HE125424R5000-Grants to Military-Connected Local Educational Agencies for Academic and Support Programs and the World Language Advancement and Readiness Program

Broad Agency Announcement and Application Guidelines

CFDA: 12.556

Department of Defense Education Activity (DoDEA)

Deadline for Receipt of Applications:

Friday, March 29, by 11:59PM EST

Discretionary Grant Program, Notice Inviting Applications for Fiscal Year (FY) 2024

I. OVERVIEW OF THE FUNDING OPPORTUNITY ANNOUNCEMENT (FOA)

Department of Defense Education Activity

Broad Agency Announcement (known herein as Funding Opportunity Announcement) for the Military-Connected Local Educational Agencies for Academic and Support Programs (known herein as MCASP) and the World Language Advancement and Readiness Program (known herein as WLARP), Fiscal Year 2024.

FUNDING OPPORTUNITY NUMBER: *HE125424R5000*

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: *12.556 Competitive Grants: Promoting K-12 Student Achievement at Military-Connected Schools*

ANNOUNCEMENT TYPE: *Initial Announcement*

ISSUE DATE*: January 31, 2024*

KEY DATES & POINT OF CONTACTS:

January 31, 2024	Applications Available (https://www.grants.gov)
February 29, 2024	Pre-recorded Technical Assistance Webinars (https://dodeagrants.org/)
March 29, 2024	Deadline for Transmittal of Applications, No Later than 11:59PM Eastern Standard Time
No Later than September 30, 2024	Grants Awarded
Contact Information	DoDEA Grant Program Office: DoDEA.Grants@dodea.edu - 571-372-6026 DoDEA Procurement Division Thatsanee Schwarzmann, Grants Officer thatsanee.schwarzmann@dodea.edu Jenny Suh, Grants Specialist jenny.suh@dodea.edu

Anticipated Funding Type: Grant award(s).

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II. FUNDING OPPORTUNITY DESCRIPTION

A. Short Description of Funding Opportunity

The Department of Defense Education Activity (DoDEA) seeks innovative applications that identify and implement evidence-based practices to meet the academic needs of the highly mobile military-connected students in their community and applications which establish, improve, or expand world language programs targeting elementary and secondary students. In addition, any local education agency (LEA) awarded a grant under this announcement must use the funds to support programs that can be continued beyond the grant period and demonstrate approaches that could be disseminated to and duplicated in other LEAs. Awarded projects must provide a written project narrative and a detail budget table which identifies which program (either MCASP or WLARP) the LEA is applying for funding to implement under this announcement. Additionally, all projects awarded under this funding opportunity must include a professional development component. DoDEA intends to award multiple grants, subject to the availability of funds. Each individual grant award will be a minimum of $500,000.00 and may be up to a maximum of $2,000,000, for a period of up to five (5) years.

B. Background

The DoDEA Partnership and Resources Division provides eligible LEAs with the resources to close achievement gaps, spark ingenuity, innovate and sustain quality education and seamless learning transitions for military-connected students. To advance this effort, DoDEA provides a competitive grant program to domestic public schools that identify a need focused on academic mastery, narrowing learning gaps for students that transition, and/or providing consistent access to educational programs. Since 2009, over one million public school students in 36 states have been impacted by this program. Additionally, the House and Senate Appropriations Committees are concerned about the lack of military personnel with advanced language skills and believe this could be addressed by promoting foreign language study programs targeting elementary and secondary students. As a result, the National Defense Authorization Act for Fiscal Year 2021 authorized the development of a competitive grant program to provide support to eligible entities for the establishment, improvement, or expansion of world language study for students at public schools in a LEA that hosts a unit of the Junior Reserve Officers' Training Corps (JROTC).

C. Program Description

This funding opportunity has two applicable programs, Military-Connected Local Educational Agencies for Academic and Support Programs (MCASP) and the World Language Advancement and Readiness Program (WLARP). Applicants can apply for funding to implement either MCASP or WLARP at their respective LEA. LEAs may **only choose ONE program** to apply for funding under this announcement. The following provides a description of both programs for LEAs to select for funding.

MCASP: Project scope for MCASP applicants may range in size and complexity. Efforts may have an emphasis on hands on, problem-based learning activities, mentor-centered programming, education outcomes, convergence of multiple curricular disciplines, and/or career pathways/opportunities. The following are examples of successfully funded prior proposals:

- Engaging students where disciplines converge, including programs that meaningfully integrate science, technology, mathematics, and engineering (STEM) subjects as well as other disciplines such as Career and Technical Education (CTE), arts & humanities.

- Designing innovative remote learning experiences to teach literacy, mathematics, computer science, and/or other CTE courses.
- Developing partnerships to implement education and outreach programs with a holistic approach to understanding real-world applications.
- Filling gaps in schools that lack necessary infrastructure through innovative programming and/or novel interventions to address student achievement gaps in any curricular subject.

WLARP: In response to a request from a Congressional bipartisan group, the Academy of Arts and Sciences created the Commission on Language Learning. In the Commission's final report, America's Languages: Investing in Language Learning for the 21st Century, they state the importance of

> *…a national strategy to improve access to as many languages as possible for people of every region, ethnicity, and socioeconomic background—that is, to value language education as a persistent national need similar to education in math or English, and to ensure that a useful level of proficiency is within every student's reach. As children prove especially receptive to language education—they spend much of their time in educational settings and can develop language skills gradually throughout their lives—the Commission believes that instruction should begin as early in life as possible*."

Challenges inherent to the current world environment require the military to be equipped with world language skills. The National Defense Strategy (NDS) of the United States, Sharpening the American Military's Competitive Edge states that the "*U.S. interest includes protecting the nation and our allies from attack or coercion. The NDS also recognizes that our nation's security is "tightly bound with the security of the broader international system*."

To be successful in national security efforts and effectively collaborate with global populations, world language skills are a critical defense competency. Experts indicate that students learning languages starting at the K-12 levels develop higher language proficiency than those starting in college; therefore, exposing elementary and secondary students to world languages is critical to developing and sustaining the pipeline of individuals with skills needed to address national security and economic competitiveness needs. As a result, the Department of Defense (DoD) is committed to increasing world language skills and cultural knowledge capability and capacity by identifying and training students who could become potential service members with high aptitude to learn world languages. The goal of any proposed effort under this announcement must provide solutions that will establish, improve, or expand world language study for PK- 12 public school students in an LEA that hosts a unit of the JROTC. For this effort, world language is defined as American Sign Language (ASL) and/or any of the languages included on the DoD Strategic Language List (SLL) as defined in DoD Directive 5160.41E, Defense Language, Regional Expertise, and Culture Program, and can be found at Appendix D of this announcement.

Applicants seeking funding for WLARP should include in their application a project narrative that focuses on one or more of the following scope areas:

1) Establish and implement programs that showcase a meaningful integration of world language(s) across subject areas. Projects under this scope would include world language immersion or partial world language immersion of any of the languages included on the DoD SLL (Appendix D) and/or ASL.
2) Establish and implement an exploratory pilot program that seeks to create new world language

experiences for students. For example, this type of project may link native speakers of languages other than English within the LEA with the target schools in order to promote two-way language learning. The language used for this scope must be included on the DoD SLL (Appendix D) and/or ASL.

3) Improve or expand content-based instruction in the target school's current world language program of one or more of the languages included on the DoD SLL (Appendix D) and/or ASL.

4) Effectively use technology, such as computer-assisted instruction or distance (virtual) learning, to establish or expand course offerings of one or more world languages included on the DoD SLL (Appendix D) and/or ASL.

All MCASP and WLARP applications should:

1) Address the program description.

2) Demonstrate potential to make a substantial impact.

3) Create meaningful content and participant experiences that meet the intent of either the MCASP or WLARP program.

4) Collect a set of program-specific measures of performance to include capture of participation rates and measures of effectiveness appropriate to the goals of the project.

5) Provide a clear overview and rationale for how grant funding will be allocated.

6) Contain a strategy for program sustainability once the period of performance of this award ends.

D. Deliverables

Reports – The applicant must acknowledge that the following reports are required. The reporting forms will be available on the reporting website and, if awarded, applicants agree to submit the following:

- Quarterly Invoice –This report requirement is fulfilled with the completion of the Standard Form (SF) 270 which is to be accompanied by any grant advance payment or reimbursement request via an attachment on the Wide Area Workflow system. The SF 270 includes information on current expenses and invoices for the submitted period.

- Performance Reports (Semester Reports) – A template will be provided to each awarded grantee. It will include information on programmatic goals to include major successes or major problems that warrant DoDEA attention. This report will be submitted through our DoDEA grants online reporting system for each fall and spring school year semesters.

- Annual Reports (Annual Performance & Annual Financial)– A template will be provided to each awarded grantee. A complete annual Performance Progress Report is mandated by DoDEA and will be due each year on October 31st. It will include a cover sheet, written narrative as well as the annual financial report (SF 425).

- Final (Closeout) Performance Report & Final (Closeout) Financial Report (Last year of grant award only) – This report details the full programmatic accomplishments summarized from prior annual reports and a forecast for ongoing program sustainability after the end of the period of performance. Include, as feasible, examples of educational materials produced, success stories, accomplishments, links to digital materials, and other resultant material from the award.

The tables below outline the deliverables timeline as stated above.

