Kentucky department of education. Our Children, Our Commonwealth


REQUEST FOR APPLICATION

Striving Readers Comprehensive Literacy Supplemental Award

| **DEADLINE**  **4:00 PM (ET)**  Friday, January 10, 2020 | **ISSUED BY**  Kentucky Department of Education  Office of Standards, Assessment and Accountability |
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| **ADDRESS QUESTIONS TO**  Jason Kendall  Kentucky Department of Education  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  **Questions Deadline:**  **4:00 PM (ET), December 13, 2019** | **SUBMIT APPLICATIONS TO**  Jason Kendall  Kentucky Department of Education  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  Only electronic applications accepted  No hard copies |

**SPECIAL INSTRUCTIONS:**

* Eligibility is limited to Kentucky public school districts who are currently subgrantees of the Striving Readers Comprehensive Literacy Grant.
* **Districts** submit the application and may apply on behalf of the entire district, a single school or other configuration (e.g., selected teachers, content areas, grade levels, instructional coaches).
* Those granted a supplemental award will address specific aspects of literacy learning in Early Childhood, Elementary or Middle/High.
* Districts may apply for Early Childhood, Elementary or Middle/ High. However, districts must submit a separate proposal for each.
* Proposals will be no more than five (5) pages in length, include a plan as outlined in the notice, and include a budget with narrative.
* Grant recipients must agree to participate and lead in professional learning institutes to share their findings and strategies and to contribute to shared resources for all Kentucky teachers. Sharing will occur through convenings and/or webinars and resources made available to all Kentucky districts through a virtual platform.
* KDE reserves the right to waive minor technical deficiencies.

**Solicitation Schedule**

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| 12/09/19 | Technical assistance | Online | Participating or watching this recorded TA session is strongly recommended |
| 12/13/19 | Questions deadline | Email | N/A |
| 01/10/20 | Proposal deadline | Send to KDE | **Required** |
| On or around 2/18/20 | Awardees are posted to KDE website | Online | N/A |
| 3/16/20 | Funding available to LEA | N/A | Districts |

**Striving Readers Comprehensive Literacy**

Striving Readers Comprehensive Literacy (SRCL), Kentucky Department of Education’s comprehensive literacy program, is now planted in 44 feeder systems spanning the commonwealth. SRCL districts have indicated their desire and commitment to continuous literacy improvement. Our State Education Association’s (SEA) strategic plan includes a focus on early literacy and the state Every Student Succeeds Act (ESSA) plan targets making real progress on closing achievement gaps and success for all students. KDE’s strategic and ESSA plans center on “cultivating conditions for all schools and districts to achieve equitable and comprehensive success for all students and promoting a culture of collaboration and continuous improvement” (ESSA KY State Plan, 9). This SRCL supplemental award will complement not only Kentucky’s Literacy Plan and the District’s Comprehensive Literacy Plans, but also the SEA’s goals with targeted strategies for each area served from early childhood to Grade 12. Goal #1 is that all young children are ready to read. Goal #2 is that all elementary students are excellent readers. Goal # 3 is that all middle and high school students are reading to learn.

**Funding**

The KDE has approximately $300,000 available for this grant competition. The total award amount for each supplemental award will be a one-time $12,000 award, allowing for an estimated 5 Early Childhood, 10 Elementary and 10 Middle/High awards. Districts can choose to apply for more than one level. However, each level’s plan must be on a separate application.

**Key Terms and Definitions**

*Professional Learning:* targeted and specific learning for educators that focuses on content and pedagogy, occurs collaboratively, is facilitated by educators, focuses on continuous improvement and is on-going.

*Scalability*: the capacity of a district to increase the number and effectiveness of the initial plan to impact an increasing broader number of educators and ultimately students.

*Sustainability*: the ability of a district to continue the work initiated by the grant beyond the funding period.

*Universal Design For Learning (UDL):* an educational practice that works in unison with differentiated instruction. According to the National Center on Universal Design for Learning (2014), UDL is, “a set of principles for curriculum development that give all individuals equal opportunities to learn.”

**Requirements for Funded Districts**

SRCL schools are asked to incorporate UDL as a framework for addressing individual learner needs in engagement, instruction and assessment. Therefore, UDL is a focus for this supplement grant. Each SRCL district may apply for one or more than one level. Each level applied for must have a separate application. No application should have more than one level. Districts are encouraged to consider the use of time in the summer as well as during the regular school year.

