



2025-2026

Migrant Supplemental Application GMS Handbook



*This handbook is based on the information available as of March 2025
and is subject to change as additional information and guidance become
available from the federal government.*

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Contents

General Information	1
Updates for the 2025-2026 School Year	1
Overview of the Grants Management System (GMS)	1
Overview of Migrant Supplemental GMS Application	2
Submission and Approval	4
Migrant Supplemental GMS Application Instructions	5
Grantee Checklist.....	5
History Log	6
Allocations	8
Contacts	8
Accept/Waive Indirect Cost (For All Grants).....	8
Budget (For All Grants)	9
Budget Overview (For All Grants)	10
Related Documents (For All Grants)	10
Migrant Literacy.....	11
Migrant Travel	13
Assurances	14
Substantially Approved Dates.....	14
Appendices.....	15
GMS Application Approval and Re-Submission Process.....	15
GMS User Roles	16
Title I-C Education of Migratory Children Activity and Purpose.....	17

General Information

Updates for the 2025-2026 School Year

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. The Alaska Department of Education & Early Development (DEED) continues to ensure that all policies, practices, as well as the Migrant Supplemental Application are aligned to the updated law.

No changes were made to the Migrant Supplemental Application for FY26. The updates made to the 2025-2026 Migrant Supplemental Application Handbook were minor editorial updates, such as year references.

Overview of the Grants Management System (GMS)

The Grants Management System (GMS) is the online tool DEED uses to administer several grants. To access GMS, go to gms.education.alaska.gov. Each user must have a User ID set up by the district's User Access Administrator to enter information into the system.

The screenshot shows the Alaska Department of Education & Early Development (DEED) website. At the top is a yellow navigation bar with the 'State of Alaska' logo and links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a dark blue header with the DEED logo and the text 'Alaska Department of Education & Early Development'. The main content area is titled 'Alaska Education Grants Management System Home' and features a 'GMS Sign-In' button. On the left is a sidebar with links: 'GMS Home', 'Search', 'Document Library', 'Help', and 'Contact DEED'. The main content area contains two columns: 'Announcements' and 'Reminders'. Both columns show a date of '(2/9/2024)' and state 'No Announcements Available' and 'No Reminders Available' respectively.

Announcements	Reminders
(2/9/2024) No Announcements Available	(2/9/2024) No Reminders Available

Overview of Migrant Supplemental GMS Application

Once logged into GMS, to access the Migrant Supplemental application, locate the blue sidebar menu on the upper-left side. Select Funding, then Funding Application, and then **Migrant Supplemental**. This navigates the user to the Migrant Supplemental Sections page. The Sections page is considered the homepage of the Migrant Supplemental application as it displays the status of the application as well as links to each of the sections and pages that comprise the application.

Sections

SE

Session Timeout: 59:24

Migrant Supplemental - Rev 1

Application Status: Revision Started

Change Status To: Revision Completed

Description (View Sections Only View All Pages)		Validation	Print <input type="checkbox"/> Select Items
All	Changes	Messages	Print
<input type="checkbox"/> Grantee Checklist			Print
Grantee Checklist			Print
<input type="checkbox"/> History Log			Print
History Log			Print
Create Comment			
<input type="checkbox"/> Allocations	Changes		Print
Allocations	Changes		Print
<input type="checkbox"/> Contacts			Print
Contacts			Print
<input type="checkbox"/> Migrant Literacy			Print
Accept/Waive Indirect Cost			
Budget			Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
Related Documents			
<input type="checkbox"/> Migrant Travel		Messages	Print
Accept/Waive Indirect Cost			
Budget		Messages	Print
Budget Overview			Print
Budget Revision Plus/Minus			Print
Related Documents			
<input type="checkbox"/> Assurances			Print
Assurances			Print
<input type="checkbox"/> Substantially Approved Dates			Print
<input type="checkbox"/> Grant Award Report			Print
All	Changes	Messages	Print

More detailed application instructions are provided later in this handbook, but below is an abbreviated description of all Sections and instructions for the Migrant Supplemental application:

- **Application Status** – Automatically records and displays the current approval level of the application.
- **Change Status To** – Indicates current options for changing the status of the application. When beginning a draft, users must select Draft Started to open the application. Additionally, this is where users indicate that their draft application is complete and they want to submit the application to the next level of approval either within the district or to DEED.
- **Grantee Checklist** – Districts are able to read feedback from DEED on this page. If the application is returned unapproved, DEED Program Manager will describe what revisions must be made in order for the application to be approvable.
- **History Log** – Automatically documents and displays key changes in application status. Additionally, allows district and DEED to create comments which are displayed here and may also be sent to users via email from the Create Comment page.
- **Allocations** – Allocation for the grant is shown here.
- **Migrant Supplemental Grants** – The Migrant Supplemental application includes specific sections for Migrant Literacy and Migrant Travel grants. However, only the individual programs that a district qualifies and receives an allocation for will be displayed here. Each grant found within the Migrant Supplemental application has a section has similar sub-sections:
 - Accept/Waive Indirect Cost – Waive or accept and apply the approved indirect rate.
 - Budget – Enter dollar amount and narrative description of planned expenditures, categorized according to chart of account codes.
 - Budget Overview – Summary screen showing budget totals by account codes and purpose code. This screen is for viewing information only.
 - Related Documents – Upload any additional documents, if necessary. There are no required related documents.
- **Assurances** – Enter the district Unique Entity Identifier (UEI) and agree to required statements.
- **Substantially Approved Dates** – Automatically records and displays the date on which the district's Authorized Representative last approved and submitted the online application to DEED.

