

##### Funding Opportunity

Application: **Thursday, September 15, 2022, by 11:59 pm**

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| Early Literacy Grant Program – SustainabilityCohort 4, 2022/2023 Pursuant to C.R.S. 22-7-1211 |

**Application & Program Questions:**

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# Early Literacy Grant Program - Sustainability

**Application Due Thursday, September 15, 2022**

# Purpose

This grant opportunity is designed to distribute funds to assist local education providers in sustainability planning and implementation following receipt of a four-year Comprehensive Early Literacy Grant. Eligibility for the Sustainability Grant is limited to those local education providers that completed the fourth year of funding for a Comprehensive Early Literacy Grant in the 2021-2022 school/fiscal year.

See the [Early Literacy Grant website](http://www.cde.state.co.us/coloradoliteracy/readact/grant) for Early Literacy Grant administration rules.

# Eligibility and Continued Funding

Eligible applicants are local education providers that:

* Completed the fourth year of funding for a Comprehensive Early Literacy Grant in the 2021-2022 school/fiscal year,
* Have a current budget on file with the Colorado Department of Education (CDE) reflecting all four years of revisions and expenditures,
* Have met all [conditions of the Comprehensive ELG](https://www.cde.state.co.us/coloradoliteracy/elg_school-selfevaluation-template) or will document and submit a plan to meet these conditions in the 2022-2023 school year and beyond (i.e., clear district involvement in leadership team, evaluation data submitted on time), and
* Met at least two of the following targets, demonstrating significant student academic growth toward reading competency\*:
  + Make above to well above average progress moving students out of the well below benchmark category as measured by the [2021-2022 mCLASS Acadience Reading Growth Tools](https://www.cde.state.co.us/coloradoliteracy/readact/grant),
  + Make above to well above average progress moving students into the benchmark category as measured by the [2021-2022 mCLASS Acadience Reading Growth Tools](https://www.cde.state.co.us/coloradoliteracy/readact/grant), and
  + Move 50% of students scoring below benchmark up at least one performance category (well below benchmark to below benchmark/benchmark or below benchmark to benchmark).

\*Exception made due to COVID-19: Applicants will not have to provide evidence of meeting these targets to be eligible for Sustainability funding.

# Available Funds

Approximately $750,000 is available for the Early Literacy Grant – Sustainability for the 2022-2023 school year. The funding allocation process includes an initial information collection from Cohort 4 participants through the [online application](https://app.smartsheet.com/b/form/c435c1e873fc44eda8c1a48d9dbd7c8d), award determination by CDE, and budget submission (and potentially resubmissions until the budget meet grant requirements). The State Board of Education will have final approval of grant recommendations.

The award amount determination process will factor in the amount of funding originally allocated per year of the Comprehensive ELG, the amount of funding awarded for the FY21-22 Comprehensive ELG Cohort 4 COVID Recovery Supplemental grant, and the amount of funding remaining following FY21-22, per the annual financial report submission.

# Critical Components of the Plan

The Sustainability Grant application will include an [online application](https://app.smartsheet.com/b/form/c435c1e873fc44eda8c1a48d9dbd7c8d) with an attached signed [assurances document](https://www.cde.state.co.us/coloradoliteracy/elgsustainabilitycohort4assurances). Each application submitted shall include but need not be limited to the following:

* progress made by the school(s) over the course of the Comprehensive Early Literacy Grant period,
* how funds will support ongoing positive student outcomes in literacy beyond the sustainability year,
* plans for sustainability of the program established during the Comprehensive ELG and how these funds will support implementation beyond the years of grant funding, including but not limited to changes in leadership that may take place.

Implementation research indicates that school- and district-level programs are more successfully sustained when certain factors are in place. These factors include the staff’s understanding of the current state of affairs and the reason for the change; an acceptance and commitment to the program; a feeling of determination by the staff; a perception that the program is practical, useful, and beneficial to students; and administrative support and leadership. (Administrative support includes both school- and district-level leadership).

The applicant’s plan must describe the school’s current capacity for implementing the grant requirements and how the school will sustain structures and essential components of effective reading instruction in grades K-3. The plan must also describe the role of the School Leadership Team (SLT) and literacy coach(es) in sustaining the work of the grant beyond the years of receiving funding.

# Allowable Use of Funds

Funds from this opportunity may be used to supplement, not supplant, any funds currently used to support and embed the essential components of reading instruction into all elements of the K-3 teaching structures in schools.

Funding will *not* include:

* capital needs (such as bookshelves or other furniture) and
* out-of-state travel that is not directly related to the critical components of the Early Literacy Grant program.

Partial funding for technological equipment related to K-3 literacy instructional and/or assessment purposes may be considered.