**Early Childhood** awards will focus on innovative and creative approaches to engage and empower early care providers in early literacy skills. Eligible districts are those with a Kindergarten Readiness score lower than the state average. Districts must include a plan that indicates specific needs, area of emphasis, plan of action which includes Universal Design for Learning (UDL), community partners, measures, and an itemized budget.

**Elementary** awards will be based on early literacy, K-3 focus. Eligible districts are those with a K-PREP Reading and/or Writing score lower than the state average in any gap group area. Applicants must show a need for further funding, specific demographics to be served, an innovative and creative plan to serve these subpopulations with opportunity and access to rich curriculum, appropriate measures of success, and an itemized budget. Districts must include formative assessment, Response to Intervention and UDL that includes data-driven reading instruction as a part of their plan.

**Middle/High School** awards will focus on plans to address the needs of subpopulations within feeder systems. Eligible districts are those with a K-PREP Reading score, K-PREP Writing score or an ACT Grade 11 Kentucky Benchmark score lower than the state average. Applicants must show a need for further funding, specific demographics to be served, an innovative and creative plan to serve these subpopulations with opportunity and access to rich curriculum, appropriate measures of success, and an itemized budget. Districts must include formative assessment, Response to Intervention and UDL that includes data-driven reading instruction as a part of their plan.

Districts will agree to share lessons learned through implementation of the supplemental plan. Sharing could occur virtually or at the final SRCL convening.

**Allowable Use of Funds**

Allowable use of funds for expenses specific to the district’s KDE-approved professional learning plan developed for this grant.

* Travel for professional learning focused on literacy planning, other related expenses
* In-state literacy conference registration
* Teacher stipends for work outside the regular school day that is focused on literacy
* Substitute teachers needed to allow release time for literacy planning and literacy professional learning
* Instructional materials focused on literacy that enhance and complement the teacher professional learning for standards implementation.
* Educational consultants focused on literacy professional learning
* Professional Learning materials focused on literacy, such as books for book studies

**Unallowable Use of Funds**

It does not allow for the following:

* Equipment purchases such as smartboards, computers, printers, tablets
* Curriculum Programs
* Salaries
* Furniture
* Out-of-state travel
* Incentive items, such as T-shirts
* Food

Additionally, the funds can only be used to supplement ongoing efforts but cannot be used to supplant funds. For example, a grantee may not use this supplemental award to replace an already established program.

**Allocation of Funds**

Funds will be allocated to districts who will then distribute and apply them according to their KDE approved plan. Funds may be designated for the entire district, designated schools within a district, one school within the district or other specific groups to meet the professional learning needs focused on literacy established in the approved plan.

**Proposal Components**

The following must be included in each application:

1. The application cover page which includes identifying information for the district
   1. District name
   2. District address
   3. Superintendent name and email address
   4. Point of Contact name and email address
   5. Superintendent’s notarized signature
2. Responses to four (4) application questions-total application not to exceed five (5) pages
3. Principal’s signature page
4. Budget summary that clearly indicates each expenditure, MUNIS codes and detailed descriptions of budget items
5. Blind copy of the application with no identifying information

**Formatting Requirements**

The responses within the application should be Arial 12-point font with 1.0 spacing.

**Technical Assistance**

To assist districts in preparing a quality proposal, the KDE will offer a technical assistance session for the purpose of application preparation. A live broadcast will be held **December 9, 2019** and applicants are encouraged to participate as this will be the only opportunity for oral questions. The session will be recorded and made available on KDE’s website. **The link to the technical assistance will be posted to the KDE website.**

**Submission of Written Questions**

**The KDE will only accept written questions via email through 12:00 Noon (ET) on December 13, 2019.**  Questions will not be accepted after this date. All questions must be submitted to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) . Salient written questions and their responses will be posted on or around December 18, 2019. Questions sent to any place other than the required inbox may deem your application non-responsive.

**Submission of Application**

Application must be received in the KDERFP email inbox no later than **4:00 p.m. ET, Friday, January 10, 2020**. Applications received after this time and date stamp will not be reviewed or considered for award.

Applicants are responsible for contacting the Kentucky Department of Education at [kderfp@education.ky.gov](about:blank) to confirm the receipt of their applications. Upon request, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.

1. Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as **SRCLsupplementalaward\_19\_DistrictName** (For example, Fayette County would save the original application as SRCLsupplementalaward\_19\_Fayette County.)
2. Scan a blind copy to submit with your application. The blind copy must not contain any identifying information (i.e., district name, school name, county, individual names, etc.)
3. To submit applications:
   * On the subject line of the email, type **SRCLsupplementalaward/name of district**.
   * Email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).
   * **The date/time on the received email must be on or before 4:00 p.m. ET, Friday, January 10, 2020.**
     + - Keep in mind, email coming into KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always sent or received on the first try.
       - Applications not received by the deadline will not be reviewed or considered for award.

**Award Notification**

Districts will receive preliminary notice of award on or around **February 18, 2020**.

**Evaluation of Proposals**

The Striving Readers Comprehensive Literacy Supplemental Award is subject to an independent peer-review process, conducted through the KDE Grants Branch. Persons with a background in education and implementation will evaluate the proposals using specified evaluation criteria. Based on the scores of these peer reviewers, proposals will be ranked and awarded as funding allows. KDE reserves the right to consider geographic and demographic factors in the selection of funded proposals.

| **Criteria for Response** | **Maximum Points** |
| --- | --- |
| **Response Question 1: What are your Literacy needs?**   * Describe briefly the current SRCL work happening in your district. * Based on reliable and valid data, provide evidence to demonstrate a compelling need for additional funding to support your comprehensive literacy instructional initiative. * Describe the disadvantaged students and young children to be served. * As appropriate, explain why the district did not select some schools and partners. | **12 pts** |
| **Response Question 2: What is your plan for the supplemental award money? Include:**   * Introduction that includes a summary of the supplemental award project * Targeted participants in this project- Early Childhood, Elementary, Middle/High. (Also include the teachers/students involved, e.g., one school, multiple schools, one grade, multiple grades, all students, students with a specific need) * Detailed plan for the project   Be specific in details about your plan including:   * + Detail the timeline for the plan.   + Describe the professional learning needs that will be supported in the plan.   + Describe how you will provide professional learning to support your plan.   + Name who will provide professional learning.   + Describe the implementation process.   + Describe your goals for the plan.   + Describe the impact you expect this plan to have on student literacy. | **40 pts** |
| **Response Question 3: How will you monitor the project?**   * Describe how you will monitor the project within your district and make changes if needed based on data collected. * Describe the data you will collect on student and teacher growth. * Describe the district’s method of assuring all expenditures for the award are clearly connected to both the literacy need and the approved plan. * Describe who will be responsible for assuring commitments to the supplemental award are followed and assurance data is linked to your SRCL Official Submission Document? | **20 pts** |
| **Response Question 4: Describe the districts capacity for continued success and improvement.**   * Clearly demonstrate strong district commitment and support for the local Literacy Leadership Team charged with developing and implementing the district literacy plan for improving literacy achievement of all learners Birth to Grade 12, specifically describe the district’s plan for overcoming barriers or challenges in meeting the needs of disadvantaged learners. * Describe how the district will provide ongoing support to the District Literacy Leadership Team in the phases of designing, implementing, monitoring, and sustaining the District Literacy Plan related to this supplemental project. * Demonstrate the district’s capacity to implement successful short-term projects with great effect. Provide specific examples of sustained initiatives within the district and the identified schools, particularly for projects with multi-school and community-level connections. * Describe the scalability and sustainability of the project. | **16 pts** |

**Appendix of Forms**

* Application Cover page
* Principal Signature page
* District Budget Summary page
* Questions about Supplemental Project

**Application Cover Page**

| **District Name:** |  | |
| --- | --- | --- |
| **District Address:** |  | |
| **Superintendent:** |  | Phone:  Email: |
| **District Grant Point of Contact:** |  | Phone:  Email: |

I assure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirement and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

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Superintendent Date

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Notary Date

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Notary commission expiration date

**Principal Signature Page**

I/We confirm by the signature(s) below that the attached proposal was reviewed and approved for implementation by the school and SBDM council. I/We agree to the requirements listed in the Striving Readers Comprehensive Literacy Supplemental Award RFA and will comply with the assurances applicable to this grant.

| **School** | **Principal Signature** | **Date** |
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**District Budget Summary**

Instructions: Indicate the MUNIS Object Code, provide a description and amount to be expended. While matching funds are not a requirement of the grant, the ability and willingness of the district and its partners to leverage other funds and services is a key sign of capacity and potential sustainability of the project.

| **MUNIS Code** | **Description**  **(Explanation of Expenditure; Source of Match)** | **Amount Budgeted** | **Amount Matched** |
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