



# **SCHOOL BOARD ACTION REPORT**

**DATE:** August 19, 2019  
**FROM:** Ms. Denise Juneau, Superintendent  
**LEAD STAFF:** JoLynn Berge, Chief Financial Officer, 206-252-0087  
James Bush, Director School & Community Partnerships, 206-252-0513  
Judie Jaeger, Director Info Systems & Bus. Intelligence, 206-252-0461  
Michael Stone, Director Grants & Strategic Partnerships, 206-252-0222

**For Introduction:** August 28, 2019  
**For Action:** September 18, 2019

## **1. TITLE**

Approval of Bill & Melinda Gates Foundation funding for the Seattle Intervention Tracking and Community Partner Access grant.

## **2. PURPOSE**

This Board Action Report accepts \$698,406 over two years from the Bill & Melinda Gates Foundation (BMGF) for the development of a community partner and school intervention tracking system. This grant will fund staff support in the Department of Technology Services (DoTS) and the Department of School & Community Partnerships (SCP) to manage the development of the system. The preliminary grant proposal was submitted July 31, 2019. The final grant proposal including recommended edits was submitted August 23, 2019 with an expected approval date of September 12, 2019.

## **3. RECOMMENDED MOTION**

I move that the School Board authorize the Superintendent to accept grant funds totaling \$698,406, over two years, from the BMGF for the development of a community partner and school intervention tracking system with any minor additions, deletions, or modifications deemed necessary by the Superintendent, and authorize the Superintendent to take any necessary actions to accept the grant funds if awarded.

## **4. BACKGROUND INFORMATION**

### **a. Background**

- a. SPS would like to improve our ability to track and evaluate the effectiveness of interventions offered by community-based organizations (CBOs). Currently each school either builds their own individual system to monitor interventions, or operates without a system at all. Our lack of a central intervention tracking system contributes to the challenge of understanding our district-wide universe of interventions. The proposed solution would directly address this challenge by creating a one-way flow of information from our community partners that enables our partners, school staff, and relevant central office staff to input, track, and monitor interventions provided to each individual student in compliance with our Student Records Policy [3231]. At the same time, we can learn from school-level

successes that we can learn from. Schools that have developed their own intervention tracking tools can and should inform the development of our overall solution. We have also struggled to identify gaps and misaligned services, including both students who are underserved and not getting the support they need, and those who are in pull-out service models and missing core instruction. This solution directly supports our strategic plan priorities of High-Quality Instruction and Learning Experiences and Predictable and Consistent Operations Systems as school and central office staff will have a system to evaluate the effectiveness of academic and enrichment interventions delivered by schools and community partners.

**b. Alternatives**

- a. Not approve the grant funds. This is not recommended, as the loss of these funds would eliminate the possibility of developing a system to streamline the tracking of community partner delivered interventions.

**c. Research**

- a. N/A. SPS currently does not have an intervention tracking system that supports community partner input.

**5. FISCAL IMPACT/REVENUE SOURCE**

Fiscal impact to this action will be \$698,406 over the 2019-2020 and 2020-2021 academic years.

The revenue source for this motion is the Bill & Melinda Gates Foundation.

Expenditure:  One-time  Annual  Multi-Year  N/A

Revenue:  One-time  Annual  Multi-Year  N/A

**6. COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

This project will consult with community partners offering school-based interventions and programming to ensure that the systems developed meet all stakeholder needs. This grant funds 1.0 FTE in SCP, to lead the planning and engagement with internal and external stakeholders, in addition to the 1.0 FTE in DoTS for project management.

**7. EQUITY ANALYSIS**

In order to ensure that students of color who are furthest away from educational justice feel safe and welcome at school, the system will measure equitable access to services. This tool will help us to better understand and visualize whether the services we are providing are the appropriate fit for students. It will also help us identify schools that may not have interventions that effectively meet the needs of their students of color. To prioritize culturally relevant interventions, we must bring together organizations and individuals that can connect with students authentically. This tool will allow us to thoughtfully analyze and will ultimately ensure that all students are getting the support and opportunities they need to be successful.

**8. STUDENT BENEFIT**

We have struggled to identify gaps and misaligned services, including both underserved and overserved students. This tool will provide schools and central office staff with the ability to monitor and track the effectiveness of the academic and enrichment interventions delivered by schools and community partners. This solution directly supports our strategic plan priorities of High-Quality Instruction and Learning Experiences and Predictable and Consistent Operations Systems. This tool will help us to better understand and visualize whether the services we are providing are appropriate or a good fit for students. We need to prioritize culturally relevant interventions, bringing together organizations and individuals that can connect with students authentically. This tool will allow us to thoughtfully analyze and will ultimately ensure that all students are getting the support and opportunities they need to be successful.

**9. WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item
- Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

Per Policy No. 6114, Gifts, Grants, Donations and Fundraising Proceeds, any grant over \$250,000 must be brought before the Board for approval.

Per Policy No. 4265, School and Community Partnerships, this grant will support the partnership practices described. This grant would help centralize a systems level intervention data collection

and reporting structure, which would support the schools and district as well as community-based organizations to be more successful by having access to the same data.

Per Policy No. 3231, “All activities involving student records, including the creation, content, maintenance, access, release, use, retention, and destruction of student records, must follow applicable federal and state law and the procedures identified within the Seattle School District Board Policies and Superintendent Procedure 3231SP.”

**11. BOARD COMMITTEE RECOMMENDATION**

This motion was discussed at the Audit & Finance Committee meeting on August 19th. The Committee reviewed the motion and moved it forward to the full Board with a recommendation for consideration.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the Superintendent will accept the grant funds from the Bill & Melinda Gates Foundation, and staff will be hired to begin the development of the intervention tracking system.

**13. ATTACHMENTS**

- Preliminary Grant Proposal, submitted 7/31 (For Reference)
- Final Grant Proposal, submitted 8/23 (For Approval)

## INVESTMENT DOCUMENT – GRANT

We appreciate your interest in submitting a proposal to the Bill & Melinda Gates Foundation and we thank you for working with us throughout the proposal process. Your designated foundation contact will continue to work collaboratively with you as you prepare your proposal to help you understand the connection between the foundation's relevant program strategy and the proposed project, as well as to respond to any questions you might have over the course of this process. You are encouraged to communicate with your Investment Owner to make sure that your efforts are aligned with the proposal requirements and that you are not expending unnecessary time or energy in this process. Please note our standard [grant terms and conditions](#). As used herein "You" or "Your" refers to the organization listed in Section A below.

Investment Owners and grantees will complete this document together over time as they make and manage their investments. This is a proposal shaping document and not a commitment by the foundation to fund the work. **Following execution of a grant agreement, however, the final Proposal Narrative and Budget and will become incorporated into that grant agreement by reference.** Due to tax, legal, and reporting requirements, all proposals must be submitted in English. The proposal must be submitted in Word, as PDFs will not be accepted.

### SECTION A – INVESTMENT DETAILS

#### General Information - Gates Foundation Staff to Complete

<b>Investment Name</b>	Seattle Intervention Tracking and Community Partner Access		
<b>Grantee</b>	Seattle Public Schools	<b>Investment Owner</b>	Amber Banks
<b>Investment Record ID</b>	INV-001638	<b>Investment Owner Title</b>	Senior Officer, Strategy, Planning and Management
<b>Investment Coordinator</b>	Tracy Sutton		

#### General Information - Grantee to Complete

<b>Investment Duration (months)</b>	24 months		
<b>Requested Amount (U.S.\$)</b>	\$693,406	<b>Total Project Cost (U.S. \$)</b>	\$693,406
<b>Organization Legal Name<sup>1</sup></b>	Seattle School District 1 of King County Washington		
<b>Organization Doing Business As/Trade Name<sup>2</sup></b>	Seattle Public Schools		
<b>Mailing Address</b>	2445 3 <sup>rd</sup> Avenue South	<b>Primary Contact Name</b>	James Bush
Street Address 1	PO Box 34165	<b>Primary Contact Title</b>	Director School & Community Partnerships
Street Address 2		<b>Primary Contact Email</b>	Jmbush@seattleschools.org
Street Address 3		<b>Primary Contact Phone</b>	206-252-0513
City	Seattle	<b>Additional Contact</b>	Judie Jaeger
State / Province	WA	<b>Additional Contact Email</b>	Jejaeger@seattleschools.org
Zip / Postal Code	98144	<b>Authorized Signer Name</b>	JoLynn Berge
Country	USA	<b>Authorized Signer Title</b>	Chief Financial Officer
<b>Website (if applicable)</b>	Seattleschools.org	<b>Authorized Signer Email</b>	Jdberge@seattleschools.org

<sup>1</sup>Legal Name will be used in the agreement and should match the name on the bank account that receives the grant funds (assuming fully executed agreement).

<sup>2</sup>Trade Name or d/b/a ("doing business as") only required if different from Legal Name

**Tax Status** (if known and applicable)

Refer to [Tax Status Definitions](#)

Governmental Unit

**Organization's Total Revenue for Most Recent Audited Financial Year (U.S.\$)**

\$837,283,605.02

**U.S. Employer Identification Number (EIN)** (if applicable)

[##-#####]

91-6001541

**Proposal Completed/Date Submitted**

7/31/2019

### Strategic Fit - Gates Foundation Staff to Complete

The following includes the foundation's 3-5-year strategic goal(s) towards which the investment contributes most directly. Also addressed here:

- How this investment contributes to the strategic goals that are listed.
- How this investment relates to others (current or future) in the Portfolio.

This investment is part of the Data BoW and supports the following WSS goals:

- Short Term: Data access and analytical supports are provided for Road Map Region (RMR) and across WA State.
- Medium Term: Expansion and operational improvements to longitudinal and cross-sector data infrastructure enable

### Project Overview - Gates Foundation Staff and Grantee to Collaborate

Please provide or expand upon the information provided in the narrative space below:

- What is the primary outcome(s) or result(s) this investment will achieve or significantly contribute to? How will You know when that result(s) has been achieved (how will the result be measured)? If sustainability is a component of proposed outcomes, please describe the vision of long-term sustainability of this Project. Consider the economic/financial, organizational or behavioral factors to sustain outcomes beyond this project's time frame and funding.
- Describe the approach You will take to achieve the intended results of this Project: a) Overall Scope of Work b) Timing and/or phases, and c) Narrative of resource needs to support the budget (ex: people, capabilities, technical expertise, experience, specific assets, including any external collaborators/contributors to the Project).
- Describe potential risks/challenges to the success of this Project and how You plan to address them. Include any external factors or critical relationships with other partners/projects that may influence the success of this project (including any anticipated agreements to be entered into for purposes of the Project).
- Describe any changes or improvements You plan to make to Your organization's capacity to undertake or achieve the outcomes of the proposed investment.

