



MCAPS 1003 PLAN AND FUNDING APPLICATION GUIDANCE DOCUMENT

A document to support school and district leadership in completing the
1003 Plan and Funding Application

Office of School Improvement



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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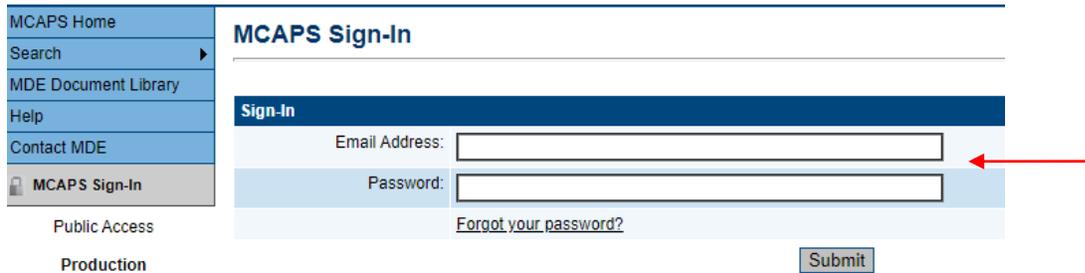
Purpose

This guidance document provides the steps to complete each section of the 1003 Plan and Funding application. For additional support, contact your Office of School Improvement MCAPS district contact.



Accessing MCAPS and the 1003 Funding Application

1. Go to <https://mcaps.mdek12.org/> or visit the *Office of School Improvement* webpage.
2. Sign-in to MCAPS.



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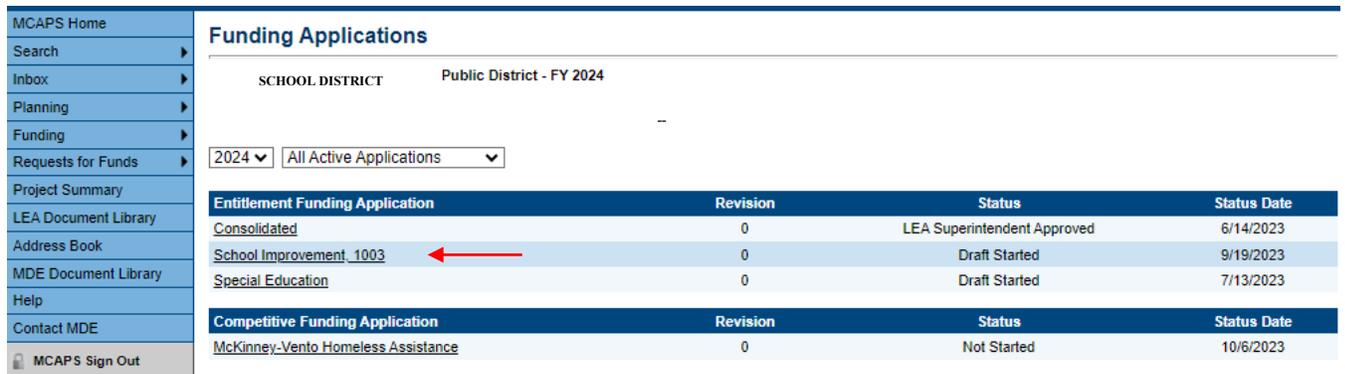
Sign-In

Email Address:

Password:

[Forgot your password?](#)

3. Below the *Funding Application* heading, locate the school district name and fiscal year. Select the *School Improvement, 1003* application link.



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Funding Applications

SCHOOL DISTRICT Public District - FY 2024

2024 All Active Applications

Entitlement Funding Application	Revision	Status	Status Date
Consolidated	0	LEA Superintendent Approved	6/14/2023
School Improvement_1003	0	Draft Started	9/19/2023
Special Education	0	Draft Started	7/13/2023

Competitive Funding Application	Revision	Status	Status Date
McKinney-Vento Homeless Assistance	0	Not Started	10/6/2023

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Landing Page (Sections)

4. Change the status to *Draft Started* to begin the application.

Sections

SCHOOL DISTRICT Public District - FY 2024 - School Improvement, 1003 - Rev 0

Application Status: **Not Started**

Change Status To: Draft Started ←

The landing page is the first page of the application. The application section links are located here. If more than one school has an identification, click the down arrow to select the desired school.

