



**Department of Public Instruction**  
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State Superintendent

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[www.nd.gov/dpi](http://www.nd.gov/dpi)

**TO:** Regional Education Association (REA) Directors  
**FROM:** Peg Wagner, Assistant Director, Office of Academic Support  
**DATE:** August 10, 2015  
**RE:** Para Training Opportunity for the 2015-2016 School Year

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The purpose of this memo is to announce that the Office of Academic Support has proposed allocating funds for the 2015-2016 school year for further support of professional development for paraprofessionals. The focus of the professional development should concentrate on the implementation of the North Dakota State Standards and be delivered by the state's REA Associations.

Due to the well-received, high-quality, and successfully implemented program developed by the REAs during the 2014-2015 school year, the Department of Public Instruction has committed \$20,000 to continue this project for the 2015-2016 school year.

If your district is interested in applying for these funds, please complete and/or attach the following:

- ✓ Budget Application (SFN 52929)
- ✓ Detailed description of how these funds will be utilized

**Funding Period:** The funding period for this grant will be from **September 15, 2015 through June 30, 2016**. These funds will be available for the REAs to apply for on an individual basis or as a group effort, similar to the structure implemented in the 2014-2015 school year.

**Availability:** These funds are available from **September 15, 2015 through June 30, 2016**. This grant is administered on a reimbursement basis, which requires the submission of the standard Request for Funds form (SFN 14660). The funds **must** be obligated by June 30, 2016, and expended and requested reimbursement from NDDPI by **July 15, 2016**. Funds can be requested monthly or in one lump sum following expenditure, whichever is preferable. Carryover is **not** allowed with this grant. It is the expectation of the Office of Academic Support that grantees use the awarded funds within the grant period.

**The Budget Applications are due by September 1, 2015, in order to be considered for funding.** REAs must close out the 2014-2015 professional development grant before any 2015-2016 new grant funds can be issued.

If you have any questions, please contact me at [pswagner@nd.gov](mailto:pswagner@nd.gov) or (701) 328-3545, or Jane Gratz at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or (701) 328-2292.

## **GUIDANCE PROFESSIONAL DEVELOPMENT GRANT OPPORTUNITY FOR PARAPROFESSIONALS**

**Application Due Date: August 28, 2015**

**Funds Available:** The total amount of funds available is **\$20,000**. These funds will be available for the REAs to apply for on an individual basis or as a group effort, similar to the structure implemented in the 2014-2015 school year.

**Allowable Activities:** The focus of the professional development training for paraprofessionals should concentrate on the implementation of the North Dakota State Standards and be delivered by the state's REA Associations.

**Grant Period: September 15, 2015 through June 30, 2016.**

**Application Process:** Application for this grant requires the submission of the Budget Application (SFN 52929) and a detailed description. Submit this information to Jane Gratz, Staff Officer, at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or fax at (701) 328-0203.

**Tracking Funds:** These grant funds must be tracked separately in the district's software.

**Payments:** This grant is administered on a reimbursement basis, which requires the submission of the standard Request for Funds form (SFN 14660). The **funds must be obligated and expended by June 30, 2016, and requested reimbursement from NDDPI by July 15, 2016.** Funds can be requested monthly or in one lump sum following expenditure, whichever is preferable.

**Budget Revision:** If the scope of the program/activities from the last approved budget changes, a budget revision (SFN 9035) must be completed and submitted to Jane Gratz at [jmgratz@nd.gov](mailto:jmgratz@nd.gov).

**Final Expenses:** Grantees can only claim the actual amount of funds expended. All expenses must have occurred during the grant period of September 15, 2015 through June 30, 2016. Any remaining funds revert back to the NDDPI.

**Grant Close-Out:** The grantee is responsible for completing and submitting a **Final Financial Report (FFR), Request for Funds (RFF), and Detailed Ledger by July 15, 2016**, to close out the grant. Please submit the *final financial report, request for funds, and detailed ledger* at the close of the grant to Jane Gratz via email at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or by fax at (701) 328-0203.

**Carryover:** Carryover funds are *not* permitted with this grant. It is the intent of the Office of Academic Support that grantees use the awarded funds within the grant period.

