

##### Funding Opportunity

Applications Due: **Monday, May 17, 2021, by 11:59 pm**

Application Information Webinar: **Friday, April 23, 2021, at 10 am**

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| Early Literacy Grant Program:Professional Development Pursuant to C.R.S. 22-7-1211 |



**Program Questions:**

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**Table of Contents**

[Early Literacy Grant Program – Professional Development 3](#_Toc69726599)

[Introduction 3](#_Toc69726600)

[Eligibility 3](#_Toc69726601)

[Available Funds 3](#_Toc69726602)

[Use of Funds 4](#_Toc69726603)

[Timeline 4](#_Toc69726604)

[Duration of Grant 4](#_Toc69726605)

[Evaluation and Reporting 4](#_Toc69726606)

[Data Privacy 5](#_Toc69726607)

[Technical Assistance 5](#_Toc69726608)

[Review Process and Timeline 5](#_Toc69726609)

[Submission Process and Deadline 6](#_Toc69726610)

[Required Elements 6](#_Toc69726611)

[Early Literacy Grant – Professional Development 7](#_Toc69726612)

[Part IA: Applicant Information 7](#_Toc69726613)

[Part IB: Program Assurances Form 8](#_Toc69726614)

[Part IIA: Professional Development Plan 9](#_Toc69726615)

[Part IIB: Grant Proposal Summary 9](#_Toc69726616)

[Application Review 10](#_Toc69726617)

[Appendix A: End-of-Year Evaluation Reporting Guidelines 11](#_Toc69726618)

# Early Literacy Grant Program – Professional Development

**Applications Due: Monday, May 17, 2021, by 11:59 pm**

# Introduction

House Bill 18-1393 amendments to the Colorado Reading to Ensure Academic Development Act (READ Act) authorized the Early Literacy Grant Annual Professional Development (ELG PD) Program. This grant opportunity is geared to support Colorado educators in the implementation of scientifically- and evidence-based reading programming and strategies for kindergarten through third grade (K-3) students. An effort championed by the State Board of Education (SBE), these funds are specifically intended for early literacy professional development for elementary educators. This grant opportunity is designed to support Colorado educators in implementation of scientifically based reading research (SBRR) programs and strategies for K-3 students.

# Eligibility

Grants may be awarded to an applying local education provider (LEP) that is a school district on a district-wide basis or to individual schools of the school district. An LEP may apply individually or as part of a group of LEPs.[[1]](#endnote-1) Eligible LEPs include:

* a school district,
* BOCES,
* a district charter school, and
* an institute charter school.

Applications will be accepted from individual schools but must be authorized and submitted through their LEP. If funded, a charter school’s authorizer would be their fiscal agent.

Funding is restricted to LEPs that are already implementing evidence-based or scientifically based universal instruction and interventions that are resulting in significant student academic growth toward reading competency.[[2]](#endnote-2) If an application does not provide evidence of this, the application will not be further reviewed or considered for funding.

# Available Funds

Approximately $1,125,000 is available for the 2021-2022 Early Literacy Grant – Professional Development for district- or school-level SBRR professional development. Reviewers will consider a range of application factors when determining award status and the amount to award, including the number of professional development participants, the specifics of the proposed plan, and the applicant’s level of need.

The funding allocation process includes an application submission, CDE review and award determination, budget submission, potential revision(s), and final approval by CDE. The determination process for award amounts prioritizes the following factors:

* the rate of students eligible for free and reduced lunch (compared to the 2020-2021 statewide average of 39.7%),
* the rate of minority students[[3]](#endnote-3) (compared to the 2020-2021 statewide average of 47.4%),
* rural or small and rural status,
* district-wide applicants, and
* the number of intended PD participants.

# Use of Funds

Funds from this opportunity may be used to supplement, not supplant, any funds currently used to support SBRR professional development.

