



State of Arizona
Arizona Department of Education

ARRA EETT GRANT COMPETITION

STATEWIDE SUPPORT FOR AZ ED TECH STANDARD

GRANT INSTRUCTIONS

**FOR SCHOOL YEARS 2010-2011
COMPETITIVE SUBGRANT AWARDS
TO ELIGIBLE LOCAL EDUCATIONAL AGENCIES
UNDER ARIZONA'S ARRA ENHANCING EDUCATION THROUGH
TECHNOLOGY (EETT)**

**In Accordance with
Title II, Part D of
No Child Left Behind Act of 2001**

**– DEADLINE –
Submission of Applications
August 6, 2010 – 5:00 pm (MST)**

Compliance Checklist

Directions: The Compliance Check List is included in your Packet so that school/charter personnel are informed of actions they are required to take *prior* to having an Application reviewed and scored by Technical Reviewers who represent the Arizona Department of Education (ADE). Members of the school/charter leadership team preparing the application should use the Compliance Check List as a tool to assist in analyzing the quality of the Application being submitted to the ADE. **This checklist should be completed and submitted as Part 3 of the grant application document.**

Applicant school/charter Name

All statements will be verified by ADE staff.

- The Applicant school/charter has at least one representative participate in one of the webinars. Proposal Preparation Training provided on the following dates and locations. You must register on-line for the webinar of your choice at the ADE Calendar of Events at <http://www.azed.gov/onlineregistration/calendar/RenderCalendar.asp>. Proposal Preparation webinars will be held on:
 - Thursday, July 8th, 2010 from 10:00am – 12:00pm
 - Wednesday, July 14th, 2010 from 2:00pm – 4:00pm
- Submit a letter of intent electronically on LEA letterhead to edtechgrants@azed.gov by July 16, 2010. The letter of intent must be on organization letterhead and include the primary grant contact for the organization, the intent of the organization to apply for the grant and a brief description of the capacity of the organization to provide training on the standard and the organizational experience in developing and delivering online courses. *Please note that this does not obligate an organization to apply for the grant, but only indicates that an organization has interest in applying for the grant.*
- Narrative sections must be in a **12 point type font, 1 ½ inch line-spacing** and **all margins must be 1 inch**. Charts, graphs, and tables may be single spaced with type no smaller than **10 point**. The application, **not including** the Appendices and required forms, shall not exceed **30 pages (not including charts and appendices)**.
- The Application was submitted in Microsoft Word format to edtechgrants@azed.gov as well as one (1) Original and three (3) additional hard copies delivered no later than 5:00 pm (MST) on August 6, 2010. Failure to submit the Application electronically and ensure arrival at the ADE of an Original and 3 copies of your Application by the deadline constitutes non-compliance and is grounds for excluding your Application from the Technical Review process. **(Please review mailing and hand-delivery options provided on the last page of this Application Packet.)**
- The organization has satisfied any and all apparent violations of ADE procedures regarding required progress or completion reports or other requisite reporting in keeping with its responsibilities for receipt of federal and state funding. NOTE: Organizations that are unable to resolve their having been placed on programmatic “hold” and/or having been found to be currently ineligible to receive state or federal funding are **not** eligible to apply for this grant.
- The organization agrees to provide the **required** grant outcomes as specified in the grant RFP instructions.

INTRODUCTION

ARRA Program Overview/Background

The *American Recovery and Reinvestment Act of 2009 (ARRA)* provides approximately \$100 billion for education with the short-term goal of stimulating the economy and the long-term goal of strengthening education and supporting reform. ARRA provides states with \$650 million for Education Technology State grants, which fall under the statutes of the Title II-D Enhancing Education Through Technology (EETT) program.

“The success of the education part of the ARRA will depend on the shared commitment and responsibility of students, parents, teachers, principals, superintendents, education boards, college presidents, state school chiefs, governors, local officials, and federal officials.”

--ARRA of 2009, United States Department of Education (USDOE)

ARRA includes four (4) guiding principles:

- Spend funds quickly to save and create jobs;
- Improve student achievement through school improvement and reform;
- Ensure transparency, reporting and accountability; and
- Invest one-time ARRA funds thoughtfully to minimize the “funding cliff.”

The second guiding principle, “improve student achievement through school improvement and reform” includes four (4) specific assurances requiring states to certify progress in these areas as a condition for receiving ARRA funding. These assurances were authorized under bipartisan education legislation – the Elementary and Secondary Education Act (ESEA) and the America Competes Act of 2007:

1. Making progress toward rigorous college and career-ready standards and high-quality assessments that are valid and reliable for all students, including English language learners and students with disabilities;
2. Establishing pre-K-to college and career data systems that track progress and foster continuous improvement;
3. Making improvements in teacher effectiveness and in the equitable distribution of qualified teachers for all students, particularly students who are most in need;
4. Providing intensive support and effective interventions for the lowest performing schools.

Technology addresses each and every assurance identified above, providing a great opportunity for states and districts to implement 21st Century Learning Environments demonstrating how technology can support school improvement and reform.

