

## 2021-22 Title I School Improvement Grant 1003 (Basic) - 2021

### Introduction - Background

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#### **Background**

##### **Purpose of Title I School Improvement Funds**

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 support their 2021-22 District Comprehensive Improvement Plan (DCIP) and 2021-22 school-level improvement plans and thereby improve student performance. These funds are to be used to support planning and implementation of school improvement activities as required in the ESEA.

##### **Eligibility**

The following districts/schools **are eligible** for 2021-22 Section 1003 Basic School Improvement funding:

Title I Target Districts;

CSI Schools; and

TSI Schools.

The following districts/schools **are not eligible** for 2021-22 Section 1003 Basic School Improvement funding:

Districts in Good Standing with no identified schools;

Any school in Good Standing; and

Charter Schools.

Information about accountability designations is available online at: <http://www.nysed.gov/accountability/essa-accountability-designations>.

##### **Funding**

Eligible districts and schools will receive the following allocations for 2021-22:

Target District - \$50,000 per district;

Comprehensive Support and Improvement school - \$200,000 per school; and

Targeted Support and Improvement school - \$75,000 per school.

##### **Project Period**

September 1, 2021 to August 31, 2022.

Completed applications are due by **August 31, 2021** and will be reviewed on a rolling basis.

##### **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, 2022. 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.

## 2021-22 Title I School Improvement Grant 1003 (Basic) - 2021

### 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:

*NYS Education Department - Office of Accountability  
Attn: 2021-22 School Improvement Grant (1003)  
89 Washington Avenue - Room 320 EB  
Albany, NY 12234*

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

Completed applications are due by August 31, 2021 and will be reviewed on a rolling basis. LEAs are encouraged to submit completed applications as soon as possible to expedite the review and approval process of SIG funding.

### 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.

**2021-22 Title I School Improvement Grant 1003 (Basic) - 2021**

Allocations/Use of Funds - Allocations/Identifications

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**Allocations**

Eligible districts and schools will receive the following School Improvement Grant (SIG) allocation(s):

- **Target District: \$50,000 per district;**
- **Comprehensive Support and Improvement (CSI) school: \$200,000 per school; and**
- **Targeted Support and Improvement (TSI) school: \$75,000 per school.**

**1. Please indicate the number of Target Districts. For all LEAs outside of New York City, the Target District quantity shall be "1".**

**2. Does the district have any Comprehensive Support and Improvement schools?**

- Yes, the district has at least one Comprehensive Support and Improvement school.
- No, the district does not have any Comprehensive Support and Improvement schools.

**2a. Please indicate the number of Comprehensive Support and Improvement schools in the district.**

**3. Does the district have any Targeted Support and Improvement schools?**

- Yes, the district has at least one Targeted Support and Improvement school.
- No, the district does not have any Targeted Support and Improvement schools.

**3a. Please indicate the number of Targeted Support and Improvement schools in the district.**

**4. Based on the information provided above, please find in the chart below the district and school allocations for 2021-22 School Improvement Grant funding.**

	Target District Allocation (\$)	CSI School Allocation (\$)	TSI School Allocation (\$)	<b><u>TOTAL</u></b> Allocation
SIG Allocation Totals				

**2021-22 Title I School Improvement Grant 1003 (Basic) - 2021**

Allocations/Use of Funds - Target District Use of Funds

**Target District Use of Funds**

1. **Has the LEA developed and submitted a District Comprehensive Improvement Plan (DCIP) and DCIP Planning Document to NYSED?**

Yes, the LEA has developed and submitted a DCIP and DCIP Planning Document to NYSED.

No, the LEA has not yet developed and submitted a DCIP and DCIP Planning Document to NYSED.

2. **In the chart below, please provide information about the DCIP and DCIP Planning Document. If the response to #1 is "Yes," but board approval has not yet been obtained, enter the anticipated date of approval and the website address. If the response to #1 is "No" and the DCIP and DCIP Planning Document have not yet been developed and/or submitted to NYSED, enter "TBD" in both areas. Clarifying information may be provided in #5 below to inform the review, as needed.**

Date of Board Approval	Website Where the Plan is Publicly Posted
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3. **Please complete the following chart to identify the Target District uses of funds. For employee benefit entries, write "Employee Benefits" in the "Description of District-Level Activity/Purpose" column and select "Other" for the category. (See #4 for alternate input option.)**

Description of District-Level Activity/Purpose	Category	Budget Code	Cost (\$)
	Priority 1	Code 15 - Professional Salaries	
	Priority 2	Code 16 - Support Staff Salaries	
	Priority 3	Code 40 - Purchased Services	
	Priority 4	Code 45 - Supplies and Materials	
	Priority 5	Code 46 - Travel Expenses	
	DCIP Monitoring (2021-22), Planning/Development (2022-23)	Code 80 - Employee Benefits	
	Other	Code 49 - BOCES Services	
		Code 30 - Minor Remodeling	
		Code 20 - Equipment	
			<b>0</b>

4. **In lieu of completing the activity chart above, the district may upload an Excel spreadsheet that includes all of the information requested in the chart. The information provided should include proposed expenditures for district activities.**
5. **Please provide additional information to explain any district activity or expense that may require clarification (i.e., total district expenses exceed the district allocation; activity not clearly aligned to a specific district improvement priority, or activity qualifies as "Other"). Clarification should include a brief narrative that helps reviewers understand the use of funds and determine whether the expense is aligned, allowable, reasonable, and necessary.**

**2021-22 Title I School Improvement Grant 1003 (Basic) - 2021**

**Allocations/Use of Funds - Comprehensive Support and Improvement Use of Funds**

**Comprehensive Support and Improvement (CSI) Schools - Use of Funds**

- Has the LEA ensured that a school-level improvement plan has been developed and approved for each of its Comprehensive Support and Improvement (CSI) schools? Relevant plans may include a School Comprehensive Education Plan (SCEP); a Receivership Continuation Plan; or a High School Redesign Plan.

