



south dakota
DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

*Letter of Intent:
Title III Preliminary Grant Application
Deadline for Transmittal: May 01, 2012*

*All applicants who intend to operate a **Title III: Language Instruction for LEP Students** subgrant program during the 2012-2013 school year must complete this application prior to completing Part I and Part II of the annual LEA Consolidated Application. Once you have completed this letter of intent, please submit it to Shannon Malone at the address listed below. The selection of grant participants will be determined by the Title III 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 III 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 III subgrant, 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 Shannon Malone at 605-773-4698 or email shannon.malone@state.sd.us. Applications can be sent to Shannon Malone, Title III 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 III sub-grant and implementing a Title III program, please read through the entire application before you begin to complete the application.

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 subgrant 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 III will be provided to eligible LEP students enrolled in each of the participating LEAs.
 - Title III 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 III.

- Consortium partners must meet to discuss and develop a common plan that meets the requirements of Title III and other issues including the following:
 - Needs of partner districts for improving services for limited English proficient (LEP) students
 - Needs of partner districts relating to professional development to improve instruction for LEP students
 - Common plan to effectively and efficiently use Title III funds to meet the identified needs of the consortium partners

Required activities for individual and consortium Title III sub-grants:

- Increase the English proficiency of limited English proficient 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 of limited English proficient children;
 - Designed to enhance the ability of such teachers to understand and use curricula, assessment measures, and instruction strategies for limited English proficient children;
 - 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; **and**
 - of sufficient intensity and duration (which shall not include activities such as one-day or short-term workshops and conferences) to have a positive and lasting impact on the teachers’ performance in the classroom, except that this subparagraph shall not apply to an activity that is one component of a long-term, comprehensive professional development plan established by a teacher and the teacher’s supervisor based on an assessment of the needs of teacher, the supervisor, the students of the teacher, and any LEA employing the teacher.
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Funds made available under Title III, Part A, 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 limited English proficient children and immigrant children and youth and in no case to supplant such Federal, State, and local public funds.

To ensure supplemental use of Title III funds, it is the expectation of the South Dakota Department of Education that Title III funds be used for professional development and instructional materials. For further guidance, please see the Title III Supplement vs. Supplant guidance on the DOE website.

http://doe.sd.gov/oess/documents/TitleIIIela_supplement_guidance.pdf

In determining whether to apply for a Title III subgrant as a single district or as a consortium of school districts, you will need to know how many limited English proficient (LEP) students there are in your district. Any LEP students that are enrolled in a Private School within your School District are also counted in your overall count of LEP students. Please list the school and number of LEP students from each Private School. The department will go by the count of LEP students enrolled on the last day of the ELP (ACCESS) Testing Window (March 09, 2012). Your Infinite Campus contact in the district can get a list of LEP students for you.

Again this year, the minimum subgrant for a Title III allocation is \$10,000.00. Based on last year's allocations to schools, a district will need to have identified approximately 100 LEP students to qualify for a Title III subgrant of at least \$10,000.00. **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.** If your school district has not identified the minimum number of LEP students, you must form a consortium of districts to reach the minimum funding level.

In order to apply as a consortium, your LEA must work cooperatively with other LEAs to reach the minimum of approximately 100 students and a \$10,000.00 Title III subgrant. The form on page five of this memo entitled "Title III Subgrant: 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.

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

<http://www2.ed.gov/programs/sfgp/nrgcomp.html>

You must read, understand, and follow all pertinent Title III federal regulations. Your school district or consortium will be required to implement all regulations pertaining to Title III: English Language Acquisition programs.

2012 Title III Subgrant: Consortium

In order to apply as a consortium, your LEA must work cooperatively with other LEAs to reach the minimum of approximately 100 students and a \$10,000.00 Title III subgrant. 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 III Subgrant: Consortium," must be completed.

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

Name of LEA/Contact Name	# of LEP Students
★	

Entities applying as an individual school district please indicate the number of Limited English Proficient students that are enrolled as of March 09, 2012 in all the attendance centers served by this application:

Enter the number of LEP students enrolled on March 09, 2012	
Enter the number of immigrant students enrolled on March 09, 2012	

By signing below, you are assuring that the numbers you have supplied are true and accurate and should you be awarded this subgrant, you will agree to use the funds provided for activities that are considered appropriate for this award.

Name: _____ **Date:** _____