

Funding Opportunity

Applications Due: **Wednesday, March 8, 2023, by 11:59 pm**

[Application Information Webinar](https://us06web.zoom.us/j/84363193609): **Friday, February 17, 2023, at 1:30 pm**

[Intent to Apply](https://app.smartsheet.com/b/form/0aa90871293a4b668c2bca2fcfc19c2b) Due: **Friday, February 24, 2023, by 11:59 pm**

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| ESSER Convening for Pandemic Recovery Grant Pursuant to the Elementary and Secondary School Emergency Relief (ESSER) Fund as authorized under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA) |

EDAC Stamp # FS-104. Reviewed and approved 02/03/2023

**Program Questions:**

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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the ESSER Convening for Pandemic Recovery Grant must be submitted through the** [**online application form**](https://app.smartsheet.com/b/form/4977697df2594402b2fd1d35b7d7d9ee)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**ESSER Convening for Pandemic Recovery Grant**

**Applications Due: Wednesday, March 8, 2023, by 11:59 pm**

# Introduction

Since the onset of the pandemic, Colorado’s districts and schools have experienced an unprecedented set of challenges to address the impacts of the pandemic: school closures; safely reopening schools; flexing between in-person, hybrid, and remote instructional modes; addressing lost and unfinished learning experiences; workforce shortages; and an influx of federal funding. To meet these challenges, districts and schools have worked hard to find thoughtful, creative, and impactful solutions in order to ensure that Colorado’s students are able to emerge from the pandemic stronger than before.

However, limited opportunities exist for leaders to learn from each other on the solutions they have derived and for learnings be gathered and shared across the state. As part of the state’s recovery efforts, it is critical to provide venues for district leaders to convene around the pandemic-related challenges they are facing and for the impactful solutions to be documented. For this reason, the Colorado Department of Education (CDE) has created the ESSER Convening for Pandemic Recovery Grant to ensure that districts across the state have the opportunity to learn from colleagues facing the same challenges as the districts they lead. This program will be funded by the Elementary and Secondary School Emergency Relief (ESSER) Fund as authorized under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the American Rescue Plan Act (ARPA).

# Purpose

This program exists to provide funding to provide technical assistance to Colorado LEAs by convening leaders around pandemic-related challenges faced by their districts and schools. The goal of these convenings is to provide a venue for identifying shared challenges, sharing strategies and solutions for addressing such challenges, identifying potential collaborations that could allow districts to jointly address shared challenges, and documenting lessons learned on impactful strategies so that those across the state can benefit from these efforts. Through the technical assistance funded under this program, the stakeholders across the Colorado education community will have the opportunity to learn from each other and work to ensure that all districts across the state are able to emerge from the pandemic stronger than before.

Eligible entities (as defined below in “Eligible Applicants and Priority Criteria”) may apply for a grant under this program. Grantees must (1) convene leaders from multiple local education agencies (LEAs) around pandemic-related challenges and solutions; and (2) create a final report summarizing the lessons learned by districts in shared challenges. Examples of eligible work include, but are not limited to:

* Identifying the highest-leverage pandemic-related topics/challenges faced by Colorado districts and schools;
* Convening district leaders either in-person or virtually, to discuss shared challenges and identified solutions;
* Communicating to potential district participants about upcoming convenings and next steps/summaries of previous convenings;
* Supporting cross-district collaborations to address joint pandemic-related challenges; and
* Creating a report that summarizes the key challenges on which leaders have focused during funded convenings, solutions and strategies shared or identified, and other pertinent findings.

# Eligible Applicants

Eligible entities may apply for grant. The term “eligible entity” means

* A local educational agency (public school district),
* A Board of Cooperative Educational Services (BOCES),
* The Charter School Institute,
* Community-based organization,
* Indian tribe or tribal organization (as such terms are defined in section 4 of the Indian Self-Determination and Education Act (25 U.S.C. 450b)),
* Another public or private entity, or
* A consortium of two or more such agencies, organizations, or entities.

An intermediary unit, such as a Board of Cooperative Educational Services (BOCES), may apply for and receive a grant. A consortium of eligible applicants may apply together such as a consortium of local education agencies of community-based organizations. However, one entity must be designated as the lead fiscal agent of the consortium.

