Targeted Improvement Plan (TIP) Application Requirements and Allowable Costs

KSDE Early Childhood, Special Education, and Title Services Team

IDEA CFDA 84.027

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KSDE Special Education Services
Targeted Improvement Plan (TIP) Application Requirements

IDEA CFDA 84.027

04/22/2013

This document describes the purpose of the KSDE TIP program, how IDEA compliance & Kansas Integrated Accountability System (KIAS) Levels of Determination impact each allocation, allowable costs, budgets instructions, as well as procedures for carry- over, budget revisions, and annual fiscal report completion. Near the end of this document are sample screen shots from the web-based TIP application of the budget pages and related TIP forms and reports. Applicants are required to read, review and follow this guidance when submitting each TIP application.

Effective April 2012, TIP applications must be entered through the KSDE Common Authentications Web Application portal. Persons submitting a TIP application must be registered users of the KSDE Authentication system and have prior approval and access to the IDEA LEA online Targeted Improvement Plan. Detailed instructions on how to use the online application are in the TIP User's Guide located directly at http://www.ksde.org/Default.aspx?tabid=2583#tip on the Fiscal Resources webpage of the Special Education teams website within www.ksde.org . (Select Special Education off the menu on the left > Fiscal Resources off the menu on the right. TIP is at the bottom of webpage (in alphabetical order.)

For FY14, application approval, grant award notices, grant award acceptance, budget revision request submission and budget revision approval will be exchanged using the web based TIP application. Approval notices will come from the TIPHelp@ksde.org email address.

TIP Program Purpose: Targeted Improvement Plan (TIP) grants are intended to assist Kansas school districts in improving results for students with disabilities, specifically to innovate and/or sustain evidenced-based teaching practices identified through the State Performance Plan (SPP) Indicators and the Kansas Integrated Accountability System (KIAS) accountability/compliance process.

Availability of TIP funds is contingent upon the amount of the Kansas federal IDEA grant award. Amount of funding is determined through a base allocation which typically stays the same from year to year. (A number of years ago a base allocation was determined based on an LEA's proportionate share of the total student enrollment of all LEA's). In addition, there are supplemental funds which vary according to the sanctions and/or rewards as applied by the KSDE IDEA Kansas Integrated Accountability System (KIAS). Special education entities may submit one TIP application for identified district and cooperative work. Applications are renewable on a yearly basis.

Rewards and sanctions within the TIP take two forms: 1) supplemental Leadership Stipends are calculated as a result of an LEA's KIAS Level of determination rating by KSDE. 2) LEAs who receive a Meets Requirement rating are rewarded by having the option to either complete a short or long form. The rewards and sanctions received are described on each LEA's *"Kansas IDEA LEA State Performance Plan Expanded Report"* issued yearly in April by KSDE.

Eligibility: Only LEA's that have signed IDEA Title VI-B program assurances and receive flow-through funds are eligible to apply. Each LEA must agree to implement and expend funds in accordance with the approved application and IDEA and EDGAR requirements. To be eligible for funding LEA's must submit an application signed by an authorized representative for approval. Applications must contain allowable costs, identify the SPP Indicators to be targeted, provide a detailed list of proposed expenditures, and a narrative justification describing how the expenditures will be used for activities which support the TIP program purpose. Applications are reviewed and approved yearly. LEA's must also submit a signed grant award and an annual fiscal report prior to release of new funds.

Application Submission: Applicants need to be prepared to indicate which State Performance Plan indicators will be targeted. At a minimum, district SPP public reports http://www.ksde.org/Default.aspx?tabid=2037#spp or the above referenced expanded report are to be used to identify the areas of need. Other pertinent local data can be used as well. It is recommended that applicants with complex plans and budgets draft a mock-up application with colleagues prior to online entry. Sample TIP screens are included at the end of this document for this purpose.

Level of Determination (LOD) Stipends: LOD Stipends are a reward for Special Education administrator(s) whose districts received a 'meets requirements' rating on the KIAS level of determination. The funding can be used to attend professional development opportunity(ies) of their choice. This professional development can be multi-faceted and includes conference or workshops, pursuit of an additional endorsement/license, memberships, or enrollment in a university program of study related to leadership. The professional development may occur in or out of state. The event may take place anytime covered by the terms of this grant award.