Table 1. Invoicing Timeline and Reporting

Invoice Due Dates	Report Type
Quarterly: March 31st; June 30th; Sep 30th; Dec 31st	Request for Payment (SF 270)
Final Invoice: May 31st (Year 5)	Request for Payment (SF 270)

Table 2. Performance Reporting Timeline (Years 1-4)

Report Due Dates	Report Type
January 31st (Performance)	Fall Semester Report
July 31st (Performance)	Spring Semester Report
October 31st (Annual Performance) October 31st (Annual Financial)	Annual Performance Report Annual Financial Report (SF 425)

Table 3. Performance Reporting Timeline (Year 5)

Report Due Date	Report Type
January 31st (Performance Report)	Fall Semester Report

Table 4. Closeout Reporting Timeline

Year 5 Only Due Date	Report Type
No later than September 30th or 120 days after end date of last year performance period	Closeout Performance Report Final Financial Report (SF 425)

E. Authorization

Authority for this competitive grant is provided by the following: 2007 National Defense Authorization Act (NDAA), Section 574(d) of Public Law 109-364 Section 574(d) of P.L. 109-364 (made permanent through Section 552 of P.L. 115-91); and 2020 NDAA Section 1751 of P.L. 116–92. This publication also constitutes a Funding Opportunity Announcement (FOA) as contemplated in the Department of Defense Grants and Agreements Regulations (DoDGARS) 32 CFR 22.315 – Merit-based, competitive procedures. DoDEA will not issue paper copies of this announcement. DoDEA reserves the right to select for award all, some, or none of the applications in response to this announcement.

Application packages to include project narratives and budgets (or any other material) submitted in response to this FOA will not be returned. DoDEA will treat all applications as sensitive competitive information and will disclose their contents only for the purposes of DoDEA's evaluation of the grant applications.

Awards will take the form of individual grants, not cooperative agreements. Any assistance instrument awarded under this announcement will be governed by the award terms and conditions that conform

to DoD's implementation of OMB circulars applicable to financial assistance. Terms and conditions will include revisions to reflect DoD implementation of new OMB guidance in 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." At the time of this FOA publication, the revisions are still not finalized and there is no set date for their implementation or transition. If these revisions come into effect before the date of any award, the recipients of the award agree to comply with all relevant revisions.

The applicant must meet the minimum standards for receiving federal funds, as defined in 32 CFR 22.415, which states that to be qualified, a potential recipient must do the following:

1) Have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement.
2) Have a satisfactory record of executing such programs or activities (if not a prior recipient of an award).
3) Have a satisfactory record of integrity and business ethics.
4) Be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations (see § 22.420(c)).

The applicant must agree to abide by all federal rules and regulations regarding performance and financial management, including, but not limited to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Any inconsistencies in the requirements of award will be resolved in the following order of precedence:

1) Federal statutes.
2) Federal regulations.
3) 2 CFR part 200, as modified and supplemented by DoD's interim implementation found in 2 CFR part 1104.
4) Award-specific terms and conditions.

If awarded, in case of disagreement with any requirements of award, the recipient shall contact the DoDEA Grants Officer who issued the grant in order to resolve the issue. The recipient shall not assess any costs to the award or accept any payments until the issue is resolved.

Applicants should be aware of the following:

- Information regarding the application packages can be found at the following URL: https://grants.gov/applicants/grant-applications/how-to-apply-for-grants
- Grant applications will be reviewed only if they (1) meet the criteria specified by this announcement and (2) are submitted through Grants.gov.

III. AWARD INFORMATION

A. Funding Amount and Period of Performance

Under this FOA, DoDEA intends to award multiple grants, subject to the availability of funds. Each individual award will be for a minimum of $500,000.00 and may be up to a maximum of $2,000,000.00 for a period of up to five (5) years. DoDEA expects projects to be completed within the performance

period. All projects awarded under this FOA will have a period of performance end date of May 31, 2029. Proposed project costs must be no more than $2,000,000.00 for all years of the project, including direct and indirect costs. Please note that applicants are required to use the first year of their award as a planning year. During this year, such activities as refining project and evaluation plans, providing professional learning, securing necessary resources, and hiring or revising staff positions should occur. Additionally, during the first year of award, all grantees will be required to meet with DoDEA to establish a monitoring review plan. During the initial monitoring review plan meeting (conducted during the first year of award), all grantees will be given a risk designation (e.g., high, moderate, low). This designation can change throughout the life of the grant and is comprised of an analysis of any of the elements listed below, in addition to district request.

1) History of unsatisfactory performance,
2) Material violations of the terms and conditions,
3) Large cost disallowances,
4) Serious deficiencies in program or business management systems, and
5) Inexperience (first time grant awarded)

It is anticipated that awards funded under this announcement and selected this fiscal year will be made by September 30, 2024.

The amount available through this announcement will be dependent upon final FY 2024 budgetary decisions. Publication of this notice does not obligate DoDEA to award any specific project or to obligate any available funding. If any applicant incurs any costs prior to receiving an award agreement from the authorized DoDEA Grants Officer or DoDEA Grant Program Manager, the applicant does so solely at the LEA's own risk of such costs not being included under an award if an award is made to the applicant. Pre-award costs are not allowed under this award unless prior written approval has been given by the DoDEA Grants Officer or DoDEA Grant Program Manager in accordance with 2 CFR §200.308(d), §200.102, and §200.407.

All applicants can request funding up to the amount prescribed in the funding formula outlined in Table 5. The funding formula for this opportunity is based *ONLY on the total number of military- connected students at eligible/target school(s).*

Table 5. DoDEA FY24 MCASP and WLARP Grant Funding Formula

Number of Military-Connected Students at Eligible School(s)	**Award Amount** *(Total for 54 months)*
500 or fewer	$500,000.00
501 - 750	$750,000.00
751 – 1,000	$1,000,000.00
1,001 -1,250	$1,250,000.00
1,251 – 1,500	$1,500,000.00
1,501 or greater	$2,000,000.00

B. Peer Merit Reviews

DoDEA will use peer reviewers to assist in the merit review of applications. Peer reviewers who are not U.S. Government employees must sign non-disclosure agreements before receiving full or partial copies of applications/applications and reports submitted by the performers.

IV. ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants for this funding opportunity are limited to PK-12 LEAs including charter schools that are considered LEAs under state law. For-profit organizations, foreign institutions, and individuals are not eligible to apply. Likewise, federal agencies or current federal employees are not eligible to receive federal assistance under this announcement but may be project partners. Current DoDEA grant award recipients are eligible to apply. Awards under this announcement will be made to LEAs on behalf of their eligible/target school(s). Eligible/target schools must meet the following the following criteria:

1) **All applicants: Eligible/target school(s) must have a ten (10) percent or greater military-connected student enrollment for school year (SY) 2022-2023**. The enrollment numbers may be verifiable from the district's U.S. Department of Education Impact Aid totals and/or the State Military Student Identifier data. For the purposes of this announcement, a military-connected student is defined as an elementary or secondary school student who is either a dependent of a member of the Armed Forces or a dependent of a civilian employee of the Department of Defense, or a dependent of a person who is not a member of the Armed Forces or a civilian DoD employee but who is employed on Federal property.

2) **WLARP applicants ONLY: Eligible/target school(s) must be a part of a LEA which currently hosts a unit (or has a pending application to host) of the Junior Reserve Officers' Training Corps (JROTC) in one of their local high schools.** JROTC programs, run through the Army, Navy, Air Force and Marine Corps, are taught as elective courses at more than 3,000 high schools nationwide. To find out if a LEA has an eligible JROTC program, please visit the following respective service JROTC websites:

    - U.S. Army JROTC Program Headquarters – Select "School Locator" http://www.usarmyjrotc.com/
    - U.S. Air Force JROTC Program Headquarters – Select "AFJROTC Unit Locator" https://www.airuniversity.af.edu/Holm-Center/AFJROTC/Article-Display/Article/950637/
    - Naval Service Training Command – Select "Find An NJROTC Unit" https://www.netc.navy.mil/NSTC/NJROTC/
    - U.S. Marine Corps https://www.mcjrotc.marines.mil/Schools/List/

B. Cost Sharing or Matching

The primary basis for selecting applications for award are technical merit, proposed cost

allowability, reasonableness, governmental risk assessment, and availability of funding. No cost sharing or matching is required. If offered, voluntary cost sharing may be considered as a demonstration of an offeror's commitment to their proposed project. Any proposed cost sharing becomes a binding term of any award. DoDEA reserves the right to request and require additional supporting information and documentation after it makes the selection determination. DoDEA reserves the right to remove applicants from award consideration if the applicant fails to reach agreement on award terms, conditions, or cost/price within a reasonable time; or if the applicant fails to provide requested or required additional information in a timely manner.

C. Other: Registration in System of Award Management

To apply for grants and other funding opportunities, the proposing LEA's System of Award Management (SAM) registration must be current at the time of application and award. Applications will not be accepted unless the proposing LEA is registered in SAM. Registration in SAM, which is free, is now included in the acceptance of Certifications and Assurances. SAM may be accessed at the following URL: https://sam.gov.

V. APPLICATION AND SUBMISSION INFORMATION

The Government seeks only applications that are relevant and responsive to the Funding Opportunity Description in Section II. Applications are highly encouraged to address the areas listed in the Funding Opportunity Description using headings for each area.

Applications will only be received electronically, as editable PDFs, Word documents, or Excel spreadsheets through https://www.grants.gov/ no later than 11:59 PM Eastern Time on **March 29, 2024**. Applications are NOT to be submitted via email. Access to complete instructions may be found at the following URL: https://grants.gov/applicants/grant-applications/how-to-apply-for-grants

Award Notification: It is anticipated that final selections for award will be made no later than September 30, 2024.

