

# Michigan Department of Education

## Office of Educational Supports

### Required Application Documentation

The Title I Regional Assistance Grant (RAG) required application documentation consists of a District Service Plan, District Signature Page, and Budget Support Documentation.

All identified schools receiving RAG services are **required** to submit the RAG District Service Plan and District Signature Page. Position descriptions, District-level position assurances, and other budget support documentation are required as applicable. Blank templates for required RAG application documents can be requested by email at [mccallc@michigan.gov](mailto:mccallc@michigan.gov).

#### Document Naming Conventions

When saving and uploading documents in the RAG NexSys application, our office suggests using some form of a naming convention for labeling documents. Please use some variation of the naming convention below when submitting. Abbreviations are acceptable and recommended.

district.school.document title.date

#### RAG District Service Plan

The District Service Plan is a school district-level document formatted in MS Excel with two sections. Follow the tabs along the bottom of the service plan to navigate between the District Information and the Services and Supports sections.

In the District Information tab, the school district names are in the drop-down list under the District Name/Code Field. Select the appropriate district name in the drop-down list. The District Code and the number of eligible CSI schools will auto-fill. Indicate in the yes/no drop-down list whether the district is a transfer from another ISD/ESA.

The District Service Plan must be submitted as an Excel file attachment. PDF or Word documents will be returned for correction.

The screenshot shows a form titled "Regional Assistance Grant Service Plan Documentation for 2024-25 School Year". It includes several fields and instructions:

- District Name - Code:** A text input field with a dropdown arrow and "#N/A" next to it.
- Number of Eligible CSI Schools:** A text input field with "#N/A" next to it.
- Is this a transfer district from another ISD/ESA?** A dropdown menu.
- Instructions:** A red-bordered box containing the text: "This form must be uploaded in NexSys as an EXCEL file attachment to the Regional Assistance Grant Application. PDF or Word files WILL NOT BE ACCEPTED."
- Assurance and Acknowledgement:** A section with a heading "Assurance and Acknowledgement Regarding the Purpose of the Regional Assistance Grant" and a text area containing: "The intermediate school district/educational service agency (ISD/ESA) is expected to communicate regularly with the district central office to assist with guidance and feedback in its effort to support the identified schools and district-wide continuous improvement initiatives." Below this is a text area for the user's assurance: "Submission of the District Service Plan serves as an assurance from the ISD/ESA that RAG funded services will supplement and support activities the district is otherwise unable to provide with other funding sources to address the data-based needs of the school in CSI, ATS, or TSI status."
- Navigation:** At the bottom, there are tabs for "District Information" (highlighted with a red box) and "Services and Supports".

You can add newly identified TSI schools identified in November by selecting the Newly Identified School-TSI in the drop-down menu.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S		
1																					
2						District Name - Code:	Newly Identified School - TSI					00000									Number of Eligible CSI Schools: 1
3							Newly Identified School - TSI														
4						Is this a transfer district	Academy for Business and Technology														
5							Academy of Warren														
6							Advanced Technology Academy														
7							Alba Public Schools														
							Alpena Public Schools														
							American International Academy														
							Ann Arbor Public Schools														
							Arbor Academy														
							Arts Academy in the Woods														
							Arts and Technology Academy of Pontiac														
							Avondale School District														

Read the terms and assurances in the District Information tab. By submitting the applications, the ISD/ESA is agreeing to the terms and assurances.

Note the scroll bars along the bottom and right side of the screen.