Submission and Approval

Once the grant application has been completed by the district staff with the Migrant Supplemental Update role, the user will mark the application as *Draft Completed*. Next, the district business manager who has been given the Fiscal Representative Role will review and either approve or return to the Migrant Supplemental Update role. The last approval step at the district level is the Authorized Representative Approval. Once the Authorized Representative has approved the application submission, it will be submitted to DEED and automatically given a Substantially Approvable date by the system.

Application Status	Change Status To	Who Can Make this Change
Not Started	Draft (Revision) Started	Grantee (Program) Update
Draft (Revision) Started	Draft (Revision) Completed	Grantee (Program) Update
Draft Completed	Fiscal Representative Approved	Grantee Fiscal Representative
Fiscal Representative Approved	Authorized Representative Approved	Grantee Authorized Representative

In a small district where one district representative may fill several of the user roles, the application will still need to be approved by each user role before it can advance through the district and onto DEED. Even in a case as mentioned above, **DEED expects a minimum of two people to participate in the application process and be given distinct approval roles to assure fiscal oversight and accountability.**

See the DEED GMS Workflow Process one-page document in the GMS Document Library for a helpful infographic on the application approval process or see the [GMS Approval section](#) in this handbook.

GMS won't Submit Application

If GMS does not allow the district to submit the application, go to the Sections page, find the Validation column, click on Messages in the All row and then search the messages for any errors written in red and correct.

Description (View Sections Only View All Pages)		Validation	Print ■ Select Items
All		Messages	Print
[-] Grantee Checklist			Print
	Grantee Checklist		Print
[-] History Log			Print
	History Log		Print
	Create Comment		

Check Validation Messages

DEED Review

Once the district submits the Migrant Supplemental application, DEED program and grants staff will review the application. DEED aims to approve or return applications within three weeks of receiving. The DEED Program Manager(s) will mark each item in the checklist as *OK* or *Needs Attention*. If any items in the funding application are marked as *Needs Attention*, the application will be returned by the DEED Program Manager to the district for revisions. This cycle will continue until the application is approvable.

Description (View Sections Only View All Pages)		Validation	Print ■ Select Items
All		Messages	Print
[-] Grantee Checklist			Print
	Grantee Checklist		Print
[-] History Log			Print
	History Log		Print
	Create Comment		

Check Feedback from DEED Program Managers

Migrant Supplemental GMS Application Instructions

These instructions address each section of the Migrant Supplemental application in the GMS system.

Grantee Checklist

The Grantee Checklist is a tool to help communicate feedback to the district after the DEED Program Manager has reviewed the submitted application. Specifically, if the application (or revision) is not approved by DEED and is returned to the district for further revisions, the district should locate and read the Grantee Checklist. DEED Program Manager(s) provides comments in the Grantee Checklist regarding the specific revisions that are needed for the application to be approvable.

- The DEED Program Manager will review the application and mark each section of the Checklist as *Not Applicable*, *OK*, or *Attention Needed*, as applicable. If any sections are marked *Attention Needed*, the DEED Program Manager will provide feedback and will return the application unapproved.
- Upon receiving the returned, unapproved application, the district should find the Grantee Checklist.
- To save or print the Checklist, select Print in the same row on the far-right side of the Sections page. Select Print again on the next page. Once GMS has generated the document, the district can retrieve it by selecting Document Library in the blue sidebar menu on the upper-left side, and then find the document at the top of the Document Library.
- The district will read the Grantee Checklist, looking for any sections marked *Attention Needed*. Each section marked *Attention Needed* also has a window for the DEED Program Manager to write notes that should be checked for additional comments. **If the district is unclear about instructions or feedback in the Grantee Checklist, the district should contact the DEED Program Manager.**
- The district will change status to *Draft Started* and use the information provided in the Grantee Checklist to revise the application by adding information, clarifying explanations, or correcting errors. **Note:** All changes and revisions must be made in the application itself, not in the Grantee Checklist nor in an email to a DEED Program Manager.
- Once all requested revisions have been made and the draft is complete, the application must go through the usual in-district approval process (first to Fiscal Representative and then to Authorized Representative) before the application can be re-submitted to DEED for approval.

History Log

The History Log will automatically record status changes to an application such as *Draft Started*, *Draft Completed*, *Fiscal Representative Approved*, and *Authorized Representative Approved*. In addition, the History Log will record all comments from the district to DEED and from DEED to the district. Use the *Create Comment* link under the History Log on the Sections page to send a question or comment to DEED or to any other users in the system. All comments are preserved and become part of the application documentation.

Note: To notify DEED or another GMS User that a comment has been added to the history log, check the “Send Email to GMS Contacts” and add applicable recipients.

