



2023-24

**Educator Effectiveness Grants
Guidance for Applicants**

Wisconsin Department of Public Instruction

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General Program Information

Program Overview and Purpose of the Funding

In 2011, the Wisconsin Legislature passed and the governor signed into law [Act 166](#), which created Wis. Stat. § [115.415](#). This new law added requirements regarding the evaluation of school personnel. Specifically, Wis. Stat. § [115.415](#) requires:

1. DPI to develop a statewide educator effectiveness process to evaluate teachers and principals, and
2. All Wisconsin school districts and independent charter schools to use the educator effectiveness process to evaluate teachers and principals as they fulfill their statutory requirements to evaluate personnel.

In addition to Wis. Stat. § [115.415](#), the Wisconsin Legislature passed an appropriation to fund statewide implementation of the Educator Effectiveness (EE) System at \$80 per educator through a grant to school districts and independent charter schools (LEAs), otherwise known as the EE Grant program. The EE Grant program is an annual allocation which is non-discretionary. All LEAs required to use the EE System must apply, annually, to receive funds EE Grant funds.

To make resources available statewide, Wis. Stat. § [115.415 \(2\)](#) authorized the Wisconsin Department of Public Instruction (DPI) to charge a fee to LEAs, which are reimbursed by the EE Grant program. LEAs will receive \$80 per educator (i.e., administrators, principals, teachers, and certain other licensed educator roles) in 2023-24 to cover the costs associated with system development, training, software, support, resources, and ongoing refinement.

Equivalent Models in the Educator Effectiveness System

Wis. Stat. § [115.415 \(3\)](#) also requires that DPI develop an equivalency process aligned with its evaluation system.

DPI promulgated Wis. Admin. Code § [PI 47](#) in 2013, which establishes the process by which LEAs may apply to use an alternative model for evaluating teacher and principal practice in the Wisconsin EE System under Wis. Stat. § [115.415 \(2\) \(b\)](#). LEAs must complete an application that demonstrates their proposed model's equivalency with the EE System's state model. To be approved to use an equivalent model, applicants must be able to check each of the following statements as true, and provide evidence, including descriptions, documents, and citations in each section of the application:

1. The proposed alternative model's framework and rubrics for teacher practice evaluation are aligned to the [2011 InTASC Model Core Teaching Standards](#).

The proposed model's framework and rubrics for teacher practice are aligned to each of the following four (4) domains: 1) Planning and Preparation, 2) Classroom Environment, 3) Instruction, and 4) Professional Responsibilities.

2. The proposed alternative model's framework and rubrics for principal practice evaluation are aligned to the [2008 ISLLC Educational Leadership Policy Standards](#).
3. The rubrics have four performance levels with clearly delineated, observable differences between levels that align to the state educator effectiveness model's performance levels.
4. The proposed model's cited research-base: 1) supports the proposed model and its rubrics; and 2) has valid and reliable results.
5. The proposed model includes the same minimum number (or number of minutes) and type of observations and conferences as the state model.
6. The proposed model specifies how formative and summative feedback will inform an educator's professional growth.
7. The alternative model includes the development and implementation of a comprehensive orientation and training program for evaluators that certifies the evaluator's understanding of the evaluation model and processes and supports consistency among evaluators. The alternative model also specifies how and when evaluator recertification will be required.
8. The alternative model includes the development and implementation of ongoing processes to monitor and improve consistency among evaluators.

Only the methods and measures for evaluating practice are subject to equivalency under Wis. Stat. § [115.415 \(2\) \(b\)](#), but the methods and measures for evaluating student performance under Wis. Stat. § [115.415 \(2\) \(a\)](#) are not. Applicants must meet all other minimum requirements of the Wisconsin EE System.

LEAs using an approved equivalency model are eligible to participate in the EE Grant program.

Grant Process

The Department of Administration appropriated EE Grant program funds to DPI in the form of an annual allocation, noncompetitive grant. All LEAs applying to receive grant funds, regardless of practice model within the WI EE System, must follow this process to receive grant funds:

1. In fall of each year, DPI distributes to LEAs a grant application requiring all administrators to confirm the pre-populated information, including the number

of licensed educators based on principals, teachers, and certain other licensed educator roles from the annual WISEstaff Report (formerly the PI-1202).

