   

Comprehensive and Targeted Support Grant Guidance

2016-17

 Support and Innovation

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| **Comprehensive and Targeted Support Grant** |

**Purpose**

The purpose of the 1003(a) Grant is to provide local educational agencies (LEAs) that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to substantially raise the achievement of students in their lowest-performing schools.

The grant is to provide ongoing financial resources to schools that are:

* implementing interventions with fidelity;
* increasing student achievement and graduation rates;
* meeting SCIP achievement goals;
* demonstrating the capacity to continue implementation and sustain improvement efforts; and
* in programmatic and fiscal compliance.

**Eligible Applicants & Funding Amounts**

Eligible applicants are schools identified for Comprehensive or Targeted Support.

**Allocations:**

1. Criteria:
	* the total dollar amount Support and Innovation receives;
	* evidence of need in the application;
	* planned use of funds for “…evidenced based strategies to improve student achievement, instruction and schools”;
	* the thoroughness and alignment of the L/SCIP and proposed budget narrative;
	* LEAs plan to monitor and evaluate L/CIP implementation and the use of funds to effectively implement selected evidenced-based interventions, strategies and action steps;
	* thoroughness of completed application; and
	* any other guidance ADE receives from the DOE in regards to the implementation of ESSA Section 1003.
2. Priority consideration will be given to LEAs that serve high numbers of schools demonstrating the greatest need and strongest commitment to using funds to improve student achievement and student outcomes (ESSA Section 1003).
3. Priority consideration will be given to LEAs serving the highest percentage of schools identified for Comprehensive and Targeted Support that adequately plan targeted action steps in comprehensive improvement plans (L/CIP) (ESSA Section 1003).

***Grant awards will not be made to Local Education Agencies (LEAs) that are out of compliance with state or federal requirements***.

 **Process**

The Grant application will be available in GME on August 25, 2016.

See *Document Library* for Scoring Rubric and other useful documents.

See *LEA Document Library* for Required Documents.

All documents are also available on the SI website.

Application and all required documents including the L/SCIP are due in GME by close of business on Sept. 23, 2016. Also, a signed PDF copy must be emailed to ADE.

Applications will be scored Sept. 26 through September 30, 2016.

Final Allocations will be announced by October 3, 2016.

L/SCIP and Final GME Budget approval deadline will be October 14, 2016, with the intention of immediate implementation.

**Directions:**

1. With school staff, families and community, complete Needs Assessment (SRA) and analyze the data.
2. LEA and School teams complete the L/CIP.
3. LEA and School teams complete the application and proposed budget in GME, Comprehensive and Targeted Support Grant Program Details section. Be thorough and detailed in your responses. Provide evidence. Attach all required documents. Submit no later than close of business, Sept. 23, 2016.
4. Email *signed* PDF application to ADE no later than close of business, Sept. 23, 2016.

**Submit application to:**

**Devon Isherwood, Director, Support and Innovation**

**Arizona Department of Education**

**devon.isherwood@azed.gov**

1. Support and Innovation staff will read and score applications (see rubric) and determine eligibility.
2. Support and Innovation staff will notify the LEA by October 3, 2016
* the LEA and School application meets or does not the approval criteria
* the awarded allocation amount

***TIMELINE***

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| **Guidance** |

**Allowable Expenditures**

All activities funded through the grant must be reasonable and necessary, directly related to the full and effective implementation of interventions, address the needs identified by the LEA, and advance the overall goal of increasing academic achievement.

Title l A 1003a funds may not be used to supplant non-Federal funds, but only to supplement non-Federal funding provided to schools. In particular, an LEA must continue to provide all non-Federal funds that would have been provided to the school in the absence of funds.

All Comprehensive Support School activities funded with Title I 1003 (a) School Improvement funds must be reasonable and necessary and directly related to the implementation of the LEA and School Continuous Improvement Plan including the 7 Turnaround Principles to address the needs identified in the schools’ needs assessment and advance the overall goal to increase the academic achievement in low performing schools.

All Targeted Support School activities funded with Title I 1003 (a) School Improvement funds must be reasonable and necessary and directly related to the implementation of the LEA and School Continuous Improvement Plan including applicable 7 Turnaround Principles to address the needs identified in the schools’ needs assessment and advance the overall goal to increase the academic achievement in low performing schools.

