

**REQUEST FOR APPLICATION**

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|  **MATHEMATICS ACHIEVEMENT FUND** **MINI GRANT**

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| Deadline 4 p.m. (ET)Tuesday, October 18, 2022*(Applications received after 4 p.m. (ET) will NOT be reviewed)* | Issued ByKentucky Department of EducationOffice of Teaching and LearningDivision of Program Standards |  |
| Email All Questions To: Kentucky Department of Education Procurement Branch KDERFP@education.ky.gov*(Questions will only be accepted via email)***September 22, 2022 at 4 p.m. (ET)** | **Submit Applications to:****KDERFP@education.ky.gov***(only electronic applications will be accepted)* |  |
| **Specific Instructions:****Failure to follow these specific instructions will deem an applicant’s response** **non-reponsive and will not be scored.** 1. All public-school districts in Kentucky and Kentucky School for the Blind (KSB) and Kentucky School for the Deaf (KSD) are eligible to apply on behalf of the school(s) to support K-12 students in reaching proficiency in mathematics through the purchase of high-quality instructional materials aligned to the *KAS for Mathematics*.
2. The public-school district must submit a separate application for each school.
3. KDE reserves the right to waive minor technical issues.
4. Applicants are responsible for monitoring KDE’s Competitive Grants webpage for amendments and updates to the posted RFA and supporting materials.
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**KENTUCKY DEPARTMENT OF EDUCATION**

**Request for Competitive Application**

**Mathematics Achievement Fund Mini Grant**

Deadline – Tuesday, October 18, 2022 4 p.m. (ET)

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| September 1, 2022 | RFA released | Online | N/A |
| September 15, 2022 | Technical assistance webinar | Online | Attending or watching this recorded TA session is recommended  |
| September 22, 2022 | Questions deadline | Email | N/A |
| October 18, 2022 | Application deadline | Send to KDE | **Required** |
| January 2023 | Application review and scoring | Online | N/A |
| On or around February 10, 2023 | Awardees are posted to KDE website | Online | N/A |
| TBD | MOA process (KDE & LEA) | N/A | Districts |
| TBD | District plans reviewed | N/A | N/A |
| Spring 2023 | Funding available to LEA | N/A | Districts |

Background

The Office of Teaching and Learning is issuing a Request for Application (RFA) for Kentucky public school districts to apply on behalf of individual schools. KSB and KSD are also eligible to apply. As specified in [KRS 158.844](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=3615), the Mathematics Achievement Fund (MAF) is hereby created to provide developmentally appropriate diagnostic assessment and intervention services to students, primary through grade 12, to help them reach proficiency in mathematics. The MAF grant provides funding for purchase of materials needed for modification of instruction (tier one, tier two and/or tier three) in mathematics and pay for extended time or release time for teachers to engage in professional learning of the new mathematics materials purchased.

Funding

The Kentucky Department of Education (KDE) anticipates funding approximately 75 schools at an estimated $40,000 per year for purchase of materials needed for modification of instruction (tier one, tier two and tier three) in mathematics and pay for extended time or release time for teachers to engage in professional learning of the new mathematics materials purchased.The MAF Mini Grant is for one year (spring 2023-June 30, 2024) contingent on successful implementation of mathematics newly purchased materials, grant requirement compliance and the availability of funds. Funds must be spent using allowable MUNIS codes by June 30, 2024.

The fiscal agent for the application for public schools shall be a local school district. Each school will provide a budget and budget summary aligned to the allowable MUNIS codes to show how the funds will be spent by the local school district.

Mathematics Materials for Modification of Instruction

As specified in [KRS 158.844](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=52384), the Mathematics Achievement Fund (MAF) provides funding for purchase of materials needed for modification of instruction (tier one, tier two and/or tier three) in mathematics and pay for extended time or release time for teachers to engage in professional learning of the new mathematics materials purchased. Therefore, a district/school shall use funding to purchase instructional materials for mathematics (including intervention programs and diagnostic assessments) that are [High-Quality Instructional Resources](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/High-Quality_Instructional_Resources.pdf) (HQIR), which the KDE defines as being:

* Aligned to the [*KAS for Mathematics*](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Kentucky_Academic_Standards_Mathematics.pdf).
* Research-based and/or externally validated;
* Comprehensive to include engaging texts (books, multimedia, etc.), problems and assessments;
* Culturally relevant, free from bias; and
* Accessible for all students.

