School Improvement

Basics 101

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2019-20 Unified School Improvement Grant (UniSIG)

$59,812,734 for 2019-20

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NEW UniSIG Supplemental Teacher Allocation

At least $15,812,481 for 2019-20

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NEW Turnaround Schools Supplemental Services Allocation (TSSSA)

$45,473,810 for 2019-20

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2019-20 UniSIG

$59,812,734

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Funding Authority

- The funding authority for this grant is found in section 1003 of Title I of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

- The enactment and implementation of ESSA resulted in these two grant programs, 1003a and 1003g, being merged beginning with the 2017-18 school year into the 7% Title I, Part A, Unified School Improvement Grant, **UniSIG**.

Goals and Objectives of UniSIG

To provide supplemental school improvement funds to service students:

- attending Title I schools identified with a **grade of "D" or "F"** based on the 2019 school grades release
- attending any public high school that has a **graduation rate of 67 percent or less** based on the most recently released data (2018 4-year adjusted cohort graduation rate)

UniSIG Funding Priority

- The funding priority is to serve Comprehensive Support & Improvement (CS&I) schools according to Florida's approved ESSA plan, approved September 26, 2018.

- Eligibility is prioritized to serve:
  - Title I schools who earned a 2019 school grade of "D" of "F" *(including charter schools)*
  - Title I or non-Title I graded schools with a 2018 graduation rate of 67% or less *(including charter schools)*

Per-Pupil Allocation Formula for “D” or “F” Title I schools

- For the 2019-20 school year, funds will be awarded:
  - Based on Per-Pupil Allocation (PPA) according to the 2018-19 Preliminary Survey 3 data
  - Pro-rated $550 per student
  - Pro-rated by the Free or Reduced Lunch (FRL) percentage, ranging from 93-100%.

2019 School Grade	FRL ≥ 75%	FRL< 75%
“F” Schools	100% of PPA	98% of PPA
“D” Schools	95% of PPA	93% of PPA

Graduation Support Allocation 2019-20

To provide support for improving the graduation rate at high schools **graduating 67 percent or less** of students:

- High schools with 500 or more students will receive up to $50,000
- High schools with 100 – 499 students will receive up to $35,000
- High schools with less than 100 students will receive up to $10,000

Request For Application (RFA) Highlights

- Budget period will begin from September 1, 2019 and end on August 31, 2020.
- District UniSIG application must be completed using the **UniSIG 2019-20** survey in CIMS.
- School must complete a school budget in their Schoolwide Improvement Plan (SIP) tagging UniSIG for the funding source in CIMS.
- District must submit the 100A to OGM or BSI@fldoe.org.
- Application deadline is Friday, August 2, 2019 by 5:00 P.M. in CIMS.

Effective Planning of UniSIG Funds

- UniSIG funds are **supplemental** funds with specific guidelines.
- Budget items should be connected to the strategies outlined in an Area of Focus identified in each school's SIP.
- Connect budget items to improving student achievement while reflecting on what is **reasonable, allowable, and necessary.**
- Additional guidance is available from grant manager and specialists in Turlington.

Additional Budget Guidance

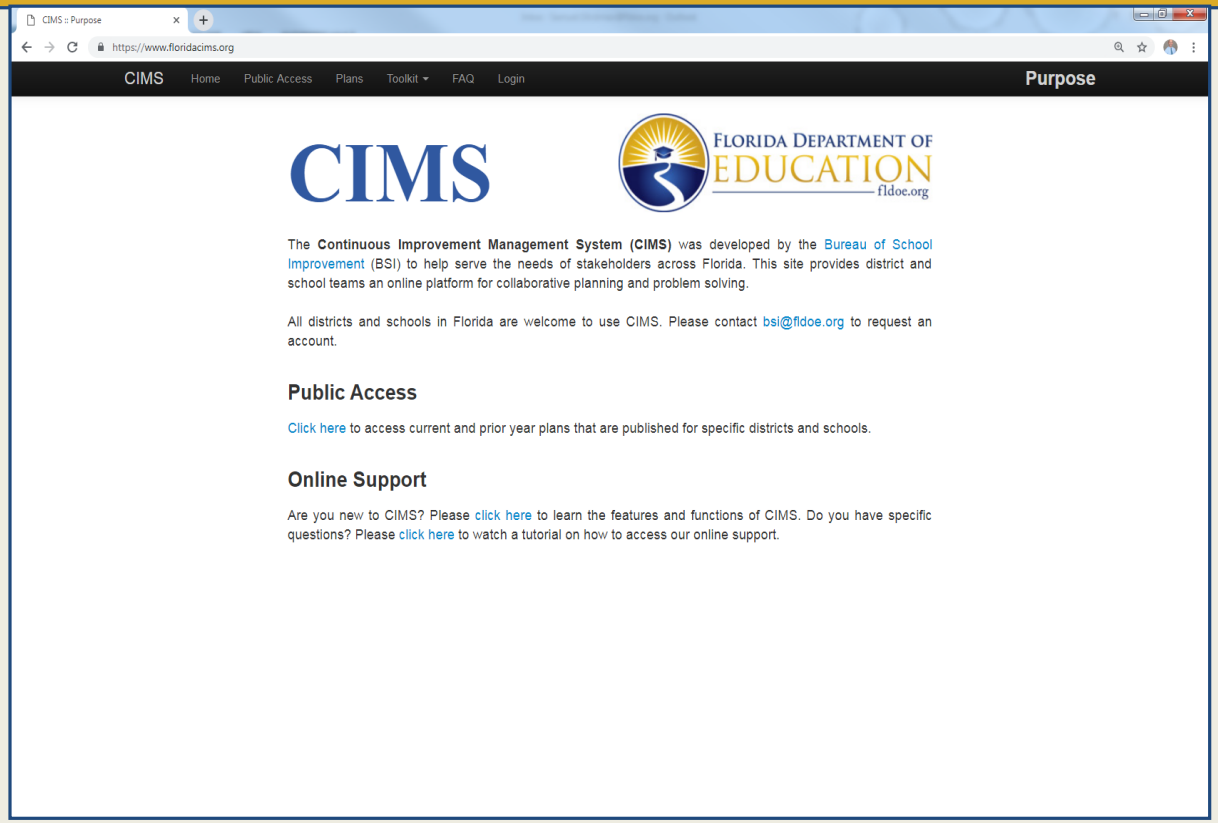
- Allowable expenses may include a maximum of 5% grant administration, allocated at the district level, which may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project. The maximum district grant administration allocation list will be posted in CIMS.
- Allowable expenses may include up to **a maximum of 10%** per school for **technology** that is aligned to a specific Area of Focus identified in the SIP.
- Allowable expenses may include up to **a maximum of 5%** per school for **office supplies** (such as paper, ink, post-its, markers) and shall directly impact student achievement.
- Allowable expenses may include up to **a maximum of $3,000 per school per full day of contractual services** that is aligned to a specific Area of Focus identified in the SIP.

