

Toolkit Companion Guide

A **2020-2021 SIG 4 Toolkit** must be completed to request renewal for year 4 of the grant cycle. The focus of year 4 shall be refinement and sustainability. New initiatives may not be introduced in year 4 and the budget must align with the requirements of this companion guide. The maximum budget amount for year 4 is \$500,000. All activities performed as part of year 4 must be completed from August 1, 2020 to July 31, 2021.

Part I: Year 3 Evaluation (white tab)

Evaluate the Action Steps from the previous year and complete **Y3 Evaluation** (white tab).

- Review and reflect on each Action Step that has been pre-populated in the table and complete the following:
 - Indicate if the Action Step has been completed by double-clicking in the “Action Step Completed” column (**Column E**) and type Yes or No.
 - If Yes, explain the impact of the Action Step (**Column F**).
 - If No, provide a rationale (**Column F**).

Part II: Year 3 Reflection and Sustainability Plan (orange tab)

In the **Y3 Reflection and Sustainability** tab (orange tab) reflect on year 3 and complete each section listed. Please provide data (if applicable) for each section.

- **GOALS AND OBJECTIVES LEADING TO INCREASED STUDENT ACHIEVEMENT:** Identify and describe the grant goals and objectives that led to increased student achievement in year 3. Describe results and accomplishments; include both quantitative and qualitative data.
- **GOALS AND OBJECTIVES NOT RESULTING IN A RETURN ON INVESTMENT:** Identify grant goals that did not create a return on investment in year 3. What obstacles were identified? What strategies or solutions were used to overcome these obstacles?
- **PERSONNEL OBSTACLES:** Identify any obstacles with personnel.
- **LEADERSHIP:** Identify leadership (district and school) and grant management personnel that were involved in the grant during year 3. Additionally, list any potential changes to these roles for year 4.

Part III: Scope of Work Overview (purple tab)

In **Y4 Scope of Work** tab (purple tab) develop the Scope of Work for year 4. The Scope of Work is the set of goals that will be accomplished throughout the grant cycle. The focus for the Scope of Work for SIG 4, Year 4 is refinement and sustainability. The Scope of Work shall not be changed through any amendment process.

- **YEAR 4 GOALS:** Identify goals for year 4 and label each goal in the following format: Goal A., Goal B., Goal C., etc.
- **REFINEMENT AND SUSTAINABILITY:** Identify how year 4 goals and action steps will be refined to ensure sustainability in year 5 as grant funds decrease.

Part IV: Project Performance/Action Steps (blue tab)

Please see example for this section on line 10 in the **Y4 Project Performance** tab (blue tab).

ACTION STEPS:

The Scope of Work shall be divided into action steps and entered on the **Y4 Project Performance** (blue tab).

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The action steps shall detail the specific activities that the school/district will perform in order to accomplish the Scope of Work.

The bullets below will guide the district on how to complete the columns related to the action steps in the **Y4 Project Performance** (blue tab).

- In the first column, titled **School Name(s)**, double-click the cell and select the name of your school.
- Input a number for the action step in the column titled **Action Step #**.
 - For projects with multiple schools, action steps must be in numerical order by school. For example, if school “A” has 12 action steps and school “B” has 7 action steps, the 12 action steps for school “A” must be entered before entering the 7 action steps for school “B.”
- Provide a description of the action step in the column titled **Action Step Description**.

DELIVERABLES:

The bullets below will guide the district on how to complete the **Deliverables** column in the **Y4 Project Performance** (blue tab).

- Identify the deliverables (products and/or services) that directly relate to the action steps. The deliverables must be described as quantifiable, verifiable, and measurable.
- A minimum of one deliverable for each action step is required. *Please note: If there are multiple deliverables for each action step, the deliverables must be numbered within that action step.*

REQUIRED DOCUMENTATION:

The district must identify deliverable documentation in the **Y4 Project Performance** (blue tab) in the **Required Documentation** column. These documents are required to evidence program implementation and fiscal compliance.

In addition, BSI requires the following documentation and may request further documents as needed throughout the year:

- Progress Monitoring Data Review (PMDR) shall be completed quarterly.
- Provide written notification if there is a change in school leadership and evidence that the new leadership has a record of effectiveness in a school with a similar population.
- Complete a Mid-Year Reflection located in www.FloridaCIMS.org.

QUARTERS:

In the **Quarters** column specify the quarter(s) when deliverables will be implemented by double-clicking the cell and selecting from the drop-down menu. The table below indicates the quarterly intervals as well as the due dates to upload documentation into ShareFile.

Quarter	Quarterly Intervals	Due Date
Quarter 1	August 1, 2020 – October 31, 2020	November 30, 2020
Quarter 2	November 1, 2020 – January 31, 2021	February 28, 2021
Quarter 3	February 1, 2021 – April 30, 2021	May 31, 2021
Quarter 4	May 1, 2021 – July 31, 2021	August 31, 2021

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Part V: Itemized Budget (red tab)

The budget is an itemized list of expected expenditures and shall be entered in the **Y4 Itemized Budget** (red tab). To complete the **Y4 Itemized Budget** (red tab) enter the demographic information represented in the table below:

Unique School ID	# of Students	# of Teachers / # of Classrooms

The following columns shall be completed with the requested expenditures.

Function (Column C): Select 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): Select 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 the position listed in the **Description (Column E)**. If benefits are to be paid for the 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.

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.

- FTE and Quantity cannot be entered on the same budget line
- Each FTE Position requires its own salary budget line

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 **Y4 Project Performance** (blue tab).

School Name (Column N): School Name will be pre-populated based on the Action Step number identified in the **Action Step** column (**Column M**). No input is needed.

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. The budget total will populate at the bottom of the worksheet (Column L).

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Y4 DOE 101S:

After clicking Calculate on the **Y4 Itemized Budget** (red tab) the toolkit will generate the **Y4 DOE 101S** (green tab). No input is needed.

Part VI: Year 5

The focus of year 5 shall be sustainability. New initiatives may not be introduced in year 5, and the budget must align with the requirements of this companion guide. The maximum budget amount for Year 5 is \$250,000. All activities performed as part of year 5 must be completed from August 1, 2021 to July 31, 2022.

To complete the request for year 5, repeat the steps outlined in **Part IV** and **Part V** of this companion guide for the **Year 5 Project Performance** tab and the **Y5 Itemized Budget** tab in the Toolkit.

Please note that the year 5 budget will only be pre-approved and not be combined with the year 4 award.

Part VII: SIG4 Toolkit and DOE 100A Instructions

Please upload the **SIG4 Toolkit** into ShareFile by 5:00 p.m. EDT on **February 28, 2020**.

The following naming convention shall be used: SIG4Toolkit_Year4-5_District

Example: SIG4Toolkit_Year4-5_Columbia

DOE 100A Instructions

Districts must submit a copy of the DOE form 100A signed by the appropriate agency head to ShareFile by 5:00 p.m. EDT on **February 28, 2020**. To obtain the most current form please visit:

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

In section A, **School Improvement Grant 1003(g) – Cohort 4** should be entered for the program name and **21A010** for the TAPS number. In section C, please enter the total amount of funds requested for year 4 only.