History Log				
- History Log				
Save And Go To ▶				
View Current Revision				
Attention Needed	Date	User	Status (S)/Comment (C)	S/C
	2/8/2024 4:08:10 PM		Status changed to 'Revision Started'.	S
	10/4/2023 8:31:57 AM		Status changed to 'DEED Administrator Approved'.	S
	10/4/2023 7:58:06 AM		Status changed to 'DEED Program Manager Approved'.	S
	10/3/2023 8:38:33 AM		Status changed to 'Authorized Representative Approved'.	S
	9/29/2023 1:19:00 PM		Status changed to 'Fiscal Representative Approved'.	S
	9/28/2023 10:36:56 PM		Status changed to 'Draft Completed'.	S
	9/28/2023 10:32:37 PM		Status changed to 'Draft Started'.	S
	7/26/2023 8:44:37 AM		Status changed to 'Not Started'.	S

Attachments	<input type="text"/>	Select
Send Email to Alaska Education Grants Management System Contacts	<input checked="" type="checkbox"/>	
Available Contact Groups		
LEA Contacts By Funding Application	<input type="text"/> <div> Funding Application Contact </div>	Add
LEA Contacts By Role	<div> Grantee 21st CCLC Update Grantee AKLiteracy Update Grantee Alaska Reads Update Grantee Authorized Representative Grantee Broadband Assistance Update </div>	Add
Other LEA Contacts	<div> Planning Tool Contact </div>	Add
DEED Contacts	<div> Grants Management Contact DEED Program Manager DEED Funding Application Administrator </div>	Add
DEED Consultant Contacts	<div> </div>	Add
Additional Recipients	<input type="text"/>	Add

Allocations

The Allocations page shows the allocations for all programs in the funding application. This screen is view only.

Allocations

- Migrant Supplemental - Rev 1 - Allocations

SE

Session Timeout: 58:56

Go To ▶

	(1)	<u>Migrant Literacy</u>	(2)	<u>Migrant Travel</u>	Total
Original		\$15,500.00		\$2,000.00	\$17,500.00
Incoming Carryover		\$0.00		\$0.00	\$0.00
Outgoing Carryover		\$0.00		\$0.00	\$0.00
Reallocated		\$0.00		\$0.00	\$0.00
Additional		\$0.00		\$0.00	\$0.00
Released		\$0.00		\$0.00	\$0.00
Consortium		\$0.00		\$0.00	\$0.00
Forfeited		\$0.00		\$0.00	\$0.00
Total		\$15,500.00		\$2,000.00	\$17,500.00

Contacts

Use the Contacts screen to select the Funding Application Contact for the application. If a district representative does not appear on the dropdown menu, a district representative with the User Access Administrator role will need to add them as a user and assign appropriate roles. It is imperative that this page is kept updated so that notifications and emails are received by the correct district representative.

Contacts	
- Migrant Supplemental - Rev 1 - Contacts	
Save And Go To ▶	
Additional Contacts	
Type	Contact(s)
Funding Application Contact	<div><div></div><div></div><div></div></div>

Accept/Waive Indirect Cost (For All Grants)

Use the Accept/Waive Indirect Cost screen to apply indirect cost rate for each grant. The approved indirect rates for each district will be entered into the system by DEED. Check the box to accept the indirect rate for the purpose code as desired.

Accept/Waive Indirect Cost	
Migrant Supplemental - Rev 1 - Migrant Literacy	
Save And Go To ▶	
Purpose Code	Accepting Indirect Cost (5.94%)
Migrant Literacy	<input checked="" type="checkbox"/>

Budget (For All Grants)

Budget information is entered by each account code. To match expenditures to the correct account code, see the Alaska Department of Education and Early Development [Uniform Chart of Accounts](http://education.alaska.gov/publications/chart_of_accounts.pdf) (education.alaska.gov/publications/chart_of_accounts.pdf)

Budget		
		SE Session Timeout: 58:29
- Migrant Supplemental - Rev 1 - Migrant Literacy		
Go To ▶		
Upload Budget Data Download Budget Data		
Modify All	Account Code	Total
Modify	310 - Certificated Salaries	\$0.00
Modify	320 - Non-Certificated Salaries	\$0.00
Modify	360 - Employee Benefits	\$0.00
Modify	390 - Transportation Allowance	\$0.00
Modify	410 - Professional & Technical	\$0.00
Modify	420 - Staff Travel	\$0.00
Modify	425 - Student Travel	\$0.00
Modify	430 - Utility Services	\$0.00
Modify	440 - Other Purchased Services	\$0.00
Modify	450 - Supplies/Materials/Media	\$14,630.93
Modify	490 - Other Expenses (Dues and Fees)	\$0.00
Modify	495 - Indirect	\$869.07
Modify	480 - Tuition & Stipends (Students)	\$0.00
Modify	510 - Equipment	\$0.00
Modify	540 - Other Capital Outlay Expenses	\$0.00
Total		\$15,500.00
Adjusted Allocation		\$15,500.00
Remaining		\$0.00

Click on **Modify** in order to add, delete, or modify entries in an account code.

Add New Budget Item
Delete Budget Item
Edit Budget Item

Add Budget Item

<< First
Previous
1
Next >
Last >>
Items 1-2 out of 2
Items/Page: 10

Delete	Edit	Budget Item	Narrative Description
		Account Code: 450 - Supplies/Materials/Media Purpose Code: BG - Migrant Literacy Optional Sub-Code: 4501 Location Code: Kenai Peninsula Borough School District (24) Quantity: 1.00 Cost: \$14,630.93 Line Item Total: \$14,630.93	Books for migratory children

To enter an item, select **Add Budget Item**.

If desired, enter an applicable sub-code (or object code such as teacher salary within Certificated Salaries). The sub-code must be within the account code in the Alaska Department of Education and Early Development [Uniform Chart of Accounts](#).

Select the appropriate **Purpose Code**.

Select the appropriate **Location Code** to indicate whether the expense is a district level expense or if it is for a specific school within the district. Using Location codes to assign expenses to a specific school are optional and not a requirement.

Enter the **Quantity** and **Cost** of the item. The total will be automatically calculated. The district may choose to enter multiple items of the same unit cost or enter items individually.

Enter information in the **Narrative Description** to clearly delineate the expenses in each entry. A thorough Narrative Description allows the reviewer to understand what is being budgeted.

