



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA)

I. GRANT OVERVIEW

Division/Office	K-12 Education/Division of Student Achievement and Articulation/Bureau of Student Assistance/Title I Programs and Academic Intervention Services
Title	Title I, Part C, Improving The Academic Achievement Of the Disadvantaged, Education of Migratory Children
Specific Funding Authority	Federal: No Child Left Behind Act of 2001 (P.L. 107-110); CDFA #84.011A
Funding Purpose	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.
Funding Priorities	To meet the academic and support services needs of migratory children and youth priority shall be given to Local Educational Agencies (LEAs) based on the number of migratory children and youth most in need, as documented by the Florida Department of Education (DOE) Migrant Allocation Formula.
Support for Reading Initiative	LEAs and schools must ensure that funds expended for instructional resources support reading programs that are scientifically based.
Reporting on Outcomes	Local LEAs are required to disseminate Adequate Yearly Progress reports to parents of migratory children and other district and school stakeholders.
Dissemination and Marketing Plan	The project application will be disseminated to a targeted population that will include districts, school staff, parents, school advisory councils, private schools, community agencies and other stakeholders electronically and through other means such as written and oral communication and via fax. Information regarding services to migrant students and their families shall be made available for public review at a selected district site.
Target Population	Migratory Children and Youth, ages 3 to 21
Eligible Applicants	LEAs and Consortia of LEAs (Note: LEAs that have submitted a Consolidated Application that includes Title I, Part C are not required to re-apply using this on-line application.)
Type of Award	Discretionary, Non-Competitive (Formula-based)
Total Funding Amount	\$21,565,947.15 (Final Allocation Schedule, pages 7-8)
Funding Period	Date of receipt of DOE 100A with original signature through June 30, 2005
Technical Support	Carolyn Mathews, Program Specialist, 325 West Gaines Street, Suite 301, Tallahassee, FL 32399-0400, Phone: (850) 245-0415; SC 205-0415 or email carolyn.mathews@fldoe.org .
Required Forms	This application is to be submitted electronically via the online 2004-05 Title I, Part C Migrant On-Line Application System. The Project Application (DOE 100A) with original signature must also be submitted by mail to the Department.
Application Due Date	As soon as possible

TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN 2004-2005 PROJECT APPLICATION

II. FEDERAL REQUIREMENTS

A. Program Purpose

As required by Public Law 107-110, Section 1301, local educational agencies (LEAs) receiving federal migrant funds shall ensure that migratory children are provided with appropriate educational services, including supportive services, that address their special needs in a coordinated and efficient manner and they receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. Programs and projects must be geared toward helping children/students to overcome educational disruptions, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of the students to do well in school and to prepare students to make a successful transition to post-secondary education or employment.

B. Required Assurances

The Florida Department of Education (DOE) 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.

C. Certification of Adherence

To receive funding, applicants must have on file with the DOE, 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 in section D of the DOE document, *Project Application and Amendment Procedures for Federal and State Programs* (Green Book), which can be accessed at <http://info.fldoe.org/dscgi/ds.py/Get/File-1268/GrnBookSectionD.pdf>.

School Districts, Community Colleges, Universities and State Agencies: The certification of adherence filed with the DOE 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.

Private Colleges, Community-based Organizations, and Other Agencies: Applicants must submit with the application the certification page signed by the agency head certifying applicant adherence to the general terms, assurances, and conditions. Please note that private colleges, community-based organizations, and other non-public agencies must also submit copies of the organization's current budget, a list of its board of directors, and if available, a copy of its most recent annual audit report prepared by an independent certified public accountant licensed in this state.

D. General Education Provisions Act (GEPA) Requirement

The LEA requirement to abide by Section 427 of GEPA is included in the assurances statements included in this application and by signature of the Superintendent (or approved designee); the LEA agrees to abide by these requirements.

III. STATE REQUIREMENTS

- Instructional support for scientifically based reading and mathematics;
- Implementation of programs and services that specifically address the academic achievement of the lowest achieving students from low-income families; and
- Implementation of support services that specifically address the unique needs of migratory children and youth.

IV. APPLICATION PROCEDURES

A. What to Submit

Please submit the original and one (1) copy of the completed application to the Bureau of Grants Management. One copy of the project application must have the original signature of the Superintendent or authorized representative. The entire application must be submitted online, including all applicable forms and schedules.

