FY21 Guidance Document
MCAPS 1003 Funding Application

Accessing MCAPS

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ABOUT

COMMUNITY | FAMILY | EDUCATORS

School Improvement

The Mississippi Department of Education identifies schools for additional assistance and support, which includes professional development, leadership coaching, additional funding, and assistance to support the school's transformation goals. We identify the schools that need the most assistance for their students to have the same opportunities for growth and success that exist for students in other schools. The Office of School Improvement (OSI) is responsible for supporting the systemic improvement and turnaround efforts of the lowest-performing schools.

Mississippi Comprehensive Automated Performance-based System (MCAPS)

Schools/Districts can also access MCAPS at mcaps@mdek12.org.

MCAPS Home

Announcements

School Improvement Webinar

The Office of School Improvement will host a webinar on Thursday, **May 28, 2020** at **10:00 a.m.** to review the FY21 Application in MCAPS. Please click here to register for the webinar. After registering, you will receive a confirmation email containing information about joining the webinar.

If you have any questions, please reach out to Sharita Giles via email, sgiles@mdek12.org for immediate assistance.

CARES Act Waivers Public Notice

Please click the link below to access the public notice for the CARES Act Waivers requested from the United States Department of Education on behalf of Mississippi.

https://msachieves.mdek12.org/cares-act-waiver-public-notice/

If you have any comments, please send them to federalprograms2@mdek12.org.

Release of FY21 Nita M. Lowey 21st CCLC RFP

The Office of Federal Programs (OFP) is pleased to announce the release of the FY21 Nita M. Lowey 21st Century Community Learning Centers (CCLC) Request for Proposals. All proposals are due on **June 9, 2020, by 5:00 p.m.** to the **Office of Procurement**.

OFP will be hosting an informational webinar session to review proposal requirements on **May 11, 2020 at 10:00 a.m.** The registration link for the webinar is https://attendee.gotowebinar.com/register/8437366765150487056.

If you have any questions, please email Chris Norwood, 21st CCLC Coordinator at crnorwood@mdek12.org or Aisha McGee, 21st CCLC Specialist at amcgee@mdek12.org.

Reminders

Title IV, Part A Needs Assessment Tool

A needs assessment, in conjunction with stakeholder engagement, can help local educational agencies (LEAs) think strategically about the programs offered to their students. When LEAs receive $30,000 or more in Title IV, Part A funds, they are also required to conduct a comprehensive needs assessment. Below is information on a tool LEAs can use, including the Tool itself, and archived webinar materials that explain the Tool.

The Title IV, Part A LEA Needs Assessment Tool is designed to help LEAs meet the Title IV, Part A needs assessment requirements, while also being structured to encourage LEAs to think first about the desired outcomes, then work backwards to identify the programs that will best serve those outcomes.

If you have any questions about the Tool, please feel free to reach out to Dr. Diona Thomas. Her email address is dithomas@mdek12.org. **THIS NEEDS ASSESSMENT IS NOT MANDATORY** but can be utilized by districts to assist with planning for Title IV-A programs.

**MCAPS Home
Make sure your district's name is listed below MCAPS Home.
FY21 should be the fiscal year noted.**

MCAPS Home

No Name Test (1111) Public District - FY 2020

This is the MCAPS TEST site. Please be sure to complete your work on the LIVE site at http://mcaps.mdek12.org/

Funding Applications

Budget Summary

Organization Number	Organization Name
1111	No Name Test

Announcements

EL Data Requirements in MSIS Webinar

The Office of Federal Programs is hosting a webinar to discuss English Learner data requirements in MSIS and the completion of the FY20 Title III Application in MCAPS. Please join us for a webinar at 11:00 am on Monday, October 21, 2019. All LEAs are expected to attend. Please click here to register for this important webinar.

2019 Emergency Impact Aid for Displaced Students Program

The Mississippi Department of Education Office of Federal Programs has been afforded the opportunity to apply for the 2019 Temporary Emergency Impact Aid for Displaced Students Program as a result of federally declared disasters. The Impact Aid Program awards grants to local educational agencies (LEAs) and non-public schools that have enrolled students displaced during the 2018-19 school year by Hurricanes Florence and Michael, Typhoon Mangkhut, Super Typhoon Yutu, and wildfires, earthquakes, and volcanic eruptions occurring in calendar year 2018 and tornadoes and floods occurring in calendar year 2019.

