

Title I Non-Competitive, Supplemental School Improvement Grant Funding Guidance

April 2021

This document serves as guidance for districts and community schools applying for and implementing **Title I Non-Competitive, Supplemental School Improvement** funds, which live within the Comprehensive Continuous Improvement Plan's (CCIP) Consolidated application. Districts and community schools receive these funds on an annual basis, in a non-competitive manner.

INTRODUCTION

Federal Title I, Part A funds are awarded to local educational agencies, which are traditional school districts and community schools in Ohio. Under Section 1003 of the *Elementary and Secondary Education Act* (ESEA), state education agencies are required to set aside 7 percent of the Title I award to support schools identified for improvement, known as *Priority, Focus* or *Warning* schools in Ohio.

Ohio allocates Title I School Improvement funds to identified schools through a competitive program known as the **School Quality Improvement Grant**. However, when there are remaining balances from School Quality Improvement, Ohio plans to allocate supplemental funds through a formula to all eligible schools that did not receive a competitive award.

ELIGIBILITY

To receive the **Title I Non-Competitive, Supplemental School Improvement** funds, the *Priority, Focus* or *Warning* school must not be a recipient of the School Quality Improvement Grant.

INTENT AND PURPOSE

School Improvement formula funds are intended to support high-quality, sustainable school improvement activities that increase student achievement and address the needs of identified schools.

ASSURANCES

Each district that accepts **Title I Non-Competitive, Supplemental School Improvement** funds must complete and submit the required information in the program's budget and budget details for FY21 in the CCIP.

The district or community school also must assure it will:

- Implement the Ohio Improvement Process (OIP);
- Complete the CCIP Building Planning Tool School Improvement Components and, if applicable, the Title I Schoolwide Components;
- Align Title I Non-Competitive, Supplemental School Improvement fund expenditures to the Building Needs Assessment;
- Ensure only evidence-based practices and properly licensed providers are used to support the action steps and strategies in the building's school improvement plan;
- Ensure the providers have access to district- and building-level data as requested by the service provider and to teachers and other district/school personnel as needed;
- Expend funds in accordance with the school improvement components of the building plan and required interventions;
- Ensure Title I Non-Competitive, Supplemental School Improvement funds are used to build the capacity of the building staff and community to address identified needs and, if used for direct student services, the providers are properly licensed; and
- Understand Title I Non-Competitive, Supplemental School Improvement funds may be denied and/or the state may request the district reimburse the Title I Non-Competitive, Supplemental School Improvement funds for failing to meet the assurances.

ACTIONS REQUIRED

These grant funds must be spent at the building level. Districts and community schools must budget these funds within the CCIP by **June 30, 2021** but will have until **September 30, 2021** to obligate and liquidate these funds. Carryover from Fiscal Year 2021 (FY21) to Fiscal Year 2022 (FY22) is unlikely for these funds.

Districts and community schools should submit a **budget narrative**, in tandem with the budget. The narrative should be added when the districts or community school submit its applications in the CCIP as either:

1. A **History Log Note** (or notes) at the district-level for each building; or
2. An **uploaded file** (Microsoft Word document, Excel spreadsheet or PDF preferred) with descriptions for spending at each building.

ALLOWABLE USES

Budgeted activities must align with Building Needs Assessment. All accounts, records and other supporting documentation pertaining to all costs incurred shall be maintained for five years after the grant funding ends. Supporting documentation for expenditures is required for all funding methods. All documentation must be made available upon request.

Expenditures must be reasonable, allowable and necessary. The chart below provides broad categories of allowable and unallowable uses of funds.

Allowable Categories	Unallowable Categories
Support Services High-Quality Professional Development Family/Community Activities Supplies and Capital Outlay Direct Student Services (Supplemental)	Direct Student Services (Supplanted)

DESCRIPTION OF ALLOWABLE CATEGORIES

Support Services: Job-embedded, non-academic supports that include but are not limited to job embedded data coaches and/or professional development for social and emotional learning, trauma-informed instruction, data analysis services and other purchased services.

High-Quality Professional Development: Examples of allowable High-Quality Professional Development purchased services include college credits for sustained professional development of staff, job-embedded professional development coaches, consultants, training/software/licenses, stipends, substitute teachers to allow for professional development, travel mileage/meeting expenses to allow for professional development and other purchased services.

Family and Community: Activities must be sustainable and involve staff in the training to build capacity to engage with the families of students. Activities include but are not limited to sustained parenting skills training, sustained family literacy training and family/community resource coordinators to create a sustainable structure for engaging with families and the community.

Supplies and Capital Outlay: The maximum recommended amount is **30%** of the allocation. The description of supplies and capital outlay must be included in the budget details page and aligned with activities. Supplies and capital outlay, including instructional materials for students, are allowable.

Full-Time Equivalent (FTE) Support: Title I Non-Competitive, Supplemental School Improvement funds used for FTEs may be direct or contract services in the areas of support services, data coaches, family and community, or professional development.

Direct Student Services (Supplemental): Services meant for extended learning opportunities for students, such as for tutoring, before- or after-school activities, or an extended school year. These services must be provided by staff employed by the district or community school, or educational service centers. If districts hire staff outside of this pool, the providers must be properly licensed, use evidence-based strategies and be preauthorized by the Ohio Department of Education by sending an email to school_improvement@education.ohio.gov.

DESCRIPTION OF UNALLOWABLE CATEGORIES

Direct Student Services (Supplanted): These funds are **not** meant to supplant services currently provided by district personnel, which includes instruction, counseling, consultation or formal assessment of students.

FISCAL YEAR 2021 CALCULATION

Funding amounts have been adjusted based on the school identification status as *Priority*, *Focus* or *Warning*.

Anticipated Breakdown

Identification	Number of schools	Award per school	Total amount per identification
Priority	137	\$15,700	\$2,150,900
Focus	297	\$9,075	\$2,695,275
Warning	6	\$5,530	\$33,180
TOTALS	440	N/A	\$4,879,355

TIMELINE

Districts are encouraged to submit their **Title I Non-Competitive, Supplemental School Improvement** applications and budgets within 30 calendar days of receipt of the award to establish a substantial approval date.

Unlike general funds, federal funds will expire if they are not obligated and liquidated within the period of availability. These **Title I Non-Competitive, Supplemental School Improvement** funds are provided for Fiscal Year 2021. They should be budgeted within the CCIP by **June 30, 2021** and obligated and liquidated by **September 30, 2021**. These funds are supplemental funds. The Department encourages districts to spend the funds within the allocation year (FY21), as carryover for these funds, into the subsequent year (FY22), is currently unlikely. To support districts in their rates of spending, the Department will provide districts with routine spending checks.

If you have questions regarding these funds, please contact school_improvement@education.ohio.gov.