<p>The district is expected to assign central office/district representative(s) - ideally the superintendent - to work with the ISD/ESA and to support the implementation of the MICIP Plan. A central office/district representative and the ISD/ESA should meet regularly with the school leadership teams/improvement teams to support continuous improvement efforts.</p>
<p>The areas listed below are those on which the ISD/ESA and district representative will collaborate in order to systemically support identified schools and district-wide continuous improvement initiatives.</p>
<p style="text-align: center;"><b>District Level Service Areas</b></p> <p>The ISD/ESA will provide support and technical assistance to the District Representative including, but not limited to, the following areas:</p> <ul style="list-style-type: none"> <li>- Assist the district and schools in data dialogue to ensure continued alignment of the Continuous Improvement Plan using viable and reliable outcome, demographic, process, and perceptual data during the completion of the assess needs process.</li> <li>- Assist the district in identifying and addressing the need for systemic supports for increased teacher performance and student achievement, if appropriate.</li> <li>- Support the District Representative in providing guidance and feedback to the leadership teams/continuous improvement teams regarding supports and services that align with the results of the assess needs process, such as but not limited to:             <ul style="list-style-type: none"> <li>- holding ongoing data conversations to inform the monitoring of improvement as described in the Continuous Improvement Plans.</li> <li>- supporting district and school efforts in increasing academic and/or non-academic growth</li> <li>- supporting district and school implementation of a multi-tiered system of support (MTSS) that addresses students' academic, behavioral, social, and emotional needs.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Central Office/ISD/ESA Agreement</b></p> <p>The central office staff and the ISD/ESA commit to supporting the district, identified school(s), district-wide initiatives, and all associated activities. The ISD/ESA will ensure that the appropriate data conversations occur to inform the ongoing monitoring and evaluation of a quality continuous improvement plans. The central office commits to assigning a district representative who will be the regional assistance grant liaison and meet regularly with the ISD/ESA and the district/school team(s) to provide support as described above. The ISD/ESA commits to supporting the district representative in his/her efforts to ensure that the district and school(s) are implementing continuous improvement plans with fidelity and engaging in all of the required activities as outlined in the Regional Assistance Grant Service Plan. The ISD/ESA will also assist the central office in modifying, adjusting or continuing its systemic supports as evidenced by the analysis of its strengths and challenges using the assess needs process and tools, and will provide technical assistance on addressing any identified challenges.</p>
<p style="text-align: center;"><b>Continuous Improvement Plan Agreement</b></p> <p>Any supports implemented through the Regional Assistance Grant (RAG) must be needs-based and aligned with and serve as an extension of the MICIP plans as required by Title I, Part A, Sections 1003 and 1111(d). MICIP plans are monitored by the district and applicable school leadership/improvement teams and the district representative named below. The school leadership/improvement team and the district must monitor and assess the impact of the RAG funded services on district school processes, and most importantly, on student growth. All stakeholders must be committed to participating in this process, and their signatures on the accompanying sheet indicate their commitment to attending all scheduled meetings and supporting the district and school between the scheduled meetings.</p>

The Services and Supports spreadsheet address the services and supports for identified schools. In column B, select the name of the identified school. The Building Code and identification status will auto fill. Column H has no drop-down list and is an open-ended space to provide a written description of the services or support provided in that line item. Feel free to use column H for additional information and to list schools that are not found in the drop-down lists.

Select a support category (column J) and a support type (column L) from the drop-down lists. **Do not leave any fields blank.**

Use one line to indicate each support for those schools receiving multiple support categories/types.

**INSTRUCTIONS: Complete ALL FIELDS for Each CSI Identified School in the District using the dropdowns below. Lines with blank fields will be returned for completion.**  
**Use one line to indicate each support for those schools receiving multiple supports categories/types. Do not put multiple supports in one line.**

**NOTE: Per the ESSA, each CSI Identified School must utilize at least one evidence-based strategy.**


	Select a school name from the drop down menu for each support item DO NOT LEAVE BLANK	Building Code (Excel will autofill)	Identified School Status (CSL, ATS, YSI) (Excel will autofill)	Service or Support Written Description (no dropdown) DO NOT LEAVE BLANK	Select a Support Category from the drop down menu DO NOT LEAVE BLANK	Select a Support Type from the drop down menu DO NOT LEAVE BLANK
8		#N/A	#N/A			
9		#N/A	#N/A			
10		#N/A	#N/A			
11		#N/A	#N/A			
12		#N/A	#N/A			
13		#N/A	#N/A			
14		#N/A	#N/A			
15		#N/A	#N/A			
16		#N/A	#N/A			
17		#N/A	#N/A			
18		#N/A	#N/A			
19		#N/A	#N/A			
20		#N/A	#N/A			
21		#N/A	#N/A			
22		#N/A	#N/A			
23		#N/A	#N/A			
24		#N/A	#N/A			
25		#N/A	#N/A			
26		#N/A	#N/A			
27		#N/A	#N/A			
28		#N/A	#N/A			
29		#N/A	#N/A			
30		#N/A	#N/A			
31		#N/A	#N/A			
32		#N/A	#N/A			
33		#N/A	#N/A			
34		#N/A	#N/A			
35		#N/A	#N/A			

District Service Plans are required for all identified schools receiving RAG-funded services or supports.

## RAG District Signature Page

The District Signature Page is a district-level document that serves as an agreement to receive Regional Assistance Grant funded supports and services. If the District agrees to RAG funded services, the first two boxes must be checked. **The signature page will be returned if both boxes are not checked.**

Regional Assistance Grant  
2024-25 Service Plan  
District Signature Page



District Name \_\_\_\_\_

If the district chooses to receive Regional Assistance Grant funded supports, the district commits to the following. Check both boxes to indicate your agreement.

We agree to implement the interventions and activities described in the Regional Assistance Grant service plan. We will commit to attending all applicable meetings and provide the supports available to the district and school staff as they engage in the efforts necessary to increase student achievement and exit identification status.

We understand any requested supports or services that are not supported by data or identified in the district/school MICIP plan will not be provided to our district through the Regional Assistance Grant.