Note: Educator counts for the EE Grant program are not exact but are based on the WISEstaff Report. EE Grant program educator counts cannot be changed. Please contact the Licensing, Educator Advancement, and Development Team with questions.

2. LEAs identify a program coordinator, in addition to the administrator, using the application form. DPI will use these contacts to communicate with the LEA about WI EE System news and developments, including the EE Grant program.
3. LEAs complete the grant application questions and budget. Administrators or their designee sign the completed grant application.
4. LEAs return the signed grant application on or before November 30 of each year. Upon receipt, DPI ensures that the application was adequately completed.
5. Following confirmation of satisfactory grant completion, DPI sends LEAs a Notification of State Grant Award (PI-1136). Due to the large volume of grant applications, this process may take four (4) to six (6) weeks.
6. Upon receipt of the Notification of State Grant Award and expenditure of EE Grant program funds as described by the approved application, LEAs may claim funds using the [PI-1086 Program Fiscal Report form](#).
7. LEAs should submit completed PI-1086 forms via email to the DPI Grant program accountant assigned to the EE Grant. Grant accountant assignments can be found on [the DPI website](#).

Grant Restrictions

LEAs may only receive funds for approved expenditures associated with participation in the Wisconsin EE System within the period of the grant award. LEAs cannot carry over funds.

Authorizing Statute

The EE Grant program is authorized under Wis. Stat. § [115.415 \(4\)](#) and provides the DPI may award grants to LEAs to implement an educator effectiveness evaluation system or an equivalency process established by rule.

Requirements at a Glance

- Eligible Applicants
 - All public school districts and independent charter schools

- Due date of application
 - Late fall of each calendar year
- Award Notification date
 - By June 30 of each fiscal year
- Award amount(s)
 - \$80 per educator
- Duration of grant award
 - One fiscal year (July 1 to June 30).
- Program contacts
 - Carl Bryan, Grants Specialist-Advanced, carl.bryan@dpi.wi.gov
- Purpose of funding
 - The EE Grant program funds the implementation of the Wisconsin Educator Effectiveness System.

Application Summary

Funding Eligibility and Distribution

Who is eligible?

Pursuant to Wis. Stat. § [115.415 \(4\)](#), all public school districts and independent charter schools are eligible applicants under the EE Grant program.

Award Amounts

LEAs that submit an annual application receive up to \$80 per educator (i.e., administrators, principals, teachers, and certain other licensed educator roles) to cover the costs associated with system development, training, software, support, resources, and ongoing refinement of the EE System.

Length of Funding

LEAs will only receive funds for appropriate, approved expenditures associated with participation in the WI EE System within the period of the grant award. LEAs cannot carry over funds.

Awardees must obligate their funds by the end of the fiscal year in which the funds were awarded. Each fiscal year begins on July 1 and ends on June 30 the following year. Funds must be liquidated 90 days from the end of the grant period.

Application Timeline

1. DPI sends applications to LEA administrators and identified EE contacts in the fall of each year.
2. Application due November 30 of each year.
3. Notification of grant award follows four to six weeks after receipt of application
4. Grant period begins July 1 and ends June 30 of each year. Program activities and obligation of funds must occur during this period.
5. Liquidation of expenditures can continue through 90 days after the close of the grant period (i.e., September 30, annually).
6. Final claims for reimbursement are do no later than 90 days following the end of the grant period, (i.e., September 30, annually).

Grant Administration

Program Services and Activity Requirements

Required Activities

Annually, LEAs apply to receive funding to implement the EE System locally. The requirements noted below reflect compliance with Wis. Stat. § [115.415](#). The requirements are the same regardless of practice model within the EE System.

One-page resources for each of the required activities are available on the [DPI website](#). [More detailed process guides](#) are available for principals and teachers for LEAs in the state model.

1. LEAs provide orientation and training for educators and evaluators.

LEAs must provide educators and evaluators with a comprehensive understanding of the EE System, as well as the LEA's adopted EE model.

LEAs or schools must provide an orientation to the system for educators and evaluators new to the LEA.

2. Evaluators must certify, and LEAs must provide ongoing monitoring of inter-rater agreement (i.e., calibration).

LEAs using the state model for EE should refer to the [DPI resources for teacher observer training](#). LEAs must use the state-provided certification and calibration tool if using the state-model or create and implement a process (beyond initial orientation and system training) to ensure and continuously improve inter-rater agreement of all evaluators.

