



2023-24 SIG Basic Application Completion Guide

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Background

The Title I 1003 School Improvement Grant (SIG) Basic program provides funding for districts and schools identified through the federal accountability system to implement activities aligned to their respective improvement plans.

This Completion Guide has been developed to assist districts in understanding the expectations and content of the SIG Basic application and support districts in completing the application. Please note that although some information in this guide may be applicable to other grants, the guidance is intended only for the 2023-24 SIG Basic program.

Components of the SIG Basic Application

The SIG Basic application has three different components that need to be completed:

1. [NYSED Business Portal Application](#)
2. Activity Charts
3. FS-10 Budget

More information about each of these components can be found in this Completion Guide.

Application Overview

As part of completing the portal application, Districts will answer questions about the number of identified schools, confirm that all improvement plans have been finalized, and upload supplemental documents.

Districts will also continue to identify how the SIG funds will be used by uploading completed Excel activity charts that will be available in the Documents Panel of the portal.

Survey Navigation

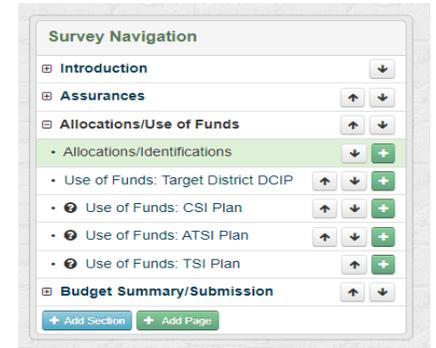
The NYSED Business Portal Application contains a series of sections and pages as shown below.

The **Introduction** section contains useful background and submission information but does not require any entries or uploads.

The **Assurances** section contains a series of eleven statements that must be affirmed to ensure LEA compliance with Federal regulations. If a required statement has not been affirmed, the application will not be able to be submitted.

The **Allocations/Use of Funds** section includes two sub-sections.

1. The **Allocations/Identifications** page gathers the information needed to determine the number of identified schools and generates the total SIG Basic allocation for each Target District.
2. The **Use of Funds** pages will be available for LEA completion based on the information provided in the Allocations/Identifications section. All LEAs will be required to complete the Use of Funds: Target District DCIP



SIG Completion Guide – Background and Components

page, along with the applicable Use of Funds page for the schools identified for CSI, ATSI, or TSI. Only districts with schools identified for CSI support will complete the Use of Funds: CSI SCEP page, only districts with schools identified for ATSI support will fill out the Use of Funds: ATSI SCEP page, and only districts with schools identified for TSI support will fill out the Use of Funds: TSI SCEP page, for example.

- Questions #1 - #2 in each Use of Funds section (e.g., DCIP, CSI SCEP, ATSI SCEP, and TSI SCEP) require the LEA to verify that improvement plan(s) have been completed, approved, and posted, as required. NYSED Reviewers will confirm the following as part of their review of the SIG Basic application:
 - the DCIP and DCIP Planning Document have been submitted to dcip@nysed.gov.
 - the district and school improvement plans can be easily accessed from the web links provided.

NYSED will flag these questions and stop its review of the application until those documents are submitted if any these plans cannot be accessed.

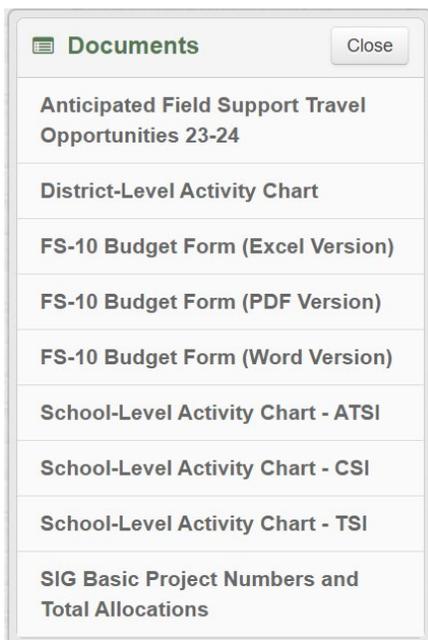
- Question #3 in each Use of Funds section requires the LEA to upload a completed district or school(s)-specific Activity Chart. Activity chart templates can be found in the Documents panel (see Supporting Documents below).

The **Budget Summary/Submission** section contains two parts. Part #1 confirms the maximum Total Allocation as calculated on the Allocations/Identifications page and also identifies the maximum budget total to ensure districts do not submit a FS-10 Budget for more than the allocated SIG funding amount. The signed FS-10 Budget should be uploaded in Part #2 as part of the portal application, with **blue ink** signed originals and two hard copies of the FS-10 Budget Form mailed to NYSED for processing by Grants Finance.

Supporting Documents

Supporting documents, including this SIG Completion Guide, can be found on the left of the screen in the Documents Panel of the portal application.

Each document can be downloaded for district use, as needed.



Activity Charts

An Excel-based Activity Chart offers the district the opportunity to explain how funds will be used to further support district and school-level improvement. The activities and funding amounts included in the Activity Chart will need to align to the costs identified in the FS-10 budget.

Districts will need to create and upload a District-Level Activity Chart that outlines the costs associated with implementing and monitoring the 2023-24 DCIP and developing the 2024-25 DCIP and a School-Level Activity Chart for each of the support models (e.g. CSI, ATSI, and/or TSI) for which the District has schools identified. The school-level Activity Charts will outline the costs associated with implementing and monitoring the 2023-24 school improvement plan(s) and developing the 2024-25 improvement plan(s) for each identified school in that support model.

