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

2012-13 Guidelines

Authorized by the
No Child Left Behind Act of 2001

State of Wisconsin
Department of Public Instruction

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State Superintendent
This publication is available from:

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Wisconsin Department of Public Instruction
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http://dpi.wi.gov/ssos/sup_forms.html

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.
These guidelines discuss general program requirements and restrictions related to the administration of the Title I, Part A, Section 1003(a) Supplemental Grants awarded by the State of Wisconsin under the No Child Left Behind Act of 2001. This revision supersedes all previously issued guidelines. (Revised 06/07/12)

Table of Contents

I. Overview .......................................................................................................................... 1
II. Eligibility ....................................................................................................................... 1
III. Available Funds .......................................................................................................... 1
IV. Use of Funds ................................................................................................................. 1
V. Application Information .............................................................................................. 2
   A. Timeline ...................................................................................................................... 2
   B. Application Elements ............................................................................................... 2
   C. Review Process ......................................................................................................... 3
VI. Required Program Reports ......................................................................................... 3
   A. Progress Reports ....................................................................................................... 3
VII. Financial Requirements ............................................................................................ 3
   A. General Requirements ............................................................................................. 3
   B. Budget Revisions ...................................................................................................... 3
   C. Financial Claims ....................................................................................................... 4

Appendices ......................................................................................................................... 5
   A. District-Wide Plan Example ..................................................................................... 5
   B. Reviewer Rubric ........................................................................................................ 6
   C. Resources .................................................................................................................. 10
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
DPI will contact eligible districts.

III. Available Funds
Approximately $3.4 million is available for school improvement activities during the 2012-13 school year. Award recipients will receive one grant for the 2012-13 school year. Districts must complete grant activities and encumber expenses by June 30, 2013. Carryover is not allowed.

IV. Use of Funds
Districts may use these funds to:
- Supplement existing programs funded by Title I, Part A;
- Directly support school improvement activities that raise student achievement in reading and/or mathematics; and/or
- Develop or supplement district level support systems that benefit Title I schools identified as focus or priority schools.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16, 2012</td>
<td>Grant applications due</td>
</tr>
<tr>
<td>Summer 2012</td>
<td>Award documents sent to districts</td>
</tr>
<tr>
<td>January 31, 2013</td>
<td>Interim Report due</td>
</tr>
<tr>
<td>June 28, 2013</td>
<td>End-of-Year Report due</td>
</tr>
<tr>
<td>September 30, 2013</td>
<td>Final financial claims due</td>
</tr>
</tbody>
</table>

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 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, 2013. 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, 2013, and the End-of-Year Report is due on June 28, 2013.

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, 2013.

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, 2013. 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, 2013. Carryover is not allowed.
### A. District-Wide Plan Example

**Goal 1:** Increase student achievement in mathematics

<table>
<thead>
<tr>
<th>Measurable Objectives</th>
<th>Activities to Achieve the Objective(s)</th>
<th>Timelines for Activities</th>
<th>Grant Funds</th>
<th>Evaluation Method</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>The district will provide an annual training on mathematics series and the use of supplemental materials for differentiation within the mathematics series. Administrators and instructional staff will form a book club and read at least two books that discuss/demonstrate high yield instructional strategies for mathematics. Instructional staff will attend the Wisconsin’s Mathematics Council’s Conference. School administrators will conduct at least three walk-throughs during the school year.</td>
<td>October – April</td>
<td>$10,000</td>
<td>100 percent of instructional staff attend at least one training.</td>
<td></td>
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<tr>
<td></td>
<td>By the end of the school year, increase mathematics MAP RIT values by five points for students at each grade level.</td>
<td>The district will hire a part-time mathematics coach to work with staff at the four schools. The district will order and supply SMART Board technology for all mathematics classrooms in the four schools. 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. The coach and classroom teachers will develop mathematics centers for students. Students will utilize mathematics centers.</td>
<td>September</td>
<td>$50,000</td>
<td>The coach is hired at the start of the school year.</td>
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<td></td>
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<td>October</td>
<td>$30,000</td>
<td>SMART Boards are purchased and installed.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>October - March</td>
<td>$5,000</td>
<td>100 percent of instructional staff attend SMART board training.</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>October</td>
<td>$2,000</td>
<td>Math centers are developed.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>October – June</td>
<td></td>
<td>By the end of the school year, MAP RIT values will increase by five points for students at each grade level.</td>
</tr>
</tbody>
</table>
### 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.

- **Excellent** Responses completely satisfy all of the descriptors under each section of the application.
- **Good** Responses answer most, but not all, of the descriptors under each section of the application.
- **Fair** 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.
- **Poor** 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.

<table>
<thead>
<tr>
<th>Statement of Need Section</th>
<th></th>
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<tbody>
<tr>
<td>• Specifies the needs for eligible schools and/or district-wide improvements.</td>
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<tr>
<td>• Identifies the indicators that need improvement (reading, mathematics, and/or attendance/graduation)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Goal</td>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-----------------------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>• Relates to Statement of Need</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Is clear and succinct</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Describes how the goal will be met</td>
<td></td>
</tr>
<tr>
<td>• Describes measureable outcomes for students/staff</td>
<td></td>
</tr>
<tr>
<td>• Are appropriate for achieving the goal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities, Timelines, and Grant Funds</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Activities will achieve the objectives and are fundable under this grant program</td>
<td></td>
</tr>
<tr>
<td>• Timelines are within the grant period</td>
<td></td>
</tr>
<tr>
<td>• Grant funds allocated to objectives and activities are sufficient and reflect the current year</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluation Methods</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Are measurable</td>
<td></td>
</tr>
<tr>
<td>• Relates to the activities and objectives</td>
<td></td>
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<tr>
<td>• Provides the district the ability to monitor and report progress based on the evaluation methods</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>

Comments:

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### Budget Section

- Includes allowable expenses
- Matches grant objectives and activities

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>

Comments:
### Overall Quality of Entire Application

<table>
<thead>
<tr>
<th>______</th>
<th>______</th>
<th>______</th>
<th>______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
<td>Poor</td>
</tr>
</tbody>
</table>

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