To be released in EGMS Dec. 2018
Applications will be reviewed and approved
on a rolling basis through Feb. 28, 2019

INVESTMENT IN SCHOOLS

LEA Application | FY19

District of Columbia
Office of the State Superintendent of Education

Applicant Information

The *Investment in Schools* fiscal year 2019 (FY19) application opens December 2018 in the [Enterprise Grants Management System (EGMS)](#) after the 2018 [DC School Report Card](#) is released. Local education agencies (LEAs) with one or more Comprehensive Support and Improvement Schools, type 1 (CS1) are eligible to apply. CS1 schools are Title I schools that score in the bottom 5 percent of the total number of points on the STAR Framework as compared to their peers.[1] The information below is provided for planning purposes. Eligible LEAs will apply through EGMS on a rolling basis by no later than Feb. 28, 2019.

Overview

Purpose: Section 1003 of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), requires that state education agencies make grants to LEAs to serve low-performing schools. Schools that are the lowest-performing 5 percent of schools in the District, identified as CS1 schools, are eligible for these funds. A list of eligible schools will be available at [DCSchoolReportCard.org](#) in December 2018.

Grant Period: The grant period is July 1, 2018 - September 30, 2019. Pending funding availability, an LEA may receive up to two additional years of funding if it meets required goals and milestones for the grant.

Funding: An LEA with an approvable application will receive funding for each eligible CS school as follows: [will be specified when schools are identified in December 2018].

Allowable activities: LEAs must target funds toward the area(s) identified for improvement for each school based on their Needs Assessments and School Improvement Plans. Funds may only be used for activities allowed under Title I, Part A. Please note that *Investment in Schools* grant funds may be used only to supplement, not supplant, local or state funds allocated to each eligible school.

Eligibility: To be eligible to receive the *Investment in Schools* grant, LEAs must commit to meet the following requirements (See ESEA Sections 1003 and 1111(d)):

- Carry out all activities required for CS schools;

- Conduct a Needs Assessment, Resource Equity Analysis (if applicable), and School Improvement Plan utilizing the required templates provided by OSSE;

- Monitor schools receiving funds under the grant;

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[1] Under ESSA, CS1 is the only designation that specifies Title I schools (as opposed to all schools). At minimum, the lowest performing 5 percent of Title I schools will be identified but OSSE may also identify non-Title I schools with comparable low performance.

- Implement a rigorous review process to recruit, screen, select, and evaluate any external partners and vendors with whom the LEA will partner;
- Align other federal, state, and local resources to carry out the activities supported with funds received under the grant;
- As appropriate, modify practices and policies to provide operational flexibility that enables full and effective implementation of improvement plans; and
- Commit to providing a completed Needs Assessment and School Improvement Plan for each school by May 31, 2019, using templates provided by OSSE. For any LEA that has at least one CS school and more than one school overall in the LEA, complete a Resource Equity Analysis at the LEA level to analyze resource distribution at all schools using the template provided by OSSE by May 31, 2019.

Application Due Date: The *Investment in Schools* fiscal year 2019 grant application must be submitted in the Enterprise Grants Management System (EGMS) no later than 3 p.m. on Feb. 28, 2019. LEAs are strongly encouraged to submit their completed application before the due date. EGMS will not accept any submissions after 3 p.m. To avoid last-minute technical submission issues, please submit early. **LEAs that do not apply by Feb. 28, 2019 will be deemed ineligible for funds and will have their funds distributed to other LEAs.**

OSSE will review applications submitted prior to Feb. 28, 2019, on a rolling basis. To expedite review and award, OSSE highly recommends LEAs meet with OSSE prior to application submission.

Program Contact

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Project Narrative

Needs Assessment

Please answer the questions below regarding your LEA's plan to carry out the required activities during the award of this grant (Year 1 of *Investment in Schools*) through Sept. 30, 2019.

A. Describe how the LEA will carry out Needs Assessment processes at each CS school by answering the following questions. If multiple CS schools will follow a similar approach, please specify as such and include the name of the school(s).

1. Name(s) of individual(s) responsible for coordinating Needs Assessments across CS schools.

2. How will the LEA meaningfully engage stakeholder groups in the Needs Assessment process? Response must specify:
   a. Which groups will be engaged? Please note that OSSE's template for the CS plan aligns with the requirements of the Title I, Part A Schoolwide Plan. For this reason, at the minimum, the following stakeholders should be involved: parents, members of the community to be served, teachers, principals, other school leaders, paraprofessionals, Title I grant administrators, and LEA representatives. If appropriate, also include specialized instructional support personnel, technical assistance providers, school staff, and other individuals as determined by the school; for secondary schools this should also include students.
   b. What structures will be put in place to engage stakeholders (e.g., community meetings, focus groups, surveys)?
   c. How the LEA will determine if the engagement was successful (e.g., meeting participation levels, reviews of meeting minutes, review of survey feedback)?

