

Title I, Part A, Section 1003(a) Supplemental Grant

2011-12 Guidelines

**Authorized by the
No Child Left Behind Act of 2001**



**State of Wisconsin
Department of Public Instruction**

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State Superintendent**

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I. Overview

The purpose of the Title I Supplemental Grants, authorized by the No Child Left Behind Act of 2001, Title I, Part A, Section 1003(a) is to provide public school districts with additional funds and resources to help improve student achievement in specific Title I schools.

Implicit in these grants is the recognition that all Wisconsin districts have existing resources and programs that support the student achievement in their school(s) with high needs. These grants are intended to supplement existing district efforts and strengthen district support to these schools.

The grant application is structured around the philosophy of districts differentiating support to their schools with high needs. The application specifically asks districts to implement school improvement strategies to address the needs of the Title I schools eligible for this grant. Districts with more than one school funded by this grant may also develop district goals to address common needs among these schools.

II. Eligibility

Eligible applicants are public school districts identified for corrective action, with Title I schools that are identified for improvement (SIFI).

III. Available Funds

Approximately \$4 million is available for school improvement activities during the 2011-12 school year. Award recipients will receive one grant for the 2011-12 school year. Districts must complete grant activities and encumber expenses by June 30, 2012. **Carryover is not allowed.**

IV. Use of Funds

Districts may use these funds to:

- Support functions of the school support teams for Title I SIFI as required under the No Child Left Behind Act of 2001;
- Supplement existing programs funded by Title I, Part A;
- Directly support school improvement activities that raise student achievement in reading and/or mathematics;
- Increase achievement for specific subpopulations of students in eligible Title I schools that are not meeting AYP goals or other local benchmarks; and/or
- Develop or supplement district level support systems that benefit schools identified for improvement.

Because these are school improvement funds, the Title I, Part A guidelines that restrict Title I schools with Targeted Assistance Programs to only serve eligible students do not apply.

V. Application Information

A. Timeline

October 1, 2011	Grant applications due
Fall 2011	Award documents sent to districts
January 31, 2012	Interim Report due
June 29, 2012	End-of-Year Report due
September 30, 2012	Final financial claims due

B. Application Elements

1. Statement of Need

This section allows applicants to explain the areas of need to be supported by this grant in regard to improving student achievement in reading, mathematics, and attendance/graduation. Districts shall reference current AYP reports and local data to identify school improvement needs for all Title I schools funded by this grant.

Furthermore, districts with more than one funded school may identify common needs among all the schools and address them with these grant funds.

2. Plan for Use of Funds

Districts shall describe their school improvement strategies to address the needs identified in the “Statement of Need” section. This section is broken down into goals, objectives, and activities. Districts are also required to include the timeline, amount of funds allocated to activities, and the evaluation methods to assess the effectiveness of the strategies.

Appendix A provides examples of a district-wide plan for use of funds.

3. Connection with the Title I, Part A (Basic) Grant

In this section, districts shall explain how the grant activities support and enhance the district’s Title I program.

4. Budget Detail and Summary

Districts shall contact their business manager for assistance with the budget portion of the application. The Budget Detail and Summary require districts to specify how the grant expenses are allocated by budget category (i.e., salary, fringe, non-capital objects, etc.). The budget should coincide with the activities listed in the grant plan. The budget shall only contain expenses for the current grant year.

Districts must complete grant activities and encumber expenses by June 30, 2012.

Carryover is not allowed.

a) Eligible Expenses

Title I Supplemental Grant funds are flexible, and districts may use them for salaries, fringe benefits, instructional materials, professional development,

purchased services, or other expenses for school improvement efforts to improve student achievement in reading and mathematics.

Out-of-state travel is only allowed if comparable events are not available in Wisconsin.

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.

C. Review Process

DPI staff will review each grant application to confirm that the proposed goals, objectives, activities, and budget items are eligible under this grant program. Reviewers will use the rubric found in Appendix B.

VI. Required Program Reports

A. Progress Reports

Grant recipients are required to submit an Interim and an End-of-Year Report. These reports require districts to summarize progress towards meeting the goals and objectives. The reports help DPI understand the impact of the grant strategies. The Interim Report is due to DPI on January 31, 2012, and the End-of-Year Report is due on June 29, 2012.

VII. Financial Requirements

A. General Requirements

DPI encourages applicants to contact their business manager for assistance with the budget portion of the application. Districts 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>.

Districts 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. An increase or decrease of ten percent or more in any budget summary line requires approval by DPI.

The district shall not expend funds until DPI approves the budget revision.

To request a budget revision, grant recipients shall submit the budget detail and budget summary from the approved application reflecting the proposed modification along with a narrative explaining the reasoning for the modification. Submit budget modifications to DPI's grants specialist. DPI will notify recipients of the approval or denial in writing.

All budget modification requests must be received and approved by DPI before May 31, 2012.

C. Financial Claims

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, 2012. Direct all questions regarding financial claims to DPI's accountant, Richard Brown, at (608) 266-8053 or richard.brown@dpi.wi.gov.

Districts must complete grant activities and encumber expenses by June 30, 2012.
Carryover is not allowed.

