

# 2018-19 Title I School Improvement Grant 1003 (Basic) - Annually - 2019

## Introduction - Background

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### **Background**

#### **Purpose of Allocation**

Section 1003 of the Elementary and Secondary Education Act (ESEA) requires that State Education Agencies allocate funds to Local Education Agencies (LEAs) for Comprehensive Support and Improvement Schools (CSI), Targeted Support and Improvement Schools (TSI), and Target Districts to develop a plan that will meet the progress goals in their 2019-2020 District Comprehensive Improvement Plan and 2019-2020 School Comprehensive Education Plan(s) (DCIP/SCEP) and thereby improve student performance. These funds are to be used to support planning for the implementation of school improvement activities as required in the ESEA.

#### **Eligibility**

The following districts/schools **are eligible** for 2018-2019 Section 1003 Basic School Improvement funding:

Title I Target Districts

CSI Schools

TSI Schools

The following districts/schools **are not eligible** for 2018-2019 Section 1003 Basic School Improvement funding:

Districts in Good Standing with no identified schools;

Any school in Good Standing;

Any school in SIG Cohort 6 or SIG Cohort 7;

Any school receiving a Receivership Grant; and

Charter Schools.

The list of identified districts and schools is online at: <http://www.nysed.gov/accountability/essa-accountability-designation-materials>.

#### **Funding**

Eligible districts and schools will receive the following allocations for 2018-19:

Target District - \$25,000 per district;

Comprehensive Support and Improvement School - \$25,000 per school; and

Targeted Support and Improvement School - \$25,000 per school.

*Please Note* - There is no carryover for these funds. All activities must be encumbered during the project period below.

#### **Project Period**

December 1, 2018 to August 31, 2019.

#### **Budget Amendment Deadline**

All budget amendments should be discussed with the program office prior to the submission of an FS-10A. Amendments must be submitted with sufficient time for review of any new activities. Amendments to add new activities must be postmarked and submitted electronically no later than August 1, 2019. Amendments to adjust costs for approved activities or adjust fund codes can be accepted at any time during the project period; however supplies exceeding 10% of an activity cost requires a full review.

#### **Allowable Activities**

Districts must target funds toward the following activities:

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Participation in Target District Institutes;

Participation in Regional Training for Schools Receiving NYSED-led DTSDE support visits;

Administration of surveys;

Participation in the DTSDE review process and/or comprehensive needs assessments; and

Development of the 2019-2020 improvement plans.

Funds may only be used for activities allowed under Title I and must be used for required improvement activities.

#### **Additional Funding Opportunity**

Districts with one or more CSI schools may choose to participate in Participatory Budgeting. Participating CSI schools will be eligible to receive up \$10,000 in addition to the \$25,000 allocation for improvement activities to support the implementation of allowable Participatory Budgeting activities.

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### Introduction - Submission Instructions

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## Submission Instructions

### Submission Instructions

LEAs must complete all sections and are required to answer questions marked with a red asterisk. If a required question has not been completed, the business portal will highlight it in red and the section of the application will be flagged. The applicant will be unable to submit the application to NYSED for final review if a required question remains unresolved.

FS-10 Budget forms should be completed in a manner that clearly identifies and aligns proposed expenses to improvement activities.

The online application may only be submitted/certified by the chief school officer of the applicant LEA. The designated superintendent of an LEA is the only administrator with the submit/certify rights necessary to successfully submit and certify a completed application for NYSED review.

LEAs are REQUIRED to send signed originals and two hard copies of the FS-10 Budget Form to:

*Office of ESSA-Funded Programs - Room 320 EB  
Attn: 2018-19 School Improvement Grant (1003)  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234*

LEAs are NOT REQUIRED to send hard copies of general application materials to the Department.

Completed applications are due by February 15, 2019, and will be reviewed on a rolling basis. LEAs are encouraged to submit as soon as possible to expedite the review and approval process of SIG planning funds.

