

Development of the 2019-2020 SIG4, Year 3 Budget

A **2019-2020 School Improvement Grant (SIG) Cohort 4 budget** must be completed for each school within the district that may be renewed for Year 3 of the grant cycle. The maximum budget amount for Year 3 is \$750,000.

The focus for the Year 3 budget shall be implementation and must meet the requirements of this companion guide. New initiatives may not be introduced as sustainability is an emphasis for the remainder of the grant cycle.

Action steps must start no earlier than August 1, 2019, and end no later than July 31, 2020.

- Complete a **Y2 Evaluation** (white tab) in the **SIG4 Toolkit**. Evaluate the progress from previous years and utilize the guidance in Part I.
- Complete an end of year reflection on the **Y2 Reflection and Sustainability** (orange tab) in the **SIG4 Toolkit**. Reflect on the progress from the previous years and utilize the guidance in Part II.
- Think of the Scope of Work in terms of Goals. Identify goals and then label each goal with an associated letter (letters have been pre-populated as an example). Then create Action Steps to achieve the Goals needed to fully implement the Scope of Work.
- Be as specific as possible when selecting a start date, end date, and recurring task frequency for each Action Step. The template will guide you to select the quarter(s) in which the Action Step shall occur.

Part I: Year 2 Evaluation

Complete Year 2 Evaluation and identify if Year 2 Action Steps have been completed.

- Review Year 2 Scope of Work prepopulated in the **Y2 Evaluation** (white tab). A reflection will be required in Part II.
- Review and reflect on each Action Step prepopulated in the table and complete the following:
 - Indicate if the Action Step has been completed by selecting Yes or No.
 - If Yes, explain the impact of the Action Step.
 - If No, provide a rationale.

Part II: Year 2 Reflection and Long-term Sustainability Plan

Complete a narrative Year 2 reflection and identify steps to a long-term sustainability plan (orange tab).

- Identify grant goals and objectives from Year 2.
- Describe the lessons learned in Year 2.
- Explain which grant goals led to increased student achievement. Describe results and accomplishments; include both quantitative and qualitative data.
- Explain which grant goals did not create a return on investment. Identify problems encountered and their solutions (planned or implemented).
- Identify any obstacles with personnel.
- How will Year 3 Goals and Action Steps be sustained in Year 4 and 5 as the grant funds decrease?
- Identify the district and school leadership involved in the grant during Year 2 and if there will be any changes to grant management (fiscal or programmatic).

Part III: Financial Guidance/Limitations for Scope of Work

The annual budget caps are as follows for the grant cycle:

- District budget for Year 3 is not to exceed \$750,000
- District budget for Year 4 is not to exceed \$500,000
- District budget for Year 5 is not to exceed \$250,000

Additionally, FDOE recommends the following limitations on categorical expenses.

Non-Administrative Personnel (with Benefits) – **up to 35%** of the total allocation

- Positions not funded in Year 2 shall require a rationale based on qualitative and quantitative data.
- SIG 4, Year 3 cannot pay a greater percentage of a position than SIG 4, Year 2 funded.

Administrative Personnel (with Benefits) – **up to 10%** of the total allocation

- SIG 4, Year 3 cannot pay a greater percentage of a position than SIG 4, Year 2 funded.

Recruitment Pay – **up to 10%** of the total allocation amount

- Recruitment Pay shall be awarded at the end of the school year. BSI will consider paying this in two installments upon request.
- The district Memorandum of Understanding shall provide a rationale for pay structure to support building teacher capacity. The pay structure should include objective measurements such as Florida's Value Added Model (VAM). A copy of the Memorandum of Understanding shall be submitted for recruitment pay to be considered.

Contractual Services – **up to 15%** of the total allocation amount

- Contracted services must not exceed \$3,000 per day in total cost. Dividing the cost, if above \$3,000, between funding sources is not allowable.
- The district shall submit a copy of the contract agreement with a breakdown of the services provided. All contracts will be reviewed by BSI to ensure requests meet the reasonable, allowable and necessary criteria.

Professional Learning - **up to 20%** of the total allocation amount

Travel (for Professional Learning) - **up to 10%** of the total allocation amount

- Out-of-state travel must be pre-approved. Justification must be provided to explain why this learning cannot be done within Florida and/or would provide a cost savings to the State of Florida.

Supplemental Supplies (including Technology, Textbooks and Consumables) - **up to 20%** of the total allocation amount

- Office supplies (such as post-its, pencils, paper, toner, etc.) will be limited to up to 5% of this category.
- If requesting technology, the district shall provide how this will be supported and maintained throughout the SIG 4 grant life cycle.

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Field Trips Expenses (may include Transportation) - **up to 5%** of the total allocation amount

- Field Trips requested shall be correlated to impact on student achievement, not entertainment.

Indirect Cost - Allowable based on district rate

Part IV: Scope of Work Overview

The Scope of Work is defined as the program design narrative of the goals that will be accomplished. The Scope of Work for SIG4, Year 3 shall be focused on implementation and sustainability.

The Scope of Work shall not be changed through any amendment process. This information should be completed in the **SIG4 Toolkit** (workbook) on the sheet labeled **Y3 Scope of Work** (purple tab).

The bullets below will guide the district to create the Scope of Work for the school(s).

