

2020-2021
Title I, Part C:
Education of Migratory Children
Application User Guide

Application Due	Application has been postmarked and mailed, or emailed to IDOE.	09/25/2020
Grant Effective	Activities and purchases made starting on this date can be reimbursed by the grant.	Date application is submitted to IDOE in substantially approvable form
Encumber Deadline	Activities have taken place and/or Materials/Equipment/Technology have been ordered.	09/30/2022
Liquidate Deadline	Approved activities/purchases have been paid for and the school corporation has submitted all requests for reimbursement.	12/15/2022

Indiana Department of Education
Division of Title Grants and Support
115 W. Washington St.
Indianapolis, IN 46204
317-233-0128

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Title I, Part C Application Submission Information

PURPOSE OF TITLE I, Part C

Title I, Part C funds are **supplemental** and are used *above and beyond* a LEA/Eligible Entity's requirements to provide quality educational opportunities to all students. The primary objective of Title I, Part C is to, "support high-quality and comprehensive education programs for migratory children to help reduce the educational disruptions and other problems that result from repeated moves."

APPLICATION FORMAT

The application has been designed as a read-only format that allows applicants to input information into specified fields. If you have any questions regarding use of the form or are in need of additional space, please contact the IDOE Division of Title Grants and Support.

ELIGIBLE APPLICANTS

The 2020-2021 Title I, Part C application and funding is based on the number of migrant students that an individual MRC or LEA reported in the state database during the 2019-2020 performance period. Section 1302 states that a state educational agency (SEA), "make grants to...establish or improve, directly or through local operating agencies, programs of education for migratory children."

TYPE OF APPLICANTS

There is one type of applicant for Title I, Part C funding: MRC Consortia.

Refer to the *Special Instructions for Consortium Applicants* included in this User Guide for instructions specific to consortium applicants. **The fiscal agent for a consortium is required to submit each member's application together at once.**

HOW CAN I ENSURE MY APPLICATION IS APPROVED IN A TIMELY MANNER?

IDOE reviews and approves applications in the order in which they are received. All applications will be reviewed within 30 business days from the date of receipt within our office. However, a few helpful tips to remember that could expedite the approval process are the following:

- Submit application prior to the deadline: By submitting the Title I, Part C application prior to the deadline, IDOE can work to begin reviewing and approving applications as they are received.
- Provide clear and thorough detail: When completing the Title I, Part C application, it is critical that clear and thorough detail is provided for all narratives and for the budget section. Providing clear and thorough detail alleviates the number of follow-up questions that IDOE has to ask.
- Ensure all sections are complete and accurate: It is important to double-check that all questions have been answered in a detailed manner. Additionally, it is also critical that the budget is accurate and that requested funds add up to the total allocated amount.

SUBMISSION

Upon completion of the Title I, Part C grant application, please **print and sign the assurances**. Send all applicable documents via email to vbeard@doe.in.gov and esalinas@doe.in.gov as attachments.