Districts with multiple identified schools in the same support model should use only one School-Level Activity Chart - CSI for all schools in the CSI support model, only one School-Level Activity Chart - ATSI for all schools in the ATSI support model, and only one School-Level Activity Chart - TSI for all schools in the TSI support model; each activity chart should clearly group activities by school.

Sample Activity Charts can be found in the Appendix of the guide.

Activity Chart Structure

Activity Charts consist of the columns indicated below:

- School Name (For schools identified for CSI, ATSI, and TSI only)
- Description of Activity / Purpose
- Category (select from the drop-down menu)
- Budget Code (select from the drop-down menu)
- Cost

Description of Activity/Purpose Column

The section is designed for districts to expand on the items listed in the FS-10 so that the expenses can receive programmatic approval. Responses in this section should address the following:

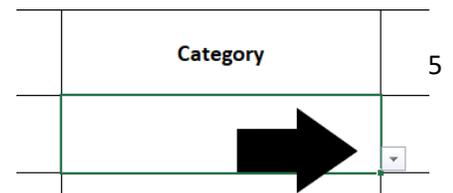
- **WHO** s planning, participating in, or receiving something from the activity?
- **WHAT** are they doing? What are the funds being used for?
- **WHEN** (e.g., after school, summer, etc.), **HOW** (in person or virtual), or **HOW OFTEN** is the activity occurring?
- **WHY** is the activity occurring? / **WHY** are we spending the money on X?

Activity chart entries can be as long as needed to provide the necessary information. In addition, districts can always reach out to their SIG reviewer if they have a concern and/or inquiry.

Category Column

This section is provided for districts to indicate how the described activity connects to the district or school-level improvement plan.

Entries for this column are selected from the drop-down menu. To access the drop-down menu, click on the cell, which will result in a downward arrow appearing (see figure to the right).



2023-24 SIG Basic Application Completion Guide – Activity Charts

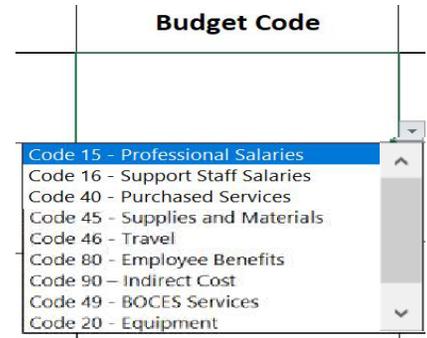
From there, click on the downward arrow, and the drop-down choices related to the district or school’s improvement plan will appear. Select the choice that best aligns with the activity described.

Budget Code Column

The Budget Code column also provides a drop-down menu. Access the drop-down menu by selecting the cell and following the steps above.

Your choice will indicate where the cost can be found in the FS-10 budget.

Examples of potential expenditures, organized by budget code, can be found in the Appendix.



Cost Column

The cost column should reflect the cost associated with the activity described. If two or more schools share an expense (e.g., full-time social worker assigned to one or more locations), enter only the portion of the cost being covered by that school.

FS-10 Budget

The FS-10 Budget Form is the proposed budget for a Federal or State project in New York. Districts should submit a single FS-10 for the grant. FS-10 Budget Forms are available as Excel, PDF, or Word files. These are available for download in the Documents Panel.

- SIG budgets should not include Code 30 – Minor Remodeling expenses; therefore, this budget code is not an option on the activity chart.

For additional information about budget completion, refer to the annotated budget sample in the Appendix.

Project Numbers

Each district is assigned a specific project number for every grant. Districts enter the project numbers on the final page of the FS-10 budget.

Project numbers indicate the specific grant, the grant year, and the school-specific 4-digit identifier for that grant. The number is used to log receipt and approval of a grant/amendment in NYSED’s system. It is also used for disbursing funds. Project numbers are provided both in the Appendix of this guide as well as in the Documents Panel of the portal, just below the “Contact Us” section.

All SIG Grant project numbers begin with **0011**, the middle two numbers indicate the year in which the project period will end, and the last four digits of a 2023-24 SIG *Basic* project number will always begin with a **2**.

e.g., **0011-24-2xxx**

How the FS-10 Budget Differs from the Activity Chart

Reviewers use the activity chart to understand the district’s programmatic use of proposed funds. The FS-10 Budget should be aligned with the activity chart, but it is primarily a fiscal document that is processed by Grants Finance upon grant approval. The entries in the Activity Chart should not be identical to those in the FS-10.

For example, in the sample entries below, both the activity chart entry and the budget entry show that \$3,780 will be used to cover the salary costs of SCEP Team meetings at APA Middle School. However, the activity chart entry emphasizes the purpose and proposed content of the meetings whereas the budget shows how the district arrived at the total cost: number of participants, number of meetings, length of meetings, and hourly rate.

Activity Chart entry

APA Middle School	The SCEP Team will meet outside of contractual hours monthly to review data, discuss stakeholder concerns, and modify or encourage further actions needed to move the school toward its commitments.	<i>Improvement Plan Monitoring (2022-23)</i>	Code 15 - Professional Salaries	\$ 3,780
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FS-10 Budget Entry

SCEP Team monthly meetings (APA Middle School)	6 teachers x 1.5 hours per meeting x 12 meetings = 108 hours	\$35/hour	\$3,780
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Submission of Hard Copies and Electronic Copies

A signed FS-10 budget must be uploaded to the NYSED Business Portal with the application submission. The blue ink signed original FS-10 and two hard copies must be mailed to NYSED.

