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## MEMORANDUM NO. 2015-028

**TO:** School District Superintendents  
School Principals  
Business Managers

**FROM:** Tracy M. Stibitz, IF Program Manager, Standards Division  
Jed Cicarelli, School Foundation Supervisor, Data Division

**DATE:** March 9, 2015

**SUBJECT:** 2015-2016 Grant Application and Report for  
Instructional Facilitators (IFs)

**TIME SENSITIVE; PLEASE SHARE IMMEDIATELY**

## APPLICATION FOR INSTRUCTIONAL FACILITATORS AVAILABLE

The School Year 2015-2016 grant application and report for Instructional Facilitators (IF) are attached and due **April 15, 2015**. An electronic version of the application and report may be accessed at: <http://edu.wyoming.gov/> under the following: "Beyond the Classroom" / "School Programs" / "Instructional Facilitators." This application/report is designed to collect the following information about how school districts implement the IF program:

- Eligibility Requirements
- IF Program Standards and Evaluation
- IF Information
- Implementation of specific strategies by IFs

Additionally, completion of an online survey is required as part of the application process and is due on April 15, 2015. This survey may be accessed at: <https://www.surveymonkey.com/s/CV2DNDK>

District personnel with oversight and knowledge of the IF Program should complete the application/report and survey. Options and directions for submission of the application/report are included on the form. The survey is submitted online.

If the district chooses not to apply or is not eligible to participate, please check "no" in the appropriate space, complete Part III of the application (IF Information), obtain the required signatures, and submit the application/report, as required by W.S. 21-13-335.

### **Estimated Award Amounts:**

Attached are the estimated grant award amounts for the 2015-16 school year. The final grant award amounts will be updated when all applications are received and School Year 2014-15 Average Daily Membership (ADM) data are finalized.

The 2015-16 grant amounts will be calculated in accordance with W.S. 21-13-335. District IF grant amounts are calculated and awarded by school.

If a district chooses to reallocate funds from one school to another, this decision must be in consultation with the district administration and the local Board of Trustees. Schools that do not qualify will not be eligible to receive IF grant awards. Schools that do not qualify are schools that have an ADM of 49 or below or are an alternative school. The Wyoming funding model already generates resources to utilize IFs in those schools. Allowable IF grant expenditures only include IF salaries and benefits. Other resources needed to implement this program are already generated by the Wyoming funding model (e.g. professional development, supplies and materials, technology and equipment, and assessments).

### **2014-2015 Grant Expenditures:**

The application/report is not intended to collect expenditure data. The school-level 2014-15 grant expenditures will be collected on the WDE601 WISE Annual District Report. Details regarding the WDE601 WISE Annual District Report can be found at:

<https://edu.wyoming.gov/dcs/default.html>

The WDE601 is due **August 12, 2015**. If you have questions about reporting 2014-2015 Instructional Facilitator grant expenditures or the WDE601 WISE Annual District Report, please contact Jed Cicarelli at [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov) or (307)777-5808.

In accordance with W.S. 21-13-335(e), any funds not spent or encumbered from the 2014-2015 Instructional Facilitator Grant must be returned to the WDE by **June 30, 2015**. Please send your payment to Jed Cicarelli, Wyoming Department of Education (WDE), 2300 Capitol Ave., Hathaway Building, 2nd Floor, Cheyenne, WY 82002. If you have any questions regarding this process, please contact Jed Cicarelli at [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov) or (307)777-5808.

### **Timeline:**

The following dates are provided for information and planning:

- April 15, 2015: 2015-16 IF application/report and survey due to WDE;
- May 1, 2015: WDE notifies districts of updates to estimated 2015-2016 award amounts;
- August 12, 2015: 2013-14 district IF grant expenditures reported to WDE via WDE-601 annual district report;
- August 15, 2015: WDE School Foundation Program will distribute approved 2015- 16 grant amounts to each district.

If you have questions regarding the School Year 2015-16 Application and Report for Supplemental Financial Assistance for IFs, please contact Tracy Stibitz at [tracy.stibitz@wyo.gov](mailto:tracy.stibitz@wyo.gov) or (307)777-8979.

If you have questions regarding the calculation of the 2015-16 IF grants and the resources generated by the Wyoming Funding Model, or the reporting of 2014-15 IF grant expenditures, please contact Jed Cicarelli at [jed.cicarelli@wyo.gov](mailto:jed.cicarelli@wyo.gov) or (307)777-5808.

TS:JC

Attachments: Estimated School Year 2015-16 Grant Awards  
2015-16 Application and Report for IFs