DEADLINE

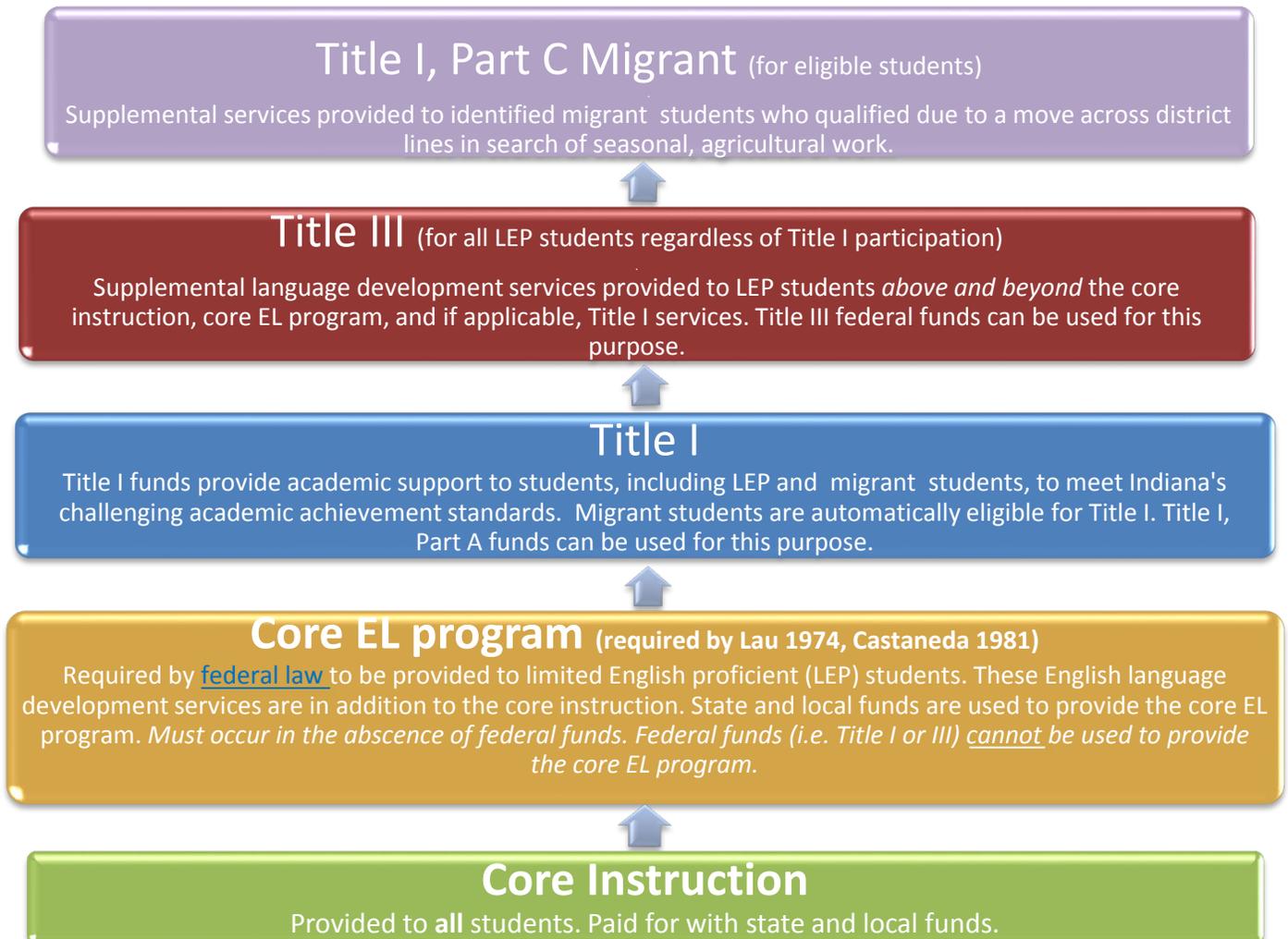
The due date for submission is **Friday, September 25, 2020**. All applications **must** be received no later than this date in order to be considered for review.

A Step-by-Step Guide for Accurate Completion

Application:

Title I, Part C funds must “supplement and not supplant” state and federally mandated education opportunities and supports that are afforded to all students. In addition, Title I, Part C funds must go above and beyond the federally mandated Lau requirements (English language development support). The 2020-2021 Title III Application includes the following parts:

- Part 1 **General Information**
- Part 2 **Assurances**
- Part 3 **Program Information**
- Part 4 **Measureable Program Outcomes (MPOs)**
- Part 5 **Assessments for Reading, Math, and Pre-literacy Skills in Summer/RSY Migrant Program**
- Part 6 **Program Strategies**
- Part 7 **Program Narratives**
- Part 8 **Budget Detail**
- Part 9 **Full Year/Summer School Year Personnel Summary**
- Part 10 **Title I, Part C Budget Totals**



Title I, Part C Application:

Part 1: General Information

Applicant Information: Complete all contact information for the grantee.

Part 2: Assurances

- Please read all assurances carefully. By signing, the MRC/Eligible Entity agrees to meet and comply with all outlined assurances.
- An MRC/Eligible Entity **must check each box** and have the Superintendent and Title I, Part C Director sign the assurances. If each box is not checked, a new assurance page will be requested by IDOE.
- The signed assurance page should be sent via email with the completed Title I, Part C application to vbeard@doe.in.gov and esalinas@doe.in.gov.

