

Funding Opportunity

Applications Due: **Friday,** **January 28, 2022, by 11:59 p.m.**

[Intent to Apply](https://app.smartsheet.com/b/form/90ac0f0ad6a04a16a90314f9da132c89) Due: **Friday, January 7, 2022, by 11:59 pm**

|  |
| --- |
| Learning and Transparency Technical Assistance Program  Pursuant to: [American Rescue Plan Act of 2021](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__www.whitehouse.gov_american-2Drescue-2Dplan_%26d%3DDwMFAw%26c%3DeuGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM%26r%3DmTRbUtf1C1kCU3xXx6NaXwqBD_GmpdPlpkKhZy6SZbw%26m%3D9Uspyoiw1fBGIo0-sn_En-cYmZtqkk_7M2jKy7UQNcU%26s%3DQdWKEoMRWTWKYGHjb6a0_UPeLhhlHB9CNR369A8Lip8%26e%3D&data=04%7C01%7Cjamie.rife%40MDHI.ORG%7Ccf7c4b8959a344212edf08d90fd3fb83%7C8131b7e5d9ef4fe2a244c0c620d8eaa0%7C1%7C1%7C637558225417674580%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=VnRKbxYNI8D4gMvfG2uumLnsFVBF9lRxBvcQHpPa%2BJ0%3D&reserved=0) Elementary and Secondary School Emergency Relief (ARP ESSER III) |



**Program Questions:**

Scott D. Jones, Chief Strategic Recovery Officer

(720) 591-1924 | [Jones\_S@cde.state.co.us](mailto:Jones_S@cde.state.co.us)

**Budget/Fiscal Questions:**

Steven Kaleda, GFMU Analyst

(303) 866-6724 | [Kaleda\_S@cde.state.co.us](mailto:Kaleda_S@cde.state.co.us)

**Application Process Questions:**

Kim Burnham, Competitive Grants and Awards Supervisor

(720) 607-1495 | [Burnham\_K@cde.state.co.us](mailto:Burnham_K@cde.state.co.us)

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**Learning and Transparency Technical Assistance Program**

**Applications Due: Friday, January 28, 2022, by 11:59 pm**

# Introduction

Since March 2020, Colorado districts, BOCES, and other local education agencies (LEAs) have experienced an unprecedented influx of federal funding to support the work of LEAs in transitioning to remote and hybrid learning environments, safely reopening schools, and supporting students in completing the learning interrupted by the pandemic. These funds are a once in a generation opportunity for Colorado’s districts to not only recover from the problems caused and exacerbated by the pandemic but also, through the acceleration of learning, emerge from the global health crisis stronger than ever.

As part of these recovery efforts, it is critical for schools and districts to offer their families and communities transparency into the COVID relief funding made available to them, how the funds were used, the programs available for students and how to access them, and the impacts of those programs in achieving the goals in addressing learning loss, completing unfinished learning, and meeting the COVID-related needs of their students. For this reason, the Colorado Department of Education is creating a Learning and Transparency Technical Assistance Program to ensure the LEAs have the capacity to meet this need for transparency with their families and communities. This program will be funded through the American Rescue Plan’s Elementary and Secondary School Emergency Relief (ARP ESSER III) funds.

# Purpose and Program Activities

This program exists to provide funding to provide technical assistance to Colorado LEAs in carrying out the critical role of transparency and communication with families and communities about the needs of the community’s students and schools caused or exacerbated by the pandemic, continued community engagement around developing needs, the use of COVID relief funds in addressing those needs, and the impact of those funds on addressing the COVID-related needs. Through the technical assistance funded under this program, LEAs will be able to ensure that the families and communities that they serve are informed about the programs being offered by the LEAs and how those programs are accelerating learning and recovery for their students.

Eligible entities (as defined below in “Eligible Applicants and Priority Criteria”) may apply for a grant under this program. Examples of eligible work include, but are not limited to, supporting LEAs in:

* Building upon the stakeholder engagement and posting requirements for the LEA ESSER plans by effectively communicating the needs identified for the LEA and how the LEA is using ESSER funds to address them;
* Ensuring that students and their families – particularly low-income families, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth – are aware of and know how to access the programs that will best support their students in accelerating and completing interrupted learning;
* Continued engagement around the LEA’s ESSER plan, progress being made, and adjustments to meet the evolving needs of their students and communities;
* Sharing best practices and lessons learned across their schools, communities, and other Colorado LEAs to leverage what is working in one school or community to others; and
* Communicating the spending and impact of the strategies implemented through the LEA’s ESSER plan.