Available grant funding will be distributed to Education Providers with school(s) demonstrating high need based on Priority Criteria. Priority will be given to applications that demonstrate:

* Applicants with a clear and actionable plan for convening small and/or rural districts;
* Applicants prepared to lead convenings around educator workforce challenges; and
* Applicants demonstrating a strong track record in facilitating conversations and/or collaborations between districts.

**Charter Schools:**

Pursuant to [C.R.S. 22-30.5-104 (11)](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=f793ddcd-a668-40c2-88c9-13152b4e624f&nodeid=AAWAAEAACAACAAE&nodepath=%2FROOT%2FAAW%2FAAWAAE%2FAAWAAEAAC%2FAAWAAEAACAAC%2FAAWAAEAACAACAAE&level=5&haschildren=&populated=false&title=22-30.5-104.+Charter+school+-+requirements+-+authority+-+rules+-+definitions.&config=014FJAAyNGJkY2Y4Zi1mNjgyLTRkN2YtYmE4OS03NTYzNzYzOTg0OGEKAFBvZENhdGFsb2d592qv2Kywlf8caKqYROP5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A65MT-X293-CGX8-0095-00008-00&ecomp=8gf59kk&prid=b437b07b-e138-4d15-acfc-74ff860597f5), a charter school may choose to apply apart from their authorizer for a competitive grant program created by a federal or state statute or program. The charter school is considered the LEP only for the purposes of applying and determining eligibility. A charter school’s authorizer will be the fiscal agent, if funded.

* A charter school that applies for a grant shall provide to its authorizing district:
  + A copy of the grant application at the time the application is submitted to CDE; and
  + If the charter school receives the grant moneys, a summary of the grant requirements, a summary of how the charter school is using the grant moneys, and periodic reports on the charter school’s progress in meeting the goals of the grant as stated in its application.
* If a charter school intends to apply for a grant that the school’s authorizing school district is also intending to apply for, the charter school shall seek to collaborate with the school district in the application and to submit the application jointly. If the charter school and the school district are unable to agree to collaborate in applying for the grant, the charter school may apply for the grant independently or in collaboration with other charter schools.

# Available Funds and Duration of Grant

Applications for up to $50,000 will be accepted through this grant. Approximately $150,000 is available for the performance period which will be from date of award through **June 30, 2024**. Performance periods will be broken into budgetary periods: (1) date of award through September 30, 2023, and (2) October 1, 2023, through June 30, 2024. Funds cannot be carried over from the first budgetary period to the second. All funds must be expended by **June 30, 2024**. There will be no carryover of funds.

# Allowable Use of Funds

Funds must be expended in a way that aligns with the plans submitted through the application and align with the allowable uses as defined through [ARP ESSER III](https://www.cde.state.co.us/caresact/esser3) and all expenditures must be allocable, allowable, and reasonable as defined 2 CFR 200. These funds are specific to this program, the ESSER Convening for Pandemic Recovery Grant, and uses of funds for any other purpose are not allowed.

Indirect funds are allowable under this grant and should be included in the submitted budget. Applicants without an approved indirect rate may use the de minimis rate of 10%. If you have any questions regarding allowable expenses or indirect rates, please reach out to Tricia Miller at [Miller\_T@cde.state.co.us](mailto:Miller_T@cde.state.co.us) for confirmation.

Unallowable uses of funds include, but are not limited to:

* Salary and benefits for executives; and
* The purchase or rehabilitation of real property.

# Evaluation and Reporting

Grant recipients must submit an end-of-grant evaluation program report as a Word document by **July 31, 2024**. The report must include:

* Summary of activities performed during the grant period;
* Any adjustments made to the program plan and the reason adjustments were made;
* The staff re-assigned or hired to support the technical assistance program;
* Measurable outputs and outcomes of grant activities;
* Meeting dates, meeting agendas, and job titles of LEA representatives present at each technical assistance convening;
* Any additional reporting requirements determined by the U.S. Secretary of Education.

Additionally, all applicants receiving funding must submit a final report summarizing the pandemic-related topics discussed during funded convenings, solutions and strategies shared and/or identified during such convenings, details of specific ideas put into practice as a direct result of technical assistance convenings, and any other findings/next steps. Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Awarded grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information.

Applicants receiving funding will also be required to submit Interim Financial Reporting and Annual Financial Reporting. Details and formats for these reports will be provided upon award and as part of the budget workbook and/or grant award letter (GAL).

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through ESSER Convening for Pandemic Recovery Grant. 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.