**Assurances**

1. **The LEA assures that the program will be administered in accordance with all applicable statutes, regulations, program plans and applications. SEC. 8306. [20 U.S.C. 7846](a)(1)**  
 YES, the LEA provides the above assurance.
2. **The LEA assures that the control of funds provided under such programs and title to property acquired with program funds will be in a public agency or in an eligible private agency, institution, organization, or Indian Tribe, if the law authorizing the program provides for assistance to those entities. SEC. 8306. [20 U.S.C. 7846](a)(2)(A)**  
 YES, the LEA provides the above assurance.
3. **The public agency, eligible private agency, institution, or organization, or Indian Tribe will administer the funds and property to the extent required by authorizing statutes. SEC. 8306. [20 U.S.C. 7846](a)(2)(B)**  
 YES, the LEA provides the above assurance.
4. **The applicant will adopt and use proper methods of administering each such program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program. SEC. 8306. [20 U.S.C. 7846](a)(3)(A)**  
 YES, the LEA provides the above assurance.
5. **The applicant will adopt and use proper methods of administering each such program, including the correction of deficiencies in program operations that are identified through audits, monitoring or evaluations. SEC. 8306. [20 U.S.C. 7846](a)(3)(B)**  
 YES, the LEA provides the above assurance.
6. **The LEA assures that the applicant will cooperate in carrying out any evaluations of each such program conducted by or for the state education agency, the Secretary, or other federal officials. SEC. 8306. [20 U.S.C. 7846](a)(4)**  
 YES, the LEA provides the above assurance.
7. **The LEA assures that the applicant will use fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, federal funds paid to the applicant under such program. SEC. 8306. [20 U.S.C. 7846](a)(5)**  
 YES, the LEA provides the above assurance.
8. **The LEA assures that the applicant will submit such reports to the state education agency (which will make the reports available to the Governor) and the Secretary as the state educational agency and the Secretary may require to enable the State educational agency and the Secretary to perform their duties under each such program. SEC. 8306. [20 U.S.C. 7846](a)(6)(A)**  
 YES, the LEA provides the above assurance.
9. **The LEA assures that the applicant will maintain such records, provide such information, and afford such access to the records as the state educational agency (after consultation with the Governor) or Secretary may reasonably require to carry out the state educational agency's or the Secretary's duties. SEC. 8306. [20 U.S.C. 7846](a)(6)(B)**  
 YES, the LEA provides the above assurance.
10. **The LEA assures that, before the application was submitted, the applicant afforded a reasonable opportunity for public comment on the application and considered such comment. SEC. 8306. [20 U.S.C. 7846](a)(7)**  
 YES, the LEA provides the above assurance.

11.

The following assurances and certifications are a component of your application. By responding "YES" to this item, you are ensuring accountability and compliance with applicable State and federal laws, regulations, and grants management requirements.

**Federal Assurances and Certifications, General:**

- Assurances – Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

**Federal Assurances and Certifications, ESEA:**

The following are required as a condition for receiving any federal funds under the Elementary and Secondary Education Act.(ESEA)

- ESEA Assurances
- School Prayer Certification

Please refer to "Application Assurances" in the Supporting Documents section of this survey for a complete listing of assurances and certifications for Federal Program funds.

YES, the LEA provides the above assurance.

## 2018-19 Title I School Improvement Grant 1003 (Basic) - Annually - 2019

### Allocations - Allocations

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#### Allocations

Eligible districts and schools will receive the following allocation(s):

- **Target District: \$25,000 per district**
- **Comprehensive Support and Improvement (CSI) School: \$25,000 per school**
- **Targeted Support and Improvement (TSI) School: \$25,000 per school**

1. **The following chart should be completed to calculate the allocation(s) available to your LEA. In the Quantity column, indicate the number of entities (district or school), as applicable, based on 2018-19 identification. (Please Note - For all Target Districts outside of New York City, the Target District quantity shall be "1".)**

	Quantity (#)	Sub Total (\$)
Target District		
Comprehensive Support and Improvement (CSI)		
Targeted Support and Improvement (TSI)		

2. **2018-19 Title I School Improvement Grant Section 1003 Basic - Total Base Allocation (\$).**
3. **If the LEA has one or more schools identified as Comprehensive Support and Improvement, do any of them intend to take part in Participatory Budgeting?**

- Yes, the LEA has one or more Comprehensive Support and Improvement School that intends to take part in Participatory Budgeting.
- No, the LEA does not have one or more Comprehensive Support and Improvement School that intends to take part in Participatory Budgeting.