# Eligible Applicants

Eligible entities may apply for grant. The term “eligible entity” means

* A local educational agency (public school district),
* A Board of Cooperative Educational Services (BOCES),
* The Charter School Institute,
* Community-based organization,
* Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b)),
* Another public or private entity, or
* A consortium of two or more such agencies, organizations, or entities.

An intermediary unit, such as a Board of Cooperative Educational Services (BOCES), may apply for and receive a grant. A consortium of eligible applicants may apply together such as a consortium of local education agencies of community-based organizations. However, one entity must be designated as the lead fiscal agent of the consortium.

# Priority Considerations

Available grant funding will be distributed to eligible programs based on the application rubric (described below in “[Application Scoring](#_heading=h.1v1yuxt)”). Priority will be given to applications meeting the following priority considerations:

* Applicants with a strong track record of supporting Colorado districts in engaging with their students, families, and communities.
* Applications with a clear and actionable plan for supporting small and/or rural districts in achieving the goals of this program.

**Please note** that applications that do not demonstrate a clear and actionable plan for ensuring that the students and families most impacted by the pandemic (including low-income families, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth) are aware of and know how to access the programs offered as part of the LEA’s recovery efforts will **not be considered**.

# Available Funds

The Colorado Department of Education will be making $400,000 of ARP ESSER III funding available for this program. Submission of an application does not guarantee funding or funding at the requested level.

# Allowable Use of Funds

Funds must be expended in a way that aligns with the plans submitted through the application and align with the allowable uses as defined through [ARP ESSER III](https://www.cde.state.co.us/caresact/esser3) and all expenditures must be allocable, allowable, and reasonable as defined 2 CFR 200. These funds are specific to this program, the Learning and Transparency Technical Assistance Program and uses of funds for any other purpose are not allowed.

Unallowable uses of funds include, but are not limited to:

* Salary and benefits for executives; and
* The purchase or rehabilitation of real property.

If you have any questions regarding allowable expenses, please reach out to Steven Kaleda ([Kaleda\_S@cde.state.co.us](mailto:kaleda_s@cde.state.co.us))for confirmation.

# Duration of Grant

Grants will be awarded beginning no later than March 1, 2022, with an end date of no later than September 30, 2024. Funding beyond the 2022-2023 fiscal year is dependent on adequate progress towards the goals as outlined in the application.

# Evaluation and Reporting

Grant recipients must submit an end-of-year evaluation program report for every funded year detailing the following information. Submit the report as a Word document to Scott Jones at [Jones\_S@cde.state.co.us](mailto:Jones_S@cde.state.co.us) by **July 31 following each funded fiscal year**.

* Progress made towards the timeline and milestones outlined in the technical assistance program plan;
* Any adjustments made to the program plan and the reason adjustments were made;
* The staff re-assigned or hired to support the technical assistance program;
* The measurable impact of the technical assistance program including any student outcomes (including academic, social and/or emotional outcomes) associated with the program disaggregated by student groups;
* Whether the awardee’s technical assistance program will continue in the following fiscal year and, if not, the reason it will be discontinued; and
* Any additional reporting requirements determined by the U.S. Secretary of Education.

Applicants receiving funding will also be required to submit Interim Financial Reporting and Annual Financial Reporting. Details and formats for these reports will be provided upon award and as part of the budget workbook and/or grant award letter (GAL).

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the Learning and Transparency Technical Assistance grant program. All program evaluation including student data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note**: Documents submitted to CDE must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Application Assistance

CDE staff are available to support potential applicants. For program-related questions please contact Scott D. Jones, Chief Strategic Recovery Officer ([Jones\_S@cde.state.co.us](mailto:jones_s@cde.state.co.us) or 720-519-1924). For application-related questions please contact Kim Burnham ([Burnham\_K@cde.state.co.us](mailto:Burnham_K@cde.state.co.us) or 720-607-1495). For fiscal-related questions, please contact Steven Kaleda ([Kaleda\_S@cde.state.co.us](mailto:Kaleda_S@cde.state.co.us) or 303-866-6724).

