

School Innovation Fund 2015-2016 Continuation Plan Guidance Document (Updated 4/29/15*)

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:

1. Continuation Plan
2. 2015-2016 FS-10 for proposed district and school-level activities
3. Budget Narrative to explain and justify all FS-10 activities
4. Academic Achievement Data (demonstrating the degree to which academic achievement targets have either been met, or are on a trajectory for being met)
5. *2015-2016 Updated Attachment B: Performance Target Chart:
 - ✓ Reference the school's chart used during 2014-2015 progress report calls.
 - ✓ Copy the Baseline and 2014-2015 Targets. They remain unchanged.
 - ✓ Complete as much of the District Averages for 2014-2015 and Actual 2014-2015 data columns as you can. You can update in August.
 - ✓ Copy the 2015-2016 and 2016-2017 targets or provide new ones. You can update in August.
6. *2015-2016 Updated Attachment D: Budget Summary Chart:
 - ✓ Reference the school's chart in its approved SIF 3 application.
 - ✓ 2014-2015 Year One should be aligned to approved FS-10 and FS-10As.
 - ✓ 2015-2016 Year Two should be aligned to this Budget Narrative and FS-10. 2016-2017 Year Three should total \$250,000. Reference plans in this Budget Narrative to give us a sense of sustainability efforts. You can update in the 2016-2017 Continuation Plan.

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.
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