



**Richard Woods, Georgia's School Superintendent**  
*"Educating Georgia's Future"*

## **REQUEST FOR PROPOSALS (RFP)**

DLI Sustaining Grant  
2021-2022

Request for Application: Dec 7th, 2021

Application Deadline: Jan 24, 2022



Mr. Patrick Wallace

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### **Program Description**

The Georgia Department of Education (GaDOE) has allocated ARP funds for the **FY22 DLI Sustaining Grant** which is a GaDOE-administered, non-renewable, non-transferrable grant for up to 5,000 dollars used to support Dual Language Immersion Programs at public schools in Georgia. A maximum of # 20 Dual Language Immersion Sustaining **Grants** will be awarded for the 2021–2022 school year (FY22) in the amount of up to \$5,000 dollars each.

### **Eligibility**

Eligible applicants must be public schools in Georgia

### **Proposal Review Process**

During the review process, each application will be reviewed and scored by GaDOE approved and trained readers/scorers. The readers/scorers will individually assign and record points (1-100) using the scoring rubric. Readers/Scorers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the applicant's intent. In the likely event that the number of applications receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered applications will be recommended for funding. All applicants whose application was scored will be notified via email after the State Board has rendered a decision/approved grants. Decisions are final and an appeal process is not available.

### **Grant Period**

Grant funds will be available March 1, 2022 through December 15th, 2022.

### **Grant Award Notification**

All awards are subject to availability of funds. Grant awards are not final until approved by the State Board of Education (SBOE), and an award notification is sent from the GaDOE.

NOTE: The grant award may be different than the request made in a proposal. This is usually due to differences between available funds and the total amount funded to all grantees. Recipients will receive an award notification via email. The level of funding and effective date of the projects will be included in the notification of the grant award letter.

### **Accountability and Monitoring the Use of Federal Funds**

Awardees must have correctly and completely submitted required close-out documentation. The following are required: Completion Closeout Report (Microsoft Forms); Expenditure Report and Supporting documents for received goods/services. This grant award is made subject to the provisions of all applicable Choose an item laws and regulations and is contingent on federal funding.

Each applicant receiving funding through this RFP must:

- meet the eligibility requirements for the grant described herein, and the applicant has provided all required assurances that it will comply with all program implementation and reporting requirements established through this RFP.
- appropriately use these funds as described in this proposal package.
- participate in two meetings (initial and final) to discuss goals and objectives and progress

To fulfill monitoring responsibilities, the GaDOE requires awardees to submit appropriate fiscal and program documentation following guidance provided by the GaDOE program office.

Should circumstances warrant any changes to the approved plan, the awardee must initiate an amendment request. It is important to note that the SBOE-approved grant plan cannot be changed or altered by any party without an approved amendment. Furthermore, because the grant plan is approved by the SBOE, be aware that amending the budget and/or implementation plan will be limited.

### **Program Requirements**

Awarded funds are specifically to be used to support an established Dual Language Immersion program at a public school in Georgia.

### **Programmatic Assurances**

Consumables purchased via this grant must be used to:

- Purchase needed instructional support resources or services for an established Georgia public school Dual Language Immersion program. (This can include instructional materials and/or training for DLI staff)
- be needs-based and directly related to measurable goals, objectives, and/or intended outcomes
- be regularly monitored and formally assessed for effectiveness

### **Reporting Requirements**

FY22 WL DLI Sustaining Grant closes December 15, 2022.

Awardees must have correctly and completely submitted required close-out documentation.

- Completion Report (Microsoft Forms)
- Detailed Expenditure Report and supporting documents for received goods/services

### **Authorized Activities**

Applicants are encouraged to use these funds to support established DLI program needs including resources and/or training for staff that are attainable within the grant's period of performance.

Expenditure of funds after the period of performance is not allowable. Funds dedicated to an activity that did not occur may not be repurposed for other activities.

### **Unauthorized Activities**

Proposals will be screened for unallowable activities twice. The initial screening will be during the submission process, and proposals found to contain unallowable activities will be automatically eliminated and not forwarded to the reviewer. After all proposals have been read, reviewer comments will be reviewed. Should a reviewer have a question during the scoring process or find the proposal contains unallowable activities and/or activities that extend beyond the scope of the grant, the proposal will be reviewed by grant organizers to determine acceptability.

FY22 WL DLI Sustaining Grant funds may not be used:

- For new/improvement construction or capital improvements to existing structures such as carpet, non-freestanding mirrors, laminate coverings, and building renovations.
- To support after or before school clubs or summer programs.

## **Proposal Submission**

Please review the following directions very carefully before submitting the application.

**APPLICATION.** The deadline for submission is 10 AM, Jan 24th, 2022. The application must be submitted on or before the deadline.

