



*FLORIDA DEPARTMENT OF EDUCATION*

**Request for Application (RFA)**

**Bureau / Office**

K-12 Schools/ Bureau of Student Assistance/Title I Programs and Academic Intervention Services

**Program Name**

Title I, Part C, Improving the Academic Achievement of the Disadvantaged, Education of Migratory Children

**Specific Funding Authority (ies)**

CFDA #84.011A, Public Law 107-110, No Child Left Behind Act of 2001, Title I, Part C, Education of Migratory Children

**Funding Purpose/Priorities**

Funds for this project will be used to ensure that all eligible migratory children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments, and have access to the appropriate support services to ensure their continued education.

**Type of Award:**

Discretionary, Non-Competitive; Based on formula developed by Migrant Allocation Committee

**Total Funding Amount**

**Preliminary:** \$21,604,935 (Preliminary Allocation for each school district is included as attachment to this Request for Application)

**Budget Period**

July 1, 2005 – June 30, 2006

**Program Performance Period**

July 1, 2005 – June 30, 2006

**Target Population**

Migratory Children and Youth, ages 3 to 21

## **Eligible Applicant(s)**

Local Educational Agencies (LEAs) and Consortia of LEAs.

## **Application Due Date**

The due date refers to the date of receipt in Grants Management by the close of business on June 30, 2005. Facsimile and email submissions will not be accepted.

**Complete applications must be submitted via web-based reporting system** received by the close of business on June 30, 2005. **Project Application (DOE 100A) with original signature of the Superintendent must be submitted by this same date in order for the application to be considered received. Facsimile and email submissions of the DOE 100A will not be accepted.** The effective date of the application will be determined by the date the DOE 100A, with original signature is received by the Office of Grants Management.

## **Contact Persons**

Technical Support with On-line Application: Felicia Elliott, Program Specialist, Bureau of Student Assistance by phone at (850) 245-0672, or via email at [Felicia.elliott@fldoe.org](mailto:Felicia.elliott@fldoe.org)

Project Application Support: Available to LEAs by Regional Program Specialist. Please visit the following website for a complete list of Regional Program Assignments for Title I, Part C: [http://www.firn.edu/doe/title1/regmigrant\\_contacts.html](http://www.firn.edu/doe/title1/regmigrant_contacts.html)

Grants Management: Rick Weinstein, Senior Educational Program Director, Office of Grants Management, by phone at (850) 245-0497, Suncom 205-0497; or via email at [Rick.Weinstein@fldoe.org](mailto:Rick.Weinstein@fldoe.org)

## **Assurances**

The Department of Education has developed and implemented a document entitled, *General Terms, Assurances and Conditions for Participation in Federal and State Programs*, to comply with:

- 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the U.S. Department of Education;
- applicable regulations of other Federal agencies; and
- State regulations and laws pertaining to the expenditure of state funds.

In order to receive funding, applicants must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found at <http://www.firn.edu/doe/comptroller/gbook.htm>

## **School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

## **Additional Program Assurances**

These local educational agencies (LEAs) will ensure that:

- 1) Funds received under this part will be used only -
  - for programs and projects, including the acquisition of equipment, in accordance with section 1306; and