Strategies and action steps support improved student academic achievement based on needs assessment referenced above:

* Leadership Development
* Professional Learning activities (conferences and related travel)
* Educational Service Provider (external provider) services based on specific needs
* Off Contract Pay
	+ Site level instructional staff for above and beyond. (We acknowledge that teachers continually work “above and beyond“ to accomplish all the necessary tasks required of effective teachers. This pay is not for those duties that are a part of the job, i.e. writing lesson plans, doing night parent conferences, PLCs.) Paid at the Board approved hourly rate. Rate must be reasonable and necessary.
* LEA or school site instructional positions

**Additional Pay Guidance**

Performance Pay (incentives) and stipends paid from Comprehensive and Targeted Support Grants will be allowed only in the following categories:

1. **Off Contract Pay**
* Site level only
* Instructional staff for above and beyond work. *(We acknowledge that teachers always work “above and beyond” to accomplish all the necessary tasks to be a good teacher. This pay is not for those duties that are a part of the job, i.e. writing lesson plans, doing night parent conferences, PLCs, MTSS)*
* Board approved hourly rate paid, must be reasonable.
* Requires time and effort logs.
1. ***Performance Pay*** *(these are usually paid out of Title ll funds. We will consider on a case by case basis).*
* *Site level only (instructional staff and principal)*
* *Criteria must be explicit and tied directly to student achievement goals*
* *Amount of performance pay must be reasonable in relation to the amount of the grant*
* *Criteria and dollar amount must be Board approved and then sent to EPS for ADE approval*
	+ *Once approved, upload into GME LEA Document Library*
1. ***Site Level Stipends*** *(these are usually paid out of Title ll funds. We will consider on a case by case basis).*
* ***Recruitmen****t of hard to find teachers, such as math, science, special education*
* ***Retention*** *of teachers over time to create instructional continuity*
* ***Reassignment*** *stipend of highly effective or effective teachers from “A” or “B” schools to “D” or “F” schools*
* *Stipend amounts must be reasonable in relation to the amount of the grant*
* Stipends must be Board approved and then sent to EPS for ADE approval
	+ Once approved, upload into GME LEA Document Library

**Comprehensive and Targeted Support Schools**

**LEA ASSURANCES**

**THIS AGREEMENT** made the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_, 20 \_\_\_\_, by and between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereafter called the LEA and Arizona Department of Education (ADE).

By indicating with a mark on the below items, the LEA or Charter Holder fully and completely assures that it will:

* Complete and submit the Self-Readiness Assessment, on-site readiness report or local needs assessment. (Upload to ALEAT file cabinet.)
* Develop a comprehensive LEA and School Continuous Improvement Plan with strategies and action steps tied to the 7/chosen Turnaround Principles. (Use Comprehensive and Targeted Support andPrinciple *#* tagsin the CIP on ALEAT.)
* Establish annual SMART goals in the L/SCIP for addressing increased achievement in math and reading for all students.
* Establish annual SMART goals in the L/SCIP for addressing increased achievement in math and reading for the bottom quartile (the neediest) students.
* The LEA and school will use the L/CIP as the action plan for meaningful interventions to improve student achievement.
* Update, delete, retire or add strategies and action steps to the L/SCIP at least quarterly.
* Ensure that the principal has the necessary operational flexibility to implement Turnaround strategies.
* Incorporate structures that provide sufficient time for professional learning communities (PLCs) (weekly 60-90 minutes minimum).
* Implement a balanced assessment strategy, data systems, effective data analysis and data driven instructional practices. Include effective common interim assessments at least three times a year.
* Complete and submit EDFacts data when requested by ADE.
* Identify an LEA contact person who will oversee implementation activities, maintain contact with Support and Innovation (SI) staff, and accompany ADE SI staff during site visits at the school upon request.

**In addition:**

* If the LEA chooses an educational service provider (external provider), the LEA representative will provide ADE SI a copy of the process for selecting external providers, as requested.
* An evaluation of educational service provider services will be conducted and sent to ADE, as requested.
* I understand that at any time during the grant period funds can be discontinued for misuse of funds or lack of evidence of Continuous Improvement Plan implementation on the part of the school and/or LEA/Charter Holder.
* I understand if the conditions herein are not adhered to or sufficient progress is not being made, a corrective action plan will be written and implemented.
* If the LEA does not provide evidence of implementation within six months of the corrective action plan, school improvement grant funds will be discontinued.

**LEA/school with a Comprehensive and Targeted Support Grant**

We do not have a grant

By indicating with a mark on the below items, the LEA or Charter Holder fully and completely assures that it will:

* Ensure that Comprehensive and Targeted Support Grant funds are used only to supplement the funds that would, in the absence of such Federal funds, be made available from non-Federal sources for the education of pupils participating in programs assisted under this part, and not to supplant such funds as required by Title I, Part A.
* Use the Comprehensive and Targeted Support Grant funds to fully and effectively implement all 7 Turnaround Interventions for each Comprehensive Support School and/or Principle 5 (using data to inform instruction) plus other Principles aligned to the reason for identification for each Targeted Support School.
* Ensure appropriate fiscal oversight of the use of grant funds by ensuring that purchases are consistent with the terms and conditions of the Comprehensive and Targeted Support Grant funds, state and federal accounting requirements, and that the LEA’s accounting system meets the standards required of its financial management system as detailed in 34 CFR § 80.20.
* Submit revisions for any fiscal or programmatic change after conferring with the designated Education Program Specialist (EPS)
* Ensure appropriate fiscal oversight by ensuring the reimbursement requests are made monthly.
* Provide an up to date detailed expense report to the designated EPS quarterly.

