**Title I 1003(a) School Improvement Grant-Focus School(s) Application**



**School Year 2016-2017**

Maryland State Department of Education

200 West Baltimore Street

Baltimore, MD 21201

Applications are due by **May 27, 2016**

**PROGRAM DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Name of Grant Program:** | Title I 1003(a) School Improvement Grant-Focus School(s) Application | |
| **Authorization:** | No Child Left Behind Act of 2001, of the Elementary and Secondary Education Act, Title I, Part A, Subpart 1/ESEA Flexibility Waiver Renewal | |
| **Deadline for Receipt of Application**  **Background**  **Purpose**  **Eligible Applicants:**  **Estimated LEA Allocations:**  **Technical Assistance Webinar:**  **LEA Oversight:** | Applications are due by **May 27, 2016.**  The Focus grants are meant to assist Focus Schools in implementing strategies and services that lead to improved outcomes to narrow the achievement gaps for the identified subgroup.  The US Department of Education required States to choose to maintain its list of Focus Schools from the 2015-2016 school year, or to identify a new list of Focus Schools for the 2016-2017 school year only. Maryland chose to identify a new list for the 2016-2017 school year. Maryland has determined that it will allocate a portion of its Title I 1003(a) funds to schools identified as Focus Schools.  **The identified Focus Schools will be Focus Schools for the 2016-2017 school year only.**  Since these schools have been identified for one year only, LEAs and schools should consider what short term strategies and interventions could be implemented. There is no requirement that the interventions are focused exclusively on the students that compose the subgroup or subgroups that caused the school to be identified. *However, for those Focus Schools identified because of the achievement gap with the students with disabilities or English Learners subgroups,* ***it should be evident in the application that the strategies will disproportionately benefit those students.*** The school/LEA may not use these funds for an intervention for all students in a school, or all students in a grade.  For those Focus Schools identified because of the achievement gap with a racial or ethnic subgroup, or students eligible for FARMs, ***an LEA should consider the needs of the lowest-performing students in targeting interventions and supports***  ***— based on an assessment of the specific academic needs of the school and its students — regardless of the particular subgroup or subgroups to which the students belong.***  **cus**  Up to $4,920,000 **(LEA funds are subject to adjustments based on any adjustment in funds for Title I, Part A.)**  Maryland will award 1003(a**)** funds to its Focus Schools on a needs basis. Grant funding will range from $30,000 to $120,000 per school.  MSDE will provide a technical assistance webinar on the Focus Grant application on **April 6, 2016.** LEAs will receive information about accessing this webinar in the near future.  It is recommended that each LEA that has one or more Focus Schools convene a team of central office staff members from appropriate offices to oversee the implementation of the selected interventions as well as the strategies that the LEA will implement in their Focus Schools. This team would assign staff to provide technical assistance to schools identified as Focus Schools as the schools develop and implement their intervention plans. The team could coordinate the support, as well as, monitor and assess progress or each Focus School, and support the coordination of differentiated support for teachers and staff in each Focus School. | |
| **Allowable Costs:** | These funds must be used to support strategies in Focus Schools that are designed to assist those schools in closing the identified achievement gap, and in addressing the root cause(s) for why that gap exists.  See Appendices **A3-1 and A3-2 for allowable and unallowable activities**.  **NOTES:**   * Any school that has not exited Focus School status may not implement strategies that it has previously implemented with Title I 1003(a) funds. * Schools should plan to spend the majority of these funds during the 2016-2017 school year. (July 1, 2016 – June 30, 2017) * Professional development activities should be ongoing.   Attendance at conferences, rental of facilities, and the purchase of food (with the exception of parent training as appropriate) will not be allowed with these funds. | |
|  | * All documentation must be maintained for **all** expenditures at the district/school level for at least three years (EDGAR 80.42 (2)(b)(3)(c)).  This documentation must include, as appropriate, sign-in sheets, agendas, notes, evaluations, and other documents that will assist in the monitoring and audit process. | |
|  | **Grant Period: July 1, 2016– October 31, 2017** | |
|  | |  | | --- | | **Reporting Requirements:**  Grantees must submit:   * Interim Progress Report – February 17, 2017 * Final Progress Report – January 31, 2018 * Final Financial Report – January 31, 2018 |   **Submission Procedures:**  **The grant application may be downloaded from the MSDE Title I website at** www.marylandpublicschools.org. | |
|  | **LEAs will submit electronic copies of their completed applications. Once approved, LEAs will submit hard copies of their application to:** |

