



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

June 9, 2010

MEMORANDUM

TO: Title I, Part D, Subpart 2 Local Educational Agencies Fiscal Agents

FROM: Michael W. Radke Ph.D. 
Director, Office of Field Services

SUBJECT: Technical Assistance to Meet Title I, Part D, Subpart 2 Legislative Requirements

The Michigan Department of Education (MDE), Office of Field Services (OFS) is in the process of scheduling technical assistance for facilities, Local Educational Agencies (LEAs) (fiscal agents) and service providers that receive Title I, Part D, Subpart 2 Federal funds. The technical assistance is being provided in order that each Subpart 2 facility can align its programs and services with Federal legislation.

The planned technical assistance will focus on:

- Purposes of Title I, Part D funds
- Allowable uses of Title I, Part D funds in a Subpart 2 facility
- The required Formal Agreement between the Subpart 2 facility and the LEA (fiscal agent) and service provider
- The required Application to be submitted annually to MDE
- MDE Program Expectations

Current legislation SEC. 1423 requires, minimally, that (1) an Application for Funding which has been completed by the facility and the LEA (fiscal agent)/Service Provider and *includes a description of the programs and services to be offered at the Subpart 2 facility* be on file (2) a Formal Agreement between the Subpart 2 facility and the LEA (fiscal agent)/Service Provider be on file, and (**NOTE:** the one-page Annual Survey Form does not meet the legislative requirements for an Application for Funding). The Formal Agreement and Application for Funding must be completed and submitted to MDE/OFS **by July 30, 2010.**

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER
REGINALD M. TURNER • CASANDRA E. ULBRICH

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

June 9, 2010
Page 2

In order for Subpart 2 facilities and LEAs (fiscal agents)/Service Providers to prepare for the MDE, OFS technical assistance opportunity, go to www.michigan.gov/ofa and select the Title I, Part D, Subpart 2 link under Programs to download the following documents before reviewing the PowerPoint:

1. Title I, Part D, Subpart 2 Formal Agreement
2. Title I, Part D, Subpart 2 Application for Funding
3. Title I, Part D, Subpart 2 Legislation
4. Title I, Part D, Subpart 2 Non-Regulatory Guidance

The planned MDE, OFS technical assistance regarding the required documentation for 2010-11 is provided in the form of a PowerPoint presentation titled, "Title I, Part D, Subpart 2 PowerPoint" located at the same link.

Subpart 2 facilities and LEAs (fiscal agents)/Service Providers will need to collaborate to complete the required documentation for 2010-11.

The completed Application for Funding and Formal Agreement must be submitted, electronically, **no later than** July 30, 2010 to TitleIDSubpart2@michigan.gov.

Any questions regarding the documents, PowerPoint presentation or contents of this memorandum should be directed to Michelle Patton at PattonM@michigan.gov or 517-373-6066.