A. Address to Request Application Package

All relevant materials are available with this announcement on Grants.gov.

B. Content and Form of Application Submission

Applications submitted under this FOA must seek to address unclassified efforts. As a corollary, no classified applications shall be submitted. Application submissions will be protected from unauthorized disclosure in accordance with applicable laws and DoD regulations.

An application must include all elements related to (1) and (2) below. Elements (3) and (4) are optional and not included in the merit review process nor the total package page limit. Failure to provide this information in the required format and within prescribed page limits may result in the application being excluded from further review. Any non-requested elements submitted as part of a full application package will be removed from the application prior to merit review. See full details of each element below the list.

1) Required Federal Forms

2) Project Narrative
3) Letter(s) of Support and Supporting Documents
4) References Cited

1) Required Federal Forms

Prospective applicants must complete the mandatory forms in accordance with the instructions provided on the forms and the additional instructions below. Files that are attached to the forms must be in Adobe Portable Document Format (.pdf) unless otherwise specified in this announcement. At the time of application submission, applicants must complete and submit the following federal forms with signatures of the Authorized Representative of the submitting LEA:

- SF-424, Application for Federal Assistance
- SF-424-A, Budget Information, Non-Construction Programs
- SF-424-B, Assurances for Non-Construction Programs
- Budget Narrative Attachment Form

- **Project Narrative**

Submit **Project Narrative** as an editable PDF using the following format:

1) Paper Size – 8.5 x 11-inch paper
2) Margins – 1 inch
3) Spacing – single spaced
4) Font – Times New Roman, 12-point
5) Page limit – The project narrative cannot exceed 30 pages. *While this page limit does not include appendices that may provide additional context for narrative claims, the entire package (narrative + appendices) cannot exceed 60 pages.*
6) The project narrative components should include the following (criteria for scoring are detailed in Appendix E):
    - Cover Page
    - Abstract
    - Table of Contents
    - Needs Assessment and Rationale for the Project
    - Project Goals
    - Professional Learning Plan
    - Project Planning Year
    - Project Implementation Years
    - Key Personnel Qualifications
    - Project Evaluation Plan
    - Budget Narrative and Detail Budget Table
    - Sustainability Plan

    Cover Page must include all contact information (including mailing address), names of

military installations served, which program LEA is applying for funding (either MCASP or WLARP), project focus (scope) area(s), enrollment data for eligible/target schools, JROTC unit located within school district (if WLARP applicant), and an authorized signature.

Abstract of no longer than 250 words is required. The abstract is placed on the cover page and should be a concise overview of the objectives of the project, project activities, location of the project, expected outcome(s), and the proposed rationale/impact for the work. NOTE: Project abstracts of applications that receive funding may be posted on program-related websites and/or included in notices that DoDEA may send to members of Congress.

Applicants must use the template for the application found in Appendix A of this FOA for submission of your grant project proposal.

Table of Contents lists the elements in the grant proposal narrative with the corresponding section and page numbers.

Needs Assessment and Rationale for the Project (10 points) determines and presents the needs between the current condition and the desired outcome. A strong needs assessment provides detailed information, including supporting data, on the current needs of military-connected students as it relates to the proposed project. The needs assessment must also include information on current and past efforts (funded by DoDEA and otherwise) to address any successes and/or challenges in the proposed focus area. Finally, it presents past and current professional learning efforts for staff in the proposed focus area and presents staff challenges and needs to be met to improve student outcomes in the focus area.

Project Goals (10 points) – The application must consist of a clear description of the technical approach being proposed to address the applicants' chosen program area (either MCASP or WLARP). This section of the narrative should address the following:

1) Identify goals of project. The applicant can choose **no more than three goals** for their proposed project. Each goal should be written to state how the project outcomes will be achieved in a clear, specific, and measurable way. An example of a goal statement is "*Military-connected 8th graders will improve their science achievement as evidenced by quantitative and/or qualitative measures by the end of this grant cycle (May 31, 2029).*" Examples of outcome measures can include the following:

   a. Student performance in goal-related courses based on statewide, districtwide and/or schoolwide assessments.
   b. Student grades in goal-related courses.
   c. Number of participants in focus groups and/or interviews and their qualitative results.
   d. Parental and/or student pre- and post-surveys.
   e. Enrollment, grade, and/or completion rates in goal-related courses.
   f. Number and percentage of students earning industry-recognized credentials.
   g. Number and percentage of students matriculating to higher grades and grade groupings (regular and honors) and higher education in goal-related programs with articulation agreements.

2) Identify strategies. Each goal may not have more than three strategies. The identified goals should be the same used for project evaluation. Strategies to support goals must be related to improving student outcomes related to MCASP or WLARP. The following are examples of strategies used in prior successful proposals:

   a. Extracurricular activities (e.g., after school clubs, competitions, etc.)
   b. In-class curriculum instruction support (e.g., project-based learning, pathways, apprenticeships, etc.)
   c. Organizational capacity building (e.g., mentoring programs, building faculty capacity to use student data to target student learning needs, etc.)
   d. In-class technology support (e.g., laptops, educational software, etc.)
   e. Tutoring
   f. Virtual learning
   g. Any other evidence-based educational strategy

3) Discuss the LEA's potential to achieve goals as described in the Program Description section of this announcement, including the extent to which the proposed project will result in information to guide possible replication of project activities or strategies, and information about the effectiveness of the approach or strategies employed by the project.

Professional Learning Plan (10 points) must include a clear description of the professional learning proposed to address the applicants' chosen program area (either MCASP or WLARP). This section of the narrative should address the following:

   a. Discuss relevant information on past and current professional learning in project focus area(s) and proposed instructional strategies.

   b. Explain the primary area of need in professional learning, including who needs the professional learning and current challenges the district faces in offering professional learning.

   c. Describes the plan for professional learning, aligned to the proposed goals. The plan includes opportunities to monitor for effectiveness and impact.

Project Planning Year (10 points) presents *how* the project director will use the planning year (Year 1) to complete the following in this section of the narrative:

   a. Identify the stakeholders and sustainability planning team members, including a point of contact at each target school and leadership.
   b. Include a communication plan for all relevant stakeholders (e.g., frequency, content, milestones, implementation benchmarks, etc.).
   c. Provide, or arrange for, appropriate professional learning opportunities to prepare staff to implement strategies with fidelity.
   d. Collaborate with the evaluator to determine a plan and timeline for appropriate implementation activities, data collection methods, and tools necessary to monitor and revise implementation as needed.
   e. Include a viable plan with the district's business office regarding financial processes related to grant management and processes to track budget expenditures.

Project Implementation Years (15 points) - Discuss *how* the project director will manage the project Year 2 (the first year of implementation) through Year 4. *Year 5 is for project closeout.* This portion of the narrative should include the following:

a. Updated communication plan to continue information flow and encourage input and involvement from stakeholders (e.g., project implementation progress and student outcomes).

b. Collaboration with the external evaluator to provide strategy and professional learning data collected from each target school. Use project data to monitor and redirect project activities as needed.

c. Plan of action for internal controls and monitoring processes (e.g., formal and informal networks implementing problem-solving procedures to overcome any implementation barriers).

d. Appropriate professional learning opportunities (e.g., job-embedded coaching, demonstration classroom, coach-supported PLCs, and ongoing sessions from experts). State when they should be implemented and include methods to monitor and revise professional learning efforts based on data. NOTE: Determining the effectiveness of different types of professional learning for changing staff practice will be established post-award.

e. Key implementation activities to support each strategy. State when activities should be implemented. NOTE: Again, determining the effectiveness of these activities will be established post-award.

In addition, **applicants are required to complete the Implementation Years logic model at Appendix B of this announcement to demonstrate how the expected activities will achieve the intended result(s)**. Applicants should complete the provided logic model to clearly link the critical aspects of the grant with desired changes. Logic models should be comprehensive of the project, concise, and able to fit on a single page. As a reminder, applicants may not include more than three goals and no more than three strategies per goal. (Examples of possible logic models are included at Appendix B.)

Key Personnel Qualifications (5 points) – Describe key personnel involved in the grant to include expectations for the project director and external evaluator. This portion of the narrative should address how key personnel will do the following:

a. Use background knowledge and experience to direct a project with the chosen focus to include addressing project barriers and challenges (e.g., poor staff buy-in, school leadership turnover, low band width for technology devices) collaboratively with district and/or school staff. (Project Director)

b. Utilize the project plan activities and tools presented in the planning and implementation year templates (Section V) to continually monitor and redirect strategy **and** professional learning implementation. (Project Director)

c. Provide the external evaluator with formative and summative project data to analyze project progress and student outcomes. (Project Director)

d. Use different types of metrics (e.g., quantitative, qualitative), conduct higher-level analyses, and effectively use data visualization to show progress toward goal(s). (External Evaluator)

e. Use collaborative and participatory approaches to work with project staff by providing actionable information to improve strategy and professional learning implementation for ongoing implementation and sustainability. (External Evaluator)

f. List support staff positions including names/roles, if known.