Appendices

A. District-Wide Plan Example

Goal 1: Increase student achievement in mathematics					
Measurable Objectives	Activities to Achieve the Objective(s)	Timelines for Activities	Grant Funds	Evaluation Method	Progress <i>Complete for Interim and End-of-Year Report</i>
<p>Increase the use of high yield instructional strategies for at least 75 percent of the instructional staff in the four schools included in this grant.</p>	<p>The district will provide an annual training on mathematics series and the use of supplemental materials for differentiation within the mathematics series.</p>	October 2011	\$10,000	100 percent of instructional staff attend at least one training.	
	<p>Administrators and instructional staff will form a book club and read at least two books that discuss/demonstrate high yield instructional strategies for mathematics.</p>	October 2011 – April 2012	\$1,000	100 percent of instructional staff participate in the book club each year.	
	<p>Instructional staff will attend the Wisconsin’s Mathematics Council’s Conference.</p>	May 2012	\$5,000	80 percent of instructional staff attend the conference each year.	
	<p>School administrators will conduct at least three walk-throughs during the school year.</p>	October 2011 – June 2012		School administrators will observe the use of high yield instructional strategies in at least 75 percent of the classrooms.	
<p>Increase WKCE results for mathematics for all students (in the four schools included in this grant) by five percentage points by 2011.</p>	<p>The district will hire a part-time mathematics coach to work with staff at the four schools.</p>	October 2011	\$50,000	The coach is hired.	
	<p>The district will order and supply SMART Board technology for all mathematics classrooms in the four schools.</p>	October 2011	\$30,000	SMART Boards are purchased and installed.	
	<p>The district will provide all instructional staff four, two-hour sessions on how to enhance mathematics instruction (including technology training) in conjunction with the school’s mathematics program.</p>	October 2011– March 2012	\$5,000	100 percent of instructional staff attend SMART board training.	
	<p>The coach and classroom teachers will develop mathematics centers for students.</p>	October 2011	\$2,000	Math centers are developed.	
	<p>Students will utilize mathematics centers.</p>	October 2011– June 2012		By the end of the school year, WKCE score increase by five percent for all students in the four schools.	

B. Reviewer Rubric

District: <Merge Field>

Grant Funds Requested: <Merge Field>

Reviewers:

Review and rate each section of the grant application using the Excellent, Good, Fair, and Poor scale as assessed by the descriptors that accompany each section of the rubric.

- | | |
|------------------|--|
| <i>Excellent</i> | Responses completely satisfy all of the descriptors under each section of the application. |
| <i>Good</i> | Responses answer most, but not all, of the descriptors under each section of the application. |
| <i>Fair</i> | Responses give an indication of the major focus of the grant program under each section of the application but many details are left out, leaving the reviewer with significant questions about how the grant program will function. |
| <i>Poor</i> | The application has insufficient information under each section of the application, leaving the reviewer with large gaps in understanding about how the grant program will function. |

Use the space provided to write comments regarding each section of the application.

Statement of Need Section

- Uses 2010-11 Adequate Yearly Progress (AYP) results **AND** local data to specify the needs for eligible schools
- Identifies the indicators that need improvement (reading, mathematics, and/or attendance/graduation)
- Describes the target population of students (i.e., all students, students with disabilities, etc.) to be impacted by grant activities

_____ Excellent

_____ Good

_____ Fair

_____ Poor

Comments:

District-Wide Plan Section For Districts with More than one Eligible School

(Duplicate Page for Additional Goals)

Goal:

District Goal	Comments:
<ul style="list-style-type: none"> • Relates to Statement of Need • Is clear and succinct 	

Objectives	Comments:
<ul style="list-style-type: none"> • Describes how the goal will be met • Describes measureable outcomes for students/staff • Are appropriate for achieving the goal 	

Activities, Timelines, and Grant Funds	Comments:
<ul style="list-style-type: none"> • Activities will achieve the objectives and are fundable under this grant program • Timelines are within the grant period • Grant funds allocated to objectives and activities are sufficient and reflect the current year 	

Evaluation Methods	Comments:
<ul style="list-style-type: none"> • Are measurable • Relates to the activities and objectives • Provides the district the ability to monitor and report progress based on the evaluation methods 	

Overall, the goal, objectives, and activities relate to school improvement. Yes No

Overall, the goal, objectives, and activities include scientifically-based research strategies. Yes No

Overall, the goal, objectives, and activities supplement the Title I, Part A Basic Grant. Yes No

Overall, the goal, objectives, and activities address the common needs in all eligible Title I schools. Yes No

Comments:

Overall Rating for this Goal:

Excellent Good Fair Poor

Connection with the Title I, Part A (Basic) Grant

- Demonstrates that the activities funded by this grant will enhance the Title I services currently provided in the district.

_____ Excellent _____ Good _____ Fair _____ Poor

Comments:

Budget Section

- Includes allowable expenses
- Matches grant objectives and activities

_____ Excellent _____ Good _____ Fair _____ Poor

Comments:

Overall Quality of Entire Application

_____ Excellent

_____ Good

_____ Fair

_____ Poor

Comments:

C. Resources

- Financial Management Handbook for Federal and State Grant Programs
<http://dpi.wi.gov/sms/handbook.html>
- Program Fiscal Reports
<http://dpi.wi.gov/sms/pi-1086.html>
- Title I Supplemental Grant Website
http://dpi.wi.gov/ssos/sup_index.html