The foundation requires that funded projects are conducted and managed in a manner that will ensure a positive, sustainable impact on the foundation's intended beneficiaries. Please provide a response to each question in the bullets below, highlighting how Your management of the project described in this Investment Document (the "Project") and the intended outcomes align with the Strategic Fit, Charitable Purpose, and the foundation's Global Access requirements.

**Primary Outcome or Result:** The primary goal of this project is to improve student outcomes through the collection, tracking, and analysis of student interventions creating a more data informed learning environment. To achieve this outcome, SPS will develop a tool for Community-Based Organizations (CBOs) and schools to enter and track interventions happening at the student level resulting in a streamlined reporting system through the District's data warehouse. With this tool schools will no longer have to develop their own reporting systems to capture and track this data, but instead have the CBOs report directly into a system that connects with our current data warehouse. Long term we plan to use this tool to expand intervention tracking across the entire school district to better understand which students are getting which interventions, and track whether those interventions are supporting their educational success.

**Scope of Work:** Schools and CBOs need to have the ability to track and monitor interventions happening at the student level. This is currently done through a variety of disparate methods that lack consistency and don't speak to one another nor connect to larger district data systems (if it's done at all). The proposed intervention tracking solution creates a way to monitor student progress, evaluate the correlation between interventions and student outcomes, and identify potential intervention gaps. We believe this would be a multi-year project that requires

different phasing of Department of Technology Services (DoTS) and School & Community Partnerships (SCP). Generally, DoTS and SCP would each benefit from a full-time FTE investment.

- Year 1 (2019-2020): 1. Initiate scope, sequence, and requirements with schools, associated partners (i.e. City, County) and community providers. 2. Assess current systems, develop partner intervention tracking tool, and begin pilot year.
- Year 2 (2020-2021)—Continued implementation, testing and systems improvement, and begin expansion.
- Year 3 (2021-2022)—Full systems implementation managed and professional development brought in-house by the district

The major resource needs for this project include two (2.0) FTE and technical expertise in the form of a vendor or technology platform that can be adapted and built upon for our purposes.

Potential Risks/Challenges: The software solution and accompanying resources necessary to create this tool have not been completely identified since there are multiple options under consideration. A vendor for the technical solution would need to be secured and potentially contracted with depending on the scope of work. Uniform usage would also be a challenge as supporting all schools and organizations to adopt the tool will require a large training and implementation effort.

Changes or Improvements: The inclusion of two (2.0) full-time FTE to our proposal will allow us to have staff with a primary focus on the specific proposal outcomes/results. This will also allow us to have capacity to do more engagement and training by having dedicated staff to focus on outreach.

#### Public Description - Gates Foundation Staff to Complete

The following describes the charitable purpose of this work. It is written in a standard format so that it can be included on tax forms and published to the foundation’s public website.

#### Investment Results - Gates Foundation Staff and Grantee to Collaborate

Provide specific details on the outcomes this investment will achieve (including those that define what success is for the investment), and the key outputs that signal whether the investment is on track. Add more rows, as needed.

“Outcome” is the ultimate or overall change(s) in-systems, populations or behaviors the investment seeks to achieve within the context of the investment timeframe; tells us what success looks like for the investment.

Outcome Number	Outcome Description	Target Completion Date	Actual Completion Date	Payment Contingency
1	CBOs and school staff are equipped to monitor in an ongoing manner the success of their interventions, and better support students furthest from educational justice.	9/1/2020		Solution identified, developed, and tested with pilot group of CBOs. PD opportunities in development and ready for year 2 expansion.
2	Students will have access and be referred to targeted interventions and opportunities that support their educational success.	1/31/2021		PD available and expanding outside of pilot group to additional CBOs, school leaders, and other district staff. Increased use of tool and analysis of appropriate interventions for students, focusing on students of colors.
3	School leaders and staff have ability to track and monitor the array of supports being provided to students and identify gaps and areas of improvement to increase student outcomes.	9/1/2021		Widespread usage and plans for adoption of tool district-wide. Elimination of one-off intervention tracking systems.

**“Output” or “Funded Development”** means the products, services, processes, technologies, materials, software, data, other innovations, and intellectual property resulting from the Project (including modifications, improvements, and further developments to Background Technology). Note: You will be required to disclose and update Intellectual Property (IP) and include any links to applications, filings, or registrations, as applicable, in future progress report(s).

Output/Funded Development Number	Output/Funded Development Description	Target Completion Date	Actual Completion Date	Payment Contingency	Third-Party agreement required? If yes, by when?	Will any IP rights be filed/generated?
1	Intervention tracking solution that meets both internal (schools, central office) and external (CBOs) requirements	8/1/2020		Solution identified, developed, and tested with pilot group of CBOs.	Yes	No
2	Rollout and professional development (PD) plans and materials	8/1/2020		Solution rolled out. PD opportunities in development and ready for Year 2 expansion to CBOs, school leaders, and other district staff outside of pilot.	Yes (Third party training)	No
3	Data flow to data warehouse	1/1/2021		Increased use of tool and analysis of appropriate interventions for students, focusing on students of colors.	No	No
4	Intervention reports	8/1/2021		Widespread usage and plans for adoption of tool district-wide. Elimination of one-off intervention tracking systems.	Yes, if using third party tool	No

### Global Access/Impact for Foundation’s Beneficiaries – Grantee to Complete

To ensure a positive impact on the foundation’s intended beneficiaries, the foundation requires that all Projects and outputs be managed to ensure Global Access. You will be requested to update the responses below, as may be applicable, in future progress reports.

**“Global Access”** is a foundation policy requiring that: (a) the knowledge and information gained from the Project will be promptly and broadly disseminated; and (b) the Funded Developments will be made available and accessible at an affordable price (i) to people most in need within developing countries, or (ii) in support of the U.S. educational system and public libraries, as applicable to the Project.

**“Funded Developments”** means the products, services, processes, technologies, materials, software, data, other innovations, and intellectual property resulting from the Project (including modifications, improvements, and further developments to Background Technology).

**“Background Technology”** means any and all products, services, processes, technologies, materials, software, data, or other innovations, and intellectual property created by You or a third party prior to or outside of the Project used as part of the Project.

- a) **How will You disseminate the knowledge and information arising from the Project? (For peer-reviewed publications see our [Open Access policy](#).)**

The system will be available to all our partners and school staff as per SPS data sharing practices.



- b) How will You ensure affordable and meaningful access to the Funded Developments arising from the Project (and Background Technology, if any)?

This project's intent is to develop a system that grants access to partners and school staff to track and monitor interventions at the school level. All access will be free and consistent with other SPS data sharing practices.

- c) Do You foresee any obstacles to achieving Global Access (e.g., third-party rights, restrictions on Background Technology, time frame, affordability)?

No

Yes  (please explain and describe the specific steps that You will take to address them).

- d) Please confirm that You will make available for Global Access purposes the Funded Developments and any Background Technology that is (i) owned, controlled, or developed by You, or in-licensed with the right to sublicense; and (ii) either incorporated into a Funded Development or reasonably required to use the Funded Development. See the Global Access terms located in the foundation's [grant terms and conditions](#).

Confirmed

Not confirmed  (please explain)

SPS will share knowledge learned during the course of this project at conferences, via blog postings, etc.

**In serving your target population(s) where are you successful and where do you struggle? What lessons have you learned about your successes and challenges and how do they inform your organization's strategy in addressing structural barriers to achieving racial equity in your community? (e.g., interrupt inequitable practices, reduce the harmful effects of bias, closing opportunity and success gaps and/or challenge the status quo, etc.)**

SPS struggles with the ability to track and evaluate the effectiveness of interventions. Currently each school either builds their own individual system to monitor interventions, or they operate without a system at all. Our lack of a central intervention tracking system contributes to the challenge of us having a district-wide understanding of our universe of interventions. The proposed solution would directly address this challenge, enabling our partners, school staff, and relevant central office staff to track and monitor interventions provided to each individual student. At the same time, there are school-level successes that we can learn from. Schools that have developed their own intervention tracking tools can and should inform the development of our overall solution. We have also struggled with the ability to identify gaps and misalignment of services, including both students who are underserved and not getting the support they need, and those who are overserved and may be missing too much instructional time. This solution directly ties into our strategic plan priority, High-Quality Instruction and Learning Experiences and Predictable and Consistent Operations Systems. In order to ensure that students of color who are furthest away from education justice feel safe and welcome at school, equitable access to services will be used as a measure. This tool will help us to better understand and visualize whether the services we are providing are not appropriate or a good fit for students. It will also help us uncover which schools may not have interventions that effectively meet the needs of their students of color. We need to prioritize culturally relevant interventions, bringing together organizations and individuals that can connect to students authentically. This tool will give us a way to ensure that equitable access to services is thoughtfully analyzed and that ultimately students are getting the support and opportunities they need to be successful.

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## SECTION B – BUDGET INFORMATION

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*The purpose of the budget narrative is to supplement the information provided in the Excel-based budget template by justifying how the budget cost elements are necessary to implement Project activities and accomplish target outcomes. The budget information section is used to help foundation staff fully understand the budgetary needs of the Project and is an opportunity to provide descriptive information about the key costs and risks that can't be easily communicated in the budget template. Together, this budget narrative and Excel budget should provide a complete quantitative and qualitative description that supports the proposed budget. The description provided in the budget template should be very brief. Please use this budget narrative to provide a thorough description of Your budget and only complete questions that are relevant to Your proposal.*

*If your proposal includes any sub-grants that represent 25% or more of the total grant amount OR sub-grants that are greater than \$250,000 USD, please complete a separate budget template and narrative for each organization.*

### Budget Summary - Grantee to Complete

**Please explain the major cost drivers and how costs relate to planned activities and target outcomes. Also explain any potential risks in spending as budgeted and any plans to mitigate those risks.**

**If budgeting by outcomes, or additional dimension, please explain the major cost drivers per outcome or other relevant dimension.**

The major cost drivers for this project are the associated staff that will be charged with engaging the community (SCP) and identification, deployment, and strategic planning of a solution for intervention tracking (DoTS). This includes 1.0 FTE Senior Project Manager and 1.0 FTE Project Manager for 24 months.

### Detailed Budget Information - Grantee to Complete

**Personnel and Benefits:** Provide a brief explanation of personnel budgeted, including responsibilities as they relate to the grant. Also include assumptions made for any staff budgeted which are to-be-hired, including salary estimates for these personnel. Describe the components of the benefits (column R of the "Budget Details" sheet) included with the salary costs. For example: pension, health insurance, expatriate costs, etc.