Update Budget Item

- Migrant Literacy - Rev 0 - Migrant Literacy

Budget Item	Narrative Description
Account Code: 450 - Supplies/Materials/Media Purpose Code: BG - Migrant Literacy Optional Sub-Code: <input type="text"/> Location Code: <input type="text"/> Quantity: 1.00 Cost: \$500.00 Budget Item Total: \$500.00	Books for migratory children. 29 of 2000 characters

Select Appropriate Account Code
Select Appropriate Purpose Code
Select Appropriate Location Code (i.e., district level)
Provide Applicable Sub-Code (Optional)
Provide Quantity of Item Budgeted
Provide Cost of Item Budgeted
Provide Narrative Describing Item Budgeted
GMS Calculates Total Cost (Quantity x Cost)

Total for all other Budget Items:	\$0.00
Total for all Budget Items:	\$500.00
Adjusted Allocation:	\$63,008.00
Remaining:	\$62,508.00

Budget Overview (For All Grants)

The Budget Overview page shows the totals that have been budgeted by account code and, if utilized, purpose code. This screen is view only.

Budget Overview

- Migrant Literacy - Rev 0 - Migrant Literacy

Go To

Filter by Location: All - \$63,008.00

[Show Unbudgeted Categories](#)

Purpose Code	BG - Migrant Literacy	Total
Account Code		
450 - Supplies/Materials/Media	63,008.00	63,008.00
Total	63,008.00	63,008.00
	Adjusted Allocation	63,008.00
	Remaining	0.00

Related Documents (For All Grants)

No required related documents for the Migrant Literacy Grant or Migrant Travel Grant.

Migrant Literacy Grant Overview

Paper Application

Districts interested in receiving a Migrant Literacy Grant must complete a brief paper application. This application is sent to districts in the spring and is due by May 31. Within the application, districts must:

- Describe the literacy needs of migratory children
- Provide which strategies from the State Service Delivery Plan the district will perform with the grant
- Provide which groups of migratory children they will serve (e.g., PFS, preschool, dropouts)
- Describe how the district will use the Alaska Migrant Education Literacy Grant to raise academic achievement for migratory children.
- Provide estimated number of migratory children who will receive books and estimate numbers of migratory children who will participate in a migrant family literacy night.

The paper application is used to determine the district's Migrant Literacy Grant allocation.

FY26 Alaska Migrant Education Literacy Grant Application

Applications due May 15, 2025

The Alaska Migrant Education Literacy Grant is a supplemental grant awarded to participating districts to support improving literacy of migratory children and their families. Implementing the Literacy Grant is one of the strategies outlined in the [State Comprehensive Needs Assessment \(CNA\) and Service Delivery Plan \(SDP\)](#) (education.alaska.gov/esa/Title-C) to meet the State Measurable Program Outcomes (MPOs).

NOTE: The Alaska Migrant Education Literacy Grant is a separate grant from the district's migrant allocation. Consolidating districts MUST use their literacy grant funds only on their active and eligible migratory children.

District Information

School District Name: _____

Grant Contact: _____ Phone: _____

Email: _____

What identified needs does the district have regarding literacy for migratory children?

The district will:

Strategy	Measurable Program Outcomes (MPOs)
<p>Implement the Migrant Literacy Grant to (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Increase access to literature in the homes of migratory families, <input type="checkbox"/> Support literacy activities that increase family engagement, and <input type="checkbox"/> Provide parents/guardians with strategies to support reading in the home. 	<ul style="list-style-type: none"> • Annually beginning in 2019-20, 3% more migratory children in districts receiving the Migrant Literacy Grant will receive reading materials as shown in the literacy grant final report and/or the Mass Withdrawal and Summer Withdrawal reports starting with the 2016-17 baseline. • Annually beginning in 2019-20, the percentage of migratory children who participate in a literacy grant district/site literacy activity will increase by 1% as shown on the Mass Withdrawal and Summer Withdrawal reports starting with the 2016-17 baseline.
<p>Provide literacy materials to (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Priority for service (PFS) <input type="checkbox"/> Preschool aged migratory children <input type="checkbox"/> Migratory out of school youth (OSY) <input type="checkbox"/> Elementary migratory children <input type="checkbox"/> Secondary migratory children <input type="checkbox"/> A specific subgroup* of the district's migratory population (specify) _____ 	<p>Conduct family literacy nights for (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Priority for service (PFS) <input type="checkbox"/> Preschool aged migratory children <input type="checkbox"/> Migratory out of school youth (OSY) <input type="checkbox"/> Elementary migratory children <input type="checkbox"/> Secondary migratory children <input type="checkbox"/> A specific subgroup* of the district's migratory population (specify) _____

*subgroup could be a specific age/grade span, specific sites, specific academic criteria, etc.

Form # 05-22-044
Alaska Department of Education & Early Development

Briefly describe how the district will use the Alaska Migrant Education Literacy Grant to **raise academic achievement** for migratory children.

Estimated number of eligible migratory children who will receive books: _____

Estimated number of eligible migratory children who will participate in a family literacy night: _____

Using the Literacy Grant to partner with other entities:

- Encourage community partnerships by inviting tribal leaders and elders to share at family literacy nights.
- Partner with non-profits or other federally funded programs to provide larger family nights (contact Sarah Emmal for specifics).
- Contact the MEO for questions and ideas.

