



Grant Parameters and Application Instructions Request for Application (RFA)

2020-2021 *stART* Arts Education Grant

The *stART* Arts Education Grant is a discretionary grant program funded under Title IV, Part A through the Georgia Department of Education

Deadline for Receipt of Applications: **5:00 p.m., October 1, 2020**

Review this document carefully as many parameters have changed from previous *stART* grants.

Please print/save a copy of this document for your files.

For *stART* grant and RFA questions, contact:
stARTgrant@doe.k12.ga.us

Submit PDF of application template to
[gadoe.org/IVA Competitive Grants](http://gadoe.org/IVACompetitiveGrants)

Issued by:
Georgia Department of Education
205 Jesse Hill Jr. Drive SE
Atlanta, GA 30334

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General Information

Introduction and Purpose

The Georgia Department of Education (GaDOE) has allocated Title IV, Part A funds for the **FY21 stART Grant** which is a GaDOE-administered, non-renewable, non-transferrable grant for up to ten thousand dollars used to create and/or develop sustainable arts initiatives that support quality arts education and significantly increase student access to the arts during the school day.

A maximum of 25 **FY21 stART Grants** will be awarded for the 2020–2021 school year (FY21) in the amount of up to ten thousand dollars.

Eligible Applicants

Eligible **FY21 stART Grant** applicants must be public school local educational agencies (LEA) and charter LEAs that are eligible for the [Federal Rural Education Achievement Program \(REAP—Title V, Part B\)](#) as identified by FY21 [RLIS](#) or [SRSA](#) eligibility report from the U.S. Department of Education.

Additionally, previous Title IV, Part A Competitive Grant awardees (stART, E3, Summer Literacy) must have fulfilled all past grant requirements to be eligible to apply. Applicants that did not meet requirements of any previously awarded competitive grant funded through Title IV, Part A will be ineligible to receive the **FY21 stART Grant**.

Eligible non-public schools must be physically located and operated within the geographic boundaries of the aforementioned public school LEAs. An “eligible non-public school” is a non-public elementary school or secondary school that has a current non-profit status and is accredited or licensed or otherwise operates in accordance with State law.

A list of REAP districts is included in Appendices.

Providing Equitable Services

It is incumbent upon all eligible public school LEAs to communicate the **FY21 stART Grant** availability to all geographically eligible non-public schools regardless of the public school LEA’s participation in this grant. The non-public school’s participation in this grant is not dependent upon its participation in any other federally funded equitable provisions.

Non-public schools must apply through the public school LEA where the grant funding will be awarded and administered. Awarded non-public schools will receive 100% of the grant funds.

For further information, see Appendix F.

Accountability and Monitoring the Use of Federal Funds

The GaDOE is responsible for establishing and monitoring the **FY21 stART Grant** application and scoring process, distribution of funds to awardees, approved plan implementation, progress towards

meeting goals/objectives/intended outcomes, data collection/results, and fiscal responsibilities. This grant award is made subject to the provisions of all applicable acts and regulations.

Each applicant receiving funding through this RFA 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 RFA.
- appropriately use these funds as described in this application package and on the SBOE approved plan.
- implement activities funded through this application within the timeline in which the funds provided are to be used.
- participate in the four meetings (initial, midterm, pre-closeout and final) to discuss goals and objectives, implementation procedures and progress, and programmatic success and effectiveness.

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

Program Requirements

Before applying for the FY21 *stART* Grant, please ensure the following criteria can be met by all applicable LEA leaders and program managers.

Programmatic Assurances

The Fine Arts Initiative/Activity must:

- supplement, not supplant, existing arts programming
- significantly increase access to arts education
- develop or supplement sustainable arts initiatives that support quality arts education
- serve as the foundation to excellence in arts instruction and the growth of dance, music, theatre, media and visual arts programs in Georgia schools
- be implemented as a part of a graded Fine Arts course during the regular school day schedule. Awarded funds are specifically for graded arts courses that occur during the school day with a state-approved fine arts course number.
- address mode of instruction and assessment to include both a face to face and virtual models of delivery
- be needs-based and directly related to measurable goals, objectives, and/or intended outcomes
- be regularly monitored and formally assessed for effectiveness

Period of Performance

Awardees are expected to fully implement the SBOE approved **FY21 *stART* Grant** plan during the period of performance. Student-centric activities must take place during the school day, be applicable to a state-approved course during the second semester of the 2020-2021 school year. Materials and/or resources required for student-centric activities must be in full use while the students are attending the assigned course.