B. Conditions for Acceptance: To be in substantially approvable form, a project application must contain the following:

1. The completed application must be submitted via the 2004-05 Title I, Part C, Online Application and the Project Application (DOE 100A) must be submitted via the mail to the Department of Education with the original signature of the appropriate agency head. If an official other than the appropriate agency head has signed the application, 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, must be provided with the electronic and hardcopy application.

2. Project Descriptions/Narrative (in electronic format only):

Project Assurances

Documentation of Required Collaboration

Description of LeA Activities to Support Supplementary Instruction in the Core Subject Areas

Project Narrative

Purchase and Disposition of Portable Classroom(S) Purchased With Title I, Part C Funds

Support For Early Childhood Activities

3. All fiscal forms must be completed electronically according to the instructions provided herein.

Budget Description Form

DOE-103

Personnel Schedule

DOE 103A

Professional and Technical Services Schedule

DOE 103B

Capital Outlay Schedule

DOE 103C

C. Where to Submit

Bureau of Grants Management
Florida Department of Education
Turlington Building, Room 344
325 West Gaines Street, Room 344
Tallahassee, Florida 32399-0400

D. Due Date

As soon as possible. **Note:** All eligible school districts are currently funded through September 30, 2004. In order to ensure that there is no interruption of service, the application, including the DOE 100A Project Application form with original signature, must be received prior to September 30, 2004. The 2004-05 Title I, Part C, Online Application available on the webpage will close on August 31, 2004 to allow for processing of those applications that have been received at that time. The website will reopen for school districts that have not submitted their application at that time.

E. Effective Date of Project Application

Funds shall be obligated no earlier than the date the project application is received by the Department in substantially approvable form, or the effective date of the federal grant award, whichever is later.

F. Application Review Criteria

The application will be reviewed by the Florida Department of Education (DOE) staff. If it is determined that the application is not in approvable form, the LEA shall be asked to supply additional information or delete certain items from the application before it may be approved. Such requests by the DOE will be made only for clarification of the project or to meet federal and/or DOE guidelines.

IV. FISCAL REQUIREMENTS

A. Final Allocation

The 2004-2005 Final Title I, Part C allocation table is enclosed in this RFA (pages 7-8).

B. Project Procedures

All funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the *General Assurances for Participation in Federal and State Programs*. These procedures, documents, and the DOE forms can be accessed on-line at <http://www.firn.edu/doe/comptroller/gbook.htm>.

C. Indirect Costs

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. Agencies other than school districts must furnish to the Comptroller's Office a copy of their current negotiated indirect cost plan that has been approved by the appropriate cognizant agency. Amounts from zero to the maximum negotiated rate may be approved for a program or project by the DOE Comptroller. 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.

D. Distribution of Funds

Funded applicants shall receive their allocation via cash advance. Electronic Fund Transfer shall make Federal cash advances to school districts. Request for Federal cash advances must be made on the Electronic

Federal Cash Advance Request System. If at times it is determined that disbursement 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.

E. Monthly Disbursements

Report disbursements 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.

F. Final Disbursement Report

All project recipients must submit a complete DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

V. FLORIDA MIGRANT ALLOCATION FORMULA

As required by Section 1304 (b) (5), “a description of how the State will determine the amount of any sub grants 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		
Formula Factors	Weight	Data Sources and Methodology
<p>Number of Students: Residing During the School Year and/or Served During the Summer</p>	65%	Survey 2 and Survey 5 (Any other Survey indicating residency in the State at anytime.)
<p>Student Needs</p> <ul style="list-style-type: none"> • Scoring @ FCAT Level 2 or Below • Identified as LEP • Retained at anytime one or more grades • Non Attenders (3-21 not in school) 	16%	<ul style="list-style-type: none"> • FCAT scores from previous year • LEP and student demographic formats • Retention- and/or end of year report • Use age-grade discrepancy • Non-attenders as reported by LEA
<p>Priority for Services</p> <ul style="list-style-type: none"> • Failing or at-risk of failing State’s academic standards (FCAT Level 1); OR • Retained at anytime one or more grades; OR • has an age/grade discrepancy AND • Student Mobility 	18%	A special query identifying students who moved during school year AND met one of the other criteria
<p>Availability of Other Funds 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).</p>	1%	Prior year’s PPE for both district and the State.

2004-2005 Title I, Part C FINAL Migrant Allocation

Note: Districts listed in “Red” are served through the Panhandle Area Educational Consortium, districts listed in “Blue” are served through the Alachua Multi-County Migrant Program, and the Suwannee County School District, listed in “Green”, is served through the Suwannee River Educational Council.