**Travel:** Provide rationale for the travel budgeted and assumptions used to determine appropriate number of trips and personnel required. Also include a brief rationale for how travel costs were estimated.

**Consultants:** Provide a brief description of the work to be performed by consultants in support of the overall Project and describe any expenses that have been included.

**Capital Equipment:** Provide a brief justification and description of any items required for the Project with a unit cost of greater than \$5,000 (USD) and a useful life of more than one year.

**Other Direct Costs:** Provide a brief description and rationale for other direct costs required, including cost assumptions used to develop the budget for these costs.

Personnel and Benefits: 2 full-time FTE positions, detailed below.

DoTS Senior Project Manager – Max salary - \$122,499.60 / Total cost - \$165,340.50 per year

- Collaborate with SCP Project Manager and other stakeholders to embark on discovery of requirements.
- Meet with stakeholders – community partners, school staff, and district staff – to elicit ongoing user feedback on the design and implementation of a robust intervention tracking solution
- Create and document formal requirements documentation and needs assessment
- Evaluate landscape analysis and determine system of record and flow of data to other systems which align with technology strategy and support systems level decision making
- Design appropriate security architecture to ensure FERPA compliance

SCP Project Manager – Max salary - \$91,998.40 / Total cost - \$127,482.41 per year

- Serve as a liaison between Seattle Public Schools central office, schools, and community-based organizations, in close collaboration with the DoTS Senior Project Manager
- Conduct a landscape analysis to identify and document current needs, gaps, and data collection systems in use across the district, e.g. PowerSchool, Homeroom, Partner Portal, and systems developed by individual schools to track interventions
- Design and adopt partnership/intervention data management protocols, including supporting the design of an intervention tracking system
- Meet with stakeholders – community partners, school staff, and district staff – to elicit ongoing user feedback on the design and implementation of a robust intervention tracking solution
- Provide professional development opportunities to build capacity and maximize usage and utility for all stakeholders

Travel: N/A

Consultants: N/A

Capital Equipment: N/A

Other Direct Costs: Potential vendor solution - \$75,000, PD and training materials - \$5,000 per year/\$10,000 total, Online interactive training module - \$10,000, Supplies (including desktop and laptop computers) - \$5,000

### Sub-Awards - Grantee to Complete

List all sub-grantees or sub-contractors involved in this investment. Add more rows as needed.

Type of Sub-Award (e.g., grant or contract)	Name	Corporate Entity Name (if applicable)	Mailing Address
Contract	Intervention tracking vendor solution	TBD	

If separate budgets are required (see above), please also submit a separate budget template and narrative for each sub-award.

Describe the work each organization is going to perform as well as the rationale for each organization chosen to participate on this project as a sub-grantee. If organizations are TBD, include the assumptions used to estimate cost for the sub-award and the process and timeline you will be using to select these organizations.

Note: You will be required to submit the sub-award budget once final.

### Indirect Cost Rate - Grantee to Complete

Briefly explain the indirect cost rate being charged on this project and the rationale and assumptions behind it.

N/A

### Currency Exchange - Grantee to Complete

Briefly describe any foreign currency exchange exposure with this investment. Which costs included in the budget are exposed to exchange risk? How much do these costs total?

N/A

### Other Sources of Support for this Project - Grantee to Complete

If You are requesting funding from the foundation for only a portion of this Project and will depend on funds from other sources, please describe Your contingency plans if full Project funding does not become available. If You have applied for funding from other sources which overlap with the funding requested in this proposal, please indicate the nature and timing of that potential funding. Any expected in-kind contributions (e.g. drug donations, personnel time) should be included in the description.

NOTE: Names of the other sources and their expected dollar (U.S.\$) contributions should be included on the 'Financial Summary & Reporting' sheet of the budget in the Funding Plan table.

N/A

**Location of Work - Grantee to Complete**

List all countries and sub-regions/states where this work would be performed and associated dollar amounts. If location of work includes the United States, indicate city and state. Add more rows as needed. More information about Geographic Location of Work can be found [here](#).

Location	Foundation Funding (U.S.\$)
Seattle, Washington	\$693,406
	\$
	\$

**Geography Served - Grantee to Complete**

List all countries and sub-regions/states that would benefit from this work and associated dollar amounts. If areas to be served include the United States, indicate city and state. Add more rows as needed. More information about Geographic Areas to Be Served can be found [here](#).

Location	Foundation Funding (U.S.\$)
Seattle, WA	\$693,406
	\$

**SECTION C – ROLES & RESPONSIBILITIES**

**Conduct and Control of the Project - Grantee to Complete**

*In answering the questions in this section, please consider all Project activities, such as those involving: confidential or protected information (including personally identifiable information or protected health information); the inclusion of children or vulnerable populations; research involving human subjects; clinical trials; post-approval studies; field trials; experimental medicine; provision of medical services (diagnostic, prophylactic or treatment); product development; use of genetically modified organisms, human tissue, animals, radioactive isotopes, pathogenic organisms, recombinant nucleic acids, select agents or toxins ([www.selectagents.gov](http://www.selectagents.gov)), dual-use technology ([http://export.gov/regulation/eq\\_main\\_018229.asp](http://export.gov/regulation/eq_main_018229.asp)), or any substance, organism, or material that is toxic or hazardous; use of aircraft, unmanned vehicle systems, drones or satellites; and the import, export, transfer, approvals, consents, records, data, specimens, images, and materials related to any of the foregoing.*

1. Please confirm that Your organization:
  - a. will maintain the expertise necessary to conduct, control, manage, and monitor all aspects of the Project in compliance with all applicable ethical, legal, regulatory, and safety requirements including applicable international, national, state, local, and institutional, school district or school network standards and policies and is responsible for determining and complying with these requirements and standards;
  - b. will not disclose any confidential or protected information to the Foundation without obtaining prior written approval from the foundation and all necessary consents to disclose such information;
  - c. acknowledges that any activities by the Foundation in reviewing documents, providing input or funding does not modify Your organization's responsibility for determining and complying with all applicable ethical, legal, regulatory, and safety requirements for the Project in all places;
  - d. is a government agency, public institution or multilateral organization or will otherwise maintain insurance coverage sufficient to cover the activities, risks, and potential omissions of the Project in accordance with generally-accepted standards and as required by law (for instance, general, professional, clinical trial, product liability, medical malpractice, workers' compensation, or otherwise);
  - e. will not transfer any biological materials, chemicals, reagents, hazardous materials or the like to the Foundation.

Confirmed  **X**

Not confirmed  (please explain)

**2. Does the Project involve regulated human subject research?**

No  **X**

Yes  (If yes, please identify the name of the entity that will be conducting such research and please describe any consents, approvals or waivers needed or obtained to the extent such are necessary for compliance with applicable law.)

N/A

**Background Technology – Grantee to Complete**

Please list any Background Technology that will be used in the Project. The use of commonly-available, off-the-shelf products (such as Microsoft Excel, Adobe, etc.) need not be disclosed. [Note: Background Technology previously funded by the foundation will be considered a Funded Development for purposes of Global Access and any [license to the foundation](#).] Add more rows, as needed.

“Background Technology” means any and all products, services, processes, technologies, materials, software, data, or other innovations, and intellectual property created by You or a third party prior to or outside of the Project used as part of the Project.

List each Background Technology to be used in the Project	Is this Background Technology owned, controlled, or developed by You or sublicensable by You?	Do You need permission/license from any third party to use this Background Technology to achieve Global Access?	If any permission/license is needed, please detail below and describe Your plan and timeline to obtain such permission/license or submit a copy of the agreement.	If this Background Technology is subject to IP rights, please identify and include any links to applications, filings, or registrations, as applicable.
Intervention tracking vendor solution	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Data warehouse	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Data warehouse reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PowerSchool SIS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

**Advocacy and Lobbying - Grantee to Complete**

While the foundation funds a broad range of advocacy activities, US law prohibits foundation funds from being earmarked to support direct or grassroots lobbying communications. Describe how this Project will be conducted in compliance with these rules, as summarized in the [Advocacy Guidelines Handout](#), and any other relevant local, state, or non-US lobbying laws. If foundation grant funds will be earmarked to influence policies, budgets, innovations, frameworks, action plans, etc., that could require a legislative vote, explain how such “legislative” activities will be conducted in accordance with the applicable rules and exceptions. Your explanation should address both direct and grassroots communications. If this investment does not include advocacy activities, indicate in the space below.

Not applicable

**SECTION D – PROJECT-SPECIFIC QUESTIONS**

Measurement & Evaluation

- Data Access
- Election Related Activities
- Custom Questions

### Measurement and Evaluation - Grantee to Complete

Describe your plan for monitoring and evaluation of the outputs and outcomes identified in the narrative above. Specifically address:

1. The learning/evaluation questions for this investment and how You plan to answer them through monitoring and/or evaluation;
2. The resources (financial, technical, human) You need to ensure high quality monitoring and/or evaluation data; and
3. If You are planning a formal evaluation, describe when it will be conducted during the grant, who will conduct it (external/third party or not), the methodology You will consider, and how the main evaluation audiences will use the findings.

See the foundation's [evaluation policy](#) for reference.

#### Questions:

1. Is the intervention tracking solution being used at all the schools to which it was rolled out?
2. Does it meet the needs of school staff and CBOs?
3. Is the intervention data readily available at student, school, and district levels?
4. Are data reports being used to drive decision-making about interventions at the student, school, and district level?

#### Resources:

1. Internal report on data usage of the tool
2. Survey of school staff and CBOs that use the tool
3. Data analyst to analyze the data (this can be internal SPS department or external research partnership)

#### Formal Evaluation

1. Currently, there are no plans to conduct a formal evaluation

### Data Access - Grantee to Complete

We anticipate this investment, if funded, would generate datasets that may be of interest to the foundation and/or to the field if made publicly available. Please describe any datasets that will be generated as part of this investment. Specifically address when and how the datasets would be made available to the foundation and/or to the public, in what form or format, and any anticipated costs to your organization. Additional information about Data Access can be found [here](#).

Intervention tracking data will be available in our data warehouse for internal reports. We do have a process through which partners and research organizations can receive de-identified student level data for analysis and research purposes (Research Review), where Research & Evaluation department reviews external research applications and internal partnership data requests (for which this project would qualify). The process involves signing an SPS Data Sharing Agreement and receiving de-identified student level data in .csv format. Currently, there are no plans to make this data publicly available.

### Election-Related Activities - Grantee to Complete

Foundation funds may not be used to influence the outcome of any public election, in any country at the national, state, or local level. Please describe how foundation funds will be used to support advocacy activities that coincide with campaigns for elective office (e.g., voter education, polling or surveys, engagement with a candidate or parties), consistent with US and any additional local rules which may apply.