Teacher-centric activities may be scheduled during the after the last day of the 2020-2021 school year—the summer. However, these activities must be completed prior to September 2021. Please note that funds earmarked for teacher-centric summer activities may not be diverted if the activity does not take place.

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.

The projected timeframe for the **FY21 stART Grant** applicants and awardees is:

| Action/Event | Due Date | Applicable Links/Required Documents |
|--|---|---|
| RFA Released ONLINE SUBMISSIONS ONLY See file naming conventions in RFA | September 16, 2020 | gadoe.org/IVA Competitive Grants |
| Application Deadline ONLINE SUBMISSIONS ONLY See file naming conventions in RFA | Not Later Than 5:00PM October 1, 2020 | ONLINE SUBMISSIONS ONLY See file naming conventions in RFA |
| Notification of SBOE results via email to district superintendents and designee | November 19-20, 2020 | |
| Acknowledgement/Acceptance of Award email | Not Later Than 5:00PM November 30, 2020 | Email from district Federal Programs Director or designee to stARTgrant@doe.k12.ga.us |
| Attend virtual initiation/TA session with GaDOE | First Week in December | Webinar link TBA |
| Budget submission/approved by GaDOE | Not Later Than 5:00PM December 11, 2020 | Initiate supply requisitions immediately |
| Initiate implementation of student-centric activities | First week of second semester—January 2021 | |
| Submit midterm report | Not Later Than 5:00PM April 2, 2021 | Midterm Report to stARTgrant@doe.k12.ga.us |
| Attend virtual midterm status session with GaDOE | Approximately first week of April 2021 | Webinar link TBA |
| Attend virtual pre-closeout/final evaluation session with GaDOE | Approximately last week in May 2021 | Webinar link TBA |
| Grant closes—Full implementation of all student-centric activities must be complete. Teacher-centric activities scheduled during the summer can continue until September 30, 2021 | Before the last day of school. | |
| Closeout documents submitted to GaDOE See file naming conventions in RFA | 100% student-centric: Not Later Than 5:00PM June 30, 2021 Contains teacher-centric summer activities: Not Later Than 5:00PM September 30, 2021 | Send all documents to stARTgrant@doe.k12.ga.us See file naming conventions in RFA <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Acceptable Artifacts <input type="checkbox"/> Final Evaluation Summary Template <input type="checkbox"/> Detailed Expenditure Report and supporting documents for received goods/services <input type="checkbox"/> Federal Inventory Report <input type="checkbox"/> Completion Report |

Awardees are not required to expend 100% of the awarded funds; however, awardees are required to fully implement the SBOE approved RFA as written. If full implementation can be attained without expending 100% of the awarded funds, no action on the part of the district is required. Unused funds will be collected by GaDOE when the grant is closed. Expending less than 100% of awarded funds to fully implement the RFA will not negatively impact the district's eligibility to participate in future competitive grants sponsored by Title IV, Part A.

Reporting Requirements

All awardee designated contacts must participate in GaDOE initiated virtual training/status sessions and submit various evidentiary and fiscal documents to GaDOE throughout the period of performance. While the school may designate a building-level program manager for the purposes of implementing activities in the classroom, it is required that the district Title IV, Part A coordinator and/or federal programs director participate as a designated contact. Many statutory requirements are within the scope of responsibilities of the aforementioned and successful grant completion is dependent upon a coordinated effort within the district to meet federal regulations.

FY21 stART Grant awardees will be required to complete and submit the following:
Templates will be made available on the Title IV, Part A webpage.

- Midterm Report Template
- Lesson Plan Template
 - Each arts teacher involved in the grant project must develop a Lesson Plan using the GaDOE Fine Arts Template that focuses on at least one Georgia Standards of Excellence in a fine arts subject area that was part of the application Narrative and taught during the grant period. Non-public school teachers must develop and submit the required Lesson Plan following the non-public school's instructional program requirements.
- Acceptable Artifacts
 - Photos
 - Videos
- Final Evaluation Summary Template
- Detailed Expenditure Report—formatted as by the LEAs financial management system
- Supporting documents for received goods/services—as per the LEAs internal procedures
- Federal Inventory Report
- Completion Report—PDF of Consolidated Application portal report

Authorized Activities

Applicants are encouraged to plan activities that are reasonable and 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.