- to coordinate such programs and projects with similar programs and projects within the state and in other states, as well as with other Federal programs that can benefit migratory children and their families;
- 2) Such programs and projects will be carried out in a manner consistent with the objectives of section 1114, subsections (b) and (d) of section 1115, subsections (b) and (c) of section 1120A, and part I;
  - 3) In the planning and operation of programs and projects at both the state and local operating level, there is consultation with parent advisory councils for programs of 1 (one) school year in duration, and that all such programs and projects are carried out—
    - in a manner that provides for the same parental involvement as is required for programs and projects under section 1118, unless extraordinary circumstances make such provision impractical; and
    - in a format and language understandable to the parents;
  - 4) In planning and carrying out such programs and projects, there has been, and will be, adequate provision for addressing the unmet educational needs of preschool migratory children;
  - 5) The effectiveness of such programs and projects will be determined, where feasible, using the same approaches and standards that will be used to assess the performance of students, schools, and local educational agencies under Part A.
  - 6) To the extent feasible, such programs and projects will provide for—
    - advocacy and outreach activities for migratory children and their families, including informing such children and families of, or helping such children and families gain access to, other education, health, nutrition, and social services;
    - professional development programs, including mentoring, for teachers and other program personnel;
    - family literacy programs, including such programs that use models developed under Even Start;
    - the integration of information technology into educational and related programs; and
    - programs to facilitate the transition of secondary school students to postsecondary education or employment; and
  - 7) All activities and services described in this application abide by the General Education Provisions Act (GEPA); and
  - 8) All activities and services described in this application address required activities and clearly document that the proposed activities are supplementary and do not supplant existing State and locally funded activities and required services.
  - 9) PRIORITY FOR SERVICES—In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who are failing, or most at risk failing, to meet the state’s challenging state academic content standards and challenging state student academic achievement standards, and whose education has been interrupted during the regular school
  - 10) CONTINUATION OF SERVICES—Notwithstanding any other provision of this part—
    - A child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term;
    - A child who is no longer a migratory child may continue to receive services for 1 (one) additional year, but only if comparable services are not available through other programs; and secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. .

**General Education Provisions Act**

**In accordance with the requirements of Section 427 of the General Education Provisions Act (GEPA) Public Law 103-382, request that each applicant for Federal funding provide a concise description of the steps proposed to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs.**

**Please Note: Due to the fact that this is an on-line application, applicants are required to maintain documentation at the local level which supports compliance with the requirements of the General Education Provisions Act.** Documentation must include a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. For details refer to URL: <http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html>. NOTE: Upon completion of the on-line application, each applicant will be required to submit confirmation of compliance with this requirement. Assurances, including GEPA requirements are part of the "Print Application" function of the on-line application.

## NARRATIVE SECTION

### Project Design - Narrative

The applicant will use funds to provide instructional and supportive services to increase the academic achievement of eligible migrant students as compared to non-migrant students; measured by a decrease in the number of migrant students scoring at Level 1 or 2 on the Florida Comprehensive Achievement Test (FCAT), a decrease in the retention rate and an increase in the graduation rate of migratory students served by the project.

Applicant is asked to respond to the following program directives:

- A. Identify federal/state/local collaborative partners; describing the type and benefit of the collaborative activity for each identified partner; include the type of program and the primary target groups.
- B. Identify the overall district goals/expected outcomes and objectives/strategies for the 2005-06 school year. (Goals/objectives must at a minimum address the following: instructional services in reading and mathematics; and the provision of highly qualified staff.) Description must address required activities and must clearly document that the proposed activities are supplementary and do not supplant existing state and locally funded activities and required services.
- C. Describe the procedures to be utilized to ensure that migratory children are not penalized in any manner by academic disparities among States and that they receive appropriate educational and supportive services that address their special needs. [NCLB Act of 2001, Section 1301 (2)(3)]
- D. Describe how the project will serve migratory children who meet the qualifications for "priority of services". [NCLB Act of 2001, Section 1304 (d)]
- E. Describe how Migrant Program personnel will be actively involved in committees/meetings where decisions are made that may affect migrant students. This participation includes but is not limited to Limited English Proficient (LEP) Committees, Exceptional Student Education Individual Educational Plan (IEP) Meetings, Student Success Team (SST), Discipline/Expulsion Hearings, Attendance Hearings, Health Meetings, etc. [NCLB Act of 2001, Section 1304 (b)(1)(a)(b)(c)]
- F. Describe how the project will implement an effective parental involvement component according to Section 1118 that includes the establishment of and consultation with a local Migrant Parent Advisory Council. Parental involvement, advocacy, outreach, and family literacy should be conducted in a format and language understandable to parents. Describe how the project will ensure that migrant parents understand the implications of CHOICE. [NCLB Act of 2001, Section 1304 (c)(3)(A)(B)]
- G. Describe before and/or After School tutorial programs, including summer programs and locations.
- H. Describe the instructional/supportive services provided to migratory Pre-K children; include program type and/or name, sites (schools, community centers, individual homes), indicating the number of children being served at each site by age span (age 3 and age 4) and the amount of Title I , Part C funds expended.
- I. Describe the project's annual program evaluation process. Describe the local Migrant Education Program's annual needs assessment process. [NCLB Act of 2001, Section 1304]
- J. Describe dissemination/marketing plan.