Allowable Expenses:

- Books, magazine subscriptions, and e-books (gifted through Amazon, but no Amazon gift cards)
- Certificates to local [book stores](#) and book fairs
- Expenses associated with running family literacy [nights](#)
- Stipends for certified teachers, paraprofessionals, tribal leaders, or elders to provide instruction/present at literacy [nights](#)

Unallowable Expenses:

- Gift cards (exception is gift certificates to local book fairs and local [book stores](#) that only sell books)
- Tablets and e-readers (Kindles, Nooks, etc.)
- For questionable expenses, contact the MEO.

Purchasing e-books as gifts:

1. Go to the Kindle eBook's product detail page on [Amazon](#) (www.amazon.com/givekindlebooks). Free books, books on pre-order, and subscriptions cannot be gifted at this time.
2. In the **Buy for Others** box, select the quantity you want to purchase.
3. Select the **Buy for Others** button and then enter the details for your gift recipients. You can specify recipient email addresses on the checkout page to send each recipient an email with the link to redeem the eBook. Any eBooks not sent are available, after completing your purchase, to be sent when you choose. You can also go to **Your Account > Your Orders > Manage eBooks** to copy and send redemption links to your recipients.

NOTE: It is possible to send or receive Kindle books as gifts without owning an Amazon device. Recipients can read a Kindle book gift on any tablet or smartphone with the Kindle reading app. Before purchasing a Kindle book as a gift, make sure that the recipient's email address is valid.

Assurances:

By my signature below, I agree, upon the approval of the project application by the Alaska Department of Education & Early Development, to accept and perform the requirements as contained in the Consolidated Federal Programs Assurance & Certification Packet submitted through the ESEA Consolidated Application on the Grants Management System (GMS). I certify that the Alaska Migrant Education Literacy Grant will be used solely for the purchase of literacy materials for eligible migrant students and/or for expenses associated with family literacy events or other events to improve literacy of migrant children. I agree that I will complete a final report in the spring and send it to the Migrant Education Office by the deadline.

Migrant Coordinator Signature

Date

Email the completed form to Felicia Wells, felicia.wells@alaska.gov.

Form # 05-22-044
Alaska Department of Education & Early Development

GMS Application

Districts utilize the Grants Management System (GMS) for budgeting and requesting reimbursements for the Migrant Literacy Grant. Districts are required to submit a quarterly Request for Reimbursements and Final Expenditure Reports to DEED through GMS for the cost of the books and associated activities.

Uses of Funds

Allowable Costs

In general, the Migrant Literacy Grant is for purchasing books for distribution to eligible migratory children. The goal of the Migrant Literacy Grant is to support districts in improving literacy with migratory children and their families. Family literacy nights are encouraged, as well as supporting literacy efforts of migratory children who are not yet in school or migratory children who have dropped out of school. Please note that districts that have schools consolidating their Title I-C funds into their Title I-A Schoolwide programs must use their literacy grant funds only on their currently eligible migratory children.

The district may order books and reading materials and distribute them in the manner that suits the district and the migratory children. Funds may be used to support literacy events in conjunction with the book distribution. Additionally, the grant may be used for stipends for certified teachers, paraprofessionals, tribal leaders, or elders to provide instruction/present at migrant literacy nights.

Allowable Uses of Migrant Literacy Grant Funds	Service Code
Books	A
Magazine subscriptions	A
E-books	A
E-reader subscriptions	A
Gift certificates to local bookstores***	A
Gift certificates to local book fairs (Scholastic, etc.)	A
Expenses associated with running migrant family literacy events led by a certified teacher	L1*
Expenses associated with running migrant family literacy events led by a non-certificated individual	L2**

* Must be led by a certified teacher paid with Title I-C funds,

** Must be led by a non-certificated individual paid with Title I-C funds,

*** District should have a process to ensure that children are choosing appropriate books from the local bookstore.

Unallowable Costs

Prohibited Uses of Migrant Literacy Grant Funds
The purchase of gift cards (including Amazon)
E-reading devices (Kindle, Nook, etc.)
Food (unless with migrant family literacy event)

Period of Availability

All costs must be encumbered by June 30 and funds will not carry over.

Migrant Literacy Grant Final Report

A short report will be submitted by the district to DEED in the spring supplying the number of books ordered, the number of students served through the book distribution, the number of students served at any applicable literacy events, whether Migrant Literacy Grant funds were used to pay for a certified teacher at that literacy event, and a brief description of the books and activities provided by your district with the grant funds.

Migrant Travel

Migrant Travel Overview

The Alaska Department of Education and Early Development issues grants to school districts to pay for individuals' travel to attend specific meetings. In FY2025, DEED will issue travel grants to school districts for two activities:

- **State Parent Advisory Council (PAC) Travel:** Applicable districts will receive financial support for their nominated State PAC member to travel to and from PAC meetings.
 - The [Alaska Migrant Education State Parent Advisory Council](https://education.alaska.gov/esea/title-i-c/pac) (education.alaska.gov/esea/title-i-c/pac) meets annually and is comprised of members from six (6) regions in Alaska. The council helps the Department develop, implement, and review plans for the State MEP.
- **State Continuous Improvement Cycle Travel:** Applicable districts will receive financial support for their nominated Comprehensive Needs Assessment (CNA) / Service Delivery Plan (SDP) committee member to travel to and from the approved CNA and SDP committee meetings.
 - The purpose of the CNA is to identify and assess the unique educational needs of migratory children that result from their migratory lifestyle and other needs that must be met in order for migratory children to participate effectively in school.
 - The purpose of the SDP is to outline strategies for meeting the needs of migratory children identified in the CNA and to set Measurable Program Objectives (MPOs) on which the migrant education program will be evaluated.
 - To view Alaska's most recent Comprehensive Needs Assessment or Service Delivery Plan, visit the [Alaska Migrant Education webpage](https://education.alaska.gov/ESEA/TitleI-C) (education.alaska.gov/ESEA/TitleI-C).