Reminders

School Improvement Announcement

The Office of School Improvement will host an informational webinar on October 8, as well as a conference on October 15-16, 2019, to support schools with implementation of the requirements of the Mississippi Succeeds Plan. These events are designed for districts with schools identified as Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), Additional Targeted Support and Improvement (ATSI), and Schools At Risk (SAR).

The webinar will provide district and school leaders with guidance around the school improvement process as well as the expectations for completing school improvement plans and funding applications. In addition to the webinars, the Office of School Improvement will host a two-day convening – "**Transforming Schools: Meeting the Needs of All Learners**" – on Tuesday, October 15 and Wednesday, October 16, at the Lake Terrace Convention Center in Hattiesburg, MS.

Once the district's name has been confirmed, click "funding" and select funding application.

MCAPS

Once you click funding application, select the corresponding year (2021). A drop-down box will appear regarding application status. Select _All Active Applications_, as this will allow schools/districts to access the FY21 1003 school improvement application that is currently in draft started status.

"New" Feature – FY21 1003 Application

MCAPS – New Feature

A new feature is available which allows districts to copy FY20 Information into their FY21 application. This only applies to the following:
Part I
Part II
Part IIA

Districts must have an APPROVED FY20 application to utilize this function.

MCAPS

Schools must click "Draft Started" to begin the application process. As districts begin the school's funding application, they must first complete the district level application.

MCAPS

The district will answer a series of questions regarding responsibilities for CSI and TSI schools receiving 1003 funds. **Question #1** pertains *ONLY* to CSI identified schools. If the district does not have identified CSI schools, they will notate **N/A** and move to question #2. **Question #2** pertains *ONLY* to TSI and ATSI identified schools. If the district does not have identified TSI or ATSI schools, they will notate **N/A**.
The * outlined next to the question # indicates that a response must be provided.

MCAPS

There are 7 questions total for the district to answer. Make sure you have provided a response to all questions.

At the end of the district's application, you will find the Required Assurances and the LEA Approval Certification boxes. Both boxes must be checked.

Districts will have to certify that each school receiving 1003 funds will receive all of the state and local funds it would have received in the absence of 1003 funding.

The LEA approval certification verifies that the following individuals (school principal, federal programs director, business manager, superintendent and the local school board have reviewed and approved the application). **There is no longer a need for schools/districts to sign and upload a document for assurances or LEA approval certification.**

MCAPS

Once the district completes their part of the application, school/districts will continue to the section labeled School Improvement 1003.
The school/district will continue the application by selecting each individual school.

The next section of the funding application involves the allocation of funding for each identified school. Districts will click the drop-down box to select each school receiving funding.

MCAPS

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
District Level Application		Print
Application Components		Print
Part I: District Application for Section 1003 School Improvement Funds		Print
School Improvement, 1003(a)	Messages	Print
✓ District Level		
Elementary 1 (1111001)	Messages	Print
Elementary 2 (1111002)		Print
High (1111004)		Print
Middle (1111003) ...03(a) School Allocations		Print
Assurances		Print
Related Documents		Print

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School names will appear in the drop-down box.

MCAPS

View MDE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
District Level Application		Print
Application Components		Print
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School Improvement, 1003(a) Elementary 1 (1111001) ⬍	Messages	Print
Budget	Messages	Print
Budget Overview		Print
School Improvement, 1003(a) School Allocations		Print
Part II: Vision, Mission, Goals		Print
Part IIA: Use of Section 1003 School Improvement Funds		Print
Part III: Use of Required Title I, Part A Reservation for CSI, TSI and ATSI Schools		Print
Personnel Details (Regular School Year Pre K-12 School Level)		Print
Personnel Details (Summer School Pre K-12 School Level)		Print
Related Documents		Print
Assurances		Print
Related Documents		Print
School Improvement, 1003(a) Checklist		Print
School Improvement, 1003(a) Checklist		Print

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Once you have selected your school, you will see several links to components of the school's application.

MCAPS

Part II: Vision, Mission, Goals

_____ chool Improvement, 1003(a) - Rev 0 - School Improvement, 1003(a) - Elementary 1 (1111001) - Public School

Go To ▶

☐ My school is an existing CSI school, or an existing ATSI or TSI school based on the same subgroup.

* Vision of the School:

ALL SCHOOLS WILL CHECK THIS BOX
NO NEWLY IDENTIFIED SCHOOLS

* Mission of the School:

Part II: Vision, Mission, Goals:
For FY21, there will be no newly identified schools; therefore, all schools should check the box labeled: *My school is an existing CSI school, or an existing ATSI or TSI school based on the same subgroup* as noted by the red arrows above.

Selecting this box will grey out sections in Part II of the application.

