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##### Funding Opportunity

Application due: **Monday, February 28, 2022, by 11:59 pm**

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| Early Literacy Grant Preschool Expansion: 2022 Pursuant to Preschool Development Grant |

**Application & Program Questions:**

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# Early Literacy Grant – Preschool Expansion

**Application Due Monday, February 28, 2022, by 11:59 pm**

# Purpose

The purpose of the Preschool Expansion Grant is to increase the understanding and skill in implementation of scientifically based reading instruction (SBRI) of Colorado preschool educators. These funds serve to expand current kindergarten through third-grade (K-3) literacy professional development (PD) and offer opportunities to early childhood programs.[[1]](#footnote-1) This grant is designed to promote collaboration between a Comprehensive Early Literacy Grant (ELG) participant and early childhood programs resulting in improved implementation of scientifically based reading instruction across preschool through third grade. This grant is also intended to align with Comprehensive ELG grantees’ established plans and goals. (See the [Early Literacy Grant website](http://www.cde.state.co.us/coloradoliteracy/readact/grant) for ELG administration rules.)

In alignment with the purpose of the Comprehensive ELG and with ELG grantees’ specific goals, ELG participants along with early childhood programs will select PD that specifically focuses on SBRI for preschool educators. Grantees may select pre-approved PD from [CDE’s advisory list](https://www.cde.state.co.us/node/55877). Or, grantees may submit PD not yet reviewed or approved. Any not-yet-approved PD submissions will be reviewed by CDE staff on a rolling basis and approved based on the following criteria:

1. Aligns with the purpose and goals of the Comprehensive ELG;
2. Provides a strong foundation in SBRI for preschool educators;
3. Supports sustainability by offering training to become an onsite, local facilitator; and
4. Provides face-to-face options, either in-person or virtual.

# Eligibility

Eligibility for Preschool Expansion funds is limited to local education providers (LEPs) actively participating in the Comprehensive ELG in the 2022 calendar year. This includes ELG Cohorts 4 and 5 participants within their original grant timeline and/or qualified for Sustainability funds or extensions.[[2]](#footnote-2) Eligible LEPs must identify and plan to work with early childhood program(s) to be considered. For the purpose of this grant, early childhood programs are any licensed childcare or preschool providers serving children ages three through five, whether administered in the community or within the public school system, as well as Head Start programs.

Eligible applicants are LEPs that:

* Are current Comprehensive ELG participants or former grantees participating in an ELG Sustainability grant and/or extension,
* Are in good standing with meeting conditions and requirements of previous ELGs,
* Have met all conditions of the grant (i.e., clear district involvement in leadership team and evaluation data submitted on time), and
* Have a current budget on file with CDE reflecting all budget revisions and expenditures throughout the duration of their ELG participation,
* Plan to collaborate with at least one early childhood program serving ages three through five.

# Available Funds

Approximately $185,000 is available for the ELG – Preschool Expansion for 2022 calendar year. The funding allocation process includes an application submission from Comprehensive ELG participants and an early childhood program(s), CDE review and award determination, budget submission, potential revision(s), and final approval by CDE.

The determination process for award amounts prioritizes the following factors:

* alignment with PD selection requirements (#1-5 on page 2 of this document),
* the number of intended PD participants,
* the number of early childhood programs serving ages three through five in an application,
* the total number of students ages three through five in the participating early childhood program(s),
* the total number of students identified as having a significant reading deficiency (SRD) in K-3,
* the rate of students receiving free or reduced lunch (compared to the state average),
* the rate of minority students[[3]](#footnote-3) (compared to the state average), and
* the number of rural schools.

# Use of Funds

The Preschool Expansion Grant will provide funds for early childhood programs to participate in PD providing a strong foundation of SBRI for preschool educators.

Funds may be used to implement the approved PD in the following ways:

* Tuition, fees, and/or training program costs, PD books and/or materials included in PD plan;
* Face-to-face (in-person or virtual) training; and/or
* Stipends/substitutes and travel for attending training and/or follow-up coaching.

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 ELG – Preschool Expansion.
* (Partial funding for technological equipment related to instructional purposes may be considered.)