If interested in applying for this funding opportunity, submit the [**Intent to Apply**](https://app.smartsheet.com/b/form/90ac0f0ad6a04a16a90314f9da132c89) by **Friday, January 7, 2022, by 11:59 p.m**. Completion of the Intent to Apply form is encouraged, but not required to submit an application.

# Review Process and Timeline

Applications will be reviewed by CDE staff to ensure they contain all required components. Applicants will be notified of final award status no later than **March 1, 2022.**

**Note:** This is a competitive process – applicants must score at least 80 points out of the 100 possible points to be approved for funding. Additional points are awarded for applications meeting the priority considerations as outlined above in “[Priority Considerations](#_heading=h.ts779py9uup8)”. Applications that score below 80 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

Applications must be completed (including all elements outlined below) and submitted through the [**online application**](https://app.smartsheet.com/b/form/58e00c3b68844a49986afdb6489cbb71) on the CDE Website by **Friday, January 28, 2022, at 11:59 pm.** The Excel Budget Workbook and Program Assurances Form must also be uploaded to the Smartsheet form at the time of submission.

Application resources and required documents to include in the submission are available on CDE’s [Learning and Transparency Technical Assistance Program webpage](http://www.cde.state.co.us/caresact/esser-learningtransparencytap). Incomplete or late applications will not be considered. Applicants can request an automated confirmation email from the online system upon submission. If you do not receive this confirmation within 24 hours after the deadline, please contact [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us).

# Required Elements

The Learning and Transparency Technical Assistance Program [**online application**](https://app.smartsheet.com/b/form/58e00c3b68844a49986afdb6489cbb71) includes the following elements, all of which must be completed.

**Part I: Applicant Information**

Part IA: Applicant Information

Part IB: Financial Management Risk Assessment

**Part II: Application Narrative**

**Budget** **Workbook** (can be downloaded from CDE’s [Learning and Transparency Technical Assistance Program webpage](http://www.cde.state.co.us/caresact/esser-learningtransparencytap))

Upload the completedBudget Workbook (Excel) within the online application.

**Part III: Program Assurances Form**

Upload the Program Assurances Form (PDF or Word file) within the [**online application**](https://app.smartsheet.com/b/form/58e00c3b68844a49986afdb6489cbb71). Funding will not be awarded until all signatures are in place. Applications may be submitted without signatures; however, please attempt to obtain all signatures before submitting the application.

**Learning and Transparency Technical Assistance Program**

**Applications Due: Friday, January 28, 2022, by 11:59 pm**

**\*\*Please provide the following within the** [**online application**](https://app.smartsheet.com/b/form/58e00c3b68844a49986afdb6489cbb71)**\*\***

The application form does not save works in progress, so applicants may find it useful to complete the application in the tables below and paste the responses into the online application.

# Part IA: Applicant Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead Applicant Information** | | | | | | | | |
| **LEAD Applicant Name:** | |  | | | | | | |
| **Mailing Address:** | |  | | | | | | |
| **DUNS #:** | |  | | **DUNS Expiration:** | | |  | |
| **Requested Funding:** | | $ | | | | | | |
| **Type of Education Provider**  [choose the one check box below that best describes your organization or authorizer] | | | | | | | | |
| ☐ School District ☐ BOCES ☐ Facility School ☐ Charter School Institute ☐ CSDB  Community-Based Organization  Tribal Organization  Other Public/Private Entity  Consortium | | | | | | | | |
| **Region**  [choose the one check box below that best indicates the region of Colorado this program will directly impact] | | | | | | | | |
| ☐ Metro ☐ Pikes Peak ☐ North Central ☐ Northwest  ☐ West Central ☐ Southwest ☐ Southeast ☐ Northeast | | | | | | | | |
| **Number of districts/LEAs will be served by this program described in this application.** | | |  | | **Number of students represented by the districts/LEAs served by this application.** | | |  |
| **Authorized Representative Information** | | | | | | | | |
| **Name:** |  | | | **Title:** | |  | | |
| **Telephone:** |  | | | **E-mail:** | |  | | |
| **Program Contact Information** | | | | | | | | |
| **Name:** |  | | | **Title:** | |  | | |
| **Telephone:** |  | | | **E-mail:** | |  | | |
| **Fiscal Manager Information** | | | | | | | | |
| **Name:** |  | | | | | | | |
| **Telephone:** |  | | | **E-mail:** | |  | | |