Funding

DEED considers the approximate number of in-person meetings and the distance which the individuals would have to travel to attend the meetings when determining the allocation amount for each grant.

Grant

Allocations are provided to districts that nominated a representative who was selected to be in the State PAC or CNA/SDP Committee. It is the district's responsibility to book any travel and accommodations for their representatives to attend the meetings.

Uses of Funds

The approved representative book travel through the district travel procedures and the district is reimbursed via the Migrant Travel Grant. Qualifying reimbursable expenses include airfare, hotel, per diem, taxi fare (to/from airport), and conference fees (if applicable). Meeting dates and locations are communicated to the district.

Funding Period

The funding period is July 1 through June 30. Carryover is not permitted.

Migrant Travel Budget

Purpose Codes

There are three purpose codes for the Migrant Travel budget:

- **Migrant Travel:** No expenses should be budgeted under this purpose code at this time.
- **CNA/SDP:** (Required) All travel expenses for the district's CNA/SDP committee member(s) should be budgeted under this purpose code. This does **not** include State PAC member travel.
- **State PAC:** (Required) All travel expenses for the district's State PAC member(s) should be budgeted under this purpose code. This includes State PAC members travel to attend the CNA/SDP meetings.

Assurances

The Assurances section describes the overall assurances that the district agrees to in accepting the federal funds under this funding application.

1. Insert district's Unique Entity Identifier (UEI).

Assurances SE Session Timeout: 59:57

- Migrant Supplemental - Rev 1 - Assurances

Save And Go To ▶

* UEI #

Required
As an authorized agency that makes sub-awards that contain federal funds, 2 CFR 25.200 requires the Department of Education & Early Development (DEED) to ensure that each entity that does not have an exemption under 2 CFR 25.110, provide its Unique Entity Identifier (UEI) in each application or plan it submits to DEED.

2. Review and check "agreed" under the assurances box.

Assurances

The parties referred to in this document are all Federal agencies, including but not limited to the United States Department of Education, the United States Department of Agriculture, the United States Department of Health and Human Services and the United States Department of Labor, all herein referred to as the "DEPARTMENT," and the Alaska Department of Education and Early Development, herein referred to as the "Alaska Department of Education and Early Development", and the local educational agency, herein referred to as the "SUBGRANTEE." The Alaska Department of Education and Early Development may make funds available to the SUBGRANTEE for programs operated by the SUBGRANTEE in accordance with requirements and regulations applicable to such programs. Consistent with 2 CFR Part 200 and 34 CFR Sections 75-79 and 81-86, the SUBGRANTEE assures, if awarded a grant, subgrant, or contract:

1. For the period of the grant award, the district assures that it will implement policies, procedures, and programs that are consistent with all requirements of the Elementary and Secondary Education Act (ESEA) and applicable regulations and consistent with Alaska statutes and regulations.

2. The district will use Title I-C funds to supplement the district's existing programs and will not use Title I-C funds to supplant existing or reduced general or other funds.

3. The district will provide, on request, other data as required, and will maintain all required documentation at the district office.

4. The district completed the Migrant Supplemental application with group planning and input from teachers, principals, program administrators, parents, community, and other required participants.

5. The district understands and will comply with all applicable assurances for ESEA federal grant funds as provided in the ESEA Federal Programs Assurances and Certifications Packet uploaded as a related document in the current year's ESEA Consolidated Application.

6. The grantee will ensure that it does not obligate or award funds to any party that has been debarred or suspended, either by requiring a certification from the party or by checking SAM.gov prior to awarding or obligating funds per 2CFR180.330(a). The grantee will also ensure that the requirements under 2CFR180 Subpart C are communicated to parties awarded or obligated federal funds per 2CFR180.330(b).

☒ * Agreed

3. Complete the Suspension and Debarment section.

*** Suspension and Debarment**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined at 2 CFR Part 180, Sections 180.105 and 180.110

☒ A. The applicant certifies that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default; and

☐ B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall provide an explanation to this application.

