

**Virginia Department of Education  
Office of Program Administration and Accountability  
Procedures for Reallocation of Title III, Part A, Funds**

In accordance with Section 3114(c) of the *Elementary and Secondary Education Act of 1965* (ESEA), the Virginia Department of Education (VDOE) is required to reallocate excess Title III, Part A, funds to school divisions in the state in accordance with criteria established by the state educational agency (SEA). The VDOE has established procedures for reallocation. These procedures include determining: 1) identification of excess funds; 2) areas of eligibility; and 3) time frames for reallocation.

**1. Identification of Excess Funds**

Excess Title III, Part A, funds are identified as Title III, Part A, funds from a local educational agency (LEA) that has:

- a. Not submitted an application for Title III, Part A, within sixty days of the release of the allocations and has chosen not to apply for funds;
- b. Had its allocation reduced because it failed to meet the maintenance of effort requirements;
- c. Had funds recovered by the SEA after determining that the LEA has failed to spend Title III, Part A, funds in accordance with applicable law; or
- d. Excess funds for other reasons.

**2. Reallocation Based on Ability to Expend the Funds**

The SEA may reallocate excess Title III, Part A, funds on a per pupil basis to eligible LEAs who have the ability to expend the funds within the grant award period.

**3. Determination of Eligibility**

LEAs eligible for reallocation shall have accepted current year funds either directly or as a member of a consortium.

**4. Reallocation Procedure**

Within sixty days of the release of the allocations, each LEA shall submit an application or an Intent Not-to-Apply form. If a school division does not submit an application or Intent Not-to-Apply form within sixty days, the funds for that LEA will be reallocated. Funds are reallocated on a per pupil basis to LEAs that have accepted current year funds either directly or as a member of a consortium.

**5. Establishment of Time Frames**

The SEA must reallocate funds on a timely basis, and funds should be made available to eligible LEAs within the allowable obligation period in which the funds were appropriated. The following guidelines apply:

- a. Sixty days from the release of the allocations, the LEA shall submit an application or an Intent Not-to-Apply Form.
- b. The Department will reallocate funds within 120 days of the release of the allocations.

A standard timeline for reallocation of funds allows the SEA to maintain current timelines for interim and final obligation and expenditure reports, and other variables that influence fiscal management of funds.

If you have any questions or need additional information, please contact Stacy Freeman, Title III specialist, at [Stacy.Freeman@doe.virginia.gov](mailto:Stacy.Freeman@doe.virginia.gov) or (804) 371-0778.