

School Improvement:

*Different Thinking
for Different Results.*



Grant application will open in GME on March 1, 2019.

The purpose of this document is as a planning resource ONLY.

All information is required to be entered in GME.

**Year 4
SIG Cohort 4
Year 4
Grant Application**

SIG Cohort 4 Year 4 Application (FY20)

Eligible Applicants

ONLY SIG Cohort 4 schools, who have successfully implemented year 3 implementation grant.

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

Purpose

The purpose of the 1003(g) School Improvement Grant (SIG) 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 raise substantially the achievement of students in their lowest-performing schools and with the right investments, can serve as learning labs for the LEA to pilot and implement practices that could eventually have system-wide impact.

DIRECTIONS

1. LEA and School teams collaborate to write a strong, detailed sustainability application, provide all required documents, provide evidence of compliance, if necessary, and check and sign assurances.
 - a. LEA's assigned specialist is available for assistance.
 - b. Use the rubric when completing application narrative questions.
2. Application completion with all required documents and evidence in GME by **May 1, 2019** is required. Additional inquiries from ADE will not be made.
 - a. Required Documents
 - i. Signature page
 - b. Optional Documents
 - i. Completed program details charts/graphs/tables
3. The application will be scored using the scoring rubric provided.
4. Awards will be made based on the scored application and the demonstrated capacity and commitment to continued implementation of selected model and sustainability plan. **Seventy percent of points is required for funding.**
5. LEAs will be notified of award or non-award by June 1.

Complete all sections in GME

Program Details

- FFATA and GSA Verification
- Contact Information
- Program Narrative Questions
- Assurances
- Related Documents
 - Signature Page in required related documents (required)
 - Graphs, tables and charts necessary for a complete application (optional, as needed)
- Completed **new** 2019-20 CNA uploaded in ALEAT
- Thorough root cause analyses (fishbones) uploaded in ALEAT
- Completed 2019-20 LEA and School IAP in ALEAT including SI required goals

Proposed Budget

- Complete a *proposed* budget in GME. Be sure to include sufficient details in the narrative.
- Items must support strategies and action steps based on the model being implemented and applicable CNA data and root cause analyses
- Be sure that the requests for funds are allowable. Check with your specialist, if you have a question or need assistance building your budget. All SIG activities funded with 1003 (g) School Improvement funds must be reasonable and necessary and directly related to the implementation of the LEA and School Integrated Action Plan and selected model. It must address the needs identified in the schools' Comprehensive Needs Assessment and advance the overall goal to increase the academic achievement in low performing schools.
 - Data driven decision-making process
 - Strategies and action steps based on CNA data analysis
 - Strategies and action steps directly related to elements in selected Federal Model and IAP
 - Professional Learning activities (including conferences and related travel)
 - Educational Service Provider (external provider) services based on specific needs identified in CNA
 - Supplies directly related to implementation of model and/or IAP
 - Capital outlay items necessary to implement model and/or IAP
 - Position salaries necessary to implement model and/or IAP
 - Stipends for off contract work (above and beyond duties necessary to job function); committees or attending professional learning activities
 - Board approved hourly rate paid, must be reasonable
 - Requires time and effort logs

Requirements

- Completed CNA uploaded in ALEAT
- Thorough root cause analyses with fishbones diagrams uploaded in ALEAT
- Completed L/SIAP in including SI required goals and tagged SIG at action step level
- Assurances in GME
- All sections in GME

Contact Information

LEA/Charter Name	NCES ID#	CTDS#	Entity ID#
Board President	Email		
Superintendent/ Charter Holder	Email		Phone #
Fiscal Manager	Email		Phone #
Federal Programs Director	Email		Phone #

Signature Page - Signatures below denote commitment to implementation, monitoring and evaluation of strategies and action steps outlined in the IAP and the grant application.

Charter Holder _____ **Date** _____

Signature _____

Board President _____ **Date** _____

Signature _____

Superintendent _____ **Date** _____

Signature _____

LEA Level Team Participants

Identify the LEA level team members who will have the primary responsibility for ensuring implementation and sustainability of the selected Intervention Model(s) for the schools to be served.

Name	Role	Email	Phone #
School Names	NCES#	Label	Model

Identify the school level team members who have the primary responsibility for ensuring implementation with fidelity.

