



## Title III LIEP Grant Consortium Guidance

### When do districts need to form a consortium for purposes of obtaining Title III Funding?

- Per ESEA (as reauthorized under ESSA, 2015), school districts must generate at least \$10,000 in order to receive a Title III Grant Award. In Illinois, the average Title III allocation is of \$100 per student. Thus, a school district that has fewer than 100 English learners should coordinate with another district(s) and form a consortium for purposes of meeting the \$10,000 award threshold.

### Who are the entities of a Title III Grant Consortium?

- The Title III Consortium is made up of an Administrative and Fiscal Entity and one or more Consortium Member(s).

### What are the responsibilities of the Consortium's Administrative and Fiscal Entity?

- The responsibilities of the Consortium's Administrative and Fiscal Entity are:
  - Submit to ISBE-DEL a Consortium Agreement signed by all participating school districts.
  - Submit to ISBE a complete Title III Intend to Apply Application on IWAS.
    - On the Intend to Apply, indicate that the district will apply as the Administrative and Fiscal Entity of the Consortium and list the district names of all other consortium members.
  - Submit a complete Title III Grant Application
    - List activities for use of funds allotted to the Administrative and Fiscal Entity
    - The Administrative and Fiscal Entity needs to list all joint activities of the consortium in the detailed budget.
      - Joint activities are any activities that the consortium districts will host and will benefit everyone in the consortium. For example, a professional development activity open to all EL teachers in the districts of the consortium will qualify as a joint activity.
    - On the detailed budget, list the money allotted to the other consortium districts under Function 4000, Code 600.
      - These funds are for activities that will be hosted independently by the consortium member(s) and that are not joint activities, as described above.
  - Complete quarterly expenditure reports for all funds awarded to the Consortium, including funds of other consortium districts.
  - Submit GATA's Grant Periodic Reports.

**What are the responsibilities of the Consortium Members that do NOT serve as the Consortium's Administrative and Fiscal Entity?**

- The responsibilities of the Consortium Members that do NOT serve as the Consortium's Administrative and Fiscal Entity are:
  - Sign a Consortium Agreement to be submitted by Consortium Administrative and Fiscal Entity.
  - Submit a complete Title III Intend to Apply Application on IWAS.
    - On the Intend to Apply, indicate that the district will apply as a member of a consortium and list the district name of the Administrative and Fiscal Entity of the consortium.
  - Submit a complete Title III Grant Application.
    - On the LIEP budget page, check that you will participate as a member in a consortium.
    - List the activities for use of funds that were allotted to your district.
  - Submit your incurred expenses to the Administrative and Fiscal Entity for those to be submitted as part of the quarterly expenditure reports for the grant award.
  - Submit GATA's Grant Periodic Reports.

**What paperwork needs to be submitted in order to make the Consortium valid?**

- When districts have formed a Consortium for purposes of the Title III Grant, the Consortium's Administrative and Fiscal Entity must submit to ISBE a signed [Consortium Agreement](#). The Consortium Agreement must be signed by the Superintendent in all participating school districts.

**Where can I find more information regarding the Title III Grant Consortium?**

- For more information, please contact your [assigned Title III Principal Consultant](#) or contact the Division of English Learners at [DEL@isbe.net](mailto:DEL@isbe.net) or (312)814-3850.