Funding uses that will be considered include:

* professional development from the CDE-approved 2021 Topic-Specific Professional Development Courses list,
* onsite consulting, coaching, and/or training to support effective literacy instruction provided by an ELG Implementation Consultant from the CDE-approved 2021 ELG Implementation Consultant Advisory List,
* training related to programming from the CDE-approved [2020 Advisory List of Instructional Programming](https://www.cde.state.co.us/coloradoliteracy/advisorylistofinstructionalprogramming2020), provided by the approved curriculum vendor,
* training related to assessments from the CDE-approved [READ Diagnostic and Summative Assessments](http://www.cde.state.co.us/coloradoliteracy/readdiagnosticandsummativeassessments) and/or [READ Approved Interim Assessments](http://www.cde.state.co.us/coloradoliteracy/readinterimassessments), provided by the approved curriculum vendor,
* related tuition, fees, books, materials, and/or training program costs, and
* stipends, substitutes, and/or travel costs to attend approved and selected professional development opportunities.

The 2021 Topic-Specific Professional Development Courses list and 2021 ELG Implementation Consultant Advisory List will not be complete by the opening of the ELG PD Program application window. Therefore, rather than selecting and listing the specific selected professional development and/or ELG Implementation Consultant, applicants will select from a list of specific professional development categories. When the CDE-approved lists are complete, grant awardees will provide updated information for their specific selection(s).

# Timeline

|  |  |
| --- | --- |
| Date | Item |
| April 19, 2021 | Application window opens |
| April 23, 2021 | Information webinar |
| May 17, 2021 | Applications due to CDE |
| May 27, 2021 | Applicants notified of award status and funding award amount |
| July 2021\* | Awardees submit budget workbook, including specific professional development plans |
| June 30, 2022 | Final day to spend grant funds |
| July 20, 2022 | Reports due from grantees detailing the professional development plan, budget, and effects of implementation |

\*Date is dependent on CDE-approved list completion.

# Duration of Grant

Grants will be awarded in the 2020-2021 fiscal year for use in the 2021-2022 school year. Additional grant funding opportunities for subsequent years will be contingent upon annual appropriations by the General Assembly. CDE plans to disburse funding to approved applicants by **August 2021.** Applicants have until **June 30, 2022** to spend funds. There will be no carryover of funds. Unobligated funds at the end of the fiscal year will be returned to CDE.

# Evaluation and Reporting

Early Literacy Grant – Professional Development grant recipients are required to report[[4]](#endnote-4), at a minimum, the following to CDE on or before **July 20, 2022:**

* an evaluation report at the end of the grant year that includes:
  + the evidence-based practices that participant(s) implemented with grant funds,
  + the role(s) and number of adults who participated in grant-funded professional development,
  + the number of students represented by those who received training using grant funds, disaggregated by grade level,
  + the progress made from implementing the selected program with fidelity,
  + the improvements in literacy outcomes as measured by school-wide benchmarks, progress monitoring, and other relevant measures,
  + additional outcomes as a result of the professional development, including participant feedback, demonstrated participant learning and use of learned knowledge and skills, improved organizational support for implementation, and improved student outcomes,
  + the amount of funding each grantee dedicated toward each allowable use of funds (outlined above), and
  + any additional expected student impact as a result of this grant.
* an annual financial report, and,
* if the state legislature appropriates continuation funds, submission of a continuation application with a continuation budget.

Reporting guidelines can be found in Appendix A of this document.

CDE staff may conduct in-person and/or virtual site visits for grantees during the 2021-2022 school year.

# Data Privacy

CDE takes its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) seriously. Therefore, CDE provides a secure system to collect, use, share, and store PII for this grant program, in compliance with CDE’s privacy and security policies and procedures.

Documents submitted in support of the application must not contain any personally identifiable student or educator information. This includes names, identification numbers, and any other information that could identify an individual. Data should only be referenced and included in the aggregate form. Aggregate counts should be appropriately redacted to remove small populations (fewer than 16 for students or five for educators).

# Technical Assistance

An application training webinar will be held on **Friday, April 23, 2021, at 10 am**. Register for this webinar [here](https://zoom.us/webinar/register/WN_HaRAg6ovSWKYkzCaKAapUw). This session will be recorded and posted on the [CDE ELG webpage](https://www.cde.state.co.us/coloradoliteracy/readact/grant) following the presentation. Grant recipients may request technical assistance from CDE staff throughout the duration of the grant.

Upon request, CDE will provide a simplified application process for rural applicants[[5]](#endnote-5), including an optional submission of the grant proposal summary describing the proposal, and technical assistance from CDE to support application efforts.

