

## SIA Third Period Progress Report Guidance for Grantees

This document is designed to provide additional context for grantees in completing their **Third Period SIA progress report**.

The tables below outline the questions ODE’s District Grant Managers use as they review the SIA Progress Reports for the 20-21 School Year. There is also a brief explanation of what to include in your reporting for P3.

### Strategies & Activities

Reviewer Question	What Reviewers are Looking For
<p><b>Do all strategies have evidence listed for the third reporting period?</b></p> <p><b>(Required for each Strategy)</b></p>	<p><b>Available Evidence:</b> List artifacts that could act as evidence of the activities you’re implementing <b>that use SIA funds.</b> <i>(ex. Meeting notes, invoices, payroll documents, staff schedules, PD agenda, etc.)</i></p> <p><b>No New Evidence:</b> If no new evidence for P3, evidence can be copied from P1 or P2. If the grantee did not implement the strategy, state: <i>“No New Evidence.”</i></p>
<p><b>Do all activities have third report color ratings?</b></p>	<p>Each activity should have a color rating:</p> <p style="padding-left: 40px;"><b>Red</b> = Little to no progress, or no SIA dollars used</p> <p style="padding-left: 40px;"><b>Yellow</b> = Significant progress has been made</p> <p style="padding-left: 40px;"><b>Green</b> = Activity is complete or nearly completed</p>
<p><b>Do all activities have third report notes?</b></p>	<p><b>Notes</b> are required for each activity, this can be either:</p> <ul style="list-style-type: none"> <li>● <b>A brief update on progress made</b> during P3</li> <li>● Specific <b>context</b> for why an activity was <b>not</b> completed/implemented. <ul style="list-style-type: none"> <li>○ Acceptable responses for no progress: “Complete in P1”, “No longer implementing this year”, “Same as P2”, etc.</li> </ul> </li> <li>● It is acceptable and expected for some activities to not be fully implemented.</li> </ul>
<p><b>Has the grantee noted any challenges to implementation or provided context for why activities were not completed?</b></p>	<p>In the notes section, reviewers will identify any challenges or context for non-implementation shared by the grantee. The purpose of this question is to identify possible areas for <i>future ODE support</i> rather than an explanation of external challenges.</p>

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### Tracking Expenses

Reviewer Question	What Reviewers are Looking For
<b>Does the sum of the “Final \$ Spent” column match the grantee's allocation for 2020-2021?</b>	<p>Reviewers will note whether the grantee has:</p> <ul style="list-style-type: none"> <li>- Spent 100% of their allocation,</li> <li>- Underspent                             <ul style="list-style-type: none"> <li>- If you have unspent funds, we will notify you of your need to return unspent funds to ODE and provide guidance to support the process.</li> </ul> </li> <li>- Over-reported                             <ul style="list-style-type: none"> <li>- This does not mean that the grantee spent more than their allocation, but rather may have included spending from another funding stream in the SIA report.</li> </ul> </li> </ul>
<b>Is the total amount spent for administrative costs below the Maximum Administrative Amount?</b>	<p>Checking that any administrative expenses listed do not exceed the grantee’s Maximum Administrative Amount (5% of allocation or \$500,000 whichever is less)</p> <p><i>*Administrative expenses for charter schools plus their sponsoring district cannot exceed the maximum amount for the district as a whole (either 5% or \$500,000 whichever is less).</i></p>
<b>Are all activities represented in a line item expense? Are all line item expenses captured in the Strategies &amp; Activities section?</b>	<p>All activities in Strategies &amp; Activities (using SIA funds this year) should have a corresponding line item(s) in Tracking Expenses and vice versa.</p> <p><b><i>*To clarify the connections between activities and line item expenses, it may be helpful to add the activity number (1.2, 2.3, etc) into the box titled “Proposed Activity.”</i></b></p>
<b>Do you spot any inconsistencies between color rating in Strategies &amp; Activities and reported spending in Tracking Expenses?</b>	<p>Line items with reported spending in the Third Period should have a Yellow or Green activity rating in the Strategies &amp; Activities section.</p> <p><b>Activities with a red color rating are not likely to have dollars spent in the Tracking Expenses section.</b></p>
<b>Are all new activities/expenditures allowable under SIA funding?</b>	<p>Checking that all activities/expenditures fall within SIA Allowable Use(s)</p>

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### Journaling Progress

Reviewer Question	What Reviewers are Looking For
<b>Has the grantee answered all four questions in the Journaling Progress section?</b>	All four questions must be answered. Reviewers understand that there may not be significant changes yet at this stage, however <i>these should not be simply copy and pasted from P1 or P2.</i>