

Title I, Part A, Section 1003(a) Supplemental Grant

2015-16 Guidelines

**Authorized by the
No Child Left Behind Act of 2001**



**State of Wisconsin
Department of Public Instruction**

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State Superintendent**

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I. Overview

The purpose of the Title I Supplemental Grants, authorized by the No Child Left Behind Act of 2001, Title I, Part A, Section 1003(a) is to provide public school districts with additional funds and resources to help improve student achievement in specific Title I schools.

Implicit in these grants is the recognition that all Wisconsin districts have existing resources and programs that support the student achievement in their school(s) with high needs. These grants are intended to supplement existing district efforts and strengthen district support to these schools.

The grant application is structured around the philosophy of districts differentiating support to their schools with high needs. The application specifically asks districts to implement school improvement strategies to address the needs of the Title I schools eligible for this grant. Districts with more than one school funded by this grant shall also develop district goals to address common needs among these schools.

II. Eligibility

DPI will contact eligible districts.

III. Available Funds

The amount of funds available for school improvement activities during the 2015-16 school year is \$2.9 million. Districts must complete grant activities and encumber expenses by June 30, 2016. **Carryover is not allowed.**

IV. Use of Funds

Districts may use these funds to:

- Supplement existing programs funded by Title I, Part A;
- Directly support school improvement activities that raise student achievement in reading/mathematics; and/or
- Develop or supplement district level support systems that benefit Title I schools identified as Focus or Priority Schools.

Because these are school improvement funds, the Title I, Part A guidelines that restrict Title I schools with Targeted Assistance Programs to only serve eligible students do not apply.

V. Application Information

A. Timeline

October 16, 2015	Grant applications due
Fall 2015	Award documents sent to districts
Monthly	Interim Reports due
September 30, 2016	Final financial claims due

B. Application Elements

1. Statement of Need

This section allows applicants to explain the areas of need to be supported by this grant in regard to improving student achievement in reading, mathematics, and attendance/graduation. Districts with more than one funded school may identify common needs among all the schools and address them with these grant funds.

2. District-Wide Plan for Use of Funds

Districts shall describe their school improvement strategies to address the needs identified in the “Statement of Need” section. Districts are required to enter their plans in the Tracker software.

3. Connection with the Title I, Part A (Basic) Grant

In this section, districts shall explain how the district-wide grant activities support and enhance the district’s Title I program.

4. Budget Detail and Summary

Districts shall contact their business manager for assistance with the budget portion of the application. The Budget Detail and Summary require districts to specify how the grant expenses are allocated by budget category (i.e., salary, fringe, non-capital objects, etc.). The budget should coincide with the activities listed in the grant plan. The budget shall only contain expenses for the current grant year.

Districts must complete grant activities and encumber expenses by June 30, 2016. **Carryover is not allowed.**

(a) Eligible Expenses

Title I Supplemental Grant funds are flexible, and districts may use them for salaries, fringe benefits, instructional materials, professional development, purchased services, or other expenses for school improvement efforts to improve student achievement in reading and mathematics.

Out-of-state travel is only allowed if comparable events are not available in Wisconsin.

(b) Ineligible Expenses

Districts may not purchase non-educational incentives with these funds or support activities that do not relate to school improvement.

(c) Supplement, not Supplant

Funds must be used to supplement, not supplant, efforts funded by local dollars.

C. Review Process

DPI staff will review each grant application to confirm that the proposed goals, objectives, activities, and budget items are eligible under this grant program.

VI. Required Program Reports

A. Progress Reports

Progress Reports will be generated through the Tracker software and monthly Advanced Team meetings.

VII. Financial Requirements

A. General Requirements

DPI encourages applicants to contact their business manager for assistance with the budget portion of the application. Districts shall adhere to the guidelines set by the [Wisconsin Uniform Financial Accounting Requirements \(WUFAR\)](#).

Districts shall also follow the guidelines set forth in the [Financial Management Handbook for Federal and State Grant Programs](#). This handbook provides a reference to the fiscal requirements and procedures necessary for responsible financial management of DPI administered grant programs. The handbook references state and federal codes regulating grant programs administered by DPI.

B. Budget Revisions

Requests for budget revisions are required when significant changes need to be made to the original approved budget. An increase or decrease of ten percent or more in any budget summary line requires approval by DPI.

The district shall not expend funds until DPI approves the budget revision.

To request a budget revision, grant recipients shall submit the budget detail and budget summary from the approved application reflecting the proposed modification along with a narrative explaining the reasoning for the modification. Submit budget modifications to DPI's grants specialist. DPI will notify recipients of the approval or denial in writing.

All budget modification requests must be received and approved by DPI before May 30, 2016.

C. Financial Claims

DPI recommends recipients submit program fiscal reports (PI-1086) at least quarterly during the grant period. A final program fiscal report is due September 30, 2016. Direct all questions regarding financial claims to DPI's senior accountant, Ryan Egan, at (608) 266-1723 or ryan.egan@dpi.wi.gov.

Districts must complete grant activities and encumber expenses by June 30, 2016. **Carryover is not allowed.**

Appendices

C. Resources

- [Financial Management Handbook for Federal and State Grant Programs](#)
- [Program Fiscal Reports](#)