In addition to the available assistance mentioned above, each BOCES that serves member districts with fewer than 4,000 students annually receives a share of state education program funding specifically to assist those districts in grant applications. Please contact your local BOCES for additional information.

# Review Process and Timeline

CDE staff will review applications to ensure they contain all required components and will score applications based on an established rubric. Reviewers will determine whether an application is approved, and if so, for what funding amount.[[6]](#endnote-6) (This is not a competitive process; Applicants who meet all requirements will be approved for funding.) CDE will determine funding amounts based on the factors listed under “Use of Funds” above. Approved grantees may be asked to submit application and/or budget revisions. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants who do not meet the qualifications for this grant may reapply for future grant opportunities.

The Colorado SBE will approve grant recommendations and applicants will be notified of award status and funding amount by **May 27, 2021**.

# Submission Process and Deadline

Applications must be completed (including all elements outlined below) and submitted through [Smartsheet](https://app.smartsheet.com/b/form/366651145b034f85a0d63d7a06e4195d) by **Monday, May 17, 2021, at 11:59 pm.**

Application resources and required documents to include in the submission will be available on the [CDE ELG webpage](https://www.cde.state.co.us/coloradoliteracy/readact/grant). Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your application within one week of submission, please email [Laura Stelling](mailto:Stelling_L@cde.state.co.us).

# Required Elements

**The ELG Professional Development** [**application**](https://app.smartsheet.com/b/form/366651145b034f85a0d63d7a06e4195d) **includes the following elements, all of which must be completed.**

Part I: Application Introduction (not scored, but must be included)

Applicant Information

Program Assurances Form

*Download the* [*assurances form*](https://www.cde.state.co.us/sites/default/files/docs/coloradoliteracy/ELG%20Professional%20Development%202021-2022%20Assurances.docx) *and attach it with original signatures as a PDF or Word file. If the application is approved, 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.*

Part II: Application Narrative

Section A: Professional Development Plan

Section B: Grant Proposal Summary

# Early Literacy Grant – Professional Development

**Applications Due: Monday, May 17, 2021 by 11:59 pm**

**Please provide the following within the Early Literacy Grant – Professional Development** [**Smartsheet form**](https://app.smartsheet.com/b/form/366651145b034f85a0d63d7a06e4195d)**.**

# Part IA: Applicant Information

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead Local Education Provider (LEP)/BOCES Information** | | | | | | | | | |
| **LEP/BOCES Name:** | | |  | | | | **LEP/BOCES Code:** | |  |
| **Type of Education Provider**  Choose which best describes your organization or authorizer. | | | | | | | | | |
| School District  BOCES  Charter School Institute | | | | | | | | | |
| **District-Wide Application**  Check if applicable. | | | | | | | | | |
| This application includes all district schools with kindergarten, 1st, 2nd, and/or 3rd grade students. | | | | | | | | | |
| **Recipient Schools and School Codes**  List all schools impacted by this funding. | | | | | | | | | |
|  | | | | | | | | | |
| **Grade Levels**  Select the grade level(s) served by any or all schools included in this application. | | | | | | | | | |
| Kindergarten  1st grade  2nd grade  3rd grade | | | | | | | | | |
| Authorized Representative Information | | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | | |
| **Telephone:** |  | | | | **E-mail:** |  | | | |
| **Program Contact Information** | | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | | |
| **Telephone:** |  | | | | **E-mail:** |  | | | |
| **Fiscal Manager Information** | | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | | |
| **Telephone:** |  | | | | **E-mail:** |  | | | |
| **Instruction and Intervention** | | | | | | | | | |
| **Which evidence-based or scientifically based universal instruction and intervention programs - if any - are schools currently implementing that are resulting in significant student academic growth toward reading competency?**  Include information for all schools included in the application.  Include information for both universal instruction AND intervention programs.  Include program title, publisher, and edition information.  Clarify which grade levels use which programs.  Limit response to 200 words. | | | | | | | | | |
|  | | | | | | | | | |
| **What significant academic growth - if any - has resulted from the instruction and interventions listed above?** Include specific evidence for EACH K-3 grade level served. Limit response to 200 words. | | | | | | | | | |
|  | | | | | | | | | |
| **Number of staff included in PD grant application** | | | | | | | | | |
| **K-3 teachers:** | |  | | **Additional staff:**  **Additional staff role(s) (i.e., administrators):** | | | |  | |
|  | |