Share Lessons Learned

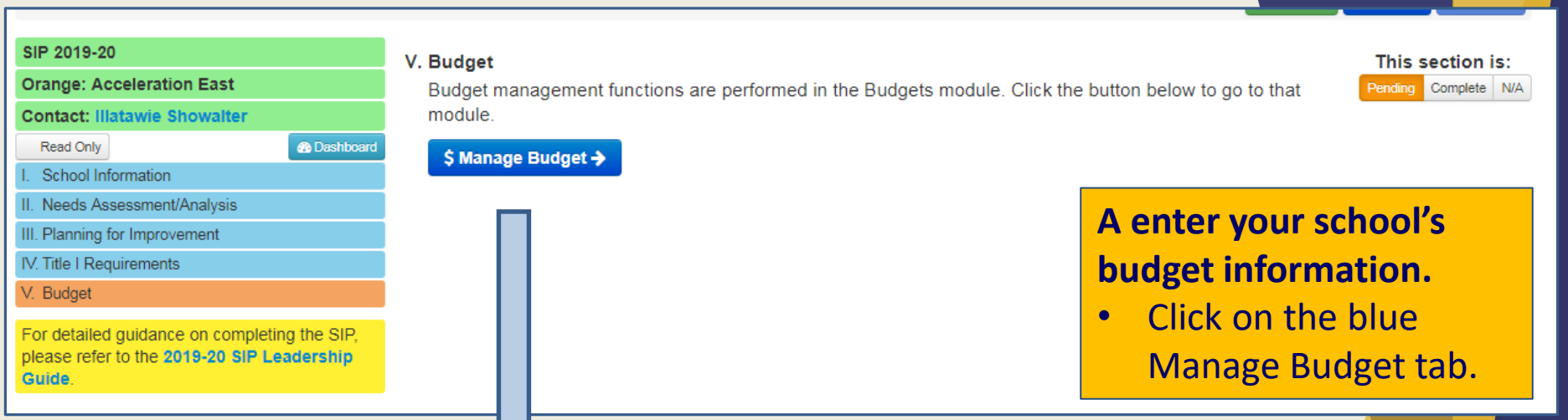
- Not a “one size fits all” grant
- District and school collaboration is essential
- Time management and mid-year reflection
- Specific Areas:
  - Positions/Personnel
  - Professional Development/Substitutes
  - Spring Break/Summer Programs

Application Process for School

Schoolwide Improvement Plan 2019-20

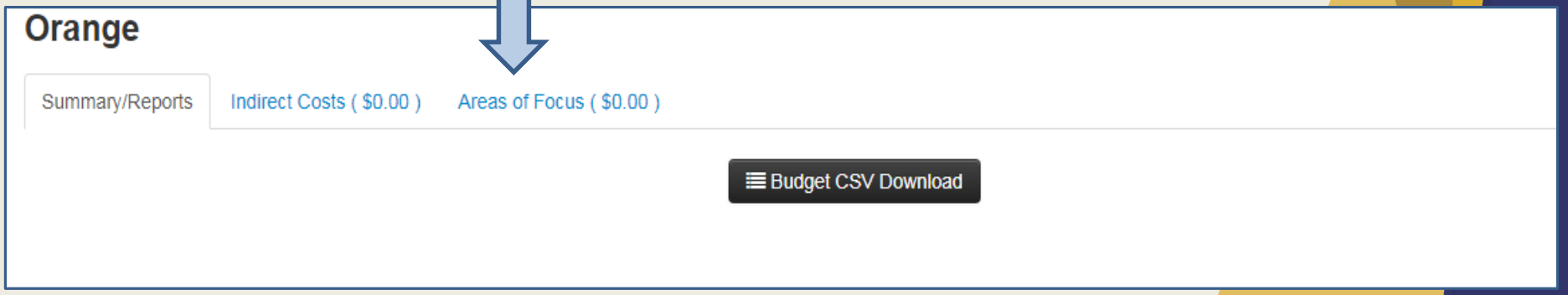


V. Budget



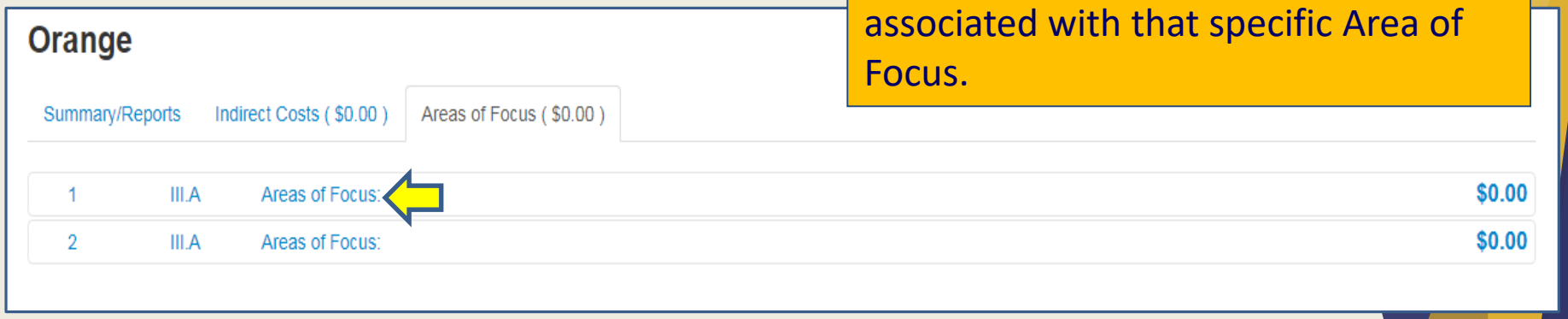
A enter your school's budget information.