FY21 stART Grant applicants can use funds to achieve the following items:

Note—Ensure planned activities do not supplant activities funded through other sources and that they occur during the Period of Performance.

- Plan, develop, and implement arts education curriculum, instruction, and assessment based on the [Georgia Standards of Excellence for Fine Arts](#) or the non-public school's Fine Arts Standards and/or curriculum.
- Hire certified or provisional arts educators, or similarly credentialed arts educators under a non-public school's requirements, for the creation of new arts programs and supplementing existing arts programs. These funds can be used for full- or part-time positions.
- Provide content-specific professional development programs for arts specialists in dance, dramatic arts, media arts, music, and visual art and/or elementary classroom teachers who will be teaching music and art in their classroom.
- Provide funding for arts teachers to receive Advanced Placement certification in studio art, art history, or music theory. This funding can include in-state travel costs and substitute teachers.
- Purchase equipment needed for mastery of the Georgia Standards of Excellence or the non-public school's Fine Arts Standards and/or curriculum in an arts subject area. Including but not limited to kilns, slab rollers, drying racks, instruments, microphones including lavaliers, and art supplies.

Unauthorized Activities

Applications will be screened for unallowable activities twice. The initial screening will be during the submission process, and applications found to be containing unallowable activities will be automatically illuminated and not forwarded to the reader/scorer. After all applications have been read, reader/scorer comments will be reviewed. Should a reader/scorer have a question during the scoring process or find the application contains unallowable activities and/or activities that extend beyond the scope of the grant, the application will be reviewed by grant organizers to determine acceptability.

FY21 stART Grant funds may not be used:

- to support out-of-state travel, graduate-level courses, or professional memberships.
- for new construction or capital improvements to existing structures such as carpet, laminate coverings, renovations.
- to supplant, existing arts programming. In other words, the funds may not be used to pay for existing levels of activities or services if the costs of those activities or services would have otherwise been paid with state or local funds in the absence of the grant funds.
- to support after school or summer programs.
- for STEAM or arts integration programs.
- the purchase of technology infrastructure (computers, printers, technology equipment).
- to purchase incentives such as food, toy prizes, treats, etc.
- field trips.
- transportation.
- Administrative/Audit/Indirect Costs

Application Submission

Procedures

Please review the following directions very carefully prior to submitting the application into the portal:

- **APPLICATION PORTAL.** The deadline for submission is 5PM, Thursday, October 1, 2020. The application must be submitted on or before the deadline via the application portal at [gadoe.org/IVA Competitive Grants](http://gadoe.org/IVA%20Competitive%20Grants). Applicants will receive a confirmation email once their application has been received. If an automated email is not received within a few minutes, please contact Dawna Hatcher at dhatcher@doe.k12.ga.us .
- **SUBMIT EARLY.** Applications cannot be accepted after the deadline. Please factor 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.
- **SUBMIT ONE DOCUMENT.** The MS WORD template is a fillable document to be submitted into the portal as a single PDF document. Submit one application into the portal at a time.
- **MULTIPLE SUBMISSIONS.** Due to the extremely high volume of submissions and to ensure that each submission is correctly identified and acceptable, file naming conventions are critical. Public school districts may have multiple submissions provided each is from a different school within the district.
- **SUBMIT PDFs ONLY.**
- **FILE NAMING CONVENTIONS. APPLICABLE TO ALL FILES SENT TO GADOE VIA APPLICATION PORTAL OR EMAIL.**
 - Step 1--ALWAYS begin with the name of the public school district followed by an underscore—do not use abbreviations, initials, or include the words “County Schools” or “Charter School Academy”. Ex: APPLING_ ; PATAULA_ ; JEFF DAVIS_ .
 - Step 2--FOLLOWING the name of the district, insert the official full name of the school *if applicable (when the district is submitting multiple building-level applications for different schools)*. If the district is submitting only one application for the district where funds will be distributed to all schools, do not enter a school’s name. However, if the district is submitting only a single application, but the application is for a specific school in the district, please include the official full name of the school. Ex: APPLING_ APPLING COUNTY ELEMENTARY SCHOOL; JEFF DAVIS_ JANE MORRIS MIDDLE SCHOOL; BERRIEN_ SUMPTER_ BLANKENSHIP

COUNTYLINE COMPREHENSIVE HIGH SCHOOL; WARD 6TH GRADE ACADEMY.