# Part IB: Financial Management Risk Assessment Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Management Risk Assessment**  ***All applicants applying for the Learning and Transparency Technical Assistance Program must fill out the following assessment.*** *These questions are intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds. Applicants are advised to make sure that the person(s) completing these questions are those responsible for and knowledgeable about the Fiscal Agent’s financial management functions. Scores from this section will determine if the organization’s level of risk to manage federal grant funds is high, medium, or low, and these scores will be utilized in determining potential grant awards. See Appendix B for the full scoring rubric.* | | | | | |
| 1) Is the authorized representative on the Federal or State Debarment List and State 501(c)3 list? ***(If Yes, no need to complete the rest of this form.)*** | | | | **Yes** | **No** |
|  |  |
| 2) Is the authorized representative in good standing on the State 501(c)3 list or government equivalent? | | | | **Yes** | **No** |
|  |  |
| 3) Does the authorized representative have an active, no exclusion, DUNS Number? | | | | **Yes** | **No** |
|  |  |
| 4) Has the authorized representative ever been suspended or debarred from receiving state or federal grants or contracts? | | | | **Yes** | **No** |
|  |  |
| 5) Has the authorized representative ever had a government contract, project, or agreement terminated? | | | | **Yes** | **No** |
|  |  |
| 6) Has there been changes in the authorized representative’s fiscal and/or program personnel in the previous year? | | | | **Yes** | **No** |
|  |  |
| 7) Does the authorized representative use a commercial/licensed financial software system? If Yes, what system? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Yes** | **No** |
|  |  |
| 8) Does the authorized representative’s financial software system ensure that grant funds are not comingled with general operating funds? | | | | **Yes** | **No** |
|  |  |
| 9) Has the authorized representative received federal or state awards from the Colorado Department of Education in the past four years (since FY17-18)? If Yes, which program and year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Yes** | **No** |
|  |  |
| 10) Does the authorized representative have written procedures for procurement, time and effort (federal) and fiscal management (to include internal control procedures) of Federal or State grant funding that specifically comply with the Uniform Grants Guidance? | | | | **Yes** | **No** |
|  |  |
| 11) How many years has the authorized representative been in existence? | **<2 years** | **2-5 years** | **6-10 years** | **11-14 years** | **15 years or more** |
|  |  |  |  |  |
| 12) Does the authorized representative have experience managing other federal, state, local and/or private funds? | **<1 years** | **2-4 years** | **5-7 years** | **8-10 years** | **11 years or more** |
|  |  |  |  |  |
| 13) Does the authorized representative have experience administering federal funds or other grants that provide funds for services to a comparable target population? | **<1 years** | **2-4 years** | **5-7 years** | **8-10 years** | **11 years or more** |
|  |  |  |  |  |

# Part II: Application Narrative

Applicants will be asked to complete the following questions in the Learning and Transparency Technical Assistance Program [**online application**](https://app.smartsheet.com/b/form/58e00c3b68844a49986afdb6489cbb71). The application form does not save works in progress, so applicants may find it useful to complete the application in the tables below and paste the responses into the online application.

A plan detailing how the applicant will provide districts/LEAs with the technical assistance in accordance with the goals of this program.

* 1. Describe the applicant’s plan for providing technical assistance to districts/LEAs to provide transparency into how COVID relief funds are being allocated to address the district/LEA COVID-related needs and communicating the impact of the ESSER strategies in addressing those needs. (no more than 500 words)

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* 1. Provided a description of the staffing necessary for accomplishing the goals of the proposed technical assistance and how high-quality staff will be hired and retained. (no more than 500 words)

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* 1. Provide a detailed, realistic timeline for the proposed technical assistance including achievable milestones. (no more than 500 words)

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* 1. Describe how the applicant will provide focused technical assistance to ensure the students and families most impacted by the pandemic (including low-income families, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth) are aware of and know how to access the programs offered as part of the districts’ recovery efforts. (no more than 500 words)

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* 1. Describe how districts/LEAs will be identified for receiving technical assistance from the applicant. (no more than 500 words)

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* 1. Describe the measurable SMART (Specific, Measurable, Achievable, Relevant, and Time Bound) outcomes the applicant expects to achieve as a result of the technical assistance described in the plan including measurable outcomes for students. (no more than 500 words)

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* 1. A description of any partner organizations that will join the applicant in carrying out the proposed technical assistance and the role of each partner in the program. (no more than 500 words)

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* 1. Describe how the applicant’s experience in supporting Colorado districts in engaging with their students, families, and communities. (no more than 250 words)

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Complete and upload the Excel Budget Workbook to the [**online application**](https://app.smartsheet.com/b/form/58e00c3b68844a49986afdb6489cbb71). Ensure that all costs included in the budget are linked to the program plan within the narrative for funding.