To evaluate and select the HQIR, applicants shall use the KDE’s [Mathematics Instructional Resources Alignment Rubric](https://kystandards.org/standards-resources/mathematics-resources/mathematics-instructional-resources-alignment-rubric/). When evaluating resources, please consider the following:

* + Resources that meet expectations (green ratings) on [edreports.org](https://www.edreports.org/reports/math/k-8?alignment=meets) for mathematics; and
	+ Resources that earn positive and/or potentially positive effectiveness ratings according to the [Academic Intervention Tools Chart](https://charts.intensiveintervention.org/aintervention) and/or high ratings from other reliable studies, which can be accessed on the [Elevating Evidence Clearinghouses and Databases](https://education.ky.gov/school/evidence/Documents/Elevating%20Evidence%20Resources%20Clearinghouses%20and%20Databases.pdf) resource.

Additionally, all mathematics teachers who will be implementing the HQIR shall be trained in the newly purchased mathematics materials. The professional learning shall be:

* Aligned to the characteristics of [High-Quality Professional Learning](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/High-Quality_Instructional_Resources.pdf) (HQPL); and
* Aligned to the[*KAS for Mathematics*](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Kentucky_Academic_Standards_Mathematics.pdf)***.***

**With the MAF mini grant, the district/school shall:**

* Develop a shared vision on what mathematics teaching will look like for the students that the district/school serves ([see Model Curriculum Framework Phase 2 for guidance](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Model_Curriculum_Framework.pdf#page=16)). The shared vision must include plans to:
* Focus on the *KAS for Mathematics* and how students learn mathematics;
* Actively engage teachers in understanding the *KAS for Mathematics* and evidence based instructional practices in mathematics;
* Facilitate collaborative teacher interaction addressing models of instructional practice to support tier one, tier two and/or tier three.
* Submit a completed [Mathematics Instructional Resources Alignment Rubric](https://kystandards.org/standards-resources/mathematics-resources/mathematics-instructional-resources-alignment-rubric/) to ensure the selected materials needed for modification of instruction (tier one, tier two and/or tier three) align to the *KAS for Mathematics* ([see Model Curriculum Framework Phase 3 for guidance](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Model_Curriculum_Framework.pdf#page=19))*.*
* Submit a professional learning plan to the KDE for approval that aligns to the characteristics of High-Quality Professional Learning ([HQPL](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/High-Quality_Instructional_Resources.pdf)) on the HQIR and demonstrates how and when teachers will be trained on the new mathematics materials purchased [(see Model Curriculum Framework Phase 4 for guidance](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Model_Curriculum_Framework.pdf#page=27)).
* Lead professional learning aligned to the mathematics vision for 100% of the mathematics teachers within the district/school using the newly purchased mathematics materials.

Annual Evaluation

Per [KRS 158.844](https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=52384), the Kentucky Board of Education administrative regulations shall “establish the minimum annual evaluation process for each grant recipient.” High-Quality Instructional Resources are not just for teachers; they are critical for student success. Students deserve access to standards-aligned instructional resources and grade-level assignments to help them reach the intended learning outcomes within the KAS. Research demonstrates a positive link between high-quality professional learning (HQPL), teaching practices and student outcomes. Evaluating the initial effectiveness of the newly purchased mathematics program will include the following below.

* Completed [Mathematics Instructional Resources Alignment Rubric](https://kystandards.org/standards-resources/mathematics-resources/mathematics-instructional-resources-alignment-rubric/) to ensure the selected materials needed for modification of instruction (tier one, tier two and/or tier three) align to the *KAS for Mathematics* ([see Model Curriculum Framework Phase 3 for guidance](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Model_Curriculum_Framework.pdf#page=19))*.*
* Submitted professional learning plan for KDE approval that aligns to the characteristics of HQPL on the HQIR and demonstrates how and when teachers will be trained on the new mathematics materials purchased ([see Model Curriculum Framework Phase 4 for guidance](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Model_Curriculum_Framework.pdf#page=27)).
* Description and number of hours of professional learning on the selected HQIR implemented in the school within a school year.