N/A

**Custom Question - Grantee to Complete**

Custom Question(s)

N/A

**SECTION E – PROGRESS NARRATIVE**

If this grant is approved and activated, complete this section for each progress report and submit to Your foundation Investment Owner and Investment Coordinator on the date indicated in Your grant agreement or latest amendment.

- Use this section to provide updates to Your foundation Investment Owner regarding progress made toward achieving Your Project’s stated outputs and outcomes.
- The Progress and Final Narratives must be submitted in Word, as PDFs will not be accepted.
- Please remember to update the Actual Completion Dates in the [Investment Results Chart at the end of Section A](#). If You’d like to edit any other information in this chart beyond the Actual Completion Dates, please consult with Your foundation Investment Owner.

For multiple narratives, copy and paste the below questions/fields (up to Section F - Final Narrative) for each narrative.  
DO NOT OVERWRITE EXISTING NARRATIVES.

Scheduled Payment Amount (if applicable)	\$	Reporting Due Date	
Reporting Period Start Date		Completed By	
Reporting Period End Date			

*By submitting this report, I declare that I am authorized to certify, on behalf of the grantee or vendor identified on page 1, that I have examined the following statements and related attachments, and that to the best of my knowledge, they are true, correct and complete. I hereby also confirm that the grantee or vendor identified on page 1 has complied with all of the terms and conditions of the Grant Agreement or Contract for Services, as applicable, including but not limited to the clauses contained therein regarding Use of Funds, Anti-Terrorism, Subgrants and Subcontracts, and Regulated Activities.*

**Progress Details**

Provide information regarding the current period’s progress toward achieving the investment outputs and outcomes as well as the work planned or anticipated for the next period. Please also remember to update the completion dates in the [Investment Results Chart at the end of Section A](#).

**Global Access Update**

Are there any updates to Your responses to the Global Access/Impact for Foundation’s Beneficiaries questions (a – d) in Section A?

No \_\_\_\_

Yes \_\_\_\_ (If yes, please explain below)

### Outputs/Funded Development and Background Technology Updates

Are there any new Outputs/Funded Developments to report which were not described in any documents previously submitted to the foundation?

No

Yes  (If yes, please explain below)

Are there any additional Background Technologies to report which were not described in any documents previously submitted to the foundation?

No

Yes  (If yes, please explain below)

### Project Adjustments

For each outcome or output that is behind schedule or under target, explain what adjustments You are making to get back on track.

### Feedback for the Foundation

Provide one to three ways the foundation has successfully enabled Your work so far. Provide one to three ways the foundation can improve.

### Roles and Responsibilities

Do You represent that the Project activities were conducted in compliance with all applicable ethical, legal, regulatory and safety requirements?

Yes

No  (If no, please explain below)

Are any new activities<sup>1</sup> planned which were not described in any documents previously submitted to the foundation?

No

Yes  (If yes, please explain below)

<sup>1</sup> In answering this question, please consider all new Project activities, such as those involving: confidential or protected information (including personally identifiable information or protected health information); the inclusion of children or vulnerable populations; research involving human subjects; clinical trials; post-approval studies; field trials; experimental medicine; provision of medical services (diagnostic, prophylactic or treatment); product development; use of genetically modified organisms, human tissue, animals, radioactive isotopes, pathogenic organisms, recombinant nucleic acids, select agents or toxins ([www.selectagents.gov](http://www.selectagents.gov)), dual-use technology ([http://export.gov/regulation/eq\\_main\\_018229.asp](http://export.gov/regulation/eq_main_018229.asp)), or any substance, organism, or material that is toxic or hazardous; use of aircraft, unmanned vehicle systems, drones or satellites; and the import, export, transfer, approvals, consents, records, data, specimens, images, and materials related to any of the forgoing.



## FINANCIAL UPDATE

*The purpose of this section is to help the foundation understand how programmatic performance affects actual and projected expenditures over the life of the investment.*

*Feel free to reach out to your foundation contact for support with these progress reporting requirements.*

*Note: Budget template and financial narrative instructions can be found [here](#). If you are using an older version of the budget template, this information could be in a different location in your template.*

## Latest Period Variance

**“Latest period variance” compares expenditures that occurred in the reporting period against the most recent forecast. See “Financial Summary & Reporting” sheet in the foundation budget template for calculated variance (for example, column AD, starting on row 29 for period 1). Note that the allowable variance is defined in your grant agreement.**

1. Did the project spend more-or-less than anticipated in comparison to the most recent forecast? Please explain the primary drivers and their causes of the overall variance for the latest period (for example – programmatic changes, delays in recruitment).
2. Please provide a detailed explanation for any expense category in which the variance was greater than 10%. This should include an explanation of programmatic decisions affecting expenditure amounts and/or how actual costs differed from prior assumptions.

## Future Period Projections

**“Future period projections” includes forecast by expense category and any additional dimensions for the future remaining reporting periods.**

**When populating your projections, please provide realistic projections that take into account the latest plan of expected activities and up-to-date associated costs. For example, projections usually will not simply carry forward previously unspent budget amounts into the next period or exactly match the original period budget. However, in total, the projections should match the total budget amount.**

1. Explain how your future projections for the remaining periods compare to your previous forecast. Consider how the project’s performance to date influences your forecast. In your response, please address the following:
  - a. Any shifts (+/-10%) between expense categories, additional dimensions (if applicable), including the trade-offs and implications.
  - b. Have these shifts to forecast been discussed with your BMGF Program Officer? Was there a decision/approval?
  - c. Where your expected rate of spending has significantly increased/decreased, what is driving this difference?
  - d. What are the key assumptions behind the forecast (e.g. scale of activities, hiring delays, timeline changes)?
  - e. How have changes to your investment results framework affected your future period projections?

## Sub-Awards (if applicable)

**This sub-award section provides visibility to an often critical component of the grant spending where the budget template provides limited insight. The total of actual disbursements for this reporting period should equal the actual sub-award expenses reported on the “Financial Summary & Reporting” sheet in the budget template for this reporting period.**

**Use the table below to provide detail of all sub-grantee(s) or sub-contractor(s).**

Organization Name	Actual Disbursement for this Reporting Period (U.S.\$)	Total Disbursed from Primary Awardee to Sub to Date (U.S.\$)	Total Sub-Awardee Spent to Date (U.S.\$)	Total Contracted Amount (U.S.\$)
-------------------	--	--	--	----------------------------------

	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total (ties to budget file(s))</b>	\$	\$	\$	\$

1. For sub-awards greater than \$1M, please provide explanatory detail as requested in the latest and future period sections above.

Note: It is the foundation's discretion to ask for updated sub-award budget files as part of the traditional progress report review process.

### Other Sources of Support (if applicable)

**Other Sources of Support include interest earned, current foreign exchange impacts, and co-funding (in-kind and other contributions).**

1. Explain any notable impacts from other sources of support.

### Financial Progress Summary Assessment

**This section will help the foundation determine whether changes are needed to the payment schedule.**

Note: This assessment does not guarantee that the previously agreed to payment schedule will change.

1. Based on the financial progress update provided, summarize your assessment of remaining financial payment needs and current payment requested to support your work. Please consider the following in your response:
- Cash on hand as of the end of the reporting period as compared to the future period projection(s).
  - Financial and programmatic performance, and any potential changes proposed to the forecast through the remaining periods.

Checklist - As you review your answers to questions in the financial update section, ensure that your report provides the following:

1. Explanation of how project expenditures differed from plan and the implications on programmatic progress to date.
2. Realistic future period projections based on updated plans, results tracker and future cost expectations.
3. Explanation of how future period projections differ from the original budget and previous forecasts, and the implications.
4. Explanation of other sources of support (funds) from other funders, interest earned or converting to non-USD currencies.
5. Explanation of future financial payment needs based on the project's anticipated financial needs and cash on hand.

## SECTION F – FINAL NARRATIVE

If this grant is approved and activated, complete this section at grant's end and submit to Your foundation Investment Owner and Investment Coordinator on the date indicated in Your grant agreement or latest amendment.

- Use this form to provide Your final update to Your foundation Investment Owner regarding the results achieved for the entire project.
- In addition, please provide Your perspective on key lessons learned or takeaways and input on the foundation's support of Your work to ensure that we can capture and share learnings as appropriate both internally and externally.
- The Final Narrative must be submitted in Word, as PDFs will not be accepted.

Reporting Period Start Date

Reporting Due Date

Reporting Period End Date

Remaining Funds  
(If applicable)

\$

*By submitting this report, I declare that I am authorized to certify, on behalf of the grantee or vendor identified on page 1, that I have examined the following statements and related attachments, and that to the best of my knowledge, they are true, correct and complete. I hereby also confirm that the grantee or vendor identified on page 1 has complied with all of the terms and conditions of the Grant Agreement or Contract for Services, as applicable, including but not limited to the clauses contained therein regarding Use of Funds, Anti-Terrorism, Subgrants and Subcontracts, and Regulated Activities.*

### Final Progress Details

Provide information regarding the entire investment's progress towards achieving the investment outputs and outcomes. In addition, submit the [Investment Results tables](#) with actual results as requested. If You'd like to edit any other information in this chart beyond the completion dates, please consult with Your foundation Investment Owner.

### Global Access

Do You confirm that You have ensured and will continue to ensure Global Access for the Funded Developments of the Project and, as applicable, Background Technology?

Yes

No  (If no, please explain below)

### Outputs/Funded Developments and Background Technology

As part of Your Final Progress Report You must update your Outputs/Funded Developments disclosure and Background Technology disclosure. Do You confirm that You have provided a full and accurate disclosure of all Outputs/Funded Developments and Background Technology as applicable to the Project?

Yes

No  (If no, please explain below)

### Lessons Learned

Describe the top one to three takeaways or lessons learned from this Project. If You were to do this Project again, how would You approach it differently, if at all?

### Feedback for the Foundation

Provide one to three ways the foundation successfully enabled your work during this Project. Provide one to three ways the foundation can improve.

## Subgrants

If Your grant agreement (not applicable to contracts) is subject to expenditure responsibility and permits You to make subgrants to organizations that are not U.S. public charities or government agencies/instrumentalities, please complete the [Subgrantee Checklist](#) and attach a copy with this progress narrative for each such subgrantee.

## FINANCIAL UPDATE

The purpose of this section is to help the foundation understand how programmatic performance affects actual and projected expenditures over the life of the investment.

Feel free to reach out to your foundation contact for support with these progress reporting requirements.

Note: Budget template and financial narrative instructions can be found here. If you are using an older version of the budget template, this information could be in a different location in your template.