# Part III: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application **Learning and Transparency Technical Assistance Program**, and the receipt of program funds.

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), the Superintendent/President of School Board/Board President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (nonprofit organization/district/BOCES/CSI) hereby agrees to the following assurances:

1. The grantee will ensure that technical assistance program funded by this grant will be administered in accordance with all applicable statutes, regulations, program plans, and requirements delineated in this application.
2. The grantee will ensure that the funds awarded for this technical assistance will only be used to meet the goals of the Learning and Transparency Technical Assistance Program, namely to provide transparency to students, families, and communities and ensure that those most impacted by the pandemic are aware of the programs being offered by districts to address the needs of students impacted by the pandemic.
3. The grantee will ensure that the ARP - ESSER III funds will only be used for activities allowable under section 2001(d)(2)(e) of the American Rescue Plan Act of 2021.
4. The grantee will ensure that the ARP - ESSER III funds will not be used for 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.
5. The grantee will meet the requirements of section 442 and section 427 of the General Education Provisions Act (GEPA, 20 U.S.C. 1232(e)) & 1228(a)). Meaning that during the entire duration of time that the entity is receiving funding under ARP - ESSER III, the LEA will, where applicable:
   * Ensure that it has taken steps to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs;
   * Ensure that each program will be administered in accordance with applicable statutes, regulations, program plans, and applications;
   * Ensure that fiscal control and fund accounting procedures will be used to ensure proper disbursement of, and accounting for, federal funds;
   * Report to the state agency or board and to the Secretary as may be needed for the state agency or board and the Secretary to perform their duties under each program, and each grantee will maintain records (as required in Section 443 of the General Education Provisions Act (GEPA)) and provide access to those records as the state board, state agency, or Secretary deems necessary to carry out their responsibilities;
   * Provide opportunities for the participation in, planning for, and operation of each program by teachers, parents, and other interested agencies, organizations, and individuals;
   * Ensure that applications, evaluations, plans, or reports related to each program will be made available to parents and the public;
   * The grantee has adopted effective procedures for acquiring and disseminating information and research regarding the programs and for adopting, where appropriate, promising educational practices to teachers and administrators participating in each program; and
   * Ensure that none of the funds expended under any applicable program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.
6. The grantee will annually provide the Colorado Department of Education the evaluation information required in the “[Evaluation and Reporting](https://docs.google.com/document/d/10KZFLf5z-MiRZMcygPAQ84RcLO4q-5pl/edit#heading=h.4d34og8)” section of this application including the End-of-Year Report (**Attachment A**) of the Request for Applications.
7. The grantee ensures that it will work with and provide requested data to CDE for the Learning and Transparency Technical Assistance Program within the time frames specified and containing such information as the Secretary may reasonably require.
8. The grantee ensures that it will participate in and comply with the CDE’s monitoring process and protocols.
9. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability or age.
10. The grantee will be in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in 2 CFR, including Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR§§200.400-475).
11. The LEA will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
12. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
13. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
14. All organizations and staff associated with this technical assistance program shall comply with all state and federal laws relating to health, safety and anti-discrimination, including but not limited to Titles VI and VII of the federal "Civil Rights Act of 1964", pub. l. 88-352, as amended; the federal "Americans with Disabilities Act of 1990", 42 U.S.C. sec. 1201 et seq., as amended; Section 504 0f the federal "Rehabilitation Act of 1973", 29 U.S.C. sec. 794, as amended; and Title IX of the federal "Education Amendments of 1972", 20 U.S.C. secs. 1681 to 1688, as amended.

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. Contact Steven Kaleda (303-866-6724 or [Kaleda\_S@cde.state.co.us](mailto:Kaleda_S@cde.state.co.us)) and Scott Jones ([Jones\_S@cde.state.co.us](mailto:Jones_S@cde.state.co.us) or 720-951-1924) for any modifications.