LEAs using an approved alternative model should refer to the requirements of their approved alternative model.

3. Educators complete a self-review at the start of their EE cycle.

Educators must complete a self-review based on the performance rubrics used by the LEA's EE model at the start of their EE cycle. Downloadable forms are available on the DPI website for both [teachers](#) and [principals](#).

4. Educators develop and complete at least one Student/School Learning Objective (SLO) annually.
5. Evaluators conduct required EE conferences, including Planning, Mid-year, and End-of-cycle conferences.
6. Evaluators conduct required observations of professional practice of the minimum type and duration.

Allowable Activities

Activities conducted in accordance with the EE Grant program shall be allowable and meet grant goals and objectives. To implement the EE System, LEAs receive up to \$80 per educator (i.e., administrators, principals, teachers, and certain other licensed educator roles) to cover the costs associated with system development, training, software, support, resources, and ongoing refinement.

Unallowable Activities

Unallowable activities are activities that are not in alignment with grant requirements to meet the goals and objectives of the grant program. Certain activities are strictly prohibited, including but not limited to the following:

- Purchasing capital objects or equipment such as buildings, vehicles, 3D printers, etc. (see the Budget Detail and Definitions appendix for more information about capital objects)
- Providing “incentives” or “gifts” such as complimentary branded merchandise, free meals, or entertainment.
- Activities associated with the direct instruction of students.

Supplanting Prohibited

State grant dollars must be used to supplement, not supplant, local funds.

Evaluation Requirements

General Instructions

As part of the application process, LEAs applying for grant funds must agree to a series of assurances as part of the grant agreement.

Pursuant to Wis. Admin. Code § [PI 38.008](#), applicants shall cooperate with the performance of any evaluation of the program by the DPI. Applicants shall also ensure that all grant evaluation reporting will be timely on a schedule established by the DPI. Grant evaluation information provided to DPI staff shall accurately assess the completeness of grant goals, activities, benchmarks, and target dates.

Required Data to be Collected

Pursuant to Wis. Admin. Code § [PI 38.008](#), applicants shall ensure that any documentation required by the DPI will be maintained and provided upon request by

the DPI. Upon request, the applicant must be able to provide to the DPI records demonstrating compliance with the requirements or data elements described below. LEAs applying for grant funds should consider what tools they are using to document these activities to ensure accurate and timely reporting of data if requested.

Such documentation will be in accordance with Wis. Stat. § [115.415](#), as set forth in this document, and include the following, if requested, regardless of practice model within the EE system:

1. LEAs provide orientation and training for educators and evaluators.

To demonstrate compliance with Wis. Stat. § [115.415](#), LEAs must document and be able to provide evidence of orientation training and other professional development to support the understanding of WI EE System and the LEA's adopted model for educators and evaluators using the system.

2. Evaluators must certify and LEAs must provide ongoing monitoring of inter-rater agreement (calibration).

To demonstrate compliance with Wis. Stat. § [115.415](#), LEAs must document and be able to provide reports of evaluator training, certification, and ongoing calibration such as completion certificates.

3. Educators complete a self-review at the start of their EE cycle.

To demonstrate compliance with Wis. Stat. § [115.415](#), schools must document and be able to provide evidence of the completion of teachers' and principals' self-review at least once during their EE cycle.

4. Educators develop and complete at least one Student/School Learning Objective (SLO) annually.

To demonstrate compliance with Wis. Stat. § [115.415](#), schools must document and be able to provide evaluator ratings on the six (6) SLO rubric criteria and holistic SLO ratings.

5. Evaluators conduct required EEP conferences, including Planning, Mid-year, and End-of-cycle conferences.

To demonstrate compliance with Wis. Stat. § [115.415](#), LEAs must document and be able to provide evidence of annual EE conferences, by each individual educator and conference type (i.e., Planning session, Mid-year review, or End-of-cycle conference).

6. Evaluators conduct required observations of professional practice in the EE Cycle.

To demonstrate compliance with Wis. Stat. § [115.415](#), LEAs must document and be able to provide evidence of observation events as well as the type of observation by each individual educator and conference type.

The applicant also must be able to provide, upon request, the following basic, identifying pieces of information for each educator and the data elements described above regardless of practice model within the EE System:

- First and Last Name
- WISEid
- LEA
- Building
- Job title
- Work email

These data points are typically associated with a user profile and then become associated with evaluation activities once assigned in the electronic management system.