School Level Team Participants

School Name #1	NCES ID#	CTDS#	Entity ID#
Name	Role	Email	Phone #
	Principal		

Add schools as needed

Narrative Questions

Complete for each school

1. Summarize 2018-19 selected model and IAP implementation progress (desired outcomes, SMART goals, strategies and action steps). What has been successful? What has not? Why or why not? What is the evidence?
2. What 2018-19 IAP strategies and action steps will be continued in the 2019-20 IAP? Think about sustainability.

3. What strategies and action steps have been added to the 2019-20 IAP based on needs and root causes?
4. List the IAP strategies and action steps specific to sustainability of the systemic changes and progress made as a result of the first three years of SIG implementation.
5. **Describe** the leading indicator data and **what they tell you**, include whole school, grade level and subgroup data. Listed below are major leading indicators identified by research, but it is not an exhaustive list.
 - *Student attendance rate*
 - *Discipline incidents*
 - *Truancy*
 - *ELA and Math benchmark data* (include system used i.e. Galileo, LEA's own, Illuminate, etc.).
 - *Dropout rate*
 - *Early Reading Proficiency (if applicable)*
 - *Enrollment in Pre-algebra and Algebra (if applicable)*
 - *Over-Age/Under-Credited Students (if applicable)*

There may be others you want to include applicable to your context.
6. **Describe** the lagging indicator data (2018) and **what they told you**...we understand this is “old news”. Analysis of spring 2019 AzMERIT data is due in June.

Include:

 - *Percentage of students at each performance level on State assessments in English language arts and mathematics, for all students, by grade level, and subgroups*
 - *Graduation rate for all students and subgroups; 4-year cohort and 5-year cohort for the last 3 years*
 - *AZELLA*

7. List the 3 or 4 identified Primary Needs with Root Causes, Need Statements and Desired Outcomes based on new 2019 CNA.

Primary Need	Root Cause	Need Statement	Desired Outcome

8. Are there other model specific desired outcomes or goals?

LEA Support Complete once

1. Describe the LEA’s process of oversight, monitoring and supporting, school/s in implementing, monitoring and evaluating the schools’ Integrated Action Plan/s; including progress monitoring and mid-course adjustments. What were the successes in the process? How do you know? What changes, if any, will be made for 2019-20?
2. Describe the LEA’s process for fiscal monitoring of SIG school/s.
3. How will the LEA align other FY20 resources with SIG funds? Be specific.

4. School principals' operational flexibility is required to ensure successful sustainability of school improvement efforts. Describe what flexibility was used in 2018-19. What changes, if any, will be made for 2019-20? Be specific.

Proposed Budget in GME

- Proposed Expenditures are reflected in L/SIAPs action steps tagged as SIG.
- Proposed expenditures have adequate narrative details.
- Proposed expenditures are in correct function and object codes.
- Math is correct.

Assurances

- Complete and submit School Comprehensive Needs Assessment (CNA) in ALEAT
- Complete thorough root cause analyses for CNA identified primary needs, submit fishbones in ALEAT
- Develop LEA and School Integrated Action Plans (L/SIAP) as required based on the selected model and the CNA and root cause analyses results, submitted in ALEAT
- Ensure the L/SIAP includes meaningful evidence-based interventions to improve student achievement
- Ensure sustainability strategies and action steps are included in the IAP
- Monitor, update, delete, retire or add strategies and action steps to the L/SIAP in ALEAT at least quarterly
- Ensure systems, processes, procedures, including operational flexibility are in place to actively to support SIG Schools
- Implement observation and feedback protocol with fidelity
- Submit quarterly interim/benchmark assessment data reports and reflective analysis in ALEAT
- 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
- Complete and submit ED Facts data when requested by ADE
- If the LEA chooses an educational service provider (external provider) the LEA representative will provide ADE SI with a copy of the process for selecting external providers, job description and evaluation of educational service provider services
- Submit LEA and budget revisions for approval **prior** to implementation or spending funds differently than in approved budget
- Ensure all expenditures are allowable under 1003(g)
- Submit monthly reimbursement requests
- Ensure LEA has written procedures to implement the requirement to minimize the time elapsing between receipt and expenditure of federal funds.
- Ensure LEA has written procedures for determining the allowability of costs
- Ensure LEA has a process ensuring equitable distribution of state funds to all schools regardless of other funding received

- I understand that at any time during the grant period, funds can be frozen or forfeited for lack of monthly reimbursement requests with evidence of use; misuse of funds; or lack of evidence of IAP implementation on the part of the school and/or LEA.
- 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.