- Identify goals to be accomplished in Year 3 in the *Year 3 Goals* section and then label each goal with an associated letter (letters have been pre-populated as an example).
- Explain the rationale for the selection of the goals and describe which goals are new and which are continuing in the *Explain the Rationale for Goals and Identify Which Are New or Continuing* section.
- List any new positions in the *List Any New Position* section. Positions not funded in Year 2 shall require a rationale based on qualitative and quantitative data.

Part V: Project Performance / Action Steps

ACTION STEPS:

The Scope of Work shall be divided into Action Steps and entered on the **Y3 Project Performance** (blue tab). All Action Steps must be grouped by school and numbered. Each Action Step shall be linked to a Goal within the Scope of Work. and be described as quantifiable, verifiable and measurable. The Action Steps shall detail the specific activities which the school/district will perform in order to accomplish the Scope of Work.

The deliverables are the products and/or services that directly relate to a task specified in the Action Steps, and must be described as quantifiable, verifiable, and measurable. Deliverables must be identified next to the Action Step in Column D on the **Y3 Project Performance** (blue tab). Please note if there are multiple deliverables for each Action Step, the deliverables must be numbered.

REQUIRED DELIVERABLES:

The Bureau of School Improvement (BSI) requires the following deliverables and may require additional deliverables throughout the year:

- Progress Monitoring Data Review (PMDR) shall be completed quarterly.
- Notification if there is a change in school based leadership and provide evidence that the new leadership has a record of effectiveness in a school with a similar population.
- Create a plan to monitor the sustainability of the program after the grant funding is complete.

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- A Mid-Year Reflection located in CIMS and Year 3 Reflection and Sustainability narrative (provided in the SIG4, Year 4 Toolkit) must be completed.

Specify the quarters when the deliverables will be provided in Column F. A minimum of one deliverable for each Action Step per quarter of Year 3 is required.

- Quarter 1: August 1, 2019 – October 31, 2019
- Quarter 2: November 1, 2019 – January 31, 2020
- Quarter 3: February 1, 2020 – April 30, 2020
- Quarter 4: May 1, 2020 – July 31, 2020

REQUIRED DOCUMENTATION:

Documentation is how project recipients shall maintain sufficient project records. This assures compliance with the programmatic and fiscal requirements of the project. In addition, it demonstrates project accomplishment.

The district will identify the documentation in the **Y3 Project Performance** (blue tab) in Column E which will be uploaded into ShareFile by the following due dates:

- Quarter 1: Monday, November 4, 2019
- Quarter 2: Monday, February 3, 2020
- Quarter 3: Monday, May 5, 2020
- Quarter 4: Monday, August 4, 2020

Part VI: Budget

The budget is the itemized list of expected expenditures and shall be entered in the **Y3 Itemized List** (red tab) of the **SIG4 Toolkit**. Completing the **Y3 Itemized List** (red tab) shall begin with entering the demographic information represented in the table below:

Unique School ID	# of Students	# of Teachers / Classrooms

The following columns shall be completed with the requested expenditures to complete the Scope of Work.

Function (Column C): Choose the appropriate function code for the budget line item to be indicated in the Description Column. These function codes are described in the Red Book.

Object (Column D): Choose the appropriate object code for the budget line item to be indicated in the Description Column. These object codes are described in the Red Book.

Description (Column E): The Description column should contain information for the budget line item.

Salary/Unit Cost (Column I): Salary/Unit Cost should be completed as follows:

- To complete a salary, please enter the entire salary (without benefits) that is being paid for this position. If benefits are to be paid for position, reflect each benefit on a separate budget line.
- Unit costs should be utilized for tangible purchases to indicate how much each item requested will cost.

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FTE Position (Column J): Complete the Full Time Equivalent (FTE) percentage for the position listed in the description column. If the description does not contain a position or benefits, leave this column blank.

Quantity (Column K): Complete the number of units that the district wants to purchase for the item in the description field. If the description does not contain tangible items, leave this column blank.

Total Cost (Column L): This column is formula based. No input is needed.

Action Step (Column M): Action Step number correlates to the Project Performance tab located in the **SIG4 Toolkit** (blue tab).

School Name (Column N): School Name will be prepopulated from the **Y3 Project Performance** (purple tab).

If your district would like to claim indirect costs, please use the most current plan approved by the Comptroller Office at the Florida Department of Education (FDOE). These plans can be found here:

<http://fldoe.org/finance/comptroller/>.

After all of the required information has been entered, click on the **CALCULATE** button. This action will populate the **ROLL UP BUDGET BY FUNCTION AND OBJECT CODE** section and creates a **Y3 DOE 101S** (green tab) of the **SIG4 Toolkit**.

Part VII: SIG4 Toolkit and DOE 100A Instructions

Please upload the **SIG4 Toolkit** into ShareFile no later than close of business **Friday, May 31, 2019**.

The following naming convention shall be use: SIG4_Year3_District_SIG4 Toolkit.

Example: SIG4_Year3_Columbia_SIG4 Toolkit

DOE 100A Instructions

Districts must submit a signed copy of Form DOE 100A, by the appropriate agency head, to ShareFile by 5:00 p.m. EDT on **Friday, May 31, 2019**. To obtain the most current form please visit:

<http://www.fldoe.org/finance/contracts-grants-procurement/grants-management/departments-of-edu-grants-forms.shtml>

In section A, **School Improvement Grant 1003(g) – Cohort 4** should be entered for the program name and **20A005** for the TAPS number. In section C, please enter the total amount of funds requested for Year 3 only.