



# Opportunity Grant

For more information contact:

**Elizabeth Jetter**

Education Associate, Performance Management

Deputy Secretary of Education Office

Townsend Building

401 Federal St, Ste 2

Dover, DE 19901

302-735-4199

[elizabeth.jetter@doe.k12.de.us](mailto:elizabeth.jetter@doe.k12.de.us)

Grant Period: September 25, 2017 – June 30, 2018

***The grant application is due by  
4 PM, Tuesday, September 5, 2017***

*No faxed or late responses will be accepted.*

### **Background**

The Delaware Department of Education (DDOE) is seeking applications for a grant opportunity for school districts and charter schools to provide integrated student services and trauma-informed supports to low-income students or to provide other additional supports to low-income and English learner students during the 2017 – 2018 school year based on the needs of those students. There is \$1,000,000 available for up to 10 competitive subgrants.

### **Purpose:**

- Provide **integrated student services** and **trauma-informed supports** to low-income students based on the needs of those students, or
- Provide **other additional supports** to low-income and English learner students based on the needs of those students.

***Integrated student services** are a school-based approach to promoting students' academic success by securing and coordinating supports that target academic and non-academic barriers to achievement. These resources range from traditional tutoring and mentoring to provision of a broader set of supports, such as linking students to physical and mental health care and connecting their families to education, counseling, food banks, or employment assistance. Emphasis is placed on the integration of the services with the overall school programming and the school/community partnership that brings the services to the school and its families.*

***Trauma-informed supports** benefit all students who attend but focus on students chronically exposed to stress and trauma in their lives. Schools create compassionate classrooms and foster empathetic attitudes of their school staff. The goal is to keep students engaged in the learning process by creating and supporting a safe, healthy climate and culture within the school where all students can learn; training and supporting all staff regarding trauma, its impact on the brain, and self-care; encouraging and sustaining open and regular communication for all; developing a strengths based approach in working with students and peers; ensuring discipline policies are both respectful and effective, and aim to keep children in the classrooms; weaving thoughtful strategies into school improvement planning; providing tiered support for all students based on what they need; creating flexible accommodations for diverse learners; providing access, voice, and ownership for staff, students and community; and using data to identify vulnerable students and determine outcomes and strategies for continuous quality improvement.*

***Supports for English learners** are structures that are in place in the classroom, school or school district that increase the academic success of English learners (ELs) PreK-12. Supports can include such things as resources to help educators learn about effective, evidence-based strategies that close the achievement gap of ELs; implementation of research-based program designs and practices that focus on meeting students' language and content needs according to their age and level of English proficiency; curriculum design and lesson planning based on sound second language acquisition pedagogical principles and practices; professional learning that strengthens the EL knowledge base of all educators including diversity and cultural sensitivity training; school-based teams that engage the families of ELs; and programs that increase school and school district awareness and appreciation of the value-added benefits of the multilingualism that ELs bring.*

Funds awarded are for implementation during the 2017 – 2018 school year. The grant recipients will be expected to provide information on the outcome of the supports to other school districts and charter schools and schools.

### **Eligible Applicants**

All Delaware school districts and charter schools are eligible to apply. School districts must submit on behalf of any of its schools. Preference will be given to focused, school-level initiatives versus broad school district or organizational programs.

**Awards Amounts**

Grant awards are for 2017 – 2018, with funds expiring June 30, 2018. There is \$1,000,000 available for up to 10 competitive subgrants. The minimum funding request is \$75,000 per grant proposal. The maximum funding request is \$350,000. The DDOE reserves the right to negotiate grant award amounts. It is the school district or charter school's responsibility to ensure all appropriate state procurement procedures are followed.

**Non-Discrimination Statement**

The DDOE does not discriminate based on race, color, religion, national origin, sex, sexual orientation, marital status, disability, age, genetic information, or Vietnam Era veteran's status in employment, or its programs and activities.

**Submission of Grant Application**

Grant applications must be typed, single-spaced and in 10-point font. Each section of the required components of the grant application must be used as a header. All pages should be prepared with all pages one-sided and numbered. The header for each section should be in bold font.

The total grant application cannot exceed 21 pages, excluding the assurances and certifications of compliance. Applicants may only attach required documents as outlined in the grant application. Other supplementary materials and attachments are not allowed and will not be reviewed or returned.

Grant applications will be reviewed as submitted with no late revisions accepted. Incomplete grant applications or grant applications exceeding the page limit will not be reviewed or considered for funding.

All proposals must be submitted **electronically** to **Elizabeth Jetter**, Education Associate, Performance Management; via email to [elizabeth.jetter@doe.k12.de.us](mailto:elizabeth.jetter@doe.k12.de.us) by sending the grant application as a Microsoft Word document or PDF attachment.