**Note:** Documents submitted as part of the application must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Application Assistance and Intent to Apply

An application information webinar will be held on **Friday, February 17, 2023, at 1:30 pm**. [Access the webinar here](https://us06web.zoom.us/j/84363193609). A recording of the webinar will be posted to [CDE’s ESSER Convening for Pandemic Recovery Grant webpage](http://www.cde.state.co.us/caresact/esser-conveningpandemicrecovery).

If interested in applying for this funding opportunity, submit the [Intent to Apply](https://app.smartsheet.com/b/form/0aa90871293a4b668c2bca2fcfc19c2b) by **Friday, February 24, 2023, by 11:59 pm**. Although strongly encouraged, completion of the Intent to Apply is not a required component of the application process.

# Review Process and Notification

Applications will be reviewed by CDE staff to ensure they contain all required components. Applicants will be notified of final award status no later than **Friday, March 24, 2023**.

**Note:** This is a competitive process – applicants must score at least 56 points out of the 70 possible narrative points to be approved for funding. Applications that score below 56 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 award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

Completed applications (including all required elements outlined below) must be submitted through the [online application form](https://app.smartsheet.com/b/form/4977697df2594402b2fd1d35b7d7d9ee) by **Wednesday, March 8, 2023, by 11:59 pm**.

Within the online application, applicants will complete Part I with their applicant information and upload attachments as described in the Required Elements section below. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your submission from the application system within 24 hours after the deadline, e-mail [CompetitiveGrants@cde.state.co.us](mailto:CompetitiveGrants@cde.state.co.us).

Application materials and budget are available for download on [CDE’s ESSER Convening for Pandemic Recovery Grant webpage](http://www.cde.state.co.us/caresact/esser-conveningpandemicrecovery).

# Application Format

* The total narrative (Section A) of the application cannot exceed 5 pages. See below for the required elements of the application. **Note:** Applications that exceed 5 pages will not be reviewed. If you need any clarification at all about what the page limit will or will not include, please reach out to the application contacts prior to submitting.
* **All narrative response pages must be standard letter size, 8-1/2” x 11”, using no smaller than 12-point font, single-spaced, with 1-inch margins, and numbered pages.**
* The Program Assurances Form must include signatures from the lead organization/fiscal agent. If grant application is approved, funding will not be awarded until all signatures are in place.

**Note:** Apart from the items noted below, attachments or addendums cannot be utilized to address the required elements or be factored into the scoring and are therefore discouraged.

# Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part III (pages 11-12).

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| **Complete responses in the** [**online application form**](https://app.smartsheet.com/b/form/4977697df2594402b2fd1d35b7d7d9ee)**:** | **Part I: Applicant Information** |
| **Upload these documents in the** [**online application form**](https://app.smartsheet.com/b/form/4977697df2594402b2fd1d35b7d7d9ee)**:**  1. Part II: Program Assurances Form  2. Part III: Application Narrative  3. Attachment A: Financial Management Risk Assessment  4. Attachment B: Sample Engagement Evaluation Report    5. Budget Workbook  Submit in Excel format in [original CDE template](http://www.cde.state.co.us/caresact/esser-conveningpandemicrecovery).  Does not count towards page limit. | **Part II: Program Assurances Form** |
| **Part II: Application Narrative**  Section A: Narrative [cannot exceed five pages] |
| **Financial Management Risk Assessment** |
| **Sample Engagement Evaluation Report** |
| **Budget Workbook** |
| **Please ensure that the applicant name is present in the title of all documents to be uploaded into the online form.**  For example: “DistrictName\_Narrative”. | |

**ESSER Convening for Pandemic Recovery Grant**

**Applications Due: Wednesday, March 8, 2023, by 11:59 pm**

# Part I: Applicant Information

All elements of Part I will be completed in the online application form. The online system does not save works in progress so applicants may wish to complete their information in this document and copy responses into the online application.