# Part IB: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the Early Literacy Grant – Professional Development application, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2021, the Board of | (district/BOCES/CSI) |

hereby agrees to the following assurances:

1. The grantee will annually provide the Colorado Department of Education (CDE) with the required evaluation information and End-of-Year Program Report described in the request for proposals.
2. The grantee will work with and provide requested data to CDE for the grant program within the timeframes specified.
3. Involved school(s) will not discriminate against anyone on the basis of race, gender, national origin, color, disability, sexual orientation, age, or any other protected class in Colorado.
4. The grantee will maintain appropriate fiscal and program records for funded project(s) and will conduct fiscal audits of funded project(s) as a part of their regular audits.
5. The grantee will retain all records of the program for five years and access to those records will be available for the purposes of review and audit.
6. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
7. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

CDE 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. Submit budget change requests [here](https://app.smartsheet.com/b/form/fe0f31fc7523489faf63c4627a95f025).

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

**Note:** You must upload a copy of this page to the [Smartsheet application](https://app.smartsheet.com/b/form/366651145b034f85a0d63d7a06e4195d). If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

# Part IIA: Professional Development Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Professional Development Category:**  **Which type(s) of professional development do you plan to select?** Select all that apply. | | | | | |
| Professional development from the CDE-approved 2021 Topic-Specific Professional Development Courses list | | | | | ☐ |
| Onsite consulting, coaching, and/or training to support effective literacy instruction provided by an ELG Implementation Consultant from the CDE-approved 2021 ELG Implementation Consultant Advisory List | | | | | ☐ |
| Training related to programming from the CDE-approved [2020 Advisory List of Instructional Programming list](https://www.cde.state.co.us/coloradoliteracy/advisorylistofinstructionalprogramming2020), provided by the approved curriculum vendor | | | | | ☐ |
| Training related to assessments from the CDE-approved [READ Diagnostic and Summative Assessments](http://www.cde.state.co.us/coloradoliteracy/readdiagnosticandsummativeassessments) and/or [READ Approved Interim Assessments](http://www.cde.state.co.us/coloradoliteracy/readinterimassessments), provided by the approved curriculum vendor | | | | | ☐ |
| **If you selected topic-specific professional development above, which type(s) of professional development do you plan to select?** Select all that apply. | | | | | |
| Administration and Interpretation of Assessments | | | ☐ | Phonology Development | ☐ |
| Fluency Development | | | ☐ | Structure of Language | ☐ |
| Handwriting, Spelling, and Written Expression | | | ☐ | Supporting Literacy Instruction for English Learners | ☐ |
| Literacy Development | | | ☐ | Text Comprehension Development | ☐ |
| Phonics and Word Recognition Development | | | ☐ | Vocabulary Development | ☐ |
| **If you selected ELG Implementation Consultant professional development above, which type(s) of professional development do you plan to select?** Select all that apply. | | | | | |
| Administration and Interpretation of Assessments | | | ☐ | Professional Development (i.e., training on how to select PD) | ☐ |
| Assessment | | | ☐ | School Leadership Team (SLT) | ☐ |
| Data-based Decision Making | | | ☐ | Structure of Language | ☐ |
| Fluency Development | | | ☐ | Supporting Literacy Instruction for English Learners | ☐ |
| Handwriting, Spelling, and Written Expression | | | ☐ | Systems of Literacy Instruction | ☐ |
| Interventions | | | ☐ | Text Comprehension Development | ☐ |
| Literacy Development | | | ☐ | Universal Instruction | ☐ |
| Phonics and Word Recognition Development | | | ☐ | Vocabulary Development | ☐ |
| Phonology Development | | | ☐ |  | |
| **If you selected instructional programming professional development above, for which curriculum or curricula do you plan to receive professional development?**  List each program and its vendor-provided professional development you plan to implement. | | | | | |
| **Program** | | **Professional Development** | | | |
|  | |  | | | |
| **If you selected assessment professional development above, for which assessment(s) do you plan to receive professional development?**  List each assessment and its vendor-provided professional development you plan to implement. | | | | | |
| **Assessment** | | **Professional Development** | | | |
|  | |  | | | |
| **Total Amount of Funding Requested:** |  | | | | |

