

Funding Opportunity

Applications Due: **Friday, December 16, 2022, by 11:59 pm**

|  |
| --- |
| Automatic Enrollment in Advanced CoursesGrant ProgramPursuant to SB 19-059 - John W. Buckner Automatic Enrollment in Advanced Courses Grant Program |



**Program Questions:**

Alena Barczak, Office of Postsecondary and Workforce Readiness

(303) 548-8427 | Barczak\_A@cde.state.co.us

Budget/Fiscal Questions:

Sondra Vela, Grants Fiscal Management

(720) 202-5853| Vela\_S@cde.state.co.us

Application Questions:

Mandy Christensen, Grants Program Administration

(303) 866-6250 | Christensen\_A@cde.state.co.us

**Table of Contents**

[Introduction 3](#_Toc83293452)

[Purpose 3](#_Toc83293453)

[Eligible Applicants 3](#_Toc83293454)

[Available Funds 4](#_Toc83293455)

[Allowable Use of Funds 4](#_Toc83293456)

[Duration of Grant 4](#_Toc83293457)

[Evaluation and Reporting 5](#_Toc83293458)

[Data Privacy 5](#_Toc83293459)

[Technical Assistance 5](#_Toc83293460)

[Review Process and Timeline 5](#_Toc83293461)

[Submission Process and Deadline 5](#_Toc83293462)

[Application Format 6](#_Toc83293463)

[Required Elements 6](#_Toc83293464)

[Part I: Applicant Information 7](#_Toc83293465)

[Part II: Program Assurances Form 8](#_Toc83293467)

[Part III: Narrative – Program Description 9](#_Toc83293468)

[Evaluation Rubric 10](#_Toc83293470)

[Appendix A: Rules of Administration 11](#_Toc83293473)

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

**Applications for the Automatic Enrollment in Advanced Courses program must be submitted online via the**

[**online application form**](https://app.smartsheet.com/b/form/d3165ad34df64d4d807add411154aa48)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**Automatic Enrollment in Advanced Courses Grant Program**

**Applications Due: Friday, December 16, 2022, by 11:59 pm**

# Introduction

All students deserve the opportunity to learn higher-level content, and students who have access to a rigorous curriculum perform better across multiple measures, including graduating high school and completing higher education. Traditionally, disadvantaged minorities and low-income students of all racial and ethnic backgrounds who perform well in school do not enroll in advanced classes at the same rate as their peers, regardless of preparedness. High school Graduation Guidelines adopted by the Colorado state board of education require students to demonstrate competency in math and English scores to graduate, which can include achieving a sufficient score on an advanced placement or international baccalaureate exam. A school's or school district's course placement policies and decisions impact a student's opportunity to reach his or her full academic potential.

See **Appendix A** for the Rules for Administration of this program.

# Purpose

The John W. Buckner Automatic Enrollment in Advanced Courses Grant Program is intended to increase the number of students enrolled in advanced courses for subjects in which the student has demonstrated proficiency.

"Advanced course" means an advanced course of study in any subject, including an Advanced Placement course; an International Baccalaureate course; or a course designated by a school district as an honors, gifted, or accelerated course.

# Eligible Applicants

Local Education Providers (LEPs) are eligible to apply for this opportunity. An eligible LEP is:

* A School District (a school operating within the district may not also submit a standalone application);
* A School (only if the authorizing district does not intend to submit an application)
* A Board of Cooperative Services (BOCES);
* A Charter School authorized by a School District; or
* A Charter School authorized by the Charter School Institute.

An application from an individual school must be submitted by the Chief Administrative Officer of the school (if the authorizing district does not intend to submit an application) and, if the school is not a charter school, the school must notify the superintendent of the authorized school district of the application. The school’s district will be the fiscal agent, if funded.

A charter school’s authorizer will be the fiscal agent, if funded.

A Local Education Provider is eligible for the grant program if the LEP automatically enrolls each student entering the ninth grade or higher in an advanced course based on any of the following criteria:

1. The student achieved a score that is equivalent to, or exceeds, demonstrating proficiency on the state assessment that was administered pursuant to section 22-7-1006.3 for the preceding academic year, referred to in this section as an "eligible score", as follows:
	1. Students who achieve an eligible score in a subject related to mathematics must be automatically enrolled in advanced courses in mathematics;
	2. Students who achieve an eligible score in subjects relating to reading and writing must be enrolled in advanced courses in English, social studies, humanities, or other related subjects; and
	3. Students who achieve an eligible score in a subject related to science or social studies must be automatically enrolled in advanced courses in science or social studies; or
2. Any other measure, applied to all students enrolled in a Local Education Provider, that, in the judgment of the Local Education Provider, is an indicator that a student demonstrates the ability to succeed in an advanced course.

