



For questions regarding this grant, contact:

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I. GENERAL INFORMATION			
Applicant Agency		Mailing Address <i>Street, City, State, ZIP</i>	
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> 7/1/2022	Ending Date <i>mm/dd/yyyy</i> 6/30/2023
Total Funds Requested			

II. OVERVIEW	
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To coordinate with universities and colleges to place undergraduate college students in rural school districts as student teachers and in practicums and internships.

For the purposes of this grant, rural school districts are defined as those districts with locale codes 41, 42, and 43 using the definitions provided by the US Census and school district locale codes assigned by the National Center for Education Statistics (NCES), not excluding schools and districts previously eligible in the 2021-22 grant period. NCES locale data can be found at: <https://oese.ed.gov/offices/office-of-formula-grants/rural-insular-native-achievement-programs/rural-education-achievement-program/small-rural-school-achievement-program/eligibility/>.

More information can be found on the DPI website at: <https://dpi.wi.gov/licensing/programs/rural/pilot>.

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:**

1. **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).
2. **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.
3. **Allowable Costs:** Costs incurred shall be allowable and meet grant goals and objectives.
4. **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).
5. **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).
6. **Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations.
7. **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).
8. **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.
9. **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).
10. **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.
11. **Programmatic Changes:** The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:
  - a. Any revision of the scope or objectives of the project;
  - b. Changes in key persons where specified in the application or grant award;
  - c. 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;
  - d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
  - e. 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).
12. **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/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>
13. **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).
14. **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 <i>First and Last Name</i>	Title of Applicant Agency Authorizer
Signature of Applicant Agency Authorizer	Date Signed <i>mm/dd/yyyy</i>



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**VI. READINESS**

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

**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. How have stakeholders been engaged for this grant project? How will diverse stakeholders continue to partner with the project for continuous improvement?

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**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*

**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: Statewide assessment and local screening data shows that students with disabilities (SwD) are significantly less proficient in reading than students without disabilities (SWoD), with 12% of our students with disabilities reaching proficiency last year as compared to 40% of our students without disabilities.*
  
  - 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. 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 for multi-year grant project: We believe we can begin to close the gap between the reading proficiency rates of SwD and SwoD if we provide professional learning and job embedded coaching to our general and special education teachers on the development and provision of specially designed instruction that is aligned to student need and designed to support student growth in the general education curriculum.*
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**VIII. DO (Action Plan)**

Develop an action plan to implement the proposed grant program. The plan must include SMART (Specific, Measurable, Attainable, Relevant and Timely) goals that align with the priority area(s)/statement(s) defined in the needs assessment section 1.c. Applicants may have more than one SMART goal for the same priority area/statement.

For each SMART goal listed, include the action step(s) (i.e., activities to be implemented) to achieve the goal. Action steps may include evidence-based strategies (e.g., activity, strategy, or intervention that demonstrates a positive effect on improving student outcomes and/or adult practices) or other activities to achieve the goal. Applicants may have more than one action step for each goal.

For each action step, list the planned completion date, evidence of completion (description of how the applicant will know the action is complete and often reflects the goal), and the personnel responsible for completing the action.

**Action Plan—Example**

**Priority Area/Statement and Supporting Data # 1 (This statement should align with Plan Section 1.C)**

*Example for multi-year grant project: We believe we can begin to close the gap between the proficiency rates of SwD and SwOD if we create a consistent literacy framework. This framework will be created with input from literacy expertise and leadership to use for universal and supportive instruction and teacher professional development.*

**SMART Goal to Address Priority Area/Statement #1**

*Increase the ELA achievement of all 6-8 grade students from 48% proficiency to 60% proficiency, while accelerating the achievement of SwD so that at least 40% reach proficiency on the Forward ELA exam by June 30, 2022.*

Action Step	Timeline/Planned Completion Date	Evidence of Completion	Personnel Responsible
<i>Develop a literacy framework</i>	<i>November 2021</i>	<i>Documented and approved by school board</i>	<i>Literacy Specialist</i>
<i>Align resources to framework</i>	<i>December 2021</i>	<i>Resources approved by school board</i>	<i>Literacy Specialist</i>
<i>Plan and carryout professional development on the literacy framework, standards and materials to occur monthly.</i>	<i>June 2022</i>	<i>Staff feedback on the effectiveness of professional learning and learning needs, and walk-through data aligned to professional learning objectives to determine additional professional learning needs.</i>	<i>Literacy Specialist</i>
<i>Hold coaching sessions with all general and special education staff responsible for literacy instruction to ensure the literacy framework is implemented with fidelity and individualized needs are being met.</i>	<i>December 2021</i>	<i>Topics of coaching sessions; number of coaching on each of the topics; walk-through data aligned to professional learning and coaching objectives to measure fidelity and next steps for professional learning.</i>	<i>Principal and SPED Director</i>

VIII. DO (ACTION PLAN) (cont'd)

Priority Area/Statement and Supporting Data # 1

SMART Goal to Address Priority Area/Statement #1

Action Step (i.e., Program Activities)	Timeline/Planned Completion Date	Evidence of Completion	Personnel Responsible

**IX. STUDY/CHECK (Evaluation)**

Describe the continuous improvement process the project will employ to refine, improve and strengthen the project. Applicants must collect the following data:

1. Participating Undergraduate Students:
  - a. Name,
  - b. contact information,
  - c. preparation program enrollment,
  - d. an annual pre- and post-survey of participant perceptions regarding the program, including their propensity to seek employment in a rural setting post licensure, and
  - e. employment status, whether in a rural, urban, or suburban educational setting, or not employed in education.
2. Participating Colleges and Universities: An annual, voluntary survey of participating colleges' and universities' perceptions regarding the program.

*Limit response to space provided*

**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?

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**X. 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*

**1. Coordination**

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?

**2. Sustainability**

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?

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**XI. 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 <b>Only Required for LEAs</b> <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	
<b>Total Salary and Fringe</b>						
<i>All project totals must equal salary and fringe totals on budget summary page.</i>						



**XI. 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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**4. Capital Objects Summary (500s)**

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

**5. Other Objects Summary (900s)**

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

XII. BUDGET SUMMARY				
Applicant Agency	Grant Period		Initial Request	Date Submitted
	Beginning Date	Ending Date	First Revision	Second Revision
Project Number <i>For DPI Use Only</i>	July, 2022	June 30, 2023		

**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
<b>Instruction (100 000 Series)</b> 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)			
	<b>TOTAL Instruction</b>			
<b>Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series)</b> 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)			
	<b>TOTAL Support Services—Pupil/Instructional Staff Services</b>			
<b>Support Services—Administration</b> (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)			
	<b>TOTAL Support Services—Admin.</b>			
<b>TOTAL BUDGET</b>				

<b>DPI Approval</b>	Signature of DPI Reviewer ➤	Date Signed mm/dd/yyyy
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