

Application Form Instructions

1. IDEA Discretionary Grant Assurances and Certifications (PI-2111-CERT) (Rev. 03-12)

The PI-2111-CERT assurances and certifications form is completed for all discretionary grant projects unless otherwise noted in the *Application Components*, Section One, of this Notice. The form can be downloaded from <http://dpi.wi.gov/forms/doc/f2111-cert.doc>.

Section I. Project Identification. Complete the requested information:

- The 14-digit project number is **13-XX-XXXX-IDEAXX**
- The amount requested in Section I must match the amount requested in the IDEA Discretionary Grant Budget and Work Plan.
- You must use the same project title that is listed in this notice.

Section II. Assurances. The Fiscal Agent Administrator is agreeing to comply with these requirements when he/she signs the grant application.

Section III. Certification and Section IV. Certification Regarding Debarment and Suspension. These sections *must* be signed by the Chief Officer of the Fiscal Agency. If an authorized representative signs other than the chief officer, a notation must be made on the application.

2. IDEA Discretionary Grant Work Plan (PI-2111a) (Rev. 03-12)

The PI-2111a application form is completed for all discretionary grant projects unless otherwise noted in the *Application Components*, Section Two, of this Notice. The application form can be downloaded from <http://dpi.wi.gov/forms/doc/f2111-a.doc>.

Steps for completing the Work Plan:

I. REQUIRED FILE NAME

- Name the PI-2111a word document “**13-XX-XXXX-IDEAXX** Application”

II. APPLICATION COMPONENTS:

The IDEA Discretionary Grant Work Plan consists of five (5) sections:

1. Project Identification
2. WI Statewide Performance Plan Indicators
3. Work Plan: Goals, Activities, SPP Indicators, Project Income, Individuals, Timeline, and Activity Completion Details
4. Project Staff
5. Data Collection and End of Year Analysis

Instructions and Submission Dates		
Section	Narrative Instructions	Submission Date
Section 1: Project Identification (page 1)	<ul style="list-style-type: none"> Complete the requested information Fiscal Agent is the agency receiving the grant award The 14-digit project number is 13-XX-XXXX-IDEAXX The amount requested must match the amount requested in the IDEA Discretionary Grant Budget. Submission Information: Check “Initial Application Submission” and add actual submission date. If this is an application revision, check “Application Revision” and add actual submission date. Use the same project title that is listed in this notice. The Project Director is the individual who will be doing the majority of work in a project. This is not necessarily the individual who has administrative oversight of the grant project. <p>If the agency would also like to list the individual who has administrative oversight of the grant (for instance, a Director of Special Education), identify this individual as the “Grant Coordinator.” Applications that do not identify the proper Project Director will be returned to the applicant for revision.</p>	<p>Complete this entire section for the Initial application submission in May 2012.</p> <p>As part of the Mid-Term update (December 2012) and the End-of-Year Update (due in June 2013), update the appropriate option under “Submission Information.”</p>
Section 2: State Performance Plan Indicator Support (page 2)	<p>In this section, applicants identify which indicators will be directly impacted by the project activities.</p> <ul style="list-style-type: none"> First, check <u>all</u> of the indicators that this project supports using the check boxes. The grantee should only select the indicators listed in the NOFA. Then identify one or two primary indicators that the project most directly supports by typing “PRIMARY” in the appropriate text box. The grantee should only select the primary indicators listed in the NOFA. 	<p>Complete this entire section for the Initial application submission in May 2012.</p> <p>Indicators should not be updated in December 2012 or June 2013 unless agreed upon with the DPI project liaison.</p>

Instructions and Submission Dates		
Section	Narrative Instructions	Submission Date
Section 3: Work Plan (pages 3-5)	<p>There are seven (7) parts to the activities table: Goals, Activities, SPP Indicators, Project Income, Individuals, Estimated Timeline, and Activity Completion Details.</p> <p>Goals On each page of the work plan, write the grant goal. Copy the language directly from the NOFA. If the grant project has more than three goals, contact Claudia Kessel at claudia.kessel@dpi.wi.gov to adjust the work plan accordingly.</p> <p>Activities Each row should contain a single activity. Each activity should be identified by number and letter under each goal: 1A, 1B, 1C; 2A, 2B, 2C; 3A, 3B, 3C, etc. To create a new row in the table, press the key tab from within the last cell of the table.</p> <p>Describe in detail all activities performed under this grant that support the goal. The activities listed here are based on the major required activities listed in the NOFA. They should provide a greater level of detail than what is listed generally in the NOFA. They may provide multiple steps within each activity to show how it will be carried out.</p> <p>The activity should be as specific as possible in terms of what action is being implemented, how it is being implemented, and which individuals will benefit from this activity. An example of a well-written activity: <i>“Provide 5 regional group trainings to Special Education Directors in CESA 5 on Indicator 13 data collection requirements.”</i></p> <p>SPP Indicators Identify <u>all</u> the State Performance Plan indicator the activity supports. Refer to page 2 of the application to ensure consistency.</p> <p>Project Income If the grant project has been approved by DPI to earn Project Income, complete this section. Type “YES” if this activity will generate income; otherwise, leave blank. If an activity is indicated here as generating income, it should also be listed as an income-generating activity in the budget.</p>	<p>Complete all parts of this section for the Initial application submission in May 2012, except for the Activity Completion Details.</p> <p>Goals should not be updated in December or June unless agreed upon with the DPI project liaison.</p> <p>Update activities in December and June as necessary. When updating, DO NOT delete activities that were a part of the original submission. Instead of deleting the text, use the “strike-out” feature of the font tool to identify those activities that change between submissions. Underline added language.</p> <p>Update in December and June as necessary.</p> <p>Update in December and June as necessary.</p>