# Available Funds and Duration of Grant

Approximately $220,000 is available for the 2022-2023 school year. Grants will be awarded at the end of the 2022-2023 fiscal year, and grantees will have the entirety of the 2023-2024 fiscal year to expend the funds. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature, and upon grantees meeting all grant, fiscal, and reporting requirements. Funded applicants for the 2022-2023 school year are not guaranteed any additional funding beyond the 2022-2023 year at this time. Funds must be expended by **June 30, 2024**.

The Department will award funds based on the following formula:

1. The Department will use the aggregate information provided by each applicant eligible Local Education Providers under Rule 3.03(2) to determine an overall average cost per student.
2. The Department will apply the average calculated in Rule 3.04(1)(a) to each eligible Local Education Provider by multiplying the overall average cost per student times the number of students served.
3. The Department will award an amount to each eligible Local Education Provider based on the number of students and average cost per student served under Rule 3.04(1)(b).
	1. If the total funding requested in an eligible Local Education Provider’s application is less than the award determined under Rule 3.04(1)(c), then the Local Education Provider’s award will be equal to the total funding requested in its application.
4. Additionally, supplemental funding based on the number of grade levels served may be included in the award.
5. If the total amount appropriated by the General Assembly in a given fiscal year is insufficient to fully fund awards as determined under Rule 3.04(1)(c), the Department will reduce each eligible Local Education Provider’s award by a proportional amount.

# Allowable Use of Funds

A Local Education Provider that receives a grant under the program shall use the funding as follows:

Allowable services or activities include:

* Expanding the number of advanced courses offered in the Local Education Provider, including the use of technology to increase the number of advanced courses offered;
* Incentivizing teachers to teach advanced courses, including teacher training and professional development in areas relating to advanced course instruction;
* Developing advanced course curriculum; or
* Expanding parent and student engagement with the Local Education Provider as it relates to advanced course availability and enrollment and student success in advanced courses.

A Local Education Provider that is awarded a grant **may not** use the grant money for the purpose of hiring new teachers.

# Evaluation and Reporting

Each Local Education Provider that receives funding through the Automatic Enrollment in Advanced Courses Grant Program must submit an annual report to the Department that includes the following information on or before **June 30, 2024.**

* The number of students enrolled in advanced courses before and after implementation of the grant program;
* The number of students automatically enrolled in advanced courses by the Local Education Provider before and after implementation of the grant program;
* Demographic information of students automatically enrolled in advanced courses, including grade, race, ethnicity, gender, and socioeconomic information before and after implementation of the grant program;
* The number of students in grades 4-8 automatically enrolled in advanced courses before and after implementation of the grant program if applicable; and
* The ways in which grant dollars were utilized.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through Automatic Enrollment in Advanced Courses Grant Program. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

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

# Technical Assistance

An application training webinar will be recorded and posted on [CDE’s Automatic Enrollment webpage](https://www.cde.state.co.us/postsecondary/autoenrollment) in early November 2022.

# Review Process and Timeline

Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award status no later than **Wednesday, March 15, 2023.**

**Note:** This is a competitive process – applicants must meet all rubric criteria to be approved for funding. Applications that do not meet all criteria may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

Applications must be completed (including all elements outlined below) and submitted through the [online application form](https://app.smartsheet.com/b/form/d3165ad34df64d4d807add411154aa48) by **Friday, December 16, 2022, by 11:59pm.** The Program Assurances Form must also be uploaded to the online application form at the time of submission. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your application from the application system within 24 hours after the deadline, please email CompetitiveGrants@cde.state.co.us.

Application materials are available for download on [CDE’s Automatic Enrollment webpage](https://www.cde.state.co.us/postsecondary/autoenrollment).

# Application Format

* The Program Description (narrative responses 1-5) cannot exceed 1500 words total (approximately three single spaced pages). Please see below for the required elements of the application. **Note:** Applications that exceed the word count will not be reviewed.
* The Program Assurances Form must include original signatures of the lead organization/fiscal agent.

# Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part III (page 10).

Part I: Applicant Information

**Part II: Program Assurances Form**

Complete the [Program Assurances Form](http://www.cde.state.co.us/postsecondary/autoenrollment) with original signatures as a PDF or Word file. Upload to the [online application form](https://app.smartsheet.com/b/form/d3165ad34df64d4d807add411154aa48). If the application is approved, funding will not be awarded until all signatures are in place. Applications may be submitted without signatures; however, please attempt to obtain all signatures before submitting the application.