Maryland State Department of Education

Division of Student, Family, and School Support - 4th Floor

Program Improvement and Family Support Branch

200 West Baltimore Street

Baltimore, Maryland 21201-2595

**Attention: Nola Cromer**

**PROPOSAL REVIEW:**

Each subgrantee will undergo a risk assessment established by MSDE prior to the awarding of Federal funds.

**MONITORING:**

MSDE will monitor the LEA’s implementation of interventions in its Focus Schools through onsite and/or desk monitoring. Monitoring may be scheduled at various times of the year, and may include review of documentation related to: the LEA’s Process for Ensuring Implementation of Interventions/Strategies, Expenditure of Funds, Assessment of Effectiveness and Impact of Activity, and/or Evidence of LEA Support. LEAs will be expected to provide evidence related to the identified area(s).

The Maryland State Department of Education does not discriminate on the basis of age, ancestry, color, creed, gender identify and expression, genetic information, marital status, disability, national origin, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs. For inquiries related to departmental policy, please contact:

Equity Assurances Compliance Branch

Maryland State Department of Education

200 West Baltimore Street

Baltimore, Maryland 21201-2595

Voice: (410) 767-0426

TTY/TDD: (410) 333-6442

FAX: (410) 767-0431

**Title I 1003(a) School Improvement Grant**

**Focus School(s) Application**

**Application Cover Sheet**

**School Year 2016-2017**

|  |  |
| --- | --- |
| **local School system:** |  |
| **Contact person & Title:** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **email:** |  |
| **fax number:** |  |
| **DUNS NUMBER:** |  |

|  |  |  |
| --- | --- | --- |
|  | | |
| School Name | | **Amount of Funding Requested** |
|  | | $ |
|  | | $ |
|  | | **$** |
|  | | **$** |
|  | | $ |
|  | | **$** |
|  | | **$** |
|  | | **$** |
|  | | **$** |
|  | | **$** |
|  | | **$** |
|  | | **$** |
|  | | **$** |
| **TOTAL AMOUNT OF FUNDING REQUESTED** | **$** | |

**MSDE PROJECT CONTACT:**

Title I 1003(a) School Improvement Grant for Focus Schools

Nola Cromer, Specialist

Office: (410) 767-0293

Email: Nola.Cromer@maryland.gov

**GENERAL ASSURANCES for Title I 1003(a) School Improvement Grant – Focus School Application**

|  |
| --- |
| **Please note:** Once the LEA’s application is approved, MSDE will begin the Notice of Grant Award (NOGA) process. The NOGA will be sent to the LEA, and will have the assurances for the grant attached. The LEA should have the superintendent sign and date the assurances, and return the original to MSDE. |

1. **LEA Overview**

MSDE considers collaboration between and among various offices in the LEA as instrumental in assisting Focus Schools make progress towards closing the achievement gap. Consequently, each LEA must involve staff from appropriate offices to select and design the interventions that each Focus School will implement.