- Step 3--PRIVATE SCHOOL: If the district is submitting an application on behalf of a private school, enter the private school's official full name as the building-level school.
Ex: APPLING_ROGERS ACADEMY PRIVATE SCHOOL_
- Step 4—End each file name with the content of the file.
Ex:
APPLING_FULL NAME OF SCHOOL_APPLICATION APPLING_FULL
NAME OF SCHOOL_MIDTERM REPORT
APPLING_FULL NAME OF SCHOOL_LESSON PLAN
APPLING_FULL NAME OF SCHOOL_ARTIFACT 1
APPLING_FULL NAME OF SCHOOL_FINAL SUMMARY

File names are not case sensitive, and a space will suffice for an underscore. However, to ensure accuracy when GaDOE downloads applications and to avoid confusion and potential mistakes in assigning scores, the file name must begin with the district/charter school's name, followed by the specific name of the school.

Application Narrative Responses

The primary goal of the proposed **FY21 stART Grant** program/activity must be to significantly improve access to well-rounded education through fine arts and student achievement in the arts through curriculum, instruction, and assessment based on the implementation of the GSE or the non-public school's Fine Arts Standards or their equivalent.

Narrative responses must include both a face to face and virtual method on instructional delivery.

See attached **FY21 stART Grant** downloadable application template.

Budget

The budget table is included in the application template, and both the narrative response section and budget calculations must be submitted as a single PDF document.

The budget portion of the application will not be assigned points; however, an inaccurate, unreasonable, unjustified, or non-itemized budget will result in the application being excluded from consideration.

The proposed budget 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.

| | Goods or Service | Explain rationale for Purchase | Object Code Supplies/Equipment will require a federal inventory | Costs Not to exceed requested grant funding amount | Describe any additional funding (local/federal/in-kind) sources and estimated dollar amount if applicable |
|---|------------------|--------------------------------|--|---|---|
| 1 | | | | \$ | |
| 2 | | | | \$ | |
| 3 | | | | \$ | |

Rubric: Scored Components

All applications will be scored using the rubric. Each application will be read/scored by five different Readers/Scorers and each will assign points based on the merit of the program/activity described. Each section is assigned a maximum allowable number of points. Readers/Scorers will tally all earned points to render a raw score. Grant organizers will verify raw scores and forward them to program manager who will determine the final score to be presented to the SBOE.

Programmatic Basics (20)

- Location
- Impacted state-approved Fine Arts course(s)
- Arts teachers, leaders and/or contracted service providers directly involved in the implementation of the program/activity. Include relevant qualifications and experience in the arts.
- Total number of students, and/or participants in the program
- Description of current arts programming
- Description of need/rationale for funding

Proposed Arts Education Program/Activity Description (30)

- Fully describe all significant components of the proposed program/activity. Ensure budget alignment.
- Include instructional strategies, student assignments/tasks/assessments, performance requirements, and intent to involve stakeholders and community.

Program Rigor (10)

- Identify GA Standards of Excellence in Fine Arts (or the non-public school's equivalent).
- Explain program alignment to state-approved Fine Arts course number.

Goals/Objectives/Intended Outcomes (30)

- Articulate the program/activity's goals/objectives/intended outcomes.
- Describe how activities will be measured for progress and effectiveness. Include type of data (standards) and methods of collection.
- Address how funding will improve instructional quality and increase access for all students.

Sustainability (10)

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

Portal Closure

At the designated deadline, the portal will no longer accept submissions. Upon receipt of the applications, the GaDOE will review them to ensure they meet the basic eligibility criteria. Only those applications that are complete, contain all allocable and allowable activities, do not contain any

activities that extend beyond the scope of the proposal, and are received by the stipulated deadline will be forwarded or made available to the readers for scoring.

Scoring and Funding Recommendations

During the review process, each application will be reviewed and scored by five GaDOE approved and trained readers/scorers. Federal program departmental staff or the grant organizer may not be selected as 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. Readers will annotate comments that support the ratings given to the applicant.