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|  |  |  |  |  |
| Name of Organization Board President  (Nonprofit Organization, School Board, BOCES, Charter School) |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Organization Authorized Representative  (Superintendent, Charter School Institute, BOCES Executive Director) |  | Signature |  | Date |
|  |  |  |  |  |
| Name of LEP Program Contact |  | Signature |  | Date |

**Note:** Upload the Program Assurances Form within the [**online application**](https://app.smartsheet.com/b/form/58e00c3b68844a49986afdb6489cbb71). Funding will not be awarded until all signatures are in place. Applications may be submitted without signatures; however, please attempt to obtain all signatures before submitting the application.

**Learning and Transparency Technical Assistance Program**

**Applications Due: Friday, January 28, 2022, by 11:59 pm**

# Application Scoring

CDE Use Only

|  |  |  |
| --- | --- | --- |
| **Part I:** | **Application Introduction** | Not Scored |
| **Part II:** | **Narrative** | /100 |
|  | Subtotal |  |
|  | Priority Points |  |
| **Total** | | **/100** |

|  |  |  |
| --- | --- | --- |
| **Priority Considerations**  CDE will indicate whether this application met the priority criteria (see pages 4-5 of the RFA). This application demonstrates: | | |
| **Criteria** | **Meets** | **Does Not Meet** |
| Applicant demonstrated a strong track record of supporting Colorado districts in engaging with their students, families, and communities. | ☐ Yes - 3 Points | ☐ No - 0 Points |
| Applicant demonstrated a clear and actionable pan for supporting small and/or rural districts in achieving the goals of the program. | ☐ Yes - 5 Points | ☐ No - 0 Points |
| **Total** | |  |

**GENERAL COMMENTS:** Indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

**Strengths:**

**Weaknesses:**

**Required Changes:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECOMMENDATION:** | Funded |  |  | Funded with Changes |  |  | Not Funded |  |

# Selection Criteria and Evaluation Rubric

**Part I: Application Introduction** [Not Scored]

**Part II: Narrative** [100 Points]

The following criteria will be used by reviewers to evaluate the application. For the application to be recommended for funding, it must receive at least 80 out of the 100 possible points and all required elements must be addressed. An application that receives a score of zero on any required elements will not be funded without revisions. Applications that score below 80 points may be asked to submit revisions that would bring the application up to a fundable level.

**Scoring Definitions**

Minimally Addressed or Does Not Meet Criteria - information not provided

Met Some but Not All Identified Criteria - requires additional clarification

Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response

Met All Criteria with High Quality - clear, concise and well thought out response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part II: Narrative** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Applicant has provided a clear description of the plan for providing technical assistance to districts/LEAs to provide transparency into how COVID relief funds are being allocated to address the district/LEA COVID-related needs and communicating the impact of the ESSER strategies in addressing those needs. | 0 | 6 | 14 | 20 |  |
| 1. Applicant provided a description of the staffing necessary for accomplishing the goals of the proposed technical assistance and how high-quality staff will be hired and retained. | 0 | 3 | 7 | 10 |  |
| 1. Applicant provided a detailed, realistic timeline for the proposed technical assistance including achievable milestones. | 0 | 3 | 7 | 10 |  |
| 1. Applicant has clearly described how they will provide focused technical assistance to ensure the students and families most impacted by the pandemic (including low-income families, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth) are aware of and know how to access the programs offered as part of the districts’ recovery efforts. | 0 | 6 | 14 | 20 |  |
| 1. Applicant clearly described how districts/LEAs will be identified for receiving technical assistance from the applicant. | 0 | 3 | 7 | 10 |  |
| 1. Applicant identified well-developed, measurable SMART outcomes they expect to achieve as a result of the technical assistance described in the plan including measurable outcomes for students. | 0 | 3 | 7 | 10 |  |
| 1. Applicant indicated any partner organizations that will join the applicant in carrying out the proposed technical assistance. | **Information Not Provided or More Information Needed** | | | ***Information Provided*** | |
| ☐ | | | ☐ | |
| 1. Applicant provided the Excel Budget Workbook that demonstrates how grant funding will be used and the proposed use of funds are in alignment with the allowable uses listed above under Allowable Use of Funds. | 0 | 3 | 7 | 10 |  |
| 1. Applicant completed the Financial Management Risk Assessment. This assessment is intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds.   Risk Assessment Results for RFA Rubric Scoring:   * Low Risk Score = 10 points * Medium Risk Score = 7 points * High Risk Score = 3 points * Risk Assessment not fully completed, scored, and/or signed = 0 points | 0 | 3 | 7 | 10 |  |
| **Reviewer Comments:** | | | | | |
| **Total** | | | | |  |

# Attachment A: End-of-Year Evaluation Reporting Guidelines

Grant recipients must submit an end-of-year evaluation program report for every funded year detailing the following information. Submit the report as a Word document to Scott Jones at [Jones\_S@cde.state.co.us](mailto:Jones_S@cde.state.co.us) by **July 31 following each funded fiscal year**.