Part III: Narrative: Program Description

 Budget Workbook

**Automatic Enrollment in Advanced Courses Grant Program**

**Applications Due: Friday, December 16, 2022, by 11:59 pm**

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

**Submit all application materials through the** [**online application form**](https://app.smartsheet.com/b/form/d3165ad34df64d4d807add411154aa48)**.**

# Part I: Applicant Information

|  |
| --- |
| **Lead Local Education Provider (LEP)/BOCES Information** |
| **LEP/BOCES Name:** |  | **LEP/BOCES Code:** |  |
| **Mailing Address:** |  |
| **Requested Funding:** | $ |
| **Type of Education Provider**[check box below that best describes your organization or authorizer] |
| [ ]  School District [ ]  Single School Authorized by District [ ]  District Charter [ ]  CSI Charter [ ]  BOCES |
| **Region**[indicate region of Colorado this program will directly impact] |
| [ ]  Metro [ ]  Pikes Peak [ ]  North Central [ ]  Northwest[ ]  West Central [ ]  Southwest [ ]  Southeast [ ]  Northeast |
| Authorized Representative Information |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Program Contact Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Fiscal Manager Information** |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Recipient Schools**[provide the school name and four-digit school code for each school participating in this grant] |
| School Name – 0000;School Name – 1111;School Name – 2222; etc. |

# Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application Automatic Enrollment in Advanced Courses Grant Program, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2022, the Board of | (district/BOCES/CSI) |

hereby agrees to the following assurances:

1. The grantee will annually provide the Colorado Department of Education the evaluation information required in the End-of-Year Report (see **Appendix A: 3.06 Reporting Requirements**) of the Request for Applications.
2. The grantee will work with and provide requested data to CDE for Automatic Enrollment in Advanced Courses Grant Program within the time frames specified.
3. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funds will be used to supplement and not supplant any funds currently being used to provide services, and grant dollars will be administered by the appropriate fiscal agent.
5. Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
6. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
7. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
8. The grantee has automatically enrolled all eligible students into advanced courses based on the criteria in 3.02(1) and will use grant funds solely for the approved use as stated in 3.05. This assurance will be used to verify eligibility for the program.

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by CDE before modifications are made to the expenditures. Please contact Sondra Vela (Vela\_S@cde.state.co.us, 720-202-5853) and Alena Barczak (Barczak\_A@cde.state.co.us, 303-548-8427) for any modifications.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Organization Board President(School Board, BOCES, Charter School) |  | Signature |
|  |  |  |
| Name of Organization Authorized Representative(Superintendent, Charter School Institute, BOCES Executive Director) |  | Signature |
|  |  |  |
| Name of LEP Program Contact |  | Signature |

**Note:** You must upload a copy of this signed page to the Online Application. If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

# Part III: Narrative – Program Description

Responses should be completed in the [online application form](https://app.smartsheet.com/b/form/d3165ad34df64d4d807add411154aa48). Please note, the online form will not save works in progress. Applicants may find it useful to compose answers in a separate document and copy them into the form.

**Narrative Responses:**

1. Please provide background and context regarding the LEP and the student population it serves, including any gaps or barriers that may exist for a) students to access advanced courses, especially students from traditionally underserved populations, and/or for b) the LEP to provide advanced course programming.
2. Describe the LEP’s existing advanced courses and any planned advanced courses, including courses that may be implemented with money received from the grant program.
3. Detail the LEP’s plan for automatically enrolling students into advanced courses, including the costs associated with implementing its plan, the number of students it expects to automatically enroll in advanced courses, and the grade levels it expects to serve through its plan.
4. Describe how the LEP will use any grant awarded consistent with the requirements of Rule 3.05 (see **Appendix A**).
5. Describe any additional support systems that the LEP intends to implement to ensure the success of the eligible students who will be automatically enrolled in advanced coursework.

**Budget Workbook:**

Upload in the Required Documents Section of the [online application form](https://app.smartsheet.com/b/form/d3165ad34df64d4d807add411154aa48).