Part 3: Program Information

School Corporation Consultation by Region

- A MRC is **required** to provide consultation to every school within their region, **prior** to the submission of the Title I, Part C application. This includes LEAs that do not have eligible migrant students identified, and charter schools, as well as non-public schools. Private school consultation may be completed through consultation with the public school corporation in which the private school is located, provided there is assurance that the non-public school has received consultation with the public school corporation specific to the Indiana Migrant Education Program (e.g. work survey, process of contacting MRC, etc.).
- Complete the following sections:
 - Name of each school in MRC's region: Include **all** applicable schools.
 - Notified of Services?: This box **must** be checked for **all** schools to indicate that the school was provided an adequate notice for participation. MRCs should retain records to demonstrate that this notice was given.
 - Engaged in planning?: Check this box to indicate if a school responded to the notice of consultation and engaged in planning with the MRC.
 - Participating in Title I, Part C for 2020-2021 School Year?: Check this box to indicate that a school has decided to participate in Title I, Part C activities due to having eligible migrant students enrolled in their school district.

Eligible Migrant Students

Include students ages 3-21 who are eligible for the migrant education program during the 2019-2020 performance period. Do not include students receiving continuation of services.

Effective Parent Involvement

Describe the type of parent involvement activities you will provide during the grant period. As a reminder, all regional centers are required to have **at least two parent outreach meetings and at least two local PAC meetings.**

Part 4: Measurable Program Outcomes (MPOs)

A migrant regional center must address MPOs corresponding to each of the grade clusters they choose to serve. Please write “Yes” in the box next to the MPOs for each grade cluster that your grant will serve. Those MPOs represented in bold font are a requirement for all migrant regional centers and grantees.

Part 5: Assessments for Summer/Fall Programs

Please highlight the assessments your project will use to evaluate the progress of migrant children in summer/fall programs.

Part 6: Program Strategies

Each applicant must indicate the strategies used in the program. The strategies listed in application are a part of the Statewide Service Delivery Plan which is aligned to the Comprehensive Needs Assessment. Strategies listed in **bold** are required if providing services within that goal area. Check next to all strategies your project will use. Budgeted items must correspond to the strategies being used.

Part 7: Program Narrative

Please explain in narrative form the intended structure and implementation of activities that support high-quality and comprehensive educational programs for migratory students to be funded by the 2018-2019 Title I, Part C Full Year grant. Please include a narrative for the Regular School Year services as well as for the Summer Program. All questions must be complete and fully addressed in order for the grant to be in substantially approvable form.

Part 8: Title I, Part C Budget Detail

Administrative Costs:

Administrative costs are associated with the overall project management and administration for a specific program. These costs are not directly related to the provision of services to participants or otherwise allocable to the program/cost objectives. There are two types of administrative costs: **direct and indirect.**

Direct Costs: can be specifically identified with a particular cost objective. Direct costs generally include-

- Salaries/fringe (including vacations, holidays, sick leave or other excused absences) of employees working specifically on objectives of a grant or contract. Personnel could include Directors, clerical support staff, or other personnel that perform administrative functions
- Consultant services contracted to accomplish a specific grant/cost objective
- Travel of direct labor employees
- Materials, supplies and equipment purchased directly for use on a specific grant or contract
- Costs for goods and services required for program administration, such as office supplies, postage, long distance telephone calls, and rental and maintenance of office space

Indirect Costs: represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. Indirect costs generally include-

- Utility costs, such as heat and light

Part 9: Full Year/Summer Personnel Summary

COMPLETING THE PERSONNEL SUMMARY PAGE

- Only personnel that provide **supplemental** services to migrant students – **above and beyond core academic instruction and federally mandated requirements** – can be paid for through Title I, Part C.
- Mark C or N to identify whether this individual is certified or noncertified.
- The “Title I, Part C Salary” and “Total Salary” (including Title I, Part C) must be provided. The same is applicable for “Fringe.”
- If a position is split funded, the other funding source(s) **must** be indicated on the chart.
- An **official** job description is **required** to be attached with your completed application for **any position** funded through Title I, Part C.
- For split-funded positions, all Title I, Part C-funded (supplemental) activities must be marked on the job description.

Part 10: Title I, Part C Budget Totals

OVERVIEW

The budget section is a critical component of the Title I, Part C application. IDOE expects **clear and thorough** detail provided for each line item in the budget. Any budget that does not include a clear and thorough description of the line item will be sent back to the MRC for revision.

SUPPLEMENT NOT SUPPLANT PROVISION

Supplement not Supplant requirements ensure that services provided with local, state or federal funds are *in addition to* and do not replace (or supplant) services that students would otherwise receive.