**Grant Application Deadline**

The deadline for the DDOE's Opportunity Grant is **4 PM, Tuesday, September 5, 2017**. Emails with the grant attachment must be received by this day and time.

**Grant Application Notification and Selection Process**

The notification and selection of grants will be a two-part process:

*Pre-review*

Written applications shall be prescreened for submission requirements and inclusion of all required sections, including budget pages and assurance and certifications of compliance. Applications not meeting all submission requirements will not be reviewed. The grant applicant will be notified.

*Review*

Eligible applications then will be reviewed, scored, and vetted using the Opportunity Grant scoring rubric for funding.

**Grant Award Process**

All applicants will be notified of the award results. Successful grant applicants will be provided further award instructions and forms.

**Grant Reporting Requirements**

Recipients of a grant will be required to submit the following:

- A status report by April 16, 2018; and
- An evaluation report by July 16, 2018.  
The evaluation report must include at a minimum the number of students served, the number of students planning to continue to use the grant initiative, a description of the outcomes of any provided services, supports and professional development and the plan to sustain the project, if sustainability is being sought.

## 2017 Opportunity Grant Application

Report any circumstance that may jeopardize the operation of the initiative, including financial difficulty immediately.

### **Where to Obtain Assistance**

The instructions contained in these materials are issued by the DDOE, which is the sole point of contact in the State for this program. Questions regarding applications or requests for technical assistance should be directed to **Elizabeth Jetter**, Education Associate, Performance Management; via email to [elizabeth.jetter@doe.k12.de.us](mailto:elizabeth.jetter@doe.k12.de.us).

### **Awards Final**

Decisions regarding applications selected for award are final. There is no appeals process.

<b><u>Grant Components:</u></b>	<b><u>Points:</u></b>
Section I: Grant Information and Summary	3
Section II: Asset Map and Needs Assessment	18
Section III: Grant Project Plan	40
Section IV: Description of Advisory Committee Involvement	3
Section V: Description of School District or Charter School Supports	3
Section VI: Evaluation Methods	15
Section VII: Budget and Justification	12
Section VIII: Budget Summary	3
Section IX: Grant Sustainability	3
<b>Total Points</b>	<b>100</b>

**Section I: Grant Information and Summary**

**3 points**

- Fill out the following information:

Project Title: \_\_\_\_\_  
School Districts or Charter School: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Project School(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Lead Contact Person:  
E-mail Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Grant Start Date: **September 25, 2017**  
Grant End Date: **June 30, 2018**  
Amount Requested: \$ \_\_\_\_\_

- Briefly describe the scope, targeted population and intended impact of the project.
- Provide the anticipated number of students to be served.

*One page limit for this section*

**Section II: Asset Map and Needs Assessment**

**18 points**

- Identify the existing supports and strengths found within the school's community. This may include resources for students and families; the elderly; those with disabilities or chronic mental illnesses; immigrants and cultural or ethnic groups; family members; youth; citizen's associations, including cultural groups, block clubs, churches, civic groups, book clubs, etc.; institutions within a community, such as hospitals, public schools, community colleges and universities; parks and other publicly owned spaces; businesses; and public and nonprofit human services agencies.
- Identify the target population, describe the needs for the project, and provide supporting data as evidence.
- Use poverty information, academic achievement data, and other relevant data sources to detail the need. Clearly cite data sources. Provide documentation of the academic needs.
- Clearly identify any gaps in resources and/or programming for the target population and the source of that information.
- Link the identified needs to the desired project outcomes.
- Detail how representatives of the targeted population provided input into the needs assessment process.

