



**NOTE:** The North Dakota Department of Public Instruction (NDDPI) is receiving questions asking if specific items, activities, and/or programs will be approved for the grant. The NDDPI will not be approving or declining details during the application process. Applicants must review the goals of the CLSD grant as indicated in the CLSD Funding Opportunity information, the published application workshop materials, and the North Dakota grant application to the U.S. Department of Education (USDE), available at <https://www.nd.gov/dpi/nd-comprehensive-literacy-state-development-clsd>. Items within an application that are not allowed do not disqualify an applicant, however, may be excluded from the awarded amount during or following the awarding process.

### **Professional Development**

**Are applicants expected to name specific vendors/providers in the application or will a more general plan such as “writing PD” work?**

It is not necessary to name specific providers. However, keep in mind, a general category such as “writing” will need support in the current reality and needs section to inform the reviewer of plan rationale.

### **Family and Community Engagement**

**Can we pay for Family Engagement training over the first few years with this grant?**

Yes. PD in the area of Family and Community Engagement is in line with the grant goals.

### **Application**

**How do I allow others to work on the grant?**

On the General Information page, scroll to the bottom and select a user from the drop-down menu. The person must be an approved user for your organization. If they have not registered, inform them to do so.

### **Literacy Audit**

**How much should we budget for a Literacy Audit?**

Many sites have reported an estimated amount of \$10,000-\$12,000 per school building.

**Does the literacy audit have to be done at all schools? Our elementary schools are comparable, so could we just have one audited and apply the information to all of them to reduce the expense?**

The intention is to have a complete audit. Include the estimated cost of a full audit in your application.

### **Literacy Plan**

**Is there a template for local literacy plans?**

There is no template. We encourage sites to use the State Literacy Plan as a guide. It is not necessary to have graphics. A Word document explaining the district’s work/goals in each of the six essential elements will be adequate for the starter plan. Some sites have it broken down to age/grade bands and discussed each of the elements that way. The work you do in the application under “Program Narrative” should be useful in creating the document, or vice-versa.



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## **Coaching / Literacy Academy**

### **How many people can we send to the Literacy Coach Academy sponsored by the State?**

The size of each site, as well as needs will come into play in this estimate. Note, there is a discrepancy in the application workshop language and the ND grant application language. The ND grant application narrative outlines the Literacy Coaching Design Framework and amount budgeted for it on pages 10-11. While the State Administrative Budget will provide for design of the Literacy Academy, page 11 indicates local sites will pay a fee to PD provider to attend. Workshop participants were told only to budget for travel expenses. We regret this workshop error but must follow grant language to execute the grant as intended. The fee is not yet determined because Academy design is under construction. However, it is recommended to request \$1,000 per attendee for the Literacy Academy fee per year plus three days of overnight travel per year. It is wise to consider this for multiple years as coaching is the major focus of the grant and participation in an ongoing coaching cohort is highly likely. The State will make a strong effort to accommodate the full number of individuals a site would like to train by assessing needs presented in applications and building Literacy Academy offerings to meet those needs.

### **Due to our school district's growth, we often struggle to fill all classroom teaching positions. In the past, our interventionists and/or instructional coaches filled these teaching openings until we could fill the position. If we were to receive this grant and we had a shortage of classroom teachers, how would this effect the grant?**

CLSD funds must not be used to pay for a classroom teacher; this is supplanting. When you apply for the grant, under Assurances, you will answer "yes" to having adequate coaching staff; therefore, it would not work to cut or reduce that position after receiving the grant. You could research other coaching options such as contracted or virtual models to address staffing shortages.

## **Online Grant System**

### **How do I allow others to work on the grant?**

On the General Information page, scroll to the bottom and select a user from the drop-down menu. The person must be an approved user for your organization. If they have not registered, inform them to do so. They will have to be approved and added to your organization before their name will appear in the menu.

## **Budget**

### **Is the percentage for each grade band required for the entire life of the grant or does it need to meet those percentages each year of the grant? For example, if a district wanted spend more than 20% to focus on its high school for the first year and less on the B-5 level, could they spend more on the B-5 level the second year and less in the high school so by the end of the grant the percentage for each category met the intended amount?**

The official percentage amount must be met over the life of the grant, and it is NDDPI's intent to monitor those percentages on an ongoing basis. The most critical piece that comes into play is the percent requirements are meant to create a structure where work is assured at all levels. NDDPI may decide to allow flexibility between the years to a point, however, this would be determined during the awarding process. Too many factors are in play to answer definitively at this point. Applicants are encouraged to write the application to reflect the plan as they see it working.



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## **May an applicant ask for funds the first year if it is not realistic or possible to start all the grade-banded initiatives within those first three months of April 1, 2020 to June 30, 2020?**

Applicants may present their plan as they see it working. The awarding of funds may not align exactly with their request, but keep in mind carryover will be allowed.

### **Application Scoring**

#### **Are any more details for the scoring rubric available?**

In addition to training based on the application workshop slideshow and resources, the external reviewers will receive the following scales and guidance in scoring the applications.

- **Needs:** This predetermined District Needs Score from 1-20 will be entered by NDDPI
- **Assurances:** Reviewer will award between 0-5 points. Points may be deducted for unsatisfactory responses to the literacy audit or Implementation Team sections. All other questions required a "yes" response.  
*Not completed 0 / Weak details 1 / Fair details 2-3 / Good details 4 / Excellent details 5*
- **Program Narrative:** Reviewer will award between 0-55 points based on the following criteria:
  1. Extent to which current reality and needs identified within the six essential elements are appropriate and focused on literacy improvement
  2. Extent to which proposed goals and activities are appropriate and sustainable, and will successfully address literacy needs of all children
  3. Extent to which the applicant demonstrates capacity to implement proposed goals and activities
  4. Extent to which proposed goals and activities are aligned with both local needs and the ND Comprehensive Literacy Plan (ND CLSD)
  5. Extent to which proposed goals and activities are aligned to ND CLSD program goals and design
  6. Extent to which proposed goals and activities are actionable and supported by reasonable and allowable budget requests  
*Not addressed 0 / Weak 1-24 / Fair 25-34 / Good 35-44 / Very Good 45-49 / Excellent 50-55*
- **Family and Community Engagement and Choice Literacy Activities:** Reviewer will award Family and Community Engagement and Choice Literacy a score between 0-15 points based on the following criteria:
  1. Extent to which family and community engagement goals and projects are systemic, sustainable, evidence-based and measurable
  2. Extent to which proposed projects engage disadvantaged children, their families, and the community
  3. Extent to which proposed projects offer choice literacy opportunities outside the traditional school model
  4. Extent to which proposed projects are actionable and supported by reasonable and allowable budget requests
- **Budget:** NDDPI will enter a score from 0-5 based on the following criteria
  1. Extent to which budget requests are actionable, reasonable, and allowable
  2. Extent to which budget requests align with CLSD projects, goals and framework  
*Not addressed 0 / Weak 1 / Fair 2 / Good 3 / Very Good 4 / Excellent 5*