**Submit all application materials through the** [**online application form**](https://app.smartsheet.com/b/form/4977697df2594402b2fd1d35b7d7d9ee)**.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead Applicant Information** | | | | | | | | | |
| **Applicant Name:** | |  | | | | [**4-Digit LEP Code**](https://www.cde.state.co.us/datapipeline/org_orgcodes)**:** [if applicable] | | |  |
| **Mailing Address:** | |  | | | | | | [**UEI #**](https://sam.gov/content/duns-uei)**:** |  |
| **UEI # Expiration:** | |  | | **Are there** [**exclusions**](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a98eb3091bf111540944ece0f54bcbfe) **associated with this UEI?** | | | No  Yes (please provide details) | | |
| **Type of Education Provider**  [check box below that best describes your organization or authorizer] | | | | | | | | | |
| Community-Based Organization  School District  BOCES  Charter School Institute  Indian Tribe or Tribal Organization  Another Public or Private Entity  Consortium | | | | | | | | | |
| **Region**  [indicate region(s) of Colorado this program will directly impact] | | | | | | | | | |
| Metro  Pikes Peak  North Central  Northwest  West Central  Southwest  Southeast  Northeast | | | | | | | | | |
| **Requested Funding**  Ensure that these amounts match the submitted Budget Workbook. | | | | | | | | | |
| **Is applicant requesting indirect costs based on their Federally Negotiated Indirect Cost Rate?** | | | | | | | | | Yes  No |
| **Requested Funding:** | | | $ | | | | | | |
| Authorized Representative Information | | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | | |
| **Telephone:** |  | | | | **E-mail:** |  | | | |
| **Program Contact Information** | | | | | | | | | |
| **Name:** |  | | | | **Title:** |  | | | |
| **Telephone:** |  | | | | **E-mail:** |  | | | |
| **Fiscal Manager Information** | | | | | | | | | |
| **Name:** |  | | | | | | | | |
| **Telephone:** |  | | | | **E-mail:** |  | | | |
| **Anticipated Participating School Districts** | | | | | | | | | |
|  | | | | | | | | | |

# Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the **ESSER Convening for Pandemic Recovery Grant**, and the receipt of program funds.

In consideration of the receipt of these grant funds, the applicant agrees to comply with the certifications, assurances and provisions included here and in the Grant Award Letter (GAL). The applicant also certifies that they will meet all program and pertinent administrative requirements, including the Education Department General Administrative Regulations (EDGAR), 2 CFR Part 200 (Uniform Grants Guidance) Accounting Circulars, and the U.S. Department of Education’s General Education Provisions Act (GEPA) requirements. The applicant must agree to all assurances understanding that if certain requirements don't apply to the applicant's current context, that the applicant would meet the requirements if the situation were to become applicable.

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| --- | --- | --- | --- |
| On | (date) | , 2023, the Board of | (Org/District/BOCES/CSI) |

hereby agrees to the following assurances:

1. The grantee will ensure that the program(s) funded by this grant will be administered in accordance with all applicable statutes, regulations, program plans, and requirements delineated in this application.
2. The grantee will ensure that the funds awarded for this/these program(s) will only be used to meet the goals of the **ESSER Convening for Pandemic Recovery Grant**, namely, to technical assistance to Colorado LEAs by convening leaders around pandemic-related challenges faced by their districts and schools.
3. The grantee will ensure that the ARP - ESSER III funds will only be used for activities allowable under section 2001(d)(2)(e) of the American Rescue Plan Act of 2021.
4. The grantee will ensure that the ARP - ESSER III funds will not be used for
   1. Subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or grantee, or
   2. Expenditures related to state or local teacher or faculty unions or associations.
5. The grantee will ensure that ARP - ESSER III funds will be used for purposes that are reasonable, necessary, and allocable under the ARP Act.
6. The grantee will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with section 2001(d)(2)(e) of the American Rescue Plan Act of 2021. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. Similarly, to the CARES Act and CRRSA, ARP funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
7. The grantee will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
8. The grantee will meet the requirements of section 442 and section 427 of the General Education Provisions Act (GEPA, 20 U.S.C. 1232(e) & 1228(a)) meaning that during the entire duration of time that the entity is receiving funding under ARP - ESSER III, the LEA will, where applicable:
   1. Ensure that it has taken steps to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs;
   2. Ensure that each program will be administered in accordance with applicable statutes, regulations, program plans, and applications;
   3. Ensure that control of funds and property acquired using ARP ESSER III program funds will be maintained and administered by the appropriate public agency;
   4. Ensure that fiscal control and fund accounting procedures will be used to ensure proper disbursement of, and accounting for, federal funds;
   5. Report to the state agency or board and to the Secretary as may be needed for the state agency or board and the Secretary to perform their duties under each program, and each grantee will maintain records (as required in Section 443 of the General Education Provisions Act (GEPA)) and provide access to those records as the state board, state agency, or Secretary deems necessary to carry out their responsibilities;
   6. Provide opportunities for the participation in, planning for, and operation of each program by teachers, parents, and other interested agencies, organizations, and individuals;
   7. Ensure that applications, evaluations, plans, or reports related to each program will be made available to parents and the public;
   8. The grantee has adopted effective procedures for acquiring and disseminating information and research regarding the programs and for adopting, where appropriate, promising educational practices to teachers and administrators participating in each program; and
   9. Ensure that none of the funds expended under any applicable program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.
9. The grantee agrees to review any previously submitted GEPA statement and confirm that the statement describes the steps the LEA will take to permit students, teachers, and other program beneficiaries to overcome barriers that impede equal access to, or participation in, programs funded in this application for federal funds. If the grantee has never submitted a GEPA statement or should changes need to be made to the GEPA statement specific to this application, the grantee must describe the steps the grantee will take to permit students, teachers, and other program beneficiaries to overcome barriers that impede equal access to, or participation in, programs funded in this application with federal funds (add GEPA statement to the section provided).