K. Describe how project will support State's Reading Initiative.

**Support for Reading/Strategic Imperatives**

**Describe how the proposed project will incorporate reading initiatives and one or more of the Florida State Board of Education (SBE) strategic imperatives.**

**URL: [http://www.fldoe.org/meetings/2005\\_01\\_18/StratPlanDetails.pdf](http://www.fldoe.org/meetings/2005_01_18/StratPlanDetails.pdf) .**

**Dissemination/Marketing**

**Describe methods /strategies you will use to disseminate and market information about the project to appropriate populations.**

The applicant must describe the methods and strategies to be used to disseminate information about the project to targeted populations that will include districts, school staff, parents, school advisory councils, private schools, community agencies and other stakeholders. Information regarding services to migrant students and their families shall be made available for public review at a selected district site.

**Reporting Outcomes**

Local Educational Agencies (LEAs) are required to submit a bi-annual report on successful reading initiatives, professional development activities, and meaningful parent involvement strategies that have increased student achievement. LEAs are also required to disseminate student progress and adequate yearly progress reports to parents of Title I/Migrant students and other district stakeholders.

**Funding Method**

**Federal Cash Advance –On-Line Reporting required monthly to record expenditures.**

**Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the Electronic Federal Cash Advance Request System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the Electronic Federal Cash Advance Request System.**

**Fiscal Requirements**

**Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include: invoices with check numbers verifying payment, and/or bank statements; all or any of which must be available upon request.**

**Conditions for Acceptance**

**The completed application must be submitted via the 2005-06 Title I, Part C, Online Application. LEAs must also submit the Project Application Form (DOE 100A) with original signature of the district superintendent (preferably in blue ink) to Office of Grants Management:**

**Office of Grants Management  
Florida Department of Education  
325 W. Gaines Street, Room 344  
Tallahassee, Florida 32399-0400.**

The on-line application requires all LEAs to complete all sections of the application. LEAs must press the final submit button in order for completed application to be sent to FDOE. The system will provide applicant with an electronic confirmation if application is submitted in accordance with instructions.

Funds shall be obligated no earlier than the date the Project Application Form (DOE 100A) with original signature is received by the Office of Grants Management or the effective date of the federal grant award, whichever is later. An application is considered to be in substantially approvable form when the DOE 100A, with original signature is received and the complete on-line project application is successfully submitted to the Florida Department of Education.

**NOTE: Project Application Form (DOE 100A) signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

**Method of Review**

The on-line project application, including budget narrative shall be reviewed by FDOE staff in accordance with established project application review checklists and requirements set-forth in the No Child Left Behind Act of 2001; applicable non-regulatory guidance and other applicable federal regulations and guidelines.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN  
2005-2006 PROJECT APPLICATION**

**FLORIDA MIGRANT ALLOCATION FORMULA**

As required by Section 1304 (b) (5) “a description of how the State will determine the amount of any subgrants the State will award to local operating agencies, taking into account the number and needs of migratory children, the requirements of subsection (d) PRIORITY FOR SERVICES, and the availability of funds from other Federal, State and local programs;” these funds shall be allocated to LEAs based on the following formula:

