



Wisconsin Department of Public Instruction
TRANSITION READINESS GRANT APPLICATION
PI-2106 (Rev 02-24)

INSTRUCTIONS: Application must be emailed to the address listed below no later than 5/1/2024. Late applications will not be accepted.

Email to: Ellen.Antoniewicz@dpi.wi.gov
Subject Line: 24-25 TRG application

For questions regarding this grant, contact:

Cecile David, School Administration Consultant, cecile.david@dpi.wi.gov, 608-266-6701

I. GENERAL INFORMATION				
Applicant Agency		Mailing Address <i>Street, City, State, ZIP</i>		CESA #
Project Contact <i>First and Last Name</i>			Project Contact's Title	
Project Contact's E-Mail Address			Fax <i>Area/Number</i>	Phone <i>Area/Number</i>
Fiscal Contact <i>First and Last Name if other than project contact</i>			Fiscal Contact's Title	
Fiscal Contact's E-Mail Address				Phone <i>Area/Number</i>
Fiscal Contact's Mailing Address <i>Street, City, State, ZIP</i>			Grant Period Beginning Date <i>mm/dd/yyyy</i> Ending Date <i>mm/dd/yyyy</i> 07/01/2024 06/30/2025	
Total Funds Requested	Has your district previously received a Transition Readiness Grant award? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you applying as an administering agency for a consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, applicant must submit the consortium addendum with the appropriate member signature(s) - https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f1500.pdf		

II. OVERVIEW	
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The Transition Readiness Grant (TRG) program was established in FY 19 to assist districts and charter schools under Wis. Stat. § 118.40(2r) and (2x) in expanding capacity to provide transition services for pupils with disabilities. School districts and charter schools under Wis. Stat. § 118.40 (2r) and (2x) are eligible to compete for funding for FY 25 that supports evidence-based practices related to successful transition from high school for students with Individualized Education Programs (IEPs). The \$1.5 million fund will support transportation options (including contracted services or vehicle services), Competitive Integrated Employment (CIE) training programs, post-secondary tuition or supports for students, and transition training for certified staff members and paraprofessionals. Grants awards must be not less than \$25,000, and not more than \$100,000. Substitutions for a funding category will not be allowed.

III. ABSTRACT	
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Summarize the proposal and make sure to address the targeted population, the key needs, what the project ultimately seeks to implement. Limit response to space provided.

IV. STATE GENERAL ASSURANCES

The Applicant understands and agrees that the following assurances are pre-award requirements generally imposed by state law or regulation, and do not include all state regulations that may apply to the Applicant or its project.

Instructions

- Step 1—Read each assurance that follows.
 Step 2—Sign and date the certification statement.
 Step 3—Include signed certification and assurances with the application materials.
 Step 4—Keep a copy for your records.

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Assurance is hereby provided that:

- Applicant agrees** to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
- Allowable Costs:** Costs incurred shall be allowable and meet grant goals and objectives.
- Confidentiality:** The Applicant shall comply with provisions applicable to public schools regarding confidentiality of student information for any pupil record created, obtained, or maintained under this grant, regardless of whether those provisions would not otherwise apply to the Applicant but for the Applicant's participation in this grant. Wis. Stat. § 118.125 (Pupil records).
- Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).
- Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations.
- Cooperation with Evaluation:** The Applicant shall cooperate with the performance of any evaluation of the program by the WDPI or by their contractors. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- Copyright, Acknowledgement, and Publications:** The Applicant/Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The WDPI reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for WDPI purposes: the copyright in any work developed under this grant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support.
- The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the WDPI acknowledged. However, reproduction of this product in whole or in part for resale must be explicitly authorized by the WDPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the grant award recipient shall clearly acknowledge the receipt of grant funds in a statement.
- Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).
- Indirect Costs:** If the fiscal agent is allowed to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the WDPI. Indirect costs cannot be charged against capital objects.
- Programmatic Changes:** The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:
 - Any revision of the scope or objectives of the project;
 - Changes in key persons where specified in the application or grant award;
 - A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
 - Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
 - Changes in the amount of approved cost-sharing or matching provided by the grant recipient.
 Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- Record Retention:** The applicant will ensure records created or obtained under this grant are maintained in accordance with the Wisconsin Records Retention Schedule for School Districts, regardless of whether this retention schedule would not otherwise apply to the Applicant but for the Applicant's participation in this grant. The retention schedule is available online here: <https://publicrecordsboard.wi.gov/Documents/School%20GRS.pdf>
- Reporting:** The Applicant will ensure all required financial and program data and information is reported to the WDPI timely on a schedule established by the WDPI. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
- Grant Evaluation:** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks, and target dates. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).

