

## **School Innovation Fund 2015-2016 Continuation Plan Guidance Document**

### **Maximum Funding Available**

For the 2015-2016 project period, LEAs are eligible for up to \$250,000 for each Cohort 3 school.

**Note:** *All grants, regardless of type or dollar amount, are subject to further review, monitoring, and audit to ensure compliance. NYSED has the right to recoup funds if the approved activities are not performed and/or funds are expended inappropriately.*

### **Application Submission and Approval Timeline**

Continuation Plan Issued:	March 27, 2015
Complete Plans Due:	May 22, 2015
NYSED Review:	May 22, 2015 to June 19, 2015
June Performance Calls:	Week of June 22, 2015
Final Determination:	June 26, 2015

A Complete Plan for each Cohort 3 SIF school includes:

- ✓ Continuation Plan
- ✓ 2015-2016 FS-10 for proposed district and school-level activities
- ✓ Budget Narrative to explain and justify all FS-10 activities
- ✓ Academic Achievement Data (demonstrating the degree to which academic achievement targets have either been met, or are on a trajectory for being met)

**Note:** *As per the Continuation Plan (page 2), a 2015-2016 Memorandum of Understanding for each partner identified as either a Lead Partner or a partner in the Partner Consortium is due June 15, 2015. It must be in effect July 1, 2015 which is the start date of the 2015-2016 project period.*

### **Allowable Costs**

All proposed SIF costs for the 2015-2016 project period must be reasonable, directly connected to the SIF design framework being implemented, and in direct alignment with the existing SIF plan. All plans must contain clear explanations and strong justifications for how costs are connected to building the capacity of the teachers, leaders, staff, and stakeholders in the SIF school, or to providing student access to high quality instruction and/or academic enrichment.

LEAs are discouraged from budgeting for supplies and materials (e.g.: Smart Boards, iPads, computers, computer software, general office supplies, etc.) that appear to be independent or ancillary to the organizational or pedagogical functioning of the SIF plan, budgeted merely as a means to draw down funds, or supplanting. If an LEA budgets for supplies and materials, it must demonstrate the cost to be inextricably linked to identified needs, direct capacity building for adults, and/or instructional access and

opportunity for students. Supplies and materials may not be greater than ten percent (10%) of the total budget for the 2015-2016 project period.

The purchase of non-instructional equipment is not allowed. Equipment is defined as having a unit value of \$5,000 or more with a useful life of more than one year.

SIF funding, directed at the district-level administration and support activities for this budget period may not be greater than ten percent (10%) of the total budget for the 2015-2016 project period. LEAs must describe district-level expenses in the Budget Narrative.

### **NYSED School Turnaround Office (STO) Review and Approval Process**

NYSED STO staff will review each Continuation Plan in terms of the fidelity of the implementation of the SIF design framework, and a reasonable, allocable, and allowable budget. Prior to approval and during the June performance review calls with LEA staff, STO may request additional program and/or budget clarification or justification. STO will eliminate all budgeted items determined to be unreasonable, non-allowable, or too loosely connected to the SIF plan. These budget changes will be reflected in the approved budget amount identified on the Grant Award Notice issued by the NYSED Grants Finance Office.

### **Submission (by May 22, 2015)**

1. Complete plans must be submitted electronically via email to both the LEA's STO liaison **AND** to the School Turnaround Office mailbox at [TURNAROUND@NYSED.GOV](mailto:TURNAROUND@NYSED.GOV).
2. In addition, mail, via postal service, the original Continuation Plan **AND** one copy to:

New York State Education Department  
School Turnaround Office – 5N EB Mezzanine  
89 Washington Avenue  
Albany, New York 112234  
Attn: Liaison: XXXXX: Continuation Plan