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## **BEST Act 230 Instructions FY18**

This document contains specific instructions on how to apply for the BEST/Act 230 Grant. For general instructions on how to navigate in Grantium, please refer to the "[Grantium Applicant User Guide](#)" available via link on Front Office portal. Applications are due on or before October 1, 2017.

### **Program Narrative Page**

Secretary Holcombe has designated implementation of evidence-based and promising practices that support positive school climate, student proficiency, and personalization within a tiered system of academic and behavioral supports to assist all students in working toward attainment of the standards as the priority area for use of FY 18 Act 230 funds.

"T. 16 § 2969 (d). For the training of teachers, administrators, and other personnel in the identification and evaluation of, and provision of education services to children who require educational supports..."

BEST funds are intended for training and professional learning to support students with emotional and behavioral needs.

"T. 16 § 2969 (c). For the purpose of meeting the needs of students with emotional behavioral problems, each fiscal year the Secretary shall use for training, program development, and building school and regional capacity..."

Grant applications must align with the purpose and intent of BEST or Act 230 funds. If review determines these funds are not aligned with the intent and purpose, the grant application cannot be approved.

On this page respond to the questions # 1 - 3 below:

1. Identify the selected evidence-based or promising practice(s). Provide the rationale that supports implementation of this practice in your schools/SU. [The Evidence Provisions of the Every Student Succeeds Act \(ESSA\)](#), [Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments](#) and Vermont's Education Quality and Continuous Improvement Framework are references to requirements and practices that constitute evidence-based or promising practices. Other sources may be found in the helpful links section of this application.
2. In what ways will the supervisory union/district support the school's implementation of these practices? How will the supervisory union/district ensure implementation integrity and the ability to sustain fidelity of implementation over time? Consider the drivers of sustainable implementation: professional capacity, organizational structures, and leadership requirements. How will the supervisory union/district assess the fidelity of implementation?
3. How will the supervisory union/district assess effectiveness of these practices on teacher performance and, critically, on student learning?

## **Program Activities and Budget Page**

Grant applications must align with the purpose and intent of BEST or Act 230 funds. Approvable costs include registration for professional learning, trainer fees, training materials, mileage, lodging, and data collection/reporting system licenses (e.g., SWIS).

**Not approvable** are requests such as, funds for curricular materials, school supplies, school-wide outings, student activities, and salaries. Meals are allowable *only* for professional trainings and conferences which require travel. Food services and meal costs are **not approvable** for school/SU/SD trainings or professional development events. Staff time, stipends, and substitute costs are **not approvable**, but may be used as the 50% in-kind costs assumed by the applicant. See Other Funds Amount.

Access the Vermont Positive Behavior Interventions and Supports (VTPBIS) and BEST Professional Development Calendar SY 2017-18 for specific information. [Learn more to locate the information on the Bulletin Board online.](#)

Supervisory Unions may apply for funding for PBIS Coaching funds to support PBIS implementation, such as support for leadership teams in promoting fidelity implementation of systems, data and practices following Universal, Targeted or Intensive level trainings, support for school/SU/SD leadership teams in correcting specific implementation dips, or providing onsite professional learning opportunities in revitalizing VTPBIS Features. Supervisory Unions/Supervisory Districts interested in receiving support from VTPBiS Implementation Coaches will contract directly with a State approved VTPBiS Implementation Coach. Fees for VTPBiS Implementation Coaching are \$62.50/hour, \$250/half-day, or \$500/day plus mileage. [Learn more information on VTPBiS Implementation Coaches online.](#)

New this year: A copy of a signed contract or work agreement for PBIS Coaching that includes the funding amount and agreed upon coaching dates must be submitted to Debbie Lesure ([debbie.lesure@vermont.gov](mailto:debbie.lesure@vermont.gov)) and Sabine Baldwin ([sabine.baldwin@vermont.gov](mailto:sabine.baldwin@vermont.gov)) on or before January 15, 2018. Failure to provide this agreement may result in a loss of funds for PBIS Coaching for the 2017-2018 SY.

Approval of this grant does not guarantee attendance or participation at the BEST Institute 2018. Registration is on a first come, first served basis. Please register at your earliest convenience. Registration generally opens on or before March 1.

Please note: There will be a reporting requirement for activities completed with these grant funds.

### **Enter the following in the budget activities:**

1. Source: Keep the default setting of **BEST** in this field. Agency of Education reviewers will assign the source on review based on the appropriate funding source.
2. Area: Select the correct dropdown for your BEST/Act 230 budget activity:
  - BEST Summer Institute 2018
  - PBIS Trainings
  - PBIS Implementation Coaching

- PBIS Supporting Activities
  - Other - Include specific activity and the itemized, estimated budget in the \*Description field
3. Amount Requested: List the total amount of funding you are requesting. An estimated budget is required. Note that the maximum amount for this grant per supervisory union/district is \$7,000 for BEST/Act 230 funds plus an additional amount of up to \$5,000 for PBIS Implementation Coaching.
  4. Description: Identify the professional learning activity. An itemized, estimated budget is required prior to application review for approval and calculations must be accurate. Include specific cost items, such as the number of participants, trainer fees, training materials, travel and mileage, lodging, etc. Meals are allowable *only* for professional trainings and conferences which require travel.
 

(Example: BEST Institute - 2 participants x \$572 = \$1144,  
Lodging 3 nights x \$145 = \$435, Mileage 100 miles x \$0.54= \$54,  
Meals 2 x \$13 = \$26; Total \$1659)
  5. Other Funds Amount: List the applicant contribution of at least 50% of costs. This does not need to be entered for each activity, but total Other Funds must be at least 50% of the amount requested.
  6. Other Funds Description: Describe the source of other funds. This could include in-kind contributions, such as staff time, stipends, substitute costs, or local budget. This is a required entry if Other Funds Amount > 0.

### **Amendments**

In the event you need to amend this grant, create a new activity line for the new strategy. Changing information in the description line is not sufficient for amendment. Any amendments must be fully completed on or before April 12, 2018.

If additional BEST or Act 230 funds are released after your grant period has begun, you may apply for the additional funding by creating a new activity line. Do not add additional dollars to a previously approved strategy.