Process and Schedule of Required Data Reporting

Pursuant to Wis. Admin. Code § [PI 38.008](#), applicants shall ensure that all grant evaluation reporting will be timely on a schedule established by the DPI.

Other Required Evaluation Guidelines

Pursuant to Wis. Admin. Code § [PI 38.008](#), grant evaluation information provided to the DPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates.

Fiscal Management Requirements

General Instructions

To be reimbursed, awardees must follow the fiscal management guidelines set by the state. Wis. Stat. § [16.41](#) provides that the applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under the grant program.

The DPI School Financial Services Team provides guidance for managing state and federal grants. The Wisconsin Uniform Financial Accounting Requirements (WUFAR) code book provides guidance to properly account for the line items.

Consult your business office staff for support with Wisconsin Uniform Financial Accounting Requirements (WUFAR) prior to submitting an EE Grant program

application. Coding is specific to the intent of the project being submitted. A complete handbook can be found at <https://dpi.wi.gov/sfs/finances/wufar/overview>.

See the Budget Detail and Definitions appendix of this guidance document for more information.

Completing a Budget

Applicants must complete three (3) budget sections in the grant application to explain the budget for the proposed use of state grant dollars.

The budget sections include:

- **Budget Detail section:** This section details the specifics of the budget for the grant project proposal's use of state grant dollars and includes information such as: the date of the request; the WUFAR Function codes for each line item in the budget detail section for the budget details to be matched to the budget summary; and the types of services purchased, dates of services to be provided, vendors or suppliers, number of licensed educators, and the cost of EE model.
- **Budget Narrative section:** This section asks applicants to describe the budget in a narrative format and explain how the proposed budget is necessary to meet the goals and objectives of the grant program.
- **Budget Summary section:** This section asks the applicant to summarize the Budget Detail information according to WUFAR function series: Instruction (100 000's), Support Services-Pupil and Instructional Staff Services (210/220 000's) and Support Services-Administration (230 000's and above).

Using the Budget Detail section, the applicant shall indicate how it plans to use its proposed allocations on objects such as salaries, travel, supplies, training, coaching, or CESA support, to name a few. Using the Budget Summary section, the applicant shall fill in the totals from the Budget Detail section into the proper categories. The total at the bottom of the Budget Detail section must match the total funds requested and the total budget on the Budget Summary section.

Budget Modifications

Awardees may modify their grant programs and budget provided they notify DPI at least 30 days in advance of making any changes by completing the relevant budget modification form. The budget modification form is available on the [EE Grant webpage](#).

Awardees may make spending changes of less than 10 percent of the total award to previously approved budget items without prior approval from DPI for the change. The budget modification form has three (3) sections:

1. General Information and Certification/Signatures

The first section of the form is for general information. The general information on this page will typically be the same as what was submitted on the original EE Grant application. If identified grant contact and program coordinators have changed, grantees may update that information here. DPI will update its records based on this information.

Authorization from the grant's identified fiscal agent, also known as the administering agent, is required when submitting a budget revision. Like the original application, only the signature of the agency administrator or designee is required. Signatures of school board clerks are only necessary where local policy requires them.

2. Justification

The next section of the form asks grantees to provide a justification for the budget modification. The justification should include the reason or justification for making the budget modification and the specific budget modifications being made. Grantees should provide as much detail as possible and necessary within the space limit.

If the budget modification is necessary because the grantee intends to change something about the grant proposal, then the grantee should explain the changes to the program in sufficient detail to allow the reviewer to understand the program changes and whether they are appropriate, given the original application and overall program guidelines. If the budget modification is necessary because certain expenditures were inappropriately categorized, then the grantee should describe which expenditures need to be recategorized.

3. Budget Detail and Budget Summary

The budget portions of DPI grant applications are split into two sections, Detail and Summary. Each detail page covers a single [Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR) object category:

- Salary (100s),
- Fringe (200s),
- Purchased Services (300s),
- Non-Capital Objects (400s),
- Capital Objects (500s), and
- Other Objects (900s).

This section asks the applicant to summarize the Budget Detail information according to WUFAR function series: Instruction (100 000's), Support Services-Pupil and Instructional Staff Services (210/220 000's) and Support Services-Administration (230 000's and above).