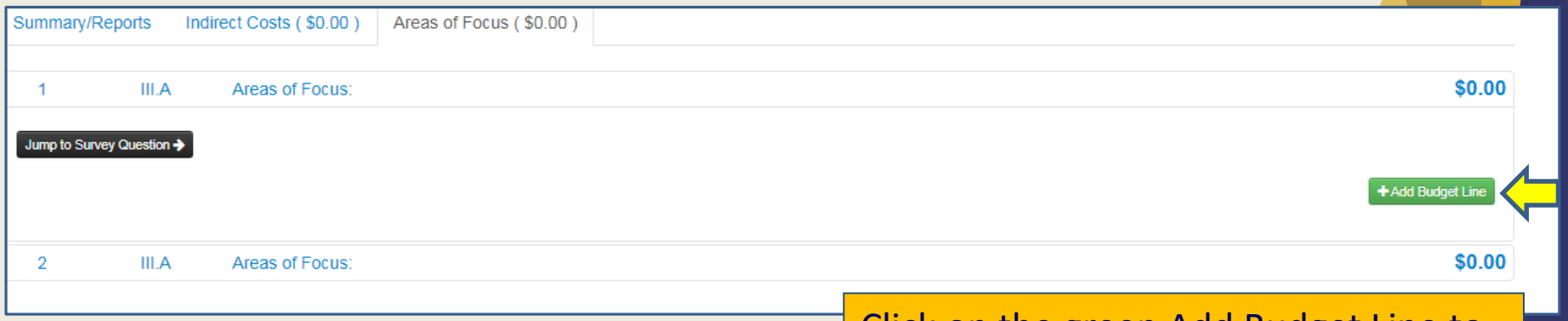
- Click on the blue Manage Budget tab.



V. Budget

Click on Area of Focus to enter costs associated with that specific Area of Focus.

