



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Entitlement)

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

\$18,725,419.77 (Preliminary Allocation for each school district is included as attachment to this Request for Application)

Budget Period

July 1, 2006 – June 30, 2007

Program Performance Period

July 1, 2006 – June 30, 2007

Target Population

Migratory Children and Youth, ages 3 to 21

Eligible Applicant(s)

Local Educational Agencies (LEAs) and Consortia of LEAs.

Application Due Date

On or before July 1, 2006

The due date refers to the date of receipt in Grants Management. For Federal programs, the project effective date will be the date that the application is received within DOE meeting conditions for acceptance, or the date of receipt of the Federal Award Notification, whichever is later. For State programs, the project effective date will be no earlier than the effective date of the legislative appropriation, usually July 1. The ending date can be no later than June 30, of the fiscal year unless otherwise specified in statute or proviso.

Contact Persons

1. Program Administrator: Carolyn Mathews, Program Director/Migrant Programs, (850)245-0693, carolyn.mathews@fldoe.org
2. Grants management: Kinisha Murphy, Grants Specialist II, Grants Management Unit A, (850)245-0473, kinisha.murphy@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 Assurances – All Projects

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. The State has determined that the following indicators shall be used to identify the children who should receive *Priority for Services*:

A migratory child who:

- scored at Level 1 or Level 2 on the FCAT; **or**
- is Limited English Proficient (LEP); **or**
- has an age/grade discrepancy; **or**
- was retained during the school year; **or**
- is at risk of failing to meet state graduation requirements in one of the following areas:
 - an unweighted GPA of 2.0 or below, **or**

- insufficient credits for promotion or graduation

AND

- whose education has been interrupted during the regular school year.

10) CONTINUATION OF SERVICES—Not withstanding 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.

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.

Indirect costs shall only apply to federal projects. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Restrictions to the amount or percentage that can be charged to a project's administration which may include indirect costs will be specified in the approved project award notification or amendment approval where applicable.

Monthly Disbursements are to be reported by the 20th of the month following the month of disbursement from each agency receiving these Federal funds. The recipients must report disbursements electronically on the On-Line Disbursement Reporting System.

Final Disbursement Report, DOE 399 form, must be submitted by the date specified on the DOE 200 form, Project Award Notification.

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. Briefly describe the local Migrant Education Program annual needs assessment process. In the description, include reference to the method(s) used to determine and prioritize the unique needs of migratory children. [NCLB Act of 2001, Section 1306]
- B. Identify federal/state/local collaborative partners; briefly describe **in a simple narrative**, the type and benefit of the collaborative **activities**; include the type of program and the primary target groups. [NCLB Act of 2001, Section 1304]
- C. Identify the overall goals/expected outcomes and \objectives/strategies for the 2006-07 school year. (Goals/objectives must at a minimum address instructional services in reading and mathematics for migrant and homeless children. 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.
- D. To ensure timely and meaningful consultation, the LEA shall consult with appropriate private school officials during the design and development of the Migrant Education Program; to provide those children, their teachers or other educational personnel, on an equitable basis, access to special educational services or other benefits that address their needs under the Title I, Part C Program. Describe in detail how this consultation was conducted. [NCLB Act of 2001, Section 9501]
- E. 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)]
- F. Describe a **Priority for Services Action Plan** that details how the subgrantee will utilize MEP funds and other resources to address the unique needs of Priority for Services migratory students, and to document the services that these students receive. This plan should also include a component to evaluate the impact of services provided on student achievement. [NCLB Act of 2001, Section 1304 (d)]
- G. 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)]
- H. 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)]
- I. Describe before and/or After School tutorial programs, including summer programs and locations.
- J. Complete information regarding the use of portable classrooms/trailers that were purchased with Title I, Part C program fund. This form may also be used to secure approval of non-program use of Title I, Part C portable classrooms/trailers when a user's fee is required. The district is responsible for maintaining documentation to support calculation of user's fees.
- K. 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.

- L. Describe the project's annual program evaluation process. [NCLB Act of 2001, Section 1304 (c)(5)]
- M. Describe dissemination/marketing plan.
- N. 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

Dissemination/Marketing

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

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.

For Federal Programs - General Education Provisions Act (GEPA)

Provide 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/fund/grant/apply/appforms/gepa427.pdf>

Equitable Services for Private School Participation

In accordance with P.L. 107-110, Title IX, Part E Uniform Provisions, Subpart 1, Section 9501, the applicant must provide a detailed plan of action for providing consultation for equitable services to private school children and teachers with the local education agency(ies) service area. For details, refer to URL: <http://www.ed.gov/policy/elsec/leg/esea02/pg111.html>.