Districts who receive a "needs assistance" or "needs intervention" KIAS level of determination rating are not eligible for LOD Leadership Stipends. The Stipend amount is reduced proportionately for each district who does not meet requirements and is a member of a cooperative, interlocal or service center.

The amount of each LOD stipend each eligible District can receive is based upon member district enrollment and the small, medium, large district designation as used in KIAS file review process. Eligible "SO" special purpose school and/or adult corrections facilities each receive $1,000. The Leadership Stipend amount is considered a 'supplement' to the annual TIP base allocation and is optional. Using the parameters of the TIP application, Special Education Administrators determine how the Leadership Stipends are going to be used and apply for the funds in the TIP budget section.

Completing the Comprehensive (aka Long) Form Completion of the long form is mandatory for LEA's who have received "completion of the comprehensive TIP" as LOD enforcement action. The TIP application form is preset to only offer the long form for LEAs who receive this sanction. These LEAs need to select and address cluster(s) that will help remediate the enforcement action. There are five SPP clusters. When completing the comprehensive form answer all five questions for each SPP cluster selected. The questions involve reporting on past, present and future TIP activities. All applicants are limited to the space/length provided onscreen in the online application, however, applicants are free to maintain and house a longer version in local files.

Districts who “meet requirements” have the option to select whether they want to complete the short or comprehensive/long form. All districts must select a SPP improvement area in order to improve efforts. IMPORTANT NOTE: if a district elects to complete the long form option then the long form box must be checked to activate the long form. Once selected, the TIP help desk must be contacted via email TIPhelp@ksde.org or call 785-291-3098 to reactivate/reset “short form” as an option.

Description of Allowable Costs and Budget Instructions

TIP Allowable Costs: The intent of TIP funds is to supplement and enhance services and supports being provided for learners with disabilities. TIP funds cannot supplant existing daily operating expenses of salaries, benefits, positions, supplies, equipment, or contractual items. Additional staff or faculty time may be needed to coordinate TIP activities, sustain professional development, and/or provide release time for activities/training. Participation in sustained professional development, planning time, and opportunities to collaborate with colleagues across pre K-12 partner school faculties, and across colleges and universities may be critical to achieve the stated purpose. This includes reasonable in and out of state travel, lodging, meeting supplies, materials and refreshments necessary to conducting an activity. Costs associated with training, consultants, purchase of documents/books/materials, and conducting staff recruitment and retention activities are permissible.

The purchase of furniture, construction and/or remodeling of facilities is not allowed.

Allowable Direct Costs:

Personnel Salaries/Wages/

- Extra duty stipends and/or substitute costs to allow participation of educational teams of faculty administrators and their university and family partners in project activities is permissible.
- Salaries for dedicated personnel time to facilitate or coordinate improvement efforts and/or conduct sustained professional development efforts are permissible.
- Using funds to simply fill positions, meet daily caseload requirements, or fund a hard to fill position is considered supplanting and is not allowed.

Personnel Benefits

- Benefits for dedicated personnel time to facilitate or coordinate improvement efforts and/or conduct sustained professional development efforts is permissible. Benefits for substitutes, extra-duty or part time assignments related to TIP activities is also permissible.

Travel

- In-state travel to professional development related to targeted improvement strategies. Travel costs for which state general fund reimbursement is allowed (i.e. staff travel for instruction of students) may not be charged. Limited out-of-state travel is allowed if reasonable and clearly related to the targeted improvement and a part of a sustained professional development plan.

Assistive Equipment /Instructional Technology

- Computer equipment and software purchases are allowed if they are instructional in nature, or an integral tool needed for the achievement of learners with disabilities. Membership costs to the Kansas Infinitec Consortium are included in this line item.
- Cost of construction or remodeling of facilities is not allowed.

Supplies

- Limited purchase of curricular and instructional materials needed for meetings in-services/workshops. This includes access to critical information needed to support professional development or student achievement such as the fee needed for an online website membership. List the types of instructional materials to be charged to the grant and the estimated cost per item or groups of items.

