NYSED New York State
EDUCATION DEPARTMENT
Knowledge › Skill › Opportunity

2022-23 SIG Basic Application Completion Guide

Contents

Background

The Title I 1003 School Improvement Grant (SIG) Basic program provides funding for districts and schools identified through the federal accountability system to implement activities aligned to their respective improvement plans.

This Completion Guide has been developed to assist districts in understanding the expectations and content of the SIG Basic application and support districts in completing the application. Please note that although some information in this guide may be applicable to other grants, the guidance is intended only for the 2022-23 SIG Basic program.

Components of the SIG Basic Application

The SIG Basic application has three different components that need to be completed:

1. [NYSED Business Portal Application](#)
2. Activity Charts
3. FS-10 Budget

More information about each of these components can be found in this Completion Guide.

NYSED Business Portal Application – 2022-23 Title I School Improvement Grant 1003 (Basic)

Application Overview

The 2022-23 SIG Basic portal application process is similar to the 2021-22 process. As part of completing the portal application, Districts will answer questions about the number of identified schools, confirm that all improvement plans have been finalized, and upload supplemental documents.

Districts will also continue to identify how the SIG funds will be used. Unlike the 2021-22 application, the 2022-23 will no longer include an option to fill out the activity charts in the portal, only to upload completed Excel activity charts that will be available in the Documents Panel of the portal.

A detailed summary of [application updates from 2021-22 to 2022-23](#) can be found on page 10 of this document.

Survey Navigation

The NYSED Business Portal Application contains a series of sections and pages as shown below.

The **Introduction** section contains useful background and submission information but does not require any entries or uploads.

The **Assurances** section contains a series of eleven statements that must be affirmed to ensure LEA compliance with Federal regulations. If a required statement has not been affirmed, the application will not be able to be submitted.

The **Allocations/Use of Funds** section includes two sub-sections.

1. The **Allocations/Identifications** page gathers the information needed to determine the number of identified schools and generates the total SIG Basic allocation for each Target District.
2. The **Use of Funds** pages will be available for LEA completion based on the information provided in the Allocations/Identifications section. All LEAs will be required to complete the **Target District Use of**
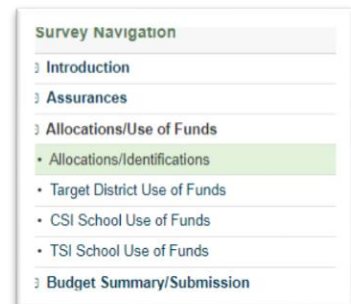
Funds page, while only districts with CSI schools will complete the **CSI Schools Use of Funds** page and only districts with TSI schools will fill out the **TSI Schools Use of Funds** page, for example.

- Questions #1 - #2 in each Use of Funds section (e.g., Target District, CSI Schools, TSI Schools) require the LEA to verify that improvement plan(s) have been completed, approved, and/or posted, as required.   NYSED Reviewers will confirm the following as part of their review of the SIG Basic application:
  - the DCIP and DCIP Planning Document have been submitted to dcip@nysed.gov.
  - the district and school improvement plans can be easily accessed from the links provided.

NYSED will flag these questions and stop its review of the application until those documents are submitted if any these plans cannot be accessed.

- Question #3 in each Use of Funds section requires the LEA to upload a completed district or school(s)-specific Activity Chart. Activity chart templates can be found in the Documents panel (see Supporting Documents below).

The **Budget Summary/Submission** section contains two parts. Part #1 confirms the maximum Total Allocation as calculated on the Allocations/Identifications page and also identifies the maximum budget total to ensure districts do not submit a FS-10 Budget for more than the allocated SIG funding amount. The signed FS-10 Budget should be uploaded in Part #2 as part of the portal application, with signed originals and two hard copies of the FS-10 Budget Form mailed to NYSED for processing by Grants Finance.

Supporting Documents

Supporting documents, including this SIG Completion Guide, can be found on the left of the screen in the Documents Panel of the portal application.

Each document can be downloaded for district use, as needed.

4
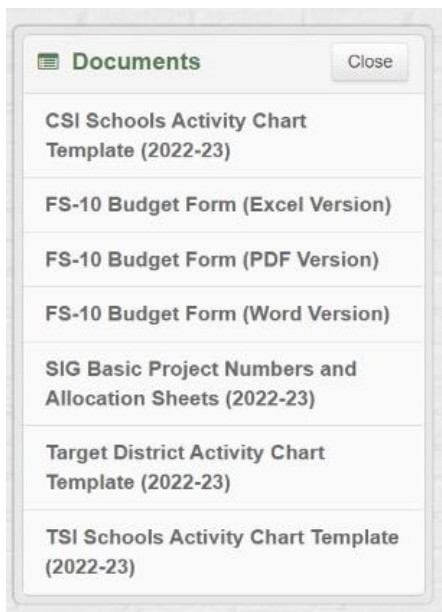
Activity Charts

An Excel-based Activity Chart offers the District the opportunity to explain how funds will be used to further support district and school-level improvement. The activities and funding amounts included in the Activity Chart will need to align to the costs identified in the FS-10 budget.

Districts will need to create and upload a Target District Activity Chart that outlines the costs associated with implementing and monitoring the District improvement plan and a CSI Schools Activity Chart and/or a TSI Schools Activity Chart that outline the costs associated with implementing and monitoring the school improvement plan(s) for each identified school. Districts with multiple identified schools should use only one CSI Schools Activity Chart for all CSI schools in the district and only one TSI Schools Activity Chart for all TSI schools in the district; each activity chart should clearly group activities by school.

Sample Activity Charts can be found in the Appendix of the guide.

Activity Chart Structure

Activity Charts consist of the columns indicated below:

- School Name (CSI and TSI Schools Activity Charts only)
- Description of Activity / Purpose
- Category (drop-down menu)
- Budget Code (drop-down menu)
- Cost

Description of Activity/Purpose Column

The section is designed for districts to expand on the items listed in the FS-10 so that the expenses can receive programmatic approval. Responses in this section should cover the address the following:

- **WHO** is planning, participating in, or receiving something from the activity?
- **WHAT** are they doing? What are the funds being used for?
- **WHEN** (e.g., after school, summer, etc.), **HOW** (in person or virtual), or **HOW OFTEN** is the activity occurring?
- **WHY** is the activity occurring? / **WHY** are we spending the money on X?