Append a document—not to exceed two pages in length—listing the qualifications for the project director and external evaluator. *If either is yet to be determined (TBD), append a description of the criteria that will be used to advertise the position(s).*

Project Evaluation Plan (15 points) – Present the metrics and evaluation plan for this project. This section should ensure the methods of evaluation are thorough, feasible, and aligned and appropriate to the goals, objectives, and outcomes of the proposed project. The plan should address the following:

a. Summative questions (no more than three), formative questions (no more than three), and appropriate evaluation methods and tools. Anticipated data collection, analyses, and results.
b. Outcomes, including benchmarks, to determine if project goals are on target, not on target, or if baseline data is being established throughout the life of the grant.
c. Analyses for success and challenges throughout the life of the grant with opportunities to monitor and adjust, as indicated by data.
d. Recommendations to improve or maintain outcomes in the next year and sustaining the project AFTER the final year.
e. Alignment to DoDEA expectations for reporting for annual evaluation reports and the final closeout report.

Applicants are required to complete the Evaluation Plan template at Appendix B of this announcement to detail the Project Evaluation Plan.

Budget Narrative and Detail Budget Table (15 points) - The application must include a cost proposal detailing direct labor (personnel), fringe benefits, travel, contracts, supplies, and indirect costs. The cost proposal is a **budget narrative** explaining and justifying budget figures in detail, MS-Excel shall be provided to support the narrative so the Government can determine reasonableness and should address the following:

a. Overview and rationale for how grant funds (and any matching funds) will be allocated. Justifications for costs must be explicitly stated.

b. Existing resources and other support the LEA expect to receive for the proposed project. They may include any resources or support (monetary or in-kind) that applicants expect to receive from community partners. A letter of support from the community partner (if applicable) should be included as an appendix. The letter should provide details about the resources and/or support that will be provided to the applicant as part of the project.

c. Role/position for each person being funded through the grant and how their scope of work is reasonable for grant funding.

d. Estimates for implementing and maintaining strategies and action items, as well as district standards for inventory control for supplies and equipment.

The **detail budget table** must include *all figures, calculations, and supporting documentation for determining cost allowability, allocability and reasonableness.* The detail budget table should outline cost per unit item and provide evidence (e.g., quotes, websites, invoices, etc.) for all allocable costs. Additional information may be requested by DoDEA, if needed. A sample is included in Appendix C.

NOTE: In accordance with 2 CFR §200.414(f), any non-Federal entity that has never received a negotiated indirect cost rate, except for those non- Federal entities described in Appendix VII to 2 CFR §200, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.

Failure to adequately provide detailed cost data for entire grant period of performance will require the Grants Officer to contact the proposing organization for the requisite information. All Offerors are required to submit a thoroughly detailed cost breakdown. The Grants Officer must be able to determine that all proposed costs are allowable and reasonable. A detailed budget table will facilitate this cost analysis.

The **detail budget table** must be submitted as an appendix in MS-Excel. If submitted as an appendix, the detail budget table must clearly be referenced as an appendix within the narrative.

The detail budget table should clearly identify and justify the cost of elements of the proposed work and correlate with the budget narrative and sustainability section written in the project narrative. The detail budget table must include a total 5-year summary and a detailed year-by-year breakdown by category of cost separated into Federal and non-Federal categories (if applicable). The detailed budget table should be sufficiently detailed to enable a clear understanding of the cost breakdown and calculations used to derive the line item subtotals in each object class of the SF-424A budget.

The budget should be written with enough detail to allow DoDEA staff and the review panel the ability to evaluate the level of effort proposed by the project. The budget must include all anticipated expenses in order to realistically describe for reviewers what resources will be necessary to carry out the project. DoDEA staff will review budget information to determine if costs are allowable, allocable, and reasonable. (See Appendix C for a sample Detail Budget Table.) Food and beverage costs, except for subsistence costs associated with authorized travel (per diem), are not allowable under this FOA. The following funding requirements apply to all awarded grants under this announcement:

a) Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. Provide escalation rates for out years. All DoDEA grants require at least a part-time (0.5 FTE) Project Director to serve as key personnel. The salary for the Project Director may be included in Direct Labor costs. Any support positions required for grant implementation must be clearly outlined in both the budget narrative and detail budget table. Salaries of administrative and clerical

staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed.

b) Fringe Benefits– The application should show the rates and calculation of the costs for each rate category. Fringe benefits are defined as costs in the form of employer contributions or expenses for social security, employee life, health, unemployment, and worker's compensation insurance, as well as other similar benefits for employees who are expected to work solely on this grant. The overall cost of each type of benefit to include the percentage rate at which it is paid must be listed in the applicant's detail budget table. LEA shall reference state/local fringe policies.

c) Travel – The proposed travel costs must include the following for each trip: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organization's historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principals. If the actual trip details are unknown, applicants should state the basis for the proposed travel costs. Applicant should refer to their written travel policy for guidance regarding acceptable travel cost. In the absence of an acceptable, written non-federal entity policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the General Services Administration federal travel per diem rates at https://www.gsa.gov/travel-resources. As a condition of accepting this grant award, the LEA is required to attend the DoDEA Post Award Community of Practice meeting. The project director is required to attend this meeting, which is expected to occur in November 2024. Any additional staff who are essential to the project may also attend at the district's discretion. Applicants may allocate up to $10,000.00 in their travel budget for this meeting attendance. Any remaining funds not expended for the post-award meeting may be reallocated to other grant expenditures.

d) Equipment - Equipment is defined by 2 CFR §200.313 as tangible, nonexpendable, personal property, and/or information technology systems having a useful life of more than one year and an acquisition cost of $5,000.00 or more per unit. An applicant is expected to be familiar with the management requirements and disposition of equipment as listed in the 2 CFR §200.313 if the LEA chooses to acquire equipment for grant implementation. All equipment, if procured, will be tracked annually through the completion of the Tangible Personal Property Report (SF-428). This is a standard federal form for awarding agencies to collect information on tangible property (i.e., equipment). The form consists of cover sheet (SF-428) and three attachments to be used as required: Annual Report, SF-428-A; Final (Award Closeout) Report, SF-428-B; and a Disposition Request/Report, SF-428-C. A Supplemental Sheet, SF-428-S, may be used to provide details on individual items.

e) Contractual – A contract is a legal instrument by which a non-Federal entity purchases goods and services needed to carry out the project under the Federal award, per 2 CFR §200.22. Procurement standards are identified in 2 CFR §200.317-200.326. All procurement transactions under this award must be conducted in a manner providing full and open competition consistent with the standards identified in 2 CFR §200.319. All grants will be evaluated by an external third-party evaluator. Up to 5% of the total grant award funds may be allocated to this position. The third-party evaluator must not be a current employee of the LEA. To ensure and encourage new methodologies, objectiveness, talent, inclusion, diversity, creativity, and accountability in monitoring and evaluation, a returning grantee may not use a third-party evaluator/ firm currently working on two active DoDEA grants for the LEA. Grantees should select an evaluator competitively. Evaluators can be individuals from organizations such as such as local colleges and universities, research / evaluation organizations, and by posting jobs on professional websites (like the American Evaluation Association: www.eval.org) to hire qualified, diverse, and talented evaluators across the PK- 12 span. Consultants are allowable under this FOA. If consultants will be used, provide a clear breakdown of the consultant's hours, the hourly rate proposed, current resume, any other proposed consultant costs, a copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant's proposed statement of work if it is not already separately identified in the prime contractor's application.

f) Supplies – Provide an itemized MS-Excel spreadsheet list of all proposed materials and supplies including quantities, unit prices, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists, etc.).

g) Other Direct Costs – Provide an itemized list of all other proposed other direct costs such as professional development fees, report and publication costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists, etc.).

h) Indirect Costs – If the indirect rates have been approved/negotiated by a Government agency, provide a copy of the memorandum/agreement. If a rate has not been approved/ negotiated, provide enough detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If composite rates are used, provide the calculations used in deriving the composite rates. Fee/profit is unallowable under assistance agreements at either the prime or subaward level but may be permitted on subcontracts issued by the prime awardee.

NOTE: Failure to adequately provide detailed cost data will require the Grants Program Manager and/or Grants Officer to contact the proposing organization for the requisite information. All Offerors are required to submit a thoroughly detailed cost breakdown. The Grants Officer must be able to determine that all proposed costs are allowable and reasonable. A detail budget table will facilitate this cost analysis.

Sustainability Plan (10 points) – Describe how the LEA will plan for sustainability throughout the life of the grant. The narrative should address the following:

a) Detailed description of the initial sustainability plan and how the district will continue to refine the sustainability plan throughout the life of the grant.

b) Information on how project data will be used to build/revise the sustainability plan.

c) Sustainability needs, to include potential partners (e.g., military installation, business, community, etc.) and financial needs.

d) Succession plan for staffing.

e) Mitigation strategies for overcoming barriers to sustainability.

References Cited: If literature references are cited in the project narrative, then a References Cited section should be included as an appendix. Each reference should include the names of all authors in the same sequence in which they appear in the publication, the article title, publication or publication title, volume number, page numbers, and year of publication.

Optional Letter(s) of Support and Supporting Documents: If substantive partnerships are described in the project narrative, letters of commitment could be provided as an appendix, but are not required. There is no specified format or content required for the letter(s) of support other than being authored by the appropriate representative and supporting commitment to the applicant and his or her project. Commitment may include (but is not limited to) funding, related materials and/or computer investments, technical advisement, and organizational or infrastructure support. The letter(s) can include all commitments and investments made by the representative towards the applicant and the overall statement about the relevance of the MCASP or WLARP project.

C. Grants.gov Application Submission and Receipt Procedures

How to Register to Apply through Grants.gov

Instructions: Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information. The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. **All organizations must register with the System for Award Management (SAM) in order to apply online**.

