



Title III, Part A—English Learners: District Single Subgrant Eligibility and AEA Business Rules

Consolidated Application for ESEA Title Programs

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 participating 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 subgrant program is designed to enhance language instruction educational programs for all ELs in the state. To that end, districts who meet the eligibility requirements established in this document may choose to hold their own single subgrant instead of participating in a consortium managed by their area education agency (AEA). Districts not meeting the established eligibility requirements must join a consortium and receive Title IIIA support through an AEA. The purpose of this document is to summarize the business rules for AEAs and single district subgrant holder eligibility under Title IIIA.

District Eligibility to Hold Single Subgrant

For a district to be eligible to hold its own single subgrant, the district must generate an annual allocation of \$40,000 or more. The Department determines district allocations based on the number of ELs in the district, which come from the previous year's certified enrollment data. These counts include all ELs enrolled at the district as well as those enrolled at participating accredited nonpublic schools within the district's boundaries.

If the school district does not meet the established eligibility requirements, it must join a consortium and receive Title IIIA support through its AEA.

Notice of Intent

If a district meets the above criteria and elects to hold its own subgrant and has not previously held one, the district must complete the Title IIIA—English Learners – Request for Single Subgrant collection in the Consolidated Application, which is located in the Consolidated Accountability and Support Application (CASA), by December 1. Once the district submits the request to hold its own single subgrant, the CASA system will notify the AEA of this action.

Subgrantee Requirements

A Title IIIA subgrantee—whether a single subgrant district or an AEA serving as the fiscal agent for a consortium of districts—must:

- Annually complete the program application in the Consolidated Application by October 15. This includes:
 - Identifying 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.
 - Funding all three required Title IIIA activities (see [Title IIIA Guidance](#) for more information on specific activities).
 - Ensuring all EL activities supplement, not supplant, core EL services.
 - Using 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.
- Oversee the plan, design, and implementation of equitable services to EIs at each nonpublic school if the subgrantee has an accredited nonpublic school within its boundaries.

Equitable Services Requirements

If the subgrantee has an accredited nonpublic school within its boundaries, it must oversee the plan, design, and implementation of equitable services to EIs at each nonpublic school. 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). For each nonpublic school, the subgrantee must:

- 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 EIs either directly or through a contract with an independent third-party vendor beginning the first day of the school year.

District Considerations and Business Rules

In determining whether it will request its own subgrant, the district should review the following considerations and requirements.

Considerations

It is important that eligible single subgrant districts understand that:

- Holding a single subgrant is optional, not required. Districts may continue to participate in the AEA consortium and pool funds, if desired.
- If the district does choose to hold 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.
- Holding the single subgrant must be for at least two years so it may expend any carryover funds within the subgrant timeframe.

District Single Subgrantee Business Rules

If the district will receive an allocation of at least \$40,000 and wishes to hold its own subgrant, the district must fulfill all of the subgrantee requirements outlined in the previous Subgrantee Requirements section.

Eligible single subgrant districts must:

- Annually complete the [program application](#) in the Consolidated Application by October 15. The application consists of three components: questions, budget, and program assurances. This includes:
 - Identifying an individual to complete the program application and manage the budget and an EL program staff partner to ensure allowable activities are planned and requirements of the subgrant are met.
 - Funding all three required Title IIIA activities (see [Title IIIA Guidance](#) for more information on specific activities).
 - Ensuring all EL activities supplement, not supplant, core EL services.
 - Using 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.
- If the district has an accredited nonpublic school within its boundaries, it must oversee the plan, design, and implementation of equitable services to EIs at each nonpublic school. The district 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).

AEA Business Rules

It is important that the AEA understands that:

- Each district with EIs within the AEA should participate in Title IIIA either by:
 - Holding their own subgrant (if the district is eligible) or
 - Agreeing to participate in the consortium and pooling its allocation with the AEA as the fiscal agent.
- It serves as the consortium's fiscal agent. If the district does choose to hold 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.
- Each district with EIs within the AEA may choose to continue to be a member of the consortium even if it is eligible to hold a single subgrant.

Each AEA must:

- Annually complete the [program application](#) in the Consolidated Application by October 15. The application consists of three components: questions, budget, and program assurances. This includes:
 - Identifying an individual to complete the program application and manage the budget and an EL program staff member partner to ensure allowable activities are planned and requirements of the subgrant are met.
 - Funding all three required Title IIIA activities (see [Title IIIA Guidance](#) for more information on specific activities).
 - Ensuring all EL activities supplement, not supplant, core EL services.
 - Using 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.
- If the AEA has a district participating in its consortium with an accredited nonpublic school within its boundaries, the AEA must oversee the plan, design, and implementation of equitable services to EIs at each nonpublic school on behalf of the participating district. The AEA 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).

Business Rules Comparison

Subgrantee Responsibility	Single Subgrant District Business Rules	AEA Business Rules
Oversee the plan, design, and implementation of equitable services to EIs at each nonpublic school if there is an accredited nonpublic school within its boundaries.	<p>For each nonpublic school within its boundaries, the district must:</p> <ul style="list-style-type: none"> Engage in timely and meaningful consultation with the appropriate nonpublic school officials beginning January 1 and throughout the year. Complete the Nonpublic Consultation Agreement in the Consolidated Application by March 15. Provide equitable services to EIs either directly or through a contract with a third-party vendor or other independent entity. 	<p>For each nonpublic school, on behalf of all districts in the consortium, the AEA must:</p> <ul style="list-style-type: none"> Engage in timely and meaningful consultation with the appropriate nonpublic school officials beginning January 1 and throughout the year. Annually complete the Nonpublic Consultation Agreement (AEA) by March 15. Districts with single subgrants complete their own agreements with the nonpublic schools within their boundaries. Provide equitable services to EIs either directly or through a contract with a third-party vendor or other independent entity.
Complete the program application in the Consolidated Application by October 15 of each year.	<p>Each year, the district must complete the program application. This includes:</p> <ul style="list-style-type: none"> Identifying an individual to complete the program application and manage the budget, and an EL program staff member partner to ensure allowable activities are planned and requirements of the subgrant are met. Funding all three required Title IIIA activities. Ensuring all EL activities supplement, not supplant, core EL services. Using no more than 2% of the allocation for indirect or administrative costs. 	<p>Each year, the AEA must complete the program application by October 15. This includes:</p> <ul style="list-style-type: none"> Identifying an individual to complete the program application and manage the budget and an EL program staff member partner to ensure allowable activities are planned and requirements of the subgrant are met. Funding all three required Title IIIA activities. Ensuring all EL activities supplement, not supplant, core EL services. Using 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.	The district must submit quarterly claims in the Consolidated Application by the last day of the reimbursement period.	The AEA must submit quarterly claims in the Consolidated Application by the last day of the reimbursement period.

Questions and Additional Guidance

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