



Title III, Part A—English Learners Subgrant Eligibility and Business Rules

Introduction

Goal and Purpose

It is the goal of the Iowa Department of Education (Department) that all English learners (ELs)—including those attending public and accredited nonpublic schools in Iowa—are served through Title III, Part A (Title IIIA) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA). The Title IIIA subgrants are designed to enhance language instruction educational programs for all ELs in the state, ongoing professional development for educators serving ELs, and EL family and community engagement activities. Local education agencies (LEAs) that meet the eligibility requirements established in this document hold their own single subgrant instead of participating in a Title IIIA consortium. LEAs not meeting the established eligibility requirements must join a consortium to receive Title IIIA support. The purpose of this document is to summarize the business rules for Title IIIA subgrantees.

Eligibility to Hold a Single Subgrant

For a LEA to be eligible to hold its own EL subgrant for Title IIIA, it must generate an annual allocation of \$40,000 or more. The Department determines LEA allocations based on the number of ELs in the LEA, as reported in the previous year's certified enrollment data. These counts include all ELs enrolled in the LEA as well as those enrolled at participating accredited nonpublic schools within the LEA's boundaries. Please note: If the LEA does not meet the established eligibility requirements, it must receive Title IIIA support as part of a consortium.

Subgrant Requirements

All Title IIIA subgrantees—whether a single subgrant LEA or an AEA serving as fiscal agent for a consortium of LEAs—must complete the following requirements:

- Complete the program application in the Consolidated Application by October 15 annually.
 - Identify an individual to complete the program application, a business manager to manage the budget, and an EL program staff member who will partner with the business manager to ensure allowable activities are planned and requirements of the subgrant are met.
 - Fund all three required Title IIIA activities (see Title IIIA Guidance for more information on specific activities).
 - Ensure all activities supplement, not supplant, core EL services.
 - Use no more than 2% of the allocation for indirect or administrative costs.
- Submit quarterly claims in the Consolidated Application by the last day of the reimbursement period.

Equitable Services

The subgrantee must oversee the plan, design, and implementation of equitable services to ELs at each accredited nonpublic school within its boundaries:

- Engage in timely and meaningful consultation with the appropriate nonpublic school officials beginning January 1 and throughout the school year.

- Make the final decisions regarding which services it will provide based on the specific needs identified by the nonpublic school and the method by which services will be provided (i.e., directly, indirectly through third-party vendors or another independent entity; 34 C.F.R. § 200.64(b)(4)).
- Complete an annual nonpublic consultation agreement in the Consolidated Application by March 15.
- Provide equitable services to ELs either directly or through a contract with an independent third-party vendor beginning the first day of the school year.

The subgrantee must maintain control of the public funds and cannot delegate these responsibilities to the nonpublic school or its officials (nor pay or reimburse the nonpublic school or its staff to provide equitable services).

LEA Business Rules

Eligible single subgrant LEAs must abide by the following business rules:

- LEAs holding a single subgrant must fulfill all requirements described under Subgrant Requirements and Equitable Services.
- When a LEA holds its own subgrant, it cannot also participate in an AEA consortium.
- Any unspent funds will remain with the AEA and will not carry over to the new single subgrant as federal funds cannot be de-obligated.

AEA Business Rules

AEAs must abide by the following business rules:

- AEAs must fulfill all requirements described under Subgrant Requirements and Equitable Services. Please note that LEAs with single Title IIIA subgrants complete their own nonpublic consultation agreements with the nonpublic schools within their boundaries.
- LEAs within an AEA consortium participate in Title IIIA by pooling their funds generated for Title III. The AEA serves as the fiscal agent of the consortium and provides Title IIIA services to all LEAs in the consortium.
- If a LEA holds its own subgrant, it cannot also participate in an AEA consortium. The only exception is if there is considerable carryover which must be accessed through the AEA, as federal funds cannot be de-obligated.

Questions and Additional Guidance

For program guidance and contact information, visit the Department's [ESSA Guidance and Allocations](#) webpage.