INSTRUCTIONS

FOR THE 2006-07

APPLICATION FOR

SECTION 31a FUNDS

FOR AT-RISK PUPILS

GENERAL INSTRUCTIONS FOR THE COMPLETION OF THE 2006-07 APPLICATION FOR SECTION 31a FUNDS FOR AT-RISK PUPILS

In order to receive funds under Section 31a of the 2006-07 State School Aid Act, school districts and public school academies that did not receive Section 31a funds in prior years must complete and submit an application for approval by the Michigan Department of Education. Districts and public school academies are encouraged to submit their applications as soon as program planning can be completed. Applications should be submitted no later than **November 30, 2006**, to ensure program implementation. State aid payments for Section 31a will begin 30-60 days after the application has been approved by the Department.

Guidance in planning the district's or public school academy's Section 31a program is found in the Section 31a legislation which is available at www.michigan.gov/mdeofs (select Section 31a At Risk from the OFS Programs Category.

INSTRUCTIONS FOR PAGE 1

2006-07 FISCAL OBLIGATION PERIOD

Indicate the beginning fiscal obligation date for the 2006-07 Section 31a program. This date may be before the application is submitted to the Department, but not before **July 1, 2006**.

PROGRAM DATES

Indicate the beginning and ending dates of Section 31a services to pupils for the regular school year and for any extended school year or summer school services.

ASSURANCES AND CERTIFICATIONS

The Superintendent's or other authorized official's signature is required for the certification of the application and the acceptance of the assurances included in the application.

INSTRUCTIONS FOR PAGE 1a

ASSURANCES AND CERTIFICATIONS

Page 1a MUST be included when the application is submitted to the Michigan Department of Education.

The superintendent or authorized official of the applicant district or public schools academy is **REQUIRED** to **SIGN** page 1a of the application as a contract between the district and the Department and the acceptance of the assurances and certifications included in the application.

INSTRUCTIONS FOR PAGE 2

DISTRIBUTION OF SERVICES TO SCHOOLS

List all schools in the district. For each school that will participate in the 2006-07 Section 31a program, indicate:

1. the estimated number of pupils to be served by the Section 31a program;
2. the grade span for which Section 31a services will be provided; and
3. the estimated Section 31a expenditures for 2006-07.

NOTE: Districts must comply with the Title I supplement/not supplant and comparability requirements in allocating Section 31a funded services to schools. Section 31a services must be distributed to schools within a particular grade span based on their numbers of Section 31a eligible pupils, without regard to the availability of Title I funded services in some schools and not in other schools in that grade span.

INSTRUCTIONS FOR PAGE 3

SECTION 31a BUDGET WORKSHEET

Complete a budget summary and attach a budget detail for the full amount of the district's or public school academy's 2006-07 estimated Section 31a allocation. Refer to the instructions at the top of the budget worksheet. Section 31a funds may be spent only for the following costs:

Function Code	Description of Cost
110, 120	Salaries and benefits for instructional staff
210	Salaries and benefits for staff providing direct noninstructional services
110, 120, 210	Purchased services, supplies and materials for instructional and direct noninstructional services
260, 270	Operation, maintenance, and pupil transportation costs for programs provided outside of the regular school day or year
400	Costs for school breakfast program
-----	Capital outlay necessary for the provision of instructional and direct noninstructional services

Section 31a funds may not be spent for the functions that are shaded on the budget summary, including professional development, administration, evaluation, community services, and indirect costs.

INSTRUCTIONS FOR PAGE 4

PROGRAM DESCRIPTION

Complete Page 4 for the program(s) that will be funded with 2006-07 Section 31a funds.
Page 4 may be duplicated if additional space is needed.

1. PUPIL SELECTION CRITERIA

   Check all criteria that will be used to select pupils to be served by this program component. In order to receive Section 31a funded services, pupils must meet:

   1. one or more of the MEAP criteria;
   2. two or more of the non-MEAP criteria; or
   3. for Grades K-3 only, one or more of the core curricular criteria.

2. PROGRAM SERVICES

   Describe the services that will be provided to participating pupils with Section 31a funds. Indicate whether the services are instructional, direct noninstructional, or both.

3. EVALUATION PLAN

   Describe how the district will evaluate the impact of Section 31a services on the achievement of participating pupils. Districts should select the assessment strategies that are most appropriate for determining pupil progress toward achieving the district's core curriculum standards. These strategies may include classroom assessment, assessment systems accompanying particular instructional programs, and standardized testing.

FS-4731-A Rev. 9/06

AUTHORITY: P.A. of 1979 as amended

COMPLETION: Voluntary. (Failure to file will result in loss of funding.

Michigan Department of Education
OFFICE OF SCHOOL IMPROVEMENT
P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding this form to (517) 373-3921.

FAX NUMBER: (517) 335-2886.

2006-07 APPLICATION FOR SECTION 31a FUNDS FOR AT-RISK PUPILS

APPLICANT	LEGAL NAME OF DISTRICT		DISTRICT CODE
	ADDRESS OF DISTRICT		
	CITY and ZIP CODE		NAME OF COUNTY
CONTACT PERSON	Name of Contact Person	Title	Telephone (A.C./No.)
	Address	City	Zip Code
	E-Mail Address	Facsimile (A.C./No.)	Summer Telephone (Optional)

MAILING INSTRUCTIONS: Return this form as soon as possible, but no later than **NOVEMBER 30, 2006** to the STATE address above. State Aid payments for Section 31a will begin approximately 30 to 60 days after application approval.