If the district has CSI identified schools and chooses not to receive RAG funded supports, select the 3<sup>rd</sup> box on the form. Submitting this form is the only responsibility the ISD/ESA has if the district chooses to not accept RAG funded services.

If the district chooses not to receive Regional Assistance Grant funded supports, please check the box below.

Our district does not want to utilize the Regional Assistance Grant, and we understand that this refusal will void our ability to participate in Regional Assistance Grant Training without a fee.

District Signature Pages are required for all identified schools receiving RAG-funded services and supports.

Complete the form with signatures and dates. The form will not be accepted without signatures and dates. Electronic signatures are acceptable.

_____ Superintendent or Designee Signature	_____ Date
_____ Superintendent or Designee Printed Name	
_____ ISD/ESA Representative Signature	_____ Date
_____ ISD/ESA Representative Printed Name	

## Budget Support Documentation

ISD-level position descriptions. If RAG funds are being requested for ISD/ESA positions, then a position description that includes the scope of work for the RAG activities is required. The position description must be uploaded to the RAG application under the Budget Support Documentation section of the application. The position description title must match the title for the requested position in the budget line-item.

District-level position assurances. If RAG funds are being requested for school district-level positions, then the ISD/ESA is required to collect a completed District-Level Position Assurance from the school district.

The purpose of the Assurance is to ensure that RAG-funded positions are filled with qualified individuals who are appropriately placed and have proper certification and background checks. The Assurance is collected instead of the required documentation and serves as an assurance that the school district has appropriate certification and background checks. The Assurance requires a position title and employee name. The position title must be the same as the requested position listed in the district budget line item.

If the school district requires an approved RAG application before posting and filling the position, it is the responsibility of the ISD/ESA to collect the Assurance once the position is filled. The ISD/ESA must have the Assurance on file prior to paying invoices for district-level positions. The assurance is then uploaded into the NexSys RAG application during open amendment windows.

The district-level position assurance must be completed with the date, ISD/ESA name, district name, school name, position title, and the employee's name.

<b>Title I Regional Assistance Grant 2024-25 District-Level Position Assurance</b>	
<b>Date:</b>	
<b>Position Title:</b>	<b>Employee Name:</b>
<b>ISD/RESA/ESD Name:</b>	
<b>District:</b>	<b>School:</b>

Select all check boxes that apply to each position and individual.

The MDE is required to collect documentation for all RAG-funded, District-level positions. Since the District is not the grant recipient, an assurance from the ISD/RESA/ESD is required.

The ISD/RESA/ESD is assuring the following steps have been completed for all RAG-funded, District-level positions for each employee:

- Appropriate Placement
- Current Teacher Certification
- Paraprofessional Work Keys Proficiency Certificate for Teacher Assistants\*
- Background checks have been performed\*\*

District and ISD/ESA representative signatures are required. The assurance must be submitted in the NexSys RAG application under Budget Support Documents.

Note: Upload this document in NexSys under Budget Support Documents. Please state in your RAG budget narrative that you have uploaded this form into NexSys.

District Representative Signature: \_\_\_\_\_

ISD/RESA/ESD Representative Signature: \_\_\_\_\_

\* Passage of WorkKeys is not acceptable for being appropriately placed if business writing was part of the assessment. It must be writing, not business writing.

\*\* [Michigan Legislature: Revised School Code Act 451 of 1976](#)

## Pre-approval Service Request Form

The pre-approval service request form is used for pre-approval requests and/or large budget item requests. **Use one form for each request.** Complete the detailed description for the request, including the date of the request, the ISD/ESA name, district name, school name, and total amount requested. The detailed description includes the itemized budget description as applicable. The bullet points in the detailed description section are suggested details to include in the request and are not all inclusive for the request.

**Title I Regional Assistance Grant 2024-25**  
**Prior Approval Service Request**

**Date of Request:**

**ISD/ESA/ESD Name:**

**District:** \_\_\_\_\_ **School:** \_\_\_\_\_

1. Total Amount Requested:

2. Detailed Description as applicable:

- Number of staff and position titles
- Number/costs of subs requested
- Number of days/hours
- Date(s) or date range of activities
- Location
- Hourly/daily pay rate(s)
- Out-of-State Travel Requests
- Aggregate amounts and cost per unit of supplies and materials

Questions 3-6 ask how the activity is reflected by the district or ISD/ESA in the identified schools' continuous improvement process. Answering these questions will provide everything our office needs to make a determination for the requested activity.

3. Assess Needs: How does this request support the district/school needs analysis?

a. How does this request align with/serve as an extension of the district/school MICIP Plan?

4. Implementation: How will the ISD/RESA/ESD or District implement the services requested?

5. Service Plan: How does this request alter the services outlined in the RAG District Service Plan, if at all? (If so, revise and resubmit plan.)

