



# 1003 Grant Application



2019-2020

Applications due August, 15 2019

1003 funds are used to serve schools implementing comprehensive or targeted support and improvement activities.

CSI schools may use funds for activities related to conducting the South Dakota Comprehensive Needs Assessment (SDCNA).

TSI/ATSI schools may use funds for activities related to conducting a needs analysis OR implementing a district-approved action plan.

## Purpose



State Plan- preference to CSI schools due to funds available and number of schools identified- able to open it up to TSI/ATSI schools as well.

Availability is determined on a year to year basis, depends on funding as well as number of schools identified.

Stipends and/or sub pay for school success work related to a comprehensive needs assessment

Professional development specific to preparing for comprehensive needs assessment

Materials and supplies for team meetings

Funds are not to be used for food, technology equipment or to hire staff.

## **2019-20 Uses – CSI Schools**



PD needs to align with the CSI School's Timeline/where the school is at in the CNA process. CSI schools work with their assigned facilitator in determining PD needs. Staff can be paid a per diem but the school/district cannot use the funds to purchase food. Technology equipment= ipads, classroom technology, etc. New FTEs will not be approved. DOE will consider funding staff for afterschool tutoring, summer school, etc.

Stipends and/or sub pay for school success work related to a needs analysis

Professional development specific to conducting a needs analysis and/or improving student outcomes of identified subgroup(s)

Materials and supplies for team meetings

Funds are not to be used for food, technology equipment or to hire staff.

**2019-20 Uses – TSI Schools –  
Needs Analysis Track**



PD related to improving student out comes of identified low-performing subgroup due to the fact that a CNA has not been completed to determine the exact need.

Activities related to implementation of a district approved Action Plan

Approved Action Plan must be uploaded to SharePoint prior to 1003 application submission

Materials and supplies for team meetings

Funds are not to be used for food, technology equipment or to hire staff.

**2019-20 Uses – TSI Schools –  
Action Plan Track**



Reviewers will be ensuring alignment between identified need and funding request.

Action Plan must clearly demonstrate district approval, i.e. superintendent signature

The school will determine how the funds will be used within the allowable uses of funds. Fund requests must be reasonable, necessary and supplemental.

A complete rationale must be provided for each request.

Requests must fall in line with the approved activities listed.

The narrative should be specific and detailed for how the funds will be used. The budget and narrative need to match.

## Application



Create the 1003 application for each eligible school, available in the Grants Management System.

The screenshot displays the Grants Management System interface with several sections:

- Created:** A table with columns for Application Name, Revision, Status, Date, and Actions. It lists 'Central Data Collection' (Amendment 1, Not Submitted) and 'Comprehensive District Academic Improvement Plan' (Original Application, Not Submitted).
- Incomplete:** A table with columns for Application Name, Revision, Status, Date, and Actions. It lists 'IDEA Part B Application' (Original Application, Submitted 6/12/2016) and 'Title I-Priority/Focus Improvement Grant 1003a' (Submitted For Review).
- Available:** A section with a red header and a table for 'Targeted Assistance Program' (Title I 1003a). A purple arrow points to a 'Create' button in this section. The submission deadline is 6/30/2011.
- Discretionary Grant:** A section with a red header and a table for 'Title I 1003a' (Project Title Select Project). The submission deadline is 7/1/2016. A 'Create' button is visible.

An application must be completed for each school applying for funds.

Create the application in the 2020 FY  
 New applications will be in the “Available” ribbon at the bottom of the page. Once an application is created, it will be at the top, in the “created” section.

There are 4 main pieces to the application:

- Supplement Not Supplant
- Required Questions
- Activity Requests
- Budget

The screenshot shows a web-based application interface for a grant. At the top, there is a header with the following information: "Application: 2018-2019 Title I 1003 - Original Application", "Grant Period: 7/1/2018 - 6/30/2019", and "Title I-Priority/Focus Improvement Grant 1003". Below the header is a navigation menu with tabs: "Overview", "Contact Information", "Allocations", "Program Information", "Budget Information", "Required Questions", "Amendment Description", "Application History", "Page Lock Control", and "Application Print". The "Required Questions" tab is currently selected. Below the navigation menu, there are three sub-tabs: "Supplement Not Supplant", "Required Questions", and "Activity Requests". The "Supplement Not Supplant" sub-tab is active, showing a checkbox that is checked and the text: "The LEA assures that it will use Title I 1003 funds to supplement and not supplant non-Federal funds. The LEA assures each school the local educational agency proposes to serve will receive all of the State and Local funds it would have received in the absence of funds received under this program." Below this text is a "Save Page" button. At the bottom of the page, there is a footer with the text: "TEST user ID: Belinda Ready ()" and "For additional information please contact the South Dakota Department of Education" with a "Contact Us" link.