*Four page limit for this section*

**Section III: Grant Project Plan**

**40 points**

- Provide overarching goals and purposes of this grant that includes:
  - Integrated student services and trauma-informed supports to low-income students based on the needs of those students, or
  - Other additional supports to low-income and English learner students based on the needs of those students.
- Provide a detailed narrative overview of the services and programs to be provided to address needs identified in “Asset Map and Needs Assessment, Section II,” including how these services and programs are relevant to the target population (gender, culture, age, special needs, etc.).
- Include courageous goals, measurable objectives with targets, timelines, strategies, activities, and deliverables that address the gaps and/or problems identified in the needs assessment.
- Provide information on how the goals, measurable objectives with targets, and timelines have been established in alignment with the identified needs.
- Provide information on how the strategies, activities, and deliverables will impact the goals and objectives.
- Describe how schoolwide policies and procedures will be reviewed, modified, and implemented to accommodate students and these services and supports. Please include school district or charter school policies and procedures that will be reviewed and approved by the school district or charter school board or governing body.
- Describe the professional development that will be provided to ensure proper implementation of the grant proposal. Especially describe any professional development around social and emotional knowledge and skills, training for success in school, personal relations, and future employment; mindfulness practices for self-awareness, stress resiliency, and self-control; physical movement and posture exercises integrated with breathing practices for stress resiliency and fitness; nutrition education for ensuring healthy eating habits for lifelong health; effective, evidence-based strategies that close the achievement gap of ELs; strengthening the EL knowledge base of all educators including diversity and cultural sensitivity training; increasing school and school district awareness and appreciation of the value-added benefits of the multilingualism that ELs bring and how these topics, strategies, and techniques will be implemented in the classroom and schoolwide.
- Describe how all supports will be coordinated. Include a description of any tutoring, mentoring, college and career preparation, healthcare, student counseling, family counseling, and/or employment assistance will be incorporated into the plan. Fully describe collaborations and linkages with mental health, family outreach and partnerships, and community linkages.
- Describe how robust community partnerships will be developed, fostered, and managed. Provide core community partner membership, leadership assignments, meeting frequency, and shared ownership strategies, including mutual respect, values, and beliefs. Include strategies for people and agencies to participate.
- Describe how topical meetings and community fairs will be used to foster family, school, and community partnerships.

*Six page limit for this part of this section*

**Section IV: Description of Advisory Committee Involvement**

**3 points**

- Include the names of the advisory committee members and their roles and/or titles. Describe the role and input of this committee and the grant. Particularly describe family and community members/ organizations and their involvement. *(This committee may already exist as a building leadership team, etc., with possible added members to represent all facets of this grant.)*

*One page limit for this section*



**Section V: Description of School District or Charter School Supports**

**3 points**

- Describe ways and methods in which the school district or charter school will support this grant initiative, including staffing support, professional learning, local funds, etc. Provide evidence of principal support and advocacy, as well as the support of other leaders in the school district or charter school.

*One page limit for this section*

**Section VI: Evaluation Methods**

**15 points**

- Describe how the effectiveness of the grant initiative will be determined.
- Provide a thorough description of the evaluation method for the goals, objectives, strategies, and activities as identified in the Grant Project Plan, Section III.
- Describe how the level of attainment of each of the programs' objectives will be reported.
- Describe how the expected outcomes of the provided professional development will be measured.
- Describe a plan to provide information on the outcome of the supports to our other school districts and charter schools and schools.

*Two page limit for this section*

**Section VII: Budget and Justification**

**12 points**

- List budget items, with sufficient detail and itemization, using the following categories as budget classifications:
  - Salaries/Other Employee Costs;
  - Contracted Services;
  - Travel;
  - Supplies and Materials; and
  - Capital Outlay.
- Justify grant funds expenditures and describe in detail why the expenses are necessary.
- Describe in detail how the expenses relate to project objectives and strategies.
- Address needs in the budget in the following areas: staffing, staff development, program implementation, supplies, transportation, management, and evaluation.

*Four page limit for this section*

2017 Opportunity Grant Application

**Section VIII: Budget Summary**

**3 points**

Complete the Budget Summary below completely and accurately.

