



COLORADO DEPARTMENT of EDUCATION

Funding Opportunity

Proposals Due: Monday, November 18, 2013 by 4:00 p.m.

Application Information Webinar: Friday, November 8, from 10:00 a.m. to 11:00 a.m.

Diagnostic Review and Planning Grant 2013-2014

Pursuant to: *Title I, Part A 1003(a)*

For program questions contact:

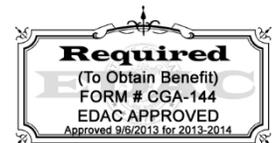
Brad Bylsma (Bylsma_b@cde.state.co.us or 303-866-6937)

For fiscal/budget questions contact:

Martin Petrov (Petrov_m@cde.state.co.us or 303-866-6389)

For RFP specific questions contact:

Courtney Kuntz (Kuntz_c@cde.state.co.us or 303-866-6143)



Announcement

About the Funding Agency

As a dynamic service agency, CDE provides leadership, resources, support, and accountability to the state's 178 school districts, 1,780 schools, and over 130,000 educators to help them build capacity to meet the needs of the state's approximately 840,000 public school students. CDE also provides services and support to boards of cooperative educational services (BOCES), early learning centers, state correctional schools, facility schools, the state's libraries, adult/family literacy centers, and General Education Development (GED) testing centers reaching learners of all ages. CDE operates the Colorado Talking Book Library which provides supports for people who have vision, print, and reading disabilities. In addition, CDE provides structural and administrative support to the Colorado School for the Deaf and the Blind and the Charter School Institute.

As the administrative arm of the State Board of Education, CDE is responsible for implementing state and federal education laws, disbursing state and federal funds, holding schools and districts accountable for performance, licensing all educators, and providing public transparency of performance and financial data. CDE serves students, parents, and the general public by protecting the public trust through ensuring adherence to laws, strong stewardship of public funds, and accountability for student performance.

Program Description

The No Child Left Behind Act of 2001 requires that states allocate resources for intensive and sustained support to schools designated as in need of improvement. This grant is made available to Title I Schools with Priority Improvement or Turnaround (PITA) Plan Types in order to provide resources and support a focused approach to improvement through a Diagnostic Review and/or Action Planning Support. A diagnostic review and action planning support within the last two years will be a prerequisite for applying for a School Improvement Support (SIS) Implementation Grant in 2014.

Awarded funds must be used for activities and professional development related to:

Diagnostic Review by an External Provider, CDE will collaborate with districts to select a provider that meets the following requirements:

- Comprehensive, evidence based review of how the school is functioning in the areas of:
 - Standard 1: Standards and Instructional Planning
 - Standard 2: Best First Instruction
 - Standard 3: Assessment of & for Learning
 - Standard 4: Tiered Support
 - Standard 5: Leadership
 - Standard 6: Culture and Climate
 - Standard 7: Educator Effectiveness
 - Standard 8: Continuous Improvement(Note: See the "CDE Standards and Indicators" at <http://www.cde.state.co.us/sites/default/files/Colorado%20Standards%20%20Indicators%20for%20Continuous%20School%20Improvement.pdf>)

- Detailed report including:
 - Executive summary
 - Detailed report of observations with supporting evidence
 - Recommended goals or action steps

- Staff debrief including:
 - Key findings from the review
 - High level observations
 - Opportunities for improvement

And/or

Action Planning Support (not to be provided by members of the Diagnostic Review team), which may include costs associated with:

- Support for data gathering and organizing (pre-planning for data analysis)
- Review of student performance data;
- Identification of trends and performance challenges;
- Prioritization of performance challenges;
- Root cause analysis;
- Target setting;
- Action planning; and
- Costs associated with involving relevant stakeholders (e.g., staff, parents) in data analysis and action planning.

Funding Details

Approximately **\$1,500,000** is available for distribution to schools. Schools may apply for up to **\$50,000**. Strong justification must be provided for amounts requested. Final award amounts will be adjusted accordingly. Funds must be used to supplement and not supplant funds that would otherwise be used for proposed activities.

Eligibility Criteria

Eligible schools include: All Title I Schools with Priority Improvement or Turnaround (PITA) Plan Types.