## Latest Period Variance

“Latest period variance” compares expenditures that occurred in the reporting period against the most recent forecast. See “Financial Summary & Reporting” sheet in the foundation budget template for calculated variance (for example, column AD, starting on row 29 for period 1). Note that the allowable variance is defined in your grant agreement.

1. Did the project spend more-or-less than anticipated in comparison to the most recent forecast? Please explain the primary drivers and their causes of the overall variance for the latest period (for example – programmatic changes, delays in recruitment).
2. Please provide a detailed explanation for any expense category in which the variance was greater than 10%. This should include an explanation of programmatic decisions affecting expenditure amounts and/or how actual costs differed from prior assumptions.

## Sub-Awards (if applicable)

This sub-award section provides visibility to an often critical component of the grant spending where the budget template provides limited insight. The total of actual disbursements for this reporting period should equal the actual sub-award expenses reported on the “Financial Summary & Reporting” sheet in the budget template for this reporting period.

Use the table below to provide detail of all sub-grantee(s) or sub-contractor(s).

Organization Name	Actual Disbursement for this Reporting Period (U.S.\$)	Total Disbursed from Primary Awardee to Sub to Date (U.S.\$)	Total Sub-Awardee Spent to Date (U.S.\$)	Total Contracted Amount (U.S.\$)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total (ties to budget file(s))</b>	\$	\$	\$	\$

1. For sub-awards greater than \$1M, please provide explanatory detail as requested in the latest and future period sections above.

Note: It is the foundation’s discretion to ask for updated sub-award budget files as part of the traditional progress report review process.

## Other Sources of Support (if applicable)

**Other Sources of Support include interest earned, current foreign exchange impacts, and co-funding (in-kind and other contributions).**

1. Explain any notable impacts from other sources of support.

Checklist - As you review your answers to questions in the financial update section, ensure that your report provides the following:

1. Explanation of how project expenditures differed from plan and the implications on programmatic progress to date.
2. Realistic future period projections based on updated plans, results tracker and future cost expectations.
3. Explanation of how future period projections differ from the original budget and previous forecasts, and the implications.
4. Explanation of other sources of support (funds) from other funders, interest earned or converting to non-USD currencies.
5. Explanation of future financial payment needs based on the project's anticipated financial needs and cash on hand.

**Privacy and Non-Confidentiality Notice**

The foundation is required by the IRS to publish a list of its grants. We may also provide a general description of our grants and contracts on our web sites, in press releases, and in other marketing materials. Subject to the foundation's [Privacy Policy](#), the foundation may also share information You provide to us (either orally or in writing) with third parties, including external reviewers, key partners and co-funders. This document is subject to the foundation's [Terms of Use](#).

## INVESTMENT DOCUMENT – GRANT

We appreciate your interest in submitting a proposal to the Bill & Melinda Gates Foundation and we thank you for working with us throughout the proposal process. Your designated foundation contact will continue to work collaboratively with you as you prepare your proposal to help you understand the connection between the foundation's relevant program strategy and the proposed project, as well as to respond to any questions you might have over the course of this process. You are encouraged to communicate with your Investment Owner to make sure that your efforts are aligned with the proposal requirements and that you are not expending unnecessary time or energy in this process. Please note our standard [grant terms and conditions](#). As used herein "You" or "Your" refers to the organization listed in Section A below.

Investment Owners and grantees will complete this document together over time as they make and manage their investments. This is a proposal shaping document and not a commitment by the foundation to fund the work. **Following execution of a grant agreement, however, the final Proposal Narrative and Budget and will become incorporated into that grant agreement by reference.** Due to tax, legal, and reporting requirements, all proposals must be submitted in English. The proposal must be submitted in Word, as PDFs will not be accepted.

### SECTION A – INVESTMENT DETAILS

#### General Information - Gates Foundation Staff to Complete

Investment Name	Seattle Intervention Tracking and Community Partner Access		
Grantee	Seattle Public Schools	Investment Owner	Amber Banks
Investment Record ID	INV-001638	Investment Owner Title	Senior Officer, Strategy, Planning and Management
Investment Coordinator	Tracy Sutton		

#### General Information - Grantee to Complete

Investment Duration (months)	24 months		
Requested Amount (U.S.\$)	\$698,406	Total Project Cost (U.S. \$)	\$698,406
Organization Legal Name <sup>1</sup>	Seattle School District 1 of King County Washington		
Organization Doing Business As/Trade Name <sup>2</sup>	Seattle Public Schools		
Mailing Address	2445 3 <sup>rd</sup> Avenue South	Primary Contact Name	James Bush
Street Address 1	PO Box 34165	Primary Contact Title	Director School & Community Partnerships
Street Address 2		Primary Contact Email	Jmbush@seattleschools.org
Street Address 3		Primary Contact Phone	206-252-0513
City	Seattle	Additional Contact	Judie Jaeger
State / Province	WA	Additional Contact Email	Jejaeger@seattleschools.org
Zip / Postal Code	98144	Authorized Signer Name	JoLynn Berge
Country	USA	Authorized Signer Title	Chief Financial Officer
Website (if applicable)	Seattleschools.org	Authorized Signer Email	Jdberge@seattleschools.org

<sup>1</sup> Legal Name will be used in the agreement and should match the name on the bank account that receives the grant funds (assuming fully executed agreement).

<sup>2</sup> Trade Name or d/b/a ("doing business as") only required if different from Legal Name

**Tax Status** (if known and applicable)

Refer to [Tax Status Definitions](#)

Governmental Unit

**Organization's Total Revenue for Most Recent Audited Financial Year (U.S.\$)**

\$837,283,605.02

**U.S. Employer Identification Number (EIN)** (if applicable)

[##-#####]

91-6001541

**Proposal Completed/ Date Submitted**

7/31/2019

### Strategic Fit - Gates Foundation Staff to Complete

The following includes the foundation's 3-5-year strategic goal(s) towards which the investment contributes most directly. Also addressed here:

- How this investment contributes to the strategic goals that are listed.
- How this investment relates to others (current or future) in the Portfolio.

This investment is part of the Data BoW and supports the following WSS goals:

- Short Term: Data access and analytical supports are provided for Road Map Region (RMR) and across WA State.
- Medium Term: Expansion and operational improvements to longitudinal and cross-sector data infrastructure enable

### Project Overview - Gates Foundation Staff and Grantee to Collaborate

Please provide or expand upon the information provided in the narrative space below:

- What is the primary outcome(s) or result(s) this investment will achieve or significantly contribute to? How will You know when that result(s) has been achieved (how will the result be measured)? If sustainability is a component of proposed outcomes, please describe the vision of long-term sustainability of this Project. Consider the economic/financial, organizational or behavioral factors to sustain outcomes beyond this project's time frame and funding.
- Describe the approach You will take to achieve the intended results of this Project: a) Overall Scope of Work b) Timing and/or phases, and c) Narrative of resource needs to support the budget (ex: people, capabilities, technical expertise, experience, specific assets, including any external collaborators/contributors to the Project).
- Describe potential risks/challenges to the success of this Project and how You plan to address them. Include any external factors or critical relationships with other partners/projects that may influence the success of this project (including any anticipated agreements to be entered into for purposes of the Project).
- Describe any changes or improvements You plan to make to Your organization's capacity to undertake or achieve the outcomes of the proposed investment.

The foundation requires that funded projects are conducted and managed in a manner that will ensure a positive, sustainable impact on the foundation's intended beneficiaries. Please provide a response to each question in the bullets below, highlighting how Your management of the project described in this Investment Document (the "Project") and the intended outcomes align with the Strategic Fit, Charitable Purpose, and the foundation's Global Access requirements.

**Primary Outcome or Result:** The primary goal of this project is to improve student outcomes through the collection, tracking, and analysis of student interventions creating a more data informed learning environment. To achieve this outcome, SPS will develop a tool for Community-Based Organizations (CBOs) and schools to enter and track interventions happening at the student level resulting in a streamlined reporting system through the District's data warehouse. With this tool schools will no longer have to develop their own reporting systems to capture and track this data, but instead have the CBOs report directly into a system that connects with our current data warehouse. Long term we plan to use this tool to expand intervention tracking across the entire school district to better understand which students are getting which interventions, and track whether those interventions are supporting their educational success.

**Scope of Work:** Schools and CBOs need to have the ability to track and monitor interventions happening at the student level. This is currently done through a variety of disparate methods that lack consistency and don't speak to one another nor connect to larger district data systems (if it's done at all). The proposed intervention tracking solution creates a way to monitor student progress, evaluate the correlation between interventions and student outcomes, and identify potential intervention gaps. We believe this would be a multi-year project that requires different phasing of Department of Technology Services (DoTS) and School & Community Partnerships (SCP). Both SCP and DoTS will work

together to identify a subset of schools (primarily elementary schools) and CBOs to pilot the intervention tool, focusing on schools with a high population of students furthest from educational justice. Generally, DoTS and SCP would each benefit from a full-time FTE investment.

- Year 1 (2019-2020): 1. Initiate scope, sequence, and requirements with schools, associated partners (i.e. City, County) and community providers. 2. Assess current systems, develop partner intervention tracking tool, and begin pilot year.
- Year 2 (2020-2021)—Continued implementation, testing and systems improvement, and begin expansion.
- Year 3 (2021-2022)—Full systems implementation managed and professional development brought in-house by the district

The major resource needs for this project include two (2.0) FTE and technical expertise in the form of a vendor or technology platform that can be adapted and built upon for our purposes.

Potential Risks/Challenges: The software solution and accompanying resources necessary to create this tool have not been completely identified since there are multiple options under consideration. A vendor for the technical solution would need to be secured and potentially contracted with depending on the scope of work. Uniform usage would also be a challenge as supporting all schools and organizations to adopt the tool will require a large training and implementation effort.

Changes or Improvements: The inclusion of two (2.0) full-time FTE to our proposal will allow us to have staff with a primary focus on the specific proposal outcomes/results. This will also allow us to have capacity to do more engagement and training by having dedicated staff to focus on outreach.

#### Public Description - Gates Foundation Staff to Complete

The following describes the charitable purpose of this work. It is written in a standard format so that it can be included on tax forms and published to the foundation’s public website.

#### Investment Results - Gates Foundation Staff and Grantee to Collaborate

Provide specific details on the outcomes this investment will achieve (including those that define what success is for the investment), and the key outputs that signal whether the investment is on track. Add more rows, as needed.

“Outcome” is the ultimate or overall change(s) in-systems, populations or behaviors the investment seeks to achieve within the context of the investment timeframe; tells us what success looks like for the investment.