The WUFAR code provided in the Budget Detail section is the guide to calculating the totals for each WUFAR object and function series in this section.

Additionally, the Budget Summary page summarizes the detailed information supplied on the Budget Detail pages. The Budget Summary page should match up with the various Budget Detail pages.

Completed budget modifications must be signed by the LEA administrator and submitted by email to educator.effectiveness@dpi.wi.gov using the subject line:

EDUCATOR EFFECTIVENESS BUDGET MODIFICATION SUBMISSION
<<Insert Fiscal Year>>: <<Applicant Agency Name>>

DPI will review and respond within 30 days. No expenditures should be made until an approved budget has been received back by the fiscal agent. Awardees should plan their budget modifications accordingly.

The final deadline for budget modifications is May 31, or 30 days before the end of the grant period and fiscal year.

Allowable Costs

In completing a budget, the applicant should consider the difference between allowable costs and unallowable costs. Allowable costs are costs that are prudent to meet the goals and objectives of the grant program.

Unallowable Costs

Unallowable costs are costs that are not prudent or necessary to meet the goals and objectives of the grant program. Certain activities are strictly prohibited, including but not limited to the following:

- Purchasing capital objects or equipment such as buildings, vehicles, 3D printers, etc., with state grant dollars (see the Budget Detail and Definitions appendix for more information)
- Providing “incentives” or “gifts” such as complimentary branded merchandise, free meals, or entertainment with state grant dollars.
- Costs associated with the direct instruction of students.

Further, state grant dollars must be used to supplement, and not supplant, local funds.

Invoicing

To make resources available statewide, DPI is authorized to charge LEAs a fee to implement the EE System and cover the costs associated with system development,

training, software, support, resources, and ongoing refinement. Because the EE System is statutorily required of all LEAs, no LEA school may opt out of the EE System regardless of EE practice model.

However, the cost of participation in the EE System will not be an additional cost to LEAs. This cost is reimbursed by the EE Grant program to LEAs that submit a completed application annually to DPI.

DPI submits one invoice via email to LEAs after an approved EE Grant application is on file. LEAs using the state model that do not submit an EE Grant application will be invoiced by March of each fiscal year at the latest.

Invoices may be paid by direct deposit to DPI Accounts Receivable. To establish making payments by direct deposit, LEAs shall send the name, work email, and phone of the LEA's finance staff within their Accounts Payable department to dpiaccountsreceivable@dpi.wi.gov.

Once the invoice has been paid, LEAs may submit their claim to the DPI for reimbursement under the EE Grant program.

Grant Period

Awardees must obligate their funds by the end of the fiscal year in which the funds were awarded. Each fiscal year begins on July 1 and ends on June 30 the following year. Funds must be liquidated by September 30, or 90 days from the end of the grant period.

All LEAs required to use the EE System must apply, annually, to receive funds. LEAs receiving EE Grant program funds cannot carry over grant funds.

Claiming Funds

The Program Fiscal Report (PI-1086) is used by grant recipients to report allowable program expenditures. Since the claim is a summary report, all detail to support the claim (such as purchase orders) is maintained by the recipient.

Awardees shall complete the PI-1086 Program Fiscal Report to claim grant funds. Awardees may claim funds for approved EE Grant activities after encumbering or expending the funds. Awardees may claim funds throughout the grant period, but not more than once every 30 days. The final deadline for grant claims is September 30, or 90 days after the close of the grant period.

The PI-1086 Program Fiscal Report may be submitted via the online form linked in their notification of grant award. For further information, or to request another link to the claim form, awardees may contact the School Financial Services Team at DPIClaimForms@dpi.wi.gov.

Application Detail and Instructions

General Instructions

Applicants must complete all pages and components of the application, including the budget details and summary pages.

Failure to submit a fully completed application by the deadline may result in rejection of the application.

Applicants must submit applications using the provided form. Word or Adobe PDF file formats are acceptable.

Attachments and appendices will not be reviewed as part of the application submission.

Completed applications must be signed by the LEA administrator and submitted by email to educator.effectiveness@dpi.wi.gov using the subject line:

EDUCATOR EFFECTIVENESS GRANT SUBMISSION <<Insert Fiscal Year>>:
<<Applicant Agency Name>>

Applications must be submitted by 11:59 p.m. on November 30 of each year. Late applications will not be accepted.