**FLORIDA’S SUB-GRANTING FORMULA WITH DATA SOURCES**

<b>FORMULA FACTORS</b>	<b>WEIGHT</b>	<b>DATA SOURCES</b>
<b>Number of Students:</b> <ul style="list-style-type: none"> <li>• Residing During the School Year and/or</li> <li>• Served During the Summer</li> </ul>	75%	Survey 2 and Survey 5 (Any other Survey indicating residency in the State at anytime.)
<b>Student Needs:</b> <ul style="list-style-type: none"> <li>• Scoring @ FCAT Level 2 or Below</li> <li>• Retained at anytime one or more grades</li> <li>• Non Attenders (3-21 not in school)</li> </ul>	11%	<ul style="list-style-type: none"> <li>• FCAT scores from previous year</li> <li>• Student demographic formats</li> <li>• Retention- and/or end of year report</li> <li>• Use age-grade discrepancy</li> <li>• Non-attenders as reported by LEA</li> </ul>
<b>Priority for Services:</b> <ul style="list-style-type: none"> <li>• Failing or at-risk of failing State’s academic standards ( FCAT Level 1); <u>or</u></li> <li>• Retained at anytime one or more grades;</li> <li>• <u>or</u>; has an age/grade discrepancy</li> </ul> <p><b><u>AND</u></b></p> <ul style="list-style-type: none"> <li>• Student Mobility</li> </ul>	13%	A special query identifying students who moved during school year <b><u>AND</u></b> meet one of the other criteria
<b>Availability of Other Funds:</b> <ul style="list-style-type: none"> <li>• State Average Per Pupil Expenditure (PPE) Compared to District’s PPE (Weight is added if district’s PPE is considerably lower than State’s average; “Considerable” is defined as 5% (or more difference)</li> </ul>	1%	Prior year’s PPE for both district and the State.





# FLORIDA DEPARTMENT OF EDUCATION Project Application

<b>Please return to:</b> Florida Department of Education Office of Grants Management Room 344 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	<b>A) Program Name:</b>  <b>Title I, Part C, Education of Migratory Children and Youth On-Line Application 2005-2006</b>	<b>DOE USE ONLY</b>  Date Received
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<b>B) Name and Address of Eligible Applicant:</b>	<b>Project Number (DOE Assigned)</b>
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<b>c) Total Funds Requested:</b>  \$ _____  <hr style="border: 1px solid black;"/> <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> <b>DOE USE ONLY</b> </div> <b>Total Approved Project:</b>	<b>D) Applicant Contact Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Contact Name:</td> <td style="width: 50%; padding: 5px;">Mailing Address:</td> </tr> <tr> <td style="padding: 5px;">Telephone Number:</td> <td style="padding: 5px;">SunCom Number:</td> </tr> <tr> <td style="padding: 5px;">Fax Number:</td> <td style="padding: 5px;">E-mail Address:</td> </tr> </table>	Contact Name:	Mailing Address:	Telephone Number:	SunCom Number:	Fax Number:	E-mail Address:
Contact Name:	Mailing Address:						
Telephone Number:	SunCom Number:						
Fax Number:	E-mail Address:						

**CERTIFICATION**

I, \_\_\_\_\_, (*Please Type Name*) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) \_\_\_\_\_  
Signature of Agency Head



**TITLE I: LOCAL AGENCY PROGRAMS, PART C  
2005-2006 PROJECT APPLICATION**

**COLLABORATION PROFILE**

1. Type of Collaboration:	2. Type of Program: PI – Parent Involvement R – Reading SI – School Improvement C – CSR O – Other, Specify _____					3. Type(s) of Goal(s) DA – District Adopted State Goal DD – District Developed Goal		4. Primary Target Group(s) to be served											
								Elementary				Middle				High			
FEDERAL	PI	R	SI	C	O	DA	DD	Students	School staff	Parents	Private	Students	School staff	Parents	Private	Students	School staff	Parents	Private
								PK	K	1	2	3	4	5	6	7	8	9	10
Title II																			
Title III																			
Title IV - 21st Century Schools																			
Title IV Safe and Drug-Free Schools																			
Title V Innovation Programs																			
Title X Education of Homeless Children																			
School -to-Work																			
Comprehensive School Reform																			
Other: _____(Specify)																			
<b>STATE</b>								<b>Elementary</b>				<b>Middle</b>				<b>High</b>			
Dropout Prevention																			
Supplemental Academic Instruction																			
Safe Schools																			
Department of Juvenile Justice																			
Department of Children and Families																			
Other: _____(Specify)																			
<b>LOCAL</b>								<b>Elementary</b>				<b>Middle</b>				<b>High</b>			
United Way																			
Local Health Department																			
Community Agencies (must specify)																			
Coalition School Readiness																			
Other: _____(Specify)																			

TITLE I: LOCAL AGENCY PROGRAMS, PART C  
2005-2006 PROJECT APPLICATION

**DESCRIPTION OF COLLABORATIONS**

**YOU HAVE SELECTED \_\_\_\_ COLLABORATIONS**

Collaborating Program	
Type of Program(s)	Other:
Types of Goals:	
Primary Target Group(s) to be served:	
Grade Level(s):	
Group(s):	
Description of Collaboration: [text box]	
Goals: [text box]	
Outcomes: [text box]	