The highest and lowest raw scores will be dropped, the remaining three raw scores will be averaged, and a final score will be rendered. Based on the ratings, a list of applicants within the competitive range will emerge and a provisional list of recommendations will be created.

The Title IV, Part A program manager will conduct a final review of all scores and only those applications receiving a final score of 70 or more points will be recommended for approval to the SBOE. 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. *In the event of a tied score and reaching maximum allowable grant awards, the tie will be decided by which application has the earlier time stamp in the application portal.

All applicants whose application was scored will be notified via email after the State Board has rendered a decision/approved grants.

All applicants may request a copy of the final scores and anecdotal notes of readers/scorers by writing the grant organizer.

Decisions are final and an appeal process is not available.

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 via email at stARTgrant@doe.k12.ga.us.

Please include the following information in the email:

- Name, position, and contact information of individual(s) (to be recognized by GaDOE at the official Designated Contact)--
 - responsible to receive/send communication from/to GaDOE regarding the **FY21 stART Grant** throughout the period of performance.
 - responsible to ensure all evidentiary and fiscal documentation will be submitted/mailed/uploaded as per terms of the RFA.

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.

Appendix A—Useful Links

Email communications: stARTgrant@doe.k12.ga.us

[Title IV, Part A Webpage](#)

Find

- IVA Handbook
- stART RFA
- Competitive Grant reporting templates
- Inventory Template
- Amendment template

[Fine Arts Webpage](#)

Find

- Fine Arts Lesson Plans template

[Federal Program Handbook](#)

Find information regarding the utilization of federal funds.

[State Ombudsman](#)

Find information regarding providing equitable services.

Appendix B—Definitions of Terms Used

Georgia Standards of Excellence for the Fine Arts -State standards adopted by the Georgia Department of Education and are available for all academic subject areas, including dance, media arts, music, theatre, and visual art.

Arts Education - The arts are taught as an academic subject that is graded and uses a state course number within the school day, such as a public school, private school, arts school, or a program administered by a nonprofit organization or government agency.

Arts Classes - Courses offered in various arts disciplines, including visual art, dance, music, theatre, and media arts.

Arts Integration - The integration of arts instruction with other academic subjects. Instruction should connect the art form with another subject in a way that meets standards and objectives for both the arts subject area and the non-arts subject.

Arts Educators/Specialists - Arts specialists are trained and certified to teach in an arts subject in a K-12 setting. Their training includes child development, pedagogy, and classroom management, in addition to advanced training in their art form.

Comprehensive Arts Program—A comprehensive sequential arts program includes dance, media arts, music, theatre, and visual arts based on the GSE for Fine Arts. The arts program articulates from kindergarten through twelfth grade and grows in the depth and scope of the arts form that is taught. Instruction in the arts is delivered by arts specialists. Arts specialists are teachers appropriately trained and licensed and certified by the state of Georgia to teach dance, music, theatre, or visual arts.

Evaluation—A description of the procedures and methods by which progress toward goals and objectives will be regularly assessed and monitored.

Appendix C—List of REAP Districts (not all LEAs on this list may be eligible)