Applicants must agree to comply with all terms and conditions set forth in this document provided with the application. Services provided under the EE Grant program will be used to address the needs set forth in this document. Applicants must agree to implement the activities within the prescribed timeline as outlined in their work plan section of their application. Applicants will provide fiscal information within the fiscal year timeline established for new and reapplying programs.

Section by Section Application Description and Instructions

This section will identify each section of the application and describe the questions contained therein. Sections that require completion by applicants will be marked parenthetically with "(Requires Applicant Action)".

There are seven sections on the current Educator Effectiveness Grant application.

- I. General Information (Requires Applicant Action)
- II. Overview
- III. Abstract
- IV. Assurances

- V. Certification/Signatures (Requires Applicant Action)
- VI. Budget Detail (Requires Applicant Action)
- VII. Budget Narrative (Requires Applicant Action)
- VIII. Budget Summary (Requires Applicant Action)

I. General Information (Requires Applicant Action)

This section requires applicants to provide basic information related to their request including:

- The applicant agency (the agency submitting the application)
- Project contact information (the person responsible for receiving and disseminating grant information within the applicant agency)
- Program coordinator contact information (if the program coordinator is other than project contact)
- The grant period
- Total funds requested

If the project or program coordinator contact information are changed at any point during the grant period, applicants shall contact the Licensing, Educator Advancement, and Development Team at educator.effectiveness@dpi.wi.gov to notify DPI staff of this change.

II. Overview

In this section, the DPI grant administrator writes a short description regarding the purpose and priorities of the grant project and provides a link to the grant project guidelines.

III. Abstract

This section provides a brief overview of the grant program's purpose and requirements. This section also describes the grant process and grant restrictions.

IV. Assurances

This section lists the general assurances that applicants must agree to when applying. Applicants should read and understand these assurances.

V. Certification/Signatures (Requires Applicant Action)

This section asks the applicant to provide a valid signature for an Agency Authorizer. An Agency Authorizer is an individual who has been authorized by the agency's board of control (such as a school board or governing body of an independent charter school) to enter into agreements on behalf of the agency.

VI. Budget Detail (Requires Applicant Action)

There are five (5) pages in this section that will detail the specifics of the budget for the grant project proposal's use of state grant dollars.

Applicants must complete an appropriate budget according to the guidelines below to successfully complete an application.

This section must be completed with the relevant budget information including:

- The date of the request.
- The WUFAR (Wisconsin Uniform Financial Accounting Requirements) Function codes. Applicants must include WUFAR function codes for each line item in the budget detail section for the budget details to be matched to the budget summary. Applicants must provide appropriate WUFAR function codes to successfully complete the budget.
- The types of objects being purchased, dates of services to be provided (whether a range or an estimated date), vendors or suppliers, number of licensed educators, estimated number of objects purchased, and cost of EE model.

It is important for applicants to confirm the EE practice model listed under "Agency/Vendor" in this section. If an applicant has been approved to use an equivalent model and that has not been indicated on this grant application, contact the Licensing, Educator Advancement, and Development Team at educator.effectiveness@dpi.wi.gov.

VII. Budget Narrative (Requires Applicant Action)

This section asks applicants to describe the budget in a narrative format and explain how the proposed budget is necessary to meet the goals and objectives of the grant program. This section cannot be skipped.

VIII. Budget Summary (Requires Applicant Action)

This section asks the applicant to summarize the Budget Detail information according to WUFAR function series: Instruction (100 000's), Support Services-Pupil and Instructional Staff Services (210/220 000's) and Support Services-Administration (230 000's and above).

The WUFAR code provided in the budget detail section is the guide to calculating the totals for each WUFAR object and function series on this page.

The “Total Budget” line at the bottom of the Budget Summary section must match the amounts requested in the Budget Detail pages.

Applicants must complete this section, including the date of the initial request.

Application Review Process

DPI will review all complete applications received by email at educator.effectiveness@dpi.wi.gov . DPI staff will respond to the applicant, upon receipt of the application, to confirm that the application was received. The review process is conducted internally.

Description of the Internal Review Process

Prior to the award being issued, DPI staff must have an approved budget summary page from each applicant. DPI education consultants will review the applications and approve or make modifications or revisions in the plans or budgets to fund as many projects as possible and ensure activities and budget items are approvable.

