neglected	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$0	%
Title I, Part C - Migratory Education (Regular School Year)	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$0	%
Title I, Part D - Delinquent	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$0	%
Title II, Part A - Supporting Effective Instruction	\$0	<input type="text" value="\$"/>	\$0	\$0	\$0	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$0	%
Title III, Part A - Language Instruction for English Learners	\$3,992	<input type="text" value="\$ 3,992"/>	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$0	%
Title III, Part A - Language Instruction for Immigrant Students	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$0	%
Title IV, Part A - Student Support and Academic Enrichment	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	0	\$0	<input type="text" value="\$"/>	\$0	%
Title V, Part B - Rural Education (RLIS)	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	\$0	<input type="text" value="\$"/>	<input type="text" value="\$"/>	\$0	%

## HOW TO DROP A CONSORTIUM MEMBER:

1. If the Consortium Member has not accepted the consortium invitation, click the red trashcan icon next to that member's name on the "Consortium Member Add/Edit" screen.
2. If the member has accepted the invitation, delete any existing Budget Information/Consortium Member information from the Title III Grant Member Budget(s) screen. Click on the Grant Member Budget(s) link and then the down arrow next to the agency you wish to remove. Then go to each listed budget item and delete it. After the budget items, have been deleted, go to the Grant Member budget and click the link to the budget to remove the budgeted amount. Resave the overall Budget Summary.

The screenshot shows the 'Grant Member Budget(s)' interface. On the left is a navigation menu with options like 'Budget Items', 'Flagged Budget Items', and 'Grant Member Budget(s)'. The main area displays a list of budget items:

- Ecorse Public Schools - 82250 - \$40000.00
- Gibraltar School District - 82290 \$40000.00
- 331: Community Activities: \$40,000.00

The right pane shows the 'Title III English Learners Grant Member Budget Items' form for Gibraltar School District - 82290. It includes a table for budget item details:

Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
240880	2224	84.368A	07/01/2023	09/30/2024	2024

Below the table, there are fields for 'Budget Item Type', 'Program Cost', 'Description', and 'Function Code/Title'. The 'Function Code/Title' is set to '331: Community Activities'.

This close-up shows the 'Grant Member Budget(s)' list with two entries:

- Ecorse Public Schools - 82250 - \$40000.00
- Gibraltar School District - 82290 \$40000.00

Each entry has a trashcan icon and a down arrow icon next to it.

The screenshot shows the 'Grant Member Budget Summary' for Gibraltar School District - 82290. It includes a table with the following data:

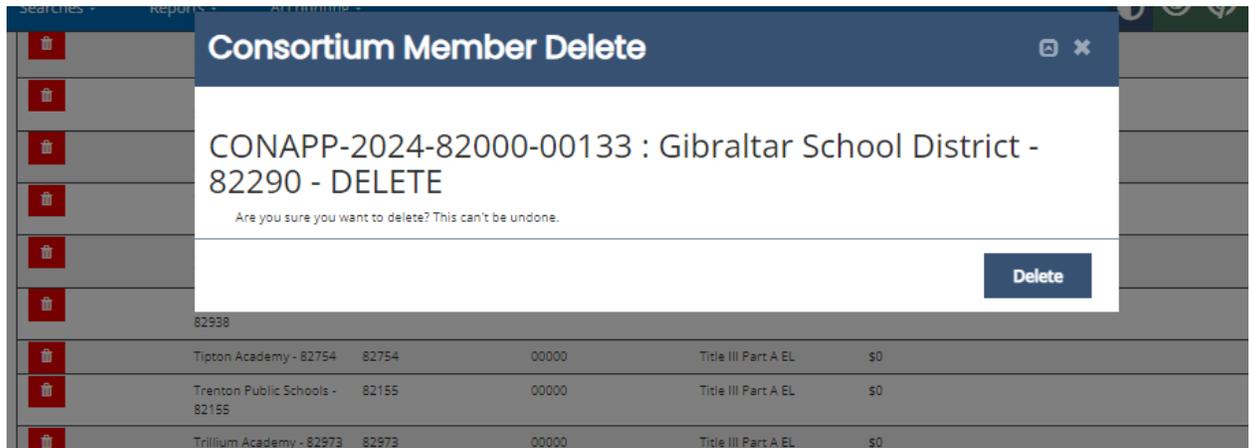
Agreement Number	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
82290	240880	2224	84.368A	07/01/2023	09/30/2024	2024

	Salaries	Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Expenditures	Total
	1000	2000	3000, 4000	5000	6000	7000, 8000	
TOTAL	\$	\$	\$	\$	\$	\$	\$0

Below the table, there is an 'Allocation Amount' field with a value of \$0.