# Evaluation and Reporting

To determine the success of the Early Literacy Grant programs operated by districts and schools that receive grants, CDE may contract with an external evaluator to conduct an external evaluation of the Early Literacy Grant. Schools will be required to participate in the external evaluation of the Early Literacy Grant program if a review is conducted.

All schools participating in the Early Literacy Grant – Sustainability will be required to report interim assessment data to the online data collection tool associated with Acadience Reading (formerly known as DIBELS Next) within mCLASS. Schools will be required to submit interim assessment data periodically following the schedule and deadlines for submission provided by CDE throughout implementation of the grant. CDE will also use data collected annually through the READ Act data collection system as a component of the external evaluation.

Additional forms to collect qualitative data may be developed and used by CDE during the grant cycle to monitor fidelity of implementation. Funded schools will be required to provide the necessary information to complete such forms.

All schools participating in the Early Literacy Grant will also be asked to align the ELG implementation plan with the unified improvement plan (UIP) and will update on an ongoing basis.

Applicants must provide signatures of agreement on the [Program Assurances and Disclaimers](https://www.cde.state.co.us/coloradoliteracy/elgsustainabilitycohort4assurances) document. If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting.

# 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).

# Review Process and Timeline

Applications will be reviewed by CDE staff and/or peer reviewers to ensure they contain all required components. CDE staff will notify applicants of their application status by September 30, 2022.

# Submission Process and Deadline

Applicants must complete and submit the [online application](https://app.smartsheet.com/b/form/c435c1e873fc44eda8c1a48d9dbd7c8d) and [Program Assurances and Disclaimers](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.cde.state.co.us/coloradoliteracy/elgsustainabilitycohort4assurances) form by Thursday, September 15, 2022. Emailed and/or faxed applications and documents will not be accepted. 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 [Stelling\_L@cde.state.co.us](mailto:Stelling_L@cde.state.co.us).

Submit the application and required documents via [online application](https://app.smartsheet.com/b/form/c435c1e873fc44eda8c1a48d9dbd7c8d)

by **Thursday, September 15, 2022**.

# Application Format

* Applications and required document should be submitted and attached via [online application](https://app.smartsheet.com/b/form/c435c1e873fc44eda8c1a48d9dbd7c8d).
* Applications should only include the required elements.
* The signature page must include original signatures of the lead organization/fiscal agent.

# Required Elements

Applications and additional required document should be submitted and attached via [online application](https://app.smartsheet.com/b/form/c435c1e873fc44eda8c1a48d9dbd7c8d).

Part I: Application Information

Section A: School(s) Information

Section B: Progress

Section C: Sustainability Planning

Part II: Additional Documentation

[Program Assurances and Disclaimers](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.cde.state.co.us/coloradoliteracy/elgsustainabilitycohort4assurances)

# Early Literacy Grant Program - Sustainability

**Applications Due: Thursday, September 15, 2022**

# Program Assurances and Disclaimers

The appropriate authorized representatives must sign below to indicate their approval of the contents of the application for the Early Literacy Grant program and the receipt of program funds.

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

hereby agrees to the following assurances:

1. The applicant agrees to continue established School Leadership Team (SLT). Membership must include at a minimum a district administrator, building administrator, K-1 teacher, 2-3 teacher, and an interventionist. The SLT agrees to meet regularly to review the school’s K-3 student level data and data related to the school’s implementation of grant requirements. The SLT also agrees to develop and regularly update the school’s professional development plan related to assessment and instruction in K-3 literacy.
2. District leadership is committed to supporting Early Literacy Grant schools in implementing scientifically based reading research and all other requirements of the Early Literacy Grant.
3. The applicant agrees to work with the Colorado Department of Education (CDE) to sustain explicit and systematic instruction of the five components of reading in all elements of the K-3 teaching structures, including universal/core instruction, and targeted and intensive instructional interventions.
4. The applicant agrees to participate in required professional development provided by CDE, at minimum one school-based leader and one district-based leader attend the CO READing Conference if applicable.
5. Professional development provided through Early Literacy Grant funds is aligned with the purpose of the grant program and has been approved by CDE.
6. The applicant will provide CDE such information as may be required to determine if the grantee is making satisfactory progress toward achieving the goals of the grant. This includes participation in the collection of qualitative data with forms developed and used by CDE during the grant cycle to monitor fidelity of implementation (i.e., consultant reports and the Literacy Evaluation Tool).
7. The applicant will cooperate with CDE in the development and submission of certain reports and individual student data to meet statutory and rule requirements. The applicant agrees to report interim assessment data to the online data collection tool associated with their chosen assessment, following the schedule and deadlines for submission provided by CDE throughout implementation of the grant.
8. Staff at each participating school is committed to implementing the Early Literacy Grant - Sustainability as described in this application.
9. If a change in school leadership occurs during participation in the grant, the district and/or new school leadership agrees to notify CDE Early Literacy Grant staff and provide a transition plan to demonstrate commitment to grant activities for the remainder of the grant.
10. 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.
11. The work product in this grant application is the original work of the school/applicant and its agents who worked on the application.
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.

