



Instructional Services SSA Title III, Part A, Limited English Proficient

2023-2024

Note: Due to various factors, including the volume of participation from districts, contract negotiations for products and services being purchased and delivered within this contract, possible funding changes for districts or ESC Region 11, and other factors, this contract is offered in good faith but does not become binding until September 1, 2023, on either the district or ESC Region 11. This contract is contingent upon the continued availability of appropriations and is subject to cancellation by either party upon thirty (30) days' written notice to the other party. Payment for valid fees or charges rendered by the ESC Region 11 prior to written notice of termination shall be due to ESC Region 11. Early acceptance of this contract is necessary so that ESC Region 11 can plan and prepare to deliver these services. An alternative contract may be offered if this contract cannot be delivered as stated.

The Instructional Services Division offers the following services and discounts to school districts/charter schools that sign the **Title III SSA Contract**:

Title III SSA

The purpose of these funds is to provide professional development, materials, and services in accordance with the Standard Application System (SAS) Title III, *Ensuring High Academic Standards for Limited English Proficient and Immigrant Students*.

Budgeting and Accounting Conditions:

- All funds must be accounted for in the official accounting records of the Education Service Center Region 11.
- All funds must be budgeted, expended and reported in accordance with the Financial Accountability System Resource Guide. All funds will be maintained and accounted for through the Education Service Center Region 11.
- Financial records are to be maintained for 7 years from the end of the project and are subject to federal and state audit.
- In the event that the school district decides to withdraw from the Shared Services Arrangement (SSA) and provide professional development by conducting a program independently of the SSA, all federal roll forward funds will remain with the Education Service Center Region 11 as fiscal agent.

Services included at No Additional Fee

- Online eGrant Consolidated Federal Program Application and Compliance Report training and technical assistance
- Designated research-based staff development offerings provided by ESC Region 11 at no cost or at a reduced fee [for general education and ESL/Bilingual and/or special education teacher(s) who serve English Learners/ Emergent Bilingual students (EL/EB)] that meet LEA's needs assessments/priorities
- Substitute reimbursement to attend above-referenced sessions based on EL enrollment and number of SSA members

LEA Responsibilities

- Comply with federal Title III requirements, including documenting local parent, family, and community engagement activities.
- Assist the ESC with the completion of the annual ESSA Title III compliance report and random validations according to state and federal guidelines.
- Assist with dissemination of information regarding staff development opportunities for LEA staff and for private non-profit schools within the LEA boundaries who choose to participate in the SSA.
- Participate in annual needs assessment, prioritize needs, and student outcome planning.
- Appoint district contact person.
- Attend ESC SSA meetings via Zoom videoconference or face to face.

Note: In order for districts to be eligible for each of these SSAs, they must meet the following criteria:

- **Title III, English Language Acquisition**
 - o Follow EL/EB Identification Process
 - o Receive a Title III allocation of less than \$10,000
 - o SSA participation is mandatory if LEA accepts an allotment of less than \$10,000
 - o LEAs with more than \$10,000 allocation may choose to join

TEA Applicant Guidelines for Shared Services Arrangement Membership

- To become part of the ESC Region 11 Shared Services Arrangements (SSAs), all applicants applying for a grant permitting an SSA are required to:
 - o Complete the TEA Applicant Designation and Certification (ADC) form and submit it through eGrants before being allowed access to the automated application.
 - o Indicate how the LEA will apply for that grant (apply as an independent project, apply as the financial agent for a SSA (Consortium), apply as a member of an SSA, or not apply at all).
- A district/charter response to the TEA Applicant Designation and Certification (ADC) form is required to set up your application in the eGrants system.
 - o The response eliminates the required signature of each member on the SSA (Certification for Consortium Projects) schedule in the application and the need to complete a Notice of Intent to Apply.
 - o The response to this form is binding for the entire project period.
 - o Districts/charters are advised to complete the process of obtaining local board approval before submitting the Applicant Designation and Certification (ADC) form.

ESC Region 11 Contact

Director of Instructional Services
(817) 740-7636



EDGAR, General, and Fiscal Guidelines

In accordance with federal EDGAR guidelines, please check each statement, sign at the bottom, and submit this sheet with each 2023-24 reimbursement request:

_____ I guarantee and verify that the equipment and material we are purchasing with these funds are used in accordance with all rules and guidelines of the grant.

_____ I guarantee and verify that my district will label all equipment and materials purchased with grant funds.

_____ I guarantee and verify that I have an inventory on file in district of all equipment and materials purchased with grant funds and that inventory can be produced for audit purposes.

_____ I guarantee and verify that I have not purchased this same materials or equipment this year or within the past two school years with state or local funds in accordance with federal regulations.

_____ I guarantee and verify that I will keep and use these materials and equipment within my appropriate programs until they are no longer viable for use. If the asset is worthless, broken, etc., it may not be transferred to another program. An approved form must be completed and submitted to TEA requesting approval to “dispose” of the asset. A copy of this form must be submitted to ESC Region 11 as the fiscal agent for the SSA.

Signature _____

Printed Name _____

District _____