

SCHOOL QUALITY IMPROVEMENT

Supplemental Grant Funding Guidance

July 2022

This document serves as supplemental guidance for districts and community schools implementing programming with **School Quality Improvement Grant** (SQIG) funds, which live within the Comprehensive Continuous Improvement Plan (CCIP). For Fiscal Year 2023 (FY23), districts and community schools will not receive an additional SQIG allocation and will only be able to use funds carried over from previous years.

INTRODUCTION

Federal Title I, Part A funds are awarded to local educational agencies (LEAs), which are traditional school districts and community schools in Ohio. In Section 1003 of the Every Student Succeeds Act (ESSA), which is the reauthorization 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.

ELIGIBILITY

The US Department of Education granted a 5th year extension for SQIG. Grantees who were awarded the original competitive grant in 2019 have the opportunity to carryover eligible unspent funds into FY23. Additional FY23 allocations will not be awarded through SQIG. For information regarding FY23 awards of ESEA 1003 funds, please review the Title I Non-Competitive, Supplemental School Improvement Grant information on the [School Improvement Grants](#) website.

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.

ALLOWABLE USES

Budgeted activities must be consistent with the improvement planning embedded in the identified school's One Plan. When exploring activities, begin with reviewing the goals, strategies and activities identified in the original FY19 SQIG application and the improvement plan of the school's One Plan and consider aligned and connected activities. Expenditures must be reasonable, allocable, allowable and necessary. Use good common sense when making expenditure and obligation decisions. Title I guidance on expenditures serves as the foundation for allowable and unallowable expenses; exceptions must be approved by the Office for Improvement and Innovation. The chart below provides broad categories of allowable and unallowable uses of funds.

Please remember that grant funded activities must fall under the ESSA top three tiers of evidence (Levels 1, 2 and 3). ESSA Level 4 evidence-based strategies are not allowable. This grant can only

fund activities, strategies or interventions that demonstrate a statistically significant effect on improving student outcomes. For additional information on evidence-based strategies, please visit the Department's Use of Evidence in Education [resource page](#).

The Department recommends that LEAs and schools work with their State Support Team (SST) and Educational Service Centers (ESCs) to assist with improvement planning and identifying grant-related activities.

Allowable Categories	Unallowable Categories
Support Services	Transportation
High-Quality Professional Development	Food Purchases
Family and Community Engagement Activities	Building Construction
Direct Student Services (Supplemental)	Purchase of Land
	Direct Student Services (Supplanted)

DESCRIPTION OF ALLOWABLE CATEGORIES

Support Services: Examples include data coaches, academic coaches, data analysis services and counselors or social workers for social-emotional learning (SEL) or trauma-informed care.

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

High-Quality Professional Development: Examples of allowable high-quality professional development (purchased services) include professional development coaches, training materials including software and licenses, substitute teachers to allow for professional development, travel mileage and meeting expenses to allow for professional development, and stipends for professional development.

Family and Community Engagement: 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 parenting skills training, family literacy training, and family community resource coordinators.

Supplies and Capital Outlay: The maximum recommended amount is a combined 30% of the allocation. The description of supplies and capital outlay must be included as a comment in the History Log and aligned with activities. Supplies and capital outlay, including instructional materials for students, are allowable.

Direct Student Services (Supplemental): Services meant for supplemental learning that does not replace core instruction. This may include, but is not limited to, teachers/tutors for supplemental instruction outside of core academic periods and/or instructional paraprofessionals for supplemental instruction outside of core academic periods. This also includes counselors and social workers.

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.

TIMELINE AND REQUIRED ACTIONS

Carryover funds at the district level will be available in the FY23 SQIG application after the FY22 FER is approved by the Office of Grants Management. Once the carryover funds are available, grantees are encouraged to submit their SQIG application in Authorized Representative Approved status within **30 calendar days** to establish a [substantially approved date](#). The substantially approved date (SAD) is the earliest date to which obligations can be charged to the grant for allowable expenses.

District have the option to expand the period of availability of funds carried over into FY23 and to receive an earlier substantially approved date. The process for requesting this flexibility is described below. Please see [CCIP Note 363](#) for additional information on this policy.

1. The district must provide the following as a comment in the FY22 History Log: An estimated district-level amount to be carried into FY23 and a brief description of the general activities that will be funded.
 - The estimates need to only be reported at the district level.
2. The Department will review and approve requests on a rolling basis.
3. The district will receive a SAD based on the date of the submission of the request. To receive a SAD of July 1, 2022 for the carryover funds, the request may be submitted by July 1, 2022. Please note that funds will not be available in the FY23 application until the FY22 final expenditure report (FER) is approved by the Department.
4. This policy is contingent on the district submitting and receiving approval from the Office for Improvement and Innovation for the FY23 SQIG application with a budget detailing the use of the carryover funds that is consistent with the FY22 carryover history log request.
5. The FY23 funding application must be submitted in Authorized Representative Approved status within 30 days after Grants Management approval of the FY22 FER.

Once the LEA has submitted the FY22 FER, LEAs **must** submit the carryover amounts for buildings [here](#). Carryover amounts must be submitted by building and the funds must continue to support the buildings to which they were originally allocated. The building-level carryover will not be available until 1.) the LEA's FER is approved and 2.) the LEA has provided this information. Please note that funds will be available in the CCIP roughly one week after the FY22 FER is approved by Grants Management. If the carryover building-level survey is not submitted in a timely manner, then there may be a delay in the building-level carryover being loaded into the CCIP.

Please note that any funds that were carried into FY22 (from the previous fiscal year(s)) will expire on 9/30/2022 and the grantee will no longer have access to these funds.

Funds carried over into FY23 must be obligated within the CCIP by June 30, 2023 and liquidated by September 30, 2023. On July 1, 2023, grantees will have access to submit Final Expenditure Reports (FERs) in the CCIP.

The FY23 FER can be submitted once all outstanding obligations are finalized for an application. FERs are due no later than September 30, 2023. Carryover of these funds into the subsequent year (FY24) is **not** available. FY23 is the final year of the SQIG grant.

ASSURANCES

The assurances for FY23 remain the same from the original application in FY19. Grantees must comply with all previously agreed to assurances and the FY23 application general assurances.

DOCUMENTATION

All accounts, records and other supporting documentation pertaining to all costs incurred shall be maintained for three years after the grant funding ends. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include, but are not limited to, invoices with check numbers verifying payment and/or bank statements; time and effort logs for staff; and salary/benefits schedules for staff. All documentation must be made available upon request.

MONITORING

Districts and community schools will be monitored for program and fiscal compliance by the Ohio Department of Education. Districts and community schools are required to meet all reporting requirements. Districts and community schools will be required to work within the Monitoring application School Quality Improvement Grant Survey to provide ongoing evidence of implementation and progress, including adult indicators and student impact benchmarks.

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