Delaware Department Of Education Budget Summary Report Of State Funds	Business Mgr. initials when submitted as an Application Budget:																																																																																																																
Grant Award <u>Application Budget Summary</u>																																																																																																																	
Agency: _____	Project Title: _____																																																																																																																
For subgrants of State funds, no annual or final expenditure report is required. Prior notification of intent to amend is required when exceeding approved budget amounts by \$5,000 or 15%, whichever is greater. This budget form is required for planning purposes only and is to accompany a subgrant application for State funds when application for such funds is required	Grant Number: _____																																																																																																																
Fund & Line: _____	Project Budget Period: _____																																																																																																																
Beginning: _____	Ending: _____																																																																																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Expenditure Accounts</th> <th colspan="6">Expense Classification</th> </tr> <tr> <th>Classification</th> <th>Salaries/ Employee Costs</th> <th>Contracted Services</th> <th>Travel</th> <th>Supplies And Materials</th> <th>Capital Outlay</th> <th>Total Budget</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> </tr> </thead> <tbody> <tr><td>Administration</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Instruction</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Attendance Services</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Health Services</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Pupil Transportation Services</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Operation Of Plant</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Maintenance of Plant</td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr> <tr><td>Fixed Charges</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Food Services</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Student Body Activities</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Community Service</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td>Capital Outlay</td><td></td><td></td><td></td><td></td><td style="background-color: #cccccc;"></td><td>0</td></tr> <tr><td><b>Total Budget</b></td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </tbody> </table>	Expenditure Accounts	Expense Classification						Classification	Salaries/ Employee Costs	Contracted Services	Travel	Supplies And Materials	Capital Outlay	Total Budget	1	2	3	4	5	6	7	Administration						0	Instruction						0	Attendance Services						0	Health Services						0	Pupil Transportation Services						0	Operation Of Plant						0	Maintenance of Plant						0	Fixed Charges						0	Food Services						0	Student Body Activities						0	Community Service						0	Capital Outlay						0	<b>Total Budget</b>	0	0	0	0	0	0	Person Completing Report: _____
Expenditure Accounts	Expense Classification																																																																																																																
Classification	Salaries/ Employee Costs	Contracted Services	Travel	Supplies And Materials	Capital Outlay	Total Budget																																																																																																											
1	2	3	4	5	6	7																																																																																																											
Administration						0																																																																																																											
Instruction						0																																																																																																											
Attendance Services						0																																																																																																											
Health Services						0																																																																																																											
Pupil Transportation Services						0																																																																																																											
Operation Of Plant						0																																																																																																											
Maintenance of Plant						0																																																																																																											
Fixed Charges						0																																																																																																											
Food Services						0																																																																																																											
Student Body Activities						0																																																																																																											
Community Service						0																																																																																																											
Capital Outlay						0																																																																																																											
<b>Total Budget</b>	0	0	0	0	0	0																																																																																																											
Date: _____																																																																																																																	

*One page limit for this section*

**Section IX: Grant Sustainability**

**3 points**

- Describe how the grant initiative will continue beyond the first year of implementation and after the grant funds are exhausted. Provide the anticipated number of students planning to continue to use this grant initiative past the first year of implementation.

*One page limit for this section*

**Section X: Assurances and Certifications of Compliance** *(not included in the 19-page limit)*

Below are the assurances that must be signed and dated by the superintendent or charter school director. Please read all assurances carefully. These assurances dictate financial requirements that must be adhered to by the grantee. Funds will not be disbursed until and unless a signed copy of these assurances are received by the Delaware Department of Education. Please check the following 11 assurances, indicating your agreement:

The Applicant assures that:

- 1. The project or services will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
- 2. The school district or charter school will administer those funds and property to the extent required by the DDOE. Grantee will retain records of its financial transactions (including receipts), accounts, project operation, and evaluation relating to this grant for a period consistent with the State's retention record. The grantee will make such records (including receipts) available for inspection and audit by authorized representatives of DDOE, or Auditor of Accounts, or Auditor of Accounts official designee.
- 3. The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, funds paid to the grantee.
- 4. The project and services will take place in a safe and easily accessible facility.
- 5. The project and services provided under this subgrant will be operated so as not to discriminate based on race, color, religion, national origin, sex, sexual orientation, marital status, disability, age, genetic information, or Vietnam Era veteran's status in employment, or its programs and activities.
- 6. Projects and services funded in total or in part through this grant will operate in compliance with current state laws and regulations.
- 7. All project and services staff who work with children will have undergone the requirements outlined in the Delaware Criminal Background Check for Public Schools Related Employment and Office of Child Care Licensing Regulations.
- 8. Grantee will receive prior written approval from the DDOE program manager before implementing any programmatic changes with respect to the purpose for which the grant was awarded. Amendment requests will be made using DDOE amendment forms submitted to the DDOE program manager for approval.
- 9. If budgeted expenditures within any reporting category of approved grant change by 15 percent or \$5,000, or if expenditures of \$5,000 or more are made within a reporting category for which no expenditures were budgeted, the subgrantee must submit an amendment for approval that briefly explains the reasons for the change(s).
- 10. Grantee will repay any funds that have been finally determined through the state audit process to have been misspent, unspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may be subsequently be imposed by the state.
- 11. The grantee will submit an evaluation report by August 30, 2018. The evaluation report, which must at a minimum include the number of students served, the number of students planning to continue to use the grant initiative, a report of the level of attainment of each of the project's objectives, a description of the outcomes of any provided professional development, and the plan to sustain the project, must be submitted to the DDOE program manager.

2017 Opportunity Grant Application

We, the undersigned, certify that the information contained in this grant application is complete and accurate to the best of our knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, regulations will be met, and that the indicated agency designated in this grant application is authorized to administer this subgrant.

We further certify that the 11 assurances listed above have been satisfied and will be adhered to, and that all facts, figures, and representation in this grant application are correct to the best of our knowledge.

Signature of:  
School District Superintendent/Charter School Director

School District or Charter School Name

\_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of:  
School Administrator

School Name

\_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_