

**Grant application will open in GME on March 1, 2023, and close May 30, 2023.**

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

**All information is required to be entered in GME.**

FY24 CSI Low Graduation Rate Grant

Arizona Department of Education

**Arizona Department of Education**

**FY24 Graduation Rate Grant**

**Eligibility:** CSI Low Grad Rate Schools

ESSA requires any High School graduating less than 2/3 of their students be identified as a CSI Low Grad Rate School. AZ identifies high schools graduating <66.7% of students using the 5th year cohort.

**This is a competitive grant. A detailed application with all required elements and documents is required to be considered for funding.**

**No LEA out of fiscal and/or programmatic compliance will be considered eligible.**

**Purpose:** To provide funding to implement Integrated Action Plan strategies and action steps to increase graduation rate.

**DIRECTIONS**

1. LEA and School teams collaborate to write a strong, detailed application, provide all required documents, and check and sign assurances.
	1. LEA’s assigned specialist is available for assistance.
	2. Use the rubric when completing application narrative questions.
2. Application completion **with all required documents** and evidence in GME **by May 30, 2022,** is required. Additional inquiries from ADE will not be made. **If all required documents are not in GME, the application will not be scored.**
3. The application will be scored using the scoring rubric provided.
4. Awards will be made based on the scored rubric. ***Seventy percent of points is required for funding***.
5. LEAs will be notified of award or non-award week of July 1, 2022.

**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)
	+ Evidence Based Summary Form/s in required related documents (required)
	+ Graphs, tables and charts necessary for a complete application (optional, as needed)

**Proposed Budget**

Complete a *proposed* budget in GME. Be sure to include sufficient details in the narrative.

* Items must support improved achievement and identified root causes.
* Be sure that the requests for funds are allowable. Out of state travel and large expenditures for capital items are generally not allowed. Check with your specialist if you have questions or need assistance building your budget.

**Requirements**

* Completed **new** 2023-24 CNA in GME
* Thorough root cause analyses (fishbone diagrams) in GME
* Completed 2022-23 LEA and School IAP in GME, including SSI required goals
* Proposed budget aligned to Primary Needs, Root causes and SIAP

**Contact Information**

**LEA Contacts**

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| --- | --- | --- | --- |
| LEA/Charter Name | NCES ID# | CTDS# | Entity ID# |
|  |  |  |  |
| Board President | Email |
|  |  |
| Superintendent/Charter Holder | **Email** | Phone # |
|  |  |  |
| Federal Programs Director | **Email** | Phone # |
|  |  |  |
| Other- Title  | Email | Phone # |

**School Contacts**

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| --- | --- | --- | --- |
| School Name | NCES ID# | CTDS# | Entity ID# |
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| Principal | **Email** | Phone # |
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| School Name | **NCES ID#** | **CTDS#** | Entity ID# |
|  |  |  |  |
| Principal | **Email** | Phone # |
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**Required Related Documents**

**Signature Page**

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

**Superintendent name**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

**Charter Holder name**

**Signature Date**

**Board President Name**

**Signature Date**

**Evidence based form**

**FY23 Graduation Rate Grant Application**

**Requirements:**

Completed new 2023-24 CNA, including Root Cause Analyses relative to grad rate; new 2023-24 IAP with CSI grad rate goals, strategies and grad rate tagged action steps relative to increased grad rate; Evidence-Based Summary Forms (in required documents); signature page (in required documents); proposed detailed budget in GME aligned to CAN, identified root causes and SIAP..

**School Narrative Questions:**

1. List 5th year cohort graduation rates for the past three years.
2. List all **SMART goals (process and impact)** related to identified subgroup achievement from the SY2022-23 (FY23) IAP with progress monitoring/evaluation data to demonstrate progress towards and/or achievement of your goals, what do the data tell you?.