MCAPS – Part II (Vision, Mission, Goals)

2024-25 Goals:

ELA: All Subgroups will attain 70% proficiency by 2024-25.

Math: All Subgroups will attain 70% proficiency by 2024-25.

Graduation Rate: All Subgroups will have 90% graduation rate by 2024-25.

Annual Goals

Area		Subgroup	ior Year Proficiency MAAP Spring Assessment	t Proficiency % MAAP Spring Assessment
ELA	*	Select...	**GREYED OUT** %	%
Math	*	Select...	%	%
Science	*	Select...	%	%

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MCAPS

Schools will begin identifying funded indicators that are considered "priority" in this section.

Schools will:
1) use the drop-down box to select the indicator of effective practice to be funded,
2) check the box under the funded column,
3) identify action steps aligned to the indicator that are being taken to improve outcomes for students,
4) identify a benchmark indicator (MUST be measurable and aligned to the MAAP assessment) (i.e., Students will increase 5% in growth and proficiency in ELA and Math on MAAP),
5) identify the position (NOT NAME OF PERSON) who will monitor the action step,
6) Identify the time frame the action step will be successfully completed.
(Has to be aligned to the period of funding availability) Obligation – September 2022/Liquidation – December 2022).

Schools may also choose to identify indicators of effective practice (not funded) to be monitored within the school plan.

Existing CSI, ATSI, and TSI schools may choose to modify their existing plan by choosing to fund additional indicators or choosing to fund an additional action step aligned to a currently funded indicator.

Existing CSI, ATSI, and TSI schools who are choosing NOT to modify their existing plan, <mark>which means all FY21 1003 funding will be utilized to fund the same indicator of effective practice and action step(s) in the school's FY20 plan</mark>, should click the box labeled the content of my currently approved CSI, TSI, or ATSI plan will not be modified in this submission. (This box is located below the Evidence-based Action Plan heading)

What is a Modification?

IS	IS NOT
❑ Change in intervention (Intervention in FY20 is different from intervention in FY21	❑ Intervention stayed the same in both FY20 and FY21, but the allocation amount changed
❑ Change in Indicator of Effective Practice (Indicator in FY20 is different from indicator in FY21)	❑ Indicator of Effective Practice stayed the same for both FY20 and FY21
❑ Function codes remain the same in both FY20 and FY21, but object codes in FY20 are different than object codes in FY21	❑ Function codes and object codes are the same in both FY20 and FY21

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Use the chart above as a guide to determine if the school is making a modification to the FY20 plan

MCAPS – Part IIA (Use of Section 1003)

Part IIA: Use of Section 1003 School Improvement Funds

School Improvement, 1003(a) - Rev 0 - School Improvement, 1003(a) - Elementary 1 (1111001) - Public School

Go To ▶

In the chart below, for each school that has been identified for CSI, TSI or ATSI and will be served with Section 1003 School Improvement funds as reflected on Mississippi's list of schools served, describe how Section 1003 funds will be used. Section 1003 School Improvement funds must support evidence-based interventions that meet strong, moderate, or promising evidence levels. For more information about these evidence-based requirements, please see http://www.mdek12.org/OSI/EBP/defined. In your narrative for each strategy: 1) provide a brief description of the evidence, 2) cite the source, 3) provide the effect size of the study being used, and 4) address whether this strategy has been implemented within the prior three years, and if so what was the result of implementation.

Improvement Status:
- ○ CSI
- ○ TSI
- ○ ATSI

Information outlined in this section **SHOULD ALIGN** to funded action steps in the **Evidence based Action Plan** section of the application.

Strategy (See Key)	Indicator of Effective Practice	If Other, Name Strategy or enter NA	Evidence Level	Narrative Description	Cost
Select... ▼	Select... ▼	*	Select... ▼		$

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Part IIA: In this section, the school will identify strategies aligned to the indicator of effective practice being funded, identify the evidence level, provide a narrative description of what the research says about the evidence-based strategy chosen, and provide the amount to be funded.

Please note: There are four (4) areas that MUST be addressed in the narrative description. Each one should be numbered or bulleted in the order of response.

1. Provide a brief description of the research evidence
2. Cite the source
3. Provide the effect size of the study being used- (i.e., 0.71)
4. Address whether this strategy has been implemented within the prior three years, and if so, what was the result of implementation.