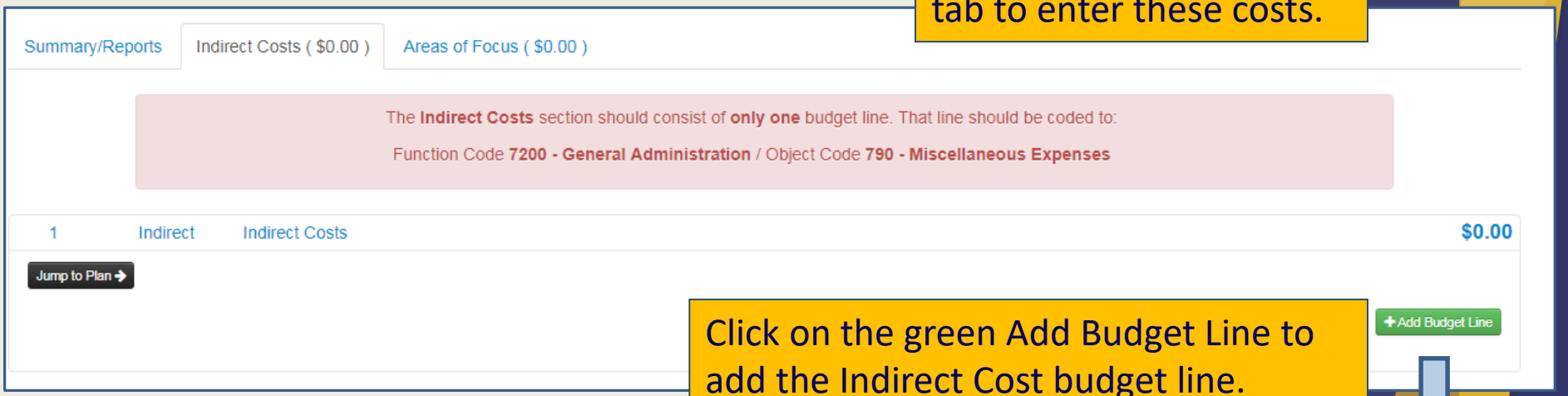




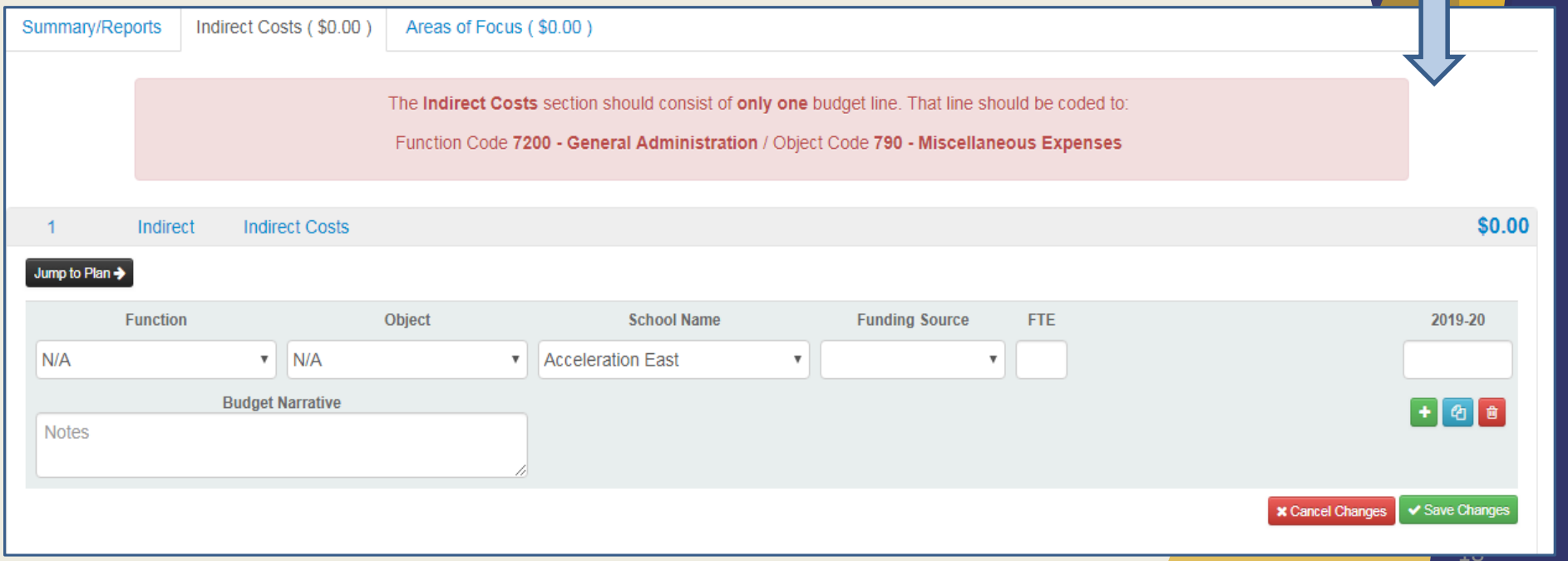
Click on the green Add Budget Line to add individual budget lines.

V. Budget

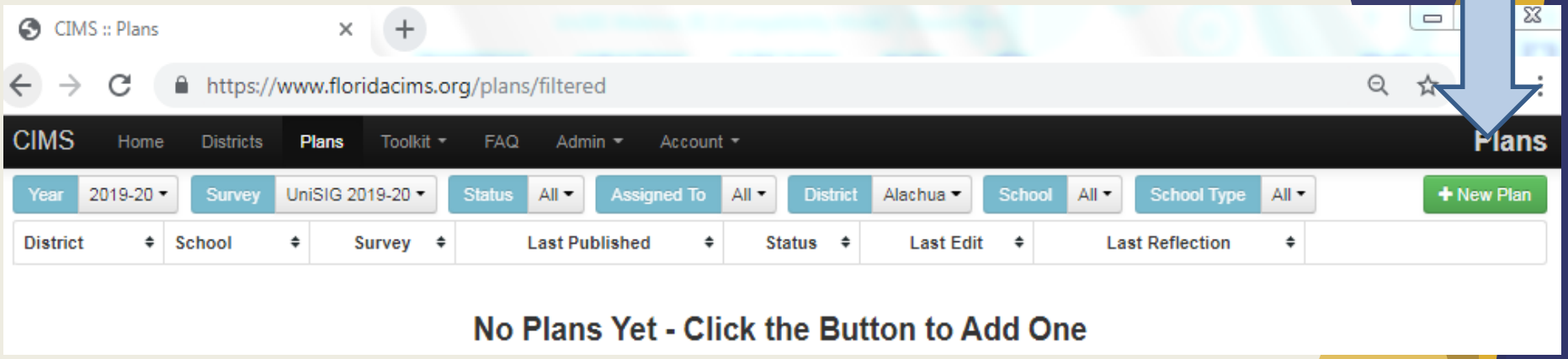
Click on the Indirect Costs tab to enter these costs.



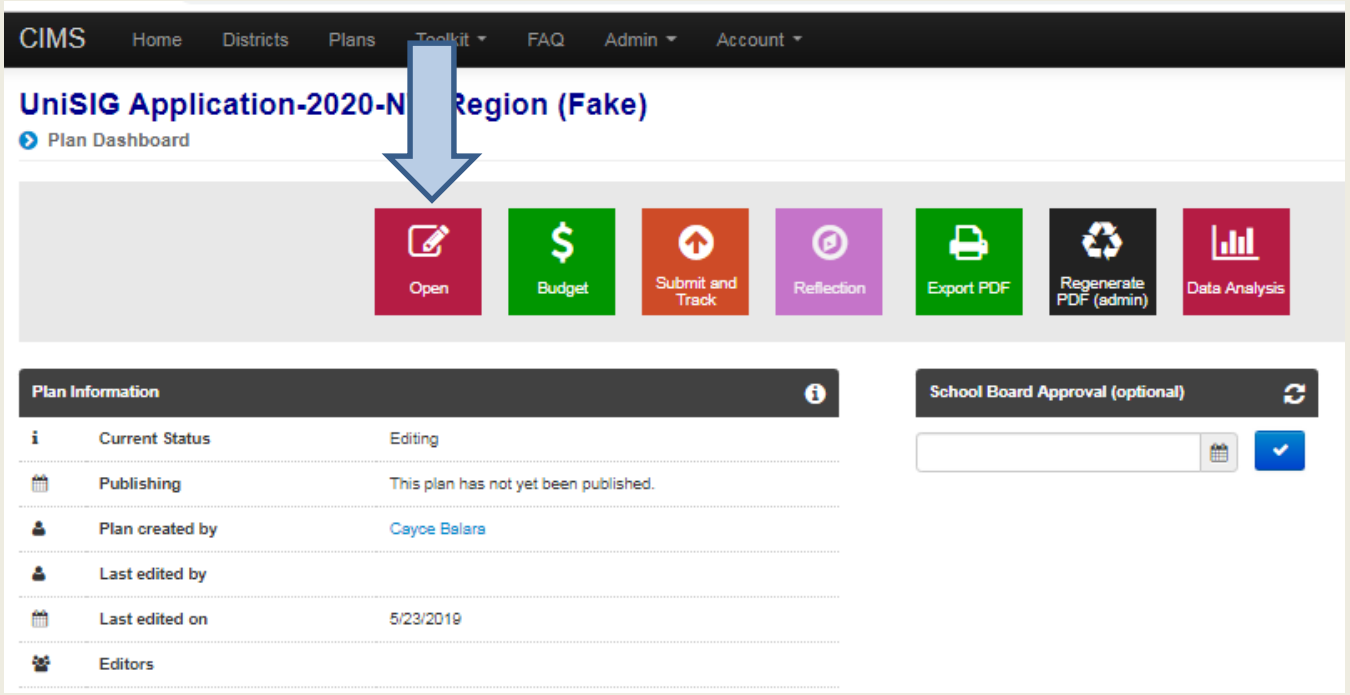
Click on the green Add Budget Line to add the Indirect Cost budget line.