Prioritized in the following order:

- Title I Focus Schools not awarded FY12 1003a funds
- Title I Schools with Turnaround plan types
- Title I schools with Priority Improvement plan types

In addition, the following criteria will be taken into account for prioritization when making award decisions:

- Title I Priority Improvement/Turnaround (PITA) furthest along on the clock
- Title I PITA declining over all points on SPF
- Remaining Title I PITA
(See the Eligibility and Prioritization List.)

Schools receiving Tiered Intervention Grant funding are not eligible for this opportunity. Under Title I Part A, BOCES cannot be the fiscal agent for this application. However, the LEA identified as the fiscal agent for this grant may assign fiscal responsibilities to a BOCES as defined in P.L. 107-110, Sec. 2403 (2). If the LEA would like to assign fiscal responsibilities to a BOCES to apply for and administer the grant on its behalf, funds can be signed over to the BOCES with completion of the District Assignment of Federal Competitive Grant Funds and Assurances form found in the DR Attachments.

Please note: All districts to be served through this grant must provide contact information and signatures and initials of agreement on the District Assignment of Federal Competitive Grant Funds (if applicable), the Assurances form, and the

Retention of Funds for Service.

Evaluation

Schools receiving Diagnostic Review funding are required to:

- Update their Unified Improvement Plan (UIP) based on the results of the Diagnostic Review;
- Submit the final report from the Diagnostic Review, including executive summary, detailed report of observations with supporting evidence, and recommended goals or action steps when it becomes available; and
- Submit the closeout Annual Financial Report to CDE no later than September 30, 2014.

Award Period

Funds must be obligated by June 30, 2014, and requested by September 15, 2014. No carryover will be allowed.

In order to access any additional funds for plan implementation, schools must have demonstrated:

- Adequate progress toward established annual targets in approved previous applications;
- Timely draw down of funds; and
- Expenditures in accordance with grant intents and purposes.

Program Schedule

Applications will be reviewed by CDE staff to ensure they contain all required components. Note: This is a competitive process – applicants must score **17 out of 25 total points** to receive approval.

There is no guarantee that submitting a proposal will result in funding or funding at the requested level. All application decisions are final. Applicants that do not meet the qualifications will be notified.

Program Website

Applications must be submitted electronically via the new Colorado Grants Management System (COGMS) by November 18, 2013 at 4:00p.m. Faxes will not be accepted. The application materials and budget are available for download on the CDE web site at: <http://www.cde.state.co.us/FedPrograms/ti/a.asp>.

Application Format

- To find the Diagnostic Review Funding Opportunity, go to <https://g3.state.co.us/grantium/frontOffice.jsf>, click “Browse Funding Opportunities” on the left and enter search criteria. You may review the application without registering, but you must register in order to apply for this grant.
- Detailed directions on how to register as a user and create an applicant (district) profile are found on the COGMS website or http://cdpsweb.state.co.us/docs/COGMS_Registrant_Instructions.pdf.
- In addition to the electronic forms, you will **upload a signed Assurances document, Retention of Funds for Service, and (only if applicable) the District Assignment of Federal Grant Funds and Assurances as a single file in the Required Attachments section** of the application.
- The signature pages must include the signature of the school district’s superintendent, a school board representative, the district's Title I authorized representative, and the principal from the participating school.
- Reviewers for these grants are trained to apply the rubric scoring system to an applicant’s unique needs and planned activities.
- If a discovery of plagiarism is made known or brought to the attention of officials at the Colorado Department of Education during a current grant competition, the Department has the right to remove the grant application from funding consideration.

Contact Information

For program questions contact:

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Applicant Information

Project Information

Project Title: Sample_Project_Name

Project Number: *Automatically Generated*

Project Duration

From: 11/01/2013

To: 06/30/2014

Project Director:

Requested Amount(\$): *Up to \$50,000*

Have you ever had a diagnostic review? *Yes or No*

If yes, indicate when:

When do you plan on having your Diagnostic Review?

- Fall 2013
- Winter 2014
- Spring 2014

Applicant Details

Applicant Agency Name:

Applicant Legal Name:

Tax Identification #:

Entity Type: *Public/Government*

Entity Sub-Type: *Education*

Entity Function: *District*

Contact Information

Contact Type	First Name	Last Name	Phone	Email
Signature Authority				
Principal				
Primary Contact				
Local Education Agency Contact				
Financial Officer				

School Information

Indicate which school and its corresponding district that will be participating in the diagnostic review.