Conditions for Acceptance

The requirements listed below must be met for applications to be considered for review:

- 1) Application is received in DOE within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A or 100B Project Application Form and DOE 101 - Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have original signatures by an authorized entity
- 5) Application must be submitted to:

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

NOTE: Applications 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

All project applications, including budget forms 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

2006-2007 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 2004-2005 DATA SOURCES

FORMULA FACTORS	DATA SOURCES	WEIGHT
1) Number of Students - Total of: <ul style="list-style-type: none"> • Served during Regular School Year • Served during the Summer • Migrant Eligible, not served. 	<ul style="list-style-type: none"> • Survey 5 Student Demographic Format <p><i>Students coded as Migrant Status Term B (Both) are counted once as Regular and then again as Summer.</i></p>	75%
2) Student Needs - Total of: <ul style="list-style-type: none"> • Level 1 or 2 on FCAT Reading and/or Math • Retained during the school year • Non-attenders (<i>Grades 30+31</i>) • Limited English Proficient (<i>LEP Codes of LY+LN+LP</i>) • GPA of 2.0 or lower 	<ul style="list-style-type: none"> • FCAT data • Survey 5 Student Demographic Format • Student End of Year Status <p><i>Migrant Status Term codes used: 3 (Regular), S (Summer), B (Both) and X (Identified, not served)</i></p>	11%
3) Priority of Services – Highest/total of: <ul style="list-style-type: none"> • Student Mobility during the school year AND <ul style="list-style-type: none"> • Level 1 or 2 on FCAT Reading and/or Math <u>or</u> • Retained during the school year <u>or</u> • Age/Grade discrepancy <u>or</u> • Limited English Proficient (<i>LEP Codes of LY+LN+LP</i>) <u>or</u> • GPA of 2.0 or lower 	<ul style="list-style-type: none"> • FCAT data • Survey 5 Student Demographic Format • Student End of Year Status • Age/Grade discrepancy calculated using a formula <p><i>Migrant Status Term codes used: 3 (Regular), S (Summer) and B (Both).</i></p>	13%
4) Availability of Other Funds: <ul style="list-style-type: none"> • State Average Per Pupil Expenditure (PPE) compared to the District’s PPE 	<ul style="list-style-type: none"> • Prior year’s PPE for both district and the State <p><i>Weight is added if district’s PPE is considerably lower (defined as 5% or more difference) than the State’s average.</i></p>	1%

<i>2006-2007 Title I, Part C Preliminary Allocation</i>		
District Number	District Name	Preliminary Allocation
1	Alachua [†]	\$280,744.87
2	Baker [†]	\$2,305.22
3	Bay*	\$29,958.88
4	Bradford [†]	\$2,598.43
5	Brevard	\$26,489.87
6	Broward	\$221,841.30
7	Calhoun*	\$9,726.59
8	Citrus [†]	\$20,166.61
9	Clay [†]	\$27,350.85
10	Collier	\$3,134,943.39
11	Columbia [†]	\$16,182.56
12	Dade	\$1,173,972.40
13	DeSoto	\$275,256.30
14	Dixie	\$45,334.03
15	Duval [†]	\$31,997.15
16	Escambia*	\$94,667.35
17	Flagler [†]	\$7,887.87
18	Franklin*	\$6,010.61
19	Gadsden*	\$207,628.67
20	Gilchrist [†]	\$40,781.25
21	Glades	\$108,358.96
22	Gulf*	\$0.00
23	Hamilton	\$29,706.45
24	Hardee	\$966,853.67
25	Hendry	\$863,558.59
26	Highlands	\$509,546.98
27	Hillsborough	\$1,416,825.21
28	Holmes*	\$11,981.11
29	Indian River	\$269,976.15
30	Jackson*	\$12,343.67
31	Jefferson*	\$5,038.73
32	Lafayette	\$28,067.74
33	Lake	\$129,254.08
34	Lee	\$777,440.59
35	Leon*	\$6,894.34
36	Levy [†]	\$85,016.93
37	Liberty*	\$3,144.29
38	Madison	\$180,796.02
39	Manatee	\$904,807.03
40	Marion	\$18,271.02
41	Martin	\$165,279.88
42	Monroe	\$4,274.14
43	Nassau [†]	\$7,841.58
44	Okaloosa*	\$5,728.30
45	Okeechobee	\$735,170.68
46	Orange	\$654,076.38

47	Osceola	\$85,462.86
48	Palm Beach	\$2,214,122.16
49	Pasco	\$156,647.20
50	Polk	\$785,358.69
51	Putnam	\$327,251.91
52	St. Johns [†]	\$16,685.08
53	St. Lucie	\$200,067.35
54	Santa Rosa*	\$1,357.98
55	Sarasota	\$23,316.54
56	Sumter	\$118,828.75
57	Suwannee	\$164,588.05
58	Taylor*	\$0.00
59	Union [†]	\$5,491.96
60	Volusia	\$515,402.44
61	Wakulla*	\$0.00
62	Walton*	\$29,493.40
63	Washington*	\$522,694.64
64	FSU-Lab School*	\$2,554.04
TOTAL FOR THE STATE		\$18,725,419.77

NOTE: *Districts served through the Panhandle Area Educational Consortium

[†]Districts served through the Alachua Multi-County Migrant Education Program.

FLORIDA DEPARTMENT OF EDUCATION

Project Application

Please return to: Florida Department of Education Bureau of Grants Management Room 344 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	A) Program Name: Title I, Part C, Education of Migratory Children and Youth On-Line Application 2006-2007	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)
C) Total Funds Requested: \$ _____ <div style="background-color: #e0e0e0; padding: 5px; text-align: center;"> DOE USE ONLY </div> Total Approved Project:	D) Applicant Contact Information	
	Contact Name: _____	Mailing Address: _____
	Telephone Number: _____	SunCom Number: _____
	Fax Number: _____	E-mail Address: _____
CERTIFICATION		
<p>I, _____, (<i>Please Type Name</i>) 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.</p> <p>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.</p>		
E) _____ Signature of Agency Head		



Instructions for Completion of DOE 100A

- A.** If not pre-printed, enter name of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.
- E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.

Note: Applications 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.

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.

DOE 101 Rev. 01/05