There are specific instructions for the submission of each of these documents captured in the guidance and checklists below.

Guidance for All Documents

If you submit electronic budget revisions prior to approval, **please do not send a new hard copy unless one is specifically requested**. If your district requires you to submit an updated hard copy, please email SIGA@nysed.gov to let us know so that we do not forward the application to Grants Finance prior to receiving the new hard copies.

Before printing or uploading the activity charts and the budget, please do a print preview to **ensure that all the cells are fully readable** and not partially obscured by the borders.

Final Application Checklist

Hard Copy Submission

- The cover page, relevant budget pages, and the budget summary page will all need to be included in the package to be mailed.
- Signatures on hard copies will need to be in blue ink. This helps us distinguish between an original and a copy.
- The original, signed copy will need to be on a single-sided paper. That way, if a small change needs to be made to a budget code, the single page can be replaced easily.
- Send a signed original budget (single-sided) and two copies to:
NYS Education Department – Office of Accountability Attn:
2023-24 School Improvement Grant (1003) – BASIC 89
Washington Avenue – Room 320 EB
Albany, NY 12234

Portal

- The 2023-24 DCIP will need to be easily accessed from the link provided.
- The 2023-24 school improvement plan for each identified school will need to be easily accessed from the link provided.
- Activity charts completed on the 2023-24 templates provided by NYSED will need to be uploaded to the corresponding portal page (District-Level Activity Chart and for schools identified for CSI, ATSI, and TSI the School Level Activity Chart).
- The budget will need to be completed and uploaded on the Budget Summary/Submission page.

FS-10 Budget

- The Project Funding Source titled 2023-24 Title I SIG 1003 (Basic) will need to be noted on the first page.
- The Project Funding Dates of 9/1/23 to 8/31/24 will need to be filled in on the first page of the budget.
- Budget entries within each budget code are grouped and identified by District or school name as “District” or specific school expenses.
Each entry on the budget will need to correlate to an activity on the corresponding Activity Chart.
- The **Agency Code**, **Project Number** (0011-24-2) and **Agency Name** will need to have been written on the Budget Summary page.
- The budget will need to be signed and dated in blue ink.

Questions

Please email SIG Basic questions to SIGA@nysed.gov. Your questions will be forwarded to the SIG Basic reviewer assigned to your district.

2023-24 SIG BASIC Application – Frequently Asked Questions

1. What is the difference in the SIG Basic Application Updates From 2022-23 To 2023-24?

2022-23 Application	2023-24 Application	Rationale
Districts and schools could not use SIG Basic funds for costs related to planning and development of the 2023-24 improvement plan(s).	Districts and schools will need to incorporate into their 2023-24 SIG Basic application their projected costs for planning and developing 2024-25 improvement plan(s).	In spring 2023, NYSED offered a SIG Planning grant to ensure that newly identified and re-identified schools and districts had the funds needed to plan and develop their 2023-24 improvement plans. A separate planning grant will not be offered in 2024. As such, 2023-24 SIG Basic funds may be used for these activities.

2. What should I do if a Target District activity is aligned to more than one DCIP priority?

Select the priority that will be best advanced by the activity. Use the same method for school activities that may be aligned to more than one commitment.

3. What do I do if a CSI, ATSI, or TSI expense applies to multiple schools?

When you are listing the expenses for an individual school, on the activity charts and budget, only include the pro-rated portion of the overall cost being covered by the funds allocated to that school. For example, if a consultant costs \$20,000 and two schools will be sharing the cost equally, the activity chart(s) and the budget will separately list the consultant cost at each school as \$10,000. Follow the same procedure for costs shared among the district and schools.

4. I am not familiar with some of the category choices on the CSI Activity Chart, so how can I select the correct category?

There are two categories listed that only apply to schools that are in NYSED’s High School Redesign Program and two categories listed that only apply to schools that in NYSED’s Receivership program. Only select categories that you know are relevant to the individual school.

5. Can I use the funds for Planning and Development of the 2024-25 district or school improvement plans?

Yes. Unlike in 2022-23 when districts had access to Spring 2023 SIG Planning funds to use for planning and development of 2023-24 improvement plans, districts and schools may use 2023-24 SIG Basic funds for planning and development of 2024-25 improvement plans. A separate planning grant will not be provided in the Spring.

6. How do we know if proposed costs would be considered “reasonable”?

According to [§200.404](#) of the Code of Federal Regulations, “A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.” This also means

that costs are consistent with “market prices for comparable goods or services for the geographic area.”

7. What do I do if nightly lodging costs for a conference exceed the government rate?

Travel expenditures are allowable costs using SIG Basic funds. Per the [Grants Finance](#) guidance *“Actual expenses claimed against a grant are limited to the maximum amounts authorized by local participant agency policy. For agencies where such written policy does not exist, expenditures are allowed at no more than the state-approved maximum travel rates that were in effect at the time the travel occurred.”* If the district does not have maximum amounts clearly defined within the local policy, travel related costs must default to the state-approved maximum travel rates which are defined by the [U.S. General Services Administration](#).

