

# 2019-20 Title I School Improvement Grant 1003 (Basic-Planning) - 2020

## 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 Targeted Support and Improvement (TSI) schools and Target Districts to develop a plan that will meet the progress goals in their District Comprehensive Improvement Plan (DCIP) and/or School Comprehensive Education Plan (SCEP), and thereby improve student performance. These funds are to be used to support planning of school improvement activities as required in the ESEA.

#### Eligibility

The following districts/schools **are eligible** for 2019-20 Title I School Improvement Grant 1003 (Basic-Planning) funding:

Title I Target Districts

TSI Schools

The following districts/schools **are not eligible** for 2019-20 Title I School Improvement Grant 1003 (Basic-Planning) funding:

Districts in Good Standing with no identified schools;

Any school in Good Standing;

Any school in SIG Cohort 6 or SIG Cohort 7; and

Charter Schools.

The list of identified districts and schools is online at: <https://data.nysed.gov/>

#### Funding

Eligible districts and schools will receive the following allocations for 2019-20:

Target District - \$25,000 per district; 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, 2019 to August 31, 2020. Completed applications are **due** by March 6, 2020 (with extensions by request), 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, 2020. 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:

Participation in NYSED Statewide Orientation for Newly Identified Target Districts;

Administration of surveys;

Oversight of on-site needs assessments;

Development of 2020-21 School Comprehensive Education Plans (SCEPs); and

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For districts, development of 2020-21 District Comprehensive Improvement Plans (DCIPs).

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

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.

The FS-10 budget should be completed in a manner that clearly identifies/aligns proposed expenses to improvement activities. In addition, be sure to specify if activities are occurring at the district or school building level. Please see the exemplar FS-10 in the documents section.

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: 2019-20 Title I SIG 1003 (Basic-Planning)*

*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 March 13, 2020 (with extensions by request), 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 Basic-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.

## 2019-20 Title I School Improvement Grant 1003 (Basic-Planning) - 2020

### Allocations/Use of Funds - Allocations

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#### Allocations

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

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

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

3. **Based on the information provided above, please find in the chart below the district and school allocations for 2019-20 SIG Basic-Planning funding.**

	Target District Allocation (\$)	TSI School Allocation (\$)	<b>TOTAL</b> Allocation
SIG Basic-Planning Allocation Totals			

## 2019-20 Title I School Improvement Grant 1003 (Basic-Planning) - 2020

### Allocations/Use of Funds - Target District Use of Funds

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#### Target District Use of Funds

1. **Is the Target District using School Improvement Grant Basic-Planning funds to support Activity #1 - Participation in NYSED Statewide Orientation for Newly Identified Target Districts on February 26-27?**

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #1.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #1.

1a. **How much School Improvement Grant Basic-Planning funding is being used to support Activity #1?**

1b. **Please use the space below to describe in detail how the Activity #1 funds will be used.**

2. **Is the Target District using School Improvement Grant Basic-Planning funds to support Activity #2 - Administration of Surveys in Newly-Identified TSI Schools?**

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #2.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #2.

2a. **How much School Improvement Grant Basic-Planning funding is being used to support Activity #2?**

2b. **Please use the space below to describe in detail how the Activity #2 funds will be used.**

3. **Is the Target District using School Improvement Grant Basic-Planning funds to support Activity #3 - Needs Assessment for Newly-Identified TSI Schools?**

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #3.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #3.

3a. **How much School Improvement Grant Basic-Planning funding is being used to support Activity #3?**

3b. **Please use the space below to describe in detail how the Activity #3 funds will be used.**

4. **Is the Target District using School Improvement Grant Basic-Planning funds to support Activity #4 - Planning and Development of 2020-21 School Comprehensive Education Plans (SCEPs)?**

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #4.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #4.

4a. **How much School Improvement Grant Basic-Planning funding is being used to support Activity #4?**

4b. **Please use the space below to describe in detail how the Activity #4 funds will be used.**

5. **Is the Target District using School Improvement Grant Basic-Planning funds to support Activity #5 - Planning and Development of 2020-21 District Comprehensive Improvement Plans (DCIPs)?**

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #5.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #5.

5a. **How much School Improvement Grant Basic-Planning funding is being used to support Activity #5?**

5b. **Please use the space below to describe in detail how the Activity #5 funds will be used.**

## 2019-20 Title I School Improvement Grant 1003 (Basic-Planning) - 2020

### Allocations/Use of Funds - Targeted Support and Improvement Use of Funds

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#### Targeted Support and Improvement (TSI) Schools Use of Funds

1. Is the LEA using School Improvement Grant Basic-Planning funds to support Activity #1 - Participation in NYSED Statewide Orientation for Newly-Identified Target Districts on February 26-27 - in any of its Targeted Support and Improvement Schools?

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #1 in a TSI school.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #1 in a TSI school.

1a. How much funding is being used to support Activity #1?

1b. Please use the space below to describe in detail how the Activity #1 funds will be used. If more than one TSI school in the district will be using funds for Activity #1, please indicate the funding levels and specific activities for each school.

2. Is the LEA using School Improvement Grant Basic-Planning funds to support Activity #2 - Administration of Surveys in Newly-Identified TSI Schools - in any of its Targeted Support and Improvement Schools?

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #2 in a TSI school.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #2 in a TSI school.

2a. How much funding is being used to support Activity #2?

2b. Please use the space below to describe in detail how the Activity #2 funds will be used. If more than one TSI school in the district will be using funds for Activity #2, please indicate the funding levels and specific activities for each school.

3. Is the LEA using School Improvement Grant Basic-Planning funds to support Activity #3 - Overseeing an On-Site Assessment for Newly-Identified TSI Schools - in any of its Targeted Support and Improvement Schools?

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #3 in a TSI school.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #3 in a TSI school.

3a. How much funding is being used to support Activity #3?

3b. Please use the space below to describe in detail how the Activity #3 funds will be used. If more than one TSI school in the district will be using funds for Activity #3, please indicate the funding levels and specific activities for each school.

4. Is the LEA using School Improvement Grant Basic-Planning funds to support Activity #4 - Planning and Development of 2020-21 School Comprehensive Education Plans (SCEPs) - in any of its Targeted Support and Improvement Schools?

- Yes, School Improvement Grant Basic-Planning funds are being used to support Activity #4 in a TSI school.  
 No, School Improvement Grant Basic-Planning funds are not being used to support Activity #4 in a TSI school.

4a. How much funding is being used to support Activity #4?

4b. Please use the space below to describe in detail how the Activity #4 funds will be used. If more than one TSI school in the district will be using funds for Activity #4, please indicate the funding levels and specific activities for each school.



## 2019-20 Title I School Improvement Grant 1003 (Basic-Planning) - 2020

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: 2019-20 Title I SIG 1003 (Basic-Planning)  
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 its FS-10 for School Improvement Grant Basic-Planning funds.**
- 2. Please upload a signed copy of an FS-10 budget form for 2019-20 Title I School Improvement Grant Basic-Planning funds.**

**The FS-10 budget should be completed in a manner that clearly identifies/aligns proposed expenses to improvement activities described in this application and should reflect the amount of funds indicated in the TOTAL column of the chart above. In addition, be sure to specify if activities are occurring at the district or school building level. Please see the exemplar FS-10 in the documents section.**