Contractual

- Consultant or professional development fees and expenses;
- Expenses associated with conducting meetings of school staff and community members, and university faculty, or other partners; this may include room rental and/or refreshments for the meetings; may include partial tuition reimbursement for coursework or consortium participation.

LOD Leadership Stipend

- LOD Stipends may not be reallocated to another line item. The amount cannot be combined with another line item and must be described separately. If funds are not wanted, enter a zero amount and total amount requested will be reduced accordingly. Special Education Administrators determine how the Leadership Stipends are going to be used to support leadership development. A short description of the names and types of events or classes, whether it is for registration, travel, books, materials and the estimated number participating is to be included.

Administrative Costs

- May not exceed 5% of Total Funds Requested/Total Funds Awarded ~~direct costs. Direct costs are wages, benefits, travel, supplies, AT, equipment, LOD Stipend and contractual.~~
- Examples are general operating costs such as use of copier/fax/office equipment, office space, accounting, phones, administrative oversight, etc.
- The maximum amount of administrative cost can be calculated by taking the total funds requested/total funds awarded and dividing it by 1.05. Take the number you get from dividing by 1.05 and subtract that from your total funds requested/total funds awarded amount. The remainder is the maximum amount applicants may request for administrative costs.

Budget Entry Instructions

When completing the TIP budget, only the IDEA Title VI-B funding stream is to be included. The budget justification must include how expenditures are related to the applicant's implementation of improvement strategies and activities related to SPP Indicators. Proposed TIP funding amount cannot exceed the TOTAL allocation available. Total allocation available is the FY2014 base allocation plus optional leadership stipend, if eligible.

In the "Costs" column, enter a subtotal for each direct cost line item. The "Justification" field is to be a listing of the different costs and should add-up to the direct cost line item sub-total. In the "Justification" field, enter a list of the expenditure type and how amounts were calculated. The "Justification" field is text only and will not calculate numeric entries. At the end of this document is a screenshot of the budget page.

The following are examples of what would be considered a minimal level of detail expected for the

- *Salary Line Item example: Extra-duty stipends ($40 per day for 40 teachers) to attend*

professional development on literacy and numeracy. Skills of at least 40 general and special educators to instruct and provide interventions for learners with disabilities will be increased.

- *Contractual Line Item example: Consultants ($500 x 5 days of professional fees x 3 people) to provide summer professional development related to Literacy and Numeracy for general and special education teaching teams.*
- *Travel line item example: $430 dollars per 20 persons to offset registration, lodging, mileage and per diem to attend the MTSS Symposium, Ski-Hi Intervener Summer Institute and/or a related training.*

Budget Revision: *FY2014 Budget revisions will be entered and approved using the online TIP application* . The budget revision form needs to be submitted for approval when the direct cost line item transfers exceed 10% of the grant total or an additional cost/new activity within line item expenditure is needed to achieve the TIP purpose. Instructions for submitting a budget revision are: 1) Current budget figures will auto-populate in "Present Budget" column; 2) Enter amount of desired change in "Requested Change" column; 3) Use a minus (-) sign when reducing a line item amount; 4) New or revised amounts appear in "Amended Budget" column and; 4) Equipment/tech/supplies changes require examples and justification. Emailed attachments or paper version of a FY2014 budget revision will not be accepted as of 7/1/2013.

Carryover: FY2013 Carryover will be handled outside the online TIP Application. While the online Annual Fiscal Report (AFR) contains a field for reporting carryover, a separate carryover request needs to be submitted prior to AFR submission. Submit carryover requests via email. Carryover is available for activities proposed but not completed prior to the end of the grant year or June 30th. Typically a carryover will extend the grant award for an additional 90 days through September30th. Send an email to TIPhelp@ksde.org by June 30th with a brief description of activities proposed but not completed, the estimated amount of carryover needed and that funds will be carried over until September 30th.

Annual Fiscal Reporting: *FY2014 Annual Fiscal Reports will be entered and approved using the online TIP application* . The annual AFR must be completed, submitted, and approved online before the system will generate the next grant award letter and grant award document. ***This document is to be calculated by the district business manager and/or business office.*** The online form will auto-populate many cells. The amounts for carryover, encumbered, and unexpended funds will need to be locally calculated and entered by the district business manager and/or business office.

