COLORADO
Department of Education

Connect For Success

**Pursuant to Title I, Part A 1003(a) of the
Elementary and Secondary Education Act (ESEA)**

Thursday, December 15, 2016

What this webinar covers?

- **Overview of the Application**

- **Submission and Review Processes**

- **Required Elements of the Proposal**

- **Guidance on Budget Considerations**

Application Overview

Purpose

- **The purpose of this funding opportunity is to assist school and district leadership with Title I schools with a Priority Improvement or Turnaround plan type in strengthening their Title I programs by implementing strategies shown to be effective through the High Achieving Schools study: www.cde.state.co.us/fedprograms/dper/evalrpts.**

- **The Colorado Department of Education (CDE) seek applicants who demonstrate readiness and willingness to commit to changing and refining practices to improve student achievement, specifically among minority students, students experiencing poverty, students with disabilities, and English Learners. Commitment is required at both the school and district level.**

Eligible Applicants

- **Eligible applicants are Title I schools that show readiness and willingness to rethink current strategies to improve achievement and that meet the following criteria:**
  - Implemented either a Schoolwide or Targeted Assistance program in 2015-2016 and 2016-2017 at the elementary level, including the elementary level of multi-level schools (e.g., K-8, K-12);
  - Has a 2016 Priority Improvement or Turnaround plan type; and
  - Is on year 1, 2 or 3 on the state Accountability Clock.

- **Current Tiered Intervention Grant (TIG) and Turnaround Network participants are NOT eligible for this opportunity.**

- **CDE is unable to publicly disseminate the eligibility list at this time however if you have any questions regarding your school's eligibility please contact Laura Meushaw at meushaw_l@cde.state.co.us; (303) 866-6618.**

Priority

- **In the event that all proposals cannot be funded, highest priority will be given in the following order to proposals with a fundable score (see Review Process and Timeline section of the Request for Proposal below):**

  - **Schools in Year 2;**

  - **Schools in Year 1;**

  - **Schools in Year 3.**

Available Funds

- **Approximately $2 million is available to fund approximately 11 proposals.**

- **Grants will be awarded on a competitive basis for 2½ years. Subsequent year funding is dependent upon demonstrated fidelity to processes, implementing a Title I plan, meeting reporting requirements, and availability of funds. There will be no carryover of funds.**
  - **Year 1: 1/01/2017 – 6/30/2017 (Requests for no more than $20,000)**
  - **Year 2: 7/1/2017 – 6/30/2018 (Up to an additional $80,000 may be requested)**
  - **Year 3: 7/1/2018 – 6/30/2019 (Up to an additional $80,000 may be requested)**

- **Another funding opportunity, the Diagnostic Review Planning Grant, has been released concurrently. Schools eligible for both opportunities may apply for both, but will receive funding for only one of the grant programs.**

Allowable Use of Funds

- **Funding from this opportunity <u>must</u> be used for:**
  - Costs for Implementation Coach (appointed or hired by district);
  - Costs related to visits to High Achieving School sites; and
  - Stipends for school/district leadership to attend state meetings.

- **Funding from this opportunity *may* be used for:**
  - Principal development;
  - Activities consistent with the revised Title I Schoolwide Guidance;
  - Time for collaboration, staff stipends, and/or substitute pay to create time for job-embedded learning opportunities or other specific, planned activities aligned with the High Achieving Schools study; and
  - Staff stipends.

- **Funds from this opportunity received by Local Education Agencies must be used to <u>supplement and not supplant</u> any federal, state, and local funds currently being used to provide activities.**

Required Grant Activities

- **The following activities are required but may or may not use funding from this grant:**
  - Strengthen the Title I Schoolwide plan or Targeted Assistance program.
  - Implementation of a Multi-Tiered System of Support (MTSS) model with fidelity; School/district leadership team attendance at state-sponsored meetings (see timeline below);
  - Hire or designate an Implementation Coach that will be qualified to provide support, ongoing progress monitoring, data analysis, and reporting to CDE;
  - Partnership among CDE, district, school and the Implementation Coach;
  - Required quarterly reporting of fidelity to grant implementation by the Implementation Coach;
  - Conduct ongoing instructional walkthroughs (principal/district/implementation coach when applicable), review of data and reflection;
  - School and district leadership team to visit at least one high achieving site during the school year;
  - Joint budget development to leverage Title I and IDEA funds;
  - Setting and monitoring of short- and long-term grant goals;
  - Mid-course correction when goals are not being met; and
  - Reevaluate use of Title I and IDEA funds to meet needs of minority students, students experiencing poverty, students with disabilities, and English Learners.