GENERAL REQUIREMENTS FOR COMPLETING THE BUDGET

- It is required that all expenditures in the budget are **itemized**.
- It is required that all items are descriptive and not vague (i.e. the IDOE will not accept vague wording such as “books” or “supplemental resources”).
- Costs associated with Title I, Part C funds can be used with **migrant students only**.
- Costs associated with Title I, Part C funds may not violate the supplement not supplant requirement.
- Clear and thorough detail is required to be provided, including:

- the intent of the cost; and
- the intended audience (i.e. elementary/secondary and/or levels 1-4, etc.).

•An **accurate total** after each section is required. **Please ensure that you have double-checked your math.**

How Can Title I, Part C Funds be Used?

I. Mandatory Activities for Title I, Part C YES!

Title I, Part C funds are supplemental and are used for activities *above and beyond* the LEA’s core academic instruction (provided to all students) and any federal or state requirements. The two **required activities** that every LEA applicant must use their Title I, Part C funds for are:

1. High-quality **comprehensive educational programs** for migratory children to help **reduce** the educational disruptions and other problems that result from repeated moves.

2. Collaboration and planning with **parent advisory councils** for programs of one school year in duration, and that all such programs and projects are carried out—
 - A. 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
 - B. in a format and language understandable to the parents

II. Optional Activities for Title I, Part C MAYBE

Supplemental Title I, Part C funds can also be used for the following activities, **once the required activities have been met:**

1. Credit accrual
2. Supplemental English language development
3. Providing tutorials and academic or vocational education for migrant children and/or intensified instruction.
4. Health and other medical related services and supports for eligible migrant students
5. Counseling services and support for secondary students
6. Extra-curricular activities and other opportunities for migrant students, as long as they are aligned with the CNA
7. Access to high-quality technology and software
8. College visits and preparation for future educational success

III. Prohibited Activities for Title I, Part C

NO!

The following identifies items that are **not allowed** to be paid with Title I, Part C funds:

1. Any cost (*personnel; supplemental instructional materials/supplies; technology and equipment; professional development, etc.*) that was **originally** funded through **state and local funds**, as this would be in violation of supplement not supplant.
2. Any cost (*personnel; supplemental instructional materials/supplies; technology and equipment; professional development, etc.*) originally funded through another **federal funding source** (ex: Title I, A), as this would be in violation of supplement not supplant.
3. **Any cost** associated with the administration of the **mandatory state accountability assessments (WIDA, ISTEP, IREAD, ECA, etc.)**, including proctors, assessors, or substitute teachers- these costs are required to be paid for with **state and local funds**.
4. Translation of documents/handbooks/assessments; translation at parent-teacher conferences or other school events that are not Title I, Part C-specific; translation for parents regarding non-Title I, Part C specific activities (i.e. school registration, grades in class, etc.). Costs associated with translation are required to be paid for with **state and local funds**. Only translators for **Title I, Part C-specific documents or events** can be paid for with Title I, Part C funds.

IV. Supplement not Supplant Provision

“TESTS” TO DETERMINE SUPPLANTING

The Department assumes supplanting exists if-

1. The First Test of Supplanting – Required by Law: Title I, Part C funds must be used to **supplement** the level of Federal, State and local funds that, in the absence of Title I, Part C funds, would have been expended for migrant students via state or local funds.
2. The Second Test of Supplanting – Prior Year: A LEA uses Title I, Part C funds to provide services that the LEA provided in the prior year with State, local or other Federal funds. **This assumption can be rebutted. Please contact the OEL&ME if you have questions.*

QUESTIONS TO ASK WHEN CONSIDERING WHETHER TITLE I, Part C FUNDS CAN BE USED WITHOUT VIOLATING SUPPLEMENT NOT SUPPLANT

1. What is the instructional program/service provided to **all students (core academic instruction)**?
2. What does the MRC do to meet **federal and state requirements for all students**?
3. What services is the MRC required by other **Federal, State, and local** laws or regulations to provide?

4. Was the program/service previously provided with **Federal, State or local funds**?

Based on the answers to the above questions, would the proposed funds be used to provide an instructional program/service that is in addition to or supplemental to an instructional program/service that would otherwise be provided to migrant students (or be required to be provided by other laws/regulations) in the absence of a Title I, Part C grant?