6. Monitoring: How will the implementation and impact of the service requested be monitored?

District and ISD/ESA signatures are required before submitting the form. The Prior-Approval Service Request form can be emailed to [mccallc@michigan.gov](mailto:mccallc@michigan.gov) for pre-approval and then uploaded in the NexSys RAG application for final approval.

**Note: Please email to Connie McCall at [mccallc@michigan.gov](mailto:mccallc@michigan.gov). Once approval has been given, please upload this form in NexSys and adjust your budget for final approval.**

District Representative Signature: \_\_\_\_\_

ISD/RESA/ESD Representative Signature: \_\_\_\_\_

Other budget support documentation. Other documentation can be uploaded in the RAG application as appropriate. Some example budget support documentation includes but is not limited to, contracts, quotes, estimates for services, and budget narratives.



## Uploading Required Documents in the RAG Application

Required documents are uploaded under the Attachments section in the green side menu of the application. See below the three sections for attachments: Service Plan, Signature Page, and Budget Support Documents.

**Document Overview**

<b>Template</b> Title I Regional Assistance	<b>Instance</b> Title I Regional Assistance	<b>Process</b> NexSys Applications
<b>Document Name</b> TIRA-2025-13000-00006	<b>Document Status</b> Application In Progress	
<b>Organization</b> Galbraith Intermediate School District 13000	<b>Your Role</b> Authorized Official (5)	<b>Period Date</b> 2/1/2024 12:00:00 AM 2/1/2025 12:00:00 AM
		<b>Due Date</b> 12/31/2024 11:59:59 PM

Application In Progress | Application Submitted | Review In Progress | Modifications Required | Modifications In Progress | Modifications Submitted | Administrative Review Complete | Program Office Review Complete | Grant Funds Available | Amendment In Progress | Amendment Submitted

The District Service Plan is uploaded in the appropriate section of the menu. Service plan attachments must be in MS Excel (XLS) format. No other format will be accepted. Complete the title of the document using the following naming convention (district.school.document title.date). Upload the documents with the document source or drag and drop the appropriate documentation into the field. Note the save, add, and delete buttons in the top right corner of the application.

**Identified Schools**

Instructions: Upload only the **Individual District** service plans.

1. Type a descriptive title for the document that will be uploaded.
2. Click the **Select** button and search for the document.
3. Once selected, the path to the file will appear in the Document Source field.
4. Click the **Save** button.
5. To upload another document, click the **Add** button.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/". In the document name, **Attachments must be in XLS. No other format will be accepted.** The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

**Attachments**

\*Title  
0 of 50

\*Document Source  
Select Drag Files Here

New Note | Print | Save | Add | Delete

Use the same procedure for uploading the District Signature Page. Complete the title of the document using the following naming convention (district.school.document title.date). Upload the documents with the document source or drag and drop the appropriate documentation into the field. Don't forget to use the save, add, and delete buttons in the top right corner of the application.

**TIRA-2025-13000-00006**

**Attachments**

Comprehensive Support and Improvement Service Plan for Districts with Identified Schools

Comprehensive Support and Improvement Plan Signature Page for Districts with Identified Schools

Budget Support Documents

**Instructions:** Upload only the individual District signature page.

- 1.Type a descriptive title for the document that will be uploaded.
- 2.Click the **Select** button and search for the document.
- 3.Once selected, the path to the file will appear in the Document Source field.
- 4.Click the **Save** button.
- 5.To upload another document, click the **Add** button.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the document name. Attachments may be in **Word, PDF, JPG, XLS or GIF** format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

**Attachments**

\*Title

0 of 50

\*Document Source

Select Drag Files Here

New Note | Print | Save | Add | Delete

Use the Budget Support Documents section for all other budget support documentation, including the ISD/ESA position description and district-level Assurances. Complete the title of the document using the following naming convention (district.school.document title.date). Upload the documents with the document source or drag and drop the appropriate documentation into the field. Don't forget to use the save, add, and delete buttons in the top right corner of the application.

**TIRA-2025-13000-00006**

**Budget Support Documents**

Attachments

Comprehensive Support and Improvement Service Plan for Districts with Identified Schools

Comprehensive Support and Improvement Plan Signature Page for Districts with Identified Schools

Budget Support Documents

**Instructions:** Upload only the Budget Support Document.

- 1.Type a descriptive title for the document that will be uploaded.
- 2.Click the **Select** button and search for the document.
- 3.Once selected, the path to the file will appear in the Document Source field.
- 4.Click the **Save** button.
- 5.To upload another document, click the **Add** button.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the document name. Attachments may be in **Word, PDF, JPG, XLS or GIF** format. The maximum file upload size is 15MB per files uploaded on each page. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

**Attachments**

Title

0 of 50

Document Source

Select Drag Files Here

New Note | Print | Save | Add | Delete