



Office of ESSA-Funded Programs
89 Washington Avenue, Room 320 EB
Albany, New York 12234
Tel. (518) 473-0295 / Fax: (518) 486-1762

To: Target District Superintendents
Target District Title I Coordinators

From: Jason Harmon, Director 

Subject: 2018-19 Title I School Improvement Grant 1003 (Basic) funds

Date: February 25, 2019

Several Target Districts have reached out seeking clarification regarding the allowable uses of 2018-19 Title I School Improvement Grant 1003 (Basic) funds. This memo is to provide additional information and guidance regarding the use of 2018-2019 funds, including whether early implementation activities in recently identified Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) Schools can be funded.

As noted in the application materials available at <http://www.p12.nysed.gov/funding/2018-19-title-1-sig-1003-basic/home.html>, the funds available in 2018-2019 are primarily intended to help support the development of a 2019-2020 District Comprehensive Improvement Plan and School Comprehensive Education Plan(s) (DCIP/SCEP). Toward that end, initial project budgets should only include the following costs:

- Participation in Target District Institutes;
- Participation in Regional Training for Schools Receiving NYSED-led DTSDE visits;
- Administration of surveys to parents, students, and teachers;
- Participation in the DTSDE review process and/or comprehensive needs assessments;
- Development of the 2019-2020 improvement plans.

Early implementation activities such as student programs, staff training to implement new programs and instructional materials for student programs may only be supported once the required planning activities have been completed. Districts that wish to use 2018-19 Title I School Improvement Grant 1003 (Basic) to support early implementation activities must:

1. Complete the attached “*Evidence of Required Activities Completed*” form to provide documentation that the district and all identified schools will complete the required activities listed below by July 1, 2019; and
2. Complete an FS-10A Budget Amendment that details projected costs for early implementation activities

The completed “*Evidence of Required Activities Completed*” form, along with one original and two copies of an FS-10A Budget Amendment form should be mailed to:

Office of ESSA-Funded Programs
Attn: 2018-19 Title I School Improvement Grant 1003 (Basic) Grant
89 Washington Avenue, Room 320 EB
Albany, NY 12234

If you have any questions or concerns about this process, please contact our office via email at SIGA@NYSED.GOV or by telephone at 518-473-0295.