| | | |
|--------------------------|----------------------------------|------------------------|
| 1. Appling County | 56. Laurens County | 107. Washington County |
| 2. Atkinson County | 57. Liberty Tech Charter Academy | 108. Wayne County |
| 3. Bacon County | 58. Lincoln County | 109. Webster County |
| 4. Baker County | 59. Long County | 110. Wheeler County |
| 5. Baldwin County | 60. Macon County | 111. Wilcox County |
| 6. Banks County | 61. Madison County | 112. Wilkes County |
| 7. Ben Hill County | 62. Marion County | 113. Wilkinson County |
| 8. Berrien County | 63. McDuffie County | 114. Worth County |
| 9. Bleckley County | 64. Meriwether County | |
| 10. Brantley County | 65. Miller County | |
| 11. Brooks County | 66. Mitchell County | |
| 12. Bulloch County | 67. Montgomery County | |
| 13. Burke County | 68. Oglethorpe County | |
| 14. Butts County | 69. Pataula Charter Academy | |
| 15. Calhoun City | 70. Pelham City | |
| 16. Calhoun County | 71. Pierce County | |
| 17. Camden County | 72. Polk County | |
| 18. Candler County | 73. Pulaski County | |
| 19. Charlton County | 74. Putnam County | |
| 20. Chattahoochee County | 75. Quitman County | |
| 21. Chattooga County | 76. Rabun County | |
| 22. Clay County | 77. Randolph County | |
| 23. Clinch County | 78. Schley County | |
| 24. Coffee County | 79. Scintilla Charter Academy | |
| 25. Colquitt County | 80. Screven County | |
| 26. Commerce City | 81. Seminole County | |
| 27. Cook County | 82. Southwest Georgia S.T.E.M. | |
| 28. Crawford County | 83. Stephens County | |
| 29. Crisp County | 84. Stewart County | |
| 30. Decatur County | 85. Sumter County | |
| 31. Dodge County | 86. Talbot County | |
| 32. Dooly County | 87. Taliaferro County | |
| 33. Dublin City | 88. Tattnall County | |
| 34. Early County | 89. Taylor County | |
| 35. Echols County | 90. Telfair County | |
| 36. Elbert County | 91. Terrell County | |
| 37. Emanuel County | 92. Thomas County | |
| 38. Evans County | 93. Thomaston-Upson County | |
| 39. Fannin County | 94. Thomasville City | |
| 40. Franklin County | 95. Tift County | |
| 41. Gilmer County | 96. Toombs County | |
| 42. Glascock County | 97. Towns County | |
| 43. Grady County | 98. Treutlen County | |
| 44. Greene County | 99. Trion City | |
| 45. Hancock County | 100. Troup County | |
| 46. Haralson County | 101. Turner County | |
| 47. Hart County | 102. Twiggs County | |
| 48. Heard County | 103. Union County | |
| 49. Irwin County | 104. Vidalia City | |
| 50. Jasper County | 105. Ware County | |
| 51. Jeff Davis County | 106. Warren County | |
| 52. Jefferson County | | |
| 53. Jenkins County | | |
| 54. Johnson County | | |
| 55. Lamar County | | |

Appendix D—Grant Amendment Process

Awardees will have limited ability to change the program operating plan and scope of services as originally outlined in their approved grant application. Any changes subsequent to receiving the award will be required to go through a formal program or budget amendment and approval process.

Awardees must obtain the prior approval of GaDOE via an amendment whenever any of the following actions are anticipated:

1. Revisions of the scope or objectives of the project (regardless of whether there is an associated budget revision).
 - a. Note: Revisions are limited in scope due to the award being approved by the State Board of Education. Amendments will be considered on a case by case basis.
2. A request for prior approval of any budget revision resulting in a 5% variance of a given function and/or object code.
 - a. Unbudgeted expenses, items, change in salary rate, number of personnel, change in nature of expense, responsibility and other significant situations will also require a budget amendment.
3. A downloadable Competitive Grant RFA/Budget Amendment form can be found [HERE](#).

See sample below.

| Competitive Grant Amendment Form | | |
|---|------------------|---|
| Today's Date | | |
| FY/Title/Amount of Competitive Grant | | |
| Date of Approved Original Budget | | |
| Awardee District | | |
| Full Name of School | | |
| School Principal Name/Email/Phone | | |
| Awardee Program Contact Name/Email/Phone | | |
| Awardee LEA Title IV, Part A Coordinator Name/Email/Phone | | |
| Amendment Requested | | |
| Rationale for Amendment | | |
| Current Grant Language in SBOE Approved RFA and/or Budget | Amended Language | Describe changes in Implementation and/or budgeting |
| | | |
| Required Signature | Signature | Date |
| Superintendent | | |
| Program/Project Manager | | |
| School Principal | | |
| Title IV, Part A District Coordinator | | |
| GaDOE Actions | | |
| Grant Organizer | APPVD/NOT APPVD | |
| IVA Program Manager | APPVD/NOT APPVD | |

Appendix E—Declination of awarded competitive grant funds

Once the Georgia State Board of Education has approved the RFA and awarded funds to the awardee, the total amount of the award can be returned. Once funds are declined, they cannot be reallocated during the fiscal year of the declined grant. Districts may apply for future grants the following fiscal year provided the grant is being offered and the district maintains all eligibility requirements.