8. Can I submit my SIG Application if one of my improvement plans has not been completed?

You may work on your application for the portions of any plans that have been completed, but since the SIG funding is designed to support the activities within the completed plans, your application cannot be submitted until all of the required improvement plans have been completed. Reviewers consult the plans during the review process to ensure that proposed activities are aligned with the plans. If your district is in this situation, email SIGA@nysed.gov to tell us which plans are not completed and when you anticipate they will be finished.

9. Where can I find guidance documents and other helpful resources?

In addition to this Completion Guide, activity chart templates, blank budget forms, and other resource materials can be found in the Documents Panel of the portal application.

10. Is it possible to add or remove a staff member as an authorized portal user?

The District superintendent may add or remove staff authorized to view, enter, update, and upload programmatic and budgetary information in the Entity Users panel of the portal.

APPENDIX A – Sample Activity Charts

Sample District-Level Activity Chart

Description of District-Level Activity / Purpose	Category	Budget Code	Cost (\$)
Salary for a .4 Instructional Technology Coach to continue working with teacher on applications and strategies to enhance hybrid and remote teaching/learning and expand the use of technology for classroom engagement	<i>Priority 2</i>	Code 15 - Professional Salaries	\$31,421
Consultants from ABC Improvement Associates will provide leadership coaching to the new superintendent, including a focus on needs of urban schools and family/community engagement	<i>Priority 1</i>	Code 40 - Purchased Services	\$8,000
Purchase of school library books for 6 school libraries to increase diversity of author representation. Book selection will include consulting the American Library Association's "Inclusive Book Lists."	<i>Priority 3</i>	Code 45 - Supplies and Materials	\$2,100
Technology Coach mileage reimbursement for attendance at a distance learning workshop	<i>Priority 2</i>	Code 46 - Travel	\$61
Purchase of styluses for use with chromebooks and iPads in every classroom. This allows students to leave their own at home and still be ready for classroom participation in the technology activities.	<i>Priority 2</i>	Code 45 - Supplies and Materials	\$1,092
Employee Benefits	<i>Other</i>	Code 80 - Employee Benefits	\$7,326
			\$50,000

Sample School-Level Activity Chart*

School Name	Description of School-Level Activity / Purpose	Category	Budget Code	Cost (\$)
TIPS Elementary School	K-5 teachers will attend professional development about the Foundations program over the summer to learn about the evidence-based strategies and resources available in the program.	SCEP Commitment 1	Code 15 - Professional Salaries	\$5,250
TIPS Elementary School	Wilson Learning will present summer professional development about Foundations to K-5 teachers and three follow-up support sessions with the Reading teacher leader.	SCEP Commitment 1	Code 40 - Purchased Services	\$12,100
TIPS Elementary School	The school will purchase Leveled Literacy Intervention kits for multiple grade levels in order to engage reluctant readers by providing small group interventions and use high quality and high interest literature.	SCEP Commitment 1	Code 45 - Supplies and Materials	\$31,366
TIPS Elementary School	The principal and social worker will attend the ASCD conference in November 2023 to learn about ways to support the social and emotional needs of teachers and staff. Total cost includes registration, transportation, lodging, and per diem. (Itemized on budget)	SCEP Commitment 2	Code 46 - Travel	\$3,468
TIPS Elementary School	Employee Benefits	Other	Code 80 - Employee Benefits	\$1,575
APA Middle School	Purchase of subscriptions to Educational Leadership magazine. These will help supplement the leadership training the administrators and supervisors are receiving throughout the year.	SCEP Commitment 3	Code 40 - Purchased Services	\$177
APA Middle School	The SCEP Team will meet outside of contractual hours monthly to review data, discuss stakeholder concerns, and modify or encourage further actions needed to move the school toward its commitments.	Plan Monitoring (23-24)	Code 15 - Professional Salaries	\$3,780
APA Middle School	The SCEP Team Leader will receive a stipend for organizing, scheduling, and facilitating SCEP Team meetings. This ensures that there is a specific contact for communication with the district office and engagement with stakeholders. It also may help alleviate some of the pressure felt by school administrators.	Plan Monitoring (23-24)	Code 15 - Professional Salaries	\$1,500
APA Middle School	Consultants from ABC Improvement Associates will provide leadership training during the school day to teacher leaders regarding strategies for time management, stress reduction, and culturally responsive language.	SCEP Commitment 3	Code 40 - Purchased Services	\$3,200
APA Middle School	The school will purchase 3 professional texts about restorative practices for the entire middle school faculty and the professional section of the school library (<i>see budget for specific titles</i>). Providing texts to everyone shows that implementation of restorative practices is a schoolwide effort. These texts will be read and discussed through faculty book groups and/or PLCs.	SCEP Commitment 3	Code 45 - Supplies and Materials	\$3,071
APA Middle School	The school will purchase 10 iPads for the ENL classroom to provide student access to electronic dictionaries and adaptive learning applications.	SCEP Commitment 4	Code 45 - Supplies and Materials	\$4,000
APA Middle School	The school will purchase 4 "shelves" of book collections from Teachers College. They have been preselected based on reading levels, interest levels, and genre. This provides greater opportunity for middle school students to find "just right" books.	SCEP Commitment 2	Code 45 - Supplies and Materials	\$4,035
APA Middle School	Employee Benefits	Other	Code 80 - Employee Benefits	\$1,134
				\$74,656

APPENDIX B – SIG Basic FS-10 Budget Sample (Annotated)

Annotated Sample Budget – 2023 SIG 1003 Grant (Planning)

The Annotated Sample Budget provided is for a Target District with 1 school identified for Comprehensive Support and Improvement (CSI), 1 school identified for Additional Targeted Support and Improvement (ATSI), and 1 school identified for Targeted Support and Improvement (TSI).