District Code	District	School Code	School

Areas Served

Indicate which geographic areas your project will serve. To locate your Congressional District, visit <http://www.house.gov/representatives/find/>

U.S. Congressional District:

Counties:

Cities:

Regions: *NW, NE, SE, SW, Metro, Pikes Peak, West Central, North Central*

Executive Summary

Executive Summary:

Provide a brief narrative description (1000 characters or less) describing your plan for a Diagnostic Review.

Application Narrative (18 pts.)

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 17 out of 25

possible points between the narrative and budget and all required parts must be addressed. An application that receives a score of 0 on any required parts within the narrative will not be funded.

a) Provide evidence of the need for a diagnostic review and/or planning support. What outcomes do you hope to gain from a diagnostic review and/or planning? (limit 2,000 characters with spaces)

- 0 = Inadequate (information not provided)
- 3 = Minimal (requires additional clarification)
- 5 = Adequate (clear and complete)
- 7 = Excellent (concise and thoroughly developed)

b) Describe the school and/or district's current improvement planning process. (2,000 char. with spaces)

- 0 = Inadequate (information not provided)
- 1 = Minimal (requires additional clarification)
- 3 = Adequate (clear and complete)
- 5 = Excellent (concise and thoroughly developed)

c) Describe how the school/district consulted with relevant stakeholders regarding the application (e.g., School Board, DAC, SAC, staff). (2,000 char. with spaces)

- 0 = Inadequate (information not provided)
- 1 = Minimal (requires additional clarification)
- 3 = Adequate (clear and complete)
- 5 = Excellent (concise and thoroughly developed)

d) Who at your district will be responsible for carrying out the activities related to the diagnostic review and planning? Who will be the main point of contact for ensuring the activities are on track?

- 0 = Inadequate (information not provided)
- 1 = Adequate (clear and complete)

Diagnostic Review Action Plan

Diagnostic Review and Planning Support Action Step Timeline

Describe the major activities related to the diagnostic review and action planning support. We recognize that the timeline will not be exact, but please provide an estimate of when activities will take place.

Repeat as necessary for each Action Step.

Description of Action Steps to Implement the Diagnostic Review and Planning Support:

Estimated Implementation Start Date:

Estimated Implementation End:

Key Personnel:

Resources (Amount and Source: federal, state, and/or local):

Budget (7 pts.)

Budget Instructions:

When the applications have been reviewed, final grant amounts will be determined. A more detailed budget may be required. The final budget will comply with the application review comments and the proposed budget. Grant funds cannot be obligated or spent until a final budget has been received and approved by CDE. Examples of the types of expenses that may be included in each object category are listed below for guidance only. The budget narrative should provide enough detail so that the appropriate object category can be confirmed.

The proposed budget and the budget narrative should support the activities that are proposed in the application. There should be a clear relationship between the activities described in the application and how the funds are proposed to be spent. Examples of the types of expenses that may be included in each object category are listed below for guidance only.

Charter Schools are required to include their authorizing school district when completing the budget. In addition, charter schools are required to follow the guidance established by their authorizing district that pertains to submission of a proposal for competitive federal funding. If any charter school determines they will apply for funds in accordance to HB 11-1089 which states that the state Charter School Institute (CSI) may act as the local education for a district charter school or institute charter school in applying for a grant created by a federal statute are required to work directly with CSI who will be responsible for the submission of the budget.

Instructional Program. Instruction includes the activities dealing directly with the interaction between teachers and students. Included here are the activities of teachers, paraprofessionals, aides, tutors, and classroom assistants.

Support Program. Support services provide administrative, technical, and logistical support to facilitate and enhance instruction. All items must be approved by the Department.

(0100) Salaries - Amounts paid for personal services for both permanent and temporary employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school district/agency/organization.

(200) Employee Benefits - Amounts paid on behalf of employees; generally those amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, never the less are part of the cost of personal services. Workers' compensation premiums should not be charged here, but rather to object (0500 other purchased services).

