

How to Write a CFP Investment

Investment vs. Line Item Expenditure

In the Consolidated Federal Program (CFP) process we at the Agency of Education refer to your requests for funding as “investments” or “investment strategies”. The terminology is deliberate. An investment reflects a long term commitment of resources in order to meet defined goals on increasing teacher capacity and improving student achievement.

Cost line items tend to be determined in a vacuum and without a clear understanding of how each discrete cost item impacts the big picture of intended consequences.

Conversations and decisions about investments take place in collaboration with colleagues across disciplines and should be framed by the following questions:

- **What do we want to accomplish?**
 - *Based on a thorough review of the data from a comprehensive needs assessment.*
- **What change can we make that will be an improvement?**
 - *Determining priorities.*
- **How will we know when a change is an improvement?**
 - *Plan and describe your evidenced-based actions for improvement and prior to implementation determine how you will evaluate the investment for impact.*

Template for Writing an Investment

1. **Begin** with **purpose** related to teacher capacity or student achievement.

Example: “Build teacher capacity to make clear and specific connections between data and effective instruction.”

2. **Next** describe the **action(s)** that you will engage in to meet the purpose. Include who will provide and who will participate in the activities noted.

Example: “Instructional Coach to provide classroom embedded prof learning on evidence based practices thru research, modeling, co-teaching, and/or peer observation. Frame by Coaching Cycle Model (Knight, 2015).”

3. **End** with the **associated categories of spending** (e.g. stipends, salary, benefits, materials, etc.).

Example: *“Includes salary and benefits (add any additional costs in your application). Note: For consultants and events that require registration, you need to provide a per diem (or hourly) rate, and/or the number of teachers and the registration rate.*

In this example, the final investment would therefore read: *“Build teacher capacity to make clear and specific connections between data and effective instruction, Instructional Coach to provide classroom-embedded prof learning on evidenced-based practices thru research, modeling, co-teaching, and/or peer observation. Framed by Coaching Cycle Model (Knight, 2015). Includes salary and benefits (add any additional costs in your application).*

A document that you may want to consult when writing your investments is the [“Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments”](#) September 16, 2017