The sample budget and annotations below are specific to the application for the 2023 SIG 1003 Grant (Planning) and represent the district’s anticipated costs at the time their application is submitted.

Agency Information

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

PROPOSED BUDGET
FEDERAL OR STATE AIDED
FS-10 (03/11)

= Required Field

Local Agency Information		
Funding Source:	2023-24 SIG 1003A Basic	
Report Prepared By:	Dot Calm, Asst. Superintendent for Instruction	
Agency Name:	Nice-Ed City School District	
Mailing Address:	246 Eighth Street	
	Street	
	Nice-Ed /City	NY 20102
	City	State Zip Code
Telephone # of Report Preparer:	518-222-3333	County: Albany
E-mail Address:	Dcalm@NiceEd.k12.ny.us	
Project Funding Dates:	9/1/2023	8/31/2024
	Start	End

INSTRUCTIONS

- Submit the original FS-10 Budget and the required number of copies along with the application directly to the appropriate State Education Department office as per the application instructions for the grant program for which you are applying. Submit this form to Grants Finance.
- The Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- A copy of the FS-10 Budget will be returned to the contact person noted on the application. A separate envelope will be used; please make sure that the contact information is confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafe/guidance/>.

The Funding Source is the name of the grant.

The Project Funding Dates reflect the start and end of the project period, the time in which the district can use the allocation from the identified funding source.

Code 15

Note: All grant-related hourly compensation must be for work completed outside of contractual hours.

SALARIES FOR PROFESSIONAL STAFF			
Subtotal - Code 15			
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Teacher attendance at Foundations PD (TIPS Elementary)	30 teachers x 5 hours each = \$150 hours	\$35 / hour	\$5,250
SCEP Team monthly meetings (APA middle school)	6 teachers x 1.5 hours per meeting x 12 meetings = 108 hours	\$35 / hour	\$3,780
SCEP Team Leader (APA Middle School)		Stipend	\$1,500
Instructional Technology Coach (District)	.40	\$78,552	\$31,421

When the salary is not based on annual pay, the pay rate specifies the unit, such as "per hour" or "per day."

Parentheses after each budget entry **specify which school's allocation** is being used to fund the costs, *or* if it is supported by the **district allocation**.

Full-Time Equivalent, in this instance, includes the **number of participants** and **how many hours each participant** will spend on the activity. If the entry only included the total number of hours, the implication would be that the work was completed by a single person.

For salary entries, column one should always begin with the title of the position followed by the activity for which they are being compensated.

Each first column entry is followed by parentheses that indicate which allocation is covering the cost of the activity (Target District or specific school name.) This is done in the first column on all of the budget codes. Above, the first mention of a school spells out the name, but after that, initials are used.

Code 16 follows the same format as Code 15

Code 40

Note: Services provided by BOCES would be included in Code 49 instead.

The **specific** name of the consultant / company is included.*
Remember that consultants from BOCES would go in BOCES Purchased Services (Code 49) instead.

PURCHASED SERVICES			
			Subtotal - Code 40
			\$23,477
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Fundations in-person professional development and virtual follow-up support (TIPS Elementary)	Wilson Learning	\$10,000 for PD +\$2,100 (3 days x \$700)	\$12,100
1-year subscription to <i>Educational Leadership</i> magazine (APA Middle School)	ASCD	3 teacher leaders x \$59 / year	\$177
Leadership Training for Teacher Leaders (APA Middle School)	ABC Improvement Associates	\$1,600 x 2 days	\$3,200
Leadership Training for new superintendent (District)	ABC Improvement Associates	\$1,600 x 5 days	\$8,000

Both entries are for the same consultant. However, they are **separated** because the funds are going towards **different activities** and using **different allocations**.

Calculation of Cost shows *how* the proposed cost is arrived at: **cost per hour, day, or session x number of hours, days, or sessions.****

If the Provider of Services has not been determined by the time the application is due, **put down the names of 2-3 potential providers. During our review, we may ask if the district has decided on a specific provider.*

***If the Provider of Services does not specify a cost per session, please do not just write "per contract." **Indicate some other breakdown of costs**, such as by the content of the services. For example, surveys (\$5,000) + data analysis (\$2,000) + SCEP focus group (\$1,000).*

Code 45

For quantity, include the number of events the supplies are for or the quantity of items purchased, where applicable.

The specific supply details (i.e., what items are being purchased) should be included in the portal response.

The **breakdown of costs among the different systems** is necessary to illustrate what the district is receiving for the \$31,366. If it only said, "Leveled Literacy Intervention Materials" and a total, we would not know what the cost covers.