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| **GEPA Statement:** |

1. The grantee will annually provide the Colorado Department of Education the evaluation information required in the “Evaluation and Reporting” section of the RFA.
2. The grantee ensures that it will work with and provide requested data to CDE for the program(s) funded by these funds within the time frames specified and containing such information as the Secretary may reasonably require.
3. The grantee ensures that it will participate in and comply with the CDE’s monitoring process and protocols.
4. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
5. The grantee will be in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in 2 CFR, including Subpart D - Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E - Cost Principles (2 CFR§§200.400-475).
6. The LEA will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
7. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
8. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
9. The grantee ensures that it will, if applicable, comply with the maintenance of equity provisions in section 2004(c) of the ARP.
10. All organizations and staff associated with this technical assistance program shall comply with all state and federal laws relating to health, safety and anti-discrimination, including but not limited to Titles VI and VII of the federal "Civil Rights Act of 1964", pub. l. 88-352, as amended; the federal "Americans with Disabilities Act of 1990", 42 U.S.C. sec. 1201 et seq., as amended; Section 504 0f the federal "Rehabilitation Act of 1973", 29 U.S.C. sec. 794, as amended; and Title IX of the federal "Education Amendments of 1972", 20 U.S.C. secs. 1681 to 1688, as amended.
11. In addition, the applicant(s) certify that:
    1. the Financial Management Risk Assessment has been accurately completed by the appropriate Finance/Budget/Business manager for the lead applicant;
    2. data shall be made available to the lead applicant in order to meet the requirements outlined in the request for applications (RFA) of this program, the GAL, and any other reporting required by the U.S. Department of Education;
    3. the applicant(s) are in compliance with the requirements of the federal Children's Internet Protection Act; and
    4. no policy of the applicant(s) prevents, or otherwise denies, participation in constitutionally protected prayer in public elementary and secondary schools.

The Colorado Department of Education 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. Contact Tricia Miller ([Miller\_T@cde.state.co.us](mailto:Miller_T@cde.state.co.us) | 303-877-2154) and Christina Monaco (303-981-6513 | [Monaco\_C@cde.state.co.us](mailto:Monaco_C@cde.state.co.us)) for any modifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Organization Board President |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Organization Authorized Representative |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Program Contact |  | Signature |  | Date |

**Note:** 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 III: Application Narrative Criteria and Evaluation Rubric

Parts I-II: Application Introduction [Not Scored]

Applicant Information and Program Assurances Form

**Part III: Narrative** [70 Points]

The following criteria will be used by reviewers to evaluate the application. For the application to be recommended for funding, it must receive at least 47 points out of the 70 possible narrative points and all required elements must be addressed. An application that scores below 47 points may be asked to submit revisions that would bring the application up to a fundable level. An application that receives a score of zero on any required elements will not be funded without revisions.