**Signed this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, 20\_\_\_\_**

**LEA Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name and title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LEA Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**LEA name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comprehensive and Targeted Support School Grant Budget**

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|  **Proposed Budget Template 2016-17** |  |  |
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| object code | function code  | Total |  |
| 6100 Salaries | 1000 Instruction (Direct student contact) |   |  |
|   |   |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6100 | 2100, 2200, 2600, 2700 Support Services |   |  |
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| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6100 | 2300, 2400, 2500, 2900 Support Services Administration |   |  |
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| detailed narrative description |  |
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| 6100 | Total |   |  |
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| object code | function code  | Total |  |
| 6200 | 1000 Instruction (Direct student contact) |   |  |
| Benefits |   |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6200 | 2100, 2200, 2600, 2700 Support Services |   |  |
| Benefits |   |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6200 | 2300, 2400, 2500, 2900 Support Services Administration |   |  |
| Benefits |   |   |  |
| detailed narrative description |  |
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| 6200 | Total |   |  |
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| object code | function code  | Total |  |
| 6300 | 1000 Instruction (Direct student contact) |   |  |
| Purchased Professional Services |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6300 | 2100, 2200, 2600, 2700 Support Services |   |  |
| Purchased Professional Services |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6300 | 2300, 2400, 2500, 2900 Support Services Administration |   |  |
| Purchased Professional Services |   |  |
| detailed narrative description |  |
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| 6300 | Total |   |  |
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| 6500 | 1000 Instruction (Direct student contact) |   |  |
| Other Purchased Services |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6500 | 2100, 2200, 2600, 2700 Support Services |   |  |
| Other Purchased Services |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6500 | 2300, 2400, 2500, 2900 Support Services Administration |   |  |
| Other Purchased Services |   |  |
| detailed narrative description |  |
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| 6500 | Total |   |  |
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| object code | function code  | Total |  |
| 6600 | 1000 Instruction (Direct student contact) |   |  |
| Supplies |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6600 | 2100, 2200, 2600, 2700 Support Services |   |  |
| Supplies |   |  |
| detailed narrative description |  |
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| object code | function code  | Total |  |
| 6600 | 2300, 2400, 2500, 2900 Support Services Administration |   |  |
| Supplies |   |  |
| detailed narrative description |  |
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| 6600 | Total |   |  |
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| Total requested amount |   |  |

**Below are examples of the level of detail required in the budget narrative.**

**Salaries**

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| Instruction 1000 (direct contact with students) |
| Function Code | Object Code | Total Amount |
| *salaries* | *6100* | *Board adopted hourly rate* |

Detail needed: # of staff x # of hours x hourly rate = total

What is the pay for? (Example: after school tutoring)

Position (example: reading interventionist)

Job description required for positions

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| Support Services 2100, 2200, 2600, 2700  |
| Function Code | Object Code | Total Amount |
| *salaries* | *6100* | *Board adopted hourly rate* |

Detail needed: # of staff x # of hours = total

What is the pay for? (example: after contract day PL)

Position (example: data coach)

Job description required for positions

**6300 Professional Learning and Educational Service Providers**

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| Support Services 2100, 2200, 2600, 2700  |
| Function Code | Object Code | Total Amount |
| *Purchased Professional Services* | *6300* | *TBD based on provider services* |

Educational Service Provider (external provider)

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Leadership Development

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Professional Learning Activities

Detail needed: Who? What? When? For whom?

How much? # of days x daily rate =

Conference registration

Detail needed: Conference name, location? length? who is attending? Registration cost x # of staff =

**6500 Other Purchased Services**

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| --- |
| Support Services 2100, 2200, 2600, 2700  |
| Function Code | Object Code | Total Amount |
| *Other purchased services* | *6500* | *TBD*  |

Travel expenses related to conferences attended by staff.

Detail needed: Transportation cost x # of staff =

Hotel room cost x nights x # of staff =

Per Diem x # days x # of staff =

**Support and Innovation Unit**

**Contact Information**

* Devon Isherwood, Director, Support and Innovation Unit
* Robert Gray, Director, Support and Innovation Unit
* Scott Maxwell, Director of Evaluation and Cross-Divisional Collaboration
* John Cortez, Education Program Specialist
* Jan Pender, Education Program Specialist
* Steve Henneberg, Education Program Specialist
* Ericka Ciganek, Education Program Specialist
* Liz Allen, Education Program Specialist
* Susan Poole, Education Program Specialist
* Cindy Richards, Administrative Assistant
* Felicia Francis, Program Project Specialist

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