V. CERTIFICATION/SIGNATURE

I, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; that I am authorized by the agency designated in this application to bind the agency to the certifications and assurances contained in this application; and, that the indicated agency designated in this application is authorized to administer this grant.

I FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge.

Name of Applicant Agency Authorizer *First and Last Name*

Title of Applicant Agency Authorizer

Signature of Applicant Agency Authorizer

Date Signed *mm/dd/yyyy*



VI. READINESS

In this section, describe the stakeholders in place to ensure successful implementation of grant project. *Limit response to space provided.*

1. Stakeholders

Stakeholders include the population to be served, families, community partners, school staff and administrators, as well as agency administrators. Be sure to include stakeholders who demographically represent the target population(s).

a. Who are the stakeholders identified for this grant project and what are the roles of these stakeholder groups in the implementation of the grant project?

b. What input did the stakeholders above provide that informed this grant project?

c. How will stakeholders continue to provide input if the grant project is funded?

VII. PLAN (Needs Assessment)

Identify the need(s) to be addressed with grant funds. Applicants must have an organized and systematic approach to use data for meaningful analysis. Data analysis includes an assessment of the needs experienced by the target population. *Limit response to space provided.*

1. Demonstration of Need

- a. Identify the overall specific need(s) for the target population to be addressed by the grant project. Include the supporting data that is being used to determine the need(s).

Example: Based on the Indicator 14 data from 2020-2021, black students with a primary disability of Emotional Behavioral Disability or Specific Learning Disability, make up 75% of students with IEPs who dropout from high school.

- b. What is the likely root cause(s) (i.e., factors, resource inequities, opportunity gaps, etc.) contributing to the need(s) to be addressed by this grant project?

Example: The specially designed instruction provided to students with disabilities has not been consistently aligned to individual student need or the standards-based general education curriculum. .

- c. Priority Statement—based on the student outcome statement(s) and root causes identified above, complete the chart to indicate how the grant proposal aligns with the four TRG allowable funding categories. To complete the chart:

- Enter the number of requests for each category.
 - Only one request is allowed in the transportation category
- Enter the total amount requested
 - Total amount requested should equal the sum of each funding category (award funding available multiplied by the number of requests).

Award Option	Award Funding Available	Number of Requests
Transportation Options	Three funding options available per grant award. \$	
Competitive Integrated Employment (CIE) Training Programs <i>See definition of a CIE training program in grant guidelines.</i>	\$15,000/student	
Post-Secondary Tuition/Supports for Students	\$1,500/student	
Transition Training for Staff Members *Must be aligned to the root cause statement(s).	\$1,200/staff member	
Total Amount Requested	Total amount requested must be between \$25,000-\$1,000,000 per Wis. Stat. § 115.885.	

	VII. PLAN (Needs Assessment cont.)	
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- c. Define your Priority Area(s) or Statement(s) to address the root cause of the needs. What is your approach to address one or more of the root causes for this grant project and how does this grant project fit into this approach? (This is the student outcome priority statement or adult practice priority statement in the Data Inquiry Journal (DIJ). This potentially could be written using the following sentence stem "We believe we can improve ... if we ...")
- Example: We believe we can see a decrease in the dropout rates of black students with disabilities by providing access to more Career and Technical Education opportunities. We will accomplish this by:*
- *Purchasing a vehicle to support transportation to community-based work experiences*
 - *Enrolling 5 students in CIE training programs at the local technical college*
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VIII. STUDY/CHECK (Evaluation)

Describe the continuous improvement process the project will employ to refine, improve and strengthen the project. *Limit response to space provided.*

1. Evaluation

- a. What is the process used to collect and analyze grant-specific data?
- b. Should the data indicate a need for change, what is the process for changing or making improvements to the action steps?
- c. What is the process to share evaluation results with the public?

