OSSI Grant Application Questions
SY 2023–24

For all school level grants in the following form packages: EGMS 37, 39, 871, 873, 910 and EDS iGrants 872, 874

Application / Budget Narrative

Schools identified for OSSI Continuous School Improvement supports in 2023 are eligible for this grant.

All funds provided through this grant are expressly for the implementation of the identified school's School Improvement Plan, less the permitted indirect amount which may be retained by the local education agency. Alignment of the School Improvement Plan to this grant application will be confirmed through a review process by OSPI.

Each identified school must include the following in their application:

- Detailed response to each question in the School Improvement Planning and Budget sections; and

- A proposed budget that indicates how the school improvement funds will be expended during the current school year aligned with high-priority goals and high-leverage activities identified in the School Improvement Plan to improve student learning outcomes and reduce equity gaps among student groups.

The following is required to receive OSSI grant funding:

Your current year School Improvement Plan (SIP) must be uploaded in the **Supporting Documents Checklist** section located under the **Forms and Files** tab of this application.

There are three options for your SIP upload:

- Upload Section III, SMARTIE Goals, Activities and Measures, from your most recent OSPI School Improvement Plan End-of-Year Template.

- Complete and upload the Optional OSPI School Improvement Plan Template. Templates can be found under the **Supporting Documents Checklists** section located under the **Forms and Files** tab of the application.

- If using your own SIP template, ensure that current year school improvement goals and activities are highlighted in yellow on your upload, even if they are not officially approved yet or may change.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Note:

- All proposed expenditures must support the priority goals and activities of the uploaded school improvement plan.

- Revised SIPs can be uploaded at any time. If your priority goals change through the year (as they often do), or if you wish to spend funds in allowable areas other than originally approved and that are not aligned with the uploaded SIP, you will need to create a budget amendment, describe the requested changes and how they support your new goals, and upload a revised SIP under the **Application Files** section by clicking on "Add Files."

School Improvement Planning Questions

In the space below, please provide detailed narrative to the following questions that highlight how your resource allocation supports the activities outlined in your school improvement plan. Each school should consider how data and data analysis from their ongoing needs assessment is/will be used to make significant progress toward closing the opportunity and achievement gaps identified through the Washington School Improvement Framework (WSIF).

If you utilized OSPI's *Optional School Improvement Plan* template for your School Improvement Plan (SIP), then answer only questions 4 and 5 of the School Improvement Planning Questions below.

If you did not create a school improvement plan using OSPI's *Optional Consolidated School Improvement* template, then answer all questions (1–5) of the School Improvement Planning Questions.

1. Identify your school's current year improvement priorities and describe how these priorities align with your identified areas of need (e.g., Washington School Improvement Framework, disparities in achievement and outcomes by student group(s), more specific area of need as determined through other data sources).

2. What data review process has been completed or is planned to determine improvement priorities and activities? (In the current context, a data review process is envisioned to be a structured data analysis or walkthrough in a collaborative setting.)

3. Describe the progress monitoring, metrics, and adjustment process that are planned for the implementation of the school improvement plan.

4. Describe how various stakeholder groups; including students, parents, families, educators, and the school board will be involved or informed in the establishment of improvement priorities and the development and monitoring of the school improvement plan.

5. Describe what supports your school needs from both the Office of System and School Improvement (OSSI) and the regional Educational Service District (ESD).

Budget Questions

For each question, provide detailed narrative identifying how grant funds will be used to implement the school's improvement plan **AND** which SIP goal(s) the expenditure supports.

All fields are required. Enter N/A if funds will not be used in the area.

1. Human Resources (i.e., Salaries/Benefits)

What is the total amount of the school's grant that will be used for human resources for school improvement? List key roles (and a brief description if the role title does not clearly explain their responsibilities) that the grant will fund and how these individuals support the school's priority areas and school improvement plan.

2. Supplies and Materials

What is the total amount of the school's grant that will be used for supplies and materials? List key supplies and materials that the grant will fund and describe how these purchases support the school's priority areas and school improvement plan.

3. Contracted Services (i.e., Purchased Services)

What is the total amount of the school's grant that will be used for contracted services? List key contracts that the grant will fund and describe how these contracts support the school's priority areas and school improvement plan.

4. Contracted Services (i.e., Purchased Services) Oversight

Note: Description required if using any funds for 3 Contracted Services.

Describe the school's process of identifying, selecting, and providing oversight to any contracted services procured through this grant. Ensure the response addresses required federal procurement guidelines, if applicable, and/or district or school processes for contract procurement and oversight.

5. Travel

What is the total amount of the school's grant that will be used for travel? List travel that the grant will fund and describe how this travel supports the school's priority areas and school improvement plan.

Note: Student transportation is *only* allowable for field trips with measurable learning outcomes that directly support SIP goals.

6. Capital Outlay

What is the total amount of the school's grant that will be used for capital outlay? List the expenditures that the grant will fund and describe how they support the school's priority areas and school improvement plan.

Capital Expenditures: all expenditures must meet both state and federal definitions as described in this section.

Capital expenditures means expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life. (§200.1)

Capital Outlay: i.e., Capitalized equipment and improvements to buildings and/or grounds infrastructure. Equipment is defined as a nonexpendable, tangible item of personal property having a useful life of more than one year and an acquisition cost which is the lesser of the capitalization policy established by the school district or $5,000 (e.g., Office machines, audio-visual equipment, furniture for student use). Capital expenditures for special purpose equipment are allowable as direct costs, if items with a unit cost of $5,000 or more receive signed pre-approval from OSPI on the OSPI Capital Expenditure Request Form for 1003 Grant Funds found on the Continuous School Improvement Resources page of the OSPI website.

Improvements to buildings and/or grounds infrastructure are defined as those expenditures that materially increase the value or useful life of the buildings or grounds facility (e.g., equipment repairs and improvements, heating/cooling equipment). Expenditures of $5,000 or more must be pre-approved by OSPI (see above). Expenditures of less than $5,000 per unit cost are approved by OSPI through acceptance of this budget or through approval by OSPI of a future budget revision request by the school or district.

7. Other Expenditures

What is the total amount of the school's grant that will be used for other types of allowable expenditures not captured in questions 1–6? Describe how these expenditures will support the school's priority areas and school improvement plans.

Please note: For more information on allowable expenditures for this school improvement grant, see the list detailed in the announcement of this application. Many reference materials, including *Definitions of Allowable Expenditures* are available in the **Supporting Documents Checklist** section located under the **Forms and Files** tab in EGMS, and linked on the Profile Page in EDS iGrants.