



Special Education and Title Services Team

Targeted Improvement Plan (TIP) Application Requirements and Allowable Costs

Kansas Grants Management System

IDEA CFDA 84.027

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KSDE Special Education Services

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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, budget instructions, as well as procedures for carry-over, budget revisions, and annual fiscal report completion. Applicants are required to read, review and follow this guidance when submitting each TIP application.

TIP applications must be entered through the KSDE Common Authentications Web Application - Kansas Grants Management System (KGMS). Persons submitting a TIP application must be registered users of the KSDE Authentication system and have prior approval and access to Kansas Grants Management System. Use the following web address to register for the Kansas Grant Management System: <https://apps.ksde.org/authentication/login.aspx>. Scroll through the list of available programs and select Kansas Grants Management System (KGMS). Select an Access Level and submit when the form is completed. For those that just need to add KGMS, click on Manage my Account and follow the same steps as above.

The application approval, award notices, budget revision request submission and budget revision approval are exchanged using the web-based Kansas Grants Management System. Approval notices will come from the KGMS@KGMS.com email address.

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

Applications are renewable on a yearly basis. Annual availability of TIP funds is contingent upon the amount of the Kansas federal IDEA award. Amount of funding is determined through a base allocation which typically stays the same from year to year. In addition, there are supplemental fund amounts 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.

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 approved and signed by an authorized representative. Applications must contain allowable costs, identify the IDEA 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 submit 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=520> 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.

Leadership Stipends

Level of Determination (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 schools and the 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.

LOD Enforcement Actions and TIP

Completing the Comprehensive (aka 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 may choose to “Upload File” to provide additional documentation for the application.

Districts with a Needs Intervention rating need to contact KSDE prior to submission. Use of TIP funds may be directed by KSDE if a district receives an IDEA LOD rating of Needs Intervention (NI).

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.

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, and materials 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

- Using funds to simply fill positions, meet daily caseload requirements, or fund a hard to fill position is considered supplanting and is not allowed.
- Extra duty stipends and/or substitute costs to allow participation of educational teams of faculty administrators, mental health providers, 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.

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 Infnitec 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 providers and members, and university faculty, or other partners; this may include room rental; and 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.

Indirect Costs

- **Are capped at the indirect cost rate the district has on file with KSDE.**
- Examples are general operating costs such as use of copier/fax/office equipment, office space, accounting, phones, administrative oversight, etc.

EXAMPLE

Formula for determining the indirect costs amount that can be set aside:

Formula for determining the indirect costs:

a. Total Direct Costs =	- \$125,000	
b. Administrative cost rate =	- 5.00%*	
c. Administrative cost rate + 1 =	- 1.05	
d. a (\$125,000) divided by c (1.05) =	- \$119,047.619	- Direct Cost
e. a (\$125,000) minus d (\$119,047.619) =	- 5,952	- Indirect Cost

***Administrative rates will vary.**

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 FY2021 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: 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 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; 5) Equipment/tech/supplies changes require examples and justification.

Carryover: The online Annual Fiscal Report (AFR) contains a field for requesting and reporting carryover. A 90-day carryover is available for activities proposed but not completed prior to the end of the grant year or June 30th. Use the “comment box” and enter a description of how carryover funds will be used on or before September 30th.

Annual Fiscal Reporting: FY2021 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 award for the next grant year. ***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 encumbered, unexpended funds and carryover, if requested, will need to be locally calculated and entered by the district business manager and/or business office.

Unspent/unexpended funds are not to be included in the encumbered amount. ***Unexpended funds are the fiscal year amount not expended, not drawn down, not encumbered, not carried over, and/or not obligated prior to the end of the fiscal year.*** Unspent/unexpended funds will remain in a districts prior year Form 240 TIP account and will be subtracted from the following fiscal year grant award unless funds are returned.

Contact Information for TIP:

Karen Maddox, Public Service Administrator at kmaddox@ksde.org or 785-291-3098

Contact Information for Level of Determination Rewards and Sanction Questions:

Stacie Martin at smartin@ksde.org or 785-296-6855

Technical assistance questions with navigating, data entry, and editing in KGMS System:

Leader Services at 877-456-8777 or helpdesk@leadersvices.com

Hours (excluding Holidays): Monday – Friday 7AM – 5PM (CST)