# Part IIB: Grant Proposal Summary

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| --- |
| **Provide a brief, overall description of the PD plan to help reviewers understand your plan at a high level.** Limit response to 200 words. |
|  |

**Early Literacy Grant – Professional Development**

# Application Review

CDE Use Only

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part I:** | **Application Introduction**  Must be complete and include evidence that applying LEP(s) meet eligibility criteria by already implementing evidence-based or scientifically-based universal instruction and interventions resulting in significant student academic growth toward reading competency.[[7]](#endnote-7) If application does not provide evidence of this, the application will not be further reviewed or considered for funding. | | | Meets ☐  Does not meet ☐ | |
| **Assurances Form**  If the application is approved, funding will not be awarded until all signatures are in place. | | | Attached and complete ☐  Not attached/complete ☐ | |
|  |  | | |  | |
| **Part II:** | **Professional Development Plan**  Must be complete and included in application to be considered for funding. | | | Included ☐  Not included ☐ | |
| **Grant Proposal Summary**  Must be complete and included in application to be considered for funding. | | Included ☐  Not included ☐ | | |
|  |  |  | | |  |

**GENERAL COMMENTS (OPTIONAL):** Indicate support for scoring by including overall application strengths and weaknesses. These comments will be provided to applicants with their final funding recommendation.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECOMMENDATION:** | Funded |  |  | Not Funded |  |  |  | |  |
|  | | | | | | | | | |
|  | | | | | | | |  | |

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

Grant recipients must submit an end-of-year evaluation program report detailing the following information. Submit the report as a Word document to [Laura Stelling](mailto:stelling_l@cde.state.co.us) by **July 20, 2022**.

**Overview**

1. What evidence-based program(s) and practice(s) did participants implement with grant funds? (Provide a brief description between 100 and 500 words, including the organization that provided the professional development and a description of the professional development.)
2. How many adults participated in grant-funded professional development and what were their roles?
3. How many students (disaggregated by grade level) were represented by those who received training using grant funds?
4. What amount of funding did each grant participant dedicate toward each allowable use of funds?

**Implementation**

1. What was the overall participant feedback regarding the grant-funded professional development?
2. What participant learning and use of learned knowledge and skills took place?
3. How did organizational support improve to promote implementation of learned knowledge and skills?
4. How will participants sustain early literacy education practices as a result of this professional development?

**Impact**

1. What progress was made from implementing the selected professional development program?
2. What improvements in literacy outcomes were made as a result of these grant funds?
   1. What, if any, positive changes were apparent in school-wide benchmark results?
   2. What, if any, positive changes were apparent in progress monitoring?
   3. What, if any, positive changes were apparent in other relevant measures?
   4. How many and what percentage of students (disaggregated by grade level) had significant reading deficiencies before and after implementation?
   5. How many and what percentage of students (disaggregated by grade level) who did not have significant reading deficiencies were not meeting grade-level expectations before and after implementation?
3. What additional positive student impacts are expected as a result of this grant?

1. Colorado Reading to Ensure Academic Development Act, Colo. Rev. Stat. §§ 22-7-1211, (2019) [↑](#endnote-ref-1)
2. Colorado Reading to Ensure Academic Development Act, Colo. Rev. Stat. §§ 22-7-1211, (2019) [↑](#endnote-ref-2)
3. “Minority students” includes American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Two or More Races, as per CDE guidance. [↑](#endnote-ref-3)
4. Rules for Administration of Early Literacy Grant Program, 1 Colo. Code Regs. 301-90 (2019) [↑](#endnote-ref-4)
5. Rules for Administration of Early Literacy Grant Program, 1 Colo. Code Regs. 301-90 (2019) [↑](#endnote-ref-5)
6. Colorado Reading to Ensure Academic Development Act, Colo. Rev. Stat. §§ 22-7-1211, (2019) [↑](#endnote-ref-6)
7. Colorado Reading to Ensure Academic Development Act, Colo. Rev. Stat. §§ 22-7-1211, (2019) [↑](#endnote-ref-7)