Part II ALIGNS WITH Part IIA

Indicator of Effective Practice	Funded?	Action Step: What action is being taken to improve outcomes?		Strategy (See Key)	Indicator of Effective Practice	If Other, Name Strategy or enter NA
PLN.4.05	✓	Provide Academic Interventionists to support instructional remediations		OJEPD	LDR.3.07	Professional Development
LDR.3.07	✓	Provide quality professional development via Saturday Teacher Academy to increase teacher capacity and student achievement		O	PLN.4.05	Interventionists
DC.1.03	✓	Provide instructional classroom supplies to include, but not limited to, manipulatives for math and small group readers for ELA.		O	DC.1.03	Instructional Supplies

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When completing Part IIA, it MUST align with Part II.

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Strategy Key
L = Leadership
HQIM = High Quality Instructional Materials
TI = Technology Integration
OJEPD = On-Going, Job-Embedded Professional Development
ILT = Increased Learning Time
ECP = Early Childhood (Pre-K) Programs
O = Other
EBIR = Evidence-based Instructional Resources

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The strategy key provides abbreviations of strategies to be used within the plan.

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Principal Contact Information
* Name
* Phone Number
* Email

FTE = What percent of 1003 funds is being used (i.e., 1= 100%, .5= 50%, .25= 25%, etc.)

N/A

Regular School-Year Personnel Funded with School Improvement, 1003(a)

	Headcount	FTE
Teachers	1	0.5
Paraprofessionals		
Instructional Facilitators		
Resource Specialists		
Guidance Counselors		
Parent Involvement		
After-School/Extended Day Tutors	1	1
PD Stipend Recipients/Participants		
Other:		
Total:	0	0

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**Districts should identify the FTE for regular school year personnel.
FTE should be determined based on the percentage of 1003 funds being used
(i.e., 1= 100%, .5= 50%, .25= 25%, etc.)**

MCAPS

FTE = What percent of 1003 funds is being used (i.e., 1= 100%, .5= 50%, .25= 25%, etc.)

N/A

Summer School Personnel Funded with School Improvement, 1003(a)

	Headcount	FTE
Teachers		
Paraprofessionals		
Instructional Facilitators		
Resource Specialists		
Guidance Counselors		
Parent Involvement		
PD Stipend Recipients/Participants		
Other:		
Total:	0	0

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**Districts should identify the FTE for summer school personnel.
FTE should be determined based on the percentage of 1003 funds being used
(i.e., 1= 100%, .5= 50%, .25= 25%, etc.)**

MCAPS

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All		Print
➕ **History Log**		Print
➕ **Allocations**		Print
➖ **District Level Application**		Print
Application Components		Print
Part I: District Application for Section 1003 School Improvement Funds		Print
➖ **School Improvement, 1003(a)**		Print
[▮▮▮▮▮▮▮▮▮▮▮▮ ▾]		
Budget		Print
Budget Overview		Print
School Improvement, 1003(a) School Allocations		Print
Part II: Vision, Mission, Goals		Print
Part IIA: Use of Section 1003 School Improvement Funds		Print
Part III: Use of Required Title I, Part A Reservation for CSI, TSI and ATSI Schools		Print
Personnel Details (Regular School Year Pre K-12 School Level)		Print
Personnel Details (Summer School Pre K-12 School Level)		Print
Related Documents ⬅ **(REVISION FORMS ARE FOUND HERE)**		Print

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The revision form can be found in the Related Documents located directly under Personnel Details (Summer School Pre-K-12 School Level).

MCAPS – Revision

Related Documents ⬅

▮▮▮▮▮▮▮▮ **Public District - FY 2020 - School Improvement, 1003(a) - Rev 0 - School Improvement, 1003(a) -** ▮▮▮▮▮▮▮▮▮▮▮ **- Public School**

[Go To ▶]

Optional Documents		
Type	**Document Template**	**Document/Link**
Revision Form [Upload up to 1 document(s)]	📄 Revision Form	

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There will be a link in the MCAPS application under related forms to access the revision form. If you are completing revisions for multiple schools, each school will need its own revision form. There should only be one (1) school per revision form.

MCAPS – Revision

Mississippi Department of Education
School Improvement, 1003 Funds
MCAPS Revision Form

| District Name: | |
| **School Name:** (*Please submit one* ***REVISION FORM*** *per school*): | |

DETAILED DESCRIPTION
(Please provide the following responses in complete sentences)**:**

| Which intervention/ strategy in your application is being revised? | |
| Why is the revision being requested? | **SPECIFIC DETAIL** regarding why the revision is being requested should be noted here. |

Strategy Key

L = Leadership

HQIM = High Quality Instructional Materials

TI = Technology Integration

OJEPD = On-Going, Job-Embedded Professional Development

ILT = Increased Learning Time

ECP = Early Childhood (Pre-K) Programs

O = Other

EBIR = Evidence-based Instructional Resources

The school's FY21 Revision is the ONLY related document to be uploaded in this section of the application. Schools will utilize the revision template above.