SUPPLIES AND MATERIALS			
Subtotal - Code 45			\$45,670
Description of Item	Quantity	Unit Cost	Proposed Expenditure
Leveled Literacy Intervention grade level kits (TIPS Elementary):			
Blue System	2	\$3,573	
Green System	2	\$3,672	\$31,368
Orange System	2	\$3,117	
Red System	2	\$5,321	
Restorative practices texts for the middle school faculty (APA Middle School):			
<i>Circle Forward: Building a Restorative School Community</i>	35 copies	\$49	\$1,715
<i>Restorative Practices at School: An Educator's Guided Workbook</i>	35 copies	\$23	\$805
<i>Hacking School Discipline</i>	38 copies	\$15	\$551
64 GB iPad 9th Generation (APA Middle School)	10.00	\$400	\$4,000
Teacher's College Curated Book Collections (APA Middle School):			
Adventure Shelf (35 book set)	1 set	\$325	
High Interest Nonfiction Shelf (185 book set)	2 sets	\$1,580 x 2 = \$3,160	\$4,035
Social Issues Shelf (60 book set)	1 set	\$550	
Expand school library collections of diverse books and authors (District)	6 school libraries	\$350	\$2,100
Belgotrol Stylus Pen for Touch Screens (District)	75	\$14.64	\$1,098

Details such as the **specific model or storage capability** are helpful because there is a range of costs for many types of items. For example, iPads can sell for anywhere from \$250-\$900. **Descriptions of various supplies** are also helpful in establishing the **relevance** or **need** for a product.

The **number of books in each set is included as part of the description** rather than being in the quantity column. This is because that information is not part of calculating the proposed expenditures.

While this example is at the district level, at the school level, large quantities of books or other supplies may sometimes be presented as **number of classrooms x cost per classroom** or **number of books x average cost per book**. For large quantities, some districts attach a receipt or purchase order which shows a list of specific titles or supplies.

Code 46

The **positions** of the travelers are **identified**. If the travelers were teachers, the entry would have noted the **type of teachers** (e.g., Reading teacher, ENL teacher, fifth-grade teacher) and how many of each. If it were a district expense, the description would note **which school(s)** the teachers represent.

All travel costs funded by the grant must be included and identified separately: **registration fee***, **transportation**, **per diem** (meals + incidentals), and **nightly lodging**. A total for the overall travel cost is insufficient.

TRAVEL EXPENSES			
			Subtotal - Code 46
			\$3,532
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2023	2 people x \$750 (Registration)	\$1,500
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2023	2 people x \$479 (Round trip airfare)	\$958
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2023	2 people x 3 days x \$69 (per diem)	\$414
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2023	2 people x 2 nights x \$149 / night (lodging)	\$598
Technology Coach (District)	Appletown, NY - Distance Learning Workshop	98 miles x .655 / mile	\$64

Travel to conferences must include the **name or main topic of the conference**, **when** (month and year) and **where** (city and state) it is taking place. *When* and *where* establish what the government rates will be.**

The **IRS Standard Mileage Rate** for 2023 is **65.5 cents per mile**.

**If the conference does not require travel or if it is virtual, the registration fee may be included in Purchased Services (Code 40) instead.*

****Government rates for lodging and per diem** (meals + incidentals) may be found by entering the destination zip code at <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>.

Note: any nightly lodging costs that exceed government rates will need to be covered with other district funds.

Code 80

Employee Benefits		
Subtotal - Code 80		\$10,035
Benefit		Proposed Expenditure
Social Security		\$2,235
Retirement	New York State Teachers	\$2,300
	New York State Employees	
	Other - Pension	
Health Insurance		\$5,500
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		
TIPS Elementary - \$1,575; APA Middle School - \$1,134; District - \$7,326		

The schools / district breakdown should align with the entries from the activity charts.

Use “**Other**” to show which allocations (District, specific school name) are covering the cost of these Employee Benefits.

Code 49 follows the same format as Code 40

Budget Summary Page

The budget has the Agency Code, which is the district's 12-digit BEDS Code.

All 2023-24 SIG BASIC project numbers begin with 0011-24-2.

BUDGET SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$41,951
Support Staff Salaries	16	
Purchased Services	40	\$23,477
Supplies and Materials	45	\$45,670
Travel Expenses	46	\$3,532
Employee Benefits	80	\$10,035
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		\$124,665

Agency Code:

Project #:

Contract #:

Agency Name:

The budget has the Agency Name, which is the district's full official name.

The budget is dated (can be typed or handwritten). If handwritten, use blue ink.

CHIEF ADMINISTRATOR'S CERTIFICATION
 By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

8/21/23 *Sigmund A Grant*
 Date Signature

Sigmund A Grant, Superintendent
 Name and Title of Chief Administrative Officer

The budget is signed (by hand) in blue ink before being uploaded to the portal and mailed to NYSED.

FOR DEPARTMENT USE ONLY

Funding Dates: _____ From _____ To _____

Program Approval: _____ Date: _____

<u>Fiscal Year</u>	<u>First Payment</u>	<u>Line #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Voucher # _____ First Payment _____

APPENDIX C – Examples of Potential Expenditures

The examples below are intended to be *illustrative*, not exhaustive. **The activity costs included in your SIG Basic application will need to align with your district-level and school-level plans to be approvable.** If you have any questions about planned expenditures, please do not hesitate to contact SIGA@NYSED.gov.

Professional Staff (Code 15) and Support Staff (Code 16) Salaries

Code 15

Funds may be used to support the salaries of additional supplemental staff necessary to implement strategies or activities described in improvement plans. Funds may also be used to provide stipends to staff for additional time to engage in activities that support implementation of improvement plans or to pay daily substitutes. Districts are encouraged to weigh the value of the teachers' participation in professional development outside of the classroom with the teachers' presence in their classrooms.