Grant Timeline

By February 28, 2017	Award Notifications
March 2017	Kick-off Meeting – Leadership Team (Principal, District Representative, Implementation Coach (if hired), Instructional Coaches)
May 2017	Initial planning, goal setting, budget development (school/district/CDE)
June 2017	Submit initial short- and long-term goals, updated Title I plan, and budget
June 30, 2017	Finalization of short- and long-term goals, Title I planning and budget
September	Webinar training for Implementation Coach or person holding that role at present*
October 2017	Networking Meeting
May 2018	Budget/Year 3 Planning Meeting

Evaluation and Reporting

Each Local Education Agency that receives a grant through the Connect for Success program is required to report, at a minimum, the following information to the CDE as follows.

- **The following data will be collected by CDE after grant is awarded but before planning and implementation:**
  - Parent surveys* – distributed by the school; collected and analyzed by CDE;
  - Personnel surveys* – distributed by the school; collected and analyzed by CDE;
  - Observation/walkthrough data* – collected by a team from CDE and/or the Implementation Coach; and
  - Interviews with school leadership, teachers, staff, families, and students – collected by a team from CDE and/or the Implementation Coach.
- **At the end of year 1, the following data will be collected:**
  - Description of planning process and the plans for the next year of the grant.

Evaluation and Reporting (cont.)

- **At the end of years 2 and 3 of the grant, the following data will be collected:**

  - Implementation benchmarks and, when available, implementation data to demonstrate the extent to which implementation occurred with fidelity;

  - Parent surveys* – distributed by the school; collected and analyzed by CDE;

  - Personnel surveys* – distributed by the school; collected and analyzed by CDE;

  - Observation/walkthrough data* – collected by a team from CDE and/or the Implementation Coach; and

  - Interviews with school leadership, teachers, staff, families, and students – collected by a team from CDE and/or the Implementation Coach.

    *See Attachments E and F for sample surveys and observation tools.

- **Additionally, the Implementation Coach will progress monitor and track program implementation and will report updates to CDE on a quarterly basis.**

Data Privacy

- **CDE takes seriously its obligation to protect the privacy of student Personally Identifiable Information (PII) collected, used, shared, and stored.**

- **PII will not be collected through Connect for Success.**

- **All program evaluation 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.**

Submission and Review Processes

Submission Process

- **Application materials and budget are available for download on the CDE website at www.cde.state.co.us/fedprograms/ti/sitig.**

- **An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to CompetitiveGrants@cde.state.co.us by Thursday, January 26, 2017 by 11:59 pm.**

- **The electronic version must include all required components of the application as one document. Please attach the electronic budget workbook in Excel format as a separate document.**

- **Faxes will not be accepted. Incomplete or late applications will not be considered.**

Intent to Apply

- **The Letter of Intent to apply for Connect for Success is due Friday, December 16, 2016, at 11:59 pm.**

- **Submit online via SurveyMonkey at https://www.surveymonkey.com/r/cfs1718**

Review Process

- **Applications will be reviewed by CDE staff to ensure they contain all required components and adequately meet criteria.**

- **This is a competitive process – applicants must score at least 36 points out of the 60 points possible to be approved for funding.**

- **Applications that score below 36 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 application decisions are final.**

- **Applicants will be notified of final award status no later than Wednesday, February 28, 2017.**

Required Elements

Application Format

- **See page 6 for the Application Format requirements of the application.**

- **All pages must be standard letter size, 8-1/2" x 11". Number all pages.**

- **Use 12-point font, single line spacing, and 1-inch margins.**

- **The cover/signature page must include original signatures of the applicant's fiscal agent.**

- **The total narrative (Part II Sections A-C) of the application cannot exceed 12 pages.**

  - The narrative must address, in sequence, each of Sections A-C identified in the Selection Criteria and Evaluation Rubric (see pages 11-14).

  - Applications that deviate from the outlined sequence and format or that do not contain Part II Sections A-C within the 12-page limit will not be scored.

  - Other than the Required Attachments, other attachments or addendums cannot be utilized to address the required elements or be factored into the scoring and are therefore discouraged.