Activity chart entries can be as long as needed to provide the necessary information. In addition, districts can always reach out to their SIG reviewer if they have a concern that is not specific to a single entry.

Category Column

This section is provided for districts to indicate how the described activity connects to the district or school-level improvement plan.

Entries for this column are selected from the drop-down menu. To access the drop-down menu, click on the cell, which will result in a downward arrow appearing (see figure to the right).

From there, click on the downward arrow, and the drop-down choices related to the district or school's improvement plan will appear. Select the choice that best aligns with the activity described.
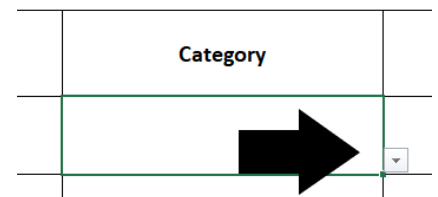
Budget Code Column

The Budget Code column also provides a drop-down menu. Access the drop-down menu by selecting the cell and following the steps above.

Your choice will indicate where the cost can be found in the FS-10 budget.

Examples of potential expenditures, organized by budget code, can be found in the Appendix.

Budget Code

Code 15 - Professional Salaries
Code 16 - Support Staff Salaries
Code 40 - Purchased Services
Code 45 - Supplies and Materials
Code 46 - Travel
Code 80 - Employee Benefits
Code 90 – Indirect Cost
Code 49 - BOCES Services
Code 20 - Equipment
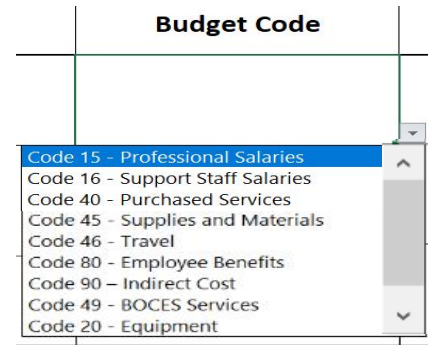
Cost Column

The cost column should reflect the cost associated with the activity described. If two or more schools share an expense (e.g., full-time social worker assigned to one or more locations), enter only the portion of the cost being covered by that school.

FS-10 Budget

The FS-10 Budget Form is the proposed budget for a Federal or State project in New York. Districts should submit a single FS-10 for the grant. FS-10 Budget Forms are available as Excel, PDF, or Word files. These are available for download in the Documents Panel.

- SIG budgets should not include Code 30 – Minor Remodeling expenses; therefore, this budget code is not an option on the activity chart.

For additional information about budget completion, refer to the annotated budget sample in the Appendix.

Project Numbers

Each district is assigned a specific project number for every grant. Districts enter the project numbers on the final page of the FS-10 budget.

Project numbers indicate the specific grant, the grant year, and the school-specific 4-digit identifier for that grant. The number is used to log receipt and approval of a grant/amendment in NYSED's system. It is also used for disbursing funds. Project numbers are provided both in the Appendix of this guide as well as in the Documents Panel of the portal, just below the "Contact Us" section.

All SIG Grant project numbers begin with **0011**, the middle two numbers indicate the year in which the project period will end, and the last four digits of a SIG *Basic* project number will always begin with a **2** or **3.**

e.g., **0011-23-xxxx**

How the FS-10 Budget Differs from the Activity Chart

Reviewers use the activity chart to understand the district's programmatic use of proposed funds. The FS-10 Budget should be aligned with the activity chart, but it is primarily a fiscal document that is processed by Grants Finance upon grant approval. The entries in the Activity Chart should not be identical to those in the FS-10.

For example, in the sample entries below, both the activity chart entry and the budget entry show that $3,780 will be used to cover the salary costs of SCEP Team meetings at APA Middle School. However, the activity chart entry emphasizes the purpose and proposed content of the meetings whereas the budget shows how the district arrived at the total cost: number of participants, number of meetings, length of meetings, and hourly rate.

Activity Chart entry

APA Middle School	The SCEP Team will meet outside of contractual hours monthly to review data, discuss stakeholder concerns, and modify or encourage further actions needed to move the school toward its commitments.	*Improvement Plan Monitoring (2022-23)*	Code 15 - Professional Salaries	$ 3,780

FS-10 Budget Entry

SCEP Team monthly meetings (APA Middle School)	6 teachers x 1.5 hours per meeting x 12 meetings = 108 hours	$35/hour	$3,780

Submission of Hard Copies and Electronic Copies

A signed FS-10 budget must be uploaded to the NYSED Business Portal with the application submission. The signed original FS-10 and two hard copies must be mailed to NYSED.

There are specific instructions for the submission of each of these documents captured in the guidance and checklists below.

Guidance for All Documents

If you submit electronic budget revisions prior to approval, **please do not send a new hard copy unless one is specifically requested**. If your district requires you to submit an updated hard copy, please email SIGA@nysed.gov to let us know so that we do not forward the application to Grants Finance prior to receiving the new hard copies.

Before printing or uploading the activity charts and the budget, please do a print preview to **ensure that all of the cells are fully readable** and not partially obscured by the borders.

Final Application Checklist

Hard Copy Submission

☐ The cover page, relevant budget pages, and the budget summary page will all need to be included in the package to mailed.

☐ Signatures on hard copies will need to be in blue ink. This helps us distinguish between an original and a copy.

☐ The original, signed copy will need to be on single-sided paper. That way, if a small change needs to be made to a budget code, the single page can be replaced easily.

Send a signed original budget (single-sided) and two copies to:

NYS Education Department – Office of Accountability
Attn: 2022-23 School Improvement Grant (1003) – BASIC
89 Washington Avenue – Room 320 EB
Albany, NY 12234

Portal

☐ The 2022-23 DCIP will need to be easily accessed from the link provided.

☐ The 2022-23 school improvement plan for each identified school will need to be easily accessed from the link provided

☐ Activity chart completed on the 2022-23 templates provided by NYSED will need to be uploaded to the corresponding portal page (Target District, CSI School, TSI School).

☐ The budget will need to be completed and uploaded on the Budget Summary/Submission page.

FS-10 Budget

☐ The Project Funding Dates of 9/1/22 to 8/31/23 will need to be filled-in on the first page of the budget.

☐ Budget entries within each budget code are grouped and identified by District or school name as "District" or specific school expenses.

☐ Each entry on the budget will need to correlate to an activity on the corresponding Activity Chart.