District Number	District Name	Allocation
1	Alachua	\$248,947.09
2	Baker	\$2,341.31
3	Bay	\$44,881.94
4	Bradford	\$3,620.04
5	Brevard	\$21,090.62
6	Broward	\$220,037.06
7	Calhoun	\$6,061.64
9	Citrus	\$16,815.26
10	Clay	\$32,219.52
11	Collier	\$3,172,979.67
12	Columbia	\$17,616.74
13	Dade	\$1,234,403.03
14	DeSoto	\$259,905.97
15	Dixie	\$20,919.12
17	Escambia	\$108,112.97
18	Flagler	\$4,602.54
19	Franklin	\$2,633.93
20	Gadsden	\$226,436.33
21	Gilchrist	\$32,325.26
22	Glades	\$80,088.57
24	Hamilton	\$23,990.61
25	Hardee	\$1,090,854.92
26	Hendry	\$834,274.08
28	Highlands	\$447,683.05
29	Hillsborough	\$2,201,208.77
30	Holmes	\$7,582.87
31	Indian River	\$315,506.95
32	Jackson	\$11,160.65
33	Jefferson	\$1,533.81
34	Lafayette	\$34,772.99
35	Lake	\$100,177.73
36	Lee	\$913,325.22
38	Levy	\$117,467.24
39	Liberty	\$3,323.81
40	Madison	\$148,027.81
41	Manatee	\$1,064,799.24
42	Marion	\$23,268.32
43	Martin	\$195,889.64

District Number	District Name	Allocation
44	Monroe	\$10,155.78
45	Nassau	\$7,192.79
46	Okaloosa	\$4,299.05
47	Okeechobee	\$648,352.92
48	Orange	\$740,711.13
49	Osceola	\$57,662.26
50	Palm Beach	\$2,198,031.41
51	Pasco	\$200,114.97
53	Polk	\$913,176.92
54	Putnam	\$246,614.63
55	St. Johns	\$13,904.27
56	St. Lucie	\$1,784,694.23
57	Santa Rosa	\$861.26
58	Sarasota	\$28,672.69
60	Sumter	\$100,455.79
61	Suwannee	\$265,642.68
63	Union	\$4,547.67
64	Volusia	\$486,376.90
66	Walton	\$19,883.64
67	Washington	\$543,709.80
TOTAL FOR THE STATE		\$21,565,947.15

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.

FLORIDA DEPARTMENT OF EDUCATION Project Application

**TAPS Number
5A004**

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	A) Program Name: Title I, Part C, Education of Migratory Children and Youth On-Line Application 2004-2005	DOE USE ONLY Date Received
B) Name and Address of Eligible Applicant:		Project Number (DOE Assigned)

C) Total Funds Requested: \$ _____ <p style="text-align: center;">DOE USE ONLY</p> Total Approved Project: \$ _____	D) Applicant Contact Information <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, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT ASSURANCES**

This local educational agency (LEA) (_____) (insert the name of the agency) will ensure that:

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.
1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. All activities and services described in this application abide by the General Education Provisions Act (GEPA).
 7. 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.
 8. 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.
 9. 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.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

DOCUMENTATION OF REQUIRED COLLABORATION

District:

TYPE OF COLLABORATION:

FEDERAL		STATE		LOCAL	
<input type="checkbox"/>	Title II	<input type="checkbox"/>	Dropout Prevention	<input type="checkbox"/>	United Way
<input type="checkbox"/>	Title III	<input type="checkbox"/>	Supplemental Academic Instruction	<input type="checkbox"/>	Local Health Department
<input type="checkbox"/>	Title IV 21 st Century Schools	<input type="checkbox"/>	Safe Schools	<input type="checkbox"/>	Community Agencies: (must specify)
<input type="checkbox"/>	Title IV Safe and Drug-Free Schools	<input type="checkbox"/>	Department of Juvenile Justice	<input type="checkbox"/>	Partnership for School Readiness
<input type="checkbox"/>	Title V Innovative Programs	<input type="checkbox"/>	Department of Children and Families	<input type="checkbox"/>	Other: (must specify)
<input type="checkbox"/>	Title X Education of Homeless Children	<input type="checkbox"/>	Other: (must specify)		
<input type="checkbox"/>	School-to-Work				
<input type="checkbox"/>	Comprehensive School Reform				
<input type="checkbox"/>	Other: (must specify)				

GOALS/OUTCOMES:

Indicate the goal and/or outcome for each collaborative effort. Note a combination of activities may be used.