Notification of Award

Upon submission of a complete EE Grant application, DPI staff will complete the following steps to complete the grant award process for the EE Grant program:

- Conduct a review of the budget and request budget changes from applicants, as necessary. Prior to the award being issued, DPI staff must have an approved budget summary page from each applicant.
- Obtain all necessary budget information to complete the Notification of Award document and populate the accompanying directions for grant administration.
- Submit a signed copy of the Notification of Award document to each grantee, a cover letter specifying the directions for grant administration, and a signed copy of the application as approved by DPI.
- Maintain an approved budget summary page from each applicant prior to any claims being made against the grant award. DPI grant accountants will not pay claims without an approved budget and grant award on file.

Rejection of Proposal

Unallowable costs or activities that are not prudent or necessary to meet the goals and objectives of the EE Grant program cannot be paid by the EE Grant. An EE Grant application that details unallowable costs or activities will therefore result in rejection of an EE Grant application.

Appeal Process

Under state law, grant applicants are allowed to appeal decisions made by DPI pertaining to grant selection or award. Applicants may appeal the decision to decline an award in this grant competition within 30 days of the DPI's decision. To be considered, an appeal must meet the requirements of Wis. Admin. Code § PI [1.03](#). The DPI shall review an appeal using the procedures specified under Wis. Admin. Code § PI [1.04](#). If an appeal meets the preceding requirements, the DPI shall issue a decision under Wis. Admin. Code § PI [1.08](#).

Application Definitions and Terms

Educational Equity - Every student has access to the educational resources and rigor they need at the right moment in their education across race, gender, ethnicity, language, ability, sexual orientation, family background and/or family income.

Applicant Authorizer: An Agency Authorizer is an individual who has been authorized by the agency's board of control (such as a school board) to enter into legal agreements on behalf of the agency.

Grant Period: The grant period is the time period during which grantees may engage approved activities in support of the grant. The grant period is determined by statute and the type of allocation. Grant periods cannot be extended or carryover of funds allowed unless allowed by statute.

Many federal grants allow for carryover. Many state grants do not, since they are annual allocations, like the EE Grant.

Encumbrance/Obligation: A grantee encumbers or obligates funds when they take action that requires them to spend funds in support of the program, such as when an employee of the grantee engages in work in support of the grant program, when the grantee contracts with a vendor for services in support of the program, or when the grantee issues a purchase order for supplies in support of the program. An encumbrance does not necessarily liquidate (i.e., spend) the funds at the time the grantee encumbers the funds.

For instance, contracting with a vendor for services encumbers funds, but funds are not liquidated until the grantee pays the vendor's invoice.

Grantees must make all encumbrances/obligations during the period of the grant.

Liquidation: Liquidation occurs when a grantee issues payment for previously obligated grant program expenditures.

For example, when a grantee issues payment for an invoice for a purchased service in support of the grant program, liquidating the encumbrance created when entering into a contract for those services. See [EDGAR § 76.707](#) for more information about obligation and liquidation.

Annual Allocation: An annual allocation is a kind of authorization of funds from the state budget to programs. The four main types of appropriations are: 1) Annual, 2) Biennial, 3) Continuing, and 4) Sum Sufficient. An annual allocation is "An authorization that is expendable only up to the amount appropriated by the Legislature and only for the fiscal year for which it is appropriated. Amounts appropriated but unexpended or unencumbered generally lapse to the fund from which they are appropriated at the end of each fiscal year" ([WI DOA Accounting Manual, section 03-02 Appropriation Types](#)).

Appendices

Application Checklist

1. In fall of each year, DPI will distribute to LEAs a simple grant application requiring all LEA administrators to confirm the pre-populated information, including the number of licensed educators based on principals, teachers, and certain other licensed educator roles from the annual WISEstaff Report (formerly the PI-1202).

Note: Educator counts for the EE Grant program are not exact but are based on the WISEstaff Report. EE Grant program educator counts cannot be changed. Please contact the Licensing, Educator Advancement, and Development Team with any questions or concerns.