☐ The **Agency Code, Project Number** (0011-23-_ _ _ _) and **Agency Name** will need to have been written on the Budget Summary page.

☐ The budget will need to be signed and dated.

Questions

Please email SIG Basic questions to SIGA@nysed.gov. Your questions will be forwarded to the SIG Basic reviewer assigned to your district.

SIG Basic Application Updates From 2021-22 To 2022-23

2021-22 Application	2022-23 Application	Rationale
SIG Basic Allocations were $50,000 for Target Districts, $200,000 for schools identified for CSI, and $75,000 for schools identified for TSIs.	SIG Basic Allocations are $50,000 for Target Districts, **$225,000 for schools identified for CSI,** and $75,000 for schools identified for TSI.	The 2022-23 SIG Basic funds may not be used for planning and development of 2023-24 improvement plans because some districts or schools may not be reidentified for the 2023-24 year.
Districts and schools could use SIG Basic funds to cover implementation and monitoring of the current year's improvement plan(s) as well as planning and development of the following year's plan(s).	Districts and schools can use 2022-23 SIG Basic funds to cover implementation and monitoring of the 2022-23 improvement plan(s), but SIG Basic funds **cannot be used for planning and developing the 2023-24 improvement plan(s).** Districts and schools that are reidentified for 2023-24 will be eligible for SIG Planning Grant funds after the new accountability list is released in early 2023.	To ensure that newly identified and reidentified schools and districts have the funds needed to plan and develop their 2023-24 improvement plans, NYSED will offer a SIG Planning Grant exclusively for that purpose.
Districts had the option to enter information directly into the portal activity chart OR to download the Excel activity chart template and upload the completed charts on the corresponding portal page(s).	**All** districts will download and complete the Excel activity charts and upload them on the corresponding portal page(s).	Some districts did both options or entered information in the portal, but then still uploaded some other type of document. For districts where the person completing the grant does not have portal access, the person can still do the necessary work and email it to someone with portal access. It simplifies revisions for the same reason. Spreadsheet activity charts ensures consistency among the districts. We piloted this model with the SIG Enhanced grant and found it successful.
Activity chart templates did not include an "Indirect Cost" option in the Budget Code column.	Activity chart templates **include** an Indirect Cost option in the Budget Code column.	Many districts use Indirect Cost in their budgets, so they wanted it available.
CSI and TSI activity chart templates had a category called "SCEP Commitment."	CSI and TSI activity chart categories now include: **SCEP Commitment 1**, **SCEP Commitment 2**, **SCEP Commitment 3**, **SCEP Commitment 4**.	For schools that have SCEPs, identifying a specific SCEP commitment facilitates application review by more clearly showing alignment between the proposed improvement activities and the improvement plans.

Below each activity chart, there was a space for districts to expand on any entries that required further explanation, such as why an activity may not *appear* aligned.	Districts will provide **additional details or explanations as part of the activity chart entries** themselves.	The original intention in providing the space was for further explanation was for the rare circumstances when districts might want a reviewer to have more background information to understand an entry. However, it was more frequently used when a district put 3-4 words in the activity chart and put the actual description/purpose for the activity in the open space area instead.

2022-23 SIG BASIC Application – Frequently Asked Questions

1.   What should I do if a Target District activity is aligned to more than one priority?

Select the priority that will be best advanced by the activity. Use the same method for school activities that may be aligned to more than one commitment.

2.   What do I do if a CSI or TSI expense applies to multiple schools?

When you are listing the expenses for an individual school, on the activity charts and budget, only include the pro-rated portion of the overall cost being covered by the funds allocated to that school. For example, if a consultant costs $20,000 and two schools will be sharing the cost equally, the activity chart(s) and the budget will separately list the consultant cost at each school as $10,000.   Follow the same procedure for costs shared among the district and schools.

3.   I am not familiar with some of the category choices on the CSI Activity Chart, so how can I select the correct category?

There are four categories listed that only apply to schools that are in either NYSED's High School Redesign Program or NYSED's Receivership program. Only select categories that you know are relevant to your school.

4.   Can I use the funds for Planning and Development of the 2023-24 district or school improvement plans?

As some districts or schools may no longer be identified after mid-year, the 2022-23 SIG Basic funds may not be used for planning and development of 2023-24 improvement plans. However, districts and schools that are reidentified will have access to planning funds in the spring.

5.   What do I do if nightly lodging costs for a conference exceed the government rate?

SIG Basic expenditures are allowed at no more than the state-approved maximum travel rates that are in effect at the time the travel occurs. The district should plan to cover the remainder of the cost with another funding stream.

6.   How do we know if proposed costs would be considered "reasonable"?

According to §200.404 of the Code of Federal Regulations, "A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost." This also means that costs are consistent with "market prices for comparable goods or services for the geographic area."

7.   What is the average daily cost of a school improvement consultant?

Analysis of 17 school improvement consultants (independent and BOCES) used during the 2021-22 year showed an average rate of $1,700-$1,900 per day.

8.   Can I submit my SIG Application if one of my improvement plans has not been completed?

You may work on your application for the plans that have been completed, but since the SIG funding is designed to support the activities within the completed plans, your application cannot be submitted until all of the required improvement plans have been completed. Reviewers consult the plans during the

2022-23 SIG Basic Application Completion Guide – FAQ

review process to ensure that proposed activities are aligned with the plans. If your district is in this situation, email SIGA@nysed.gov to tell us which plans are not completed and when you anticipate they will be finished.

9.   Where can I find guidance documents and other helpful resources?

In addition to this Completion Guide, activity chart templates, blank budget forms, and other resource materials can be found in the Documents Panel of the portal application.

10.   Is it possible to add or remove a staff member as an authorized portal user?

The district superintendent may add or remove staff authorized to view, enter, update, and upload programmatic and budgetary information in the Entity Users panel of the portal.

13

APPENDIX

Sample Target District Activity Chart

SIG BASIC: Target District Activity Chart

SCHOOL DISTRICT NAME: Nice-Ed City School District

Please complete the following chart to identify the Target District uses of funds.
For Employee Benefits or Indirect Cost entries, write "Employee Benefits" or "Indirect Cost" in the Description of District-Level Activity/Purpose column and select "Other" for the category.

