



Erica Meaker, Director
Office of ESSA-Funded Programs
89 Washington Avenue, Room 320 EB
Albany, New York 12234
Tel. (518) 473-0295 / Fax: (518) 486-1762

To: Superintendents of Target Districts

From: Erica Meaker, Director *Erica Meaker*

Subject: 2019-20 Title I School Improvement Grants (SIG) Basic - Planning Grants

Date: May 13, 2020

This memo will provide guidance for newly identified Target Districts and Target Districts with newly identified Targeted Support and Improvement (TSI) schools regarding completion of the 2019-20 Title I SIG Basic Planning Grant.

Planning Process

As indicated in the April 13, 2020 memo from Stephen Earley entitled [*Required Actions and Funding Levels for Target Districts, Comprehensive Support and Improvement Schools \(CSI\), and Targeted Support and Improvement Schools \(TSI\)*](#), modifications have been made to the required actions and timelines for Target Districts, CSI schools, and TSI schools.

Target Districts and TSI schools first identified in February 2020 were originally expected to use the remainder of the 2019-20 school year as a planning year that ultimately resulted in the development of a district-level and/or school-level improvement plan.

During the planning year, TSI schools were expected to participate in a series of activities which include: conducting surveys, receiving an on-site needs assessment, and convening stakeholders to analyze the results of the surveys and the needs assessment to develop an improvement plan. However, the extended school closure related to COVID-19 makes completing those activities a challenge. Therefore, the Department is extending the deadline for completion of these planning year activities to December 31, 2020. Target Districts do not have to complete the same series of activities as TSI schools. Therefore, their planning year remains the 2019-20 school year.

The New York State Education Department (“NYSED” or “the Department”) recognizes the adjustment of this timeline has impacts to the planned use and expenditure of 2019-20 SIG Basic-Planning grant funds for newly identified TSI schools.

In planning for the use of 2019-20 Title I SIG Basic Planning Grant funds, Districts should:

1. Ensure that the grant includes all planning expenses incurred from December 1, 2019 to date related to the District Comprehensive Improvement Plan (DCIP) and School Comprehensive Education Plan (SCEP). Examples of expenses to date could include:
 - Travel for the Target District Institute in Albany February 26-27, 2020;
 - Costs for convening stakeholders following the February Target District Institute; and/or
 - Costs for any consultant assistance incurred to date to support the DCIP and SCEP.

2. Ensure that the grant includes all potential District-level planning activities that are likely to occur between now and August 31, 2020. Examples could include:
 - Costs for convening stakeholders to develop the DCIP (e.g. teacher stipends for work outside contract hours); and/or
 - Costs for any consultant assistance incurred to date to support the DCIP.

3. Evaluate if it is possible to meaningfully conduct any planning activities prior to August 31, 2020. The Field Support Office recommends that TSI schools postpone conducting surveys and participating in an on-site needs assessment during the 2019-20 school year since the results may be skewed by the COVID 19-related closure and would not present an accurate reflection of the needs of the school. Without these results, the school will also need to delay convening stakeholders to examine the results of the surveys and needs assessment to develop the SCEP. The district will be able to use the 2020-21 SIG Basic Grant to pay for planning activities that the newly identified TSI school would have completed this spring but have decided to complete next fall under the additional flexibility provided. Examples of 2020-21 school-level planning activities include:
 - Surveys of students, parents, and staff;
 - Costs for convening stakeholders to develop the SCEP; and/or
 - Costs for any consultant assistance incurred from September 1, 2020 through December 31, 2020 to complete the needs assessment in 2020-21

Carryover Process

While the allocations and project periods for the 2019-20 Title I SIG Basic Planning Grants will not change, the Department will allow a one-time carryover of grant funds that are not spent in the 2019-20 project period for use during the 2020-21 school year.

Newly Identified Target Districts are eligible to receive \$25,000 for district-level planning and \$25,000 per newly identified TSI school as part of the 2019-20 SIG Basic-Planning funds. Previously identified Target Districts are eligible to receive \$25,000 per newly identified TSI school. At the conclusion of the 2019-20 project period, any 2019-20 Title I SIG Basic Planning Grant funds from this allocation that have not been expended during the project period will be made available to the District in 2020-21 as carryover funds.

Carryover will become available after the 2020-21 SIG Basic application is approved and a 2019-20 FS-10F (final expenditure report) has been processed by Grants Finance. Once the 2020-21

SIG Basic application has been approved and the FS-10F has been processed by Grants Finance, a FS-10A form can be submitted requesting that carryover monies be added to the approved 2020-21 SIG budget.

Please note that any expense incurred during the 2019-20 project period cannot be included in the SIG 2020-21 budget or as part of the SIG 2020-21 carryover requests, as indicated in the chart below.

Breakdown of Anticipated Expenses in 2019-20 and 2020-21 SIG Basic Applications

	Amount	Anticipated Expenses
2019-20 SIG BASIC	\$25,000 per newly identified District + \$25,000 per newly identified TSI school	1. Travel to February 26-27 Target District Institute 2. Costs incurred from Dec. 1 to August 31 related to developing the DCIP or SCEP.
2020-21 SIG BASIC	\$50,000 per District + \$50,000 per TSI school (<i>\$75,000 if 3 or more identified subgroups</i>) + unspent allocation from 2019-20 SIG BASIC	1. Costs incurred starting September 1 related to developing the 20-21 SCEP and 21-22 DCIP and SCEP. 2. Costs incurred starting September 1 related to implementing the DCIP or SCEP.

Next Steps

Target Districts should review their current 2019-20 approved SIG Basic-Planning application to identify priorities that can be accomplished by the end of the project period (August 31, 2020). Any changes to the approved application can be made through the amendment process by submitting a signed FS-10A amendment form to SIGA@nysed.gov as soon as possible. A hard copy will also need to be mailed to: Office of ESSA-Funded Programs, 89 Washington Avenue, EB 320, Albany, NY 12234

Newly Identified Target Districts that have not submitted an application for the 2019-20 SIG Basic-Planning grant should work to do so as soon as possible. Expenses for planning costs incurred from the period of December 1, 2019 through August 31, 2020 cannot be included as part of the 2020-21 application.

Questions concerning the information contained in this memo should be directed to:
SIGA@nysed.gov.

Cc: Kimberly Young-Wilkins
Jason Harmon
Stephen Earley
Mary Wright
Lisa Robinson