Required Elements

- **See page 6 for the Required Elements of the application. See evaluation rubric for specific selection criteria for Part II (pages 11-14).**
- **The format outlined below must be followed in order to assure consistent application of the evaluation criteria.**
  - **Part I: Application Introduction (not scored):**
    - Part I: Cover Page – Applicant Information
    - Part IA: Recipient School Information and Signature Page
    - Part IB: Program Assurances Form
    - Project Abstract
    - Table of Contents
  - **Part II: Narrative (scored):**
    - Section A: Readiness
    - Section B: Capacity
    - Section C: Budget Narrative and Electronic Budget
  - **Required Attachments:**
    - Schoolwide Plan or narrative describing Targeted Assistance Plan
    - Implementation Coach Job Description

Section A: Readiness

Section A: Readiness	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
1. Clearly articulate how you see this grant opportunity equipping you to strengthen the school's Title I program.	0	3	5
2. Describe any patterns, core issues of academic concern, and possible root causes for academic concerns you see in your school based on data from a comprehensive needs assessment. Submit the summary of findings.	0	3	5
3. Provide a statement that clearly indicates school and district commitment and willingness to work with CDE on the plan for implementation, goals, and budget for additional years of the grant. Please identify the district partner who will be working with school leaders and CDE.	0	3	5
	Did Not Submit		Submitted
4. Attach the Title I Schoolwide Plan or narrative describing the Title I Targeted Assistance program. Note: this plan will be used as a basis for professional development and support.	☐		☐
Reviewer Comments:			
Total			/15

Section B: Capacity

Section B: Capacity	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
1. Describe how the district will provide support in strengthening the school's Title I Program.	0	3	5
2. Describe any school or district structures, teams, or other mechanisms (e.g., networks, coaches) that will help monitor and implement plans for this grant.	0	3	5
3. Describe your process for designating/hiring an Implementation Coach that will provide monitoring information to CDE. Attach the job description including minimum requirements for this position. (See **Attachment D** for list of Implementation Coach competencies)	0	3	5

Section B: Capacity (cont.)

Section B: Capacity (cont.)	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
4. Describe any other grant activities in which you are currently participating (e.g., ELAT). Outline how this program will align with current funding and will support existing initiatives.	0	3	5
5. Provide a detailed timeline for planning and development. Timeline identifies major planning activities, interim benchmarks, the date by which they will be accomplished, and the person(s) responsible. Note: the activities populated below should be included in the timeline; however, additional activities may be added. Use the dates indicated on pages 4-5 as a guideline to complete the timeline below.	0	3	5

For Example:

Activity	Implementation Benchmarks	Timeline	Person(s) Responsible
Designate/hire Implementation Coach			
Short- and long-term goal planning			
Update Title I Plan			
Create Draft Implementation Budget			

Reviewer Comments:

	Total	**/25**

Section C: Budget Narrative and Electronic Budget

Section C: Budget Narrative and Electronic Budget	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
(Electronic Budget Form does not count toward page limit; Budget Narrative included in the 10-page limit)			
1. Complete and attach the Budget Spreadsheet (Excel file). List costs of the proposed project as presented that are reasonable, necessary and are calculated to show how amounts are determined. The budget should be sufficient in relation to the objectives, design, scope and sustainability of project activities and demonstrate how funds will be used for supplementary services. **Item Description Example:** .X FTE for [role or title] at $xxxxx per [hour or month or year] times [x per hours or months or year]	0	3	5

Section C: Budget Narrative and Electronic Budget (cont.)

Section C: Budget Narrative and Electronic Budget (cont.)	Not Addressed/ Met No Criteria (information not provided)	Met One or More Criteria (requires additional clarification or development)	Met All Criteria (concise, thoroughly developed, high quality, well written response)
2. In addition to submitting the electronic budget, include a **Budget Narrative** *(included in the 12-page limit)* in a narrative format that addresses the following criteria: • Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the Capacity section. • Include the cost of the instructional and student support program that the applicant plans to implement using the grant funds.	0	3	5
3. Describe how the proposed project activities will be continued once the grant dollars have expired.	0	3	5
4. Describe how the funds awarded under this program will be used to supplement programs supported with state or local funds. In addition, demonstrate how these funds will not supplant federal, state, local, or non-federal funds.	0	3	5
Reviewer Comments:			
		Total	/10

Questions?

- **For Program Questions:**
  - Laura Meushaw, Title I Specialist
  - 303-866-6618 | Meushaw_L@cde.state.co.us

- **For Budget/Fiscal Questions:**
  - Evan Davis
  - 303-866-6129 | Davis_E@cde.state.co.us

- **For Application Questions:**
  - Anna Young
  - 303-866-6250 | Young_A@cde.state.co.us