Description of District-Level Activity / Purpose	Category	Budget Code	Cost ($)
Salary for a .4 Instructional Technology Coach to continue working with teachers on applications and strategies to enhance hybrid and remote teaching/learning and expand the use of technology for classroom engagement.	*Priority 2*	Code 15 - Professional Salaries	$ 31,421
Consultants from ABC Improvement Associates will provide leadership coaching to the new superintendent, including a focus on needs of urban schools and family/community engagement.	*Priority 1*	Code 40 - Purchased Services	$ 8,000
Purchase of school library books for 6 school libraries to increase diversity of author representation. Book selection will include consulting the American Library Association's "Inclusive Book Lists."	*Priority 3*	Code 45 - Supplies and Materials	$ 2,100
Technology Coach mileage reimbursement for attendance at a distance learning workshop	*Priority 2*	Code 46 - Travel	$ 61
Purchase of styluses for use with chromebooks and iPads in every classroom. This allows students to leave their own at home and still be ready for classroom participation in the technology activities.	*Priority 2*	Code 45 - Supplies and Materials	$ 1,098
Employee Benefits	*Other*	Code 80 - Employee Benefits	$ 7,326
		Total	$ 50,000

Sample CSI Schools Activity Chart*

	SIG BASIC: CSI Schools Activity Chart			

SCHOOL DISTRICT NAME: Nice-Ed City School District

Please complete the following chart to identify the uses of funds for Comprehensive Support and Improvement (CSI) schools. Group the activities by school name, when possible. For Employee Benefits or Indirect Cost entries, write "Employee Benefits" or "Indirect Cost" in the Description of School-Level Activity/Purpose column and select "Other" for the category.

School Name	Description of School-Level Activity / Purpose	Category	Budget Code	Cost ($)
TIPS Elementary School	K-5 teachers will attend professional development about the Fundations program over the summer to learn about the evidence-based strategies and resources available in the program.	*SCEP Commitment 1*	Code 15 - Professional Salaries	$ 5,250
TIPS Elementary School	Wilson Learning will present summer professional development about Fundations to K-5 teachers and three follow-up support sessions with the Reading teacher leader.	*SCEP Commitment 1*	Code 40 - Purchased Services	$ 12,100
TIPS Elementary School	The school will purchase Leveled Literacy Intervention kits for multiple grade levels in order to engage reluctant readers by providing small group interventions and use high quality and high interest literature.	*SCEP Commitment 1*	Code 45 - Supplies and Materials	$ 31,366
TIPS Elementary School	The principal and social worker will attend the ASCD conference in November 2022 to learn about ways to support the social and emotional needs of teachers and staff. Total cost includes registration, transportation, lodging, and per diem. (Itemized on the budget)	*SCEP Commitment 2*	Code 46 - Travel	$ 3,468
TIPS Elementary School	Employee Benefits	*Other*	Code 80 - Employee Benefits	$ 1,575
APA Middle School	Purchase of subscriptions to Educational Leadership magazine. These will help supplement the leadership training the administrators and supervisors are receiving throughout the year.	*SCEP Commitment 3*	Code 40 - Purchased Services	$ 177
APA Middle School	The SCEP Team will meet outside of contractual hours monthly to review data, discuss stakeholder concerns, and modify or encourage further actions needed to move the school toward its commitments.	*Improvement Plan Monitoring (2022-23)*	Code 15 - Professional Salaries	$ 3,780
APA Middle School	SCEP Team Leader will receive a stipend for organizing, scheduling, and facilitating SCEP Team meetings. This ensures that there is a specific contact for communication with the district office and engagement with stakeholders. It also may help alleviate some of the pressure felt by school administrators.	*Improvement Plan Monitoring (2022-23)*	Code 15 - Professional Salaries	$ 1,500
APA Middle School	Consultants from ABC Improvement Associates will provide leadership training during the school day to teacher leaders regarding strategies for time-management, stress-reduction, and culturally-responsive language.	*SCEP Commitment 3*	Code 40 - Purchased Services	$ 3,200
APA Middle School	The school will purchase 3 professional texts about restorative practices for the entire middle school faculty and the professional section of the school library *(see budget for specific titles)*. Providing texts to everyone shows that implementation of restorative practices is a school-wide effort. These texts will be read and discussed through faculty book groups and/or PLCs.	*SCEP Commitment 3*	Code 45 - Supplies and Materials	$ 3,071
APA Middle School	The school will purchase 10 iPads for the ENL classroom to provide student access to electronic dictionaries and adaptive learning applications.	*SCEP Commitment 4*	Code 45 - Supplies and Materials	$ 4,000
APA Middle School	The school will purchase 4 "shelves" of book collections from Teachers College. They have been preselected based on reading levels, interest levels, and genre. This provides greater opportunity for middle school students to find "just right" books.	*SCEP Commitment 2*	Code 45 - Supplies and Materials	$ 4,035
APA Middle School	Employee Benefits	*Other*	Code 80 - Employee Benefits	$ 1,134
			TOTAL	$ 74,656

*****The sample above is for schools identified for Comprehensive Support and Improvement , but it can serve as a model for schools identified for Targeted Support and Improvement as well.*

2022-23 SIG Basic FS-10 Budget Sample (Annotated)

The University of the State of New York
THE STATE EDUCATION DEPARTMENT

**PROPOSED BUDGET FOR A
FEDERAL OR STATE PROJECT
FS-10 (03/15)**

☐ = Required Field

The funding source is the name of the grant.

Local Agency Information

Funding Source:	2022-23 SIG 1003a Basic
Report Prepared By:	Dot Calm, Asst. Superintendent for Instruction
Agency Name:	Nice-Ed City School District
Mailing Address:	246 Eighth Street
	Street
	Nice-Ed City NY 20212
	City State Zip Code

Telephone # of Report Preparer:	518-222-3333	**County:** Albany
E-mail Address:	Dcalm@NiceEd.k12.ny.us	

Project Funding Dates: 9/1/2022   8/31/2023

                               Start   End

The project funding dates reflect the start and end of the project period, the time in which the district can use the allocation from the identified funding source.

INSTRUCTIONS

- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.

- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.

- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.

- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at http://www.oms.nysed.gov/cafe/guidance/.

When the salary is not based on annual pay, the pay rate specifies the unit, such as "per hour" or "per day."

SALARIES FOR PROFESSIONAL STAFF			
		Subtotal - Code 15	$41,951
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
Teacher attendance at Fundations PD (TIPS Elementary)	30 teachers x 5 hours each = 150 hours	$35/hour	$5,250
SCEP Team monthly meetings (APA Middle School)	6 teachers x 1.5 hours per meeting x 12 meetings = 108 hours	$35/hour	$3,780
SCEP Team Leader (APA Middle School)		Stipend	$1,500
Instructional Technology Coach (District)	.40	$78,552	$31,421

Parentheses after each budget entry specify which school's allocation is being used to fund the costs, or if it is supported by the district allocation.