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| Goals | Progress Monitoring / EvaluationName Measures | *\*Here’s what…*Actual Data Sets | Met?Yes or No | *\*So What?* | *\*Now what?* |
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**\*Data Analysis:**

***Here’s what****…Factual data; What are the data the team needs to be analyzing? Simply recognize the data, categories, and student populations…*

***So what?*** *Recognize trends from the data without yet making inferences or an action plan. What do you notice in the data?*

***Now what?*** *Make conclusions and inferences about the data to structure a collective response, next steps*

Source: Adapted from Wellman and Lipton (2004)

1. What grad rate strategies and action steps from the 2022-23 IAP were implemented successfully? What is your evidence of success?

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| Strategy | Action Step | Evidence of success |
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1. List any 2022-23 **successful**\* strategies and action steps that will continue into 2023-24 that will be funded with the FY24 CSI LA grant. If no strategies from 2022-23 will continue to be funded with the FY24 grant, or if you did not have an FY23 CSI grant, write N/A.

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| Strategy | Action Step |
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\*Data must have been provided in Evaluation Tool submitted previously.

1. As a result of your **new** CNA, identify the principles, primary needs, root causes, need statements and desired outcomes, impact and process goals

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| Principle/ Indicator | Primary Need | Root Cause | Need statement | Desired Outcome | Impact Goal/s | Process Goal/s |
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1. What new strategies and action steps have been added to the 2023-24 school IAP that will be funded with the FY24 Grad Rate grant? Remember to upload Evidence Based Summary Form/s in required related documents.

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| Strategy with Action Step | Responsible Staff | Timeline |
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1. Complete a *proposed* budget in GME. Be sure to include sufficient details in the narrative.
* Proposed budget is **tightly aligned** to the CNA, identified root cause and SIAP
* Proposed budget in GME is accurate; line items and codes are correct, math is correct
* Requests for funds are allowable. District level positions are not allowed. Out of state travel and large capital items are generally not allowed. Check with your specialist if you have a question or need assistance building your budget
* Site level positions require job description and further details in related documents
* Proposed expenditures have adequate narrative details.

**LEA Narrative Questions**

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| 1. Describe the LEA’s plan to support and hold school accountable as they implement their IAP. Include specific actions, person/s responsible, timelines and measures of success.

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| Strategy | Action Steps | Responsible Staff | Timeline | Measures of success |
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1. Describe the LEA’s fiscal monitoring plan; timely reimbursement requests, monitor necessary school actions) time and effort logs, requisitions, other fiscal records) . Include action seps, person/s responsible, and timelines.

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| Action Steps | Responsible Staff | Timeline |
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**School Support and Improvement Assurances** |
| * Complete and submit new School Comprehensive Needs Assessment (CNA) in GME.
* Complete thorough root cause analyses for CNA identified primary needs, submit fishbones in GME.
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| * Develop LEA and School (for each school in improvement) Integrated Action Plan (L/SIAP) as required based on the CNA and root cause analyses results in GME.
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| * The L/SIAP includes meaningful evidence-based interventions to improve student achievement, Evidence Based Summary Form submitted in GME.
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| * Monitor, update, delete, retire or add strategies and action steps to the L/SIAP in GME at least quarterly
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| * Ensure systems, processes, procedures, including operational flexibility are in place to actively to support schools in improvement.
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| * Identify an LEA contact person who will oversee implementation activities, maintain contact with School Support and Improvement (SSI) staff, and accompany ADE SSI staff during site visits at the school upon request.
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| * Complete and submit EDFacts data when requested by ADE.
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| * If the LEA chooses an educational service provider (external provider) the LEA representative will provide ADE SSI with a copy of the process for selecting external providers, job description and evaluation of educational service provider services, if requested.
* Submit reimbursement requests in a timely manner (if applicable).
* LEA has written procedures to implement the requirement to minimize the time elapsing between receipt and expenditure of federal funds.
* LEA has written procedures for determining the allowability of costs.
* LEA has a process ensuring equitable distribution of state funds to all schools regardless of other funding received.
* Accurate and timely submission of all required documents including plan updates and data summaries.
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| * I understand that at any time during the grant period, funds can be frozen or forfeited for misuse of funds; lack of evidence of IAP implementation on the part of the school and/or LEA.; or non-completion of requirements.
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| * 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.
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