



COLORADO

Department of Education

Diagnostic Review and Improvement Planning Grant Fiscal Year 2016-2017

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

Thursday, December 15, 2016

What this webinar covers?

- **Overview of the Application**
- **Submission and Review Processes**
- **Required Elements of the Proposal**
- **Guidance on Budget Considerations**

Application Overview



Introduction

- **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 an Improvement, Priority Improvement or Turnaround plan type, in order to address the needs identified by a diagnostic review and support a focused approach to improvement and improvement planning.**

Eligible Applicants

Eligibility Applicants are

1. Title I Focus Schools not awarded in 2014-2015 or 2015-2016;
 2. Title I schools with Turnaround plan types;
 3. Title I schools with Priority Improvement plan types; and
 4. Title I schools with Improvement plan types.
- If there is not enough funding to award all schools that have met the requirements of the grant, the above priority will be used to award funding.
 - Schools who have been awarded this grant in the last two years, and schools currently participating in Tiered Intervention Grant and Connect for Success Grant are **NOT** eligible.
 - Under Title I, Part A, Boards of Cooperative Services (BOCES) cannot be the fiscal agent for this application. However, the Lead Education Agency (LEA) identified as the fiscal agent for this grant may assign fiscal responsibilities to a BOCES. See page 3 of the grant for next steps.
 - CDE is unable to publicly disseminate the eligibility list at this time however if you have any questions regarding your school's eligibility please contact Laura Meushaw at meushaw_l@cde.state.co.us; (303) 866-6618.



Available Funds

- Approximately **\$1 million** is available.
- Each eligible schools can apply for up to **\$50,000** for a **diagnostic review and improvement planning support**, or up to **\$30,000** for **improvement planning support only**.
- Please note, another funding opportunity, **Connect for Success**, has been released concurrently. Schools eligible for both opportunities may apply for both, but will receive funding for only one of the grant programs.

Allowable Use of Funds

Diagnostic Review by an External Provider

Districts will select their own improvement planning support partner. All planning partners must be trained by CDE and demonstrate knowledge and understanding of Colorado's UIP process before funds can be released.

Provider must also have an established that it has the capacity to provide the following services:

- Comprehensive, evidence-based review of how the school is functioning in the following areas:
 - 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

CDE highly recommends that districts/schools identify their planning support partner before the Diagnostic Review. This partner should be present at the post-review debrief. The list of external providers is available at <http://www2.cde.state.co.us/scripts/EdServiceProviders/DisplayESP.asp?Cat=DR>

See the “CDE Standards and Indicators for Continuous Improvement” at <http://www.cde.state.co.us/sites/default/files/Colorado%20Standards%20%20Indicators%20for%20Continuous%20School%20Improvement%207.pdf>



Allowable Use of Funds (cont.)

- **Improvement Planning Support, through the Unified Improvement Planning (UIP) process, 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;
 - Improvement planning; and
 - Costs associated with involving relevant stakeholders (e.g., staff, parents) in data analysis and improvement planning.

Duration of Grant

- **Diagnostic Reviews must take place by June 2017.**
- **Funds must be obligated June 30, 2017 and requested by September 30, 2017**
- **Follow-up improvement planning must be completed by September 2017.**
- **There will be no carryover of funds.**

Evaluation and Reporting

Schools receiving funds under this grant opportunity are required to:

- Submit the Unified Improvement Plan (UIP) that has been updated based on the results of the Diagnostic Review and/or improvement planning support for review by CDE.
- Use the findings of the Diagnostic Review to inform the comprehensive needs assessment as part of the Title I Schoolwide Plan; and
- Submit the closeout Annual Financial Report to CDE no later than September 30, 2017.

Diagnostic Review providers are required to submit the final report, within 30 days of the review date, to CDE and prior to presenting the final report to the grantee. CDE staff who work directly with the grantee will have access to the report to ensure a comprehensive and streamlined system of support.

Please note that the final report is paid with public funds and must be shared with the public, if requested.

Data Privacy

- CDE takes seriously its obligation to protect the privacy of student Personally Identifiable Information (PII) collected, used, shared, and stored.
- PII will not be collected through the Diagnostic Review and Improvement Planning 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.

Submission and Review Processes



Submission Process

- Application materials and budget are available for download on the CDE website at www.cde.state.co.us/fedprograms/ti/sitig.
- An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to CompetitiveGrants@cde.state.co.us by Tuesday, January 24, 2017 by 11:59 pm.
- The electronic version must include all required components of the application as one document. Please attach the electronic budget workbook in Excel format as a separate document.
- Faxes will not be accepted. Incomplete or late applications will not be considered.

Intent to Apply

- The Letter of Intent to apply for Diagnostic Review and Improvement Planning grant is due Friday, December 16, 2016, at 11:59 pm.
- Submit online via SurveyMonkey at <https://www.surveymonkey.com/r/cfs1718>

Diagnostic Review - Letter of Intent

Letters of Intent due Friday, December 16, 2016, by 11:59 pm.

Please complete the information requested below to indicate your intention to apply for the **Diagnostic Review and Improvement Planning Grant**.

Name of LEA:

Recipient Schools:

Name of Authorized Representative:

Name of Contact for the Proposal:

Contact Telephone Number:

Contact E-mail Address:

I affirm that I am the named authorized representative from the LEA, or that the named authorized representative is aware and has approved of the intent to apply for the grant opportunity.

