

Special Education and Title Services Team

# Targeted Improvement Plan (TIP) Application Requirements and Allowable Costs

Kansas Grants Management System

IDEA CFDA 84.027

Published 04/16/2012  
Amended 4/24/2012  
Amended 5/23/2012  
Amended 4/22/2013  
Amended 4/18/2014  
Amended 5/7/2015  
Amended 6/1/2016  
Amended 5/5/2017  
Amended 5/1/2018  
Amended 5/9/2019  
Amended 5/18/2020  
Amended 4/1/2021  
Amended 6/1/2022  
Amended 5/8/2023  
Amended 6/4/2024



# Contents

Contents .....	2
Targeted Improvement Plan (TIP) Application Requirements.....	3
TIP Program Purpose: .....	3
Eligibility: .....	4
Leadership Stipends.....	4
Description of Allowable Costs and Budget Instructions .....	5
TIP Allowable Costs: .....	5
Allowable Direct Costs:.....	5
Personnel Salaries/Wages.....	5
Personnel Benefits.....	5
Travel.....	5
Assistive Equipment /Instructional Technology.....	6
Supplies .....	6
Contractual .....	6
LOD Leadership Stipend .....	6
Indirect Costs .....	6
Budget Entry Instructions .....	7
Budget Revision: .....	7
Carryover: .....	7
Annual Fiscal Reporting: .....	8
Contact Information.....	8
TIP: .....	8
Level of Determination Rewards and Sanction Questions:.....	8
Technical assistance questions with navigating, data entry, and editing in KGMS System:.....	8
Board Page.....	9

# KSDE Special Education Targeted Improvement Plan (TIP) Application Requirements

IDEA CFDA

84.027

This document describes the purpose of the KSDE TIP program, how IDEA compliance & Kansas Integrated Accountability System (KIAS) Levels of Determination impact each allocation, allowable costs, budget instructions, as well as procedures for carry-over, budget revisions, and annual fiscal report completion. Applicants are required to read, review and follow this guidance when submitting each TIP application.

TIP applications must be entered through the KSDE Common Authentications Web Application -Kansas Grants Management System (KGMS). Persons submitting a TIP application must be registered users of the KSDE Authentication system and have prior approval and access to Kansas Grants Management System. Use the following web address to register for the Kansas Grant Management System: <https://apps.ksde.org/authentication/login.aspx>. Scroll through the list of available programs and select Kansas Grants Management System (KGMS). Select an Access Level and submit when the form is completed. For those that just need to add KGMS, click on Manage my Account and follow the same steps as above.

The application approval, award notices, budget revision request submission and budget revision approval are exchanged using the web-based Kansas Grants Management System. Approval notices will come from the [KGMS@KGMS.com](mailto:KGMS@KGMS.com) email address.

## **TIP Program Purpose:**

Targeted Improvement Plan (TIP) awards are intended to assist Kansas school districts in improving results for students with disabilities, specifically to innovate and/or sustain evidence-based teaching practices identified through the State Performance Plan (SPP) Indicators and the Kansas Integrated Accountability System (KIAS) accountability/compliance process and Kansans Can vision.

Applications are renewable on a yearly basis. Annual availability of TIP funds is contingent upon the amount of the Kansas federal IDEA award. Amount of funding is determined through a base allocation which typically stays the same from year to year. In addition, there are supplemental fund amounts which vary according to the sanctions and/or rewards as applied by the KSDE IDEA Kansas Integrated Accountability System (KIAS).

The rewards or sanction takes for of a: 1) supplemental Leadership Stipends that is calculated because of an LEA's KIAS Level of Determination issued by KSDE. The rewards or sanctions received are described on each LEA's *"Kansas IDEA LEA State Performance Plan Expanded Report"* issued yearly in April by KSDE.

