

**State of Maine
Department of Education**



Title III, Part A: Consortium Guide and Application

Language Instruction For English Learners And Immigrant Students

OVERVIEW

Under Section 3114(b) of the Every Student Succeeds Act (ESSA), a State educational agency may not award a subgrant if the total allocation to a local educational agency (LEA) is less than \$10,000. As a result, LEAs that do not meet the minimum funding threshold on their own may still become eligible by forming a consortium and submitting a joint application with one or more other LEAs.

A consortium is a collective group of LEAs that are eligible to receive Title III funds but are below the threshold for an individual application. One LEA must agree to serve as the Lead LEA, serving as the fiscal agent, of the consortium.

LEAs can access Title III funds to provide supplemental support for English learners. Title III funded support must include:

1. Programs that increase English language proficiency and student achievement in core content classes; and
2. Effective professional development opportunities for classroom teachers, principals, administrators, and other school personnel designed to improve instruction and assessment of ELs; and
3. Effective strategies and activities for parents and family members of ELs that enhance or supplement language instruction educational programs for English learners.

LEA CONSORTIUM REQUIREMENTS

Any LEA serving English learners (ELs) may choose to join a consortium, regardless of the allocation amount or the number of ELs; however, an LEA with an allocation below the required \$10,000 threshold must join a consortium to receive funds. The combined Title III original allocations of all LEAs within the consortium must meet or exceed \$10,000. Carryover amounts are not included when determining the required threshold.

FORMING A CONSORTIUM

An LEA interested in forming a consortium can contact other LEAs to determine interest. The combined Title III allocations of all participating LEAs must meet or exceed \$10,000. LEAs are encouraged to contact the Title III Program Coordinator for help identifying other LEAs who may be interested in forming a consortium.

To acknowledge its consortium participation, each LEA member must complete and sign the *Title III Consortium Intent to Apply Application*. LEAs entering a consortium must establish a Memorandum of Understanding (MOU). The Lead LEA, serving as the fiscal agent, must notify the Maine Department of Education (DOE) of its participating members via the Certification for Participation in a Title III Consortium within the ESEA Consolidated Application.

CONSORITUM OPTIONS

Option 1: Individual LEA Plans - Each participating LEA develops and implements its own plan for the use of its full Title III allocation. Lead LEA, serving as the fiscal agent, is responsible for maintaining all individual budget plans and distributing funds to each member accordingly. The grant application must clearly identify and present each LEA's budget separately.

Option 2: Collaborative Consortium Plan - Participating LEAs work together to develop a single, unified plan that combines all member allocations to support shared activities benefiting the entire consortium. This approach must be explicitly described in the Memorandum of Understanding (MOU) developed by the Lead LEA, serving as the fiscal agent, and approved by all LEAs in the consortium. The grant application must also explain how funds are pooled and used for a common purpose that serves all participants.

Example: Consortium members combine their allocations to fund a consultant who provides professional development, instructional coaching, parent engagement training, and related services across all participating LEAs.

LEAD LEA ROLES AND RESPONSIBILITIES

Lead LEA, serving as the fiscal agent, assumes the responsibility of completing and submitting the ESEA Consolidated Application, reimbursement requests, and performance report on behalf of the consortium. The roles and responsibilities include:

- Collecting the required signed Intent to Apply Application from each participating LEA.
- Establish a Memorandum of Understanding (MOU), or alternate agreement, that outlines how the consortium will meet all Title III grant requirements. This MOU, or alternative arrangement, must be signed by superintendents of all participating LEA.
- Communicate to LEAs within the consortium of changes regarding the ESEA consolidated application and funding. Abide by all dues dates and deadlines.
- Ensure all sections of the ESEA Consolidated application have been completed and that the Intent to Apply Application from each participating LEA has been uploaded into Grants4ME.
- Verify that each budget from the LEAs within the consortium budget align with their allocation.
- Ensure the professional development and family engagement requirements have been included in each LEA member's budget.
- Ensure members have not exceeded the allowable costs for direct administrative expenses.
- Obtain any and all information from LEA members necessary for submission of the ESEA Consolidated Application, reimbursement requests, and performance reports.
- The Lead LEA, serving as the fiscal agent, is the point of contact for the ESEA consolidated application, reimbursement requests and performance report.
- Seek technical assistance as needed from the Maine DOE.

MEMBER LEA ROLES AND RESPONSIBILITIES

LEA members must comply with all Title III grant requirements. The roles and responsibilities include:

- Read and acknowledge the required Title III Program Assurances included in the *Title III Consortium Intent to Apply Application*.
- Ensure all requested items, such as professional development and parent/family engagement for English Learners (ELs), have been included in the Project Budget and Project Details provided to the Lead LEA for the ESEA Consolidated Application.
- Create effective narratives, performance measures and outcomes for the ESEA Consolidated Application.
- Verify supplanting does not exist within the program and funding.
 - Supplanting exists if an LEA uses Title III funds to provide programs and/or services that the LEA is required to make available under Federal, State or local laws.
 - Supplanting exists if an LEA uses Title III funds to provide services that the LEA provided in the prior year with State, local, or other Federal funds.
 - Supplanting exists if an LEA uses Title III funds to meet its Civil Rights obligations to EL students.
- Ensure budget requests do not exceed the total of the current year allocation.
- Ensure LEA administrative expenses of the grant do not exceed the allowable allocation amount.
- Notify the Lead LEA of any fiscal and/or programmatic changes needed to the ESEA Consolidated Application.
- Inventory all federally funded equipment.



Title III, Part A: Consortium Guide and Application

I. PARTICIPATING LEA		
LEA Name	LEA Address (Street, City/Town, State, Zip Code)	
Superintendent Name	<i>*If someone other than the Superintendent of the LEA will serve as the point of contact for this application, provide their information below.</i>	
Superintendent Email	Contact Name	Contact Title
Superintendent Phone Number	Contact Email	Contact Phone Number

II. LEAD LEA	
LEA Name	Superintendent Name

	III. ASSURANCES	
<p>In seeking participation in this consortium, the LEA hereby provides the Maine DOE with the following assurances:</p> <ul style="list-style-type: none"> Comply with all applicable provisions of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), and all applicable federal, state, and local laws and regulations. Ensure that Title III funds are used to supplement the level of federal, state, and local funds that would, in the absence of Title III funds, be expended for programs for English Learners (ELs), and in no case supplant such funds. Implement research-based programs, provide high-quality professional development, and conduct effective family outreach to support English Learners' language development and academic success. Maintain accurate program and financial records, submit all required reports in a timely manner to the consortium lead LEA and Maine DOE, and ensure all expenditures meet applicable fiscal requirements and are reasonable, necessary, and allocable to Title III. Ensure that programs and services are provided in a manner consistent with all applicable civil rights laws, including ensuring meaningful access for English Learners. 		

IV. CERTIFICATION		
<p>In providing my signature below, I hereby certify that:</p> <ul style="list-style-type: none"> The information contained within this application is complete and accurate to the best of my knowledge. The SAU named above will operate in compliance with all other applicable state and federal statutes, rules, and regulations not subject to this waiver. I have been authorized by the participating LEA to submit this Ed-Flex Waiver Application on its behalf. 		
Superintendent Name <i>(Please Print)</i>	Superintendent Signature	Date