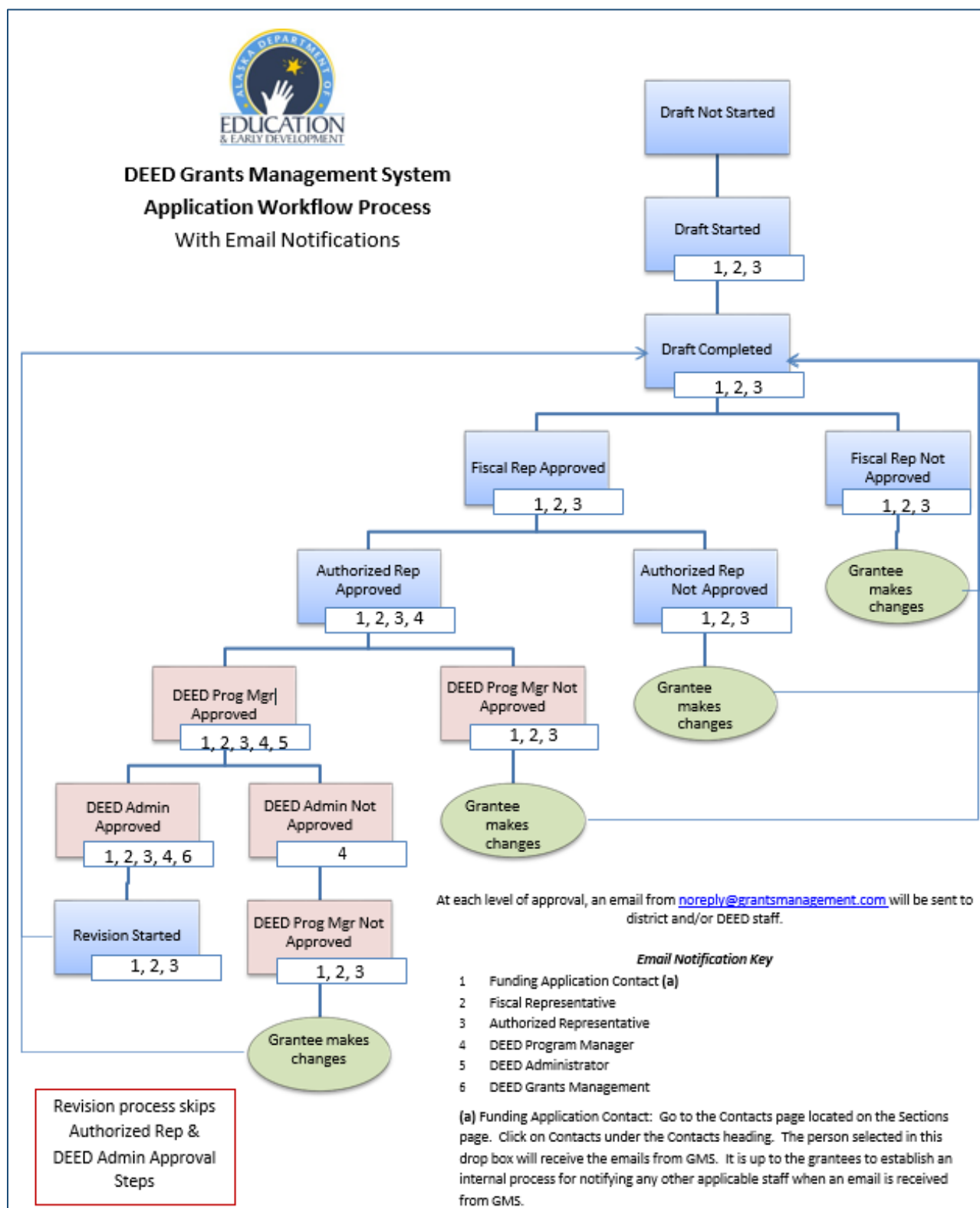
Substantially Approved Dates

The "Substantially Approved Dates" section is "view only" and presents the dates on which the Authorized Representative last approved the online application for submission to DEED.

Appendices

GMS Application Approval and Re-Submission Process

The infographic below illustrates the application approval process.



GMS User Roles

Role	Description
User Access Administrator Maintains the users in the system for the district.	Allows a grantee user to administer other users for the grantee. Add new users, assign roles, delete roles, and resets passwords. DEED must add this user to the system.
Grantee (Funding Application) Updates Updates the application, budget revision, and reimbursement requests for appropriate funding application.	Allows a grantee to enter and edit information in the appropriate funding application. More than one user can be assigned this role.
Grantee Data View Allows user to view without making any changes in the system.	Allows a grantee user to view unapproved items for the grantee.
Grantee Planning Tool Data Entry Updates planning tool.	Allows a grantee to enter and edit the planning tool. The planning tool includes goals, strategies, and fiscal resources that can be used for any funding application.
Grantee Fiscal Representative Approves the application, budget revisions, and reimbursements. Most likely the business manager.	Allows a grantee to take actions associated with a business manager. This user must provide approval before submission to the Grantee Authorized Representative.
Grantee Authorized Representative Final approval of application and revisions. Most likely the superintendent or designee.	Allows a grantee to take actions associated with the authorized representative, district superintendent, or designee. This user provides the final approval step for the application or revision to be submitted to DEED.
Grantee Superintendent	Allows superintendent or designee name to be printed on Grant Awards.

Title I-C Education of Migratory Children Activity and Purpose

Overview

Title I, Part C, is a program operated by the state Educational Agency (SEA) to identify and address the special educational needs of migratory children. The state may fulfill those responsibilities in one or more of the following ways:

- (1) by making a sub-grant to a local educational agency;
- (2) by making an arrangement with a public or nonprofit private agency to carry out a project under this part; or
- (3) by operating the state's migrant education program or projects directly.

Purpose [§1301]

The purpose of the Title I-C program is:

- (1) To assist states in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods, that address the unique educational needs of migratory children.
- (2) To ensure that migratory children who move among the states are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and challenging state academic standards.
- (3) To ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic standards that all children are expected to meet.
- (4) To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school.
- (5) To help migratory children benefit from state and local systemic reforms.

Definitions [§1309]

MIGRATORY CHILD - The term “migratory child” means a child or youth who made a qualifying move in the preceding 36 months—

- (A) as a migratory agricultural worker or a migratory fisher; or
- (B) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

MIGRATORY FISHER - The term “migratory fisher” means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in fishing. If the individual did not engage in such new employment soon after the move, the individual may be considered a migratory fisher if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal fishing employment.

MIGRATORY AGRICULTURAL WORKER - The term “migratory agricultural worker” means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in agriculture, which may be dairy work or the initial processing of raw agricultural products. If an individual did not engage in such new employment soon after a qualifying move, such individual may be considered a migratory agricultural worker if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal agricultural employment.