MCAPS Home	<p>Sections</p> <hr/> <p>SCHOOL DISTRICT Public District - FY 2024 - School Improvement, 1003 - Rev 0</p> <p>Application Status: Draft Started</p> <p>Change Status To: <u>LEA Federal Programs Draft Completed</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>Description (View Sections Only View All Pages)</th> <th>Validation</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>Messages</td> <td>Print</td> </tr> <tr> <td>[-] History Log</td> <td></td> <td>Print</td> </tr> <tr> <td> History Log</td> <td></td> <td>Print</td> </tr> <tr> <td> Create Comment</td> <td></td> <td></td> </tr> <tr> <td>[-] Allocations</td> <td></td> <td>Print</td> </tr> <tr> <td> Allocations</td> <td></td> <td>Print</td> </tr> <tr> <td>[-] District Level Application</td> <td></td> <td>Print</td> </tr> <tr> <td> Application Components</td> <td></td> <td>Print</td> </tr> <tr> <td> Part I: District Application for Section 1003 School Improvement Funds</td> <td></td> <td>Print</td> </tr> <tr> <td>[-] School Improvement, 1003</td> <td>Messages</td> <td>Print</td> </tr> <tr> <td> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="School Improvement, 1003"/> ↓</td> <td></td> <td></td> </tr> <tr> <td> Budget</td> <td>Messages</td> <td>Print</td> </tr> <tr> <td> Budget Overview</td> <td></td> <td>Print</td> </tr> <tr> <td> School Improvement, 1003 School Allocations</td> <td></td> <td>Print</td> </tr> <tr> <td> Part II: Plan</td> <td></td> <td>Print</td> </tr> <tr> <td> Part III: Use of Required Title I, Part A Reservation for CSI, TSI and ATSI Schools</td> <td></td> <td>Print</td> </tr> <tr> <td> Personnel Details (Regular School Year Pre K-12 School Level)</td> <td></td> <td>Print</td> </tr> <tr> <td> Personnel Details (Summer School Pre K-12 School Level)</td> <td></td> <td>Print</td> </tr> <tr> <td> Related Documents</td> <td></td> <td>Print</td> </tr> <tr> <td>[-] Assurances</td> <td></td> <td>Print</td> </tr> <tr> <td> Related Documents</td> <td></td> <td>Print</td> </tr> <tr> <td>[-] School Improvement, 1003 Checklist</td> <td></td> <td>Print</td> </tr> <tr> <td> Checklist</td> <td></td> <td>Print</td> </tr> <tr> <td>All</td> <td>Messages</td> <td>Print</td> </tr> </tbody> </table>	Description (View Sections Only View All Pages)	Validation	Print	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	Messages	Print	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="School Improvement, 1003"/> ↓			Budget	Messages	Print	Budget Overview		Print	School Improvement, 1003 School Allocations		Print	Part II: Plan		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 Checklist		Print	Checklist		Print	All	Messages	Print
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school drop-down menu

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Completing the Application

Part I: District Application

5. The district application consists of nine prompts. Each response should consist of information resulting from engagement and collaboration between the district and school leadership teams. Responses should concisely and accurately address each part of the prompt. A sample of responses is provided to utilize as a guide, click [here](#) to view.

Once all nine prompts are answered, check each box to verify the following statements.

