



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

*Letter of Intent:
Title I Part C: Migrant Preliminary Grant Application
Deadline for Transmittal: May 30, 2014*

*All applicants who intend to operate a **Title I Part C: Migrant Students** sub grant program during the 2014-2015 school year must complete this application prior to completing of the annual LEA Consolidated Application. Once you have completed this letter of intent, please submit it to Jenifer Palmer at the address listed below. The selection of grant participants will be determined by the Title I Part C office and notification will be sent to those by July 1st. The process used to determine which applicants meet the requirements will be based on the number of applicants, the funding level at each school district or consortium, and the funds available. Once you've received confirmation for participation, you will need to complete the Title I Part C section in the annual LEA Consolidated Application. You must answer all questions and comply with all stated and implied assurances contained in that application.*

IMPORTANT INFORMATION

If your school district intends to apply, either individually or as a consortium, for a Title I Part C sub grant, you must complete this preliminary application process. Doing so will help us determine the exact funding level for each district or consortium. If you have questions about this process contact Jenifer Palmer at 605-773-4437 or email Jenifer.Palmer@state.sd.us. Applications can be sent to Jenifer Palmer, Title I Part C Director, 800 Governor's Drive, Pierre, SD 57501. Once applications have been reviewed and a determination made as to which districts/consortiums will be participating, eligible entities will be contacted with final budgetary information.

If your district is applying for a Title I Part C sub grant and implementing a Title I Part C program, please read through the entire application before you begin to complete the application.

Funds made available under Title I, Part C, shall be used so as to supplement the level of Federal, State, and local public funds that, in the absence of such availability, would have been expended for programs for migrant students and in no case to supplant such Federal, State, and local public funds.

In order to apply for a Title I Part C sub grant as a single district or as a consortium of school districts, you will need to know how many migrant students there are in your district, including any enrolled in a Private School. The department will go by the count of migrant students on April 1, 2014. If you need assistance with this count, please contact Jenifer Palmer, 605-773-4437.

To request funding for a migrant education program, a district must have a minimum of 10 identified migrant students. If your school district has not identified the minimum number of migrant students, you can form a consortium of districts. In order to apply as a consortium, your LEA must work cooperatively with other LEAs to reach the minimum of 10 students. The form on page five of this memo entitled "Title I Part C Sub grant: Consortium," must be completed and signed by all consortium members. Only forms with an original signature will be accepted. The school districts included in the consortium application will not be considered for funding if the application is not signed by all participating school districts.

If you will be forming a consortium:

- One of the LEA members must agree to serve as the lead LEA of the consortium. The lead LEA (fiscal agent) shall be the sole grantee and shall administer the sub grant on behalf of all consortium member LEAs.
- The fiscal agent, along with each of the consortium partners, shall decide on the manner in which services and products funded by Title I Part C will be provided to eligible Migrant students enrolled in each of the participating LEAs.
 - Title I Part C funds assigned to consortia must be combined or "pooled" with one consortium plan for all consortium partners.
 - The fiscal agent is responsible for all fiscal transactions of the consortium (requisitions, purchases, payments, etc.) and for maintaining records of all financial transactions carried out on behalf of the consortium.
 - The fiscal agent is responsible for ensuring that consortium members fulfill their fiscal and programmatic responsibilities as sub grantees under Title I Part C.
- Consortium staff must meet to discuss and develop a common plan that meets the requirements of Title I Part C and addresses other issues including the following:
 - Needs of partner districts for improving services for migrant students
 - Needs of partner districts relating to professional development to improve instruction for migrant students
 - Common plan to effectively and efficiently use Title I Part C funds to meet the identified needs of the consortium partners
 - Effectively communicate the purpose of the migrant program and services within their district.

Required activities for individual and consortium Title I Part C sub-grants:

- Increase the English proficiency of migrant children by providing high-quality language instruction educational programs that are based on scientifically based research.

- Provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel, that is—
 - Designed to improve the instruction and assessment in the areas of reading and math of migrant students.
 - Designed to enhance the ability of such teachers to understand and use curricula, assessment measures, and instruction strategies for migrant students;
 - Based on scientifically based research demonstrating the effectiveness of the professional development in increasing children’s English proficiency or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of such teachers.

For information about the requirements for a Title I Part C program, please access the following website for federal regulations regarding Title I Part C. It will help you determine whether a Title I Part C sub grant will meet the needs of your school district.

<http://www2.ed.gov/programs/mep/index.html>

You must read, understand, and follow all pertinent Title I Part C federal regulations. Your school district or consortium will be required to implement all regulations pertaining to Title I Part C: Migrant Education Programs.

2014 Title I Part C Sub grant: Consortium

In order to apply as a consortium, your LEA must work cooperatively with other LEAs to reach the minimum of 10 students. This amount can change if more districts apply for funding than in the previous year or if state funding is less than the previous year. The following form entitled "Title I Part C Sub grant: Consortium," must be completed.

The school district with the ★ will be considered the fiscal agent for the sub grant.

Name of LEA/Contact Name	# of migrant students
★	

Entities applying as an individual school district please indicate the number of migrant students that are enrolled as of April 1, 2014 in all the attendance centers served by this application:

Enter the number of migrant students enrolled on April 1, 2014	
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By signing below, you are assuring that the numbers you have supplied are true and accurate and should you be awarded this sub grant, you will agree to use the funds provided for activities that are considered appropriate for this award.

Name: _____ **Date:** _____