TITLE I: IMPROVING THE ACADEMIC ACHIEVEMENT OF THE DISADVANTAGED- PART C  
2005-2006 PROJECT APPLICATION

**DESCRIPTION OF LEA ACTIVITIES TO SUPPORT INCREASED STUDENT ACHIEVEMENT**

<p>This section must address required activities and must clearly document that the proposed activities are supplementary and do not supplant existing State and locally funded activities and required services.</p>		
<p><b>INSTRUCTIONAL SERVICES TO INCREASE STUDENT ACHIEVEMENT</b> Identify the overall district <b>goals, objectives, and strategies</b> for student achievement in reading and mathematics for the 2005-06 school year. For assistance in developing goals, objectives, and strategies, please visit the Florida Department of Education <b>Bureau of School Improvement website at <a href="http://osi.fsu.edu">http://osi.fsu.edu</a></b>. At a minimum, goals should address <b>student proficiency</b> in reading and mathematics (overall and at the subgroup level) and the provision of highly qualified staff.</p>		
	<p><b>READING</b> (Link to <a href="#">Just Read Florida</a> and <a href="#">FCRR</a>. Please review the <a href="#">six core reading programs for K-5</a> Please review the <a href="#">Florida Center for Reading Research for all levels</a></p>	<p><b>MATHEMATICS:</b></p>
<p><b>Objectives/strategies</b> for increasing academic achievement of <b>migrant children and youth:</b></p>		
<p><b>Objectives/strategies</b> for increasing academic achievement of <b>homeless children and youth:</b></p>		



# Instructions Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient.

B. (DOE USE ONLY)

## COLUMN 1

**FUNCTION: SCHOOL DISTRICTS ONLY:**

Use the four digit function codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

## Column 2

**OBJECT: SCHOOL DISTRICTS:**

Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual.

**COMMUNITY COLLEGES:**

Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

**UNIVERSITIES AND STATE AGENCIES:**

Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

**OTHER AGENCIES:**

Use the object codes as required in the agency's expenditure chart of accounts.

## COLUMN 3- ALL APPLICANTS:

**ACCOUNT TITLE:** Use the account title that applies to the object code listed in accordance with the agency's accounting system.

**NARRATIVE:** Provide a detailed narrative for each object code listed. For example:

- **SALARIES** - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES** – describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES** - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS** - provide the agency name and description of the service(s) to be rendered.
- **TRAVEL** - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY** - provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST** - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

## COLUMN 4 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

**FTE** - Indicate the Full Time Equivalent (FTE based on the standard workweek for the type of position) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (e.g., 35 hours) for the type of position (e.g., teacher aide) into the actual work hours to be funded by the project.

## COLUMN 5

**AMOUNT** - Provide the budget amount requested for each object code.

C. **TOTAL** - Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE-100A or B.

**TITLE I, PART A AND PART C: SUPPORT FOR EARLY CHILDHOOD SERVICES**

[FORM IS PROVIDED FOR INFORMATION PURPOSES ONLY, ALL DATA & INFORMATION IS TO BE SUBMITTED USING ON-LINE REPORTING FORMAT]

Please provide the following information regarding the Title I, Part A and Title I, Part C-funded early childhood activities being conducted in your district. Note: If the table is left blank, the LEA must provide documentation with this application to support why services are not being provided through Title I, Part A; and Title I, Part C, to support early childhood programs.

N/A If checked, LEA must provide description of how services to prekindergarten services are provided.

List the name(s) of the program(s) that provide early childhood services	List the site(s) where the program is housed	Amount of <u>Title I, Part A</u> Funds Allocated to Support Early Childhood Programs	Amount of <u>Title I, Part C</u> Funds Allocated to Support Early Childhood Programs	Indicate the number of students to be served at each site by age span	
				Age 3	Age 4
<b>TOTALS:</b>					

Add text box for required documentation to support why services are not being provided through Title I, Part A; and Title I, Part C, to support early childhood programs.

JUSTIFICATION: [Text Box]