Full-Time Equivalent, in this instance, includes the number of participants and how many hours each participant will spend on an activity. If the entry only included the total number of hours, the implication would be that work was completed by a single person.

17

*The **specific** name of the consultant / contractor is included.* Remember that consultants from BOCES would go in BOCES Purchased Services (Code 49) instead.*

*Both entries are for the same consultant. However, **they are split** because the funds are going towards different activities and using different allocations.*

PURCHASED SERVICES

		Subtotal - Code 40	$23,477
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Fundations in-person professional development and virtual follow-up support (TIPS Elementary)	Wilson Learning	$10,000 for PD + $2,100 ($700/day x 3 days)	$12,100
1-year subscription to *Educational Leadership* magazine (APA Middle School)	ASCD	3 teacher leaders x $59/year	$177
Leadership Training for Teacher Leaders (APA Middle School)	ABC Improvement Associates	$1,600/day x 2 days	$3,200
Leadership Training for new Superintendent (District)	ABC Improvement Associates	$1,600/day x 5 days	$8,000

*Calculation of Cost shows how the proposed cost is arrived at: **cost per hour/day/session** x **number of hours/ days/ sessions.***

 * If the Provider of Services has not been determined by the time the application is due, put down the names of 2-3 potential providers. During our review, we may ask if the district has decided on a specific provider at that time.

**If the Provider of Services does not specify a cost per session, indicate some other breakdown of costs, such as by the content of the services.
For example: surveys ($5,000) + data analysis ($2,000) + SCEP focus groups ($1,000).

SUPPLIES AND MATERIALS

		Subtotal - Code 45	**$45,670**

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Leveled Literacy Intervention grade level kits (TIPS Elementary): Blue System Green System Orange System Red System	2 2 2 2	$3,573 $3,672 $3,117 $5,321	$31,366
Restorative practices texts for the middle school faculty (APA Middle School):			
Circle Forward: Building a Restorative School Community	35 copies	$49.00	$1,715
Restorative Practices at School: An Educator's Guided Workbook	35 copies	$23.00	$805
Hacking School Discipline	38 copies	$14.50	$551
64GB iPad 9th Generation (APA Middle School)	10	$400.00	$4,000
Teacher's College Curated Book Collections (APA Middle School): Adventure Shelf (35 book set) High Interest Nonfiction Shelf (185 book set) Social Issues Shelf (60 book set)	1 set 2 sets 1 set	$325 $1,580 x 2 =$3,160 $550	$4,035
Expand school library collections of diverse books and authors. (District)	6 school libraries	$350 per library	$2,100
Bergotrol Stylus Pen for Touch Screens (District)	75	$14.64	$1,098

The breakdown of costs among the different systems *is necessary to illustrate what the district is receiving for the $31,366. If it only said, "Leveled Literacy Intervention materials" and $31,366, we would ask what the total cost covers.*

Details such as the specific model or storage capability *of technology are helpful because iPads can sell for anywhere from $250-$900. Descriptions of various supplies can also be helpful in establishing the relevance of or need for a product.*

The number of books in each set is included as part of the description *rather than being in the quantity column. This is because that information is not part of calculating the proposed expenditures.*

While this example is at the district level, at the school level, large quantities of books or other supplies are sometimes presented as **number of classrooms** *x* **cost per classroom** *OR* **number of classroom library books** *x* **approximate cost per book***. Other districts just attach a receipt or purchase order to show a list of the specific titles or supplies.*

19

The **positions** of the travelers are noted. If the travelers were teachers, the entry would have noted the **type of teachers** (e.g., Reading Teacher, ENL Teacher, Fifth-grade Teacher) and **how many**.
If it were a district expense, the description would have noted **which school(s)** the principal or social worker were from.

TRAVEL EXPENSES			
		Subtotal - Code 46	$3,529
Position of Traveler	Destination and Purpose	Calculation of Cost	Proposed Expenditures
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2022	2 people x $750 (Registration)	$1,500
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2022	2 people x $479 (Round trip airfare)	$958
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2022	2 people x 3 days x $69/day (per diem)	$414
Principal and Social Worker (TIPS Elementary)	Chicago, IL - ASCD Conference November 2022	2 people x 2 nights x $149/night (lodging)	$596
Technology Coach (District)	Appletown, NY - Distance learning workshop	98 miles x .625/mile	$61

Any costs for travel that will be funded by the grant must be included: **registration fee***, **transportation, per diem** (meals), and **nightly lodging**. A total for the overall travel cost is insufficient. These can be broken down as part of one large entry or separated into individual entries.

Travel to conferences must include the **name** or **main** topic of the conference, **when** it is taking place, and **where** it is taking place. **When** and **where** establish what the government rates** will be.

The IRS Standard Mileage Rate for 2022 is **62.5 cents per mile.**

*If the conference does not require travel, the registration fee may be included in Purchased Services (Code 40) instead.

**Government rates for lodging and per diem (meals + incidentals) may be found by entering the destination zip code at https://www.gsa.gov/travel/plan-book/per-diem-rates.

Employee Benefits		
	Subtotal - Code 80	$10,035
Benefit		**Proposed Expenditure**
Social Security		$2,235
Retirement	New York State Teachers	$2,300
	New York State Employees	
	Other - Pension	
Health Insurance		$5,500
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		
TIPS Elementary - $1,575; APA Middle School - $1,134; District - $7,326		

The schools / district breakdown aligns with the entries from the activity charts.

BUDGET SUMMARY

All 2022-23 SIG Basic project numbers begin with 0011-23.

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	$41,951
Support Staff Salaries	16	
Purchased Services	40	$23,477
Supplies and Materials	45	$45,670
Travel Expenses	46	$3,529
Employee Benefits	80	$10,035
Indirect Cost	90	
BOCES Services	49	
Minor Remodeling	30	
Equipment	20	
Grand Total		$124,662

Agency Code: 086753090000

Project #: 0011-23-xxxx

Contract #:

Agency Name: Nice-Ed City School District

CHIEF ADMINISTRATOR'S CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal (or State) award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

8/21/22 — Date

Sigmund A Grant — Signature

Sigmund Grant, Superintendent
Name and Title of Chief Administrative Officer

The budget is **signed** in blue before being submitted.