(300) Purchased Services - Services which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of auditors, consultants, teachers, etc.

(500) Other Purchased Services – Amounts paid for services rendered by organizations or personnel not on the payroll of the district (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

(600) Supplies/Materials - Amounts paid for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances. Items that do not contribute to a district’s fixed assets, as evaluated by the district’s fixed assets policy, may be coded as supply items, or may be coded as Non-Capital Equipment. Items that contribute to a district’s fixed assets must be coded as equipment. All computers must be entered as equipment. Include all supplies, food, books and periodicals, and electronic media materials here.

(800) Other Expenses - Amounts paid for goods and services not otherwise classified above. Some expenditures may cross object category lines. For example, professional development and evaluation may include salaries, purchased services (printing) and supplies/materials. The budget narrative should identify these elements so that a total cost of the activity can be determined.

Budget Scoring Criteria:

All expenditures contained in the electronic budget are clearly described in the item detail and are connected to project activities.

- 0 = Inadequate (information not provided)
- 3 = Minimal (requires additional clarification)
- 5 = Adequate (clear and complete)
- 7 = Excellent (concise and thoroughly developed)

Instructional Program	Requested (\$) Total
Salaries (0100)	
Employee Benefits (0200)	
Purchased Professional & Technical Services (0300)	
Other Purchased Services (0500)	
Supplies (0600)	
Other (0800)	
Total	

Item Details

(Complete *Item Details* for each line item in budget)

Category: *Instructional Program*

Item:

Item Detail:

Provide description and justification of costs.

Total (\$):

Support Program	Requested (\$) Total
Salaries (0100)	

Employee Benefits (0200)	
Purchased Professional & Technical Services (0300)	
Other Purchased Services (0500)	
Supplies (0600)	
Other (0800)	
Total	

Item Details

(Complete *Item Details* for each line item in budget)

Category: *Support Program*

Item:

Item Detail:

Provide description and justification of costs.

Budget Total Request

Budget Total Request	Requested (\$) Total
INSTRUCTIONAL PROGRAM	
Salaries (0100)	
Employee Benefits (0200)	
Purchased Professional & Technical Services (0300)	
Other Purchased Services (0500)	
Supplies (0600)	
Other (0800)	
SUBTOTAL INSTRUCTIONAL PROGRAM	
SUPPORT PROGRAM	
Salaries (0100)	
Employee Benefits (0200)	
Purchased Professional & Technical Services (0300)	
Other Purchased Services (0500)	
Supplies (0600)	
Other (0800)	
SUBTOTAL SUPPORT PROGRAM	
SUBTOTAL BEFORE INDIRECT COSTS	
INDIRECT COSTS	
Indirect Cost Rate (Enter the Indirect Cost from the list provided.)	
Indirect Cost Amount	
Indirect Costs Amount Override (If electing to use less than full amt, remove the Indirect Cost Rate and enter the amount needed.)	
SUBTOTAL INDIRECT COSTS	

TOTAL BUDGET REQUESTED	
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Total(\$):

Assurances

I certify that I have read, signed and agree to all Diagnostic Review Grant assurances and that I have downloaded, signed and uploaded the Assurances (required), Retention of Funds for Service (required), and the District Assignment of Federal Funds (only if applicable) into this application.

Attachments

Please scan all required attachments as one document and upload in the required format (doc, pdf, or zip). File size may not exceed 2MB.

See the forms provided in this application. These include:

1. Certification and Assurance Form (Required)
2. Retention of Funds for Service (Required)
3. District Assignment of Federal Grant Funds and Assurances (Only if applicable)

Document Type	Required?	Document Description	Date Attached
Attachments	Yes		

Certification and Assurance Form

Diagnostic Review Grant

The Board President and Board-Appointed Authorized Representative must sign below to indicate their approval of the contents of the application, and the receipt of program funds.

On _____ (date), 2013, the Board of _____ (district) hereby applies for and, if awarded, accepts the federal program funds requested in this application. In consideration of the receipt of these grant funds, the Board agrees that the General Assurances form for all federal funds, the specific Assurances related to the Title I, Part A grant program, and the terms therein are specifically incorporated by reference in this application. The Board also certifies that all program and pertinent administrative requirements will be met. These include the Education Department General Administrative Regulations (EDGAR), the Office of Management and Budget Accounting Circulars, and the Department of Education's General Education Provisions Act (GEPA) requirement. In addition, the Board certifies that the district is in compliance with the requirements of the federal Children's Internet Protection Act (CIPA), and that no policy of the local educational agency prevents or otherwise denies participation in constitutionally protected prayer in public schools.