**2018-19 Title I School Improvement Grant 1003 (Basic) - Annually - 2019**

**Allocations - Participatory Budgeting**

**Participatory Budgeting**

In the chart below, LEAs are asked to identify the Comprehensive Support and Improvement (CSI) school(s) taking part in Participatory Budgeting (*no more than 5 CSI schools per LEA*) and the amount of funds (*no greater than \$10,000 per school*).

Funds can be spent on the following expenses:

1. ON-site support from an organization with experience supporting the implementation of a participatory budgeting practice in at least three locations.
2. OFF-site support from an organization with experience supporting the implementation of a participatory budgeting practice in at least three locations.
3. Hourly after school per diem wage for the school staff member(s) identified as the Participatory Budgeting site coordinator(s).
4. Substitute teacher coverage for the school staff member(s) identified as the Participatory Budgeting site coordinator(s).
5. District and School training costs associated with Participatory Budgeting.
6. Any other allowable 1003 school improvement expense up to the amount spent to fund the selected participatory budgeting projects. For example, if the school spends \$1,600 to fund its participatory budgeting projects, then the school can devote \$1,600 of the \$10,000 PB Pilot award toward any allowable 1003 expense.

1. **In the chart below, identify the Comprehensive Support and Improvement (CSI) school(s) taking part in Participatory Budgeting (no more than 5 CSI schools per LEA) and the amount of funds (no greater than \$10,000 per school) for which they intend to apply.**

Comprehensive School and Improvement (CSI) School Name	Amount Applying For (\$)	Uses of Funds (Check all Applicable)
		<input type="checkbox"/> ON-site support <input type="checkbox"/> OFF-site support <input type="checkbox"/> Hourly after school per diem wage <input type="checkbox"/> Substitute teacher coverage <input type="checkbox"/> District and School training costs <input type="checkbox"/> Any other allowable 1003 school improvement expense

2. **Total additional funds available to support Participatory Budgeting.**

## 2018-19 Title I School Improvement Grant 1003 (Basic) - Annually - 2019

### Program Narratives - Program Narratives

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#### Program Narrative Charts

Please complete the following question group(s) describing the interventions being implemented using Title I School Improvement Grant 1003 Basic funds. As applicable, eligible Districts must provide a narrative description of the specific interventions to be completed for each activity below.

For LEAs with multiple identified schools, please submit *question groups* by combining schools. As applicable, an LEA may group schools based on similar characteristics such as, but not limited to: (1) accountability indicator, (2) identification sub-groups, and/or (3) common needs/initiatives.

Click on "Add Another Group" as applicable to access/complete additional question groups.

1. **Please identify the school(s) referred to in this question group.**
2. **As applicable, briefly identify the characteristic(s) used to combine the group of schools listed in the previous question. If not applicable, please indicate "N/A."**
3. **ACTIVITY #1: Newly Identified Target Districts will attend and/or participate in NYSED-facilitated trainings.**

- These activities will be completed using SIG 1003 Basic grant funds.
- These activities will be completed using other fund sources.
- These activities will not have a cost for our district to complete.

**3a. Please indicate the NYSED-facilitated training(s).**

- State Meeting for Targeted Districts with Receivership schools.
- State Meeting for Targeted Districts with CSI and/or TSI schools.
- State Meeting for Targeted Districts without identified schools.
- NYSED-facilitated webinars, regional training, and/or BOCES training opportunities.

**3b. Describe the activities being supported by SIG 1003(a) grant funds.**

**3c. Identify the budget codes to which funds will be allocated for this activity.**

- CODE 15 - Salaries for Professional Staff
- CODE 16 - Salaries for Support Staff
- CODE 40 - Purchased Services
- CODE 45 - Supplies and Materials
- CODE 46 - Travel Expenses
- CODE 80 - Employee Benefits
- CODE 90 - Indirect Costs
- CODE 49 - Purchased Services with BOCES

4. **ACTIVITY #2: Newly identified Target Districts are required to conduct surveys of parents, staff, and students in all CSI and TSI schools during the 2018-19 school year.**

- These activities will be completed using SIG 1003 Basic grant funds.
- These activities will be completed using other fund sources.
- These activities will not have a cost for our district to complete.