2. LEAs should identify additional program coordinators for use of the application form. DPI will use these contacts to communicate with the LEA about WI EE System news and developments.
3. LEAs should return the signed grant application on or before November 30 of each year. Upon receipt, DPI will ensure that the application was adequately completed.
4. Following confirmation of satisfactory grant completion, DPI will send LEAs a Notification of Grant Award. Due to the large volume of grant applications, this process may take four (4) to six (6) weeks.
5. Upon receipt of the Notification of Grant Award and expenditure of EE Grant program funds as described by the application, LEAs may claim funds using the [PI- 1086 form](#).
6. LEAs should submit completed PI-1086 forms directly to the DPI grant accountant assigned to the EE Grant program. Grant accountant assignments can be found on [the DPI website](#).

Additional Resources

The following resources have been designed to support implementation of the EE System in Wisconsin and ensure guided, individualized, self-determined professional growth and development of educators:

- [The EE System Policy Guide](#): Supports the implementation of EE System requirements as outlined in WI statute, as well as local considerations related to quality implementation. Includes a tool for local implementation self-assessment & System impact planning.

- [EE in Practice](#): These resources give a snapshot of beginning, intermediate, and advanced levels of implementation for each of the six EE System required processes that can strongly contribute to positive outcomes.
- [Professional Development and Training](#): Videos, online modules, and virtual professional development opportunities that can be used as for self-guided review, small group/PLC, or large scale in-service, as well as training materials for local training facilitation.

Further news and updates pertaining to the Wisconsin EE system can also be found on the DPI's website at <https://dpi.wi.gov/ee>.

Budget Detail and Definitions

Consult your business office staff for support with Wisconsin Uniform Financial Accounting Requirements (WUFAR) prior to submitting for a grant. Coding is specific to the intent of the project being submitted. A complete handbook can be found here: <https://dpi.wi.gov/sfs/finances/wufar/overview>

WUFAR Function

Instruction (WUFAR Function Coding 100 000 series) - Activities dealing directly with the interaction between instruction staff and students.

Support Services

Pupil and Instruction Staff Services (WUFAR Function Coding 210 000 and 220 000 Series) - This includes support services that facilitate and enhance instruction or other components of the grant. This includes staff development, supervision and coordination of grant activities.

Administration (WUFAR Function Coding 230 000 and above) - This includes general: building; business; central service administration.

Indirect cost - Costs that are not readily identified with the activities funded by the federal grant or contract but are nevertheless incurred for the joint benefit of those activities and other activities and programs of the organization. Examples of such costs are accounting, auditing, payroll, personnel, budgeting, purchasing and maintenance and operation of facility. See DPI's website for more information on approved indirect cost rates: <https://dpi.wi.gov/sfs/aid/grant-programs/indirect-cost-information>

WUFAR Object

Salaries (WUFAR Object Coding 100s) - The funds dedicated to paid staff employed to carry out project services.

Fringe (WUFAR Object Coding 200s) - The costs for insurance and other employee benefit associated with salaries.

Purchased Services (WUFAR Object Coding 300s) - Appropriate costs associated with any contracted service that is paid from the grant. This includes: travel for people in the project, postage provided by UPS, phone charges, consultants, having something printed or duplicated, subscriptions, field trips, guest speakers, trainings and conferences. Stipends are also included in the category.

Non-Capital Objects (WUFAR Object Coding 400s) - Costs that are considered consumables. Included in this category are: workbooks, textbooks, food supplies, educational materials and supplies for project use (e.g., curriculum packages, books, etc.), and professional resource materials (e.g., magazine subscriptions), reference materials, and informational materials for student programs.

Capital Objects (WUFAR Object Coding 500s) - Costs associated with equipment exceeding \$5,000 or local capital objects threshold, if less than \$5,000.

Other Objects (WUFAR Object Coding 900s) - Costs associated with memberships in professional or other organizations. Entrance fees and field trip fees.

Other Relevant Budget Definitions and Terms

Matching Costs (if applicable) - Describe the Source of Matching Funds (actual dollar amount) List all sources of matching funds. Matching funds may include in-kind facility, administrative support staff, and/or organizational costs (phone, laptop rental, etc.).

Direct costs - Costs that are incurred when the applicant agency spends money in excess of what is funded by the grant. As an example, perhaps \$500 was approved for materials in the grant. If the applicant agency actually spent \$700 for materials, the difference not paid by the grant may be used as matching funds.

In-kind costs - Typically services provided by the applicant agency or community that help to carry out approved grant activities. Such as, telephone use, computers, desks, staff volunteer hours, maintenance, and rent. These may also be used as matching funds.