Funded sites will be expected to cooperate with CDE in the development and submission of certain reports to meet statutory requirements. All grantees must work with and provide requested data to CDE for the Early Literacy Grant program within the time frames specified.

In addition, 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 CDE. CDE 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. The applicant may subcontract for work to be performed but shall retain sole responsibility for the project and shall be the only direct recipient of funds.

The work product in this grant application is the original work of the district/applicant and its agents who worked on the application. If a discovery of plagiarism is made known or brought to the attention of officials at CDE during a current grant competition, then at the discretion of CDE, CDE has the right to remove the grant application for funding consideration because of the occurrence of cause.

Project modifications and changes in the approved budget must be requested via e-mail and be approved via e-mail by CDE before modifications are made to the expenditures. Please submit any budget modifications via [ELG Budget Submission form](https://app.smartsheet.com/b/form/fe0f31fc7523489faf63c4627a95f025).

By signing below, the undersigned agree to all Early Literacy Grant program assurances listed above:

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| 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 |

**Comprehensive Early Literacy Grant Program  
Applications Due: Thursday, September 15, 2022**

This document is provided for planning purposes only. Each text box in the online application will limit your responses to 4,000 characters. Smartsheet does not save works in progress. Applicants may wish to complete this form, check the character counts, and then copy and paste into the Smartsheet form. Please submit applications online via the [online application](https://app.smartsheet.com/b/form/c435c1e873fc44eda8c1a48d9dbd7c8d).

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| --- | --- |
| **Applicant Contact Information**  Please enter the contact information for the person filling out the application online. If we have any questions about the online application form, we will reach out to this person. | |
| **Name** |  |
| **Title** |  |
| **Phone number** |  |
| **Email** |  |
| **Lead Local Education Provider Information (School District/BOCES/CSI)** | |
| **Which type of application is this?** | Choose an item. |
| **School(s)** |  |
| Progress | |
| **School Progress, K-3** | |
| Describe progress made in literacy by school(s) while being supported by the Comprehensive Early Literacy Grant Program, within K-3.  If including multiple schools, differentiate between them. | |
|  | |
| **School Progress, Beyond K-3** | |
| Describe progress made in literacy by school(s) while being supported by the Comprehensive Early Literacy Grant Program, as a school, beyond K-3.  If including multiple schools, differentiate between them. | |
|  | |
| **Positive Student Outcomes** | |
| How will these funds support ongoing positive student outcomes in literacy beyond the sustainability year? | |
|  | |
| **Sustainability Planning** (only complete this section if you have a sustainability plan.) | |
| **Sustainability Plan Status** | |
| Select the description that best describes your sustainability plan status.  This response will not affect your eligibility. | |
| Choose an item. | |
| **Sustainability Plan** | |
| Describe your sustainability plan for the 2022-2023 school year and beyond. Include specific purchases and activities planned for grant funds, how these purchases and activities will support sustainability of the current ELG Program at the school(s), and how all activities incorporate scientifically based reading research (SBRR).  If including multiple schools, differentiate between them. | |
|  | |
| **School Leadership Team** | |
| Describe the role of the School Leadership Team in supporting sustainability of grant efforts after the grant cycle ends, including but not limited to changes in leadership that may take place. | |
|  | |
| **Literacy Coaches** | |
| Describe the continuing use of literacy coaches to support sustainability efforts. | |
|  | |
| **Structures** | |
| Describe how each school will sustain structures and essential components of effective reading instruction in grades K-3. | |
|  | |
| **Capacity** | |
| Describe each school’s current capacity for implementing the grant requirements and best practices of an early literacy program. | |
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| **Maintaining and Monitoring Practices** | |
| Describe how school(s) will maintain and monitor comprehensive evidence-based literacy instruction beyond the years of grant funding. | |
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# Early Literacy Grant Program

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# Application Review

CDE Use Only

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| **REPORTED SUSTAINABILITY PLAN STATUS:** | We do not yet have a sustainability plan and will develop one in the 2022-2023 school year. |  | We have a sustainability plan, but it needs further development during the 2022-2023 school year. |  | We already developed a strong sustainability plan for the 2022-2023 school year and beyond. |  |

**GENERAL COMMENTS:** Please indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants.

**Strengths:**

**Weaknesses:**

**Required Changes:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REVIEWED SUSTAINABILITY PLAN STATUS:** | No developed sustainability plan or minimal sustainability plan |  | Moderately developed sustainability plan |  | Strong sustainability plan |  |

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