



WYOMING
DEPARTMENT OF EDUCATION

*Creating Opportunities
for Students to Keep
Wyoming Strong*

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MEMORANDUM NO. 2016-043

TO: School District Superintendents
Curriculum Directors
Principals
Instructional Facilitators
Business Managers

FROM: Brent Young, Chief Policy Officer

DATE: March 14, 2016

SUBJECT: 2016-17 Grant Application and Report for IFs

GRANT APPLICATION FOR INSTRUCTIONAL FACILITATORS AVAILABLE

DUE APRIL 15

The School Year 2016-17 grant application and report for Instructional Facilitators (IF) are available, and must be submitted by April 15, 2016 through the WDE435 collection. The application and report may be accessed at: edu.wyoming.gov/beyond-the-classroom/grants/instructional-facilitators/.

This application and report is designed to collect information about how school districts implement the IF program, including:

- Eligibility requirements
- IF program standards and evaluation
- IF information
- Implementation of specific strategies by IFs

Completion of an online survey is required as part of the application process, and is also due on April 15, 2016. This survey may be accessed at: surveymonkey.com/r/23HZLTW.

Districts are now required to submit their IFs through the WDE435 collection. This makes submitting names for districts much easier, and ensures more accurate verification to qualify IFs. This collection will be open April 1-15, 2016 and may be accessed at: edu.wyoming.gov/data/dcs/ under "WDE435". Districts will need to add their roles in fusion for WDE435 prior to uploading.

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

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 and report, as required by [W.S. 21-13-335](#).

Estimated Award Amounts:

Attached are the estimated grant award amounts for the 2016-17 school year. The final grant award amounts will be updated when all applications are received and School Year 2015-16 Average Daily Membership (ADM) data are finalized.

The 2016-17 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 have an ADM of 49 or below, or are an alternative school, are not eligible to receive IF grant awards. The Wyoming funding model already generates resources to utilize IFs in those schools. Awarded IF grants can only be spent on 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).

2015-2016 Grant Expenditures:

The application and report is not intended to collect expenditure data, however expenditure reporting is required by state law. The school-level 2015-2016 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, 2016. If you have questions about reporting 2015-2016 Instructional Facilitator grant expenditures or the WDE601 WISE Annual District Report, please contact Jed Cicarelli at 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 2015-16 Instructional Facilitator Grant must be returned to the WDE by June 30, 2016. Please send your payment to Jed Cicarelli, Wyoming Department of Education, 2300 Capitol Ave., Hathaway Building, 2nd Floor, Cheyenne, WY 82002.

Timeline:

- April 15, 2016: 2016-17 IF application/report and survey due to WDE
- May 1, 2016: WDE notifies districts of updates to estimated 2016-17 award amounts
- August 12, 2016: 2015-16 district IF grant expenditures reported to WDE via WDE 601 annual district report
- August 15, 2016: WDE School Foundation Program will distribute approved 2016-17 grant amounts to each district

For questions regarding the School Year 2016-17 Application and Report for Supplemental Financial Assistance for IFs, please contact Tracy Stibitz at tracy.stibitz@wyo.gov or 307-777-8979.

For questions regarding the calculation of the 2016-17 IF grants and the resources generated by the Wyoming Funding Model, or the reporting of 2015-16 IF grant expenditures, please contact Jed Cicarelli at jed.cicarelli@wyo.gov or 307-777-5808.

TS:JC

Attachments:

Estimated School Year 2016-17 Grant Awards
2016-2017 Grant Application and Report