**SUBMIT EARLY.** Applications cannot be accepted after the deadline. Please factor in unexpected delays and/or technical issues at the point of origin. The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. Faxed, emailed, or paper applications are not acceptable and will not be reviewed by the GaDOE.

**USE PROVIDED APPLICATION TEMPLATE.** Supplemental or revised application formats, attachments, or information, either from the applicant agency or other sources will not be accepted.

## **Procedures**

Please review the following directions very carefully prior to submitting the proposal at the application link.

- *Proposal Portal:* To access the application click: [WL DLI Sustaining Grant Application](#)
- *Submit Early:* Proposals cannot be accepted after the deadline. Please factor unexpected delays and/or technical issues The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. Faxed, emailed, or paper proposals are not acceptable and will not be reviewed by the GaDOE.
- *Use provided Proposal template:* Supplemental or revised proposal formats, attachments, or information, either from the applicant agency or other sources will not be accepted.

## **Budget**

There should be a calculation of the budget and a narrative of the budget. Each of these offer a lens for understanding how funds meet the identified need and activities. If evaluation or participant travel expenses need to be included in the budget of each grantee, indicate that here and indicate an expected amount that must be included. The budget Question is included in the proposal template, and both the narrative response section and budget calculations must be submitted. The budget portion of the proposal will not be assigned points; however, an inaccurate, unreasonable, unjustified, or non-itemized budget will result in the proposal being excluded from consideration.

The associated proposed budget narrative must provide clear evidence that the expenditures are appropriate and justified to support the proposed programming/activities. If applicable, annotate additional funding (local/federal/in-kind) sources utilized to support planned program/activity.

## **Deadline**

The deadline for submission is 10 AM, Jan 24th, 2022. The application must be submitted on or before the deadline.

## **Grant Award Acknowledgement**

To ensure clarity and continuity of support services, awardees must formally acknowledge receipt of, agree to the stated terms, and accept the award to Patrick Wallace via email at [pwallace@doe.k12.ga.us](mailto:pwallace@doe.k12.ga.us) within five days of receipt of the grant award email.

Please include the following information in the email:

- Name, position, and contact information of individual(s) (to be recognized by GaDOE as the official Designated Contact).
- Person responsible to receive/send communication from/to GaDOE regarding the FY22 WL DLI Sustaining grant throughout the period of performance.
- Person responsible to ensure all evidentiary and fiscal documentation will be submitted/emailed/uploaded as per terms of the RFP.

### **Grant Award Notices (GANs)**

Grant Award Notices (GANs) will be uploaded into the LEAs Consolidated Application portal by the program office summarizing the program, the amount and length of the award, and any other relevant information.

### **Scoring and Funding Recommendations**

#### **Scoring**

During the review process, each proposal will be reviewed and scored by GaDOE approved and trained reviewer. The reviewer will individually assign and record points (1-100) using the scoring rubric. Reviewers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the proposal's intention.

In the likely event that the number of proposals receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered proposals will be recommended for funding. GaDOE will communicate with the contact person for any proposal that was scored via email after the SBOE has rendered a decision and/or approved grants.

Questions regarding the award process or scoring may go to the Project Manager or the Deputy Superintendent. Any appeals of the State Board approved grantee list must go to the State Board of Education.

#### **Rubric: Scoring Components**

All proposals will be scored using a rubric. Each proposal will be reviewed by two reviewers, and each will assign points based on the merit of the program/activity described. Each section is assigned a maximum allowable number of points. Reviewers will tally all earned points to render a raw score. Grant organizers will verify raw scores and forward them to the program manager who will determine the final score to be presented to the State Board of Education (SBOE).

#### **[Link to Grant Rubric Template](#)**

#### *Programmatic Basics (20)*

- Location and description of the community interest and the parental interest and willingness to support dual language immersion at the school.
- Identify teachers, leaders and/or contracted service providers directly involved in the implementation of the new program. Include relevant qualifications and experience.

- Total number of students, and/or participants in the program
- Description of need/rationale for funding.

*Goals/Objectives/Intended Outcomes (40)*

- Address how funding will be used to improve instructional quality/supplies for the existing DLI program and increase access/success for all students

*Proposed DLI Program/Activity Description (30)*

- Fully describe all significant components of the proposed purchases and/or trainings. Ensure budget alignment.
- Describe how the proposed Dual Language Immersion Program purchases and/or trainings will impact learning for the students and/or teaching for the instructors.

*Continuous Improvement based on Outcomes (5)*

- Describe how instructional resources and/or training will create a cycle of continuous improvement so that the program itself gets better over time.

*Sustainability (5)*

- Explain how purchased resources and/or programming/activities will be continued after the end of the grant period.
- If applicable, annotate additional funding/support services that are intended to increase sustainability.