# FY27 Title I Non-Competitive Supplemental School Improvement (TI NC SSI) Application Checklist

## July 2026

**Intent and Purpose:** The following checklist is used to ensure all requirements have been met before the Office of School and District Improvement (OSDI) provides Final Agency Approval to an application. OSDI may request additional information via the History Log (HL) or by email. Some examples of when OSDI will return an application and request additional information are when:

1. One Plan is not approved
2. Misalignment between One Plan and funding application
3. Building-level budget grids not uploaded
4. Job description(s) not uploaded
5. Student and adult measures are measured outside of July 1, 2026 - June 30, 2027
6. Missing ESSA Level of Evidence information
7. Budget grid revisions that exceed 10% difference between Object Codes without a History Log Note explanation or 30%+ of the total allocation is budgeted in Supplies

### Revision 0

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| | **One Plan Submission** |
| ☐ | One Plan agency approved by June 30, 2026 |
| ☐ | One Plan Goal & Strategy mentioned in Application has funding source (TI NC SSI) attached to an Action Step in FY2027 |
| | **Budget Grid** |
| ☐ | Funds are budgeted in the appropriate areas and are aligned to the information provided in the budget narrative and application questions. |
| ☐ | If there are remaining funds, confirm if these should be budgeted |
| ☐ | If the total amount of supplies exceeds 30% of total allocation, the LEA must submit an HL Note with an explanation and receive approval. |
| **!** | **Upload individual budget grids for multiple buildings**. **SEE DOCUMENT UPLOAD SECTION**. |
| | **Budget Details** |
| ☐ | Grantee selected at least 1 Focus Areas/Allowable Activities |
| ☐ | Corresponding Focus Area questions are answered completely |
| ☐ | If multiple, or all, focus areas are selected confirm accuracy with LEA |
| ☐ | Selected focus areas align with the Budget Grid and remainder of information in the grant application |
| ☐ | Selected focus areas are aligned to the One Plan and reason for identification |

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| **Evidence-Based Strategy** | |
| ☐ | Identified ESSA level 1 evidence- Only level 1 is allowable. ESSA Level 2 is allowable if funded in FY26 and evidence of student growth has been confirmed. |
| ☐ | Explained how the applicant determined that the intervention selected meets Level 1 "Strong" level of evidence. |
| ☐ | Provided an explanation of how the evidence-based strategies included in the application align to the school's Needs Assessment and project goals. The explanation should at least explain how the selected strategies are appropriate based on grade level, student needs, and content area addressed by the strategy. |
| **Alignment with the One Plan and One Needs Assessment** | |
| ☐ | Provided **TWO** Goal titles and Strategy titles from the LEA's or School's One Plan that this funding is tied to (**example:** LEA One Plan – Goal #1, Strategy #2, Action Step #3) |
| **Anticipated Impact for Students and Adults** | |
| ☐ | Identified and explained at least ***TWO*** anticipated student outcomes for this grant. The structure of the goal should follow the SMART goals format. Outcomes include progress monitoring at a monthly, trimester or quarterly rate within the 2026-2027 school year. |
| ☐ | Identified and explained at least ***TWO*** adult implementation goals or indicators for this grant. The structure of the goal should follow the SMART goals format. Outcomes include progress monitoring of adult implementation at a monthly, trimester or quarterly rate within the 2026-2027 school year. |
| **Local Educational Agency (LEA) Requirements (ESSA 1003(e) / ESEA 1111(d))** | |
| ☐ | Described how the LEA will use a rigorous review process to recruit, screen, select, and evaluate any external partners with whom the LEA will partner for grant activities. |
| ☐ | Described how the LEA will align other Federal, State, and local resources to carry out the activities supported with these funds (supplement, not supplant). |
| ☐ | Described how the LEA will modify practices and policies to provide operational flexibility that enables full and effective implementation of the school improvement plans, as appropriate. |
| ☐ | Provided a description of how the LEA will monitor fiscal and programmatic at the school receiving these funds. |
| **FTEs Paid with TI NC SSI Grant Funds (direct and/or contract services)** | |
| ☐ | FTEs provided, where applicable |
| ☐ | Description of title/position provided, where applicable |
| ☐ | Building(s) employed provided, where applicable |
| **!** | Upload job description for ANY funded position **- SEE DOCUMENT UPLOAD TAB** |
| **Purchased Services** | |
| ☐ | Dollar amounts provided for supplemental personal services rendered by personnel who are not on the payroll of the school district, and other supplemental services which the school district may purchase, where applicable |

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| **Supplies and Capital Outlay** | |
| ☐ | Supplies – Explanation provided that outlines how the funds are being spent for supplies, where applicable. |
| ☐ | A History Log Note explanation is required if 30%+ of total allocations is budgeted in Supplies |
| **School Allocations Page** | |
| ☐ | Schools have allocated amounts |
| ☐ | Schools have # students served by the grant funds |
| ☐ | Schools include the cost per pupil |
| ☐ | Description provided if redistributing funds across identified school(s), where applicable – approval from DEW required |
| **Document Upload** | |
| ☐ | Upload job description for **ALL** grant funded position(s). |
| ☐ | Upload individual budget grids for multiple buildings |
| **Assurances** | |
| ☐ | Confirmed assurance box is checked |

## Revision 1+ Checklist:

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| **Budget Grid** | |
| **!** | Upload individual budget grids for multiple buildings. **SEE DOCUMENT UPLOAD SECTION.** |
| ☐ | Budget revisions that exceed 10% of the allocation between Object Codes must include an HL Note with explanation |
| **School Allocations Page** | |
| ☐ | Schools have allocated amounts |
| ☐ | Schools have # students served |
| ☐ | Description provided if identified school(s) is/are not funded, where applicable – approval from DEW required |
| **Program Narrative** | |
| ☐ | Additional questions have been answered, as relevant<br>• Must answer for **each** target area selected in the Budget Narrative<br>• Must answer for **each** building receiving grant funds (not applicable to Community Schools or districts with only 1 building in the grant) |
| **Document Upload** | |
| ☐ | Upload job description for ANY funded position |

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| ☐ | Upload individual budget grids for multiple buildings |