FOR DEPARTMENT USE ONLY

Funding Dates: _____ From _____ To _____

Program Approval: _____ Date: _____

Fiscal Year	First Payment	Line #

Voucher # — First Payment

Examples of Potential Expenditures

The examples below are intended to be *illustrative*, not exhaustive. **The activity costs included in your SIG Basic application will need to align with your district-level and school-level plans to be approvable**. If you have any questions about planned expenditures, please do not hesitate to contact SIGA@NYSED.gov.

Professional Staff (Code 15) and Support Staff (Code 16) Salaries

Code 15

Funds may be used to support the salaries of additional supplemental staff necessary to implement strategies or activities described in improvement plans. Funds may also be used to provide stipends to staff for additional time to engage in activities that support implementation of improvement plans or to pay daily substitutes. Districts are encouraged to weigh the value of the teachers' participation in professional development outside of the classroom with the teachers' presence in their classrooms.

- Coaches or specialists to provide job-embedded training, classroom observations, and embedded support/feedback designed to strengthen the implementation of improvement plan strategies
- Grant coordinators
- Additional staff to support implementation of new instructional models (e.g., co-teaching models; adaptations related to remote/hybrid/in-person models)
- Additional staff to support students' mental health needs and the implementation of social-emotional learning models (social worker, school counselor, etc.)
- Literacy/Reading Specialists, Math interventionists, or other professional or paraprofessional staff to provide small-group or individualized instruction
- Staff delivering plan-related services outside of contracted work hours:
  - Instruction and facilitation associated with credit recovery programs
  - Enrichment and academic support programs delivered during school vacations and in the summer
- Staff participating in or delivering professional development (including faculty book groups) that builds the skills and knowledge necessary to:
  - deliver high quality instruction in multiple learning environments and instructional formats
  - utilize new organizational systems and structures effectively and efficiently (e.g., instructional leadership teams, professional learning communities, data collection systems necessary for program monitoring)
  - implement key programs and practices in the district's or school's improvement plan
  - lead implementation of the school's evidence-based intervention
- Staff engaging in monitoring improvement plan implementation and outcomes, including collecting and analyzing data that supports implementation and progress monitoring
- Staff engaging in the rigorous review, screening, and selection of external providers

Code 16

- Family involvement coordinator to strengthen meaningful engagement with families
- Additional hall monitors or recess aides to reduce behavior incidents outside of the classroom
- Security, custodian, or district bus driver hours outside of contract to support a school activity aligned to improvement plans
- Participatory budgeting coordinator
- Support Staff participation in DCIP or SCEP team meetings

Purchased Services (Code 40) and BOCES Services (Code 49)

Funds may be used to contract with outside vendors or BOCES to provide services and supports related to the implementation of improvement plans. Services include, but are not limited to:

- Providing professional development, facilitation and embedded supports that foster the development of skills and knowledge necessary to implement strategies in district and school improvement plans
- Delivering services described in improvement plans, including mental health supports
- Covering costs for services associated with stakeholder and family engagement activities, e.g., translation services
- Annual licenses for online platforms and software
- Subscriptions to professional publications
- Cost of admission associated with an improvement plan-related educational fieldtrip
- Fees for online courses or training for staff

Supplies and Materials (Code 45)

Funds may be used to purchase supplies and materials necessary to support the implementation of improvement plans (e.g., training materials, professional learning tools related to developing the improvement plan, etc.):

- Curricula and other instructional materials aligned to key strategies in improvement plans
- Professional literature for faculty book clubs or reference
- Instructional technology and accessories to support high-quality instruction

Note: items that are gifts or that can be perceived as gifts may not be purchased with these grant funds.

Travel (Code 46)

Funds may be used to cover mileage/transportation, per diem (including incidentals), and lodging expenses at the maximum amounts authorized by local participant agency policy. For agencies where such written policy does not exist, expenditures are allowed at no more than the state-approved maximum travel rates that are in effect at the time the travel occurs.

Allowable travel activities include:

- Taking part in professional development, including conferences and technical assistance sessions that support district or school improvement plans
- Participating in professional networks with other educators
- Visiting other districts to observe strategies under consideration for implementation

Employee Benefits (Code 80)

Funds may be used for proportional benefits for salaries and stipends covered by this grant. If total benefits seem comparatively high, reviewers may request clarification.

2022-23 SIG Basic Project Numbers and Total District Allocations

DISTRICT	BEDS CODE	PROJECT NUMBER	TOTAL ALLOCATION
AFTON CSD	080101040000	0011-23-2010	$275,000
ALBANY CITY SD	010100010000	0011-23-2012	$950,000
AMITYVILLE UFSD	580106030000	0011-23-2014	$350,000
AMSTERDAM CITY SD	270100010000	0011-23-2016	$650,000
ARLINGTON CSD	131601060000	0011-23-3002	$125,000
AUBURN CITY SD	050100010000	0011-23-2018	$425,000
AUSABLE VALLEY CSD	090201040000	0011-23-2020	$275,000
BABYLON UFSD	580101030000	0011-23-3004	$50,000
BALDWINSVILLE CSD	420901060000	0011-23-3006	$200,000
BATAVIA CITY SD	180300010000	0011-23-3008	$50,000
BEACON CITY SD	130200010000	0011-23-3010	$200,000
BEDFORD CSD	660102060000	0011-23-3012	$125,000
BERLIN CSD	490101040000	0011-23-2022	$275,000
BINGHAMTON CITY SD	030200010000	0011-23-2024	$950,000
BRENTWOOD UFSD	580512030000	0011-23-2026	$1,025,000
BRIDGEHAMPTON UFSD	580909020000	0011-23-3014	$50,000
BRUNSWICK CSD	490202040000	0011-23-2028	$50,000
BUFFALO CITY SD	140600010000	0011-23-2002	$2,375,000
CAIRO-DURHAM CSD	190301040000	0011-23-2030	$275,000
CANASTOTA CSD	250901060000	0011-23-2032	$275,000
CATSKILL CSD	190401060000	0011-23-2034	$125,000
CENTER MORICHES UFSD	580233020000	0011-23-3018	$125,000
CENTRAL ISLIP UFSD	580513030000	0011-23-2036	$350,000
CENTRAL SQUARE CSD	460801060000	0011-23-2038	$275,000
CENTRAL VALLEY CSD AT ILION-MOHAWK	212101040000	0011-23-3020	$200,000
CHARLOTTE VALLEY CSD	120401040000	0011-23-2040	$275,000
CHATEAUGAY CSD	160801040000	0011-23-2042	$350,000
CHEEKTOWAGA CSD	140701060000	0011-23-3022	$200,000
CHEEKTOWAGA-MARYVALE UFSD	140702030000	0011-23-3024	$125,000
CHEEKTOWAGA-SLOAN UFSD	140709030000	0011-23-3026	$125,000
CLINTON CSD	411101060000	0011-23-3028	$125,000
COHOES CITY SD	010500010000	0011-23-2044	$125,000
CORNING CITY SD	571000010000	0011-23-3030	$125,000
CORTLAND CITY SD	110200010000	0011-23-2046	$50,000
COXSACKIE-ATHENS CSD	190501040000	0011-23-2048	$275,000
DOLGEVILLE CSD	211003040000	0011-23-2050	$275,000
DRYDEN CSD	610301060000	0011-23-2052	$50,000
DUNDEE CSD	680801040000	0011-23-2054	$275,000
DUNKIRK CITY SD	060800010000	0011-23-2056	$200,000
EAST ISLIP UFSD	580503030000	0011-23-3032	$125,000
EAST RAMAPO CSD	500402060000	0011-23-2058	$200,000
EAST SYRACUSE-MINOA CSD	420401060000	0011-23-3034	$125,000
EASTPORT-SOUTH MANOR CSD	580912060000	0011-23-3036	$50,000

