**2018-19 Continuation Plan Fiscal Guidance and Submission Requirements**

School Improvement Grant (SIG) 1003(g)

**Maximum Funding Available**

Funding is to be commensurate to the needs of the school, number of students served, phase of implementation, and inclusive of district-level (central office) costs. All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. The New York State Education Department (NYSED or “the Department”) has the right to recoup funds if the approved activities are not performed and/or the funds are expended inappropriately.

**SIG 2018-19:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grant** | **18-19 YEAR** | **Maximum** **18-19 Award** | **Carryover Option** | **Budget Period Dates** |
| SIG Cohort 5 | 5th year | $250,000 | No | 7/1/18 – 6/30/19 |
| SIG Cohort 6 | 4th year | $250,000 | No | 7/1/18 – 6/30/19 |
| SIG Cohort 7 | 3rd year | $500,000 | No | 7/1/18 – 6/30/19 |

*Tentative* SIG funding amounts for future fund years are as follows:

**2019-20:**

SIG Cohort 6 – 5th year - $250,000

SIG Cohort 7 – 4th year - $500,000

**2020-21:**

SIG Cohort 7 – 5th year - $500,000

**Progress Reporting/Continuation Plan**

**Submission and Approval Timeline**

Progress Report and Continuation Plan issued: March 30, 2018

Complete Reports/Plans and SIG Budget Documents

Due unless otherwise specified: April 30, 2018

NYSED Review: Beginning May 1, 2018

May Performance Review Conference Calls (as needed): Beginning May 15, 2018

 Final Approval of Continuation Plans: On-going basis

**Documents due April 30, 2018 - *unless an extension was granted and unless otherwise specified* *below***

* Report and Continuation Plan
* 2018-2019 SIG budget documents (SIG 5, 6, and 7): budget narrative, FS-10 budget
* Attachment B: Performance Target Chart (Non-Receivership SIG 5, 6 and 7). Due to OISR@NYSED.gov no later than **August 31, 2018.**
* Updated Minority and Women-owned Business Enterprise (M/WBE) documents as applicable (SIG 6 and 7)
* Memorandums of Understanding (MOUs)/Contracts:
	+ **SIG Cohort 7 Restart models ONLY:** SIG 7 schools implementing this model first need to be granted the authority to have the Educational Partnership Organization (EPO) and Local Education Agency (LEA) enter into an EPO contract; the contract can then be executed. Please work with your OISR liaison to obtain authority granted by the Commissioner. For 2018-19, ensure MOUs are updated or continue to cover the 2018-19 school year.
	+ **SIG Cohort 5-6 Restart models ONLY:** These SIG schools have been previously granted authority to enter into an EPO contract by the Commissioner. If the contract needs to be updated for the 2018-2019 school year, please work with your OISR liaison to ensure that an updated contract is in place.
	+ **SIG Cohort 7 Innovation and Reform Framework model ONLY:** With its original SIG 7 application, the Local Education Agency (LEA) was to provide a draft Memorandum of Understanding (MOU), signed by the EPO and the LEA, identifying the joint-agreement to launch a whole-school design reform model, as well as identifying the scope of services of the EPO and the broad achievement outcomes for the school. The fully executed EPO (Educational Partner Organization)-district contract, signed by both parties, was then to be received by NYSED within 30 days of receipt of its original preliminary award letter for review and NYSED approval. If a final, NYSED-approved 2018-2019 contract is not in place, please work with your OISR liaison to ensure that one is in place.
	+ **SIG Cohorts 5-6 Innovation and Reform Framework model ONLY:** If the previously NYSED-approved contract does not cover the 7/1/18- 6/30/19 budget period, please work with your OISR liaison to ensure that an updated contract is in place.

**Allowable and Non-Allowable Costs**

All proposed costs for the 2018-19 project period must be reasonable and directly connected and aligned to the implementation of the plan and model. All plans must contain a clear explanation and strong justification for how costs are based on identified needs and directly connected to building the capacity of the teachers, leaders, staff, and stakeholders in the school, or to providing student access to high quality instruction and/or academic enrichment. All costs must supplement, and not supplant existing district funding sources.

While funding for supplies and materials (Code 45) may be no greater than 10% of the total funding for the project period, LEAs should not budget for supplies and materials (e.g., smart boards, I-pads, computers, display screens, flash drives, cameras, computer software and hardware, classroom furniture, and general office supplies), that are not needs-based and directly connected and aligned to the plan and model. Items should not be budgeted merely as a means to draw down funds or in a manner that could be conceived as supplanting local funds.

In addition, LEAs budgeting for travel to conferences and PD (in state and out of state) and field trips must also show that the costs are reasonable and directly connected and aligned to the implementation of the plan and model in the manner described above.

**Non-Allowable:**

* The purchase of equipment (defined as equipment items having a unit value of $5,000 or more with a useful life of more than one year) is not allowed.

**Allowable:**

* **SIG 5, 6 and 7** funding directed at district-level administration and support activities may be no greater than ten percent (10%) of the total funding for project period.
* **SIG 5, 6 and 7** funding for Supplies/Materials may be no greater than ten percent (10%) of the total funding for project period.

**NYSED Office of Innovation and School Reform Review and Approval Process**

Staff from NYSED’s OISR and Office of Accountability will review the Progress Reports and Continuation Plans to ensure the fidelity of the proposed activities to the original plan and to determine if the budgeted costs are reasonable and appropriate. NYSED reviewers may request that LEAs provide additional program and/or budget clarification or justification prior to approval. NYSED OISR staff will eliminate any budgeted costs that are determined to be unreasonable, non-allowable or too loosely connected to the 2018-19 plan, which will be reflected in the approved budget amount in the grant award notice issued by the NYSED Grants Finance Office.