2006-07 FISCAL OBLIGATION PERIOD

BEGINNING DATE	ENDING DATE
	9-30-2007

PROGRAM DATES

	BEGINNING DATE	ENDING DATE
Regular School Year		-2007
Extended Year/Summer School		-2007

ASSURANCES AND CERTIFICATIONS

By signing this assurances and certification statement, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications on page 1a and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct. In addition, the applicant certifies that:

a. the district or academy will use Section 31a funds only for purposes described in this application; and

b. the district or academy will comply with the Section 31a program and accountability requirements, including reporting requirements.

DATE _____

SUPERINTENDENT OR AUTHORIZED OFFICIAL _____
(SIGNATURE)

TYPED NAME/TITLE _____

ASSURANCES AND CERTIFICATIONS

--STATE PROGRAMS--

Assurance Concerning Materials Developed with Funds Awarded Under this Grant

The grantee assures that the following will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Education."

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

Certification Regarding Title II of the Americans with Disabilities Act (ADA), P.L. 101-336, State and Local Government Services (for Title II applicants only)

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities and services of public entities. Title II requires that "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

Certification Regarding Title III of the Americans with Disabilities Act (ADA), P.L. 101-336, Public Accommodations and Commercial Facilities (for Title III applicants only)

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day car centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title II entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title II of the ADA for the program or service for which they receive a grant.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Michigan Department of Education, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with Section 400 (d)(4) of the U.S. Department of Education Compliance Supplement for A-133.

Assurance Regarding Compliance with Grant Program Requirements

The grantee agrees to comply with all applicable requirements of all State statutes, Federal laws, executive orders, regulations, policies and award conditions governing this program. The grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Michigan Department of Education may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured forfeited). The Department may withhold up to 100% of any payment based on a monitoring finding, audit finding or pending final report.

ADDITIONAL ASSURANCES---STATE PROGRAMS

a) The grantee will administer the program in accordance with the Revised School Code of 1995 and the State School Aid Act, in accordance with the State Board of Education approved criteria for School Improvement/Professional Development plans, and in accordance with the approved application.

b) The grantee will keep records and documentation sufficient to demonstrate compliance with the requirements of the Revised School Code of 1995 and the State School Aid Act, and the State Board of Education approved criteria for School Improvement/Professional Development plans, and will provide such information to the State as may be required for fiscal audit and program evaluation.

_____ _____

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL **DATE**

DISTRIBUTION OF SERVICES TO SCHOOLS

LIST ALL SCHOOLS IN THE DISTRICT	ESTIMATED NO. OF PUPILS TO BE SERVED	GRADE SPAN OF SERVICES	ESTIMATED SECTION 31a EXPENDITURES
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
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15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
● TOTALS:			

2006-07 SECTION 31a BUDGET WORKSHEET

INSTRUCTIONS: Submit a separate page 3 and Budget Detail for the 2006-07 allocation amount. The Budget Detail must designate number and type of staff. If staff members are prorated, specify FTE funded by Section 31a. Capital outlay items ($5,000 or more per unit) must be specified and accompanied by a capital outlay justification. If the district/academy operates a school breakfast program, an amount of up to $10 per free eligible pupil (used to determine the Section 31a allocation) must be budgeted as necessary to operate that program under function 400 (Outgoing Transfers and Other Transactions).

A. BUDGET SUMMARY

LEGAL NAME OF APPLICANT					
RECIPIENT CODE	GRANT NUMBER	PROJECT NUMBER	PROJECT TYPE	ENDING DATE (M M D D Y Y)	FY of Approved Activity
	N/A	N/A	■ Regular	0 9 3 0 0 7	2007

BUDGET: **OBJECTS:**

FUNCTION CODE	FUNCTION TITLE	SALARIES 1000	BENEFITS 2000	PURCHASED SERVICES 3000, 4000	SUPPLIES & MATERIALS 5000	OTHER EXPENSES 6000, 7000, 8000	TOTAL
110	Instruction -- Basic Programs						
120	Instruction -- Added Needs						
130	Instruction -- Adult/Continuing Ed.						
210	Pupil Support Services						
220	Instructional Staff Services						
230	General Administration						
240	School Administration						
250	Business Services						
260	Operation and Maintenance						
270	Pupil Transportation Services						
280	Central Support Services						
290	Other Support Services						
300	Community Services						
	SUBTOTALS (sum of ALL lines above)						
400	Outgoing Transfers & Other Transactions						
999	INDIRECT CHARGES						
	TOTAL AMOUNT REQUESTED:						

B. BUDGET DETAIL

(Submit additional pages as needed.)

DATE _____ SIGNATURE (Business Office Representative) _____

DATE _____ SIGNATURE (Project Contact Person) _____

DATE _____ SIGNATURE (M.D.E. Consultant) _____

● *The Michigan Department of Education certifies the application is complete and meets the program requirements set forth in statute.*

PROGRAM DESCRIPTION

(Duplicate if additional space is needed.)

A. Pupil Selection Criteria *(Check all that apply.)*

Less than Level 2 on MEAP English language arts test:

☐ **GRADE 4** ☐ **GRADE 7** ☐ **GRADE 11**

Less than Level 2 on MEAP mathematics test:

☐ **GRADE 4** ☐ **GRADE 8** ☐ **GRADE 11**

Less than Level 2 on MEAP science test:

☐ **GRADE 5** ☐ **GRADE 8** ☐ **GRADE 11**

Two or more of the following criteria:

☐ Victim of child abuse or neglect

☐ Pregnant teenager or teenage parent

☐ Atypical behavior or attendance patterns

☐ Eligible for free or reduced-price lunch

☐ Below grade level in English Language and communication skills or mathematics

☐ Family history of school failure, incarceration, or substance abuse

FOR GRADES K-3 ONLY

At-risk of not meeting core curricular objectives in: ☐ English language arts ☐ Mathematics

B. Program Services *(Describe.):*

☐ Instructional

☐ Direct Non-instructional (pupil support)

C. Evaluation Plan *(Describe.):*