**Application Narrative Questions for Mathematics Achievement Fund Mini Grant**

Responses to questions 1 and 2 should not exceed 600 words, questions 3 and 4 must use forms embedded within the questions and question 5 must use budget form with a summary.

High-Quality Instructional Resources are not just for teachers; they are critical for student success. Students deserve access to standards-aligned instructional resources and grade-level assignments to help them reach the intended learning outcomes within the *Kentucky Academic Standards (KAS) for Mathematics.*

1. Utilizing KPREP data, identify the need for new mathematics materials (tier one, tier two and/or tier three) for the student population of the school. How will the MAF Mini Grant be used to specifically meet the needs of students within the school?

2. Utilizing the *KAS for Mathematics,* describe the shared vision for what mathematics teaching and learning will look like for the teachers and students whom the school serves.

3. Submit a completed [Mathematics Instructional Resources Alignment Rubric](https://kystandards.org/standards-resources/mathematics-resources/mathematics-instructional-resources-alignment-rubric/) to ensure the selected materials needed for modification of instruction (tier one, tier two and/or tier three) align to the *KAS for Mathematics.*

4. Submit a [professional learning plan](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Curriculum_Implementation_Professional_Learning_Plan_Template.docx) to the KDE for approval that aligns to the characteristics of [High-Quality Professional Learning (HQPL)](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/High-Quality_Instructional_Resources.pdf) and demonstrates how and when teachers will be trained on the new mathematics materials purchased.

5. Include a school budget form and summary indicating how the district will use the $40,000 in purchasing the selected materials needed for modification of instruction (tier one, tier two and/or tier three) in mathematics and the associated high-quality professional learning for the new materials.

Technical Assistance

To assist districts in preparing an application, the KDE will offer a technical assistance session on Thursday, September 15, 2022 at 10 a.m. ET for the purpose of application preparation. Attendance is not required but encouraged, as this will be the only opportunity for live questions.

Applicants should advise the KDE within seven working days of the scheduled technical assistance session of any special accommodations needed for attendees.

Submission of Questions

All questions must be submitted via email to the KDE mailbox at KDERFP@education.ky.gov by Thursday, September 22, 2022 at 4 p.m. ET. All questions and answers will be posted with the RFA on the KDE website on or around Thursday, September 29, 2022.

### **Application Components**

The application should contain the following items presented in the order listed below. Each component should be clearly labeled within the application.

1. Application Cover Page
2. Table of Contents with page numbers
3. Responses to questions are single-sided and double-spaced pages. Questions 1 and 2 should not exceed 600 words, questions 3 and 4 must use forms embedded within the questions and question 5 must use budget form with a summary.
4. School Budget Form and Summary. Summary should not exceed 600 words, inclusive of charts, graphs and bulleted lists.

Formatting Requirements

Failure to follow the formatting requirements may deem your application non-responsive.

1. Text shall be Arial 12-point font and be double-spaced. Do not use condensed or narrow versions.
2. **Bullets** may be single-spaced; however, they should not be used excessively.
3. Pages should be numbered consecutively with the narrative beginning on page one. Do not number the application cover page or the Table of Contents.
4. Responses to questions are single-sided and double-spaced pages. Questions 1 and 2 should not exceed 600 words, questions 3 and 4 must use forms embedded within the questions and question 5 must use budget form with a summary.
5. The narrative description of the MAF mini grant application should have side and top margins of one inch.

**Redacting Instructions**

Blinding/Redacting is the removal of identifying information from an application. Identifying information is district name, school name, county name, and city name. Names of Individuals and Signatures should NOT be blinded/redacted.

Redacted copies should be completely redacted electronically using Black highlighting or X’d out - using the find and replace feature - ex: XXX.

Please review redacted copy before submitting to ensure all identifying information is redacted and all required pages and attachments are included.

Redacted copies will be scored as received.