# Automatic Enrollment in Advanced Courses Grant Program

**Due by: Friday, December 16, 2022, by 11:59 pm**

# Evaluation Rubric

CDE Use Only

|  |  |  |
| --- | --- | --- |
| **Parts I-II:** | **Application Introduction** | [Not Scored] |
| **Part III:** | **Narrative: Program Description** |  |
|  | Does the LEP currently have an automatic enrollment program in place? | [ ]  Yes [ ]  No |
| **Narrative: Program Description** | **Met** | **Did Not Meet** |
| 1. Please provide background and context regarding the LEP and the student population it serves, including any gaps or barriers that may exist for a) students to access advanced courses, especially students from traditionally underserved populations, and/or for b) the LEP to provide advanced course programming.
 | [ ]  | [ ]  |
| 1. Describe the LEP’s existing advanced courses and any planned advanced courses, including courses that may be implemented with money received from the grant program.
 | [ ]  | [ ]  |
| 1. Detail the LEP’s plan for automatically enrolling students into advanced courses, including the costs associated with implementing its plan, the number of students it expects to automatically enroll in advanced courses, and the grade levels it expects to serve through its plan.
 | [ ]  | [ ]  |
| 1. Describe how the LEP will use any grant awarded consistent with the requirements of Rule 3.05 (see **Appendix A**).
 | [ ]  | [ ]  |
| 1. Describe any additional support systems that the LEP intends to implement to ensure the success of the eligible students who will be automatically enrolled in advanced coursework.
 | [ ]  | [ ]  |
| 1. Applicant completed and submitted Budget Workbook.
 | [ ]  | [ ]  |

**Review Comments:**

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

# Appendix A: Rules of Administration

**DEPARTMENT OF EDUCATION**

**Colorado State Board of Education**

**1 CCR 301-108 RULES FOR THE ADMINISTRATION OF THE JOHN W. BUCKNER AUTOMATIC ENROLLMENT IN ADVANCED COURSES GRANT PROGRAM**

**1.00 STATEMENT AND BASIS OF PURPOSE**

The statutory basis for these rules is found in section 22-95.5-201 et. seq C.R.S. The John W. Buckner Automatic Enrollment in Advanced Courses Grant Program is intended to increase the number of students enrolled in advanced courses for subjects in which the student has demonstrated proficiency.

**2.00 DEFINITIONS**

2.01 "Advanced course" means an advanced course of study in any subject, including an Advanced Placement course; an International Baccalaureate course; or a course designated by a school district as an honors, gifted, or accelerated course.

2.02 "Department" means the department of education created and existing pursuant to section 24-1-115.

2.03 "Grant program" means the John W. Buckner automatic enrollment in advanced courses grant program created in section 22-95.5-202.

2.04 “Eligible score” means score that is equivalent to, or exceeds, demonstrating proficiency on the state assessment that was administered pursuant to section 22-7-1006.3.

2.05 “Local Education Provider" means a public school as described in section 22-1-101, a school district, or a board of cooperative services created pursuant to article 5 of this title 22.

2.06 "Parent" means a student's biological parent, adoptive parent, or legal guardian.

2.07 "Rural school district" means a school district in Colorado that the Department determines is rural based on the size of the district, the distance from the nearest large urban/urbanized area, and having a student enrollment of approximately 6,500 students or fewer.

2.08 "School district" means any public school district organized under the laws of Colorado. “School district" does not include a local college district.

2.09 "State board" means the state board of education created and existing pursuant to section 1 of article IX of the state constitution.

**3.00 APPLICATION INFORMATION**

**3.01 Application Timeline**

3.01(1) Annually, based on available appropriations, the Department will publish a detailed application timeline. Applications will be due no later than January 15 of each calendar year.

3.01(1)(a) The Department will notify Local Education Providers of the detailed application timeline twice within three months prior to the release of the application in the first year, and at least once in each consecutive year.

3.01(2) The Department will announce grants awards no later than April 1 of each calendar year.

3.01(3) The Department will release a simplified application for rural school districts that will prepopulate any available data related to student eligibility.

**3.02 Eligibility Requirements**

3.02(1) A Local Education Provider is eligible for the grant program if the Local Education Provider automatically enrolls each student entering the ninth grade or higher in an advanced course based on any of the following criteria:

3.02(1)(a) The student achieved an eligible score for the preceding academic year, as follows:

3.02(1)(a)(i) Students who achieve an eligible score in a subject related to mathematics must be automatically enrolled in advanced courses in mathematics;

3.02(1)(a)(ii) Students who achieve an eligible score in subjects relating to reading and writing must be enrolled in advanced courses in English, social studies, humanities, or other related subjects; and

3.02(1)(a)(iii) Students who achieve an eligible score in a subject related to science or social studies must be automatically enrolled in advanced courses in science or social studies; or

3.02(1)(b) Any other measure, applied to all students enrolled in a Local Education Provider, that, in the judgment of the Local Education Provider, is an indicator that a student demonstrates the ability to succeed in an advanced course.

