**Email sent to Title III English Learner Consortium Districts 7.14.21**

Currently, our agency is waiting on the Office of Federal Programs with The Ohio Dept of Education to post the Title III allocations to the consortium funding application.  Districts with an allocation under the $10,000 allocated amount may not see their Title III allocation posted but will have a Title III funding application posted after its pulled into our agency Title III consortium application.

Attached is the FY 22 Title III English Learner estimated initial appropriated budget excel spreadsheet for your adjustments.  The $900 consortium fee amount should remain in the 412 Professional Learning code.  The funding amount minus the indirect costs and consortium fee of $900 may be budgeted by the district, per [FY 22 Title III consortium Budget Guidelines](https://www.escco.org/Downloads/FY%2022%20Title%20III%20EL%20Cons%20Budget%20Expenditure%20Guidance%20as%20of%20071121.xlsx).

The district may expend FY 22 Title III as an English Learner supplemental support in the areas of Meeting Academic Standards, Professional Development, and Parent/Family & Community Engagement.  We will forward our FY 22 CCIP funding application budget details page in September which will include these 3 required areas of expenditure with Title III funds determined by the consortium district needs assessment this past Spring.  Title III Uses of Funds is located [here](https://ccip.ode.state.oh.us/DocumentLibrary/ViewDocument.aspx?DocumentKey=1033).  Update out of the area of 412 into other areas of the budget using the attached spreadsheet.

**Procurement Procedures:** The submission and approval of the [Purchase Order Requisition](https://www.escco.org/Downloads/FY%2022%20Title%20III%20PO%20Requisition%20071321.doc) / [PO Sample Template](https://www.escco.org/Downloads/FY%2022%20PO%20Requisition%20Sample%20071321.doc), and/or a [Professional Meeting Request Form](https://www.escco.org/Downloads/FY%2022%20ProfessionalMeeting%20Attendance%20Request.pdf) with Vendor W-9’s and supply quote(s) forwarded to [Jinnae.Buchanan@essco.org](mailto:Jinnae.Buchanan@essco.org) is requested before the purchase service/supply order/conference registration is ordered .

Upon approval, a purchase order is sent to your district contact for the service/conference registration or supply order to be placed by district personnel.  Upon delivery of the service and/or product, the district sends the invoice or have the vendor forward the invoice to [Jinnae.Buchanan@escco.org](mailto:Jinnae.Buchanan@escco.org) for payment.  If professional development mileage needs to be verified include the [monthly travel form](https://www.escco.org/Downloads/Monthly-Travel-Expense-Report-20212.pdf) for submission and reimbursement to the district for personnel travel.

**Budget Revision Information:** Our agency will file an FY 21 Final Expenditure Report (FER) mid-September which will provide your district’s FY 21 Title III carryover amount to be added to the FY 22 allocation.  A budget revision request will be sent for you to include the carryover by end of Sept/early October. This budget revision will be the 1st of quarterly budget revision updates your district will request.

Have a great summer!

With my Thanks-

****Regina

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