### **Submission of Application**

1. Scan or save the completed application in its entirety, including all signatures, to PDF format. Save the original application as ***MAFMINI23-District-School Name***. (For example: Southside Elementary School in Woodford County would save the original application as *MAFMINI23-Woodford-Southside*.)
2. Scan or save a blinded/redacted copy of the application it its entirety to PDF format. Save the redacted application as ***MAFMINI23-District-School Name-B***. (For example: Southside Elementary School in Woodford County would save the redacted application as *MAFMINI23-Woodford-Southside-B*.)
3. Email to KDERFP@education.ky.gov
* On the subject line of the email, type ***MAFMINI23-District-School Name***.
* If at all possible, **send both attachments in the same email**. If necessary, the application may be sent in parts. **ALL PARTS MUST BE RECEIVED-DATE/TIME STAMPED BY THE DEADLINE of October 18, 2022 by 4 p.m. ET.**
* Keep in mind that email coming into the KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
* Applications received after the deadline will not be reviewed or considered for award.

Application Deadline

**The KDE must receive, in its email inbox, the application by October 18, 2022 at 4 p.m. ET.** Applications received after this time and date will not be accepted. Furthermore, applications not complying with any of the technical requirements may be deemed non-responsive.

It is the district’s responsibility to check the [KDE Competitive Grants webpage](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) regularly for new information (including amendments) regarding this solicitation. Applicants are responsible for contacting the KDE confirming the receipt of their application.

**Contract Award**

Districts will receive preliminary notice of awards on or around **Friday, February 10, 2023.** At the conclusion of the RFA process, Memorandums of Agreements (MOAs) will be developed with all awarded applicants. The first MOA effective date is anticipated to be in spring 2023 and funds will be eligible for use from the MOA effective date through June 30, 2024. Additional MOA contracts will be developed as needed to extend grant awards. Activities prior to the effective date of the MOA are not allowable charges. The district must submit quarterly expenditure reports. The first payment will be made upon approval of the contract, submission of the MAF Mini Grant assurance statement and updated budget summary form.

**Evaluation of Application**

Independent reviewers will be trained for this specific competition and they will evaluate applications using the RFA and a scoring rubric aligned to the criteria established in the RFA. Recommendations will be based on independent reviewer scores. The KDE also reserves the right to consider demographic and programmatic diversity as factors in the selection of qualified funded applications. The KDE will select reviewers with grant experience, knowledge of the current state standards or mathematics instruction. A Call for Reviewers, including a reviewer application, is available on the [KDE Competitive Grants webpage](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx).

**Mathematics Achievement Fund Mini Grant**

Evaluation Criteria

The narrative description should be written in the chronological order in which the criteria are written below. Responses to questions are single-sided and double-spaced pages and have margins of one inch. Questions 1 and 2 should not exceed 600 words, questions 3 and 4 must use forms embedded within the questions and question 5 must use budget form with a summary.

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| **Evaluation Criteria** | **Maximum****Points** |
| **Question 1:** Utilizing KPREP data, identify the need for new mathematics materials (tier one, tier two and/or tier three) for the student population of the school. How will the MAF Mini Grant be used to specifically meet the needs of students within the school?  | **20 points** |
| This answer should include a needs assessment based on KPREP data addressing the past three years. |
| **Question 2:** Utilizing the *KAS for Mathematics,* describe the shared vision for what mathematics teaching and learning will look like for the teachers and students whom the school serves.  | **20 points** |
| The answer should include a description of the school’s mathematics shared vision of what mathematics teaching and learning will look like for teachers and students. The answer should reference the bulleted items below:* Focus on the *KAS for Mathematics* and how students learn mathematics;
* Actively engage teachers in understanding *KAS for Mathematics* and evidence based instructional practices in mathematics;
* Facilitate collaborative teacher interaction addressing models of instructional practice to support tier one, tier two and tier three.
 |
| **Question 3:** Submit a completed [Mathematics Instructional Resources Alignment Rubric](https://kystandards.org/standards-resources/mathematics-resources/mathematics-instructional-resources-alignment-rubric/) to ensure the selected materials needed for modification of instruction (tier one, tier two and/or tier three) align to the *KAS for Mathematics.* | **20 points** |
| This answer should explain what each of the four components of HQIR below and strong evidence to support the Mathematics Instructional Resources Alignment Rubric. * aligned to the [*KAS for Mathematics*](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Kentucky_Academic_Standards_Mathematics.pdf);
* research-based and/or externally validated;
* Comprehensive to include engaging texts (books, multimedia, etc.), problems and assessments;
* Culturally relevant, free from bias; and
* Accessible for all students.