ELDRED CSD	590801040000	0011-23-3038	$125,000
ELLENVILLE CSD	622002060000	0011-23-3040	$125,000
ELMIRA CITY SD	070600010000	0011-23-2060	$650,000
ELMIRA HEIGHTS CSD	070902060000	0011-23-3042	$125,000
ELMSFORD UFSD	660409020000	0011-23-2062	$275,000
EVANS-BRANT CSD (LAKE SHORE)	141401060000	0011-23-3044	$50,000
FALLSBURG CSD	590501060000	0011-23-2064	$275,000
FARMINGDALE UFSD	280522030000	0011-23-2066	$350,000
FORT EDWARD UFSD	640601020000	0011-23-3046	$50,000
FRANKFORT-SCHUYLER CSD	210402060000	0011-23-3048	$125,000
FREDONIA CSD	062201060000	0011-23-3050	$125,000
FULTON CITY SD	460500010000	0011-23-2070	$50,000
GANANDA CSD	650902040000	0011-23-3052	$125,000
GENEVA CITY SD	430700010000	0011-23-2072	$500,000
GILBOA-CONESVILLE CSD	540801040000	0011-23-2074	$275,000
GLOVERSVILLE CITY SD	170500010000	0011-23-2076	$425,000
GOWANDA CSD	042801060000	0011-23-2078	$50,000
GREECE CSD	260501060000	0011-23-2080	$500,000
GREEN ISLAND UFSD	010701030000	0011-23-2082	$275,000
GREENBURGH CSD	660407060000	0011-23-3054	$50,000
GREENPORT UFSD	581010020000	0011-23-2084	$500,000
GREENVILLE CSD	190701040000	0011-23-3056	$125,000
GROTON CSD	610501040000	0011-23-2086	$275,000
HADLEY-LUZERNE CSD	630801040000	0011-23-2088	$275,000
HARPURSVILLE CSD	030501040000	0011-23-2090	$275,000
HAVERSTRAW-STONY POINT CSD (North Rockland)	500201060000	0011-23-2092	$425,000
HEMPSTEAD UFSD	280201030000	0011-23-2094	$575,000
HENDRICK HUDSON CSD	660203060000	0011-23-3058	$125,000
HERMON-DEKALB CSD	511301040000	0011-23-2096	$50,000
HICKSVILLE UFSD	280517030000	0011-23-3060	$125,000
HIGHLAND CSD	620803040000	0011-23-3062	$200,000
HOLLEY CSD	450704040000	0011-23-2098	$275,000
HOMER CSD	110701060000	0011-23-3064	$125,000
HORSEHEADS CSD	070901060000	0011-23-3066	$50,000
HUDSON FALLS CSD	641301060000	0011-23-3068	$50,000
HUNTINGTON UFSD	580403030000	0011-23-3070	$125,000
HYDE PARK CSD	130801060000	0011-23-3072	$125,000
ISLIP UFSD	580502020000	0011-23-3074	$200,000
JAMESTOWN CITY SD	061700010000	0011-23-2100	$275,000
JASPER-TROUPSBURG CSD	572702040000	0011-23-2102	$275,000
JEFFERSON CSD	540901040000	0011-23-2104	$125,000
JOHNSON CITY CSD	031502060000	0011-23-2106	$125,000
JOHNSTOWN CITY SD	170600010000	0011-23-3076	$125,000
KINGSTON CITY SD	620600010000	0011-23-2108	$800,000
LACKAWANNA CITY SD	141800010000	0011-23-3078	$200,000
LAFAYETTE CSD	420807040000	0011-23-2112	$500,000