Competitive grant funds may be declined if the district does not intend to fully implement the grant as approved. In the event that expenditures have been charged to the grant prior to declining funds, the district will be required to initiate a return of all funds to the grant account. The district's superintendent must submit a letter (on district letterhead) formally declining the funds to GaDOE, Title IV, Part A program manager. Once the letter has been received, the program manager will initiate the collection of 100% of the grant award via GAORS.

Appendix F—Provisions for Equitable Services

It is incumbent upon all eligible public school LEAs to communicate all **Title IV, Part A Competitive Grant opportunities** to all geographically eligible non-public schools regardless of the public school LEA's participation. The non-public school's decision to participate in any competitive grant opportunity is not dependent upon its participation in any other federally funded equitable provisions.

To submit an application, the non-public school must adhere to all published application processes; however, the application must be submitted by the designated public school official to be known as the Co-applicant. The non-public school designated official must provide to the LEA Co-applicant an application package which will be submitted by the LEA into the application portal on behalf of the non-public school(s). The LEA Co-applicant is not responsible for the development or review of the private school's application.

Non-public school applicants must coordinate with the Co-applicant and establish an internal process to submit the application into the portal as required within the designated timeframe. Applications not submitted to GaDOE via the application portal will not be accepted.

During the application process, the non-public school applicant is encouraged to contact the Title IV, Part A program manager directly to ascertain the parameters of allowability when constructing the required budget. For further information, contact Dawna Hatcher at dhatcher@doe.k12.ga.us.

The co-applicant will be responsible to notify the non-public school entity of published SBOE resulting awards.

Subsequent reviews and scoring of non-public school applications will be executed as published in the RFA.

Non-public school receives a grant award allocation

Awarded non-public schools will receive 100% of the grant funds specifically awarded to the non-public school. At this point, the LEA will be known as the LEA Fiscal Agent for the non-public school Awardee. To ensure clarity and continuity of support services, the non-public school Awardee must formally acknowledge receipt of, agree to the stated terms, and accept the award in collaboration with the Fiscal Agent via email at stARTgrant@doe.k12.ga.us.

Please include the following information in the email:

- Name, position, and contact information of individual(s) (to be recognized by GaDOE at the official Designated Contact)--
 - **Non-Public School Awardee Official**—responsible to:
 - receive/send communication from/to GaDOE regarding the **competitive grant** throughout the period of performance. *GaDOE/Grant Organizers will communicate directly with the Non-Public School Awardee Official. The LEA Fiscal Agent will be copied on all correspondence.*
 - ensure the SBOE approved application is fully implemented.
 - ensure all evidentiary documentation will be submitted/emailed/uploaded as per terms of the RFA.

- **LEA Fiscal Agent Representative**—responsible to:
 - ensure requirements requiring access to the Consolidated Application Portal (budgets, expenditures, Completion Report) will be submitted/uploaded as per terms of the RFA.
 - execute processes and maintain applicable to federal fiscal and physical rules and regulations (as per the LEAs internal procedures and the Federal Programs Handbook).
 - ensure all fiscal documentation not accessible to the Non-Public School Awardee will be submitted/mailed/uploaded as per terms of the RFA.

Grant Award Notices (GANs) will be uploaded into the LEA Fiscal Agent’s Consolidated Application portal by the program office summarizing the program, the amount and length of the award, and any other relevant information. The Non-Public School Awardee Official will also receive a copy.

Non-Public School Awardee Responsibilities

As an awardee, the Non-Public School Awardee Official is responsible to meet all grant components, requirements, and criteria. Grant Organizers will systematically communicate, collaborate, and monitor programmatic implementation and progress.

The Non-Public School Awardee Official will be responsible to participate in all required meetings outlined in the RFA, independently implement all approved activities, and fulfil all programmatic reporting/monitoring/effectiveness requirements. In the event that the Non-Public School Awardee is unable to meet the outlined requirements and/or implementation criteria, all grant award funds will be returned to GaDOE.

As required by law, the GaDOE has a designated [state ombudsman](#) appointed to monitor and enforce the equitable services requirements. The ombudsman also will serve as the primary point of contact for responding to and resolving any complaints regarding equitable services that the SEA receives under its ESEA complaint procedures. Further information can be found in the [GaDOE Equitable Services Consultation Guide and Handbook](#).