3. What is the LEA's timeframe for completing each CS school's Needs Assessment? Response must specify:
   a. Date when school-level data will be compiled (specify if already underway)
   b. Date when Needs Assessment process will begin at school level (specify if already underway)
   c. Date when Needs Assessment process will end at school level

B. Funding: How will funds be used to support the Needs Assessment process for CS schools?
    1. Names and positions of any staff to be funded and activities to be carried out by those positions
    2. Professional services
    3. Equipment
    4. Supplies
    5. Other objects: Travel, training, etc., that will be needed

C. What other sources of federal or non-federal funding will be used to support schools' needs assessment process, if any?

Source (Federal, Local, Philanthropic, Other – please specify)	Estimated Amount	Purpose

School Improvement Planning Process

Please answer the questions below regarding your LEA's plan to carry out the required activities during the award of this grant (Year 1 of *Investment in Schools*) through Sept. 30, 2019.

A. Describe how the LEA will carry out the school improvement planning process at each CS school by answering the following questions. If multiple CS schools will follow a similar approach, please specify as such and include the name of the school(s).

    1. Name(s) of individual(s) responsible for coordinating school improvement planning activities across CS schools.

    2. How will the LEA meaningfully engage stakeholder groups in the school improvement planning process? Response must specify:
        a. Which groups will be engaged? Please note that OSSE's template for the CS plan aligns with the requirements of the Title I, Part A Schoolwide Plan. For this reason, at the minimum, the following stakeholders should be involved: parents, members of the community to be served, teachers, principals, other school leaders, paraprofessionals, Title I grant administrators, and LEA representatives. If appropriate, also include specialized instructional

support personnel, technical assistance providers, school staff, and other individuals as determined by the school; for secondary schools this should also include students.

   b.   What structures will be put in place to engage stakeholders (e.g., community meetings, focus groups, surveys)?

   c.   How the LEA will determine if the engagement was successful (e.g., meeting participation levels, reviews of meeting minutes, review of survey feedback)?

   3.   What is the LEA's timeframe for completing each CS School Improvement Plan? Response must specify:
      a.   Date when the planning process will begin at school level (specify if already underway)

      b.   Date when the planning process will end at school level

      c.   Date when school improvement plans will be approved at the LEA level

B.   Funding: How will funds be used to support the school improvement planning process for CS schools?
   1.   Names and positions of any staff to be funded and activities to be carried out by those positions
   2.   Professional services
   3.   Equipment
   4.   Supplies
   5.   Other objects: Travel, training, etc., that will be needed

C.   What other sources of federal or non-federal funding will be used to support schools' improvement planning activities, if any?

Source (Federal, Local, Philanthropic, Other – please specify)	Estimated Amount	Purpose

School Improvement Plan Implementation

Once each CS school's School Improvement Plan is complete, LEAs may use funds to launch the implementation of school improvement activities at these schools. This section addresses the implementation and grant requirements under ESSA.

A. What systems or processes will the LEA use to ensure that the comprehensive vision and associated activities in the school plan are carried out?

B. Based on the following activities listed in Overview, provide how these activities will be carried out and when.

    1. Monitor schools receiving funds under the grant

    2. Implement a rigorous review process to recruit, screen, select, and evaluate any external partners and vendors with whom the LEA will partner

    3. Align other federal, state, and local resources to carry out the activities supported with funds received under the grant

    4. As appropriate, modify practices and policies to provide operational flexibility that enables full and effective implementation of improvement plans

C. Funding: This section is not required for initial submission. How will funds be used to support the School Improvement Plan implementation activities for CS schools (e.g., staffing, procurement, professional development, budgeting)? If the LEA has not developed a plan on the costs for these activities, this section can be completed and updated later.

    1. Names and positions of any staff to be funded, and activities to be carried out by those positions

    2. Professional services

    3. Equipment

    4. Supplies

    5. Other Objects: Travel, training, etc. that will be needed

Documents to be Submitted May 31, 2019

ESEA 1111(d) requires LEAs to complete a Needs Assessment and develop a School Improvement Plan for each CS school. Any LEA that has at least one CS school and more than one school overall in the LEA must also complete an LEA Resource Equity Analysis. Please upload these documents in EGMS by May 31, 2019.

- Needs Assessment documents – Please use template provided by OSSE and upload one document per CS school
- School Improvement Plan – Please use template provided by OSSE and upload one document per CS school
- LEA Resource Equity Analysis – Please use template provided by OSSE (if applicable) and upload evidence of template submission in QuickBase application

All required templates can be found on the OSSE website.