LANSINGBURGH CSD	490601060000	0011-23-2114	$275,000
LIBERTY CSD	590901060000	0011-23-2116	$125,000
LINDENHURST UFSD	580104030000	0011-23-3080	$125,000
LIVINGSTON MANOR CSD	591302040000	0011-23-3082	$50,000
LOCKPORT CITY SD	400400010000	0011-23-2118	$350,000
LONG BEACH CITY SD	280300010000	0011-23-3084	$125,000
LONGWOOD CSD	580212060000	0011-23-2120	$275,000
MADISON CSD	251101040000	0011-23-2122	$275,000
MADRID-WADDINGTON CSD	511901040000	0011-23-3086	$125,000
MALONE CSD	161501060000	0011-23-2124	$725,000
MASSENA CSD	512001060000	0011-23-3088	$50,000
MAYFIELD CSD	170801040000	0011-23-2126	$275,000
MIDDLE COUNTRY CSD	580211060000	0011-23-2128	$425,000
MONTICELLO CSD	591401060000	0011-23-3090	$125,000
MOUNT MARKHAM CSD	212001040000	0011-23-3092	$50,000
MOUNT MORRIS CSD	240901040000	0011-23-2130	$275,000
MOUNT VERNON SD	660900010000	0011-23-2132	$125,000
NEW ROCHELLE CITY SD	661100010000	0011-23-3094	$125,000
NEWARK CSD	650101060000	0011-23-2136	$725,000
NEWBURGH CITY SD	441600010000	0011-23-2138	$725,000
NEWCOMB CSD	151001040000	0011-23-3096	$50,000
NIAGARA FALLS CITY SD	400800010000	0011-23-2140	$200,000
NIAGARA-WHEATFIELD CSD	400701060000	0011-23-2142	$275,000
NORTH BABYLON UFSD	580103030000	0011-23-3098	$125,000
NORTH BELLMORE UFSD	280204020000	0011-23-3100	$200,000
NORTH COLLINS CSD	142201040000	0011-23-2144	$275,000
NORTH SYRACUSE CSD	420303060000	0011-23-2146	$425,000
NORTHEAST CSD (Webutuck)	131101040000	0011-23-2148	$275,000
NYC DOE	305100010051	0011-23-2000	$23,850,000
ODESSA-MONTOUR CSD	550101040000	0011-23-2150	$275,000
OGDENSBURG CITY SD	512300010000	0011-23-2152	$275,000
OLEAN CITY SD	042400010000	0011-23-3102	$50,000
ONEIDA CITY SD	251400010000	0011-23-2154	$350,000
ONEONTA CITY SD	471400010000	0011-23-3104	$125,000
ONTEORA CSD	621201060000	0011-23-3106	$125,000
ORCHARD PARK CSD	142301060000	0011-23-3108	$50,000
OSSINING UFSD	661401030000	0011-23-3110	$125,000
OSWEGO CITY SD	461300010000	0011-23-2156	$275,000
PATCHOGUE-MEDFORD UFSD	580224030000	0011-23-2158	$1,400,000
PEEKSKILL CITY SD	661500010000	0011-23-2160	$350,000
PENN YAN CSD	680601060000	0011-23-2162	$125,000
PINE BUSH CSD	440401060000	0011-23-3112	$275,000
PORT CHESTER-RYE UFSD	661904030000	0011-23-3114	$125,000
PORT JERVIS CITY SD	441800050000	0011-23-2164	$125,000
POUGHKEEPSIE CITY SD	131500010000	0011-23-2166	$575,000
QUEENSBURY UFSD	630902030000	0011-23-3116	$50,000
RENSSELAER CITY SD	491200010000	0011-23-2168	$275,000

RIVERHEAD CSD	580602040000	0011-23-2170	$575,000
ROCHESTER CITY SD	261600010000	0011-23-2004	$5,150,000
ROME CITY SD	411800010000	0011-23-2172	$1,025,000
RONDOUT VALLEY CSD	620901060000	0011-23-3120	$125,000
ROOSEVELT UFSD	280208030000	0011-23-2174	$350,000
ROSCOE CSD	591301040000	0011-23-3122	$50,000
ROTTERDAM-MOHONASEN CSD	530515060000	0011-23-2176	$275,000
SACHEM CSD	580205060000	0011-23-2178	$650,000
SALAMANCA CITY SD	043200050000	0011-23-2180	$50,000
SALMON RIVER CSD	161201040000	0011-23-2182	$275,000
SARANAC LAKE CSD	161401060000	0011-23-2184	$350,000
SCHENECTADY CITY SD	530600010000	0011-23-2186	$1,625,000
SCOTIA-GLENVILLE CSD	530202060000	0011-23-3124	$125,000
SHELTER ISLAND UFSD	580701020000	0011-23-3126	$50,000
SHERBURNE-EARLVILLE CSD	082001040000	0011-23-3128	$125,000
SMITHTOWN CSD	580801060000	0011-23-3130	$125,000
SODUS CSD	651201060000	0011-23-2188	$350,000
SOLVAY UFSD	420702030000	0011-23-3132	$50,000
SOUTH COUNTRY CSD	580235060000	0011-23-2190	$575,000
SOUTH HUNTINGTON UFSD	580413030000	0011-23-3134	$125,000
SOUTHAMPTON UFSD	580906030000	0011-23-3136	$125,000
SOUTHOLD UFSD	581005020000	0011-23-3138	$125,000
SPENCERPORT CSD	261001060000	0011-23-3140	$125,000
SUFFERN (Ramapo)	500401060000	0011-23-3118	$125,000
SYRACUSE CITY SD	421800010000	0011-23-2006	$2,225,000
TACONIC HILLS CSD	100501040000	0011-23-2192	$275,000
TROY CITY SD	491700010000	0011-23-2194	$350,000
UNION-ENDICOTT CSD	031501060000	0011-23-3142	$50,000
UTICA CITY SD	412300010000	0011-23-2196	$425,000
VALLEY STREAM 24 UFSD	280224020000	0011-23-3144	$125,000
WALLKILL CSD	621801060000	0011-23-3146	$125,000
WAPPINGERS CSD	132101060000	0011-23-3148	$125,000
WARSAW CSD	671501040000	0011-23-3150	$125,000
WASHINGTONVILLE CSD	440102060000	0011-23-2198	$275,000
WATERTOWN CITY SD	222000010000	0011-23-2200	$275,000
WATERVLIET CITY SD	011200010000	0011-23-3152	$50,000
WAVERLY CSD	600101060000	0011-23-2202	$275,000
WEST BABYLON UFSD	580102030000	0011-23-3154	$125,000
WEST CANADA VALLEY CSD	210302040000	0011-23-2204	$275,000
WEST HEMPSTEAD UFSD	280227030000	0011-23-3156	$125,000
WEST SENECA CSD	142801060000	0011-23-3158	$200,000
WEST VALLEY CSD	040204040000	0011-23-3160	$125,000
WESTHILL CSD	420701060000	0011-23-3162	$50,000
WHEATLAND-CHILI CSD	262001040000	0011-23-2206	$50,000
WILLIAM FLOYD UFSD	580232030000	0011-23-3164	$50,000
WILLSBORO CSD	151701040000	0011-23-3166	$50,000
WILSON CSD	401501060000	0011-23-3168	$125,000

WORCESTER CSD	472506040000	0011-23-2208	$275,000
WYANDANCH UFSD	580109020000	0011-23-2210	$200,000
YONKERS CITY SD	662300010000	0011-23-2008	$950,000

Note: School-specific allocations are available in the Documents Panel of the portal in the *SIG Basic Project Numbers and Allocation Sheets* document.