

WA-TPL Project Update Process and Instructions for 2015-16

WA-TPL PROJECT UPDATE TIMELINE, REVIEW, AND APPROVAL PROCESS

WA-TPL Project Update Timeline

All WA-TPL Project Updates are to be submitted through iGrants Form Package 683 on or before **Monday, October 19, 2015 by 4:30 p.m.** Only WA-TPL Project Updates that have been officially submitted for OSPI Review via iGrants will be considered (no hard copies). All Approvals will be confirmed by **Monday, November 9, 2015.**

Approval of District Updates, Review and Approval Process

1. The goal for this WA-TPL Project Update is to obtain *updates only* of project information and/or revisions for the record, plus the Annual Performance Report.
 - a. All WA-TPL districts intending to continue as participants in the WA-TPL project will indicate their desire and intention to remain a Laboratory District or Critical Friend District by completing and submitting this WA-TPL Project Update.
 - b. All WA-TPL districts will prepare a draft 2015-16 budget based on the same annual allocations as last year. Revisions will be needed later to add any Y2 carryover (December 2015 or January 2016, when amounts are known).
2. WA-TPL Project Update submissions that are accurately completed and submitted by existing WA-TPL districts intending to continue full participation in the WA-TPL project will be approved. OSPI may require changes or additions prior full approval.
3. WA-TPL Project Update submissions will not be scored.

Resources for completing WA-TPL Project Update

Districts continuing to participate with the WA-TPL project should review these important documents for the WA-TPL Lab and Critical Friend iGrant (pdf document links provided in the Cover Profile for iGrants Form Package 683 [for districts that joined in 2014] and Form Package 717 [for districts that joined in 2015]):

- ☐ Your District's original Readiness Self-Assessment
- ☐ OSPI's WA-TPL website
- ☐ OSPI Proposal to Gates Foundation
- ☐ WA-TPL District Responsibilities for 2014-2016
- ☐ WA-TPL Important Key Terms and Definitions

WA-TPL PROJECT UPDATE INSTRUCTIONS AND CHECKLIST

Instructions

All districts continuing to participate in the WA-TPL project must update and submit a WA-TPL Project Update (all pages and commitments) through the OSPI iGrants system, Form Package 683 [for districts that joined in 2014] and Form Package 717 [for districts that joined in 2015].

WA-TPL Project Update Submission Checklist (*This checklist is provided for project director/application writer's convenience.*)

- Review and revise, as needed, the following sections within iGrants:
 - ☐ Cover Profile
 - ☐ Instructions
 - ☐ Contacts page
 - ☐ Agree to all WA-TPL Commitments outlined in RFP Tab, Page 1
 - ☐ Complete and upload to iGrants all sections of the *2014-15 WA-TPL Annual Performance Report* (link to form provided) for Lab & Critical Friend Districts (RFP Tab, Page 2).
 - ☐ Indicate whether your district is continuing as a Lab, Critical Friend, or consortium (RFP Tab, Page 2)
 - ☐ Capacity of District or Consortia (RFP Tab, Page 3)
 - Update District Core Team structure, as needed
 - Update School Leadership Team structures, as needed
 - ☐ Commitment of District or Consortia (RFP Tab, Page 4)
 - Updates to this information is optional
 - ☐ Project Budget (Budget Tab)
 - Provide brief information in Budget Comments in support of indicated Budget Object Expenditures (Budget Tab)

Additional WA-TPL Project Assurances and Guidance

Key District Commitments

1. Project Evaluation

Each grantee district will participate in project evaluation and respond to guidance of the external evaluator secured through contract with OSPI. The project evaluation will be ongoing and will include administration of the SAI2, and formative and summative methods identified by the external evaluator. The external evaluator and project leadership will coordinate evaluation objectives.

2. Reporting Requirements

Each grantee district will complete an Annual Performance Report (APR) each grant year, submitted via iGrants, each year in October. OSPI will provide an APR template for this purpose.

3. Web-based project management and collaboration

Each grantee district will use Basecamp, the web-based project management and collaboration tool selected for WA-TPL. OSPI will provide, support, and manage the Basecamp sites; grantee districts will use it for project communications such as email, discussions, and posting comments, and for storage of all project-related materials and evidence of work activities.

Funding Amounts and Budget Completion

Funding Amounts

The following table delineates the funding available for each designation:

Funding	Lab Districts	Critical Friend Districts
Year 1	\$7500	\$5000
Year 2	\$15,000	\$10,000
Year 3	\$15,000	\$10,000

Notes:

- Funding may be used at the discretion of the District, for purposes directly related to participation in the WA-TPL project. *Funds may not be used for indirect costs or costs associated with writing or updating the proposal.*
- Districts must commit to full Core Team participation in WA-TPL statewide convenings, and selected team member participation in regional WA-TPL professional learning collaboration and learning opportunities. Funds to support staff participation in these activities must be identified for travel to and lodging, either from the WA-TPL budget or other district funds. OSPI will not pay for district team travel expenses incurred.
- The District shall be responsible for all expenses incurred by District related to this scope of work in excess of funding provided.
- Funds may be used to supplement, not supplant, state and/or local and/or other funds that would otherwise be used for professional learning activities.

Budget Completion and Narrative

- Districts continuing to participate in the WA-TPL project as Laboratory or Critical Friend Districts must provide a basic budget proposal and narrative for Year 3 (November 1,

2015 – October 31, 2016, 12 months) using the WA-TPL Budget form provided. Objects should reflect the goals and objectives of the WA-TPL project.

- a. Complete budgets will be submitted via iGrants.
2. Districts must identify funds to support the travel and lodging costs for full core team attendance at three 2-day meetings in Year 3. (This may necessitate use of carryover funds where available.)
3. The amounts proposed for each object or program activity must be justified in the budget narrative.
4. Valid program activities, also listed in the iGrant System 2015-16 Form Package Profile, include supervision/instruction, learning resources, principal's office, guidance and counseling, pupil management and safety, health/related services, teaching, pay to school districts, instructional professional development, and instructional technology.
5. The amounts proposed for each object must be commensurate with project activities.

Note: OSPI will directly purchase the SAI2 instrument for all participating districts. Costs related to the SAI2 Survey DO NOT need to be budgeted within district WA-TPL budgets.