3.02(2) In addition to the requirements in Rule 3.02(1), an eligible Local Education Provider is encouraged to use automatic enrollment for courses in subjects not listed above.

3.02(3) In addition to the requirements in Rule 3.02(1), an eligible Local Education Provider is encouraged to automatically enroll each student entering the fourth through eighth grade in advanced courses.

3.02(4) If a school district submits an application and is eligible for a grant, a school operating within that district may not submit an application. If a school district does not apply, an individual school within the district may apply if an application is submitted by the chief administrative officer and, if the school is not a charter school, the school notifies the superintendent of the school district of the school’s application.

3.02(5) An eligible Local Education Provider shall permit a parent of a student to remove the student from an advanced course in which the student has been automatically enrolled. A Local Education Provider may permit a parent of a student to exempt the student from any automatic enrollment in advanced courses.

**3.03 Application Requirements**

An application submitted by a Local Education Provider shall include the following:

3.03(1) A description of the Local Education Provider's existing advanced courses and any planned advanced courses, including courses that may be implemented with money received from the grant program;

3.03(2) The Local Education Provider's plan for automatically enrolling students into advanced courses, including the costs associated with implementing its plan, the number of students it expects to automatically enroll in advanced courses, and the grade levels it expects to serve through its plan;

3.03(3) A description of how the Local Education Provider will use any grant awarded consistent with the requirements of Rule 3.05;

3.03(4) A description of any additional support systems that the Local Education Provider intends to implement to ensure the success of the eligible students who have been automatically enrolled in advanced coursework; and

3.03(5) An assurance that the eligible Local Education Provider has automatically enrolled all eligible students into advanced courses based on the criteria in 3.02(1), and will use grant funds solely for the approved use as stated in 3.05. This assurance will be used to verify eligibility for the program.

**3.04 Grant Awards**

3.04(1) The Department will award funds based on the following formula:

3.04(1)(a) The Department will use the aggregate information provided by each applicant eligible Local Education Providers under Rule 3.03(2) to determine an overall average cost per student.

3.04(1)(b) The Department will apply the average calculated in Rule 3.04(1)(a) to each eligible Local Education Provider by multiplying the overall average cost per student times the number of students served.

3.04(1)(c) The Department will award an amount to each eligible Local Education Provider based on the number of students and average cost per student served under Rule 3.04(1)(b)

3.04(1)(c)(i) If the total funding requested in an eligible Local Education Provider’s application is less than the award determined under Rule 3.04(1)(c), then the Local Education Provider’s award will be equal to the total funding requested in its application.

3.04(1)(d) Additionally, supplemental funding based on the number of grade levels served may be included in the award.

3.04(1)(e) If the total amount appropriated by the General Assembly in a given fiscal year is insufficient to fully fund awards as determined under Rule 3.04(1)(c), the Department will reduce each eligible Local Education Provider’s award by a proportional amount.

**3.05 Use of Incentives**

3.05(1) A Local Education Provider that receives a grant under the program shall use the funding for:

3.05(1)(a) Expanding the number of advanced courses offered in the Local Education Provider, including the use of technology to increase the number of advanced courses offered;

3.05(1)(b) Incentivizing teachers to teach advanced courses, including teacher training and professional development in areas relating to advanced course instruction;

3.05(1)(c) Developing advanced course curriculum; or

3.05(1)(d) Expanding parent and student engagement with the Local Education Provider as it relates to advanced course availability and enrollment and student success in advanced courses.

3.05(2) A Local Education Provider that is awarded a grant may not use the grant money for the purpose of hiring new teachers.

**3.06 Reporting Requirements**

3.06(1) A Local Education Provider that receives an award from the grant program must submit an annual report to the Department that includes the following information:

3.06(1)(a) The number of students enrolled in advanced courses before and after implementation of the grant program;

3.06(1)(b) The number of students automatically enrolled in advanced courses by the Local Education Provider before and after implementation of the grant program;

3.06(1)(c) Demographic information of students automatically enrolled in advanced courses, including grade, race, ethnicity, gender, and socioeconomic information before and after implementation of the grant program;

3.06(1)(d) The number of students in grades 4-8 automatically enrolled in advanced courses before and after implementation of the grant program if applicable; and

3.06(1)(e) The ways in which grant dollars were utilized.