- * Required Assurance. The district assures that each school that receives Section 1003 funds will receive all of the State and local funds it would have received in the absence of Section 1003 funds.
- * LEA Approval Certification: The district certifies that the plan and funding application for each school that received Section 1003 funds has been reviewed at the school and district level as well as has received approval from the principal, federal programs director, business manager, superintendent and local school board.
- * I understand that upon approval of our application, the district is required to enter the approved budget into the district's accounting package and align it to the approved application in MCAPS. In addition, I understand that this alignment must be done with each approved application revision.

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Budget

6. The budget section outlines the school’s total allocation of funds for action/strategies to implement the plan. There will be a zero-balance once all funds are allocated.

Entering Budget Details

- a. Click *Budget* on the application landing page. Choose the function code that aligns to the action/strategy. Click *Modify* next to the function code to enter the budget detail.

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Budget

SCHOOL DISTRICT Public District - FY 2024 - School Improvement, 1003 - Rev 0 - School Improvement, SCHOOL NAME

Go To

Indirect Cost		
Total Contributing to Indirect Cost		\$0.00
Indirect Cost Rate		1.48%
Maximum Allowed for Indirect Cost		\$0.00

[Copy 2023 Budget Detail](#)

[Budget by Object Code](#)

Modify	Function Code	Total
All		
Modify	1105 - Pre-Kindergarten Programs	\$0.00
Modify	1110 - Kindergarten Programs	\$0.00
Modify	1120 - Elementary Programs	\$0.00
Modify	1130 - Middle School Programs	\$0.00
Modify	1140 - High School Programs	\$0.00
Modify	1142 - Career & Technical Education Programs	\$0.00
Modify	1191-1195 - Other Regular Programs	\$0.00
Modify	1198 - E-Learning Programs	\$0.00
Modify	1197-1199 - Other Regular Programs	\$0.00
Modify	1210 - Gifted Education Programs	\$0.00
Modify	1230 - Alternative School Programs	\$0.00
Modify	1250 - Title I Programs	\$0.00
Modify	1260 - After School Programs	\$0.00
Modify	1270 - Remediation/Extended School Year Programs	\$0.00
Modify	1280 - Tutorial/Supplemental Educ. Services	\$0.00
Modify	1285 - Drop-out Prevention Programs	\$0.00
Modify	1290 - 1294 - Defined Special Programs	\$0.00
Modify	1295 - Private School Participation	\$0.00
Modify	1298-1299 - Other Special Programs	\$0.00
Modify	1310-1390 - Adult Continuing Education Programs	\$0.00
Modify	1410-1420 - Summer School Programs	\$0.00
Modify	1930-1990 - Other Instructional Programs	\$0.00
Modify	2110-2119 - Attendance & Social Work Svs.	\$0.00
Modify	2120-2129 - Guidance Services	\$0.00

Click *Modify* to begin adding budget details under a function code.

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Budget Detail

Enter separate budget details for each action/strategy.

- b. Click Add Budget Detail to begin.

→ Add Budget Detail << First < Previous Next > Last >> Items 0-0 out of 0 Items/Page: 10

Delete	Edit	Budget Detail	Narrative Description
			Total for filtered Budget Details: \$0.00
			Total for all other Budget Details: \$0.00
			Total for all Budget Details: \$0.00
			Adjusted Allocation: \$77,171.00
			Remaining: \$77,171.00

Return

- c. Next:
 1. Select the object code.
 2. Select the budget tag.
 3. Enter the quantity and cost.
 4. Enter the narrative description. The application reviewer must be able to determine if the expenditure is allowable and reasonable.

Budget Detail Narrative Description

Function Code: 1130 - Middle School Programs

Object Code: 100-199 - Employee Salaries

School Improvement: Select Tag

Location Code: SCHOOL NAME

Quantity: 1.00

Cost: \$0.00

Budget Detail Total: \$0.00

Narrative Description

Total for all other Budget Details: \$0.00

Total for all Budget Details: \$0.00

Adjusted Allocation: \$77,171.00

Remaining: \$77,171.00

Create Cancel

- d. Click *Create* to save.