1) Obtain a Unique Entity ID (UEI), which is assigned automatically to entities when they request a Unique Entity ID or to register on SAM.gov All entities applying for funding, including renewal funding, must have an UEI from SAM.gov Applicants must enter the UEI number in the data entry field labeled "UEI" on the SF-424 form, Section 8c.
2) Register with SAM: In addition to having an UEI number, organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. For more detailed instructions for registering with SAM, refer to: https://sam.gov/content/home
3) Create a Grants.gov Account: The next step is to create an account with Grants.gov. Applicants must know their organization's UEI number to complete this process. Completing this process

automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the Authorized Organizational Representative (AOR) role. More detailed instructions may be found at the following URL: https://www.grants.gov/register

4) Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been approved as an AOR.

5) When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions**.

How to Submit an Application via Grants.gov

Grants.gov applicants can apply online using Workspace. For an overview of Workspace, refer to the following URL: https://www.grants.gov/applicants/workspace-overview

Timely Receipt Requirements and Proof of Timely Submission

Online Submission. All applications must be received by 11:59 pm Eastern time on March 29, 2024. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DoDEA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DoDEA.

QUESTIONS MUST BE SUBMITTED TO: dodea.grants@dodea.edu. DoDEA will make every attempt to answer all of the questions received on time, however, the Government is not under obligation to answer all questions received. Please note, DoDEA cannot answer questions regarding grants.gov processes. Refer to grants.gov online support for assistance.

D. Funding Restrictions

Profit or fee is not permitted.

E. Certifications and Assurance

1) SAM registration and annual renewal require attestment to general certification and assurances. Please ensure your district's SAM registration is active at time of application. Applicants may be requested to submit additional certifications and assurances even if they have submitted the annual renewal. DoDEA will inform applicants if additional certifications are needed.

2) All potential conflicts of interest, including financial, that could cause bias or lack of fairness in determining the application, evaluation, selection, or administration of a notice of funding must be included.

VI. APPLICATION REVIEW CRITERIA

A. Evaluation Criteria

Awards under this FOA will be made to Applicants based on the evaluation criteria listed in Appendix E. The primary basis for selecting applications for award will be project narrative, relevance to the subject of this announcement, proposed cost realism and reasonableness, and the availability of funds to support the effort. Any proposed cost sharing becomes a binding term of any award. DoDEA reserves the right to request and require additional supporting information and documentation after it makes the selection determination. DoDEA reserves the right to remove applicants from award consideration if the parties fail to reach agreement on award terms, conditions, or cost/price within a reasonable time; or if the applicants fail to provide requested or required additional information in a timely manner.

Applicants' proposals will be evaluated against the following criteria:

1) Peer-reviewed score based on the criteria listed in Appendix E with DoDEA making the final award selections.

2) A cost analysis will be performed to determine project risk, allowableness, allocableness, and reasonableness of the proposed budget.

3) The availability of funding to support the effort.

B. Review and Selection Process

Review Process

Applications will be evaluated in accordance with evaluation criteria stated above. The ultimate approval for award of applications under this announcement will be made by the DoDEA Director.

*Applicants may receive an additional **10 competitive priority points** during merit review if one of the following criteria apply: (1) applicant has never received a DoDEA grant or (2) applicant will not have an active DoDEA grant award by June 1, 2024, and has a successful past performance rating.*

Upon approval, recommended merit reviewed applications will undergo a pre-award review and approval. Upon approval, recommended merit reviewed applications will undergo both a grant award decision review and documentation and a legal review to ensure legal sufficiency prior to

making award.

Project narratives and budgets submitted under this FOA will be protected from unauthorized disclosure. Restrictive notices notwithstanding, one or more support contractors may be utilized as subject-matter-expert technical consultants. Each support contractor employee that has access to technical and cost applications submitted in response to this FOA will be required to sign a nondisclosure statement prior to receipt of any application submissions.

Handling of Selection Information

Generally, submission information will not be disclosed except as necessary for evaluation.

Federal Awardee Performance and Integrity Information (FAPIIS)

Per 41 U.S.C. 2313, as implemented at 2 CFR § 200.206, prior to making an award above the simplified acquisition threshold, this office is required to review and consider any information available through the designated integrity and performance system (currently FAPIIS). Awardees can comment on any information about themselves entered in the database, and this office will consider any comments, along with other information in FAPIIS or other systems prior to making an award.

DoD REQUIRED ELEMENTS

In accordance with 2 CFR 200.206 DoD will conduct a risk assessment of all potential recipients. In addition to the elements listed in 2 CFR 200.206, DoDEA may include other criteria to determine various types of risk, such as protocols for the protection of intellectual property, controlled information, key personnel, and information about critical technologies relevant to national security, human subjects, and Personally Identifiable Information (PII), as listed in the notice of funding opportunity.

VII. AWARD ADMINISTRATION INFORMATION

A. Federal Award Notices

Applicants whose applications are recommended for award may be contacted by the DoDEA Grant Program Office or a Grants Officer to discuss additional information required for award. This may include representations and certifications, revised budgets or budget explanations, certificate of current cost or pricing data, and/or other information as applicable to the proposed award.

- The notification email must not be regarded as an authorization to commit or expend funds.
- The Government is not obligated to provide any funding until a Government Grants Officer, as applicable, signs the award document.
- The document signed by the Grants Officer is the official and authorizing award instrument.
- Applicants who did not receive an award are not entitled to a debrief.

DoDEA award/modification documents are only available via the DoD Electronic Document Access System (EDA) within the Procurement Integrated Enterprise Environment (PIEE). EDA is a Web-based system that provides secure online access, storage and retrieval of awards and modifications to DoD employees and vendors.

***IMPORTANT*:** In some cases, EDA notifications are appearing in recipients' Junk Email folder. If you are experiencing issues receiving EDA notifications, please check your junk email. If found, please mark EDA notifications as "not junk." If you do not currently have access to EDA, you may complete a self-registration request as a "Vendor" via https://piee.eb.mil/ following the steps below:

1. Click "Accept"
2. Click "Register" (top right)
3. Click "Agree"
4. In the "What type of user are you?" drop down, select "Vendor"
5. Select the systems you would like to access (iRAPT at a minimum)
6. Complete the User Profile and follow the site instructions

Allow five business days for your registration to be processed. EDA will notify you by email when your account is approved.

To access awards after your registration has been approved, log into https://piee.eb.mil/, select "EDA," select either EDA location, select "Contracts," select your search preference, enter the Contract Number (or, if applicable, enter the Grant Number in the Contract Number field), and select "View."

Registration questions may be directed to the EDA help desk toll free at 866-618-5988, commercial at 801-605-7095, or via email at disa.ogden.esd.mbx.cscassig@mail.mil (Subject: EDA Assistance).

B. Administrative and National Policy Requirements

DoD REQUIRED ELEMENTS

Institutions of higher education that partner with eligible LEAs must certify compliance with 10 U.S.C 983, Institutions of Higher Education That Prevent ROTC Access Or Military Recruiting On Campus: Denial Of Grants And Contracts From Department Of Defense, Department Of Education, And Certain Other Departments And Agencies, and 32 C.F.R. 216 Military Recruiting and Reserve Officer Training Corps Program Access to Institutions of Higher Education.

C. Reporting

Grant recipients are required to submit performance reports online on a semester basis. An interim evaluation and report on the year's activities with a financial report are due annually. Further guidance will be provided to grantees once awards are made. The reporting cycle is outlined in Table 1 and 2 of this announcement and will be the same for year one (1) through year four (4) of the grant period. Year 5 of the grant only the fall semester report (due January 31) and final performance evaluation report (Summative for Years 1-5) will be due.

Additionally, if the Federal share of any Federal award includes more than $500,000 over the period of performance, the post award reporting requirements, Award Term and Condition for Recipient Integrity and Performance Matters (2 U.S.C. 200 Appendix XII), is applicable as follows:

a. Reporting of Matters Related to Recipient Integrity and Performance

(1) General Reporting Requirement. If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

(2) Proceedings About Which You Must Report. Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five-year period; and

c. Is one of the following:

- A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
- A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
- An administrative proceeding, as defined in paragraph 5. of this award term and

condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

- Any other criminal, civil, or administrative proceeding if:

  (a) It could have led to an outcome described in paragraph 2.c.(i), (ii), or

  (b) of this award term and condition;

  (c) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

  (d) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3) Reporting Procedures. Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4) Reporting Frequency. During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5) Definitions. For purposes of this award term and condition:

   a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to decide of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

   b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

   c. Total value of currently active grants, cooperative agreements, and procurement contracts includes:

- Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
- The value of all expected funding increments under a Federal award and options, even if not yet exercised.

VIII. FEDERAL AWARDING AGENCY CONTACT(S)

When contacting the POC below, include in the subject line of the email, HE125424R5000.

DoDEA Grant Program Office
Department of Defense Education Activity
4800 Mark Center Drive, Alexandria, VA 22350-1400
Email: dodea.grants@dodea.edu

IX. OTHER INFORMATION – OPTIONAL

Federal Funding Accountability and Transparency Act of 2006

The Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by Section 6202 of Public Law 110-252, requires that all agencies establish requirements for recipients reporting information on subawards and executive total compensation as codified in 2 CFR Part 170. Any company, non-profit agency or university that applies for financial assistance as either a prime or sub-recipient under this FOA must provide information in its application that describes the necessary processes and systems in place to comply with the reporting requirements identified in 2 CFR Part 170 Appendix A. Entities are required to meet reporting requirements unless an exception or exemption applies. Refer to 2 CFR Part 170, including Appendix A for a detailed explanation of the requirements, exceptions, and exemptions.