Examples of answers for the Required Questions can be found on the Instructions button of that tab.

When completing the 1003 application:

- Work with the district to complete the Required Questions portion of the application (help provided in instructions link).
- Be concise. There is no need to add extra information into the answers.
- Ensure the question is being answered.

The screenshot displays a web application interface for the 1003 application. At the top, there is a navigation bar with several tabs: 'Budget Information', 'Submit', 'Amendment Description', 'Application History', 'Page Lock Control', and 'Application Print'. Below this, a secondary navigation bar highlights the 'Required Questions' section. A red arrow points from the 'Required Questions' tab to the 'Instructions' link on the right. Below the navigation bars, there is a text area with instructions: ': to preparing for comprehensive needs assessment work (team building, root cause analysis, data sources), and/or retreat style expenses. in each area at the school level to support the school improvement work of the School Leadership Team. If no funds will be expended in an area, please indicate with NA.' A small circular logo is visible in the bottom right corner of the interface.

The Required Questions are at the district level so it will look the same for each school within the district.

For TSI schools that have completed the CNA, the responses will be more specific and less general than they were last year.

- Reviewers will pay particular attention to how the request aligns to school improvement work.
- Requests will not be approved for items already in place as this is a supplemental grant.
- The funds are to be used during the 2019-20 school year. Amendments to the application will be considered within a reasonable time frame.



All funds need to be used for activities to be completed by June 30, 2020. Amendments after April will only be allowed for moving money around within the approved budget to account for actual amounts, no purchases will be allowed after this time.

Carryover is not applicable to 1003 funds.

Applications will not be approved until the Consolidated Application is submitted in a substantially approvable form.

- Complete the budget line items. This information should be detailed in the narrative.

Overview	Contact Information	Allocations	Program Information	Budget Information	Submit	Amendment Description	Application History	Page Lock Control	Application Print																																																					
Budget Detail		Budget Summary			Business Office Review																																																									
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<p>minimize and explain each expenditure amount that appears on the Budget Summary.  <a href="#">Click here for Description of Program Category Values</a>            Note: This Budget Summary displays to aid in creating and editing the Request and will not display once the Request is submitted to the KES.</p> <table border="1"> <thead> <tr> <th>Yield to Date Amounts</th> <th>100-Salaries</th> <th>200-Benefits</th> <th>300-Purchased Services</th> <th>330-Travel</th> <th>400-Supplies and Materials</th> <th>470-Equipment Non-capitalized</th> <th>500-Equipment Capitalized</th> <th>Indirect Cost</th> </tr> </thead> <tbody> <tr> <td>Current Budgeted Amounts by Budget category</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table> <p>Notes: The District must budget funds by school site based on each school's sub allocation. Select the appropriate school site from the Site drop down list. District level set asides need to be budgeted at the District level identified by '000'</p> <p>Site: <input type="text" value="000"/> <input type="button" value="Go"/></p> <p>Total Allocation Available for Budgeting: <input type="text" value=""/></p> <p>To obtain additional detail lines, fill in all blank lines, and click Save Page. 5 more blank lines will then be added at the bottom.</p> <table border="1"> <thead> <tr> <th>Activity Code</th> <th>Object Code</th> <th>Expenditure Description and Itemization</th> <th>FY16-1003a Funds</th> <th>Delete Row</th> </tr> </thead> <tbody> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value=""/></td> <td><input type="text" value="0"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Total Displayed: <input type="text" value="0"/></p>										Yield to Date Amounts	100-Salaries	200-Benefits	300-Purchased Services	330-Travel	400-Supplies and Materials	470-Equipment Non-capitalized	500-Equipment Capitalized	Indirect Cost	Current Budgeted Amounts by Budget category	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Activity Code	Object Code	Expenditure Description and Itemization	FY16-1003a Funds	Delete Row	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	<input type="checkbox"/>
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**Budget and narrative must align.**

- Regional SDCNA Workshop Series for TSI/ATSI Schools
- Report Card Release September 2020
- School Success Boost – January 2020
- Evidence Based Practices Webinar
- Other Webinar Topics TBD

## UPCOMING EVENTS



SDCNA Workshop beginning in September: <https://doe.sd.gov/documents/CNA-training.pdf>

Report Card Road Shows after the release of the report card

Additional information can be found in the Overview tab.  
Please take a moment to review.

<https://doe.sd.gov/title/schoolimprovement.aspx>

Questions? Contact:

[Jordan.Varilek@state.sd.us](mailto:Jordan.Varilek@state.sd.us)

[Vera.Tipton@state.sd.us](mailto:Vera.Tipton@state.sd.us)

[Alan.Haarstad@state.sd.us](mailto:Alan.Haarstad@state.sd.us)