Deleting or Editing Budget Details

- e. Details can be deleted or edited by clicking the *trash bin* and *pencil* icons. After budget details are added for the action(s), click *Return* to go back to the Budget page.

Budget Reminders

Narrative Description

Professional Development

- State whether the consultant (external provider) is working with teachers or facilitating PD
- PD outside the regular school day- State *Stipend* and include hourly rate and time frame for teachers (ex: 4 Teachers, \$50/hour, 4 days, 2 weeks)

Technology Integration

- Provide the itemized cost (ex: 15 laptops at \$900/ laptop)

Other Budget Details

More Rigorous Options (MRO)

- Instructional materials must be High Quality Instructional Materials (HQIM)

HQIM Resources

Professional Development

- All actions pertaining to professional development have the budget tag *OJEPD*

Bus Drivers

- State the hourly rate (ex: \$30/hour) or amount per route

After School/Summer School

- Include hourly rate & time frame for teachers (ex: 4 Teachers, \$50/hour, 4 days)
- Verify that the school(s) budget has a zero (\$0) balance



Part II: Plan

7. Each section of Part II provides specific details related to the school and the plan for improvement. All areas with an asterisk (*) must be completed.

Vision, Mission, Improvement Status, and Grade Band

- a. Enter the school vision and mission statements. Select the improvement status. Enter the school grade band.

* Vision of the School:

Check Spelling
0 of 36000 characters

* Mission of the School:

Check Spelling
0 of 36000 characters

* Improvement Status
 CSI TSI ATSI

* Grade Band

Progress Towards Proficiency

Content Area

- b. Select the content area(s):
- CSI Schools: Enter data for all content areas based on school grade band.
 - ATSI Schools: Enter data for all content areas based on school grade band.
 - TSI Schools: Enter data for ELA and/or Math only. (Based on the subgroup identification located in the superintendent secure accountability SharePoint file)

Subgroup

- c. Select the appropriate identified subgroup(s) from the dropdown menu. Click *Add Row* if the school has more than one subgroup identification.

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Progress Towards Proficiency

Examples by School Identification

TSI Identification (ELA and/or Math only)

* Improvement Status
 CSI TSI ATSI

* Grade Band
 6th-8th

Mississippi ESSA Long Term Goals:
 ELA: All Subgroups will attain 70% proficiency.
 Math: All Subgroups will attain 70% proficiency.
 Graduation Rate: All Subgroups will have 90% graduation rate.

Progress Towards Proficiency - MS Succeeds Report Card

Area	Subgroup	Prior Year Proficiency % MAAP Spring Assessment	Current Year Proficiency % MAAP Spring Assessment	Target Proficiency % on MAAP Spring Assessment
ELA	Black	24 %	47 %	55 %
Math	Black	32 %	38 %	45 %
Science	Select...			
History	Select...			

ATSI Identification (all content areas based on school grade band)

* Improvement Status
 CSI TSI ATSI

* Grade Band
 K-5th

Mississippi ESSA Long Term Goals:
 ELA: All Subgroups will attain 70% proficiency.
 Math: All Subgroups will attain 70% proficiency.
 Graduation Rate: All Subgroups will have 90% graduation rate.

Progress Towards Proficiency - MS Succeeds Report Card

Area	Subgroup	Prior Year Proficiency % MAAP Spring Assessment	Current Year Proficiency % MAAP Spring Assessment	Target Proficiency % on MAAP Spring Assessment
ELA	Students with Disabilities	24 %	40 %	50 %
Math	Students with Disabilities	18 %	32 %	40 %
Science	Students with Disabilities	30 %	37 %	45 %
History	Select...			

CSI Identification (all content areas based on school grade band)

* Improvement Status
 CSI TSI ATSI

* Grade Band
 9th-12th

Mississippi ESSA Long Term Goals:
 ELA: All Subgroups will attain 70% proficiency.
 Math: All Subgroups will attain 70% proficiency.
 Graduation Rate: All Subgroups will have 90% graduation rate.