Description of Collaboration	Goals	Outcomes

PRIMARY TARGET GROUPS:

	Elementary	Middle	High
Students	_____	_____	_____
School Staff	_____	_____	_____
Parents	_____	_____	_____
Private	_____	_____	_____
Other	_____	_____	_____

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

DESCRIPTION OF LEA ACTIVITIES TO SUPPORT SUPPLEMENTARY INSTRUCTION IN THE CORE SUBJECT AREAS

This section must describe LEA activities that will support supplementary instruction in the core subject area, 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.

1. Instructional Services to Increase Student Achievement:

Identify the overall district goals/expected outcomes and objectives/strategies for the 2004-05 school year. [Goals/Objectives must at a minimum address the following: Instructional services in reading and mathematics; and the provision of highly qualified staff.]

Overall goal(s) for increasing academic achievement of migrant children and youth:	Objective(s)/Strategy(ies) for meeting the goal(s):

(Must provide strategy/objective for each goal listed)

2. Instruction in the Core Subject Areas:

Goals, objectives and strategies to support supplementary instruction in reading provided to migratory children and youth. Strategies must address how the LEA will ensure that funds awarded to each eligible school will support scientifically based reading programs. Only reading programs approved by Just Read Florida, the Florida Center for Reading Research (FCRR) or programs which are proven to be scientifically based may be implemented and supported by these funds. *[Need link to Just Read Florida and FCRR].*

Goals	Measurable Objectives/Strategies

(Must provide strategy/objective for each goal listed)

Goals, objectives and strategies to support supplementary instruction in mathematics provided to migratory children and youth. Only mathematics programs which are scientifically based may be implemented and supported by these funds.

Goals	Measurable Objectives/Strategies

(Must provide strategy/objective for each goal listed)

3. Parental Involvement:

Describe the activities that will be implemented to enhance and augment current parent involvement activities. Describe the strategies that will be implemented to make sure migrant parents understand the implications/impact of school choice.

REPORTING REQUIREMENTS:

In addition to the annual report as required by NCLB, describe how the LEA will report the progress made in attaining the LEA's goals and objectives for 2004-05.

INFORMATION DISSEMINATION:

Describe what steps will be taken by the LEA to disseminate general information regarding this I program services, including dissemination of information to parents/guardians whose heritage language is other than English.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

PROJECT NARRATIVE

Project narrative must describe how each of the following requirements set forth in Title I, Part C, No Child Left Behind Act:

NCLB Act of 2001, Section 1301 (2)(3)

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 1304 (d):

Describe how the project will serve migratory children who meet the qualifications for “priority of services”.

NCLB Act of 2001, Section 1304 (b)(1)(a)(b)(c)

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 (c)(3)(A)(B)

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

Describe the project’s annual program evaluation process. Describe the local Migrant Education Program’s annual needs assessment process.

DESCRIPTION OF OTHER INSTRUCTIONAL SERVICES

Program description; include Before/After School and summer programs; including location and duration for each program.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

PURCHASE AND DISPOSITION OF PORTABLE CLASSROOM(S) PURCHASED WITH TITLE I, PART C FUNDS

Inventory Number	Physical Condition of Portable Classrooms and/or Trailers	Present Location	Proposed Location During the Fiscal Year Covered by This Application	Proposed Use During the Fiscal Year Covered by This Application	User's Fee	Traded Space
(1)	(2)	(3)	(4)	(5)	(6)	
<i>[If filled, all other fields required]</i>	[Options: Very Good, Good, Fair & Poor]					

NOTE: If the district owns real property purchased with Title I Migrant funds, include on this page.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

SUPPORT FOR EARLY CHILDHOOD

Please provide the following information regarding the Title I, Part C-funded early childhood activities being conducted in your district.

DISTRICT:

List the name(s) of the program(s) that provide early childhood services under Title I, Part C	List the site(s) where the program is housed.	Amount of Title I, Part C 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
TOTALS:				

If the above list is left blank, LEAs must provide documentation which must be submitted with this application to support why services are not being provided to support early childhood programs.

Instructions

DOE 103 Budget Description Form

This form should be completed based on the required information as outlined in the Request for Proposal (RFP) or Request for Application (RFA).

- A. Enter Name of Eligible Recipient.
- B. Enter DOE assigned 13-digit project number, if available. If you have not been assigned a project number for the project and period covered by this application, please leave this item blank.

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.

NOTE: If this column is shaded, it is not required for this application.

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 five digit object codes as required in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITIES AND STATE AGENCIES:
Use the six digit object codes as required 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
DESCRIPTION: **ALL APPLICANTS:**
Provide a specific description of the type of expenditures.