Unexpended funds should not be included in the encumbered amount and are not the same as carryover. Unexpended funds are the fiscal year grant amount not expended, not drawn down, not encumbered and/or not obligated prior to the end of the fiscal year. Unencumbered funds will remain in a districts prior year Form 240 TIP account and will be subtracted from the following fiscal year grant award.

Questions regarding TIP application preparation should be emailed to TIPhelp@ksde.org or by calling 785-291-3098. Kerry Haag, Assistant Director, and Karen Maddox, Senior Administrative Assistant of Early Childhood, Special Education and Title Services are the TIP help desk and will be happy to assist as needed.

Sample Budget Screen:

Targeted Improvement Plan (TIP)
FY 2013 (7/1/2012-6/30/2013)
IDEA CFDA #84/027A

PAGE CONTENT HERE

Base Allocation:	$85,000
LOD Leadership Stipend:	$15,000
Total Allocation Available:	$100,000
Remaining Funds:	$1,300

Anticipated Budget for FY 2013
PAGE CONTENT HERE

	Costs	Justifications
Personnel Salaries/Wages:		
Personnel Benefits:		
Travel:		
Equipment/Technology:		
Supplies:		
Contractual:		
LOD Leadership Stipend:		
Administrative Costs:		
Total Funds Requested:	0	

Save Clear

Sample Cluster Selection Screen for Short and Long Form:

Please select 'YES' or 'NO' to indicate which of the clusters will be addressed with FY2013 funds.

Cluster #1:	Secondary Transition: Graduation, Dropout, Suspension Expulsion, Transition Ages 16+, Post-School Outcomes	
Cluster #2:	Achievement: Assessment-Reading, Math, LRE Placement, Disproportionate Representation	
Cluster #3:	Early Childhood: EC LRE, EC Outcomes, Part C-B transition	
Cluster #4:	Parental Involvement	
Cluster #5:	Additional and/ or other areas	

Sample Long Form:

This is one cluster. The five sections must be answered for each cluster selected. Short form users will not have access to this screen.

Cluster 1 | Cluster 3

Secondary Transition: Graduation, Dropout, Suspension Expulsion, Transition, Post-School Outcomes

Accomplishments:

Describe in detail

1. What activities were implemented?
2. How the district/LEA/COOP implemented the activities.

Challenges:

Describe challenges faced in implementing the targeted improvement activities.

Evidence of Improvement:

Report the results of progress monitoring and evaluation data collected. Describe how you know your improvement efforts were effective.

Improvement Plan:

Describe

1. What evidence-based practices, interventions and activities will be implemented
2. How the activities will be carried out and evaluated
3. What student groups or audiences will be targeted for participation
4. Which SPP cluster(s) contained noncompliance, if any

Monitoring and Evaluation:

Describe in detail how the effectiveness of each intervention and/or activity will be monitored and evaluated.

Sample Grant Award Letter

Kansas state department of Education

Special Education Services

785-291-3097 or 1-800-203-9462
785-296-6715 (fax)

120 SE 10th Avenue • Topeka, KS 66612-1182 • www.ksde.org

August 03, 2012

Dear Deb:

I am pleased to inform you of the approval for the Fiscal Year 2013 of your Targeted Improvement Plan, Project # 20736, in the amount of $31,443.

The Grant Award Document is now accessible to you via the Grant Award Document page of the TIP web application. Please access the page, review the information and click the SUBMIT button to electronically sign the document and submit it to KSDE. The payment process will be on a monthly basis and will begin after all documents are processed and approved. Please request payment by accessing Form 240 Online at www.ksde.org. Any questions regarding Form 240 should be directed to Rosemary Ireland at 785-296-2020 or irreland@ksde.org.