Certification regarding Restrictions on Lobbying

Grant and Cooperative Agreement awards greater than $100,000 require a certification of compliance with a national policy mandate concerning lobbying. Grant applicants shall provide this certification by electronic submission of SF424 as a part of the electronic application submitted via Grants.gov (complete Block 17):

a. No Federal appropriated funds have been paid or will be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any

agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

c. The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Code of Conduct

Applicants for grants, cooperative agreements, or other transaction agreements as applicable are required to comply with 2 CFR 200.318(c), Standard of Conduct, to prevent real or apparent conflicts of interest in the award and administration of any contracts supported by federal funds. This provision will be incorporated into all assistance instruments awarded under this FOA.

Appendix A: Cover Page Sample and Application Template for Narrative

Department of Defense Education Activity (DoDEA)

Application for Announcement: HE125424R5000

Grant Program Applying for: **WLARP**

PROJECT TITLE: **Chinese Language Expansion for 6-12**

SCHOOL DISTRICT NAME: **XYZ Public Schools**

SCHOOL ADDRESS: **123 Main Street, Anytown, USA 12233**

Project Director	Alternate Point of Contact	Evaluator
Name: John Smith	Name: Jane Jones	Name: Don Kith
Title: Language Coordinator	Title: Director of Learning	Title: Evaluator
Phone: 123-456-7890	Phone: 123-456-7899	Phone: 123-789-0456
Email: jsmith@usdxyz.net	Email: jjones@usdxyz.net	Email: kith.evaluate1@data.edu

Unique Entity Identifier (provided by SAM): **1 2 3 4 5 6 7 A 8**

Total Funds Requested: **$750,000.00**

Military Installations Served: **Fort XYZCCR**

Competitive Points Applicant? **No**

Is this a World Language Advancement and Readiness Program (WLARP) Application? **Yes**

If this is a WLARP application, provide name of High School, Address, and Service JROTC Unit in the district: **XYZ High School, 4545 High Street, Town, State, Army JROTC**

Eligible Grant Schools	Grades	Enrollment SY 22-23			Percentage of military-connected students
		Military	Non-Military	Total	
ABC Middle School	6-8	100	150	250	40%
XYZ Middle School	6-8	150	100	250	60%
XYZ High School	9-12	450	50	500	90%
Total for Grant Proposal	**6-12**	**700**	**300**	**1000**	**70%**

//signature of Sam Smith, Superintendent//

SAM SMITH, XYZ School District Superintendent

Printed name of Authorized School District Representative, Signature, Date Project

Application Template for Narrative:

Abstract (no more than 250 words):

Table of Contents

[Insert Table of Contents here]

Needs Assessment and Rationale

[Insert needs assessment and rationale narrative here]

Project Goals

[Insert project goals narrative here]

Project Planning Year

[Insert planning year narrative here]

Project Implementation Years

[Insert implementation years' narrative and logic model here]

Key Personnel

[Insert key personnel narrative here]

Project Evaluation Plan

[Insert project evaluation narrative and template here]

Budget Narrative and Detail Budget Table

[Insert budget narrative and Detail Budget Table here]

Sustainability Plan

[Insert budget sustainability plan narrative here]

Appendices

[Insert key personnel resume(s) and any additional supplemental information here]

Appendix B: Application Templates

Implementation Years Logic Model

Logic Model Description (NOTE: The template below is to be considered a description of what could be included in a logic model. There are many ways to approach a logic model and the next two pages show samples of acceptable logic models for active DoDEA grants. DoDEA will accept an Implementation Years Logic Model in any concise format the applicant prefers.)

<table>
<tr><td colspan="3">District: (insert district name)</td><td colspan="3">Project Title: (insert project name)</td></tr>
<tr><td colspan="6">Assumptions: the beliefs about the program (underlying theories)</td></tr>
<tr><td colspan="6">External Factors: the environment in which the program exists</td></tr>
<tr><td colspan="6">Implementation Years
Goal 1: (insert goal 1 verbiage)
Goal 2: (insert goal 2 verbiage, if applicable)
Goal 3: (insert goal 3 verbiage, if applicable)</td></tr>
<tr><th>Inputs</th><th>Activities</th><th>Outputs</th><th>Short-term Outcomes</th><th>Medium-term Outcomes</th><th>Long-term Outcomes (Impacts)</th></tr>
<tr><td>Resources for your proposal:</td><td>What you do with the resources:</td><td>These are direct products of activities:</td><td>Changes in learning:</td><td>Changes in action:</td><td>Changes in conditions:</td></tr>
<tr><td>• Personnel
• Finances
• Evaluation
• Supplies/Equipment
• Partnerships</td><td>• Activities that use resources to create and deliver outputs</td><td>• Workshops
• Trainings
• Documents
• Publications
• Participants
• Policies</td><td>• Knowledge
• Skills
• Abilities
• Attitudes
• Awareness</td><td>• Behaviors
• Practices
• Social action
• Policies
• Motivations</td><td>• Environmental
• Social
• Economic
• Civic</td></tr>
<tr><td colspan="2">Your Planned Work</td><td colspan="4">Your Intended Results</td></tr>
</table>

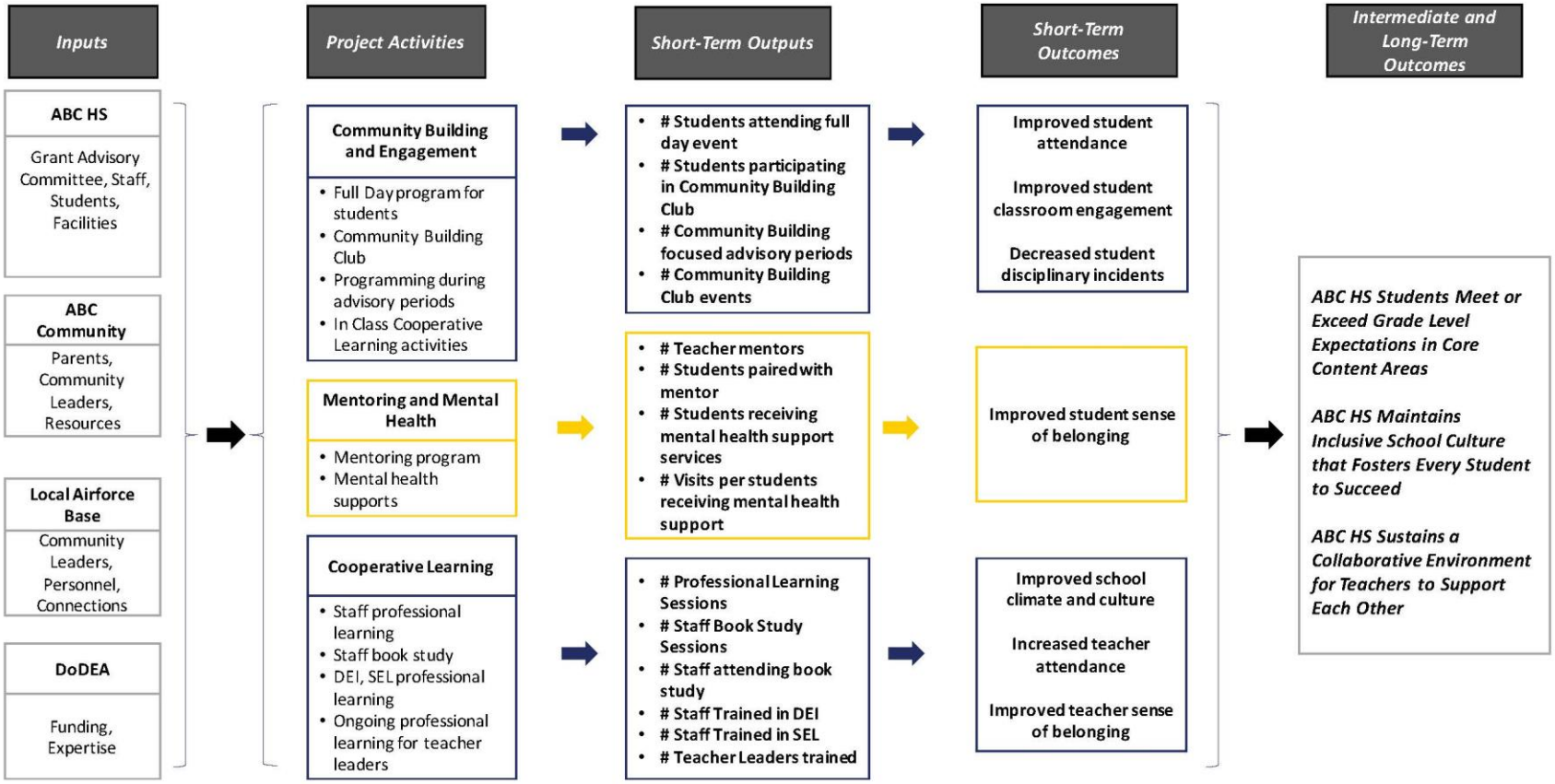
Sample Logic Model #1

Project PACE Logic Model

Target Population: ABC School District - Eastern Elementary School, Southern School, Northern Elementary School



Sample Logic Model #2



Evaluation Plan Template

Following topics should be discussed in Project Evaluation Plan section of the narrative:

- Analysis of project progress using appropriate measures (e.g., quantitative, qualitative)
- Analysis of successes and challenges throughout the life of the grant
- Recommendations for improving or maintaining outcomes, including sustainability measures
- Competitive selection of the External Evaluator

Summative Questions	Annual Milestone/ Growth Target(s)	Data Collection Timeline	Data Collection Sources/Instruments*	Analytical Techniques/Methods
To what extent did the project meet its goals?	…	Year 1: Years 2-5:	Quantitative: Qualitative:	…
What aspects of the project were successful?	…	Year 1: Years 2-5:	Quantitative: Qualitative:	…
What can be learned from the project?	…	Year 1: Years 2-5:	Quantitative: Qualitative:	…

** Data collection sources/instruments can be a combination of quantitative and qualitative instruments or—pending the evaluation design—can be one or the other. Successful grant projects can share a broader story of impact when both are included, as appropriate.*

Formative Questions	Annual Milestone/ Growth Target(s)	Data Collection Timeline	Data Collection Sources/Instruments*	Analytical Techniques/Methods
To what extent are participants (e.g., military-connected students and staff) improving?	…	Year 1: Years 2-5:	Quantitative: Qualitative:	…
What are thebarriers to success and how did the project address thesebarriers?	…	Year 1: Years 2-5:	Quantitative: Qualitative:	…
What are the potential recommendations for moving forward with sustainability and/or scalability?	…	Year 1: Years 2-5:	Quantitative: Qualitative:	…

**Data collection sources/instruments can be a combination of quantitative and qualitative, or pending the evaluation design, can be one or the other. Successful grant projects can share a broader story of impact when both are included, as appropriate.*

Appendix C: Sample Detail Budget Table *

Please submit this table as an excel file with multiple sheets to show the 5-year budget and each single year budget.

Local Education Agency:	XYZ Public Schools	**State:**	DC	**Project Title:**	**Chinese Language Expansion for 6-12**
Detailed Budget					
Total Number of Military-Connected Students at Target School(s)	700	**Total Funding Requested**	$750,000.00		
Budget Category	**Description**	**Federal Amount Requested**	**Percentage of Federal Total**	**Non-Federal Funds**	**Goal, Strategy, and/or Action Impacted by the Budget**
Personnel					
Project Director	.5 FTE - Salary at $37,500 per year x 5 years to meet the salary needs for all project initiatives	$187,500.00	25.0%		G1, S1, S2, S3
College Course Completion for teachers	$1248 per course. If a course is 48 hours in length x $26 CBA Rate - $1248 per class. 6 teachers will take 1 course per year for 4 years = 24 college courses completed. 24 x $1248	$29,952.00	4.0%		G1, S3
Chinese Teacher for New Program	.5 FTE - Salary at $37,500 per year x 4 years for implementation of the Chinese Language		0.0%	$150,000.00	G1, S1, S3

AAPPL Proctor Compensation	10 teachers x 4 hours x $26 per hour x 5 years		0.0%	$5,200.00	G1, S2
Stipends for teachers to attend professional development focused on AAPPL strengths and weaknesses as identified through data analysis.	$26/hour x 52 hours (divided up among 11 teachers) x 4 years = $5408	$5,408.00	0.7%		G1, S1, S2
Stipends for teachers to attend summer training focused on how to use technology for international classroom collaboration.	$26/hour x 10 teachers for a total of 52 hours divided up among the 10 teachers = $1352	$1,352.00	0.2%		G1, S2, S3
Stipends for teachers' summer experiences focused on cultural immersive experiences in the target language.	12 hours x $26/hour x 13 teachers = $4056	$4,056.00	0.5%		G1, S1, S2
Personnel Total		$228,268.00	30.4%	$155,200.00	

Fringe Benefits					
Fringe Benefits Project Director	Note: Reportable Earnings on $37,500 per year = $41,208.79. All percentages except Medicare are on reportable earnings. Medicare (1.45%) $544, TRS Federal (10.41%) $4290, TRS EE (9%) $3709, TRS District (0.58%) $239, THIS District (0.92%) $379, Life $14, Dental & Vision $657, Medical $7731 = $17563/year for 5 years =	$87,815.00	11.7%		G1, S1, S2, S3
Fringe Benefits Chinese Teachers	Note: Reportable Earnings on $37,500 per year = $41,208.79. All percentages except Medicare are on reportable earnings. Medicare (1.45%) $544, TRS Federal (10.41%) $4290, TRS EE (9%) $3709, TRS District (0.58%) $239, THIS District (0.92%) $379, Life $11 = $9172/year for 4 years =			$36,688.00	G1, S1, S3

Fringe Benefits on Incentives to Complete College Courses	Note: Reportable Earnings on $29952 per year = $32914. All percentages except Medicare are on reportable earnings. Medicare (1.45%) $434, TRS Federal (10.41%) $3426, TRS EE (9%) $2962, TRS District (0.58%) $191, THIS District (0.92%) $303 = $7316/year for 4 years =		0.0%	$29,264.00	G1, S3
Fringe Benefits on stipends for teachers to attend professional development focused on AAPPL strengths and weaknesses as identified through data analysis.	Note: Reportable Earnings on $1352 = $1485.71. All percentages except Medicare are on reportable earnings. Medicare (1.45%) $20, TRS Federal (10.41%) $155, TRS EE (9%) $134, TRS District (0.58%) $9, THIS District (0.92%) $14 = $331 per year for 4 years =	$1,324.00	0.2%		G1, S1, S2
Fringe Benefits for teachers to attend summer training focused on how to use technology for international classroom collaboration.	Note: Reportable Earnings on $1352 = $1485.71. All percentages except Medicare are on reportable earnings. Medicare (1.45%) $20, TRS Federal (10.41%) $155, TRS EE (9%) $134, TRS District (0.58%) $9, THIS District (0.92%) $14	$331.00	0.0%		G1, S1, S2
Fringe Benefit Total		$89,470.00	11.9%	$65,952.00	

Travel					
DoDEA Grant CoP Meeting (Year 1 Only)	DoDEA-required meeting with project director and other staff member (preferably business/finance LEA staff member)	$4,439.00	0.6%		G1, S1, S2, S3
DoDEA Region CoP Meeting	2 staff members to attend DoDEA Regional in years 1-5. For each year, hotel $700, Per diem of $30/day for 3 days, transportation $310 = $1100/year x 5 years = $5500	$5,500.00	0.7%		G1, S1, S2, S3
Travel Total		$9,939.00	1.3%	$ -	
Equipment (any single item priced at $5,000 or more)					
			0.0%		
Total Equipment		$ -	0.0%	$ -	
Supplies					
Textbooks and Supplies for teachers to take College Classes in Targeted Language taught by Professor in Target Country	$200 per class x 24 classes	$4,800.00	0.6%		G1, S3

Chromebooks + Cart	35 Chromebooks at $380 each + $815 for cart and $485 for setup = $14600		0.0%	$14,600.00	G1, S1, S2, S3
Surface Pro 7 Intel Core I7 16 Gig, 256 Gigabytes Laptops for Teachers to Support Classroom Exchange Program	$1550 per laptop x 11 teachers		0.0%	$17,050.00	G1, S1, S2, S3
TVs for Classroom Collaborate Exchange Program	$1240 per TV x 10 OTHS Classrooms	$12,400.00	1.7%		G1, S2, S3
Headphones for Dialogues - Students in Foreign Countries	40 per classroom x 10 classrooms x $15 per set	$6,000.00	0.8%		G1, S2
Textbooks for German Classes	Classroom Set + Digital Copies - for 110 students for all 4 levels of German. Each book at $129		0.0%	$14,190.00	G1, S2
Textbook for French Classes	Classroom Set + Digital Copies - for 165 students for all 3 levels of French. Each book at $92		0.0%	$15,180.00	G1, S2
Textbooks for Spanish	Classroom Set + Digital Copy for 896 Spanish Students in levels 1-3 and 90 in Level 4 x $143 each book	$140,998.00	18.8%		G1, S2

Textbooks for Mandarin Chinese	Classroom Set + Digital Copy for 80 Chinese Students in Levels 1-3 at the cost of $125 per books	$10,000.00	1.3%		G1, S2
Applications for Speaking, Listening, Reading and Writing in Target Language	Each Application x 11 Teachers (US = International Chinese) x $100 per teacher		0.0%	$1,100.00	G1, S2, S3
Whiteboards for Classroom interaction for listening and writing	30 per classroom x 20 sets x $180 per set - Year 1 and Year 4 = $180 x 10 year one and $180 x 10 (Year 4)		0.0%	$3,600.00	G1, S2
Supplies Total		$174,198.00	23.2%	$65,720.00	
Contractual					
External Evaluator*	301 hours at $125/hour = $37,625 + 5 visits to High School at $75 per trip	$37,500.00	5.0%	$500.00	G1, S1, S2, S3
Approved Pre-award cost for Program Development for Grant Proposal	Assisted with Data Compilation to write the grant	$1,625.00	0.2%		G1, S1, S2, S3
Contractual Total		$39,125.00	5.2%	$500.00	
Other					
Field trips to cultural museums	45 students per year after Year 2, 3, and 4 at cost of $2,000 per student = 135 students x $1,000	$135,000.00			G1, S1, S2, S3

College Courses for Teachers - Tuition -	24 courses x $3000 tuition per course	$72,000.00	9.6%		G1, S3
AAPPL Exam Fees	AAPPL Exam Fees for students enrolled in World Language 3 and 4. $20 per student x 20 students per year x 5 year	$2,000.00			G1, S2
Other Total		$209,000.00	27.9%	$-	
Indirect Costs					
None charged to grant			0.0%		
Indirect Cost Total		$-	0.0%		
Total 5 Year Budget		$750,000.00	100.0%	$287,372.00	

*Applicants may add as many subcategories as necessary. Project costs for all five grant years must be included, and amounts must match SF 424A: Budget for Non-Construction Programs. Applicants must provide a breakdown of project costs for each grant year using the Sample Detail Budget Table provided above. (The sample provides a breakdown for all five years. Years 1 through 5 must also be submitted individually for a total of six tables.) All entries must be directly aligned to project goals/strategies.