Funds from this opportunity must be used to **supplement, not supplant**, any federal, state, and local moneys currently used to build relationships between elementary and early childhood program staff and/or support and embed the essential components of reading instruction into all elements of the preschool through third grade (P-3) teaching structures in schools. This funding is supplemental to existing Comprehensive ELG funding and will be managed in alignment with the budget approval process established for existing comprehensive funding.

Grantee must ensure:

* Leadership support and administrative involvement at early childhood program-, school-, and district-level;
* Participants include early childhood administrator(s), preschool educators, coaches of preschool educators, and potentially, other related staff;
* Participating school and early childhood program representatives meet regularly to discuss, collaborate, and reflect on PD program implementation and progress;
* Participants complete all training, applied practices, coaching and associated assessments as applicable to meet the completion requirements of the PD program;
* At least one staff is trained to become a facilitator for the PD program to promote sustainability in the community and/or district if one is not already present. This staff will be available to train community and/or district staff as requested; and
* Increased family outreach and engagement.

# Application Requirements

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. Each applicant’s grant plan should reflect this.

The Preschool Expansion Grant application will include a Smartsheet form and an assurances document attachment. 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 ELG period;
* A grant plan that includes:
  + participant information including the early childhood program(s) by name, program type, number of three- to five-year-olds served in each program, structure for collaboration between this staff and the ELG cohort;
  + how this grant would strengthen and build connections between preschool and K-3 literacy;
  + current capacity for implementing the grant requirements;
  + how these funds will strengthen family, school, and community partnerships;
  + how to sustain collaboration across P-3 beyond the duration of the grant;
  + how to sustain positive student outcomes in literacy beyond the duration of the grant;
  + how the school leadership team that supports the Comprehensive ELG will evolve to include early childhood program staff, support Preschool Expansion Grant goals, and sustain the work during and beyond the grant duration;
  + implementation and outcome goals; and
  + anticipated potential barriers to grant implementation how grantee would address them.

# Evaluation and Reporting

To ensure fidelity to grant requirements and reflect on project impact, grant recipients shall provide:

* a list of intended participants, due **within one month** of receiving a grant award notification;
* a middle-of-year (due **Friday, September 2, 2022**) and end-of year (due **Friday, December 16, 2022**) attendance summary, including
  + which participants attended each training,
  + the topic and date of the training and name of the trainer,
  + and record(s) of attendance; and
* a middle-of-year and end-of-year evaluation summary (due **Friday, September 2, 2022 and Friday, December 16, 2022**).

CDE will provide the attendance and evaluation summary templates.

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.

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.

Note: 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 document (pages 6 and 7 of this 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

CDE staff will review applications to ensure they contain all required components and approve the selected PD program. CDE staff will notify applicants of their application status by **March 11, 2022** to begin the potential revision process. Awardees will then submit a detailed budget spreadsheet. CDE staff will notify applicants of their final award and application status by **April 2022**.

# Submission Process and Deadline

1. Applicants must complete and submit the [Early Literacy Grant - Preschool Expansion Application](https://app.smartsheet.com/b/form/e94f10fb93e64957bed10d2daf7c947b) via Smartsheet (including a complete Program Assurances and Disclaimers document in PDF format) by **Monday, February 28, 2022**.
2. CDE staff will review submissions, select awardees, determine funding, and alert all applicants of their application status and grant award amount by **Friday, March 11, 2022**.
3. Participants must complete and submit the Early Literacy Grant - Preschool Expansion budget spreadsheet (to be provided following awardee determination) in Excel format and final application revisions by **Friday, March 25, 2022**.
4. CDE will review budget spreadsheets and alert participants of required changes by **Monday, April 4, 2022**.
5. If applicable, participants must revise spreadsheet based on required changes from CDE, with final revisions due **Friday, April 15, 2022**.
6. Grantees should be able to access funds no later than **May 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 [Megan Prior Rogers](mailto:Rogers_M@cde.state.co.us) and [Laura Stelling](mailto:Stelling_L@cde.state.co.us).

# Application Format

* Applications and required documents should be submitted through the [Early Literacy Grant - Preschool Expansion Application](https://app.smartsheet.com/b/form/e94f10fb93e64957bed10d2daf7c947b) Smartsheet form.
* Applications should only include the required elements.
* The Program Assurances and Disclaimers signature page must include original signatures of the lead organization/fiscal agent.