Application Process for District



UniSIG District Plan 2019-20



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LEA Eligibility and Program Requirements

A. Eligible LEA and Allocations
B. LEA Assurances
C. Supports for School Improvement

Eligible LEA and Allocations

I. LEA Eligibility and Program Requirements

A. Eligible LEA and Allocations

Eligible applicants are local educational agencies (LEAs) with funded Title I schools identified for comprehensive or targeted support and improvement (CS&I) or targetd support and improvement (TS&I). This includes LEAs with high schools, Title I or non-Title I, that have a four-year adjusted cohort graduation rate of 67 percent or less, regardless of the school grade earned.

Funding amounts are calculated based on the most recently released school grades and Survey 3 preliminary data containing student enrollment. The per-pupil allocation also takes into account the percent of economically disadvantaged students.

LEAs will complete a **UniSIG application** within the CIMS platform located at www.floridacims.org. The UniSIG application will be prepopulated with a list of eligible schools and allocations.

School ID	School Name	Per-Pupil Allocation	Graduation Rate Allocation	Total Allocation
			Total LEA Allocation	**$0.00**

LEA Assurances

I. LEA Eligibility and Program Requirements

B. LEA Assurances

1. **Request for Applications**
   We have read the Request for Applications (RFA) in its entirety and understand the intent and requirements of the Unified School Improvement Grant (UniSIG) program.

   NO

2. **General Terms, Assurances, and Conditions**
   We understand the LEA must have a signed statement by the agency head certifying applicant adherence to FDOE's *General Terms, Assurances, and Conditions for Participation in Federal and State Programs*.

   NO

3. **Risk Analysis**
   We understand the LEA must have a Risk Analysis (DOE 610) on file with the Florida Department of Education in order to apply for UniSIG.

   NO

4. **Supplement, not Supplant**
   We understand that each school the LEA will serve must receive all of the state and local funds it would have received in the absence of UniSIG funds.

   NO

5. **Allocation to Schools**
   We understand the LEA must allocate 100 percent of funds (less indirect costs) generated under UniSIG to the eligible schools.

   NO

Supports for School Improvement

I. LEA Eligibility and Program Requirements

C. Supports for School Improvement

1. Improvement Planning

Describe how the LEA will support each school identified as comprehensive support and improvement (CS&I) and/or targeted support and improvement (TS&I) in developing and implementing a school improvement plan (SIP).

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2. Alignment of Resources

Describe the process through which the LEA identifies and aligns all district resources (e.g., personnel, instructional, curricular, policy) in order to meet the needs of all students and maximize desired student outcomes. Include the methodology for coordinating and supplementing federal, state and local funds, services and programs to align to interventions in comprehensive support and improvement (CS&I) and targeted support and improvement (TS&I) schools. Provide the person(s) responsible, frequency of meetings, how an inventory of resources is maintained, and any problem-solving activities used to determine how to apply resources for the highest impact.

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3. District Policies and Practices

Identify specific policies and practices the LEA shall seek to add, modify, or remove in order to establish or strengthen systems that support school-based leadership teams to implement interventions. Provide the rationale for the proposed changes and the steps required to make the modifications, including person(s) responsible for implementation and follow-up.

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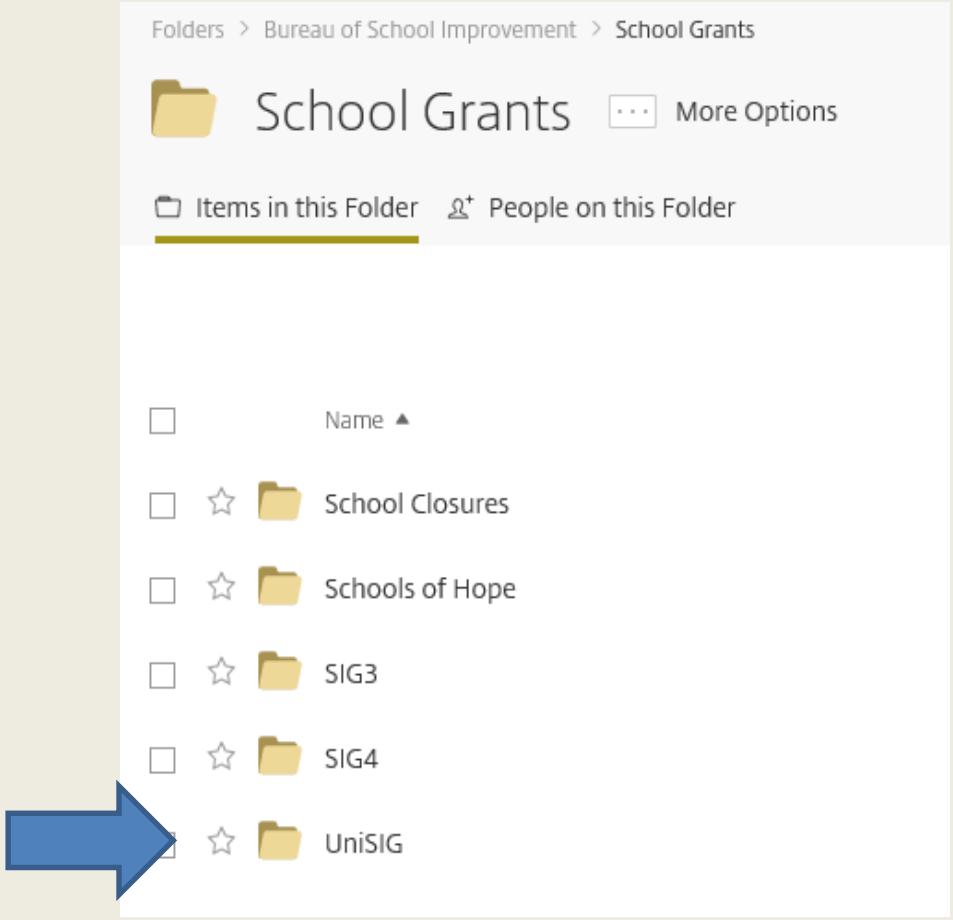
Monitoring