- After all budget information has been deleted, you will go back to the “Consortium Member Add/Edit” screen and click on the red trashcan icon to remove the member from the application. A pop up screen will appear to ask if you are sure you want to delete the district with a second “delete” button that will need to be clicked to remove the member.



## Title III - Immigrant

**Purpose:** Subject to Supplement not Supplant, Title III - Immigrant funds are designed to support LEAs to enhance instructional opportunities for immigrant children and youth. ESEA 3115(e)

**Additional Potentially Allowable Activities:** ESEA 3115(e)(1)

- family literacy, parent and family outreach, and training activities designed to assist parents and families to become active participants in the education of their children;
- recruitment of, and support for, personnel, including teachers and paraprofessionals who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
- provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth;
- identification, development, and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with awarded funds;
- basic instructional services that are directly attributable to the presence of immigrant children and youth in the local educational agency involved, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instructional services;
- other instructional services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and
- activities, coordinated with community-based organizations, institutions of higher education, private sector entities, or other entities with expertise in working with immigrants, to assist parents and families of immigrant children and youth by offering comprehensive community services.

Timeline: Find the full [OES Applications Schedule here](#)

- July 1: All Consolidated Applications are due
  - Place the Title III - Immigrant in the status of “Apply Later” or “Do Not Apply” on the Review Grant Selections screen
- October 1: Final allocations are posted to the [MDE Program Allocations](#) page
- October – January 15 (typically):
  - LEAs complete and submit applications for the Title III - EL funds
  - The MDE EL Consultant, in partnership with the Regional Educational Consultants, review and approve the applications

### Carryover (Unspent) Funds

- After the Final Expenditure Report (FER) has been certified in the Cash Management System (CMS), the unspent (carryover) amount will load into the Budget Summary page for the current FY.
- If your LEA had an allocation but did not apply for the funds in the previous FY, the allocation will come forward as carryover when you choose “Apply Now” or “Apply Later” under “Review Grant Selections” in the Consolidated Application.
- To use these carryover funds, you must budget the amounts along with the current allocated amount in the Consolidated Application. These funds will come into the application after the FER is certified in CMS if any funds had been applied for in the previous year. The timing usually coincides with the final allocation during the amendment period.

### How to Apply

- Open NexSys
- Open the Consolidated Application
- Go to the Review Grant Selections link and **save the page two times.**

**Review Grant Selections** New Note | Print | Save

Grant Source	Allocation Available	Accepted Amount	Total Carryover	Carryover Available	Carryover Accepted	Total Accepted	Do Not Apply
Title I, Part A - Improving Basic Programs	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>
Title I, Part A - Neglected	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>
Title I, Part C - Migratory Education (Regular School Year)	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>
Title I, Part D - Delinquent	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>
Title II, Part A - Supporting Effective Instruction	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>
Title III, Part A - Language Instruction for English Learners	\$199,594	<input type="text" value="199594"/>	\$0	\$0	<input type="text" value="0"/>	\$1,995,594	<input type="radio"/>
Title III, Part A - Language Instruction for Immigrant Students	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>
Title IV, Part A - Student Support and Academic Enrichment	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>
Title V, Part B - Rural and Low-Income School Program	\$0	<input type="text" value="0"/>	\$0	\$0	<input type="text" value="0"/>	\$0	<input checked="" type="radio"/>

**Attention**

Accepted amounts cannot exceed available amounts.

- The page should now include Title III Immigrant funding should your agency qualify for the funding source.
- Accept the full funded amount and unclick the “Do Not Apply” or “Apply Later” button and **save the page.**

- A new budget should appear in your application titled Title III Immigrant.

Title III, Part A - Immigrant Students	
Budget Summary	<input type="checkbox"/>
Budget Detail	
Budget Items	<input type="checkbox"/>
Flagged Budget Items	<input type="checkbox"/>
Title III, Part A - Immigrant Students Attachments	<input type="checkbox"/>
Approvals	<input type="checkbox"/>
Approvals History	<input type="checkbox"/>
Award	

- Go to the budget summary page and save the page to bring in the funding. You should also provide the contact information at this time.
- You will now set up your budget the same as all the other Consolidated Application funding sources.