**Scoring Definitions**

Minimally Addressed or Does Not Meet Criteria - information not provided

Met Some but Not All Identified Criteria - requires additional clarification

Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response

Met All Criteria with High Quality - clear, concise, and well thought out response

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section A: Narrative** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Describe what districts the applicant is prepared to support (including number, region, rural status, etc.) and how districts will be identified.   [no more than 300 words] | 0 | 1 | 3 | 5 | |  |
| 1. Describe the applicant’s clear and actionable plan for engaging and recruiting districts to participate in convenings including how any specific districts will be prioritized.   [no more than 300 words] | 0 | 1 | 3 | 5 | |  |
| 1. Provide a description of the staffing plan accomplishing the goals of the proposed convening technical assistance including how high-quality staff will be hired and retained.   [no more than 300 words] | 0 | 1 | 3 | 5 | |  |
| 1. Provide a detailed, realistic timeline for the proposed convening technical assistance including achievable milestones.   [no more than 500 words] | 0 | 3 | 7 | 10 | |  |
| 1. Describe what challenges/topics on which the applicant is prepared to facilitate conversations and how the final specific pandemic-related challenges/topics will be determined.   [no more than 250 words] | 0 | 1 | 3 | 5 | |  |
| 1. Describe the applicant’s experience in facilitating conversations and/or collaborations between districts.   [no more than 300 words] | 0 | 3 | 7 | 10 | |  |
| **Section A Total:** | | | | | **/40** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section B: Demonstration of Capacity** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Submit an example that demonstrates the applicant’s ability to analyze and summarize convenings or other stakeholder engagement.   [See **Attachment B** for requirements.] | 0 | 3 | 7 | 10 | |  |
| **Section B Total:** | | | | | **/10** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section C: Budget and Financial Management** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Applicant provided the Excel Budget Workbook that demonstrates how grant funding will be used and the proposed use of funds are in alignment with the allowable uses listed above under Allowable Use of Funds. | 0 | 3 | 7 | 10 | |  |
| 1. Applicant completed the Financial Management Risk Assessment. This assessment is intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds.   [See **Attachment A** for Assessment form.]  Risk Assessment Results for RFA Rubric Scoring:  Low Risk Score = 10 points  Medium Risk Score = 7 points  High Risk Score = 3 points  Risk Assessment not fully completed, scored, and/or signed = 0 points | 0 | 3 | 7 | 10 | |  |
| **Section C Total:** | | | | | **/20** | |

**ESSER Convening for Pandemic Recovery Grant**

# Application Scoring

CDE Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Parts I-II:** | **Application Introduction** | | Not Scored |
| **Part III:** | **Narrative** | |  |
|  | Section A: | Narrative | /40 |
|  | Section B: | Demonstration of Capacity | /10 |
|  | Section C: | Budget and Financial Management | /20 |
|  | Priority Considerations | | /6 |
| **Total:** | | | **/70** |

|  |  |  |
| --- | --- | --- |
| **Priority Considerations**  CDE will indicate whether this application met the priority criteria (see page 4 of the RFA).  This application demonstrates: | | |
| **Criteria** | **Meets** | **Does Not Meet** |
| Applicants demonstrated a clear and actionable plan for convening small and/or rural districts through funded convenings. | ☐ Yes - 2 Points | ☐ No - 0 Points |
| Applicant demonstrated capacity to lead convenings around educator workforce challenges. | ☐ Yes - 2 Points | ☐ No - 0 Points |
| Applicants demonstrated a strong track record in facilitating conversations and/or collaborations between districts. | ☐ Yes - 2 Points | ☐ No - 0 Points |
| **Total** | | **/6** |

