

# SUBSTANTIAL APPROVAL

## FY24 School Improvement (1003) Funds



### Guidance to Obtain Substantial Approval to Obligate FY24 School Improvement Funds Prior to Final Approval

Below, you will find guidance to receive substantial approval to allocate and obligate funds to address evidence-based interventions, activities, or strategies in the FY24 School Improvement plan and application for funds. The district will:

- 1) Ensure the Title I, CSI, TSI, and/or ATSI school has reserved 20% of the **school's** Title I allocation in the FY24 Consolidated Application to support school improvement activities, strategies, or interventions that has been verified by the Office of Federal Programs. This does not apply to non-title identified schools.
- 2) Ensure the activities, strategies, or interventions in the FY 24 School Improvement plan are aligned to one or more of the categories provided below:
  - a. leadership,
  - b. high quality instructional materials,
  - c. technology integration,
  - d. ongoing job-embedded professional development,
  - e. increased learning time,
  - f. early childhood programs (Pre-K),
  - g. evidence-based instructional resources, and
  - h. other interventions intended to support instructional practices.
- 3) Complete and submit **Part I: District Application** in MCAPS for Section 1003 School Improvement funds

#### Please remember –

- The MDE OSI will conduct a detailed review of the completed, preliminary application, once submitted. **Revisions to the district's responses to Part I of the application may be required before full approval is awarded.**
- The plan must be based on a comprehensive needs assessment (CNA)– be sure to include an analysis of current available data as part of the CNA.
- School Improvement Section 1003 funds may only be used to support evidence-based interventions meeting the strong, moderate, or promising levels and that address the reason for the identification.
- **A CSI school that has been designated as a more rigorous options/interventions school can only support evidence-based interventions meeting the strong and moderate levels of evidence.**
- **A CSI school that has been designated as a more rigorous options/interventions school may only support MDE high quality**



instructional materials if instructional resources are purchased as part of an activity, strategy, or intervention with 1003 funds.

- While a **substantially approved** status allows for the obligation of funds, LEAs may not request reimbursement from FY24 school improvement funds without an approved FY24 school improvement plan and application. Additionally, the final allocation may reflect a decrease from the preliminary allocation. **The period of obligation for these funds is July 1, 2023 – September 30, 2025.**
- The district must ensure the approved budget is aligned to the district's accounting package following receipt of the substantial approval notification from the Office of School Improvement.
- The submission deadline for the FY24 Preliminary School Improvement Plan and Application for Funds is **Friday, March 22, 2024.**

### **Steps to Follow to Submit a Request for Substantial Approval, if desired:**

- Complete and submit **Part I: District Application** in MCAPS for Section 1003 School Improvement Funds.
- Ensure that items 1-9 have been answered completely (each part of the questions must be addressed as described in the prompt).
- Ensure that the required assurance has been checked.
- Ensure that the LEA Approval Certification addressing that the application will be reviewed by the identified parties prior to final approval has been checked.
- Save the document using the following naming convention ***District Name\_FY24 1003 Application Substantial Approval Request***
- Download the PDF using the MCAPS printing function (**do not** submit the web version) and email a copy to [tsi@mdek12.org](mailto:tsi@mdek12.org) no later than **Friday, March 1, 2024.**
- Await approval by the OSI team.
- An email granting substantial approval will be sent to the Federal Programs Director upon receipt and review of the requested documentation.
- The district may obligate funds following notification from the Office of School Improvement.