1. **Please list the staff from the LEA, including the specific office for each member, who have been involved in determining the evidence-based strategies that each school will implement.**

|  |  |
| --- | --- |
| **Name** | **Office** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **How will the LEA coordinate the support, as well as monitor and assess progress or each Focus School?**
2. **Individual School Narrative**

**Section A**

1. **School Name and ID Number:**
2. **Grade Levels:**
3. **Achievement Gap Subgroup:**

**Highest Performing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lowest Performing: \_\_\_\_\_\_\_\_\_\_\_**

1. **Continuing Focus School \_\_\_\_\_\_\_ Yes \_\_\_\_\_\_ No**
2. **Amount of Funding Requested:**

|  |
| --- |
| **Needs Assessment**  For Focus Schools identified for a racial or ethnic subgroup, please discuss the lowest-performing students in the school rather than the racial or ethnic subgroup.   * **What data were collected to look at the achievement of the subgroup?** * **How does the achievement of the identified subgroup compare to the achievement of other students**? * **What grade level(s) and subject areas seem to be affected ?** |
| **Provide a brief analysis of the data that the school reviewed:** |

|  |
| --- |
| **Root Cause(s)**   * What does the school believe are the causes of the gap? |
| **Comments:** |

**Based on the root causes noted above, what strategies will the school implement to address those root causes?**

**Strategies to be implemented:**

|  |
| --- |
| **Strategy 1:** |
| **Rationale: How does this strategy address the root cause(s) identified above?** |
| **Targeted Population:** |
| **Specific timeframe for implementation:** |
| **Assessment(s) to be used to monitor the effect of this strategy:** |
| **Resources needed to implement this strategy that will be funded with this grant:** |

|  |
| --- |
| **Strategy 2:** |
| **Rationale: How does this strategy address the root cause(s) identified above?** |
| **Targeted Population:** |
| **Specific timeframe for implementation:** |
| **Assessment(s) to be used to monitor the effect of this strategy:** |
| **Resources needed to implement this strategy that will be funded with this grant:** |

|  |
| --- |
| **Strategy 3:** |
| **Rationale: How does this strategy address the root cause(s) identified above?** |
| **Targeted Population:** |
| **Specific timeframe for implementation:** |
| **Assessment(s) to be used to monitor the effect of this strategy:** |
| **Resources needed to implement this strategy that will be funded with this grant:** |
| **Strategy 4:** |
| **Rationale: How does this strategy address the root cause(s) identified above?** |
| **Targeted Population:** |
| **Specific timeframe for implementation:** |
| **Assessment(s) to be used to monitor the effect of this strategy:** |
| **Resources needed to implement this strategy that will be funded with this grant:** |

**Section B**

**Measures of Progress**

All schools must complete both items below.

1. Identify how, by the end of the 2016-2017 school year, the school will determine whether the proposed strategies are helping to close the identified achievement gap.
2. Identify the interim measures that the school will use to determine whether it is closing the identified achievement gap.

**III. Budget and Budget Narrative**

Budget Narrative

The project’s budget should cover the project in detail and include any other funding sources. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources funding. All strategies/activities described with in the project narrative must appear in the budget narrative. There should be no items in the budget narrative that do not appear in the project narrative.

Supplies and Materials

Reflect the unit cost, the number units to be purchased, if applicable, and total cost.

Equipment

Reflect the unit cost, the number units to be purchased, if applicable, and total cost.

Contracted Costs

Describe each service or activity, including the number of days, cost per day, and indicate the provider.

Salaries and Wages

Indicate the salary, or cost per day and the number of days.

Show how the expense was calculated for each line item and total each category. Reviewers will use this information to determine if your budget is reasonable and cost effective.