Yes
 No



Review Process

- Applications will be reviewed by CDE staff to ensure they contain all required components and adequately meet criteria.
- This is a competitive process – to be considered for funding applicants must meet all the requirements listed in the Required Elements section (page 6 of the Request for Proposal).
- Applications that do not meet all requirements may be asked to submit revisions that would bring the application 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.
- Applicants will be notified of final award status no later than Wednesday, February 28, 2017.

Required Elements



Application Format

- See page 6 for the Application Format requirements of the application.
- All pages must be standard letter size, 8-1/2" x 11". Number all pages.
- Use 12-point font, single line spacing, and 1-inch margins.
- The signature page must include original signatures of the lead organization/fiscal agent.
- The total narrative (Parts II-IV) of the application cannot exceed 5 pages.
 - The narrative must address, in sequence, each of Parts II-IV identified in the Selection Criteria and Evaluation Rubric (see pages 13-16).
 - Applications that deviate from the outlined sequence and format or that do not contain Parts II-IV within the 5-page limit will not be scored.

Required Elements

- See page 6 for the Required Elements of the application. See evaluation rubric for specific selection criteria needed in Parts II-IV (pages 13-16).
- The format outlined below must be followed in order to assure consistent application of the evaluation criteria.
 - **Part I: Application Introduction (not scored)**
 - Part IA: Cover Page – Applicant Information
 - Part IB: Retention of Funds for Service Form
 - Part IC: Program Assurances Form
 - Part ID: District Assignment of Federal Grant Funds and Assurances Form (*if applicable*)
 - Project Abstract
 - **Part II: Needs Assessment**
 - **Part III: Action Plan for Grant Activities (*use the table provided in rubric*)**
 - **Part IV: Budget Narrative and Electronic Budget**

Part II: Needs Assessment

Part II: Needs Assessment	Not Addressed/ Did Not Meet Criteria (information not provided)	Met All Criteria (requires additional clarification or development)
1. Describe the school and/or district's current improvement planning process (e.g., UIP) and/or needs assessment process.	<input type="checkbox"/>	<input type="checkbox"/>
2. Describe how the school/district consulted with relevant stakeholders in developing this application (e.g., School Board, DAC, SAC, staff).	<input type="checkbox"/>	<input type="checkbox"/>
3. Specifically identify who will serve as the district implementation coach and describe his/her qualifications and expectations for the role. Describe how this person will be responsible for carrying out the activities related to the diagnostic review and/or improvement planning. Identify who will be the main point of contact for ensuring the grant activities are on track.	<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comments:		

Part III: Action Plan for Grant Activities

Part III: Action Plan for Grant Activities	Not Addressed/ Did Not Meet Criteria (information not provided)	Met All Criteria (requires additional clarification or development)	
<p><i>Describe the major activities related to the diagnostic review and improvement planning support. CDE recognizes that the timeline will not be exact, but please provide an estimate of when activities will take place.</i></p>			
<p>1. Use the table below to organize activities in a timely and efficient manner, identify responsible individuals, develop a timeline, and indicate the resources that will be leveraged. (See example below)</p> <ul style="list-style-type: none"> • Identify major grant activities, interim benchmarks, timeline, and the person(s) responsible. • Run from date through date. • Be aligned with the allowable use of funds listed on pages 4-5 of the Request for Proposal. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>For example:</p>			
<p><u>Action</u></p>	<p><u>Timeline</u></p>	<p><u>Resources</u></p>	<p><u>Key Personnel</u></p>
<p>Select Diagnostic Review Provider & Improvement Planning Partner.</p>	<p>By May 2017</p>	<p><\$20,000 (recommended budget for on-site review)</p>	<p>Principal Grant implementation coach</p>
<p>Reviewer Comments:</p>			

Part IV: Budget Narrative and Electronic Budget

Part IV: Budget Narrative and Electronic Budget	Not Addressed/ Did Not Meet Criteria (information not provided)	Met All Criteria (requires additional clarification or development)
<i>(Electronic Budget Spreadsheet (Excel file) does not count toward page limit; Budget Narrative included in the five-page limit)</i>		
<p>1. Complete and attach the Budget Spreadsheet (Excel file). List costs of the proposed project as presented that are reasonable, necessary and are calculated to show how amounts are determined. The budget should be sufficient in relation to the objectives, design, scope and sustainability of project activities and demonstrate how funds will be used for supplementary services.</p> <p>Item Description Example: .X FTE for [role or title] at \$xxxxx per [hour or month or year] times [x per hours or months or year]</p>	<input type="checkbox"/>	<input type="checkbox"/>

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Part IV: Budget Narrative and Electronic Budget (cont.)

Part IV: Budget Narrative and Electronic Budget (cont.)	Not Addressed/ Did Not Meet Criteria (information not provided)	Met All Criteria (requires additional clarification or development)
<i>(Electronic Budget Spreadsheet (Excel file) does not count toward page limit; Budget Narrative included in the five-page limit)</i>		
<p>2. In addition to submitting the electronic budget, include a Budget Narrative (included in the five-page limit) in a narrative format that addresses the following criteria:</p> <ul style="list-style-type: none"> • Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the Action Plan for Grant Activities (Part III). • Include the cost of the instructional and student support program that the applicant plans to implement using the grant funds. 	<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comments:		

Questions?

- **For Program Questions:**

- Laura Meushaw, Title I Specialist
- 303-866-6618 | Meushaw_L@cde.state.co.us

- **For Budget/Fiscal Questions:**

- Evan Davis
- 303-866-6129 | Davis_E@cde.state.co.us

- **For Application Questions:**

- Anna Young
- 303-866-6250 | Young_A@cde.state.co.us