Yes, the LEA has ensured that a school-level improvement plan has been developed and approved for each of its Comprehensive Support and Improvement (CSI) schools.

No, the LEA has not yet ensured that a school-level improvement plan has been developed and approved for each of its Comprehensive Support and Improvement (CSI) schools.

- In the chart below, please provide information about the school-level improvement plan for each CSI school. If the response to #1 is "Yes," provide all information as requested. If the response to #1 is "No" and the plan for a CSI school is developed but awaiting board approval, enter the school name, the anticipated date of board approval, and the website address. If the response to #1 is "No" and a plan has not yet been developed for a CSI school, enter the name of the school and "TBD" for the other areas. Clarifying information may be provided in #5 below to inform the review, as needed.

CSI School Name	Date of Board Approval	Website Where the Plan is Publicly Posted
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- Please complete the following chart to identify the uses of funds for each Comprehensive Support and Improvement (CSI) school. Group the activities and any employee benefits by school name, when possible. For employee benefit entries, write "Employee Benefits" in the Description of School-Level Activity/Purpose column and select "Other" for the category. (See #4 for alternate input option.)

School Name	Description of School-Level Activity/Purpose	Category	Budget Code	Cost (\$)
		SCEP Commitment	Code 15 - Professional Salaries	
		High School Redesign Lever	Code 16 - Support Staff Salaries	
		High School Redesign Priority	Code 40 - Purchased Services	
		Receivership School	Code 45 - Supplies and Materials	
		DI Indicator	Code 46 - Travel Expenses	
		Receivership School Lead Strategy	Code 80 - Employee Benefits	
		Improvement Plan	Code 49 - BOCES Services	
		Monitoring (21-22) or Planning/Development (22-23)	Code 30 - Minor Remodeling	
		Other	Code 20 - Equipment	
				<b>0</b>

- In lieu of completing the activity chart above, the district may upload an Excel spreadsheet that includes all of the information requested in the chart. The information provided should include proposed expenditures for each of the LEA's CSI schools.
- Please provide additional information to explain any school-level activity or expense that may require clarification (i.e., activity not clearly aligned to a specific school improvement plan or activity qualifies as "Other"). Clarification should include a brief narrative that helps reviewers understand the use of funds and determine whether the expense is aligned, allowable, reasonable, and necessary.

**2021-22 Title I School Improvement Grant 1003 (Basic) - 2021**

Allocations/Use of Funds - TSI School Use of Funds

**TSI School Use of Funds**

1. **Has the LEA ensured that a School Comprehensive Education Plan (SCEP) has been developed and approved for each of its Targeted Support and Improvement (TSI) schools?**

Yes, the LEA has ensured that a School Comprehensive Education Plan (SCEP) has been developed and approved for each of its Targeted Support and Improvement (TSI) schools.

No, the LEA has not yet ensured that a School Comprehensive Education Plan (SCEP) has been developed and approved for each of its Targeted Support and Improvement (TSI) schools.

2. **In the chart below, please provide information about the SCEP for each TSI school. If the response to #1 is "Yes," provide all information as requested. If the response to #1 is "No" and the SCEP for a TSI school is developed but awaiting board approval, enter the school name, the anticipated date of board approval, and the website address. If the response to #1 is "No" and a SCEP has not yet been developed for a TSI school, enter the name of the school and "TBD" for all other areas. Clarifying information may be provided in #5 below to inform the review, as needed.**

TSI School Name	Date of Board Approval	Website Where the Plan is Publicly Posted
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3. **Please complete the following chart to identify the uses of funds for each Targeted Support and Improvement (TSI) school. Group the activities and any employee benefits by school name, when possible. For employee benefit entries, write "Employee Benefits" in the Description of School-Level Activity/Purpose column and select "Other" for the category. (See #4 for alternate input option.)**

School Name	Description of School-Level Activity/Purpose	Category	Budget Code	Cost (\$)
		SCEP Commitment Improvement Plan Monitoring (21-22) or Planning/Development (22-23) Other	Code 15 - Professional Salaries Code 16 - Support Staff Salaries Code 40 - Purchased Services Code 45 - Supplies and Materials Code 46 - Travel Expenses Code 80 - Employee Benefits Code 49 - BOCES Services Code 30 - Minor Remodeling Code 20 - Equipment	0

4. **In lieu of completing the activity chart above, the district may upload an Excel spreadsheet that includes all of the information requested in the chart. The information provided should include proposed expenditures for each of the LEA's TSI schools.**
5. **Please provide additional information to explain any school-level activity or expense that may require clarification (i.e., activity not clearly aligned to a specific school improvement plan or activity qualifies as "Other"). Clarification should include a brief narrative that helps reviewers understand the use of funds and determine whether the expense is aligned, allowable, reasonable, and necessary.**



## 2021-22 Title I School Improvement Grant 1003 (Basic) - 2021

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:

*NYS Education Department - Office of Accountability  
Attn: 2021-22 School Improvement Grant (1003)  
89 Washington Avenue - Room 320 EB  
Albany, NY 12234*

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

1. **The amount indicated below is the TOTAL allocation for the LEA based on the number of Target Districts, identified CSI schools, and identified TSI schools. This figure should be used as the maximum budget amount when preparing the FS-10.**
2. **Please upload a signed copy of an FS-10 budget form for 2021-22 Title I School Improvement Grant 1003 Basic funds.**

**The FS-10 budget should be completed in a manner that clearly identifies and aligns proposed expenses to improvement activities described in the application and should not exceed the amount of funds indicated in the TOTAL column of the chart above.**