Ensures the school/district's performance is in compliance with the terms and conditions set forth by the grant agreement.

Monitoring responsibilities

- School
- District
- BSI

ShareFile System for Deliverables



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Documentation Standards

- Demonstrates compliance
- Demonstrates successful performance
- Verifies work and accomplishments
- Evidences fiscal accountability
- Sufficient, Reliable, Relevant

UniSIG Amendment Process

- The district will refer to the UniSIG Amendment Request Guide, posted in CIMS.
- Then the district will email a draft of the request, DOE 150/151, to the BSI at bsi@fldoe.org.
  - If the request is for multiple schools, break down and subtotal requests by school site on the DOE 150/151.
- BSI will review the proposed amendment to determine that it meets the Reasonable, Allowable, and Necessary criteria and does not change the original Scope of Work.
- If BSI has clarifying questions, the district will respond within 30 days or the request will be void.
- Once notified by BSI to proceed, the district will finalize the DOE 150/151 and obtain the superintendent's signature.
- The district will mail the original signed copy of the DOE 150/151 to the Office of Grants Management (OGM) or email a scanned signed copy of the DOE 150/151 to BSI.
  - OGM may require additional information prior to final approval.

UniSIG Amendment Guide

Purpose

The purpose of this guide is for a district to prepare an approvable UniSIG amendment. All requested program and budget amendments must receive prior approval from the Bureau of School Improvement (BSI). Amendment requests must be tied to an Area of Focus in the School Improvement Plan. All requested amendment items must supplement the current Scope of Work that demonstrates effectiveness and must impact student achievement. The BSI team is available via email at bsi@fldoe.org or phone at (850)245-0900 to discuss proposed amendments.

Amendment Process

All amendments require submission of a Project Amendment Request (DOE150) and a Budget Amendment Narrative Form (DOE151) using the following protocol:

1. The district will email a draft of the DOE 150/151 forms to the BSI at bsi@fldoe.org.
    - If the request is for multiple schools, break down and subtotal requests by school site on the DOE 150/151.
2. BSI will review the proposed amendment to determine that it meets the Reasonable, Allowable, and Necessary criteria and does not change the original Scope of Work.
3. If BSI has clarifying questions, the district will respond within 30 days or the request will be void.
4. Once notified by BSI to proceed, the district will finalize the DOE 150/151 and obtain the superintendent's signature.
5. The district will mail the original signed copy of the DOE 150/151 to the Office of Grants Management (OGM) at the Department. OGM may require additional information prior to final approval.

Part I: Scope of Work and Allowable Expenditures

All requested amendment items must supplement the current Scope of Work that demonstrates effectiveness and must impact student achievement. Amendment requests must also meet the Reasonable, Allowable, and Necessary criteria.

Part II: Supplemental Supplies

Supplemental Supplies include several subcategories such as technology, textbooks, and consumables. Each of these subcategories should receive its own budget line and narrative support. UniSIG supplies shall be supplemental and not supplant a district initiative. Office supplies shall not exceed 5% of your overall UniSIG allocation. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide the rationale/data that supports how the supplies will impact student achievement.
2. What are the quantities and cost per unit?
3. Which students will be using the supplies and how will they be used?
4. If requesting textbooks, explain how they are supplemental to your core curriculum.
5. If requesting technology, explain how it is supplemental to your Digital Classrooms Allocation.

BSI Amendment Request Guide - UniSIG

Part III: Contracted Services and Professional Learning

Contracted services must not exceed $3,000 per day in total cost. Dividing the cost, if above $3,000, between funding sources is not allowable. At a minimum, provide answers to the following statements/questions within the narrative.

1. Has the school or district worked with this provider before? How was the prior service funded?
2. Provide the proposed contract. The contract must include the start and end date, the number of days/hours, and the proposed services with a detailed cost breakdown of each service.
3. Provide the qualifications of the provider including experience, evidence of effectiveness, and impact on student achievement.
4. Provide the number of participants and their roles (teachers, coaches, and school administration). Provide the details of participation, the cycle of learning, and how it is embedded into professional development.
5. Provide information if substitutes will be necessary to cover instructional time in the classroom. Requesting substitutes shall be limited due to the concern of students missing valuable instructional time.

Part IV: Personnel

Each position shall be new to the school unless previously funded through UniSIG. The requested position(s) shall supplement an Areas of Focus. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide a job description and qualifications for the requested position(s).
2. Provide the estimated start/end date, the number of hours/days worked per week, and the hourly rate.
3. What is the timeline(s) to ensure that position(s) will be filled in a timely manner?
4. What is the contingency plan if the position(s) are vacant past the proposed timeline?

Part V: Recruitment, Retention, and Reward Incentives

Incentive pay shall be based on measurable objectives and should demonstrate that Highly Effective and Effective state VAM teachers are being recruited, retained, and rewarded for being at a DA school. At a minimum, provide answers to the following statements/questions within the narrative.