- Coaches or specialists to provide job-embedded training, classroom observations, and embedded support/feedback designed to strengthen the implementation of improvement plan strategies
- Grant coordinators
- Additional staff to support implementation of new instructional models (e.g., co-teaching models; adaptations related to remote/hybrid/in-person models)
- Additional staff to support students' mental health needs and the implementation of social-emotional learning models (social worker, school counselor, etc.)
- Literacy/Reading Specialists, Math interventionists, or other professional or paraprofessional staff to provide small-group or individualized instruction
- Staff delivering plan-related services outside of contracted work hours:
 - Instruction and facilitation associated with credit recovery programs
 - Enrichment and academic support programs delivered during school vacations and in the summer
- Staff participating in or delivering professional development (including faculty book groups) that builds the skills and knowledge necessary to:
 - deliver high quality instruction in multiple learning environments and instructional formats
 - utilize new organizational systems and structures effectively and efficiently (e.g., instructional leadership teams, professional learning communities, data collection systems necessary for program monitoring)
 - implement key programs and practices in the district's or school's improvement plan
 - lead implementation of the school's evidence-based intervention
- Staff engaging in monitoring improvement plan implementation and outcomes, including collecting and analyzing data that supports implementation and progress monitoring
- Staff engaging in the rigorous review, screening, and selection of external providers

Code 16

- Family involvement coordinator to strengthen meaningful engagement with families
- Additional hall monitors or recess aides to reduce behavior incidents outside of the classroom
- Security, custodian, or district bus driver hours outside of contract to support a school activity aligned to improvement plans
- Participatory budgeting coordinator

- Support Staff participation in DCIP or SCEP team meetings

Purchased Services (Code 40) and BOCES Services (Code 49)

Funds may be used to contract with outside vendors or BOCES to provide services and supports related to the implementation of improvement plans. Services include, but are not limited to:

- Providing professional development, facilitation and embedded supports that foster the development of skills and knowledge necessary to implement strategies in district and school improvement plans
- Delivering services described in improvement plans, including mental health supports
- Covering costs for services associated with stakeholder and family engagement activities, e.g., translation services
- Annual licenses for online platforms and software
- Subscriptions to professional publications
- Cost of admission associated with an improvement plan-related educational fieldtrip
- Fees for online courses or training for staff

Supplies and Materials (Code 45)

Funds may be used to purchase supplies and materials necessary to support the implementation of improvement plans (e.g., training materials, professional learning tools related to developing the improvement plan, etc.):

- Curricula and other instructional materials aligned to key strategies in improvement plans
- Professional literature for faculty book clubs or reference
- Instructional technology and accessories to support high-quality instruction

Note: items that are gifts or that can be perceived as gifts may not be purchased with these grant funds.

Travel (Code 46)

Funds may be used to cover mileage/transportation, per diem (including incidentals), and lodging expenses at the maximum amounts authorized by local participant agency policy. For agencies where such written policy does not exist, expenditures are allowed at no more than the state-approved maximum travel rates that are in effect at the time the travel occurs.

Allowable travel activities include:

- Taking part in professional development, including conferences and technical assistance sessions that support district or school improvement plans
- Participating in professional networks with other educators
- Visiting other districts to observe strategies under consideration for implementation

Employee Benefits (Code 80)

Funds may be used for proportional benefits for salaries and stipends covered by this grant. If total benefits seem comparatively high, reviewers may request clarification.