**GENERAL COMMENTS:** Indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

**Strengths:**

**Weaknesses:**

**Required Changes:**

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

# Attachment A: Financial Management Risk Assessment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Financial Management Risk Assessment**  **All applicants applying for ESSER Convening for Pandemic Recovery Grant must fill out the following assessment.** These questions are intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds. Applicants are advised to make sure that the person(s) completing these questions are those responsible for and knowledgeable about the Fiscal Agent’s financial management functions. Scores from this section will determine if the organization’s level of risk to manage federal grant funds is high, medium, or low, and these scores will be utilized in determining potential grant awards.  **High Risk** – More than 20 points  **Medium Risk** – 8-20 points  **Low Risk** – Below 8 points | | | | | | | | |
| 1. Is the applicant on the Federal or State Debarment List? (If yes, no need to complete the rest of this form.) | | | | | | **Yes** | | **No** |
| 25 | | 0 |
| 1. Is the applicant in good standing on the Secretary of State registration? | | | | | | **Yes or N/A** | | **No** |
| 0 | | 5 |
| 1. Does the applicant have an active, no exclusion, UEI Number? | | | | | | **Yes** | | **No** |
| 0 | | 5 |
| 1. Has the applicant ever been suspended or debarred from receiving state or federal grants or contracts? | | | | | | **Yes** | | **No** |
| 5 | | 0 |
| 1. Has the applicant ever had a government contract, project, or agreement terminated? | | | | | | **Yes** | | **No** |
| 5 | | 0 |
| 1. Has there been changes in the applicant’s fiscal and/or program personnel in the previous year? | | | | | | **Yes** | | **No** |
| 5 | | 0 |
| 1. Does the applicant use a commercial/licensed financial software system? If yes, what system? | | | | | | **Yes** | | **No** |
| 0 | | 5 |
| 1. Does the applicant’s financial software system ensure that grant funds are not comingled with general operating funds? | | | | | | **Yes** | | **No** |
| 0 | | 5 |
| 1. Has the applicant received federal or state awards from the Colorado Department of Education in the past four years (since FY18-19)? If yes, which program and year? | | | | | | **Yes** | | **No** |
| 0 | | 1 |
| 1. Does the applicant have written procedures for procurement, time and effort (federal), and fiscal management (to include internal control procedures) of Federal or State grant funding that specifically comply with the Uniform Grants Guidance? | | | | | | **Yes** | | **No** |
| 0 | | 5 |
| 1. How many years has the applicant been in existence? | **<2 years** | **2-5 years** | | **6-10 years** | | **11-14 years** | | **15 years or more** |
| 4 | 3 | | 2 | | 1 | | 0 |
| 1. Does the applicant have experience managing other federal, state, local and/or private funds? | **<1 year** | **2-4 years** | | **5-7 years** | | **8-10 years** | | **More than 10 years** |
| 4 | 3 | | 2 | | 1 | | 0 |
| 1. Does the applicant have experience administering federal funds or other grants that provide funds for services to a comparable target population? | **<1 year** | **2-4 years** | | **5-7 years** | | **8-10 years** | | **More than 10 years** |
| 4 | 3 | | 2 | | 1 | | 0 |
| 1. Number of years that the applicant’s primary fiscal contact has been in the position (or a similar position) as of the application date? | **<1 year** | **1-2 years** | | **3-5 years** | | **6-9 years** | | **More than 10 years** |
| 4 | 3 | | 2 | | 1 | | 0 |
| 1. Amount of grant award requested for this project: $ | **More than $300,000** | | **$200,000 - $299,999** | | **$100,000 - $199,999** | | **< $99,999** | |
| 4 | | 3 | | 2 | | 1 | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Single Audit Status (answer only if applicant receives *more than* $750,000 in federal funding from other resources). Finding refers to a material weakness, significant deficiency, or questioned costs. | **No single audit performed** | | **Received a Program AND Fiscal audit finding** | | | **Received a Fiscal OR Program audit finding** | | | | **No findings were received OR N/A** | |
| 4 | | 3 | | | 2 | | | | 0 | |
| 1. Financial Audit Status (answer NOT required to have a Single Audit, but instead a standard financial audit). | **No audit performed for prior year** | | | **Financial Audit completed for prior year** | | | | **IRS 990 Form** | | | |
| 5 | | | 0 | | | | 0 | | | |
| 1. If applicant is NOT a School District or BOCES, they must submit a copy of most recent financials. Based on this submission, indicate the percentage of the proposed grant budget being applied for as compared to total operating budget (i.e., grant budget divided by total operating budget). | **40% or greater** | **31% - 39%** | | | **20%- 30%** | | **6%-19%** | | | | **<5%** |
| 4 | 3 | | | 2 | | 1 | | | | 0 |
| **CDE Comments:** | | | | | | | | | | | |
| **Total Points:** | | | | | | | | |  | | |
| **Risk Designation:** | | | | | | | | |  | | |

**High Risk** – More than 20 points

**Medium Risk** – 8-20 points

**Low Risk** – Below 8 points

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject this entity to immediate termination of a grant award agreement up to and including return of any disbursed funds.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Preparer - Typed Name and Title |  | Signature |  | Date |
|  | | |  |  |
| Entity Name | | |  |  |

# Attachment B: Sample Evaluation Report

Provide a sample report demonstrating applicant’s capacity for analyzing and summarizing convenings and other stakeholder engagement. If no previous example is available, provide (1) a description of the expertise that describes the applicant’s ability to meet the reporting requirements of this grant and (2) a writing sample.