Progress Towards Proficiency - MS Succeeds Report Card

Area	Subgroup	Prior Year Proficiency % MAAP Spring Assessment	Current Year Proficiency % MAAP Spring Assessment	Target Proficiency % on MAAP Spring Assessment
ELA	All	35 %	39 %	45 %
Math	All	25 %	33 %	40 %
Science	All	20 %	27 %	35 %
History	All	28 %	32 %	40 %



Domain and Practices

The domains and practices are based on the *Four Domains for Rapid School Improvement* which is the framework for the Office of School Improvement. Each Domain has three (3) practices. Each funded action/strategy must align to one of the domain practices in the evidence-based action plan.

Four Domains Framework

Domains and Practices
I. Transformational Leadership
Practice 1.1 Prioritize improvement and communicate its urgency
Practice 1.2 Monitor short and long-term goals
Practice 1.3 Customize and target support to meet needs
II. Talent Development
Practice 2.1 Recruit, develop, retain, and sustain talent
Practice 2.2 Target professional learning opportunities
Practice 2.3 Set clear performance expectations
III. Instructional Transformation
Practice 3.1 Diagnose and respond to student learning needs
Practice 3.2 Provide rigorous evidence-based instruction
Practice 3.3 Remove barriers and provide opportunities
IV. Culture Shift
Practice 4.1 Build a strong community intensely focused on student learning
Practice 4.2 Solicit and act upon stakeholder input
Practice 4.3 Engage students and families in pursuing educational goals

Strategy Key

Each funded action/strategy must align to one of the strategies as a budget tag in the budget section.

Strategy Key
Leadership (L) Interventions, strategies, or practices that address the development of school leaders.
High Quality Instructional Materials (HQIM) Interventions, strategies, or practices that are aligned with MDE High Quality Instructional Materials Requirements.
Technology Integration (TI) Interventions, strategies, or practices that are intended to support the use of technology in its various forms to improve or support instructional practices.
Ongoing, Job-Embedded, Professional Development (OJEPD) Interventions, strategies, or practices that are intended to support the use of deep and continuous professional learning to improve or support instructional practices.
Increased Learning Time (ILT) Interventions, strategies, or practices that are intended to support an increase in the traditional school day to improve or support instructional practices.
Early Childhood (Pre-K) Programs (ECP) Interventions, strategies, or practices that are intended to support the implementation of early childhood learning practices or programs.
Other (O) Interventions, strategies, or practices that are not aligned to the named categories intended to improve or support instructional practices.
Evidence-based Instructional Resources (EBIR) Interventions, strategies, or practices that are intended for use in its various forms to improve or support instructional practices.

Note: Increased Learning Time (ILT) Interventions, strategies, or practices are intended to support an increase in the amount of time **beyond** the regular school day. **ILT is instructional time outside of the regular school day.**



Evidence-based Action Plan

8. The Evidence-based Action Plan includes action steps for all actions/strategies. To clearly identify all allocated funds, add a row for *each* action/strategy. All information must align to the budget details.

Action Steps						
The content of my currently approved CSI, TSI, or ATSI Plan will not be modified with this submission.						
Use the drop-down and the table below to create an evidence-based action plan.						
Domain Practice	What action is being taken to improve outcomes?	Evidence Level	Position Responsible: What position will monitor implementation of the action step?	Describe "Other" if selected in drop down	July 1, 2023 - September 30, 2025	Cost
Select... A	Check S... 0 of B s	Select... C	Select... D	Check... 0 E cters	F	\$ G
Add Row						

A. Domain Practice

From the drop-down menu, select the Domain Practice that aligns to the action/strategy.

B. Action Description

Enter a concise statement that matches the narrative description provided in the budget details.

C. Evidence Level

From the drop-down menu, select the evidence level of the funded action/strategy.