IX. ACT (Coordination & Sustainability)

Describe the plans to coordinate with other programs during the grant period and sustain the project beyond the grant period. *Limit response to space provided.*

- a. How will the grant project supplement and align with existing or available initiatives or programs (e.g., curriculum, evidence-based programs, Equitable Multi-level Systems of Support, comprehensive school-based mental health, etc.) to address the priorities defined in the Action Plan?

- b. What are the protocols for ongoing communication about the grant project with internal and external stakeholders? Describe the procedures for communicating the grant project within and across the system.

2. Sustainability

- a. How will the grant project be coordinated with other federal, state, and local resources (e.g., funding, other program initiatives) to make the most effective use of public funds during the grant period?

 - b. What procedures and policies are in place to sustain the grant project after the grant period?
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X-a. BUDGET DETAIL

Date of Request *Mo./Day/Yr.*

Applicant Agency

Project No. For revisions only

1. Personnel Summary (100s-200s)

All staff must hold the appropriate license.

List all employees to be paid from this project. Do not include contracted personnel employed by other agencies in this section. If a vacancy exists which will be filled, indicate "vacant".

a. WUFAR Function Code Only Required for LEAs <i>Indicate for each position listed</i>	b. Name	c. Position/Title	d. Project FTE	e. Date(s) Service to be Provided	f. Total Cost Salary	Fringe
Total Salary and Fringe						
<i>All project totals must equal salary and fringe totals on budget summary page.</i>						

X-a. BUDGET DETAIL (cont'd)

Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency	Project No. <i>For revisions only</i>
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2. Purchased Services Summary (300s)

a. WUFAR Function Code Only Required for LEAs	b. Type of Service Purchased	c. Date(s) Service to be Provided	d. Specify Agency/Vendor or Supplier <i>If known</i>	e. Cost
Total <i>Must agree with Purchase Services Total on Budget Summary</i>				

3. Non-Capital Objects Summary (400s)

a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Cost
Total <i>Must agree with Non-Capital Objects total on Budget Summary</i>			

X-a. BUDGET DETAIL (cont'd)		
Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency	Project No. <i>For revisions only</i>

4. Capital Objects Summary (500s)			
a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Costs
Total			
<i>Must agree with Capital Objects total on Budget Summary</i>			

5. Other Objects Summary (900s)			
a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Costs
Total			
<i>Must agree with Other Objects total on Budget Summary</i>			

X-b. BUDGET SUMMARY					
Applicant Agency		Grant Period Beginning Date Ending Date		Initial Request	Date Submitted First Revision Second Revision
Project Number For DPI Use Only					

Budget Revisions: Submit a copy of this page, with appropriate revisions included. (Attach this to a brief letter of justification.) **Note:** Submit request at least **30 days** prior to expenditure of grant monies.

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision	
Instruction (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)				
	b. Fringe Benefits (200s)				
	c1. Purchased Services (300s)				
	c2. Purchased Services (300s) Any single contract over \$25,000				
	d. Non-Capital Objects (400s)				
	e. Capital Objects (500s)				
	f. Other Objects (e.g., fees) (900s)				
	TOTAL Instruction				
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.	a. Salaries (100s)				
	b. Fringe Benefits (200s)				
	c1. Purchased Services (300s)				
	c2. Purchased Services (300s) Any single contract over \$25,000				
	d. Non-Capital Objects (400s)				
	e. Capital Objects (500s)				
	f. Other Objects (e.g., fees) (900s)				
	TOTAL Support Services—Pupil/Instructional Staff Services				
Support Services—Administration (Associated with functions in 230 000 series and above.) Includes general; building; business; central service administration, and insurances.	a. Salaries (100s)				
	b. Fringe Benefits (200s)				
	c1. Purchased Services (300s)				
	c2. Purchased Services (300s) Any single contract over \$25,000				
	d. Non-Capital Objects (400s)				
	e. Capital Objects (500s)				
	f. Insurance (700s)				
	g. Other Objects (e.g., fees) (900s)				
	TOTAL Support Services—Admin.				
Indirect Cost Up to Approved Rate <i>Approved rate should not be used for single contracts over \$25,000</i>	Approved Rate %				
	TOTAL BUDGET				
DPI Approval	Signature of DPI Reviewer ➤			Date Signed mm/dd/yyyy	