APPENDIX D – 2023-24 SIG Basic Project Numbers and Total Allocations

District BEDS	District Name	Project #	Total Allocation
010100010000	ALBANY CITY SD	0011-24-2010	\$ 1,500,000
220202040000	ALEXANDRIA CSD	0011-24-2012	\$ 100,000
580106030000	AMITYVILLE UFSD	0011-24-2014	\$ 100,000
270100010000	AMSTERDAM CITY SD	0011-24-2016	\$ 575,000
050100010000	AUBURN CITY SD	0011-24-2018	\$ 125,000
130200010000	BEACON CITY SD	0011-24-2020	\$ 100,000
490101040000	BERLIN CSD	0011-24-2022	\$ 125,000
030200010000	BINGHAMTON CITY SD	0011-24-2024	\$ 1,125,000
580512030000	BRENTWOOD UFSD	0011-24-2026	\$ 325,000
140600010000	BUFFALO CITY SD	0011-24-2002	\$ 5,775,000
190401060000	CATSKILL CSD	0011-24-2028	\$ 125,000
580513030000	CENTRAL ISLIP UFSD	0011-24-2030	\$ 125,000
140701060000	CHEEKTOWAGA CSD	0011-24-2032	\$ 125,000
140709030000	CHEEKTOWAGA-SLOAN UFSD	0011-24-2034	\$ 125,000
650301040000	CLYDE-SAVANNAH CSD	0011-24-2036	\$ 250,000
010500010000	COHOES CITY SD	0011-24-2038	\$ 125,000
190501040000	COXSACKIE-ATHENS CSD	0011-24-2040	\$ 250,000
060800010000	DUNKIRK CITY SD	0011-24-2042	\$ 125,000
260801060000	EAST IRONDEQUOIT CSD	0011-24-2044	\$ 100,000
500402060000	EAST RAMAPO CSD (SPRING VALLEY)	0011-24-2046	\$ 1,100,000
622002060000	ELLENVILLE CSD	0011-24-2048	\$ 125,000
070600010000	ELMIRA CITY SD	0011-24-2050	\$ 1,025,000
070902060000	ELMIRA HTS CSD	0011-24-2052	\$ 100,000
590501060000	FALLSBURG CSD	0011-24-2054	\$ 450,000
430700010000	GENEVA CITY SD	0011-24-2056	\$ 200,000
170500010000	GLOVERSVILLE CITY SD	0011-24-2058	\$ 275,000
260501060000	GREECE CSD	0011-24-2060	\$ 275,000
010701030000	GREEN ISLAND UFSD	0011-24-2062	\$ 250,000
581010020000	GREENPORT UFSD	0011-24-2064	\$ 125,000
280201030000	HEMPSTEAD UFSD	0011-24-2066	\$ 250,000
110701060000	HOMER CSD	0011-24-2068	\$ 100,000
130801060000	HYDE PARK CSD	0011-24-2070	\$ 100,000
610600010000	ITHACA CITY SD	0011-24-2072	\$ 300,000
061700010000	JAMESTOWN CITY SD	0011-24-2074	\$ 150,000
031502060000	JOHNSON CITY CSD	0011-24-2076	\$ 125,000
620600010000	KINGSTON CITY SD	0011-24-2078	\$ 625,000
141800010000	LACKAWANNA CITY SD	0011-24-2080	\$ 250,000
420807040000	LAFAYETTE CSD	0011-24-2082	\$ 300,000
590901060000	LIBERTY CSD	0011-24-2084	\$ 125,000
400400010000	LOCKPORT CITY SD	0011-24-2086	\$ 125,000

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580212060000	LONGWOOD CSD	0011-24-2088	\$ 250,000
650501040000	LYONS CSD	0011-24-2090	\$ 250,000
251101040000	MADISON CSD	0011-24-2092	\$ 250,000
161501060000	MALONE CSD	0011-24-2094	\$ 325,000
580211060000	MIDDLE COUNTRY CSD	0011-24-2096	\$ 100,000
591401060000	MONTICELLO CSD	0011-24-2098	\$ 300,000
240901040000	MT MORRIS CSD	0011-24-2100	\$ 100,000
660900010000	MT VERNON CITY SD	0011-24-2102	\$ 250,000
650101060000	NEWARK CSD	0011-24-2104	\$ 325,000
441600010000	NEWBURGH CITY SD	0011-24-2106	\$ 575,000
400800010000	NIAGARA FALLS CITY SD	0011-24-2108	\$ 300,000
420303060000	NORTH SYRACUSE CSD	0011-24-2110	\$ 125,000
305100010051	NYCDOE	0011-24-2000	\$ 26,100,000
251400010000	ONEIDA CITY SD	0011-24-2112	\$ 100,000
661401030000	OSSINING UFSD	0011-24-2114	\$ 100,000
661500010000	PEEKSKILL CITY SD	0011-24-2116	\$ 125,000
440401060000	PINE BUSH CSD	0011-24-2118	\$ 150,000
131500010000	POUGHKEEPSIE CITY SD	0011-24-2120	\$ 775,000
491200010000	RENSELAER CITY SD	0011-24-2122	\$ 450,000
580602040000	RIVERHEAD CSD	0011-24-2124	\$ 575,000
261600010000	ROCHESTER CITY SD	0011-24-2004	\$ 7,500,000
411800010000	ROME CITY SD	0011-24-2126	\$ 450,000
620901060000	RONDOUT VALLEY CSD	0011-24-2128	\$ 100,000
530600010000	SCHENECTADY CITY SD	0011-24-2130	\$ 2,275,000
082001040000	SHERBURNE-EARLVILLE CSD	0011-24-2132	\$ 100,000
651201060000	SODUS CSD	0011-24-2134	\$ 125,000
420702030000	SOLVAY UFSD	0011-24-2136	\$ 100,000
580235060000	SOUTH COUNTRY CSD	0011-24-2138	\$ 125,000
421800010000	SYRACUSE CITY SD	0011-24-2006	\$ 4,000,000
491700010000	TROY CITY SD	0011-24-2140	\$ 250,000
412300010000	UTICA CITY SD	0011-24-2142	\$ 125,000
280224020000	VALLEY STREAM 24 UFSD	0011-24-2144	\$ 100,000
132101060000	WAPPINGERS CSD	0011-24-2146	\$ 100,000
440102060000	WASHINGTONVILLE CSD	0011-24-2148	\$ 100,000
561006060000	WATERLOO CSD	0011-24-2150	\$ 100,000
600101060000	WAVERLY CSD	0011-24-2152	\$ 125,000
580509030000	WEST ISLIP UFSD	0011-24-2154	\$ 100,000
142801060000	WEST SENECA CSD	0011-24-2156	\$ 100,000
580232030000	WILLIAM FLOYD UFSD	0011-24-2158	\$ 250,000
580109020000	WYANDANCH UFSD	0011-24-2160	\$ 125,000
662300010000	YONKERS CITY SD	0011-24-2008	\$ 975,000

Note: School-specific allocations are available in the Documents Panel of the portal in the *SIG Basic Project Numbers and Allocation Sheets* document.