## Eligibility:

Only LEA's that have signed IDEA Title VI-B program assurances and receive flow-through funds are eligible to apply. Each LEA must agree to implement and expend funds in accordance with the approved application and IDEA and EDGAR requirements. To be eligible for funding LEA's must apply, be approved and signed by an authorized representative. Applications must contain allowable costs, identify the IDEA SPP Indicators to be targeted, provide a detailed list of proposed expenditures, and a narrative justification describing how the expenditures will be used for activities which support the TIP program purpose. Applications are reviewed and approved yearly. LEA's must submit an annual fiscal report prior to release of new funds.

Applicants need to be prepared to indicate which State Performance Plan indicators will be targeted. At a minimum, district SPP public reports

<http://www.ksde.org/Default.aspx?tabid=520> or the above referenced expanded report are to be used to identify the areas of need. Other pertinent local data can be used as well. It is recommended that applicants with complex plans and budgets draft a mock-up application with colleagues prior to online entry.

## Leadership Stipends

Level of Determination (LOD) Stipends are a reward for Special Education administrator(s) whose districts received a 'meets requirements' rating on the KIAS level of determination. The funding can be used to attend professional development opportunity (ies) of their choice. This professional development can be multi-faceted and includes conference or workshops, pursuit of an additional endorsement/license, memberships, or enrollment in a university program of study related to leadership. The professional development may occur in or out of state. The event may take place anytime covered by the terms of this grant award.

*Districts who receive a "needs assistance" or "needs intervention" KIAS level of determination rating are not eligible for LOD Leadership Stipends. The Stipend amount is reduced proportionately for each district who does not meet requirements and is a member of a cooperative, interlocal or service center.*

The amount of each LOD stipend each eligible District can receive is based upon member district enrollment and the small, medium, large district designation as used in KIAS file review process. Eligible "SO" special purpose schools and the corrections facilities each receive \$1,000. The Leadership Stipend amount is considered a 'supplement' to the annual TIP base allocation and is optional. Using the parameters of the TIP application, Special Education Administrators determine how the Leadership Stipends are going to be used and apply for the funds in the TIP budget section.

# Description of Allowable Costs and Budget Instructions

## TIP Allowable Costs:

The intent of TIP funds is to supplement and enhance services and supports being provided for learners with disabilities. TIP funds cannot supplant existing daily operating expenses of salaries, benefits, positions, supplies, equipment, or contractual items. Additional staff or faculty time may be needed to coordinate TIP activities, sustain professional development, coach implementation, and/or provide release time for activities/training. Participation in sustained professional development, planning time, and opportunities to collaborate with colleagues across pre K-12 partner school faculties, and across colleges and universities may be critical to achieve the stated purpose. This includes reasonable in and out of state travel, lodging, meeting supplies, and materials necessary to conducting an activity. Costs associated with training, consultants, teacher coaching, purchase of documents/books/materials, and conducting staff recruitment and retention activities are permissible.

The purchase of furniture, construction and/or remodeling of facilities is not allowed.

## Allowable Direct Costs:

### Personnel Salaries/Wages

- Using funds to simply fill positions, meet daily caseload requirements, or fund a hard to fill position is considered supplanting and is not allowed.
- Extra duty stipends and/or substitute costs to allow participation of individual educators, educational teams of faculty, administrators, mental health providers, university and family partners in project activities is permissible.
- Salaries for dedicated personnel time to facilitate or coordinate improvement efforts and/or conduct sustained professional development efforts are permissible.

### *Personnel Benefits*

- Benefits for dedicated personnel time to facilitate or coordinate improvement efforts and/or conduct sustained professional development efforts is permissible. Benefits for substitutes, extra-duty or part time assignments related to TIP activities is also permissible.

### *Travel*

- In-state travel to professional development related to targeted improvement strategies. Travel costs for which state general fund reimbursement is allowed (i.e. staff travel for instruction of students) may not be charged. Limited out-of-state travel is allowed if reasonable and clearly related to the targeted improvement and a part of a sustained professional development plan.