**Questions:** If you have any questions, please contact Peg Wagner at [pswagner@nd.gov](mailto:pswagner@nd.gov) or (701) 328-3545, or Jane Gratz at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or (701) 328-2292.



**BUDGET APPLICATION**  
 DEPARTMENT OF PUBLIC INSTRUCTION  
 SFN 52929 (Rev. 8/2013)

|                       |                        |       |          |                                    |                   |
|-----------------------|------------------------|-------|----------|------------------------------------|-------------------|
| Agency Name (Grantee) | Grantee Contact Person |       |          | Telephone Number                   | Cell Phone Number |
| Mailing Address       | City                   | State | ZIP Code | Budget/Project Period (MM/DD/YYYY) |                   |
|                       |                        |       |          | From                               | To                |

Select Program:

|   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> 21 <sup>st</sup> Century | <input type="checkbox"/> Title I                     | <input type="checkbox"/> Refugee         | <input type="checkbox"/> Title II A (Discretionary) |
| <input type="checkbox"/> Adult Education          | <input type="checkbox"/> Title I Program Improvement | <input type="checkbox"/> STEEP           | <input type="checkbox"/> Title II B                 |
| <input type="checkbox"/> Neglected & Delinquent   |  | <input type="checkbox"/> Title III – LEP |   |
| <input type="checkbox"/> Homeless                 |  | <input type="checkbox"/> Title III – IMM |   |
| <input type="checkbox"/> Migrant                  |  |  |   |

| Object Code  | Amounts of Funds Requested | Amounts Approved | Comments |
|--|----------------------------|------------------|----------|
| 110 – Professional Salary                                |                            |                  |          |
| 120 – Non-professional Salary                            |                            |                  |          |
| 200 – Employee Benefits                                  |                            |                  |          |
| 300 – Purchased Professional & Technical Services        |                            |                  |          |
| 430 – Maintenance  |                            |                  |          |
| 580 – Travel   |                            |                  |          |
| 600 – Supplies & Materials                               |                            |                  |          |
| 730 – Equipment  |                            |                  |          |
| 800 – Dues, Memberships, & Registrations Fees            |                            |                  |          |
| 900 – Indirect Costs                                     |                            |                  |          |
| <b>Subtotal</b>  |                            |                  |          |
| <b>Administration</b><br>(Not available with all grants) |                            |                  |          |
| <b>Grand Total</b>                                       |                            |                  |          |

| Object Code | Example   | Object Code | Example   |
|-------------|---|-------------|---|
| 110         | Professional Salary – Salaries for certified personnel including: teachers, substitute teachers, stipends to staff for attending workshops that are held after regular school hours.  | 430         | Maintenance – Repair of Equipment   |
| 120         | Non-professional Salary – Salaries for non-certified personnel including: aides, paraprofessionals, bus drivers, secretaries.   | 580         | Travel – Expenditures for staff travel, including mileage, airline tickets, taxi fares, meals, lodging  |
| 200         | Employee Benefits – Payments that are not part of gross salary made on behalf of employees (i.e., insurance, Social Security, retirement, unemployment and Workers Compensation, annual leave, sick leave. School districts paying stipends to staff must pay benefits for those stipends). | 600         | Materials/Supplies – Expendable items that are consumed, worn out, or deteriorated in use; freight, books, school supplies, periodicals/subscriptions, software, software applications        |
| 300         | Purchased Professional & Technical Services – Purchased services for which the district has a contract on file including: speaker fees, professional development on site, auditors, consultants, etc.   | 730         | Equipment – Includes items such as document cameras, iPods, iPads, computers, printers even if the cost is less than \$750. These items must be tagged as being purchased with Title I funds. |
|             |   | 800         | Dues, Memberships, Registration Fees (includes license fees)  |

|  |                      |      |
|--|----------------------|------|
| Signature of Local Authorized Representative | Typed Name and Title | Date |
|--|----------------------|------|

| FOR DEPARTMENT USE ONLY |                 |  |               |
|-------------------------|-----------------|--|---------------|
| Date Received           | Amount Approved | Approved<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Date Approved |
| Signature-Director      |                 |  | Date          |
| Signature-Director      |                 |  | Date          |