Outcome Number	Outcome Description	Target Completion Date	Actual Completion Date	Payment Contingency
1	CBOs and school staff are equipped to monitor in an ongoing manner the success of their interventions, and better support students furthest from educational justice.  Solution identified, developed, and tested with pilot group of CBOs. PD opportunities in development and ready for year 2 expansion.	9/1/2020		
2	Students will have access and be referred to targeted interventions and opportunities that support their educational success.  PD available and expanding outside of pilot group to additional CBOs, school leaders, and other district staff. Increased use of tool and	1/31/2021		



	analysis of appropriate interventions for students, focusing on students of colors.			
3	School leaders and staff have ability to track and monitor the array of supports being provided to students and identify gaps and areas of improvement to increase student outcomes.  Widespread usage and plans for adoption of tool district-wide. Elimination of one-off intervention tracking systems.	9/1/2021		

**“Output” or “Funded Development”** means the products, services, processes, technologies, materials, software, data, other innovations, and intellectual property resulting from the Project (including modifications, improvements, and further developments to Background Technology). Note: You will be required to disclose and update Intellectual Property (IP) and include any links to applications, filings, or registrations, as applicable, in future progress report(s).

Output/Funded Development Number	Output/Funded Development Description	Target Completion Date	Actual Completion Date	Payment Contingency	Third-Party agreement required? If yes, by when?	Will any IP rights be filed/generated?
1	Intervention tracking solution that meets both internal (schools, central office) and external (CBOs) requirements	8/1/2020			Yes	No
2	Rollout and professional development (PD) plans and materials	8/1/2020			Yes (Third party training)	No
3	Data flow to data warehouse	1/1/2021			No	No
4	Intervention reports	8/1/2021			Yes, if using third party tool	No

**Global Access/Impact for Foundation’s Beneficiaries – Grantee to Complete**

To ensure a positive impact on the foundation’s intended beneficiaries, the foundation requires that all Projects and outputs be managed to ensure Global Access. You will be requested to update the responses below, as may be applicable, in future progress reports.

**“Global Access”** is a foundation policy requiring that: (a) the knowledge and information gained from the Project will be promptly and broadly disseminated; and (b) the Funded Developments will be made available and accessible at an affordable price (i) to people most in need within developing countries, or (ii) in support of the U.S. educational system and public libraries, as applicable to the Project.

**“Funded Developments”** means the products, services, processes, technologies, materials, software, data, other innovations, and intellectual property resulting from the Project (including modifications, improvements, and further developments to Background Technology).

**“Background Technology”** means any and all products, services, processes, technologies, materials, software, data, or other innovations, and intellectual property created by You or a third party prior to or outside of the Project used as part of the Project.

- a) **How will You disseminate the knowledge and information arising from the Project? (For peer-reviewed publications see our [Open Access policy](#).)**

The system will be available to all our partners and school staff as per SPS student records policies, data sharing practices, and consistent with all relevant state and federal regulations.

- b) **How will You ensure affordable and meaningful access to the Funded Developments arising from the Project (and Background Technology, if any)?**

This project’s intent is to develop a system that grants access to partners and school staff to track and monitor interventions at the school level. All access will be free and consistent with other SPS data sharing practices.

- c) **Do You foresee any obstacles to achieving Global Access (e.g., third-party rights, restrictions on Background Technology, time frame, affordability)?**

No

Yes  (please explain and describe the specific steps that You will take to address them).

- d) **Please confirm that You will make available for Global Access purposes the Funded Developments and any Background Technology that is (i) owned, controlled, or developed by You, or in-licensed with the right to sublicense; and (ii) either incorporated into a Funded Development or reasonably required to use the Funded Development. See the Global Access terms located in the foundation’s [grant terms and conditions](#).**

Confirmed

Not confirmed  (please explain)

SPS will share knowledge learned during this project at conferences, via blog postings, etc.

**In serving your target population(s) where are you successful and where do you struggle? What lessons have you learned about your successes and challenges and how do they inform your organization’s strategy in addressing structural barriers to achieving racial equity in your community? (e.g., interrupt inequitable practices, reduce the harmful effects of bias, closing opportunity and success gaps and/or challenge the status quo, etc.)**

SPS struggles with the ability to track and evaluate the effectiveness of interventions. Currently each school either builds their own individual system to monitor interventions, or they operate without a system at all. Our lack of a central intervention tracking system contributes to the challenge of us having a district-wide understanding of our universe of interventions. The proposed solution would directly address this challenge, enabling our partners, school staff, and relevant central office staff to track and monitor interventions provided to each individual student. At the same time, there are school-level successes that we can learn from. Schools that have developed their own intervention tracking tools can and should inform the development of our overall solution. We have also struggled with the ability to identify gaps and misalignment of services, including both students who are underserved and not getting the support they need, and those who are overserved and may be missing too much instructional time. This solution directly ties into our strategic plan priority, High-Quality Instruction and Learning Experiences and Predictable and Consistent Operations Systems. In order to ensure that students of color who are furthest away from educational justice feel safe and welcome at school, equitable access to services will be used as a measure. This tool will help us to better understand and visualize whether the services we are providing are not appropriate or a good fit for students. It will also help us uncover which schools may not have interventions that effectively meet the needs of their students of color. We need to prioritize culturally relevant interventions, bringing together organizations and individuals that can connect to students authentically. This tool will give us a way to ensure that equitable access to services is thoughtfully analyzed and that ultimately students are getting the support and opportunities they need to be successful.

## SECTION B – BUDGET INFORMATION

*The purpose of the budget narrative is to supplement the information provided in the Excel-based budget template by justifying how the budget cost elements are necessary to implement Project activities and accomplish target outcomes. The budget information section is used to help foundation staff fully understand the budgetary needs of the Project and is an opportunity to provide descriptive information about the key costs and risks that can't be easily communicated in the budget template. Together, this budget narrative and Excel budget should provide a complete quantitative and qualitative description that supports the proposed budget. The description provided in the budget template should be very brief. Please use this budget narrative to provide a thorough description of Your budget and only complete questions that are relevant to Your proposal.*

*If your proposal includes any sub-grants that represent 25% or more of the total grant amount OR sub-grants that are greater than \$250,000 USD, please complete a separate budget template and narrative for each organization.*

### Budget Summary - Grantee to Complete

**Please explain the major cost drivers and how costs relate to planned activities and target outcomes. Also explain any potential risks in spending as budgeted and any plans to mitigate those risks.**

**If budgeting by outcomes, or additional dimension, please explain the major cost drivers per outcome or other relevant dimension.**

The major cost drivers for this project are the associated staff that will be charged with engaging the community (SCP) and identification, deployment, and strategic planning of a solution for intervention tracking (DoTS). This includes 1.0 FTE Senior Project Manager and 1.0 FTE Project Manager for 24 months.

### Detailed Budget Information - Grantee to Complete

**Personnel and Benefits:** Provide a brief explanation of personnel budgeted, including responsibilities as they relate to the grant. Also include assumptions made for any staff budgeted which are to-be-hired, including salary estimates for these personnel. Describe the components of the benefits (column R of the "Budget Details" sheet) included with the salary costs. For example: pension, health insurance, expatriate costs, etc.

**Travel:** Provide rationale for the travel budgeted and assumptions used to determine appropriate number of trips and personnel required. Also include a brief rationale for how travel costs were estimated.

**Consultants:** Provide a brief description of the work to be performed by consultants in support of the overall Project and describe any expenses that have been included.

**Capital Equipment:** Provide a brief justification and description of any items required for the Project with a unit cost of greater than \$5,000 (USD) and a useful life of more than one year.

**Other Direct Costs:** Provide a brief description and rationale for other direct costs required, including cost assumptions used to develop the budget for these costs.

Personnel and Benefits: 2 full-time FTE positions for the duration of the 2-year grant, as detailed below. At the conclusion of the grant, full systems implementation will be managed and professional development brought in-house by the district.

DoTS Senior Project Manager – Max salary - \$122,499.60 / Total cost - \$165,340.50 per year

- Collaborate with SCP Project Manager and other stakeholders to embark on discovery of requirements.
- Meet with stakeholders – community partners, school staff, and district staff – to elicit ongoing user feedback on the design and implementation of a robust intervention tracking solution
- Create and document formal requirements documentation and needs assessment
- Evaluate landscape analysis and determine system of record and flow of data to other systems which align with technology strategy and support systems level decision making
- Design appropriate security architecture to ensure FERPA compliance

SCP Project Manager – Max salary - \$91,998.40 / Total cost - \$127,482.41 per year

- Serve as a liaison between Seattle Public Schools central office, schools, and community-based organizations, in close collaboration with the DoTS Senior Project Manager
- Conduct a landscape analysis to identify and document current needs, gaps, and data collection systems in use across the district, e.g. PowerSchool, Homeroom, Partner Portal, and systems developed by individual schools to track interventions
- Design and adopt partnership/intervention data management protocols, including supporting the design of an intervention tracking system
- Meet with stakeholders – community partners, school staff, and district staff – to elicit ongoing user feedback on the design and implementation of a robust intervention tracking solution
- Provide professional development opportunities to build capacity and maximize usage and utility for all stakeholders

Travel: N/A

Consultants: N/A

Capital Equipment: N/A

Other Direct Costs:

- Potential vendor solution - \$75,000 (one-time)
  - Estimated cost estimate for either: 1) an assessment platform that integrates with our existing systems, or 2) an expansion of an existing platform with standard integration.
- PD and training materials - \$5,000 per year/\$10,000 total
  - Community outreach and professional development are essential to the success of this project. This cost is to cover any and all charges related to that including room rentals, food, printed materials, etc.
- Online interactive training module - \$15,000 (one-time)
  - In order to support users in making the most of the tool, we will develop an online training module that supports community organizations and schools to easily navigate and use the tool. This module would be accessible online and designed with adult learning needs in mind – interactive, small chunks of information, etc. The module will be developed iteratively and with user testing to ensure it is meeting the needs of those who will be using the tool.
- Administrative costs - \$5,000 (one-time)
  - Computers and other supplies / materials for onboarding a new employee.

**Sub-Awards - Grantee to Complete**

List all sub-grantees or sub-contractors involved in this investment. Add more rows as needed.

Type of Sub-Award (e.g., grant or contract)	Name	Corporate Entity Name (if applicable)	Mailing Address
Contract	Intervention tracking vendor solution	TBD	

If separate budgets are required (see above), please also submit a separate budget template and narrative for each sub-award.

Describe the work each organization is going to perform as well as the rationale for each organization chosen to participate on this project as a sub-grantee. If organizations are TBD, include the assumptions used to estimate cost for the sub-award and the process and timeline you will be using to select these organizations.

Note: You will be required to submit the sub-award budget once final.

**Indirect Cost Rate - Grantee to Complete**

Briefly explain the indirect cost rate being charged on this project and the rationale and assumptions behind it.