### *Assistive Equipment /Instructional Technology*

- Computer equipment devices and software purchases are allowed if they are instructional in nature, or an integral tool needed for the achievement of learners with disabilities. Membership costs to the Kansas Infnitec Consortium are included in this line item.
- Cost of construction or remodeling of facilities is not allowed.

### *Supplies*

- Limited purchase of curricular and instructional materials needed for meetings in-services/workshops. This includes access to critical information needed to support professional development or student achievement such as the fee needed for an online website membership. List the types of instructional materials to be charged to the grant and the estimated cost per item or groups of items.

### *Contractual*

- Consultant or professional development fees and expenses;
- Expenses associated with conducting meetings of school staff and community providers and members, and university faculty, or other partners; this may include room rental; and may include partial tuition reimbursement for coursework or consortium participation.

### *LOD Leadership Stipend*

- LOD Stipends amount may **not** be reallocated to another line item. The amount cannot be combined with another line item and must be described separately. If funds are not wanted, enter a zero amount and total amount requested will be reduced accordingly. Special Education Administrators determine how the Leadership Stipends are going to be used to support leadership development. A short description of the names and types of events or classes, whether it is for registration, travel, books, materials and the estimated number participating is to be included.

### *Indirect Costs*

- Are capped at the indirect cost rate the district has on file with KSDE.
- Examples are general operating costs such as use of copier/fax/office equipment, office space, accounting, phones, administrative oversight, etc.

### **EXAMPLE**

a. Total Direct Costs =	-\$125,000	
b. Administrative cost rate =	-5.00%*	
c. Administrative cost rate + 1 =	-1.05	
d. a (\$125,000) divided by c (1.05) =	-\$119,047.619	Direct Cost
e. a (\$125,000) minus d (\$119,047.619) =	-5,952	Indirect Cost

\*Administrative rates will vary.

## Budget Entry Instructions

When completing the TIP budget, only the IDEA Title VI-B funding stream is to be included. The budget justification must include a statement of how expenditures are related to the applicant's implementation of improvement strategies and activities related to SPP Indicators. Proposed TIP funding amount cannot exceed the TOTAL allocation available. Total allocation available is the FY2022 base allocation plus optional leadership stipend, if eligible.

In the "Costs" column, enter a subtotal for each direct cost line item. The "Justification" field is to be a listing of the different costs and should add-up to the direct cost line item sub-total. In the "Justification" field, enter a list of the expenditure type and how amounts were calculated. The "Justification" field is text only and will not calculate numeric entries. At the end of this document is a screenshot of the budget page.

The following are examples of what would be considered an expected level of detail:

- *Salary Line Item example: Extra-duty stipends (\$40 per day for 40 teachers) to attend professional development on literacy and numeracy. Skills of at least 40 general and special educators to instruct and provide interventions for learners with disabilities will be increased.*
- *Contractual Line Item example: Consultants (\$500 x 5 days of professional fees x 3 people) to provide summer professional development related to Literacy and Numeracy for general and special education teaching teams.*
- *Travel line item example: \$430 dollars per 20 persons to offset registration, lodging, mileage and per diem to attend the MTSS Symposium, Ski-Hi Intervener Summer Institute and/or a related training.*

### Budget Revision:

Budget revisions will be entered and approved using the online TIP application.

The budget revision form needs to be submitted for approval when the direct cost line item transfers exceed 10% of the total or an additional cost/new activity within line item expenditure is needed to achieve the TIP purpose. Instructions for submitting a budget revision are: 1) Current budget figures will auto-populate in "Present Budget" column; 2) Enter amount of desired change in "Requested Change" column; 3) Use a minus (-) sign when reducing a line item amount; 4) New or revised amounts appear in "Amended Budget" column and; 5) Equipment/tech/supplies changes require examples and justification.