Appendix D: Approved List of Foreign Languages

1) Acholi
2) American Sign Language (ASL)
3) Amharic
4) Arabic
5) Arabic-Levantine
6) Arabic-Yemeni
7) Azerbaijani
8) Balochi
9) Bengali
10) Burmese
11) Chinese (Mandarin)
12) French
13) German
14) Hausa
15) Hebrew
16) Hindi
17) Indonesian
18) Japanese
19) Kirghiz
20) Korean
21) Kurdish
22) Malay
23) Persian-Afghan (Dari)
24) Persian-Iranian (Farsi)
25) Portuguese
26) Punjabi
27) Pushtu-Afghan
28) Romanian
29) Russian
30) Serbo-Croatian
31) Spanish
32) Somali
33) Swahili
34) Tadjik
35) Tagalog
36) Thai
37) Turkish
38) Ukrainian
39) Urdu
40) Uzbek
41) Vietnamese

Appendix E: Project Narrative Criteria for Scoring

Table 6. Project Narrative Criteria for Scoring

Project Narrative	Maximum Points	Criteria
Overview Materials (Cover Page, Abstract and Table of Contents)	(not scored)	*NA*
Needs Assessment and Rationale for the Project	10	*Table 7*
Project Goals	10	*Table 8*
Professional Learning Plan	10	*Table 9*
Project Planning Year	10	*Table 10*
Project Implementation Years	15	*Table 11*
Key Personnel Qualifications	5	*Table 12*
Project Evaluation Plan	15	*Table 13*
Budget Narrative and Detail Budget Table	15	*Table 14*
Sustainability Plan	10	*Table 15*
Total Possible Points (without competitive points)	**100**	*NA*
Total Possible Points (with competitive points added)	**110**	*NA (DoDEA determined)*

Table 7. Criteria for Needs Assessment and Rationale (10 pts)

Criteria for Needs Assessment and Rationale
Provide a rationale supported by data directly aligned to project goals (e.g., if project focuses on improving math scores of military-connected students in grades 6-8, data show an achievement need for that student population in math).
Include all populations impacted by project (e.g., military-connected students and any relevant subgroups).
Provide data that support the needs of military-connected students (e.g., data showing military- connected students performing below general student population in grade level, school, LEA, and/or state).
Provide a needs assessment that describes specific successes and/or challenges from previous district efforts (e.g., grants) and lessons learned.
Provide past and current professional learning efforts for staff in the proposed focus area and presents staff challenges and needs to be met to improve student outcomes in the focus area.
Comments:
Final score (out of a possible 10 points):

Table 8. Criteria for Project Goals (10 pts)

Criteria for Project Goals
Project has no more than three goals that are focused on improving student outcomes and clearly align with the needs assessment.
Goals reference academic achievement of military-connected students (e.g., state assessments, graduation rate, Advanced Placement (AP) exams, college entrance exam scores, etc.).
Desired outcomes are reasonable based on past performance and information provided in the needs assessment. Details are included about the extent to which the proposed project will result in information to guide possible replication of project activities or strategies.
Baseline data is used (or will be used) to determine outcomes and analyses will inform the effectiveness of the approach or strategies employed by the project.
No more than three strategies per goal that align with the goal and the identified needs.
Comments:
Final score (*out of 10 possible points*):

Table 9. Criteria for Professional Learning Plan (10 pts)

Criteria for Professional Learning Plan
Include relevant information on past and current professional learning in project focus area(s) and proposed instructional strategies.
Include current challenges in offering professional learning (e.g., administration/teacher buy-in, available planning time, contract hours, etc.).
Explain areas of need in professional learning (e.g., additional substitutes, teacher training in CCR-STEM standards curriculum and instruction, content specialists, coaches, PLCs, etc.).
Describe the plan for professional learning aligned with the proposed goals (e.g., the audience for professional learning, use of evidenced-based resources, professional learning standards, etc.).
Include a plan for monitoring the implementation and effectiveness of the professional learning.
Comments:
Final score (*out of 10 possible points*):

Table 10. Criteria for Planning Year (10 pts)

Criteria for Planning Year (*narrative*)
Identify the stakeholders and sustainability planning team members, including a point of contact at each target school and leadership.
Include a communication plan for all relevant stakeholders (e.g., frequency, content, milestones, implementation benchmarks, etc.).
Provide or arrange for appropriate professional learning opportunities to prepare staff to implement strategies with fidelity.
Collaborate with the evaluator to determine a plan and timeline for appropriate implementation activities, data collection methods, and tools necessary to monitor/revise implementation as needed.
Include a viable plan with the district's business office regarding financial processes related to grant management and processes to track budget expenditures.
Comments:
Final score (*out of 10 possible points*):

Table 11. Criteria for Project Implementation Years (15 pts)

Criteria for Project Implementation Years (*narrative and logic model*)
Include updated communication plan to continue information flow and encourage input and involvement from stakeholders (e.g., project implementation progress and student outcomes).
Collaborate with external evaluator to provide strategy and professional learning data collected from each target school. Use project data to monitor and redirect project activities as needed.
Provide plan of action for internal controls and monitoring processes (e.g., formal and informal networks to implement problem-solving procedures to overcome implementation barriers).
Provide appropriate types of professional learning opportunities (e.g., job-embedded coaching, demonstration classroom, coach-supported PLCs, ongoing sessions from experts, etc.) and when they should be implemented (determining effectiveness of different types of professional learning for changing staff practice will be established AFTER award). This should include methods to monitor and revise professional learning efforts based on data.
Determine key implementation activities to support each strategy and when activities should be implemented (determining effectiveness of activities will be established AFTER award).
Logic model clearly links the critical aspects of the grant with desired changes.
Comments:
Final score (*out of 15 possible points*)

Table 12. Criteria for Key Personnel (5 pts)

Criteria for Key Personnel (Project Director, External Evaluator)
Uses background knowledge and experience to direct a project with the chosen focus to include addressing project barriers and challenges (e.g., poor staff buy-in, school leadership turnover, low band width for technology devices) collaboratively with district and/or school staff. (Project Director)
Utilizes the project plan activities and tools presented in the planning and implementation year templates (Section V) to continually monitor and redirect strategy **and** professional learning implementation. (Project Director)
Provides the external evaluator with formative and summative project data to analyze project progress and student outcomes. (Project Director)
Uses different types of metrics (e.g., quantitative, qualitative), conducts higher-level analyses and effectively uses data visualization to show progress toward goal(s). (External Evaluator)
Uses collaborative and participatory approaches for working with project staff by providing actionable information to improve strategy and professional learning implementation for ongoing implementation and sustainability. (External Evaluator)
Comments:
Final score (*out of 5 possible points*):

Table 13. Criteria for Project Evaluation Plan (15 pts)

Criteria for Project Evaluation Plan (*narrative and template*)
Plan (narrative and/or template) includes summative questions (no more than three), formative questions (no more than three), and appropriate evaluation methods and tools.
Plan shows evidence of analyzing outcomes to determine if project goals are on target, not on target, or if baseline data is being established throughout the life of the grant.
Plan shows evidence of analyzing for successes and challenges throughout the life of the grant, with opportunities to monitor and adjust, as indicated by data.
Plan has opportunities to make recommendations for improving or maintaining outcomes in the next year or sustaining the project in the final year.
Plan includes alignment to DoDEA expectations for reporting for annual evaluation reports and the final closeout report.
Comments:
Final score (*out of 15 possible points*):

Table 14. Criteria for Budget Narrative and Detail Budget Table (15 pts)

Criteria for Budget Narrative and Detail Budget Table
Provides a clear overview and rationale for how grant funds (and any matching funds) will be allocated.
Describes existing resources and other support the LEA expects to receive for the proposed project. This may include any resources or support (monetary or in-kind) applicants expect to receive from community partners. A letter of support from the community partner (if applicable) can be included as an appendix. The letter should provide details about the resources and/or support that will be provided to the applicant as part of the project.
Identifies the role/position and FTE for each person involved in the project and ensures the scope is reasonable.
Provides reasonable estimates for implementing and maintaining strategies and action items, as well as district standards for inventory control for supplies and equipment.
Outlines cost per unit item and provides evidence (e.g., quotes, websites, invoices, etc.) for all allocable costs. (Detail Budget Table)
Comments:
Final score (*out of 15 possible points*)

Table 15. Criteria for Sustainability Plan (10 pts)

Criteria for Sustainability
Provides detailed description of initial sustainability plan and how the district will continue to refine the sustainability plan throughout the life of the grant.
Provides information on how project data will be used to build and revise the sustainability plan.
Identifies sustainability needs, to include potential partners (e.g., military installation, business, community, etc.) and financial needs.
Identifies succession plan for staffing.
Includes mitigation strategies for barriers to sustainability.
Comments:
Final score (*out of 10 possible points*)