

IDEA Discretionary Grants, FY 2011-12
Work Plan Updates: October 31, February 27 and June 22
Reminders and Tips

The purpose of the work plan update is to provide your DPI Grant Liaison with information demonstrating what you have so far accomplished in terms of the grant activities. It is also an opportunity to connect with your DPI Grant Liaison in person or by phone or email to discuss the progress of the grant activities and any significant changes or adjustments to be made.

This is also an opportunity to re-visit the work plan, review activities and ensure that you are collecting and tracking the necessary data for key activities. The bulk of the data will be reported on, analyzed and submitted as part of the End of Year Analysis on June 22, 2012.

Your DPI Grant Liaison will contact you within the next few weeks to discuss an appropriate format for reporting this data at the end of the year. It is essential that you keep track of data from key grant activities in a consistent way throughout the year.

- 1) The following sections must be updated:
 - Section 1, Project Identification – Submission Date
 - Section 5, Work Plan – Activity Completion Details

The following sections may be updated if there have been changes since the work plan has been submitted:

- Section 5, Work Plan – Activities
 - Section 5, Work Plan – Data Measurement
 - Section 5, Work Plan – Individuals
 - Section 5, Work Plan – Estimated Timeline
 - Section 6, Project Staff – Individuals
- 2) Updates must be done using “underlining” for new information and “~~strike through~~” for deletions. The strike-through feature is found in the font toolbar. PLEASE use underlining and strikethrough styles so that the DPI project liaisons can easily identify the changes in your workplan. If you need help locating the strike through option, please look it up using your Word help feature.
 - 3) The “Estimated Timeline” column needs to be identified by **REPORTING PERIOD**. This column should have the words 1st, 2nd, 3rd, or All Periods in the cell. I noticed that some people put “3rd Period” in the cell even though they meant “All Periods.” When the words “3rd Period” are in the cell, we must assume that you do not plan on doing the activity until the 3rd Period. If you put “3rd Period” in the estimated timeline when you actually meant that the activity was being done all year, please update the cells to “All Periods.”

- 4) The “Activity Completion Details” column is where you will report on the details and/or date(s) the activity was completed. Provide as much detail here as you can to demonstrate and describe what was so far accomplished. This may include event location, a list of school districts receiving grant services, a list of workshops provided, a summary, or any other pertinent information.

This is the most important area where you will summarize what has so far been accomplished for each activity for your DPI Grants Liaison to review. The items in this column do NOT need to be underlined. We are aware that this column will always have changes in it based on each new submission.

Example of Activity Completion Details:

September 30, 2011 Indicator 13 Training Provided to District A, B, & C

Example of Activity Completion Details: Website updated: Indicator 13 presentation posted, language revised.

FORMATTING FOR WORKPLAN UPDATES:

Please make updates to the original grant workplan that you submitted.

1. Section 1, Project Identification - Make sure to check the “No” checkbox in the “Original Submission” area of this section and enter a Submission Date.

2. Prior to making any updates to the sections that are identified in #1 above, clean up the changes you made in the first submission by doing the following:
 - 1) Remove any underlining.
 - 2) Delete the text that you struck through.

Example:

This was the change submitted on **October 31, 2011**

Activity

Collaborate and support RSN project directors who are leads on DPI and other CESAs in addressing statewide mandates and initiatives.

Oversee the design, registration, facilitation and follow-up of workshops in the following topics: ~~Change~~; Administrative Standards; FERPA: TBI; ~~Para-educator PD~~; interventions; Autism; Transition, ~~Pre-school options~~; ~~non-violent training~~; legal issues; and mental health. Additional topics will be added upon request.

What the same two activities should look like in the submission for **February 27, 2012:**

Collaborate and support RSN project directors who are leads on DPI and other CESAs in addressing statewide mandates and initiatives.

Oversee the design, registration, facilitation and follow-up of workshops in the following topics: Administrative Standards; FERPA: TBI; interventions; Autism; Transition; legal issues; and mental health. Additional topics will be added upon request.

Notice I removed the underlined sections and deleted the items that had been struck-through.

3. Once you have cleaned up the prior submission's underlining and strikethrough, update the workplan to reflect current information. Use a strikethrough font style (~~like this~~) for information that is no longer applicable. Do not delete material that was provided in the original submission. Please use the strikethrough format for any information you are removing from the workplan. Using the underlining and strikethrough features assists the project liaison in quickly being able to see what changes and updates have been made to the workplan.

4. E-mail your updated work plan to dpiidea@dpi.wi.gov (Sherri Honaker) on or before the work plan update deadline (October 31, 2011; February 27, 2012 and June 22, 2012). Remember the Work Plan Update on June 22, 2012 must also include the End of Year Analysis narrative and all data to be reported on key grant activities.