

Title I Priority School Grants Guidelines

Authorized by the
United States Elementary and Secondary
Education Act (ESEA)
(20 U.S.C. 6303 (g))



**State of Wisconsin
Department of Public Instruction**

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http://www.dpi.wi.gov/ssos/1003g_forms.html

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I. Overview

The purpose of Priority School Grants, authorized by the Elementary and Secondary Education Act (ESEA) (20 U.S.C. 6303 (g)), is to provide public school districts with additional funds and resources to assist their Title I Priority Schools.

II. Eligibility

Eligible applicants are public school districts with Title I schools that have been identified as Priority Schools. The Department of Public Instruction (DPI) will contact districts with eligible schools.

III. Available Funds

The amount of available funds is based on the appropriation made available to Wisconsin from the United States Department of Education (ED). The amount varies, but each school is eligible for up to \$1.5 million over to obligate from July 1, 2012 through June 30, 2014.

IV. Use of Funds

Districts may use these funds to contract with a Lead Turnaround Partner (LTP) and support rigorous interventions in Title I Priority Schools.

V. Application Information

A. Timeline

Fall 2012	Applications may be submitted to DPI
Winter 2012	Award documents sent to districts
September 30, 2014	Final financial claims due

B. Application

The Title I Priority School Grant application is available in the LEA’s web-based, ESEA Consolidated Application located at <https://www2.dpi.state.wi.us/TPortal/Pages/SignIn.aspx>.

LEAs need to contact their ESEA application administrator for user rights and passwords for this application. In most LEAs, the ESEA application administrator is the ESEA Coordinator.

If you have never used the web-based ESEA Consolidated Application feel free to view this 10 minute webinar explaining how to get started: http://dpi.wi.gov/esea/ppsx/Getting_Started_final_recorded_webinar.ppsx.

Items 1 – 5 on the next page are hyperlinks found on the Title I Priority School Grant Budget Menu in the ESEA Application.

1. Contacts

This list provides DPI the contact information for the primary people responsible for the day-to-day operations of this grant program. LEAs shall list the primary person(s) in the LEA whom DPI should contact with questions, concerns, etc. regarding this specific grant.

All Title I Priority School Grant contacts must be authorized as application users. (The ESEA application administrator has the ability to authorize users by returning to the ESEA Main Menu and selecting the *Add New User to District User List* link.)

2. View Funding Amount

Allocations amounts are read-only. LEAs may submit the application in phases.

3. Title I Priority School Grant Assurances

LEAs must agree to the assurances on this page.

4. Indistar

Indistar is the tool DPI will use to monitor progress in Priority Schools. The application links to the Indistar tool.

5. Enter Instructional Budget

LEAs shall contact their business manager for assistance with the budget portion of the application. The budget requires districts to specify how the grant expenses are allocated by budget category (i.e., salary, fringe, non-capital objects, etc.).

NOTE: Unlike the regular Title I application, districts do not need to budget 85 percent of the allocation before they submit. LEAs can submit budgets for any portion of the allocation. For example, when the application opens, an LEA may enter the budget item for an LTP and submit the budget with no other budget items identified.

LEAs must complete grant activities and encumber expenses by June 30, 2014. This is a two year grant period. **Carryover past 2014 is not allowed.**

a) Eligible Expenses

LEAs may use their Title I Priority School grant funds to cover the costs of the LTP, support costs to maintain Indistar data, and support activities to implement rigorous interventions in the Title I Priority School(s), etc.

b) Ineligible Expenses

Districts may not purchase non-educational incentives with these funds or support activities that do not relate to school improvement.

c) Supplement, not Supplant

Funds must be used to supplement, not supplant, efforts funded by local dollars.

VI. Monitoring Plan

In addition to on-site visits, DPI will use Indistar to monitor the Priority School's progress. LEAs are required to maintain Indistar with up-to-date activities and outcomes.

VII. Financial Requirements

A. General Requirements

DPI encourages applicants to contact their business manager for assistance with the budget portion of the application. LEAs shall adhere to the guidelines set by the Wisconsin Uniform Financial Accounting Requirements (WUFAR). Information about WUFAR is available on DPI's website at <http://dpi.wi.gov/sfs/wufar.html>.

LEAs shall also follow the guidelines set forth in the Financial Management Handbook for Federal and State Grant Programs. This handbook provides a reference to the fiscal requirements and procedures necessary for responsible financial management of DPI administered grant programs. The handbook references state and federal codes regulating grant programs administered by DPI. The handbook is available on DPI's website at <http://dpi.wi.gov/sms/handbook.html>.

B. Budget Revisions

Requests for budget revisions are required when significant changes need to be made to the original approved budget. **The district shall not expend funds until DPI approves the budget revision.**

Grant recipients shall submit budget revisions in the ESEA application. DPI education consultants may contact LEAs asking for reasons behind the modification. All budget revisions must be received and approved by DPI before funds are spent on revised activities.

C. Financial Claims

LEAs will submit claims using the ESEA application budget software. DPI recommends recipients to submit program fiscal reports (PI-1086) at least quarterly during the grant period. A final program fiscal report is due September 30, 2014. Direct all questions regarding financial claims to DPI's accountant, Richard Brown, at (608) 266-8053 or richard.brown@dpi.wi.gov.

VIII. Important Notes for Business Managers and Accountants

- This is one grant crossing over two fiscal years (2012-13 and 2013-14).

Grant Funds	Time Frame	Fiscal Year Report
2012-13	Expenditures made between July 1, 2012 and June 30, 2013. Set up as receivable for the June 30, 2013 year end.	2012-13
2012-13	Expenditures made between July 1, 2013 and June 30, 2014. Set up as a receivable for the June 30, 2014 year end.	2013-14
2012-13	Final claim due September 30, 2014.	

- These grants are supported by two project codes 151 and 818. All grants will start with funds coded to project code 151. There is approximately \$1.1 million allocated to project code 151 that is only available for obligation until September 2013. All LEAs need to submit claims as often as possible in order to spend down these funds in a timely fashion.
- When the funds from project code 151 are paid out, the project code will change to 818. DPI will contact all business managers when this change occurs because project code 818 is American Recovery and Reinvestment Act (ARRA) funding. Once LEAs begin to use ARRA funds, LEAs will need to begin report jobs and vendors as required by ARRA. DPI will provide LEAs more ARRA reporting information when we change to the ARRA funds.

IX. Required Program Reports

A. Progress Reports

DPI will use Indistar to monitor the Priority School's progress. LEAs are required to maintain Indistar with up-to-date activities and outcomes.

B. ARRA Reporting

Funds for priority grants are supported by both ARRA and non-ARRA funds. The grant will begin with the use of non-ARRA funds. When that funding source is depleted, the priority grants will be supported by ARRA funds. At that time, grant recipients will be required to comply with the quarterly reporting requirements as defined by Section 1512 of ARRA. For specific information regarding the ARRA reporting requirements please visit DPI's website: <http://dpi.wi.gov/recovery/reporting.html>.

C. Baseline Data Collection and End-of-Year Collection

As cited in Section 1003(g) of the ESEA (20 U.S.C. 6303 (g)), states and LEAs that receive Title I School Improvement Grants (SIG) are required to report baseline and end-of-year data related to students and teachers in each Tier I and Tier II school served with SIG funds, as well as schools identified as Priority Schools.

The baseline and end-of-year data collection consists of eighteen metrics. Currently DPI collects ten of these metrics through other forms or processes. The remaining eight metrics will be collected via an electronic SIG survey in the Indistar application.