MDE evidence-based definition

D. Position Responsible

From the drop-down menu, select the position responsible for monitoring implementation of the action step.

E. Describe Other

Only add the position description in this column if the position responsible for monitoring the implementation is not listed in the *Position Responsible* column.

F. Cost

Enter the cost of the action/strategy. The cost must align to the cost in the budget details.



Part III: Use of Required Title I, Part A Reservation for CSI, TSI and ATSI Schools

Title I Schools Only

9. The 20% reservation total will auto-populate from the consolidated application for all Title IA schools.

This section is not required for non-Title IA schools.

Personnel Details

10. This section documents salaried positions allocated in the Budget.

For each position, enter the head count and full-time equivalent (FTE). The headcount is the number of personnel budgeted for the role. The FTE is based on the percentage of 1003 funds allocated for the role. (Ex: 100% = 1, 50% = .5)

If the position is not listed (i.e., graduation coach, academic coach, bus driver), type the position title in the *Other* row. If an additional *Other* row is needed, click *Add Row*, and type the position title in the new row. Enter the head count and FTE for the added position(s).

Notes:

- Paraprofessional positions are reserved for non-certified support.
- Interventionists are reserved for certified support and any personnel considered an interventionist.
- Professional development stipends are reserved for teacher professional development outside of the regular school day.

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Regular School Year

- a. Positions for the regular school year should be added in the *Personnel Details (Regular School Year Pre K-12 School Level)* section.

Enter the principal's name, phone number, and email address. Select the salaried position(s) provided in the budget. Enter the head count and FTE for each.

Principal Contact Information

* Name ←

* Phone Number ←

* Email ←

N/A

Regular School-Year Personnel Funded with School Improvement, 1003

	Headcount ←	FTE ←
Teachers	<input type="text"/>	<input type="text"/>
Paraprofessionals	<input type="text"/>	<input type="text"/>
Instructional Facilitators	<input type="text"/>	<input type="text"/>
Interventionists	<input type="text"/>	<input type="text"/>
Guidance Counselors	<input type="text"/>	<input type="text"/>
Parent Involvement	<input type="text"/>	<input type="text"/>
After-School/Extended Day Tutors	<input type="text"/>	<input type="text"/>
PD Stipend Recipients/Participants	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>
Add Row		
Total:	0.00	0.00

Summer School

- b. Summer positions should be added in the *Personnel Details (Summer School Pre K-12 School Level)* section. Enter the head count and FTE for each salaried position provided in the budget.

N/A

Summer School Personnel Funded with School Improvement, 1003

	Headcount ←	FTE ←
Teachers	<input type="text"/>	<input type="text"/>
Paraprofessionals	<input type="text"/>	<input type="text"/>
Instructional Facilitators	<input type="text"/>	<input type="text"/>
Interventionists	<input type="text"/>	<input type="text"/>
Guidance Counselors	<input type="text"/>	<input type="text"/>
Parent Involvement	<input type="text"/>	<input type="text"/>
PD Stipend Recipients/Participants	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>
Add Row		
Total:	0.00	0.00

Related Documents

The Job Description

11. A job description form is required for salaried positions funded with 1003. Upload the job description to the *Job Description* link on the *Related Documents* page. The title on the job description provided by the district should match what is in the budget narrative description and personnel details. The position must be board approved before it can be added to the budgeted allocations. It is not required for external providers.

Optional Documents		
Type	Document Template	Document/Link
Revision Form Revised on 01/25/2021 for SI 1003 ⓘ	 Revision Form	Upload New
Personnel Job Description	N/A	Upload New


Upload job descriptions here.

Additional Resources

1. [MCAPS 101: An Introduction to the 1003 Funding Application](#)
2. [FY 24 1003 Application and Plan Review](#)
3. [HQIM Resources](#)
4. [Four Domains for Rapid School Improvement](#)
5. [MDE Evidence-Based Definition](#)
6. [Accounting Manual](#)

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