Instructions and Submission Dates		
Section	Narrative Instructions	Submission Date
	<p><u>Individuals</u> Identify the individual(s) by name or title who are responsible for implementing the activity. Be sure that these individuals also appear on page 6 of the Work Plan under the "Project Staff" section and are listed consistently in the budget.</p> <p><u>Timeline</u> Identify the reporting period (1 or 2) during which the activity is expected to be completed. Period 1 is July 1 – December 15, 2012 and Period 2 is December 16, 2012- June 30, 2013.</p>	<p>Update in December and June as necessary.</p> <p>Update in December and June to show when activities were actually completed.</p>
	<p><u>Activity Completion Details</u> Report on the date(s) each activity was completed and a short summary of what was accomplished. This may include event location, a list of schools provided with a service, the date when a product or other deliverable was completed. Be sure to specify when required deliverables listed in NOFA were completed.</p> <p>If the activity was not completed or was changed, report that information in this column.</p> <p>Communicate with DPI Grant Liaison for guidance on the level of specificity to provide here. As much detail should be provided here as possible to ensure the DPI Grant Liaisons will be able to understand the status of grant activities.</p> <p><u>Example of Activity Completion Details:</u> September 30, 2011 Indicator 13 Training Provided to District A, B, & C</p> <p><u>Example of Activity Completion Details:</u> Website updated: Indicator 13 presentation posted, language revised.</p>	<p>This column is left blank in the original application submission in May 2012.</p> <p>Updates are provided for Period 1 in December 2012 and for Period 2 in June 2013.</p>
Section 4 Project Staff (page 6)	<p>In this section, applicants list every individual who will be charged to this grant, either in the 100s/200s (salary and fringe) or the 300s (purchased services) section of the grant budget. If the individual is listed in the budget, he/she must appear in this section.</p> <p>The individual should be identified both by title and name. Provide the number of days this individual is funded through the grant project. Provide a full position description that summarizes the individual's responsibilities under the grant project. This should be consistent with the individuals identified as responsible for implementing each activity in the Work Plan on pages 3-5.</p>	<p>Complete for initial application in May 2012. Updates in December and June must include any changes to staff, responsibilities, and number of grant days.</p>

Instructions and Submission Dates		
Section	Narrative Instructions	Submission Date
Section 5 Data Collection End of Year Analysis (page 7)	This section provides instructions about data collection and reporting. No information should be submitted here.	No information is submitted in this section for the initial application, December, or June reports.

3. IDEA Discretionary Grant Budget

The budget must be submitted online via the [IDEA Discretionary Grant Web Portal](#). No handwritten or typewritten copies will be accepted. Instructions for submitting the budget via the Portal are available at http://www.dpi.wi.gov/sped/grt_disc.html#application. This includes a complete [Portal User’s Guide](#) and a short [Webinar](#). Work with your agency’s business manager to complete the budget detail. Refer to the “Funding Requirements and Limitations” language in Section I for specific funding requirements for this project.

Budget Revisions

Prior to the grant award, WI DPI may require an applicant to revise the proposed grant budget as a condition for receiving a grant award. An applicant will receive a contingency email from the DPI Grant Liaison listing the changes that are required. Instructions for completing the revision will be included in the contingency email. If the DPI requires an applicant to revise the project budget as a condition for receiving a grant award, the applicant will follow [instructions](#) for making budget revisions online via the [IDEA Discretionary Grant Web Portal](#).

After the grant has been awarded (during the grant project period,) the grantee may need to revise the grant budget. The grantee should follow the same [instructions](#) for making budget revisions online via the [IDEA Discretionary Grant Web Portal](#).

Other Fiscal Topics

Project Income

The [IDEA Discretionary Grant Portal](#) also includes a section for discretionary grantees to track project income. This will allow grantees, with prior approval, to earn income on specific grant activities, track that income via the web-based system, and expend it within the grant award period to fund other approved project activities. Instructions for submitting project income information via the Portal are available at www.dpi.wi.gov/sped/pdf/grt-disc-portal-guide-ch-10.pdf

Claims

Claims will be submitted online via the [IDEA Discretionary Grant Web Portal](#). No emailed or faxed claims will be accepted. Instructions for submitting web-based claims via the Portal are available at <http://www.dpi.wi.gov/sped/pdf/grt-disc-portal-guide-ch-9.pdf>. A short webinar is also available at http://www.dpi.wi.gov/sped/av/grt_disc-claims-web-portal.wmv. Questions about grant claims may be directed to Mark Magnuson at mark.magnuson@dpi.wi.gov.