Guidelines on the Tech Plan Grant Program
Round Two Group Six

The guidelines below were developed to help schools develop applications that meet the intent of the Indiana Code 20-20-13 (http://www.in.gov/legislative/ic/code/title20/ar20/ch13.html) that established this program. Furthermore, these guidelines are aimed at supporting corporations and schools as they carry out school improvement and technology plans to support increased student achievement.

A. Goals and Purposes of the Program

1. What are the goals of the Tech Plan Grant program?

The primary goal of the Tech Plan Grant program is to improve student academic achievement through the use of technology in high school core subject classrooms. It is designed to encourage the effective integration of technology resources and systems with professional development and curriculum development to promote research-based instructional methods that can be widely replicated.

2. What are the purposes of the program?

The purposes of the Tech Plan Grant program are to:

- Assist school corporations in implementing and supporting the implementation of classroom-based technologies at the high school level to improve student academic achievement.
- Encourage the establishment or expansion of 1:1 initiatives that are designed to increase access to technology.
- Assist school corporations in the improvement and maintenance of an effective educational technology infrastructure to support expanded access of technology to students and teachers.
- Support the development and use of electronic networks and other innovative methods, such as distance learning, to provide specialized or rigorous courses or curricula to high school students who would not otherwise have access to such information.

B. Grant Awards to Schools

1. On what basis does the Department award Tech Plan Grant funds to school corporations?

The Department awards Tech Plan Grant funds to schools by formula. The formula depends on the most recently reported Average Daily Membership (ADM) figures. The Technology Plan Grant funding schedule allows:

- $25,000 for school corporations with an ADM of 250 or less or only one school building;
- $35,000 for school corporations with an ADM of more than 250 but less than 500, and;
- $50,000 for school corporations with an ADM of more than 500 with an additional $25 for each ADM exceeding 500.

2. On what basis are schools chosen to participate in the Tech Plan Grant Program?

The Department of Education will prepare a list of schools each fiscal year before a new series of grants begin. This will list all school corporations in Indiana according to assessed valuation for property tax purposes per student in ADM, beginning with the school corporation having the lowest assessed valuation for property tax purposes per student in ADM. For purposes of the list made under this section, the Indiana School for the Blind and Visually Impaired established by IC 20-21-2-1 and the Indiana School for the Deaf established by IC 20-22-2-1 shall be considered to have the lowest assessed valuation for property tax purposes per student in ADM during the six (6) year period beginning July 1, 2001.

Each fiscal year the department shall develop a new group by continuing sequentially through the list beginning with the first qualifying school corporation on the list that was not placed in a group in the prior fiscal year.

3. What may the Tech Plan Grant funds be used to purchase?

A school corporation must use a grant received to implement all or part of the school corporation's technology plan by funding uses that promote 1:1 computing infrastructure, including the following [as per IC 20-20-13-18]:

1. Computers in classrooms.
2. Computers for teachers.
3. E-learning.
4. Wiring infrastructure to support 1:1 computing.
5. Technical support.
6. Wide area networks and local area networks necessary to support 1:1 computing.
7. Infrastructure software.
8. Assistive technology devices for students with disabilities in 1:1 computing environment.
9. Other uses of technology approved by the department of education.

4. Are there cost constraints on any of the equipment purchased with these funds?

No. The department assumes that applicants will make every attempt to maximize the grant funds for student learning.

5. Must schools purchase a specific brand of hardware or use a specific vendor?

No.

6. Must schools purchase a specific operating system or use a specific vendor?

No.

7. Are there Capital Project Fund requirements?

As required in IC 20-20-13-22, the school corporation's Capital Projects Fund (CPF) budget must include an expenditure for technology that is not less than the school corporation's average annual expenditure for technology from the capital projects fund in the six (6) budget years preceding the year of the grant. If the Indiana School for the Blind and Visually Impaired established by IC 20-21-2-1 or the Indiana School for the Deaf established by IC 20-22-2-1 receives a grant under sections 13 through 24 of this chapter, the school's

expenditures for technology in the year of the grant must exceed the school's average annual expenditure for technology in the six (6) budget years preceding the year of the grant.

For each year that a school corporation fails to observe the CPF expenditure rule listed above, the school corporation forfeits a grant. The forfeiture of the grant must occur in the first grant year after the school corporation fails to observe the CPF expenditure.

8. Is planning assistance available for schools?

Yes. In addition to group planning sessions, individual assistance will be available to help schools in planning, procurement, and implementation.

9. Is professional development available for teachers who will have inACCESS (Indiana Affordable Classroom Computers for Every Secondary Student) classrooms?

The Department of Education will work in concert with local leaders to build the capacity to effectively utilize technology in the classroom. This support will be available to schools as they carry out the professional development necessary to leverage technology for learning. The Department will offer strategic support that may include online resources, video-based training, e-mail support and face-to-face professional development. Each grantee corporation will be assigned a person at the Department as a single point of contact for all matters relating to their grant implementation.

C. Application Requirements

1. What must a school corporation do in order to receive its Technology Plan Grant allocation?

To receive a Tech Plan Grant, a school must submit the required application to the Department of Education.

2. When may a school submit its application for funds?

An application may be submitted after the new fiscal year list is posted to the website. Schools have until March 5, 2009 to submit their application.

3. Where is the application located?

The application for Group Six schools can be found at http://mustang.doe.state.in.us/OLR/TECH_PLAN/2009/olr_login.cfm.

4. Can anyone submit the Technology Plan Grant Application?

No. A Corporation number and Personal Identification Number (PIN) are required to access the application.

5. Once approved can the application be amended?

Yes. Once an application is approved, the school may request an amendment to its application.

A school official must make the change to the application and submit the changes for approval.

D. Use of Funds

1. How may a school use its Technology Plan Grant allocation?

The Technology Plan Grant funds are intended to align with the school district's technology plan with 90 percent (90%) of the Technology Plan Grant funds used for instructional hardware and infrastructure, including wiring, networks, and telecommunications access and services.

2. Can the funds be used for professional development or technology integration?

Yes. Up to ten percent (10%) of the funds may be used for purposes other than technology infrastructure. The funds may be used for other purposes allowable under IC 20-20-13-18.

3. Can all of the funds be used for infrastructure improvements?

The application for Technology Plan Grant funds must represent a "balanced" approach. The application should make it clear how the school intends to apply funds to promote and support classroom learning.

4. Can the funds only be used for high school English/language arts classrooms?

Schools can use these funds to support the goals of their approved technology plan and in keeping with the spirit of the allowable purposes under IC 20-20-13-18. High school English classrooms should receive first consideration as a starting point for integration of this technology.

5. Can Technology Plan Grant money be used to purchase teacher computers that match the 1:1 classrooms so they work on what they may eventually have in their rooms?

Yes.

E. Application Approval Process

1. How will the Department review Tech Plan Grant applications?

Once an application has been submitted to the DOE, the contact person will receive a response email with DOE contact information.

2. What is the timeframe for review and approval of an application?

The Department will review Tech Plan Grant applications promptly. Applicants will be notified by email or phone if their application requires amendments or adjustments as per IC 20-20-13-15 to meet the guidelines. A cover letter, grant agreement and final expenditure report form will be sent to the superintendent upon approval. The contact person will be cc'd a copy of the cover letter.

F. Final Report Requirements

1. What are the final report requirements for Technology Plan Grant?

A school corporation must submit a final report by July 30, 2011 or within 30 days of the final expenditure of these funds. As per Indiana Code [IC 20-20-13-21], a school corporation that fails to make a report under this section is not eligible for a subsequent grant.