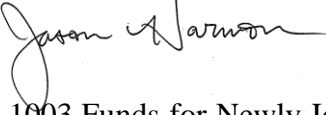




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**To:** Superintendents of Target Districts

**From:** Jason Harmon, Assistant Commissioner 

**Subject:** Title I School Improvement Grant (SIG) 1003 Funds for Newly Identified Target Districts and Newly Identified Targeted Support and Improvement Schools

**Date:** February 13, 2020

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Section 1003 of the Elementary and Secondary Education Act (ESEA) requires that State Education Agencies allocate funds to Local Education Agencies (LEAs) for Targeted Support and Improvement (TSI) schools and Target Districts to develop a plan that will meet the progress goals in their District Comprehensive Improvement Plan (DCIP) and/or School Comprehensive Education Plan (SCEP), and thereby improve student performance. These funds are to be used to support planning of school improvement activities as required in the ESEA.

This memo is to inform you that the New York State Education Department (NYSED) will award Title I School Improvement Grant (SIG) 1003 funding to all newly identified Target Districts and Targeted Support and Improvement School (TSI) Schools. Eligible Target Districts and TSI schools will receive the following allocations for 2019-20:

- Newly Identified Target District - \$25,000 per district; and
- Newly Identified Targeted Support and Improvement School - \$25,000 per school.

The funds available in 2019-2020 are primarily intended to help support the development of a 2020-2021 District Comprehensive Improvement Plan (DCIP) and/or School Comprehensive Education Plans (SCEP). Specifically, funds are intended to be used for the following activities:

- Participation in the February 26-27, 2020 Target District Institute in Albany, NY;
- Administration of surveys to parents, students, and teachers;
- Participation in the DTSDE review process and/or comprehensive needs assessments;
- Development of the 2020-2021 improvement plans.

Funds may be used for allowable activities in eligible schools and districts during the project period of December 1, 2019 through August 31, 2020. Please note that there is no carryover for these funds.

Title I School Improvement Grant (SIG) 1003 funds will be made available via two different methods, based on the district's previous accountability status.

**Method #1 – Funding to Newly Identified Target Districts:**

Newly identified Target Districts must complete an online application to access the available funds. The application - "2019-20 Title I School Improvement Grant 1003 (Basic Planning)" - may be accessed using the SED Monitoring and Vendor Performance System available in the NYSED Business Portal at <http://portal.nysed.gov>. Completed applications are due by the close of business on Friday, March 13, 2019.

To access the application, complete the following steps:

1. Go to the Business Portal <http://portal.nysed.gov>.
2. Click on the Log In button
3. Enter your username and password
4. Click on "SED Monitoring and Vendor Performance System" under My Applications
5. Select "View Surveys for Office of ESSA-Funded Programs"
6. Find the application titled "2019-20 Title I School Improvement Grant 1003 (Basic Planning)"
7. Click on 'view' to begin/continue

LEAs must complete all sections and are required to answer questions marked with a red asterisk. If a required question has not been completed, the business portal will highlight it in red and the section of the application will be flagged. The applicant will be unable to submit the application to NYSED for final review if a required question remains unresolved.

The online application may only be submitted/certified by the chief school officer of the applicant LEA. The Superintendent of an LEA is the only administrator with the submit/certify rights necessary to successfully submit and certify a completed application for NYSED review.

The FS-10 budget should be completed in a manner that clearly identifies/aligns proposed expenses to improvement activities. In addition, be sure to specify if activities are occurring at the district or school building level. For additional guidance please see the [exemplar FS-10](#) that is posted on the funding opportunities page.

LEAs are required to send signed originals and two hard copies of the FS-10 Budget Form to:

NYS Education Department  
Office of Accountability  
Attn: 2019-20 School Improvement Grant 1003 (Basic Planning)  
89 Washington Avenue - Room 320 EB  
Albany, NY 12234

Completed applications are due by March 13, 2020 (with extensions by request) and will be reviewed on a rolling basis. LEAs are encouraged to submit as soon as possible to expedite the review and approval process of SIG Basic-Planning funds.

**Method #2 – Funding to Previously Identified Target Districts with New TSI Schools:**

Target Districts identified in 2018-19 with TSI schools newly identified in 2019-20 will not need to complete a new application in order to access the funds. Instead, they will increase their existing 2019-20 Title I School Improvement Grant 1003 Basic grant by submitting an FS-10A Budget Amendment for \$25,000 per newly identified TSI school.

Budget amendment forms should clearly align proposed expenses to allowable improvement activities and specify the building(s) where those activities will occur. For additional guidance please see the [exemplar FS-10](#) that is posted on the funding opportunities page.

Budget amendments are due by the close of business on March 13, 2020. LEAs are required to send signed originals and two hard copies of the FS-10A Budget Amendment Form to:

NYS Education Department  
Office of Accountability  
Attn: 2019-20 School Improvement Grant 1003 (Basic Planning)  
89 Washington Avenue - Room 320 EB  
Albany, NY 12234

In addition, please also send an electronic copy to [SIGA@nysed.gov](mailto:SIGA@nysed.gov) . Please include your **DISTRICT NAME** in the subject line of all e-mail submissions.