



**Department of Public Instruction**  
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Deputy Superintendent

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

TO: School Administrators

FROM: Ann Ellefson, Director, Office of Academic Support

DATE: August 14, 2015

RE: Funding Opportunity for District Professional Development

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The purpose of this memo is to announce the North Dakota Department of Public Instruction (NDDPI) has funding available to support professional development for North Dakota schools and districts. This is an opportunity for districts to offer high-quality professional development for North Dakota school district administrators, principals, teachers and paraprofessionals. Title I and non-Title I districts and buildings are welcome to apply, as these are Title VI funds used for standards and assessment. Depending on demand, it is anticipated grant awards will range from \$5,000 to \$25,000.

The funds available are specifically earmarked for professional development in one of the three areas:

- 1) Professional development aligned to the North Dakota standards for English language arts (ELA)
- 2) Professional development aligned to the North Dakota standards for mathematics
- 3) Professional development aligned to the North Dakota standards in other content areas

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

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

It is certainly acceptable to have multiple professional development opportunities that align to more than one of the allowable activities. If seeking funds for multiple professional development opportunities, please prioritize each in the event the request needs to be reduced. Submit your Budget Application and narrative to Jane Gratz at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or by fax at (701) 328-0203.

These funds are available from **September 15, 2015 through June 30, 2016**. Please refer to the attached guidance.

**The Budget Application is due by September 4, 2015, in order to be considered for funding.**

If you have any questions, please contact me at [aellefson@nd.gov](mailto:aellefson@nd.gov) or (701) 328-2488, or Jane Gratz at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or (701) 328-2292.

## **GUIDANCE – SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT GRANT OPPORTUNITY**

**Application Due Date:** September 4, 2015

**Funds Available:** The total amount of Title VI funds available is **\$500,000**. Grant awards will range between \$5,000 and \$25,000. The department is using flexibility within Title VI to access these funds:

*Section 6111(2)(F) Strengthening the capacity of local educational agencies and schools to provide all students the opportunity to increase educational achievement, including carrying out professional development activities aligned with State student academic achievement standards and assessments.*

**Allowable Activities:** Provide high-quality professional development which aligns to the North Dakota State Standards. Examples include:

- ✓ Provide high-quality professional development to ensure teachers are able to use the North Dakota State Standards to improve instructional practices and student academic achievement.
- ✓ Provide support for teachers and principals through such activities as mentoring and instructional coaching.
- ✓ Support the training of teachers and administrators in effectively integrating the North Dakota State Standards into instruction.

**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, Title II Fiscal 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 accounting 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.**

**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) prior to expending funds.

**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 Ann Ellefson at [aellefson@nd.gov](mailto:aellefson@nd.gov) or (701) 328-2488 or Jane Gratz at [jmgratz@nd.gov](mailto:jmgratz@nd.gov) or (701) 328-2292.



**BUDGET APPLICATION**  
 DEPARTMENT OF PUBLIC INSTRUCTION  
 FEDERAL TITLE PROGRAM  
 SFN 52929 (Rev. 08/2014)

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 A Program:

<input type="checkbox"/> 21 <sup>st</sup> Century	<input type="checkbox"/> Title I	<input type="checkbox"/> Refugee	<input type="checkbox"/> Title II A
<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"/> State Funding	<input type="checkbox"/> Title III – LEP	<input type="checkbox"/> Title VI
<input type="checkbox"/> Homeless		<input type="checkbox"/> Title III – IMM	<input type="checkbox"/> Other: _____
<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			
Unobligated			
<b>Subtotal</b>			
<b>Administration</b> (Not available with all grants)			
<b>Grand Total</b>			

Object/ID Code	Example	Object/ID 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 compensation, 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)

Name of Local Authorized Representative	Title	Signature	Date
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FOR DEPARTMENT USE ONLY			
Date Received	Amount Approved	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Approved
Signature-Coordinator			Date
Signature-Director			Date