* Progress made towards the timeline and milestones outlined in the technical assistance program plan;
* Any adjustments made to the program plan and the reason adjustments were made;
* The staff re-assigned or hired to support the technical assistance program;
* The measurable impact of the technical assistance program including any student outcomes (including academic, social and/or emotional outcomes) associated with the program disaggregated by student groups;
* Whether the awardee’s technical assistance program will continue in the following fiscal year and, if not, the reason it will be discontinued; and
* Any additional reporting requirements determined by the U.S. Secretary of Education.

Applicants receiving funding will also be required to submit Interim Financial Reporting and Annual Financial Reporting. Details and formats for these reports will be provided upon award and as part of the budget workbook and/or grant award letter (GAL).

# Attachment B: Financial Management Risk Assessment Scoring Guidance

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial Management Risk Assessment**  ***All applicants applying for the Learning and Transparency Technical Assistance Program must fill out the following assessment.*** *These questions are intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds. Applicants are advised to make sure that the person(s) completing these questions are those responsible for and knowledgeable about the Fiscal Agent’s financial management functions. Scores from this section will determine if the organization’s level of risk to manage federal grant funds is high, medium, or low, and these scores will be utilized in determining potential grant awards.*   * **High Risk** – More than 20 points * **Medium Risk** – 8-20 points * **Low Risk** – Below 8 points | | | | | |
| 1) Is the authorized representative on the Federal or State Debarment List and State 501(c)3 list? ***(If Yes, no need to complete the rest of this form.)*** | | | | **Yes** | **No** |
| 5 | 0 |
| 2) Is the authorized representative in good standing on the State 501(c)3 list or government equivalent? | | | | **Yes** | **No** |
| 0 | 5 |
| 3) Does the authorized representative have an active, no exclusion, DUNS Number? | | | | **Yes** | **No** |
| 0 | 5 |
| 4) Has the authorized representative ever been suspended or debarred from receiving state or federal grants or contracts? | | | | **Yes** | **No** |
| 5 | 0 |
| 5) Has the authorized representative ever had a government contract, project, or agreement terminated? | | | | **Yes** | **No** |
| 5 | 0 |
| 6) Has there been changes in the authorized representative’s fiscal and/or program personnel in the previous year? | | | | **Yes** | **No** |
| 5 | 0 |
| 7) Does the authorized representative use a commercial/licensed financial software system? If Yes, what system? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Yes** | **No** |
| 0 | 5 |
| 8) Does the authorized representative’s financial software system ensure that grant funds are not comingled with general operating funds? | | | | **Yes** | **No** |
| 0 | 5 |
| 9) Has the authorized representative received federal or state awards from the Colorado Department of Education in the past four years (since FY16-17)? If Yes, which program and year? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | **Yes** | **No** |
| 0 | 1 |
| 10) Does the authorized representative have written procedures for procurement, time and effort (federal) and fiscal management (to include internal control procedures) of Federal or State grant funding that specifically comply with the Uniform Grants Guidance? | | | | **Yes** | **No** |
| 0 | 5 |
| 11) How many years has the authorized representative been in existence? | **<2 years** | **2-5 years** | **6-10 years** | **11-14 years** | **15 years or more** |
| 4 | 3 | 2 | 1 | 0 |
| 12) Does the authorized representative have experience managing other federal, state, local and/or private funds? | **<1 years** | **2-4 years** | **5-7 years** | **8-10 years** | **11 years or more** |
| 4 | 3 | 2 | 1 | 0 |
| 13) Does the authorized representative have experience administering federal funds or other grants that provide funds for services to a comparable target population? | **<1 years** | **2-4 years** | **5-7 years** | **8-10 years** | **11 years or more** |
| 4 | 3 | 2 | 1 | 0 |
| **Total** | | | | |  |