### Carryover:

The online [Annual Fiscal Report \(AFR\)](#) contains a field for requesting and reporting carryover. A 90-day carryover is available for activities proposed but not completed prior to the end of the grant year or June 30<sup>th</sup>. Use the "comment box" and enter a description of how carryover funds will be used on or before September 30<sup>th</sup>.

## Annual Fiscal Reporting:

FY2022 Annual Fiscal Reports will be entered and approved using the online TIP application. The annual AFR must be completed, submitted, and approved online before the system will generate the award for the next grant year. ***This document is to be calculated by the district business manager and/or business office.*** The online form will auto-populate many cells. The amounts for encumbered, unexpended funds and carryover, if requested, will need to be locally calculated and entered by the district business manager and/or business office. Unspent/unexpended funds will remain in a districts prior year Form 240 TIP account and will be subtracted from the following fiscal year grant award unless funds are returned.

Unspent/unexpended funds are not to be included in the encumbered amount.  
***Unexpended funds are the fiscal year amount not expended, not drawn down, not encumbered, not carried over, and/or not obligated prior to the end of the fiscal year.***

## Contact Information

### TIP:

Sami Reed Public Service Administrator  
[TIPHelp@ksde.org](mailto:TIPHelp@ksde.org) or 785-296-2134

### Level of Determination Rewards and Sanction Questions:

Stacie Martin  
[smartin@ksde.org](mailto:smartin@ksde.org) or 785-296-6855

### Technical assistance questions with navigating, data entry, and editing in KGMS System:

Leader Services at 877-456-8777 or [helpdesk@leadersvices.com](mailto:helpdesk@leadersvices.com)  
Hours (excluding Holidays): Monday – Friday 7AM – 5PM (CST)

## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

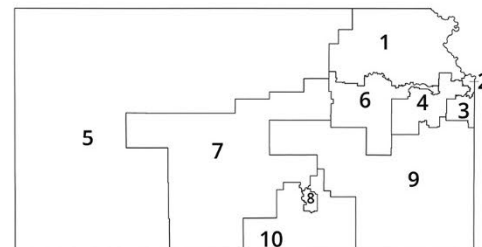
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



900 S.W. Jackson Street, Suite 600  
Topeka, Kansas 66612-1212  
(785) 296-3203  
[www.ksde.org/board](http://www.ksde.org/board)



DISTRICT 1



Danny Zeck  
[dzeck@ksde.org](mailto:dzeck@ksde.org)

DISTRICT 2



Melanie Haas  
Chair  
[mhaas@ksde.org](mailto:mhaas@ksde.org)

DISTRICT 3



Michelle Dombrosky  
[mdombrosky@ksde.org](mailto:mdombrosky@ksde.org)

DISTRICT 4



Ann E. Mah  
Legislative Liaison  
[amah@ksde.org](mailto:amah@ksde.org)

DISTRICT 5



Cathy Hopkins  
[chopkins@ksde.org](mailto:chopkins@ksde.org)

DISTRICT 6



Dr. Deena Horst  
Legislative Liaison  
[dhorst@ksde.org](mailto:dhorst@ksde.org)

DISTRICT 7



Dennis Hershberger  
[dhershberger@ksde.org](mailto:dhershberger@ksde.org)

DISTRICT 8



Betty Arnold  
[barnold@ksde.org](mailto:barnold@ksde.org)

DISTRICT 9



Jim Porter  
Vice Chair  
[jporter@ksde.org](mailto:jporter@ksde.org)

DISTRICT 10



Jim McNiece  
[jmcniece@ksde.org](mailto:jmcniece@ksde.org)



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
[www.ksde.org](http://www.ksde.org)

COMMISSIONER OF  
EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONER  
Division of Fiscal and Administrative Services



Dr. S. Craig Neuenswander

DEPUTY COMMISSIONER  
Division of Learning Services



Dr. Ben Proctor

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

*Kansas leads the world in the success of each student.*

Jan. 13, 2023