MCAPS

View MDE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation	Print ☐ Select Items
All		Print
➕ **History Log**		Print
➕ **Allocations**		Print
➖ **District Level Application**		Print
Application Components		Print
Part I: District Application for Section 1003 School Improvement Funds		Print
➖ School Improvement, 1003(a)		Print
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ⬍		
Budget		Print
Budget Overview		Print
School Improvement, 1003(a) School Allocations		Print
Part II: Vision, Mission, Goals		Print
Part IIA: Use of Section 1003 School Improvement Funds		Print
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Personnel Details (Regular School Year Pre K-12 School Level)		Print
Personnel Details (Summer School Pre K-12 School Level)		Print
Related Documents		Print
➕ Assurances ⬅ Districts **DO NOT** have to upload any information in the Assurances section		Print

All other uploads that apply will be uploaded to the LEA Document Library.

MCAPS

School Improvement, 1003(a) Checklist

No Name Test (1111) Public District - FY 2020 - School Improvement, 1003(a) - Rev 0 - School Improvement, 1003(a) Checklist

| Go To ▶ |

This checklist is a means of communication between the MDE and LEAs regarding the allowability and allocability of the items submitted in the funding application. Please follow the steps below to ensure that the funding application contains items that are in compliance with program requirements.

- After the LEA submits the application, the MDE will review the application and mark each section as OK, Not Applicable, or Attention Needed. If the application contains no items that are marked as Attention Needed, the application will be approved.
- If the application contains items that are marked as Needs Attention, the application will be returned to the LEA with a status of not approved. The LEA will review the checklist for items that are marked Attention Needed and make the necessary changes to those items. Only the checked items in the sections marked Attention Needed are to be corrected and/or explained. Each section marked Attention Needed also has a place where the MDE may provide notes to explain items needing attention. The LEA should check for notes and additional comments.
- Once the LEA has made the necessary adjustments, the LEA will resubmit the application for approval. If the MDE determines that the item has been corrected, Attention Needed will be changed to OK by the MDE Reviewer. If the items needing attention still have not been corrected, the application will be returned again to the LEA with a status of Not Approved.
- Applications that contain no items that are marked Attention Needed will be approved.

Checklist Description (Collapse All Expand All)

☐	**1. Allocation**		Not Reviewed ▾
	1. Allocations - Allocation total for each school and the LEA is accurate.		
☐	**2. Part I: District Application and Budget**		Not Reviewed ▾
	1. Application- The district's narrative provided sufficient detail of how the district will carry out responsibilities for CSI, TSI, and ATSI schools that receive 1003 funding for each of the items (1-6).		
	2. The required assurance box has been checked indicating that schools will receive all of the funds it would have received in the absence of Section 1003 funds.		
	3. All 1003 funds are budgeted using the appropriate codes (function and object) and locations		
	4. Ensure funds budgeted are appropriate and reasonable for the program described and accurate for each school		
☐	**3. Part II: Use of 1003 Funds**		Not Reviewed ▾
	1. Identification- School improvement status has been identified by clicking the appropriate identification for the school		
	2. Ensure intervention strategies are evidenced based and meet strong, moderate, or promising evidence levels (the appropriate evidence level has been selected)		
	3. The narrative for evidence-base provided sufficient detail of how intervention strategies will support identified areas of improvement (evidence must be found with the school's plan in MS SOARS)		
	4. The cost of the evidence-based intervention has been provided and aligns with the 1003 budget.		

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Districts/schools should utilize the checklist as a guide to address any modifications based on the Office of School Improvement's review.

MCAPS- Final Approval Status

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Funding Applications

Test District (000000) Test District - FY | 2021 ⌄ |

| 2021 ⌄ | | All Active Applications ⌄ |

Entitlement Funding Application	Revision	Status	Status Date
School Improvement, 1003(a)	0	LEA Superintendent Approved	2021 ⌄

Competitive Funding Application	Revision	Status	Status Date
McKinney-Vento Homeless Assistance	0	Not Started	2021 ⌄

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The final approval status has to be at the *LEA Superintendent Approved* status.

Sharita Giles

Coordinator of School Improvement Programs
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601-359-1009

mdek12.org

If you need additional assistance or have additional questions regarding MCAPS, please contact our office.