**Table C1**

**School Budget Narrative**

This is provided as a template. The LEA/school may choose to submit information below in an Excel spreadsheet.

| **Line Item** | **Description** | **Total** | **Title I Part A Allocation** |
| --- | --- | --- | --- |
| *Salaries & Wages* |  |  |  |
| **Total Salaries and Wages** | |  |  |
| *Fixed Charges* |  |  |  |
| **Total Fixed Charges** | |  |  |
| **Total Salaries and Wages *and* Fixed Charges** | |  |  |
| *Contracted Services* |  |  |  |
| **Total Contracted Services** | |  |  |
| *Supplies & Materials* |  |  |  |
| **Total Supplies and Materials** | |  |  |
| *Other Charges* |  |  |  |
| **Total Other Charges** | |  |  |
| *Equipment* |  |  |  |
| **Total Equipment** | |  |  |
| **School Grand Total** | |  |  |

**Table C2**

**Contracting Document**  **Please complete this form for each consultant /contractor who will be contracted for this grant period.**

*When planning to contract with a consultant or other entity, provide* ***all*** *of the information below for each:*

|  |
| --- |
| Consultant / Company Firm Name / Address / Phone / E-mail / Website |
| Consultant /contractor Name(s) / Address / Phone / E-mail / Website |
| Has the consultant/contractor been contacted for their availability of services?  \_\_\_ Yes \_\_\_\_ No |
| Has the consultant tentatively agreed to provide the services to the school?  \_\_\_ Yes \_\_\_ No |
| Has the LEA gone through its bid process, if applicable? If the school/LEA responds No or “NA”, please provide additional information.  \_\_\_ Yes \_\_\_ No \_\_\_N/A |
| Describe what constitutes the services that the consultant/contractor will provide. Include the following:  Type of services to be delivered (direct services to students, training sessions, classroom coaching, online sessions, parent involvement workshops, etc.)  For professional development services, describe how those services will be “job embedded”: |
| Explain how the consultant/contractor’s services are aligned to district and school instructional programs, and aligned to the reason why the school was identified as a Focus school. |
| Professional developers are required to use the National Learning Forward Professional Development standards:  <http://learningforward.org/standards-for-professional-learning#.VZ_r6vlViko>  **The LEA/school must maintain all sign-in sheets, agendas, evaluations, and notes from all professional development. MSDE will monitor this documentation.** |

**.**

**The MSDE Proposed C-1-25 Budget Form**

Proposed Budget C-1-25 contains the itemized budget form that must be submitted with the RFP. If you are having difficulties categorizing your budget, consult with the financial officer in your local school system.

**This form must be signed by both your district’s Finance Officer and the Superintendent.**

Only the most current grant budget forms will be accepted, so please use the forms found on MSDE’s website.

1. http://marylandpublicschools.org/MSDE
2. http://marylandpublicschools.org/MSDE/aboutmsde/highlights
3. http://marylandpublicschools.org/MSDE/divisions/superintendent/grants/overview.htm
4. http://marylandpublicschools.org/MSDE/divisions/superintendent/grants/Budget+Information

Or

Go to the http://marylandpublicschools.org/MSDE website

Click More Highlights (on the left side under Highlights) Click Grants

**Insert C-125**

**http://www.marylandpublicschools.org/MSDE/divisions/superintendent/grants/Budget+Information**

**Table C3**

**Consolidated LEA Budget Narrative**

*To be completed by the LEA for all participating school budget totals*

This is provided as a template. The LEA/school may choose to submit information below in an Excel spreadsheet.

| **Line Item** | **Description** | **Total** | **Title I Part A Allocations** |
| --- | --- | --- | --- |
| *Salaries & Wages* |  |  |  |
| **Total Salaries and Wages** | |  |  |
| *Fixed Charges* |  |  |  |
| **Total Fixed Charges** | |  |  |
| **Total Salaries and Wages *and* Fixed Charges** | |  |  |
| *Contracted Services* |  |  |  |
| **Total Contracted Services** | |  |  |
| *Supplies & Materials* |  |  |  |
| **Total Supplies and Materials** | |  |  |
| *Other Charges* |  |  |  |
| **Total Other Charges** | |  |  |
| *Equipment* |  |  |  |
| **Total Equipment** | |  |  |
| **Grand Total** | |  |  |

**V. The General Education Provisions Act (GEPA), Section 427**

Each applicant must develop and describe the steps such applicant proposes to take to ensure equitable access to, and equitable participation in the project by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.