In addition, districts that accept Title I, Part A reallocated funding for the **Diagnostic Review Grant** agree to the following assurances:

- The applicant will use funds in accordance with the approved grant proposal and provide CDE with a fiscal accounting of the funds.
- Assure that funds will be used to **supplement and not supplant** any money currently used to provide services.
- The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
- The applicant will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
- The applicant will comply with all relevant state and federal laws.
- Any communication disseminated regarding this grant award must include the following language: "This grant opportunity was made possible by grants from the U.S. Department of Education."

Funded projects will be required to maintain appropriate fiscal and program records. Fiscal audits of funds under this program are to be conducted by the recipient agencies annually as a part of their regular audit. Auditors should be aware of the Federal audit requirements contained in the Single Audit Act of 1984.

IF ANY FINDINGS OF MISUSE OF FUNDS ARE DISCOVERED, PROJECT FUNDS MUST BE RETURNED TO THE COLORADO DEPARTMENT OF EDUCATION. The Colorado Department of Education may terminate a grant award upon thirty (30) 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.

Certification and Assurances

Name of School Board

Signature of School Board

Name of District Superintendent or Board President

Signature of District Superintendent or Board President

Name of District Title I Authorized Representative

Signature of District Title I Authorized Representative

Name of School Principal

Signature of School Principal

DO NOT SUBMIT

Retention of Funds for Service

The Colorado Department of Education (CDE) requests your permission to retain 5% of FY 2014 Diagnostic Review funds. These retained funds will allow CDE to administer this and other grants supported by these funds. This will also enable CDE to provide awardees technical assistance in planning, budgeting and implementation. ***There is no need to budget for this amount in this application, as it is budgeted for at the state level.***

CDE believes that these activities will greatly benefit schools and requests the permission of eligible agencies to reserve the funds necessary to carry out this initiative. Please sign this letter to acknowledge that the district supports CDE retaining funds to provide this support.