# Early Literacy Grant– Preschool Expansion

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# 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 – Preschool Expansion and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , the Board of | (district) |

hereby agrees to the following assurances:

1. Early childhood program-, school-, and district-level leadership is committed to supporting Early Literacy Grant – Preschool Expansion participants in implementing scientifically based reading research and all other requirements of the grant.
2. The applicant agrees to ensure participating school and early childhood program representatives meet regularly to discuss and reflect on program implementation and progress.
3. The applicant agrees to sustain the efforts of this grant beyond the duration of the grant.
4. 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 teaching structures, including universal/core instruction and targeted and intensive instructional interventions.
5. The applicant agrees to ensure participants engage in all elements of the selected and approved training. The applicant agrees to ensure at least one participant successfully completes a facilitator training (if there is not already a trained facilitator in the community and/or district is available to train community and/or district staff in as requested).
6. The applicant will provide complete middle-of-year and end-of-year summaries using the CDE-provided template to determine if the grantee is making satisfactory progress toward achieving grant goals.
7. Staff at each participating school and/or early childhood program is committed to implementing the Early Literacy Grant – Preschool Expansion as described in this document.
8. If a change in school leadership occurs during participation in the grant, the district and/or new school/program leadership agrees to notify CDE Preschool Through Third Grade (P-3) staff and provide a transition plan to demonstrate commitment to grant activities for the remainder of the grant.
9. Participants will not discriminate against anyone regarding race, gender, national origin, color, disability, sexual orientation, or age.
10. The work product in this grant application is the original work of the school/applicant and its agents who worked on the application.
11. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
12. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

All grantees must work with and provide requested data to CDE for the Early Literacy Grant – Preschool Expansion 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 contact Megan Prior Rogers ([Rogers\_M@cde.state.co.us](mailto:Rogers_M@cde.state.co.us)) and Laura Stelling ([Stelling\_L@cde.state.co.us](mailto:Stelling_L@cde.state.co.us)) in CDE’s P-3 Office for any budget modifications.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
| Name of Early Childhood Representative #1 |  | Signature |  | Date |
| Name of Early Childhood Representative #2 (if applicable) |  | Signature |  | Date |
| Name of Early Childhood Representative #3 (if applicable) |  | Signature |  | Date |

# Early Literacy Grant Program

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# Application Review

CDE Use Only

**ELG COHORT #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCAL EDUCATION PROVIDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EARLY CHILDHOOD PROGRAM(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROFESSIONAL DEVELOPMENT PROGRAM**

Selected vendor and program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does selected program:

1. \_\_\_ Align with the purpose and goals of the Comprehensive ELG?
2. \_\_\_ Provide a strong foundation in SBRI for preschool educators?
3. \_\_\_ Support sustainability by offering training to become an onsite, local facilitator?
4. \_\_\_ Provide face-to-face options, either in-person or virtual?

Applicant’s selected program must satisfy all requirements above to be eligible for funding. If application does not provide evidence of this, the application will not be further reviewed or considered for funding.

Meets ☐

Does Not Meet ☐

**FUNDING PLAN**

\_\_\_ Funding plan meets all criteria with high quality: Provides clear, concise, and thorough response.

\_\_\_ Funding plan meets some but not all criteria: Clear plan but plan is unlikely to improve literacy outcomes.

Required Changes:

\_\_\_ Funding plan minimally addresses or does not meet criteria.

**RECOMMENDATION:** ☐ Funded ☐ Funded with changes ☐ Not funded

☐ Did not complete review. Not funded because applicant did not meet Professional Development Program requirements.

1. The term “early childhood program” refers to any licensed childcare or preschool provider serving children ages three through five as well as Head Start programs. [↑](#footnote-ref-1)
2. Cohort 6 grantees are not eligible for 2022 Preschool Expansion funding because their Comprehensive ELG participation will not have been formally approved by the Colorado State Board of Education prior to the start of the Preschool Expansion application window. [↑](#footnote-ref-2)
3. Per CDE guidance, the term “minority students” includes American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Two or More Races. [↑](#footnote-ref-3)