



English Learner Section 41 Specific Funding Sources

Table of Contents

- Section 41 Bilingual Education..... 1
 - Timeline..... 2
 - Program Report..... 3
 - Unspent Funds 3
 - How to Apply..... 3
 - Program Plan..... 4
 - Budget Summary Screen..... 6
 - Add Budget Item 7
 - Award Letter 7
 - How to Access the Report for July 15 8

Section 41 Bilingual Education

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. At minimum, an approvable LAP includes the FTE equivalent 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. Staffing beyond this minimal level *may be* funded from Section 41.

The identified minimal times were determined through an extensive review of EL service agreements settled between the Office of Civil Rights and school districts.

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. An allowable supplemental 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 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 1st of the following month and the first payment will arrive to the LEA on or around the 20th 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 July 15, 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 August 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. They 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 displays 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	COBAPP-2024-19010-00295	Detroit Public Schools - 19010	Application in Progress	6/29/2023 9:17:46 AM	
Consolidated Application	COBAPP-2024-19120-00341	Ovid-Ellet Avea Schools - 19120	Application in Progress	6/19/2023 9:12:09 AM	
Consolidated Application	COBAPP-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	
CNP School Breakfast Expansion Grant	Office of Health and Nutrition Services	7/14/2023 5:30:00 AM - 6/30/2024 12:00:00 PM	
CNP Fresh Fruit and Vegetable Program	Office of Health and Nutrition Services	6/26/2023 9:00:00 AM - 8/25/2023 5:00:00 PM	

- Find the Section 41 Bilingual Education grant program and 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 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

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), ELs 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 **← See below**
- 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	Program Number	Project Number	CFDA Number	Starting Date	Ending Date	Fiscal Year
33020						0

New Note | Print | **Save**

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 Amounts (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

0 of 50

* Project Contact Person * Phone * Email

0 of 50

Contact Information

* Business Office Representative * Phone * Email

Saga Durney (123) 456-7890 sdurney@xyz.k12.mn.us

10 of 50

* Project Contact Person * Phone * Email

Erghon Lighorn (123) 454-0987 Erghon@xyz.k12.mn.us

11 of 50

Add Budget Item

Budget Items New Note | Print | Save | Add | Delete

Budget Item

Section 41 Bilingual Education

Program Number	Project Number	CPDA 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:

125: Compensatory Education

- 125: Compensatory Education
- 221: Improvement of Instruction
- 225: Instructor-Related Technology
- 227: Academic Student Assessment
- 281: 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:

10.00

Fig	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).

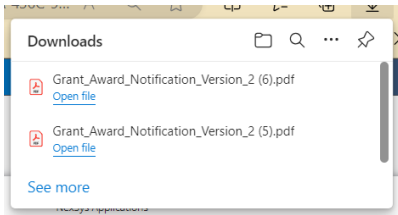
- Add/Edit People
- Status History
- Date Modification
- Attachment Repository
- Modification Summary
- Document Validation
- Notes 1
- Print Document
- Document Messages ✉

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

- Award
- Award Letter

The Award Letter will generate 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.

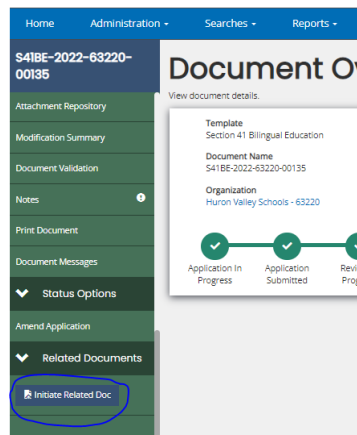


Click on “Open File” to see the .pdf version of your Sec. 41 Bilingual Grant Award Notification.

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:

