



2022-2023

**Instructional Materials Professional Learning (IMPL) for
CSI and ATSI Schools Grant Guidelines**

**Wisconsin Department of Public Instruction
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General Program Information

Program Overview and Purpose of the Funding

The priority goal of this project is to support Local Education Agencies (LEAs) with schools identified for additional targeted supports and improvement (ATSI) and/or comprehensive supports and improvement (CSI) under the Every Student Succeeds Act (ESSA) with purchasing, adopting, supporting and implementing high quality standards-based curricula that provides frequent and regular access to grade level content to students in the ESSA (ATSI, CSI) identified schools. LEAs may seek funding that directly supports the adoption and/or implementation of standards-based curriculum supported with culturally relevant practices and therefore, these grants will fund activities that fall within three different categories:

- Core instruction standards-based curriculum adoption
- Culturally responsive and relevant materials
- Implementation support

Authorizing Statute

Title I, Part A, Section 1003(a) of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act of 2015.

Requirements at a Glance

Grant name	IMPL for CSI and ATSI Schools
Eligible applicants	DPI contacted eligible LEAs with CSI and/or ATSI ESSA identified schools in July 2022
Due date of application	August 12, 2022
Award amount	DPI will award up to \$12,000,000
Performance period	August 12, 2022, through August 31, 2023* Final claims are due November 30, 2023
Program contact	Alfonso Zepeda-Capistrán Alfonso.Zepeda-Capistran@dpi.wi.gov
Purpose of funding	Support ESSA identified ATSI and CSI schools with purchasing, adopting and implementing high quality standards-based curricula that provides frequent and regular access to grade level content to students in ESSA (ATSI, CSI) identified schools. LEAs may seek funding that directly supports the adoption and/or implementation of standards-based curriculum supported with culturally relevant practices

*Note previous communications stated that funds must be obligated by September 30, 2023; but given the timeframe for this funding source, DPI needed to adjust the performance period end date to August 31, 2023.

Application Process and Funding Formula

Eligibility for this grant is based upon ESSA identifications of ATSI or CSI schools. LEAs that have schools with these identifications were eligible to apply. DPI will award up to \$12,000,000 for Instructional Materials Professional Learning for CSI & ATSI Schools grants. There were two parts to this application.

Part I: DPI sent eligible LEAs a Qualtrics application in July 2022 to identify needs in the areas of core curriculum, implementation (professional learning), and culturally responsive and relevant materials. Applications for Part I were due on August 12, 2022. DPI used the following formula to determine grant awards:

Formula for Instructional Materials (Core Curriculum) Adoption

\$200/student + 10% for lost/ruined materials

Formula for Instructional Materials & Implementation (Support)

\$24,000/school

Formula for Culturally Responsive & Relevant Materials

\$125/student

Part II: LEAs must enter their IMPL for CSI and ATSI for Schools budget in WISEgrants. LEAs may only budget for services and activities identified in Part I of their application. For example, if awarded grant funding for core instruction standards-based curriculum adoption, the LEA must budget funds specifically to that activity. DPI will notify LEAs when the grant budget is available in WISEgrants.

Application Review and Monitoring

Consultants and grants specialist will review budgets to ensure costs align with IMPL, these guidelines, and the federal regulations for allowed costs. DPI will review budgets within 30 days after submission.

Additional program monitoring and reporting will be addressed outside of the grant application guidance.

Entering Budgets in WISEgrants

DPI will notify LEAs when the grant budget is available in WISEgrants. LEAs may budget their funds for the following categories: core instruction-standards-based curriculum adoption, culturally responsive and relevant materials, and implementation support identified in Part I of their grant application.

LEAs must consult their business office staff for support with Wisconsin Uniform Financial Accounting Requirements (WUFAR) prior to submitting for a grant. Coding is specific to the intent of the project being submitted. A complete handbook can be found here:

<https://dpi.wi.gov/sfs/finances/wufar/overview>

WUFAR Objects for this grant program include:

- **Salaries (WUFAR Object Coding 100s)** - The funds dedicated to paid staff employed to carry out project services.
- **Fringe (WUFAR Object Coding 200s)** - The costs for insurance and other employee benefits associated with salaries.
- **Purchased Services (WUFAR Object Coding 300s)** - Appropriate costs associated with any contracted service that is paid from the grant. This includes: consultants, guest speakers, trainings and conferences. Stipends are also included in the category.
- **Non-Capital Objects (WUFAR Object Coding 400s)** - Costs that are considered consumables. Included in this category are: workbooks, textbooks, educational materials and supplies for project use (e.g., curriculum packages, books, etc.), professional resource materials (e.g., magazine subscriptions), reference materials, and informational materials for student programs.
- **Capital Objects (WUFAR Object Coding 500s)** - Costs associated with equipment exceeding \$5,000 or local capital objects threshold, if less than \$5,000.
- **Other Objects (WUFAR Object Coding 900s)** - Costs associated with memberships in professional or other organizations. Entrance fees and field trip fees.

WISEgrants users can locate expenditure combinations by utilizing the “[Search for Budget Combinations](#)” search engine tool located at the top of each budget section. If the cost cannot be found using the search engine, request an IMPL for CSI and ATSI budget combination through this [form](#).

LEAs may also budget their restricted indirect cost rate for this grant. Indirect costs. See DPI’s website (<https://dpi.wi.gov/sfs/aid/grant-programs/indirect-cost-information>) for more information on approved indirect cost rates.

Fiscal Management Requirements

Performance Period

The performance period for this grant program is August 12, 2022, through August 31, 2023. Take note that this grant spans two fiscal years.

The grant funds must be obligated by August 31, 2023 (Table A below defines when funds are obligated) and liquidated by November 30, 2023. LEAs must submit final claims by November 30, 2023. Table B provides examples of when funds are obligated and liquidated and if they can be claimed on this grant.

Table A
Obligations defined by 34 CFR 76.707

If the obligation is for -	The obligation is made -
(a) Acquisition of real or personal property	On the date on which the State or subgrantee* makes a binding written commitment to acquire the property.
(b) Personal services by an employee of the State or subgrantee	When the services are performed.
(c) Personal services by a contractor who is not an employee of the State or subgrantee	On the date on which the State or subgrantee makes a binding written commitment to obtain the services.
(d) Performance of work other than personal services	On the date on which the State or subgrantee makes a binding written commitment to obtain the work.
(e) Public utility services	When the State or subgrantee receives the services.
(f) Travel	When the travel is taken.
(g) Rental of real or personal property	When the State or subgrantee uses the property.
(h) A pre-agreement cost that was properly approved by the [United States Department of Education] Secretary under the cost principles in 2 CFR part 200, Subpart E - Cost Principles	On the first day of the grant or subgrant performance period.

*LEAs are subgrantees of the IMPL for CSI and ATSI Schools Grant.

Table B

Examples of when funds are obligated and liquidated for this grant program

The performance period of this grant is August 12, 2022 to August 31, 2023.

Grant funds must be obligated by August 31, 2023 and liquidated by November 30, 2023.

	Obligated Cost	Date the Obligation was Met	Liquidation Date	Can this be claimed?
1.	Contract signed on January 3 with a speaker to provide an in-service for an ATSI school on March 15, 2023.	March 15, 2023 – Date the work was performed.	April 15, 2023 – Date the payment was made to the speaker.	Yes, the obligation was made during the performance period and liquidated during the liquidation period.
2.	Additional instructional materials ordered on June 15, 2023 and scheduled to arrive on July 30, 2023. (Funds were obligated on June 15, 2023) Materials were back ordered but received on October 1, 2023. (after the end of the performance period)	October 1, 2023 – Date the materials were received.	October 15, 2023 – Date the payment was made to the vendor.	Yes, the obligation was made during the performance period and liquidated during the liquidation period.
3.	Additional instructional materials ordered on June 15, 2023 and scheduled to arrive on July 30, 2023. (Funds were obligated on June 15, 2023) Materials were back ordered but received on December 28, 2023. (after the end of the performance period)	December 28, 2023 – Date the materials were received.	January 4, 2024 – Date the payment was made to the vendor.	No, the liquidation period ended November 30, 2023.
4.	On June 15, 2023, a staff member registered for a conference to be held on September 15-17, 2023.	June 15, 2023 – Date of registration.	September 15, 2023 – Date the conference was held.	Yes, the obligation occurred during the performance period and liquidation period ends November 30, 2023.
5.	On June 15, 2023, a staff member registered for a conference to be held on September 15-17, 2023. The conference is out-of-state, so the staff person reserved airfare and lodging for September 14 - 17, 2023.	September 14-17, 2023 – Date the travel occurred.	Once the airfare and lodging are paid for.	No, the obligation period for travel occurred after the performance period end date.

Grant Award Notification (GAN)

LEAs may find their GAN in WISEgrants. If the LEA has more than one school identified, the LEA will receive one grant award for all of its schools combined.

Supplement, not Supplant

An LEA shall use Instructional Materials Professional Learning for CSI & ATSI Schools Grant funds to supplement the funds that would, in the absence of such federal funds, be made available from state and local sources. In other words, these funds may not be used to supplant (take the place of) state and local funds (20 U.S.C. 6321(b)). ESSA requires LEAs to demonstrate compliance with the supplement not supplant requirement by documenting their methodology used to allocate state and local funding to Title I schools, demonstrating that each school still received the same amount of state and local funding it would have if it were not participating in Title I (20 USC 6321(b)(2)).

Most LEAs in Wisconsin are either completely exempt from having a methodology or may only need to have a methodology for one or two grade spans. An LEA is not required to have a methodology if it has: only one school; only Title I schools; or grade spans that are all exempt. A grade span is exempt if it contains only one school, only non-Title I schools, or only Title I schools.

Source: US Department of Education. 2019. "Supplement not Supplant Under Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended by the Every Student Succeeds Act." <https://www2.ed.gov/policy/elsec/leg/essa/snsfinalguidance06192019.pdf>

Performance Period and Claims

LEAs may obligate funds between August 12, 2022 through August 31, 2022. Carryover is not allowed for this grant program.

LEAs may begin submitting claims for reimbursement once the first budget is approved in WISEgrants. DPI requires LEAs to submit claims in WISEgrants at least quarterly during the grant period. A final claim is due November 30, 2023. Any budget modification requests must be submitted to DPI in WISEgrants.

LEAs should direct all questions regarding financial claims to Ryan Egan, senior accountant, at (608) 266-1723 or ryan.egan@dpi.wi.gov.