Note: Consider using resources that meet expectations (green ratings) on [edreports.org](https://www.edreports.org/reports/math/k-8?alignment=meets) for mathematics; and resources that earn positive and/or potentially positive effectiveness ratings according to the [Academic Intervention Tools Chart](https://charts.intensiveintervention.org/aintervention) and/or high ratings from other reliable studies, which can be accessed on the [Elevating Evidence Clearinghouses and Databases](https://education.ky.gov/school/evidence/Documents/Elevating%20Evidence%20Resources%20Clearinghouses%20and%20Databases.pdf) resource. |
| **Question 4:** Submit a [professional learning plan](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Curriculum_Implementation_Professional_Learning_Plan_Template.docx) to the KDE for approval that aligns to the characteristics of [High-Quality Professional Learning (HQPL)](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/High-Quality_Instructional_Resources.pdf) and demonstrates how and when teachers will be trained on the new mathematics materials purchased.  | **20 points** |
| This answer should include a completed [professional learning plan](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/Curriculum_Implementation_Professional_Learning_Plan_Template.docx) while addressing [HQPL](https://education.ky.gov/curriculum/standards/kyacadstand/Documents/High-Quality_Instructional_Resources.pdf) on the newly adopted mathematics materials. |
| **Question 5:** Include a school budget form and summary indicating how the district will use the $40,000 in purchasing the selected materials needed for modification of instruction (tier one, tier two and/or tier three) in mathematics and the associated high-quality professional learning for the new materials. | **20 points** |
| This answer should include a school budget form (below) and summary indicating how the district will use the $40,000 in purchasing the new instructional mathematics materials and the professional learning for the new materials. |
| **Evaluation Criteria Grand Total of Points** | **100 points** |

**MAF Mini Grant RFA Application Cover Page**

| **DISTRICT NAME** |  |
| --- | --- |
| **DISTRICT ADDRESS** |  |
| **SCHOOL NAME** |  |
| **SCHOOL ADDRESS** |  |
| **PRINCIPAL NAME** |  | Phone: Email:  |
| **SUPERINTENDENT** |  | Phone:Email:  |
| **DISTRICT LEVEL PERSONNEL****(Supervisor/Director of Curriculum/Instruction)** |  | Phone:Email: |
| **GRANT CONTACT/WRITER** |  | Phone:Email:  |

I assure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

**Assurance of Commitment from the Superintendent, District Level Personnel and Principal**

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Superintendent Date

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District Level Personnel Date

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Principal Date

Mathematics Achievement Fund Mini Grant Budget Form

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**District**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of School**

**Instructions**: Use this form to provide a detailed, itemized explanation of expenditures for each MUNIS Code. Not all MUNIS codes listed need to be used. However, the school may not use MAF grant monies for any MUNIS code that is not listed. Successful approval of budget is pending further review by the KDE.

|  |  |  |  |
| --- | --- | --- | --- |
| **MUNIS Code** | **Description** | **Amount** | **Explanation of Expenditures** |
| 0110 | Certified Services - (Contract) |  |  |
| 0111 | Extended Day (Contract) |  |  |
| 0112 | Extra Duty (Contract) |  |  |
| 0113 | Other Certified (Not part of Contract) |  |  |
| 0321 | Workshop Consultant |  |  |
| 0322 | Educational Consultant |  |  |
| 0335 | Professional Consultant |  |  |
| 0339 | Other Professional Services: |  |  |
| 0580 | Travel |  |  |
| 0591 | Services Purchased from another district or Educational Agency within the state |  |  |
| 0592 | Services Purchased from another district or Educational Agency out of state |  |  |
| 0610 | General Supplies  |  |  |
| 0643 | Supplemental Books, Study Guides & Curriculum  |  |  |
| 0644 | Textbooks & other Instructional Materials Data required for State reporting |  |  |
| 0734 | Technology Related Hardware |  |  |
| 0735 | Supplies – Technology Related  |  |  |
| **Total** |  |  |  |