N/A

**Currency Exchange - Grantee to Complete**

Briefly describe any foreign currency exchange exposure with this investment. Which costs included in the budget are exposed to exchange risk? How much do these costs total?

N/A

**Other Sources of Support for this Project - Grantee to Complete**

If You are requesting funding from the foundation for only a portion of this Project and will depend on funds from other sources, please describe Your contingency plans if full Project funding does not become available. If You have applied for funding from other sources which overlap with the funding requested in this proposal, please indicate the nature and timing of that potential funding. Any expected in-kind contributions (e.g. drug donations, personnel time) should be included in the description.

NOTE: Names of the other sources and their expected dollar (U.S.\$) contributions should be included on the 'Financial Summary & Reporting' sheet of the budget in the Funding Plan table.

N/A

**Location of Work - Grantee to Complete**

List all countries and sub-regions/states where this work would be performed and associated dollar amounts. If location of work includes the United States, indicate city and state. Add more rows as needed. More information about Geographic Location of Work can be found [here](#).

Location	Foundation Funding (U.S.\$)
Seattle, Washington	\$698,406
	\$
	\$

**Geography Served - Grantee to Complete**

List all countries and sub-regions/states that would benefit from this work and associated dollar amounts. If areas to be served include the United States, indicate city and state. Add more rows as needed. More information about Geographic Areas to Be Served can be found [here](#).

Location	Foundation Funding (U.S.\$)
Seattle, WA	\$698,406
	\$

## SECTION C – ROLES & RESPONSIBILITIES

### Conduct and Control of the Project - Grantee to Complete

*In answering the questions in this section, please consider all Project activities, such as those involving: confidential or protected information (including personally identifiable information or protected health information); the inclusion of children or vulnerable populations; research involving human subjects; clinical trials; post-approval studies; field trials; experimental medicine; provision of medical services (diagnostic, prophylactic or treatment); product development; use of genetically modified organisms, human tissue, animals, radioactive isotopes, pathogenic organisms, recombinant nucleic acids, select agents or toxins ([www.selectagents.gov](http://www.selectagents.gov)), dual-use technology ([http://export.gov/regulation/eq\\_main\\_018229.asp](http://export.gov/regulation/eq_main_018229.asp)), or any substance, organism, or material that is toxic or hazardous; use of aircraft, unmanned vehicle systems, drones or satellites; and the import, export, transfer, approvals, consents, records, data, specimens, images, and materials related to any of the forgoing.*

**1. Please confirm that Your organization:**

- a. will maintain the expertise necessary to conduct, control, manage, and monitor all aspects of the Project in compliance with all applicable ethical, legal, regulatory, and safety requirements including applicable international, national, state, local, and institutional, school district or school network standards and policies and is responsible for determining and complying with these requirements and standards;
- b. will not disclose any confidential or protected information to the Foundation without obtaining prior written approval from the foundation and all necessary consents to disclose such information;
- c. acknowledges that any activities by the Foundation in reviewing documents, providing input or funding does not modify Your organization's responsibility for determining and complying with all applicable ethical, legal, regulatory, and safety requirements for the Project in all places;
- d. is a government agency, public institution or multilateral organization or will otherwise maintain insurance coverage sufficient to cover the activities, risks, and potential omissions of the Project in accordance with generally-accepted standards and as required by law (for instance, general, professional, clinical trial, product liability, medical malpractice, workers' compensation, or otherwise);
- e. will not transfer any biological materials, chemicals, reagents, hazardous materials or the like to the Foundation.

Confirmed

Not confirmed  (please explain)

**2. Does the Project involve regulated human subject research?**

No

Yes  (If yes, please identify the name of the entity that will be conducting such research and please describe any consents, approvals or waivers needed or obtained to the extent such are necessary for compliance with applicable law.)

N/A

### Background Technology – Grantee to Complete

**Please list any Background Technology that will be used in the Project.** The use of commonly-available, off-the-shelf products (such as Microsoft Excel, Adobe, etc.) need not be disclosed. [Note: Background Technology previously funded by the foundation will be considered a Funded Development for purposes of Global Access and any [license to the foundation](#).] Add more rows, as needed.

“Background Technology” means any and all products, services, processes, technologies, materials, software, data, or other innovations, and intellectual property created by You or a third party prior to or outside of the Project used as part of the Project.

List each Background Technology to be used in the Project	Is this Background Technology owned, controlled, or developed by You or sublicensable by You?	Do You need permission/license from any third party to use this Background Technology to achieve Global Access?	If any permission/license is needed, please detail below and describe Your plan and timeline to obtain such permission/license or submit a copy of the agreement.	If this Background Technology is subject to IP rights, please identify and include any links to applications, filings, or registrations, as applicable.
Intervention tracking vendor solution	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Data warehouse	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Data warehouse reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PowerSchool SiS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### Advocacy and Lobbying - Grantee to Complete

While the foundation funds a broad range of advocacy activities, US law prohibits foundation funds from being earmarked to support direct or grassroots lobbying communications. Describe how this Project will be conducted in compliance with these rules, as summarized in the [Advocacy Guidelines Handout](#), and any other relevant local, state, or non-US lobbying laws. If foundation grant funds will be earmarked to influence policies, budgets, innovations, frameworks, action plans, etc., that could require a legislative vote, explain how such “legislative” activities will be conducted in accordance with the applicable rules and exceptions. Your explanation should address both direct and grassroots communications. If this investment does not include advocacy activities, indicate in the space below.

Not applicable

## SECTION D – PROJECT-SPECIFIC QUESTIONS

- Measurement & Evaluation
- Data Access
- Election Related Activities
- Custom Questions

### Measurement and Evaluation - Grantee to Complete

Describe your plan for monitoring and evaluation of the outputs and outcomes identified in the narrative above. Specifically address:

- The learning/evaluation questions for this investment and how You plan to answer them through monitoring and/or evaluation;
- The resources (financial, technical, human) You need to ensure high quality monitoring and/or evaluation data; and
- If You are planning a formal evaluation, describe when it will be conducted during the grant, who will conduct it (external/third party or not), the methodology You will consider, and how the main evaluation audiences will use the findings.

See the foundation’s [evaluation policy](#) for reference.

Questions:

- Is the intervention tracking solution being used at all the schools to which it was rolled out?
- Does it meet the needs of school staff and CBOs?
- Is the intervention data readily available at student, school, and district levels?
- Are data reports being used to drive decision-making about interventions at the student, school, and district level?
- Are students of color furthest away from educational justice being provided with appropriate interventions that are closing the achievement gap? Are these interventions in alignment with the district strategic plan?
- Where are major intervention/service gaps for students furthest from educational justice?

7. Which organizations are most effectively serving students furthest from educational justice, and particularly African American males?

Resources:

1. Internal report on data usage of the tool
2. Survey of school staff and CBOs that use the tool
3. Data analyst to analyze the intervention data (this can be internal SPS department or external research partnership)

Formal Evaluation

1. Currently, there are no plans to conduct a formal evaluation

### Data Access - Grantee to Complete

**We anticipate this investment, if funded, would generate datasets that may be of interest to the foundation and/or to the field if made publicly available. Please describe any datasets that will be generated as part of this investment. Specifically address when and how the datasets would be made available to the foundation and/or to the public, in what form or format, and any anticipated costs to your organization.** Additional information about Data Access can be found [here](#).

Intervention tracking data will be available in our data warehouse for internal reports. We do have a process through which partners and research organizations can receive de-identified student level data for analysis and research purposes (Research Review), where Research & Evaluation department reviews external research applications and internal partnership data requests (for which this project would qualify). The process involves signing an SPS Data Sharing Agreement and receiving de-identified student level data in .csv format. Currently, there are no plans to make this data publicly available.

### Election-Related Activities - Grantee to Complete

**Foundation funds may not be used to influence the outcome of any public election, in any country at the national, state, or local level. Please describe how foundation funds will be used to support advocacy activities that coincide with campaigns for elective office (e.g., voter education, polling or surveys, engagement with a candidate or parties), consistent with US and any additional local rules which may apply.**

N/A

### Custom Question - Grantee to Complete

Custom Question(s)

N/A

## SECTION E – PROGRESS NARRATIVE

**If this grant is approved and activated, complete this section for each progress report and submit to Your foundation Investment Owner and Investment Coordinator on the date indicated in Your grant agreement or latest amendment.**



- Use this section to provide updates to Your foundation Investment Owner regarding progress made toward achieving Your Project's stated outputs and outcomes.
- The Progress and Final Narratives must be submitted in Word, as PDFs will not be accepted.
- Please remember to update the Actual Completion Dates in the [Investment Results Chart at the end of Section A](#). If You'd like to edit any other information in this chart beyond the Actual Completion Dates, please consult with Your foundation Investment Owner.

For multiple narratives, copy and paste the below questions/fields (up to Section F - Final Narrative) for each narrative.  
DO NOT OVERWRITE EXISTING NARRATIVES.

Scheduled Payment Amount  
(if applicable)

\$

Reporting Due Date

Reporting Period Start Date

Completed By

Reporting Period End Date

By submitting this report, I declare that I am authorized to certify, on behalf of the grantee or vendor identified on page 1, that I have examined the following statements and related attachments, and that to the best of my knowledge, they are true, correct and complete. I hereby also confirm that the grantee or vendor identified on page 1 has complied with all of the terms and conditions of the Grant Agreement or Contract for Services, as applicable, including but not limited to the clauses contained therein regarding Use of Funds, Anti-Terrorism, Subgrants and Subcontracts, and Regulated Activities.

#### Progress Details

Provide information regarding the current period's progress toward achieving the investment outputs and outcomes as well as the work planned or anticipated for the next period. Please also remember to update the completion dates in the [Investment Results Chart at the end of Section A](#).

#### Global Access Update

Are there any updates to Your responses to the Global Access/Impact for Foundation's Beneficiaries questions (a – d) in Section A?

No \_\_\_\_

Yes \_\_\_\_ (If yes, please explain below)

#### Outputs/Funded Development and Background Technology Updates

Are there any new Outputs/Funded Developments to report which were not described in any documents previously submitted to the foundation?

No \_\_\_\_

Yes \_\_\_\_ (If yes, please explain below)

Are there any additional Background Technologies to report which were not described in any documents previously submitted to the foundation?

No

Yes  (If yes, please explain below)

### Project Adjustments

For each outcome or output that is behind schedule or under target, explain what adjustments You are making to get back on track.

### Feedback for the Foundation

Provide one to three ways the foundation has successfully enabled Your work so far. Provide one to three ways the foundation can improve.

### Roles and Responsibilities

Do You represent that the Project activities were conducted in compliance with all applicable ethical, legal, regulatory and safety requirements?