Please refer to the Special Project # 20736 when contacting our office. If you need clarification or further information, please email TIPHelp@ksde.org or call 785-291-3098

Sincerely,

Kerry A. Haag

Asst. Director

Special Education Services

CC: I

Sample Annual Financial Report

Targeted Improvement Plan

Kansas state department of Education

User: JLD0437 **District:** D0437(Auburn Washburn) **Access Level:** District/Org Approve

- Return to App List
- Logout
- Home
  - Select Year
- Target Improvement Plan
  - Update Contact Information
  - TIP Application
    - Enter Budget
    - Answer Cluster Questions
    - Submit Application
    - **Enter Annual Financial Report**
    - Accept Grant Award Document
    - Enter Budget Revision
    - Print Reports

Targeted Improvement Plan > Annual Financial Report

Annual Financial Report
FY2013 July 1, 2012 - June 30, 2013
Targeted Improvement Plan (TIP)

This report must be completed at the end of each State fiscal year (June 30).

Project Number:	20705
Project Location:	D0437 Auburn-Washburn
Total FY2013 Requested/Approved:	40066
FY2013 Unexpended Funds	210

CFDA # 84.027A Program Description: Title VI-B Discretionary Special Projects Index 10040

Grants to States

1. FY2012 Carry-Over:	144
2. FY2013 Requested/Approved:	40066
3. Total Resources Available	40210

	Expenditures	Encumbered Amounts	Total
Personnel Salaries/Wages	4000	0	4000
Personnel Benefits	5000	0	5000
Travel	6000	0	6000
Equipment/Technology	7000	0	7000
Supplies	8000	0	8000
Contractual	5000	0	5000
LoD Leadership Stipend	3000	0	3000
Administrative Costs (May not exceed 5%)	2000	0	2000
4. Total Expenditures and Encumbrances			40000
5. Carryover to FY2014 (must be spent by September 30th.)			210
6. Total Expenditures/Encumbrances and Carryover			40210

LEA Comments

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Name of Certifying Representative: Jessica Ludlum
Title: Title
Date Submitted: 4/4/2013 11:02:01 AM

By clicking the SUBMIT button below, I certify that to the best of my knowledge, information in this application is correct. The governing body of the applicant has authorized this application and the applicant agrees to administer its project and to expend the funds awarded to the applicant in accordance with its approved project budget and all applicable statutes and regulations governing the program.

Clear Save Submit AFR

☑ Approve AFR
☐ Disapprove AFR

KSDE Comments

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Errors Show

Sample Budget Revision Form

Kansas state department of Education

Targeted Improvement Plan

User: JLD0437 **District:** D0437(Auburn Washburn) **Access Level:** District/Org Approve

Return to App List
Logout

- Home
  - Select Year
- Target Improvement Plan
  - Update Contact Information
  - TIP Application
    - Enter Budget
    - Answer Cluster Questions
    - Submit Application
  - Enter Annual Financial Report
  - Accept Grant Award Document
  - **Enter Budget Revision**
  - Print Reports

Targeted Improvement Plan > Budget Revision

Fiscal Year: 2014

Project Number: 20705

Date of Request: 4/4/2013 3:08:31 PM

Contact Person: Jessica Ludlum

Project Location: D0437

LEA: Auburn-Washburn

The present project budget figures are included in column 2 below. In column 3, enter the amount of desired change. Additional funds should be indicated by entering the amount requested. Amounts to be deleted should be entered with a minus sign preceding the amount being deleted. The total amount of the adjustment will calculate and populate column 4. If you are submitting a revision request for equipment and/or supplies, enter a list of the items desired in the text box provided below the budget table.

	Present Budget	Requested Change	Revised Budget
Personnel Salaries/Wages	5000		
Personnel Benefits	6000		
Travel	7000		
Equipment/Technology	6000		
Supplies	5000		
Contractual Costs	6000		
LoD Leadership Stipend	4000		
Administrative Costs (May not exceed 5%)	1500		
Total Funds Requested			

List of Equipment/Technology/Supplies

Rationale for Revision

LEA Comments

By clicking the SUBMIT button below, I certify that to the best of my knowledge, information in this application is correct. The governing body of the applicant has authorized this application and the applicant agrees to administer its project and to expend the funds awarded to the applicant in accordance with its approved project budget and all applicable statutes and regulations governing the program.

Clear | Save | Submit Budget Revision

Errors Missing Value : 1 *Show Error Deta*