QUALIFYING MOVE - The term “qualifying move” means a move due to economic necessity— (A) from one residence to another residence; and (B) from one school district to another school district, except— (i) in the case of a state that is comprised of a single school district, wherein a qualifying move is from one administrative area to another within such district; or (ii) in the case of a school district of more than 15,000 square miles, wherein a qualifying move is a distance of 20 miles or more to a temporary residence.

Priority for Service [§1304(d)]

Section 1304(d) of the statute gives priority for services to migratory children who have made a qualifying move within the previous 1-year period and who—

- (1) are failing, or most at risk of failing, to meet the challenging state academic standards; or
- (2) have dropped out of school.

District plans must address the ways that districts will provide for the needs of migratory children who meet the criteria for a priority for service.

To learn more about Priority for Services, refer to the Migrant Education Program [Records Manager Guide](https://education.alaska.gov/ESEA/TitleI-C/Records Manager Guide) (education.alaska.gov/ESEA/TitleI-C).

Alaska's Migrant Education Program (MEP) [§1306(b)]

Section 1306(b) authorizes migrant funds to be used to meet the identified needs of migratory children that result from their migratory lifestyle, and to permit these children to participate effectively in school. Migrant funds are to supplement services provided by other federal, state, or local funds. Alaska's Migrant Education Program is guided by the statewide Comprehensive Needs Assessment (CNA) and the state Service Delivery Plan (SDP) that identifies the measurable program objectives and the instructional strategies designed to meet the needs identified in the CNA. These are described below.

Each district must conduct a local needs assessment for the migratory children in the district and determine the specific needs in the district in accordance with the needs identified in the state CNA. The district will then choose the applicable strategies from the list of service delivery strategies in the state SDP that the district will implement to meet the needs of the district's migratory children. Each district should establish a local written service delivery plan that includes the local needs assessment and service delivery strategies used in the district, and the process for annually reviewing the effectiveness of the use of the Title I-C funds in meeting the needs of the migratory children and for revising the activities and strategies to be provided as necessary based on the results of the evaluation.

For information about specific allowable activities, eligibility of children, priority for services and other questions, see the USED Migrant Education Program guidance at results.ed.gov/legislation.

Alaska Comprehensive Needs Assessment and State Service Delivery Plan

The Alaska Migrant Education Program [Comprehensive Needs Assessment \(CNA\)](https://education.alaska.gov/ESEA/TitleI-C/docs/cna_final_report.pdf) (https://education.alaska.gov/ESEA/TitleI-C/docs/cna_final_report.pdf) was updated as of December 2018. Needs were identified in the following four areas: Academic support, High school graduation, School readiness, and Support services.

The Alaska Migrant Education Program [Service Delivery Plan \(SDP\)](#) was updated as of February 2019. This plan outlines strategies for meeting the needs of migratory children identified in the CNA. It also sets Measurable Program Outcomes (MPOs) on which the migrant education program will be evaluated.

Alaska MEP Measurable Program Outcomes (MPOs) and Service Delivery Strategies

Title I-C funds must be used in accordance with the State [Comprehensive Needs Assessment \(CNA\)](#) and [Service Delivery Plan \(SDP\)](#). The Alaska Migrant Education Program's Service Delivery Plan identifies strategies to serve migratory children and youth, including preschool migratory children and migratory children who have dropped out.

Additional Resources

- [DEED's Title I-C Webpage](https://education.alaska.gov/ESEA/TitleI-C/) (education.alaska.gov/ESEA/TitleI-C/)
- [Title I-C Spending Handbook](https://education.alaska.gov/ESEA/TitleI-C/docs/SpendingHandbook-TitleI-C.pdf) (education.alaska.gov/ESEA/TitleI-C/docs/SpendingHandbook-TitleI-C.pdf)
- [Provision of Services Guidance](https://education.alaska.gov/ESEA/TitleI-C/docs/ProvisionofServicesGuidanceTitleI-C.pdf) (education.alaska.gov/ESEA/TitleI-C/docs/ProvisionofServicesGuidanceTitleI-C.pdf)
- [Needs Assessment Guidance](https://education.alaska.gov/ESEA/TitleI-C/docs/NeedsAssessmentGuidanceTitleI-C.pdf) (education.alaska.gov/ESEA/TitleI-C/docs/NeedsAssessmentGuidanceTitleI-C.pdf)
- [Parent Engagement Guidance](https://education.alaska.gov/ESEA/TitleI-C/docs/ParentEngagementGuidanceTitleI-C.pdf) (education.alaska.gov/ESEA/TitleI-C/docs/ParentEngagementGuidanceTitleI-C.pdf)
- [Program Evaluation Guidance](https://education.alaska.gov/ESEA/TitleI-C/docs/ProgramEvaluationGuidanceTitleI-C.pdf) (education.alaska.gov/ESEA/TitleI-C/docs/ProgramEvaluationGuidanceTitleI-C.pdf)
- [Allowable Cost for Federal Funds](https://education.alaska.gov/ESEA/TitleI-C/docs/AllowableCostChecklist.pdf) (education.alaska.gov/ESEA/TitleI-C/docs/AllowableCostChecklist.pdf)
- [U.S. Office of Migrant Education](https://ed.gov/grants-and-programs/formula-grants/formula-grants-special-populations/migrant-education-program-title-i-part-c--state-grants) (ed.gov/grants-and-programs/formula-grants/formula-grants-special-populations/migrant-education-program-title-i-part-c--state-grants)
- [Results](https://results.ed.gov) (results.ed.gov)