Yes

No  (If no, please explain below)

Are any new activities<sup>1</sup> planned which were not described in any documents previously submitted to the foundation?

No

Yes  (If yes, please explain below)

<sup>1</sup> In answering this question, please consider all new Project activities, such as those involving: confidential or protected information (including personally identifiable information or protected health information); the inclusion of children or vulnerable populations; research involving human subjects; clinical trials; post-approval studies; field trials; experimental medicine; provision of medical services (diagnostic, prophylactic or treatment); product development; use of genetically modified organisms, human tissue, animals, radioactive isotopes, pathogenic organisms, recombinant nucleic acids, select agents or toxins ([www.selectagents.gov](http://www.selectagents.gov)), dual-use technology ([http://export.gov/regulation/eq\\_main\\_018229.asp](http://export.gov/regulation/eq_main_018229.asp)), or any substance, organism, or material that is toxic or hazardous; use of aircraft, unmanned vehicle systems, drones or satellites; and the import, export, transfer, approvals, consents, records, data, specimens, images, and materials related to any of the forgoing.

### FINANCIAL UPDATE

*The purpose of this section is to help the foundation understand how programmatic performance affects actual and projected expenditures over the life of the investment.*

*Feel free to reach out to your foundation contact for support with these progress reporting requirements.*

*Note: Budget template and financial narrative instructions can be found [here](#). If you are using an older version of the budget template, this information could be in a different location in your template.*

### Latest Period Variance

**“Latest period variance” compares expenditures that occurred in the reporting period against the most recent forecast. See “Financial Summary & Reporting” sheet in the foundation budget template for calculated variance (for example, column AD, starting on row 29 for period 1). Note that the allowable variance is defined in your grant agreement.**

1. Did the project spend more-or-less than anticipated in comparison to the most recent forecast? Please explain the primary drivers and their causes of the overall variance for the latest period (for example – programmatic changes, delays in recruitment).
2. Please provide a detailed explanation for any expense category in which the variance was greater than 10%. This should include an explanation of programmatic decisions affecting expenditure amounts and/or how actual costs differed from prior assumptions.

### Future Period Projections

**“Future period projections” includes forecast by expense category and any additional dimensions for the future remaining reporting periods.**

**When populating your projections, please provide realistic projections that take into account the latest plan of expected activities and up-to-date associated costs. For example, projections usually will not simply carry forward previously unspent budget amounts into the next period or exactly match the original period budget. However, in total, the projections should match the total budget amount.**

1. Explain how your future projections for the remaining periods compare to your previous forecast. Consider how the project’s performance to date influences your forecast. In your response, please address the following:
  - a. Any shifts (+/-10%) between expense categories, additional dimensions (if applicable), including the trade-offs and implications.
  - b. Have these shifts to forecast been discussed with your BMGF Program Officer? Was there a decision/approval?
  - c. Where your expected rate of spending has significantly increased/decreased, what is driving this difference?
  - d. What are the key assumptions behind the forecast (e.g. scale of activities, hiring delays, timeline changes)?
  - e. How have changes to your investment results framework affected your future period projections?

### Sub-Awards (if applicable)

**This sub-award section provides visibility to an often critical component of the grant spending where the budget template provides limited insight. The total of actual disbursements for this reporting period should equal the actual sub-award expenses reported on the “Financial Summary & Reporting” sheet in the budget template for this reporting period.**

**Use the table below to provide detail of all sub-grantee(s) or sub-contractor(s).**

Organization Name	Actual Disbursement for this Reporting Period (U.S.\$)	Total Disbursed from Primary Awardee to Sub to Date (U.S.\$)	Total Sub-Awardee Spent to Date (U.S.\$)	Total Contracted Amount (U.S.\$)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total (ties to budget file(s))</b>	\$	\$	\$	\$

1. For sub-awards greater than \$1M, please provide explanatory detail as requested in the latest and future period sections above.

Note: It is the foundation’s discretion to ask for updated sub-award budget files as part of the traditional progress report review process.

### Other Sources of Support (if applicable)

Other Sources of Support include interest earned, current foreign exchange impacts, and co-funding (in-kind and other contributions).

1. Explain any notable impacts from other sources of support.

### Financial Progress Summary Assessment

This section will help the foundation determine whether changes are needed to the payment schedule.

Note: This assessment does not guarantee that the previously agreed to payment schedule will change.

1. Based on the financial progress update provided, summarize your assessment of remaining financial payment needs and current payment requested to support your work. Please consider the following in your response:
- Cash on hand as of the end of the reporting period as compared to the future period projection(s).
  - Financial and programmatic performance, and any potential changes proposed to the forecast through the remaining periods.

Checklist - As you review your answers to questions in the financial update section, ensure that your report provides the following:

1. Explanation of how project expenditures differed from plan and the implications on programmatic progress to date.
2. Realistic future period projections based on updated plans, results tracker and future cost expectations.
3. Explanation of how future period projections differ from the original budget and previous forecasts, and the implications.
4. Explanation of other sources of support (funds) from other funders, interest earned or converting to non-USD currencies.
5. Explanation of future financial payment needs based on the project's anticipated financial needs and cash on hand.

## SECTION F – FINAL NARRATIVE

If this grant is approved and activated, complete this section at grant's end and submit to Your foundation Investment Owner and Investment Coordinator on the date indicated in Your grant agreement or latest amendment.

- Use this form to provide Your final update to Your foundation Investment Owner regarding the results achieved for the entire project.
- In addition, please provide Your perspective on key lessons learned or takeaways and input on the foundation's support of Your work to ensure that we can capture and share learnings as appropriate both internally and externally.
- The Final Narrative must be submitted in Word, as PDFs will not be accepted.

Reporting Period Start Date	<input type="text"/>	Reporting Due Date	<input type="text"/>
Reporting Period End Date	<input type="text"/>	Remaining Funds (If applicable)	\$ <input type="text"/>

*By submitting this report, I declare that I am authorized to certify, on behalf of the grantee or vendor identified on page 1, that I have examined the following statements and related attachments, and that to the best of my knowledge, they are true, correct and complete. I hereby also confirm that the grantee or vendor identified on page 1 has complied with all of the terms and conditions of the Grant Agreement or Contract for Services, as applicable, including but not limited to the clauses contained therein regarding Use of Funds, Anti-Terrorism, Subgrants and Subcontracts, and Regulated Activities.*

### Final Progress Details

Provide information regarding the entire investment's progress towards achieving the investment outputs and outcomes. In addition, submit the [Investment Results tables](#) with actual results as requested. If You'd like to edit any other information in this chart beyond the completion dates, please consult with Your foundation Investment Owner.

### Global Access

Do You confirm that You have ensured and will continue to ensure Global Access for the Funded Developments of the Project and, as applicable, Background Technology?

Yes \_\_\_\_

No \_\_\_\_ (If no, please explain below)

### Outputs/Funded Developments and Background Technology

As part of Your Final Progress Report You must update your Outputs/Funded Developments disclosure and Background Technology disclosure. Do You confirm that You have provided a full and accurate disclosure of all Outputs/Funded Developments and Background Technology as applicable to the Project?

Yes \_\_\_\_

No \_\_\_\_ (If no, please explain below)

### Lessons Learned

Describe the top one to three takeaways or lessons learned from this Project. If You were to do this Project again, how would You approach it differently, if at all?

### Feedback for the Foundation

Provide one to three ways the foundation successfully enabled your work during this Project. Provide one to three ways the foundation can improve.

### Subgrants

If Your grant agreement (not applicable to contracts) is subject to expenditure responsibility and permits You to make subgrants to organizations that are not U.S. public charities or government agencies/instrumentalities, please complete the [Subgrantee Checklist](#) and attach a copy with this progress narrative for each such subgrantee.

### FINANCIAL UPDATE

*The purpose of this section is to help the foundation understand how programmatic performance affects actual and projected expenditures over the life of the investment.*

*Feel free to reach out to your foundation contact for support with these progress reporting requirements.*

*Note: Budget template and financial narrative instructions can be found here. If you are using an older version of the budget template, this information could be in a different location in your template.*

### Latest Period Variance

**“Latest period variance” compares expenditures that occurred in the reporting period against the most recent forecast. See “Financial Summary & Reporting” sheet in the foundation budget template for calculated variance (for example, column AD, starting on row 29 for period 1). Note that the allowable variance is defined in your grant agreement.**

1. Did the project spend more-or-less than anticipated in comparison to the most recent forecast? Please explain the primary drivers and their causes of the overall variance for the latest period (for example – programmatic changes, delays in recruitment).
2. Please provide a detailed explanation for any expense category in which the variance was greater than 10%. This should include an explanation of programmatic decisions affecting expenditure amounts and/or how actual costs differed from prior assumptions.

### Sub-Awards (if applicable)

**This sub-award section provides visibility to an often critical component of the grant spending where the budget template provides limited insight. The total of actual disbursements for this reporting period should equal the actual sub-award expenses reported on the “Financial Summary & Reporting” sheet in the budget template for this reporting period.**

Use the table below to provide detail of all sub-grantee(s) or sub-contractor(s).

Organization Name	Actual Disbursement for this Reporting Period (U.S.\$)	Total Disbursed from Primary Awardee to Sub to Date (U.S.\$)	Total Sub-Awardee Spent to Date (U.S.\$)	Total Contracted Amount (U.S.\$)
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total (ties to budget file(s))</b>	\$	\$	\$	\$

1. For sub-awards greater than \$1M, please provide explanatory detail as requested in the latest and future period sections above.

Note: It is the foundation’s discretion to ask for updated sub-award budget files as part of the traditional progress report review process.

### Other Sources of Support (if applicable)

**Other Sources of Support include interest earned, current foreign exchange impacts, and co-funding (in-kind and other contributions).**

1. Explain any notable impacts from other sources of support.

Checklist - As you review your answers to questions in the financial update section, ensure that your report provides the following:

1. Explanation of how project expenditures differed from plan and the implications on programmatic progress to date.
2. Realistic future period projections based on updated plans, results tracker and future cost expectations.
3. Explanation of how future period projections differ from the original budget and previous forecasts, and the implications.
4. Explanation of other sources of support (funds) from other funders, interest earned or converting to non-USD currencies.
5. Explanation of future financial payment needs based on the project’s anticipated financial needs and cash on hand.

### Privacy and Non-Confidentiality Notice

The foundation is required by the IRS to publish a list of its grants. We may also provide a general description of our grants and contracts on our web sites, in press releases, and in other marketing materials. Subject to the foundation’s [Privacy Policy](#), the foundation may also share information

You provide to us (either orally or in writing) with third parties, including external reviewers, key partners and co-funders. This document is subject to the foundation's [Terms of Use](#).