



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

MEMORANDUM

TO: Title III Grant Applicants in 2009-2010
FROM: Jim McCobb, Title III (English Language Acquisition) Coordinator
SUBJECT: Final Allocations for Title III LEP Subgrants in 2009-2010
DATE: September 22, 2009
CC: Vermont ESL List Serve

This memo is to notify districts of the Final Title III allocations based on numbers of students in LEAs that will apply for a Title III subgrant in 2009-2010. The Title III Local Plans and Budgets should reflect these revised figures. **Applications are due on OCTOBER 9, 2009.** Grant awards will start on the date on which your application is received in a “substantially approvable form” at the VT DOE.

Eligible District	Students	Allocation
Barre S.U.	46.00	14,499.00
Burlington S.D.	432.00	136,162.00
Chittenden Central S.U. <i>(applying in consortium with Essex Town S.D.)</i>	51.00	16,075.00
Essex Town S.D. <i>(applying in consortium with Chittenden Central S.U.)</i>	15.00	4,728.00
Chittenden South S.U.	45.00	14,184.00
Montpelier S.D. <i>(applying in consortium with Washington West S.U.)</i>	16.00	5,043.00
Washington West S.U. <i>(applying in consortium with Montpelier S.D.)</i>	25.00	7,880.00
South Burlington S.D.	82.00	25,846.00
Windham Southeast S.U.	44.00	13,868.00
Winooski S.D.	172.00	54,213.00
Total	928.00	292,498.00

INFORMATION FOR TITLE III GRANT APPLICANTS IN 2009-2010

At the Title III State Directors' Meeting in July 2009, the US Department of Education focused on new guidance related to Title III (English Language Acquisition) grants. As you develop your local plan/budget for how to use your Title III funds, please refer to the list below. If you have questions or would like feedback on your proposed activities prior to submitting the application, you can contact me at (802) 828-0185 or James.McCobb@state.vt.us.

State Monitoring of Subgrantees

The Vermont Department of Education is required to conduct monitoring of Title III subgrantees. The monitoring process can include on-site visits, data review, reporting and corrective action processes. The monitoring is focused on 3 broad areas: 1) Standards, Assessment and Accountability; 2) Instructional Support; 3) Fiduciary.

Prior to conducting formal Title III monitoring in your district, I'll let you know 2-3 months in advance.

Supplement Not Supplant Provision of Title III of the ESEA

Title III funds are intended to *supplement* the **core language instruction educational programs** services that districts are already required by law (Title VI) to provide. **Guiding questions** for the LEA to consider in developing its application for Title III funds are:

- What is the instructional program/service provided to all students (eg. to meet *Lau* requirements)? How are Title III funds providing activities/services that are *supplemental*?
- What funds is the LEA using to provide the **core language instruction educational program** for LEP students?
- How has the LEA demonstrated that services provided with Title III funds are in addition to services that students would otherwise receive from State, local or other Federal funds?
- What services is the LEA required by other Federal, State, local laws or regulations to provide?

When monitoring an LEA Title III subgrantee for compliance with this requirement, the Vermont Department of Education will look for the following documentation:

- Budget records
- Personnel records
- Inventory records
- LEA approved budget and records of expenditures of Title III funds at the district level.
- Record of expenditures that verify that funds have not supplanted other Federal, State, and local funds.
- Evidence that the LEA has not reduced State or local funds expended to implement language instruction programs serving LEP students based on the amount of Title III funds the LEA receives.
- LEA and school staff demonstrate an understanding of statutory requirement.

Required Activities

The State will review and approve procedures for local plans to ensure that subgrantees, at a minimum, use funds for required activities described in Title III, Section 3115(c) to:

- 1) increase the English proficiency levels of LEP students by providing high-quality language instruction educational programs that are based on scientifically based research (SBR) -- Required Activity #1: Language Instruction Educational Program;
- 2) provide high-quality professional development to classroom teachers (including teachers in classroom settings that are not in language instructional programs), principals, administrators, and other school personnel -- Required Activity #2: Professional Development.

When planning improvements to language instruction educational programs, academic programs, and professional development in 2009-2010, LEAs should draw upon the resources and technical assistance that has been provided by the Vermont Department of Education through the WIDA Consortium. There should be evidence that ESL-endorsed teachers are integral to the planning and implementation of programs and professional development.

Title III funds are intended to promote communication and collaboration between ELL teachers, classroom teachers, Title I, administrators, specialists, guidance counselors, parents, and others who interact with the ELL students and their families at the school and district levels.

Parental Notification & Participation

Applicants for Title III subgrants should refer back to the instructions in the Title III grant application for Parental Notification & Participation requirements.

Private School Participation

Subgrantees must comply with ESEA requirements regarding participation of LEP students, their teachers, or other educational personnel in private schools in areas served by the subgrantee.

Administrative Costs

No more than 2% of an LEA's Title III allocation may be used for Administrative Costs (indirect and direct costs).

Amendments

Any amendments to an approved Title III plan must be submitted to the Title III director in writing, along with a revised budget, *before* making any changes.