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NORTH DAKOTA DEPARTMENT OF
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TO: School Administrators

FROM: Ann Ellefson, Director, Office of Academic Support

DATE: August 8, 2016

RE: Funding Opportunity for District Professional Development

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 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 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 or by fax at (701) 328-0203.

These funds are available from **September 19, 2016 through June 30, 2017**. Please refer to the attached guidance.

The Budget Application is due by Friday, September 2, 2016, in order to be considered for funding.

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

GUIDANCE – SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT GRANT OPPORTUNITY

Application Due Date: September 2, 2016

Funds Available: The total amount of Title VI funds available is **\$700,000**. 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 19, 2016 through June 30, 2017.

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 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, 2017, and requested reimbursement from NDDPI by July 15, 2017.**

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 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 19, 2016 through June 30, 2017. 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, 2017**, 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 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 or (701) 328-2488 or Jane Gratz at jmgratz@nd.gov or (701) 328-2292.