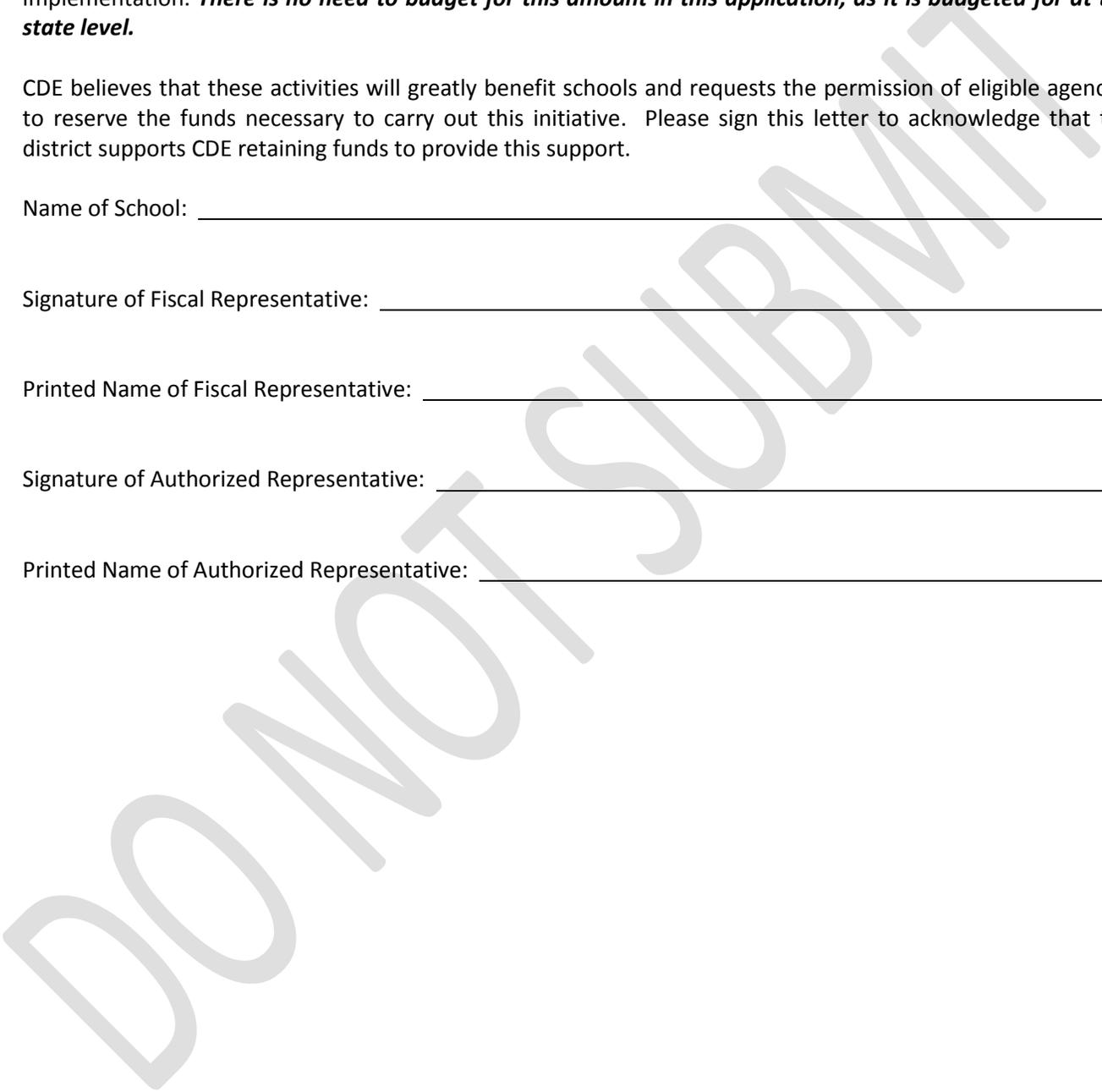
Name of School: _____

Signature of Fiscal Representative: _____

Printed Name of Fiscal Representative: _____

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____



District Assignment of Federal Grant Funds and Assurances

(If applicable, complete the information below. Indicate the assignment of the DISTRICT funds to a BOCES/CONSORTIUM and provide all required signatures/initials)

Grant Program: Diagnostic Review Grant Program

The LEA identified as fiscal agent for this grant may assign fiscal responsibilities to a BOCES as defined in P.L. 107-110, Sec. 2403 (2) within the eligible partnership. Complete the form below to indicate who will now become the fiscal agent for this grant award.

_____ **School District** hereby authorizes the _____ **BOCES**
to act as Fiscal Agent to apply for Diagnostic Review grant funding and administer
the grant on behalf of _____ **School District.**

School District Authorized Representative: _____

District Name: _____ District Code: _____

School District Authorized Rep. Signature: _____

Assign these funds to: _____

BOCES Authorized Representative: _____

BOCES Authorized Rep. Signature: _____

Phone: _____ E-mail: _____

If a consortium of districts, each district Authorized Representative must provide initials of understanding/agreement authorizing the BOCES to act as the fiscal agent to apply for these funds and administer the grant. (Additional rows may be added)

District: _____ Initials: _____

District: _____ Initials: _____

District: _____ Initials: _____

In consideration of the receipt of these grant funds, the LEA agrees that the General Assurances form for all federal funds and the terms therein are specifically incorporated by reference in the forthcoming application. The LEA also certifies that all program and pertinent administrative requirements will be met. This includes the Education Department General Administrative Regulations (EDGAR), the Office of Management and Budget (OMB) Accounting Circulars, and the Department of Education's General Education Provisions Act (GEPA) requirements. Further, by agreeing to the assignment of any Diagnostic Review funds to a BOCES/Consortium, the LEA(s) will provide relevant information and/or data as requested by the BOCES/Consortium in order for the BOCES/Consortium to fulfill its responsibilities related to the administration and accountability of these funds.

District Assignment of Federal Grant Funds and Assurances

Signature of President of Lead LEA School Board

Date

BOCES Authorized Representative Signature of Acceptance

Date

DO NOT SUBMIT