1. Provide a Memorandum of Understanding with the criteria to earn the recruitment, retention, and reward funds.
2. Provide the payment schedule and stipulations (if any) to receive the incentive pay.
3. What system will be used to determine effectiveness of non-state VAM personnel? Provide a teacher breakdown of non-state VAM personnel using the proposed system.
4. Is there other incentive pay being offered? If yes, provide the details.
5. What is the contingency plan if incentive pay is not awarded?

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UniSIG-Amendment Criteria

REASONABLE

- Expenditures whose nature or amount does not exceed what would be incurred by a prudent person

ALLOWABLE

- Expenditures under a grant that are permitted or not prohibited

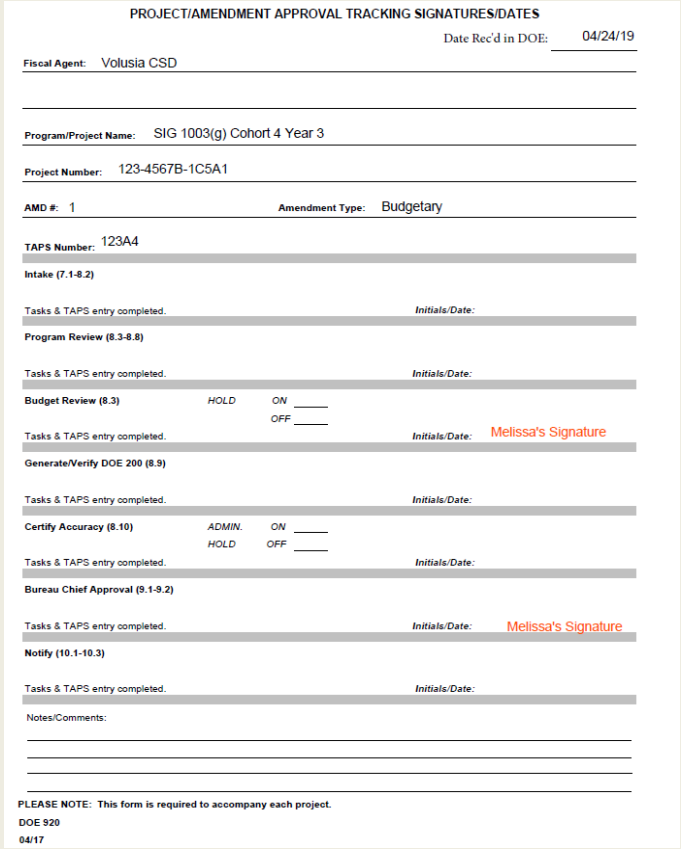
NECESSARY

- Expenditures must be essential to completing the scope of work in the project

All three criteria must be met in order for an amendment and the related expenditures to be considered for approval.

UniSIG Amendment Process

DOE-920



PROJECT/AMENDMENT APPROVAL TRACKING SIGNATURES/DATES

Date Rec'd in DOE: 04/24/19

Fiscal Agent: Volusia CSD

Program/Project Name: SIG 1003(g) Cohort 4 Year 3

Project Number: 123-4567B-1C5A1

AMD #: 1 Amendment Type: Budgetary

TAPS Number: 123A4

Intake (7.1-8.2)

Tasks & TAPS entry completed. Initials/Date:

Program Review (8.3-8.8)

Tasks & TAPS entry completed. Initials/Date:

Budget Review (8.3) HOLD ON ____ OFF ____

Tasks & TAPS entry completed. Initials/Date: Melissa's Signature

Generate/Verify DOE 200 (8.9)

Tasks & TAPS entry completed. Initials/Date:

Certify Accuracy (8.10) ADMIN. ON ____ HOLD OFF ____

Tasks & TAPS entry completed. Initials/Date:

Bureau Chief Approval (9.1-9.2)

Tasks & TAPS entry completed. Initials/Date: Melissa's Signature

Notify (10.1-10.3)

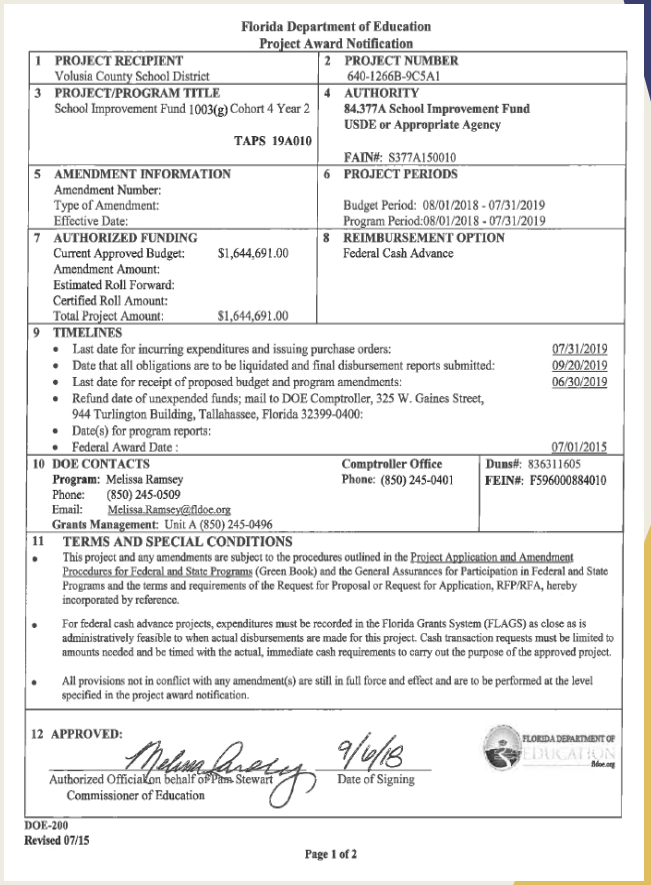
Tasks & TAPS entry completed. Initials/Date:

Notes/Comments:

PLEASE NOTE: This form is required to accompany each project.