**4a. Describe the activities being supported by SIG 1003(a) grant funds.**

**4b. Identify the budget codes to which funds will be allocated for this activity.**

- CODE 15 - Salaries for Professional Staff
- CODE 16 - Salaries for Support Staff
- CODE 40 - Purchased Services
- CODE 45 - Supplies and Materials
- CODE 46 - Travel Expenses
- CODE 80 - Employee Benefits
- CODE 90 - Indirect Costs
- CODE 49 - Purchased Services with BOCES

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Program Narratives - Program Narratives

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5. **ACTIVITY #3: As applicable, newly Identified Target Districts will: a) supervise the completion of School Self-Reflections; b) participate in a NYSED-led DTSDE; and/or c) conduct a comprehensive needs assessment.**

- These activities will be completed using SIG 1003 Basic grant funds.
- These activities will be completed using other fund sources.
- These activities will not have a cost for our district to complete.

5a. **Describe the activities being supported by SIG 1003(a) grant funds.**

5b. **Identify the budget codes to which funds will be allocated for this activity.**

- CODE 15 - Salaries for Professional Staff
- CODE 16 - Salaries for Support Staff
- CODE 40 - Purchased Services
- CODE 45 - Supplies and Materials
- CODE 46 - Travel Expenses
- CODE 80 - Employee Benefits
- CODE 90 - Indirect Costs
- CODE 49 - Purchased Services with BOCES

6. **ACTIVITY #4: A planning team from the Newly Identified Target District will create a 2019-2020 District Comprehensive Improvement Plan (DCIP) by July 1, 2019.**

- These activities will be completed using SIG 1003 Basic grant funds.
- These activities will be completed using other fund sources.
- These activities will not have a cost for our district to complete.

6a. **Describe the activities being supported by SIG 1003(a) grant funds.**

6b. **Identify the budget codes to which funds will be allocated for this activity.**

- CODE 15 - Salaries for Professional Staff
- CODE 16 - Salaries for Support Staff
- CODE 40 - Purchased Services
- CODE 45 - Supplies and Materials
- CODE 46 - Travel Expenses
- CODE 80 - Employee Benefits
- CODE 90 - Indirect Costs
- CODE 49 - Purchased Services with BOCES

7. **ACTIVITY #5: Planning teams from each newly identified CSI and TSI school, which must include parents, and in secondary schools, students, will create 2019-2020 School Comprehensive Education Plans (SCEPs) that includes at least one evidence-based intervention by July 1, 2019.**

- These activities will be completed using SIG 1003 Basic grant funds.
- These activities will be completed using other fund sources.
- These activities will not have a cost for our district to complete.

7a. **Describe the activities being supported by SIG 1003(a) grant funds.**

7b. **Identify the budget codes to which funds will be allocated for this activity.**

- CODE 15 - Salaries for Professional Staff
- CODE 16 - Salaries for Support Staff
- CODE 40 - Purchased Services
- CODE 45 - Supplies and Materials
- CODE 46 - Travel Expenses
- CODE 80 - Employee Benefits
- CODE 90 - Indirect Costs
- CODE 49 - Purchased Services with BOCES

## 2018-19 Title I School Improvement Grant 1003 (Basic) - Annually - 2019

Budget Summary/Submission - Budget Summary/Submission

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### Budget Summary/Submission

LEAs are **REQUIRED** to send signed originals and two hard copies of an FS-10 Budget Form to:

*Office of ESSA-Funded Programs - Rm 320 EB  
Attn: 2018-19 School Improvement Grant (1003)  
New York State Education Department  
89 Washington Avenue  
Albany, NY 12234*

Please refer to the Documents Panel section located along the left side of the application for FS-10 budget forms.

- The following represents a summary of the LEA's 2018-19 Title I School Improvement Grant 1003 (Basic) funding figures based on information provided in previous sections.  
The amount indicated in the TOTAL column is the figure the LEA should use when preparing its FS-10.**

	Title I SIG Base Allocation	Participatory Budgeting Allocation	<b>TOTAL</b> Title I SIG Funds Available
Title I SIG Funding			

- Please upload a signed copy of an FS-10 budget form for 2018-19 Title I School Improvement Grant 1003 Basic funds.  
(Please Note - The FS-10 should be completed in a manner that clearly identifies/aligns proposed expenses to improvement activities and should reflect the amount of funds indicated in the TOTAL column of the chart above.)**