COLUMN 4
AMOUNT: Provide the budget amount requested for each line item.

- C. **TOTAL** - Provide the total for Column (4) on the last page.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

A) _____
Name of Eligible Recipient

TAPS Number 5A004

B) _____
Project Number

**FLORIDA DEPARTMENT OF EDUCATION
BUDGET DESCRIPTION FORM**

(1) FUNCTION	(2) OBJECT	(3) DESCRIPTION	(4) AMOUNT
		C) TOTAL	\$

DOE 103
Rev. 01/03

[*Total may not exceed allocation]



Jim Horne, Commissioner

INSTRUCTIONS FOR PERSONNEL SCHEDULE

Record all position types including Other Personal Services for personnel employed on a regular or temporary basis to be funded from the project application. School districts must use the function and object codes described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). Other agencies must use object codes describing these types of positions in the agency's accounting system.

Other Personal Services is defined as compensation paid to persons, including substitute teachers not under written contract, who are employed to provide temporary service to the school district or agency.

Column (1) School district applicants only.

For each type of position described in Column (3), record the appropriate four digit function code as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). School districts must use functions 5100 - 9100.

Column (2)

For each type of position described in Column (3), use the appropriate object code for salary positions or Other Personal Services. School districts must use object codes 110-170 and 750 respectively as described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). All other agency applicants must use the object codes as described in the agency's expenditure chart of accounts.

Column (3)

Enter a specific description of the type of position to be funded for this project application. Each type of position must be listed as described in the Red Book or according to the district's expenditure chart of accounts, if the district does not use the Red Book salary object codes. All other agency applicants must use the description of the type of position as described in the agency's expenditure chart of accounts. **Additional information may be requested to justify the relationship of a position to student achievement.**

Enter the full-time equivalent (FTE) number of positions to be funded in this project application. FTE is determined by dividing the standard number of weekly work hours for the position into the actual work hours to be funded by the project.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION
PERSONNEL SCHEDULE**

(1) FUNCTION	(2) OBJECT	(3) TYPE OF POSITION	(4) FUNDED FTE
			TOTAL FUNDED FTE
			[Formula]

INSTRUCTIONS

PROFESSIONAL AND TECHNICAL SERVICES SCHEDULE

On this schedule, report only the purchase of professional and technical services. School district applicants must use the required function and object codes described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). Other agency applicants must use the object codes which describe this type of disbursement in the agency's accounting system.

Professional and Technical Services are services rendered by personnel, who are not on the payroll of the district school board or agency, and other services which the Board or agency may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

Column (1) School district applicants only.

For the services described in Column (3), record the appropriate four digit function code for each professional and technical service to be funded from this project. School districts must use functions 5100 – 9100.

Column (2)

Record the object code most appropriate to the services described in Column (3). Note: When the contract with a consultant is for a single amount which covers both services and expenses (including travel), the total contract amount should be recorded in the object for professional and technical services. When the contract calls for a daily or fixed rate plus travel and per diem or expenses, or includes equipment purchases, these amounts should be reported separately under the objects for professional and technical services, travel, and equipment respectively. School districts must use object codes 310 – 390. All other agency applicants must use the object codes as described in the agency's expenditure chart of accounts.

Column (3)

Enter a specific description of each professional and technical service to be funded from this project.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

PROFESSIONAL AND TECHNICAL SERVICES SCHEDULE

On This Schedule, Record Only Disbursements for the Purchase of Professional and Technical Services

(1) FUNCTION	(2) OBJECT	(3) DESCRIPTION OF SERVICES

INSTRUCTIONS

CAPITAL OUTLAY SCHEDULE

On this schedule, report only proposed disbursements for capital outlay items. School district applicants must use the required function and object codes described in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (Red Book). Other agency applicants must use the object codes, which describe this type of disbursement in the agency's accounting system.

Column (1) School district applicants only.

For the services described in Column (3), record the appropriate four-digit function code for each capital outlay item requested. School districts use functions 5100 – 9100.

Column (2)

Record the appropriate object number for the capital outlay item requested in Column (3). School districts must use object codes 610 - 692. All other agency applicants must use the object codes as described in the agency's expenditure chart of accounts.

Column (3)

List each capital outlay item for which project funding is requested. Capital outlay items are to be listed by the appropriate function and object codes.

**TITLE I, PART C, EDUCATION OF MIGRATORY CHILDREN
2004-2005 PROJECT APPLICATION**

CAPITAL OUTLAY SCHEDULE

(1) FUNCTION	(2) OBJECT	(3) ITEM DESCRIPTION