DOE 920
04/17

DOE-200 Award



Florida Department of Education
Project Award Notification

1 PROJECT RECIPIENT Volusia County School District	**2 PROJECT NUMBER** 640-1266B-9C5A1
3 PROJECT/PROGRAM TITLE School Improvement Fund 1003(g) Cohort 4 Year 2 **TAPS 19A010**	**4 AUTHORITY** **84.377A School Improvement Fund** **USDE or Appropriate Agency** FAIN#: S377A150010
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	**6 PROJECT PERIODS** Budget Period: 08/01/2018 - 07/31/2019 Program Period:08/01/2018 - 07/31/2019
7 AUTHORIZED FUNDING Current Approved Budget: $1,644,691.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: $1,644,691.00	**8 REIMBURSEMENT OPTION** Federal Cash Advance

9 TIMELINES

- Last date for incurring expenditures and issuing purchase orders: 07/31/2019
- Date that all obligations are to be liquidated and final disbursement reports submitted: 09/20/2019
- Last date for receipt of proposed budget and program amendments: 06/30/2019
- Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:
- Date(s) for program reports:
- Federal Award Date : 07/01/2015

10 DOE CONTACTS **Program:** Melissa Ramsey Phone: (850) 245-0509 Email: Melissa.Ramsey@fldoe.org **Grants Management:** Unit A (850) 245-0496	**Comptroller Office** **Phone:** (850) 245-0401	**Duns#:** 836311605 **FEIN#:** F596000884010

11 TERMS AND SPECIAL CONDITIONS

- This project and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.
- For federal cash advance projects, expenditures must be recorded in the Florida Grants System (FLAGS) as close as is administratively feasible to when actual disbursements are made for this project. Cash transaction requests must be limited to amounts needed and be timed with the actual, immediate cash requirements to carry out the purpose of the approved project.
- All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.

12 APPROVED:

Authorized Official on behalf of Pam Stewart, Commissioner of Education — Date of Signing: 9/6/18

DOE-200
Revised 07/15

Page 1 of 2

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The NEW UniSIG Supplemental Teacher Allocation

$15,812,481

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Goals and Objectives of the Supplemental Teacher Allocation

To provide supplemental funds to recruit and retain **Highly Effective** and **Effective** state VAM teachers who are teaching and impacting students at the most fragile "D" or "F" schools in Florida.

Teacher Eligibility:

- **Highly Effective** or **Effective** according to the 2019 3-year aggregate state VAM
  - *Exception: 2019 1-year Algebra I state VAM rated **Highly Effective** or **Effective***

2019-20
UniSIG Supplemental Teacher Allocation

Annual Recruitment & Retention Allocation of Highly Effective & Effective Teachers

2018 -19 School Grades

- School grades released in July 2019 and D and F schools identified
- Allocation list generated in August 2019

2018 -19 3-yr. state VAM

- 3-yr. aggregate state VAM released in August 2019
- Roster verification due to BSI in August 30, 2019

Eligibility for 2019-20 Allocation

Highly Effective: up to $15,000 & Effective: up to $7,500

Teachers at a D or F school must meet the following criteria:

have a 2019 3-year aggregate state VAM rating or

a 1-year Algebra state VAM rating of Highly Effective or Effective as defined by rule 6A-5.0411

Supplemental Teacher Allocation Guidance

- A teacher does not have to be teaching a VAM grade level/ subject to be eligible to receive the allocation.
- The allocation can be pro-rated if the teacher is part-time.

Supplemental Teacher Allocation Recommendations

- The district disperses the funds in two equal installments, based on the teacher completing the district approved semesters.
- The allocation can be pro-rated based on the employment dates of the teachers, **but must be teaching at the eligible school by August 30, 2019**.

Request for Application Highlights

- Budget period will begin from October 1, 2019 and end on June 30, 2020.
- The district has been notified of the submission process and provided the template no later than August 1, 2019.
- The district must submit a list of teachers teaching at each eligible “D” and “F” school on the instructional roster template provided by the Department.
- The deadline was Friday, August 30, 2019 by 5:00 P.M. in the secured ShareFile system.
  - The Primary District Accountability Contact will be the only one with access.

Roster Verification Process

- DOE will send the district a verified allocation list, by school, approximately on October 1, 2019.
- The district must verify the list for accuracy and resubmit, with any changes, and confirm that it is correct.
- Then the district will receive a final notification and may begin preparation for allocations.
- **Amendments will not be accepted due to the process and deadlines.**

Turnaround Schools Supplemental Services Allocation (TSSSA)

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TSSSA Eligibility

Must meet one of the three criteria for eligibility:

1. A school that is implementing a district-managed turnaround plan.
2. A school that has earned three consecutive grades below a “C”. These are turnaround school with External Operator
3. A school that has improved to a “C” and is no longer in turnaround status within the last two years.

Finally, sustainability funds!

Schools who exited due to their 2018 or 2019 school grade

TSSSA Timeline & Funding

Timeline

- Districts should develop and submit a plan (including a budget) for implementation to its school board for approval no later than **August 1st**
- Districts shall submit its approved plans to the commissioner no later than **September 1st**

Funding

- Each school district's allocation must be based on the unweighted FTE student enrollment at the eligible schools and a per-FTE funding amount of $441.72. (allocation list available)

TSSSA Plan Requirements

A plan, at a minimum**, must**:

1. Establish comprehensive support services that develop family and community partnerships
2. Establish clearly defines and measurable high academic and character standards
3. Increase parental involvement and engagement in the child's education
4. Describe how instructional personnel will be identified, recruited, retained, and rewarded
5. Provide professional development that focuses on academic rigor, direct instruction, and creating high academic and character standards
6. Provide focused instruction to improve student academic proficiency, which may include instructional time beyond the normal school day or year
7. Include a strategy for continuing to provide services after the school is no longer in turnaround status by achieving a "C" or higher.

TSSSA Plans

- Plan template was provided to the district (similar to Traditional Schools of Hope application, TOP-3).
- Plan requirements (services) and budgets were to be identified by eligible school(s).
- Award will be at the district level.

Questions?

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Contacts

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Grant Manager

Bureau of School Improvement

Amanda.Meeks@fldoe.org

850-245-0906

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