Grant Program Purpose

President Obama has consistently highlighted the urgent need to create 21st Century technology rich classrooms for America’s students in order to boost the United States’ economy in the short term, prepare students for the global workforce and ensuring participating teachers have the skills necessary to effectively use technology as an integral

part of the educational experience. Implementing Arizona’s 2009 Educational Technology standard is one way to assure that the teachers in Arizona are helping create the necessary 21st Century technology rich classrooms for students to be successful.

The purpose of this grant is to provide high-quality, no or low-cost resources, and professional development to LEAs to aid them in implementing the 2009 Arizona Educational Technology Standard and to assist them in effectively integrating technology to enhance student achievement across the curriculum. The grant provides the funding to create needed support of implementation of the new Educational Technology standard across Arizona.

ELIGIBILITY

Local Education Agency (LEA) eligibility to apply for a No Child Left Behind (NCLB) Title II-D competitive grant is defined in the United States Department of Education (USDOE) guidance as follows:

A “high-need local educational agency” is an LEA that –

- (1) Is among those LEAs in the State with the highest numbers or percentages of children from families with incomes below the poverty line; and*
- (2) Serves one or more schools identified for improvement or corrective action under section 1116 of the ESEA, or has a substantial need for assistance in acquiring and using technology.^[1]*

Entities not eligible for Title I Part A funding **or** that are not among the highest numbers or percentages of children with incomes below the poverty line **may partner** with eligible LEAs, but may not respond independently to the competitive grant request for proposals (more information on eligibility can be found in section F of the USDOE guidance cited below.)

Also eligible to apply as a lead fiscal agent are The Office of County Schools Superintendents as they are designated under ARS 15-301(c) as a local education service agency for the purposes of serving as an education service agency that is eligible to receive and spend local, state and federal monies to provide programs and services to school districts and charter schools within that county.

Partnerships

United States Department of Education’s guidance on Title II-D competitive grants indicates that a high-need LEA may apply as a part of an “eligible partnership”. An eligible partnership is comprised of a high-need LEA and at least one of the following organizations:

^[1] U.S. Department of Education, *Guidance on the Enhancing Education Through Technology (Ed Tech) Program*, March 11, 2002. Retrieved from <http://www.ed.gov/programs/edtech/guidance.doc> on December 7th, 2009.

- (1) An LEA that can demonstrate that teachers in its schools are effectively integrating technology and proven teaching practices into instruction, based on a review of relevant research, and that the integration results in improvement in classroom instruction and in helping students meet challenging academic standards.
- (2) An institution of higher education that is in full compliance with the reporting requirements of section 207(f) of the Higher Education Act of 1965, as amended, and that has not been identified by the State as low-performing under that act.
- (3) A for-profit business or organization that develops, designs, manufactures, or produces technology products or services or has substantial expertise in the application of technology in instruction.
- (4) A public or private nonprofit organization with demonstrated expertise in the application of educational technology in instruction.

Alignment with 2009-2013 Arizona Educational Technology Plan

https://www.azed.gov/technology/downloads/2009-2013_state_edtech_plan.pdf

It is vital that the grant proposal activities align with the 2009 Long Range Arizona Educational Technology Plan. The plan provides specific recommendations. The following is a synopsis of the recommendations applicable to this grant proposal:

Student Learning

- Embed the Arizona Educational Technology Standard within the curriculum at each grade level.

Preparation & Development of Educators

- Partner with professional development providers (such as, but not limited to, Arizona Technology in Education Alliance (AzTEA), ISTE, K-12 Center, Association for Supervision and Curriculum Development (ASCD), National Staff Development Council (NSDC), Intel, Public Broadcasting Stations and/or other professional development providers) to develop programs that maximize the use of technology to enhance teaching and learning.
- Expand IDEAL's services as a clearinghouse of development and innovation resources that provides anytime/anywhere access to information such as model instruction and assessment strategies, online and face-to-face training, and technical assistance on the identification and effective use of developmentally appropriate new and emerging technologies that facilitate student learning.
- Provide information, models, training, and technical assistance on the identification and effective use of developmentally appropriate technologies.

Private Schools Consultation

Since 1965, school districts are required to provide timely and meaningful consultation with private school officials within their boundaries for equitable use of federal funding. This must occur during the design, development, and implementation of the grant proposal. Applicants will be required to include the Affirmation of Consultation document indicating that the LEA or partners and applicable private school(s) have met and reviewed needed services as a part of the grant proposal process. **Grant proposals are required to include a plan to allow private schools access to any resources or professional development developed or provided as a part of this grant.**¹

REQUIRED OUTCOMES

The following outcomes must be budgeted for and included in grant proposals:

1. Provide an online meeting tool in which a minimum of 50 (or greater) individuals may participate concurrently in a single session or in separate sessions
2. Develop an online course (there is currently a draft Ed Tech Standards Online Course which can be adapted) for professional development that incorporates the following elements/requirements:
 - Incorporates best practices for online course instructional design and professional development
 - Delivered through IDEAL
 - Includes participation in one or more online meeting sessions as part of the course content
 - Covers all strands and concepts within the new 2009 Arizona Educational Technology Standard
 - Results in an end product of a content-area lesson that identifies the Arizona content standard performance objectives and performance objectives from the 2009 Arizona Educational Technology Standard that are met as a part of the developed lesson. This end product must be evaluated using the IDEAL alignment tool and an additional evaluation of the end product may be conducted using a grant-developed rubric
 - Includes media and collaborative technology tools from IDEAL and other sources that do not have on-going license charges and which enhance online course curriculum
 - Includes course content and activities equivalent to a 2 credit hour graduate-level course
 - Provides an additional option for graduate level credit for completing the course

¹ More information may be found in section L-1 of the Enhancing Education Through Technology (EETT) Guidance Document, found at <http://www.azed.gov/Guidelines/EX-20.pdf> and section G of the American Recovery and Reinvestment Act EETT guidance, found at <http://www.ed.gov/programs/edtech/guidance-arra.doc> and <http://www.ed.gov/about/offices/list/oii/nonpublic/index.html>.

- (an additional fee may be charged to graduate-level credit)
- Includes teacher participation in a 3rd-party teacher technology proficiency assessment. This tool will be the same tool utilized for assessment of teacher proficiency in the ARRA EETT 21st Century Classroom grant (the actual tool is currently being selected through an RFP process)
 - Includes a self-assessment of the level of classroom technology integration for each educator using the Florida Technology Integration Matrix, which can be found at <http://fcit.usf.edu/matrix/>.
 - Enables online course to be shared with LEAs throughout the state with approval of ADE
 - Receives review and approval by ADE Educational Technology Section prior to course availability
3. Train 1000 teachers through the Ed Tech Standards Online Course free of charge to Arizona educators.
 4. Work in collaboration with the ADE Educational Technology section to complete the development of the 2009 Arizona Educational Technology Standard Glossary and Grade Level Implementation Guide and include stipends and travel costs for selected educators from around the state to participate in the development of the Glossary and Grade Level Implementation Guide.

ADDITIONAL OUTCOMES/USES OF FUNDS

- Produce an Arizona-specific adaptation, with video segments, of the Florida Technology Integration Matrix (for additional background and information see <http://fcit.usf.edu/matrix/>), which would be called the Arizona Technology Integration Matrix (ATIM) and which may be utilized within the Ed Tech Standard Online course in place of the Florida Technology Integration Matrix.
- Develop and provide presentations and marketing materials to promote the Educational Technology Standards online course.
- Integrate Intel Teach and Peer Coaching instructional design strategies into online course activities and assist online course participants in connecting with existing peer coaches in their districts and schools. More information on Intel Teach can be found at <http://www.intel.com/education/teach/us/>. More information on the Microsoft Peer Coaching program delivered through Peer-Ed can be found at <http://peer-ed.com/pc.aspx>.

BUDGET REQUIREMENTS

For this grant opportunity a maximum of \$550,000 is available to award. Only one grant proposal will be selected.

As required by Title II Part D (also known as Enhancing Education through Technology or EETT), of the No Child Left Behind Act, at least 25% of Title II-D funds must be spent on

professional development activities to enhance an educator's ability to integrate technology effectively.

The following possible grant expenditures would qualify towards meeting this 25% professional development requirement including, but not limited to,

- online course development costs such as stipends or salaries for online course development personnel (licensing or purchase of course content would not qualify)
- stipends for facilitators of the Ed Tech Standard Online Course
- stipends for participants to complete the online course.

All grants must be obligated by September 30, 2011 and expended by December 30, 2011.

EVALUATION & ACCOUNTABILITY

An applicant must indicate what actions will be taken to collaborate with ADE Educational Technology and to provide them with regular progress reports for all stated grant outcomes.

TIMELINE

At a minimum, an applicant must provide a timeline indicating major grant milestones and the delivery dates for the following grant outcomes:

- Licensing of online meeting tool
- Completion of online course development
- Training a minimum of 1000 Arizona educators through the Ed Tech Standard Online Course
- Completion of the 2009 Arizona Educational Technology Standard Glossary and Grade Level Implementation Guide.

The grant timeline is also subject to the following requirements:

- 2009 Arizona Educational Technology Standard Glossary and Grade-Level Implementation Guide must be completed no later than December 1st, 2010
- Begin offering sections of the Ed Tech Standard Online Course no later than IDEAL's 2010 Winter Professional Development period (typically this occurs around December)
- Ensures participation in an initial grant meeting with ADE no later than September 1st, 2010
- All grant activities must be completed no later than December 30, 2011

BONUS POINTS

A total of 10 bonus points may be earned in the following ways:

- Up to five (5) bonus points are available to proposals that incorporate the use of open educational resources (OER) and/or which contribute any developed resources, including media, learning objects, online courses, or lesson plans back to an identified OER repository. Please see <http://www.nasbe.org/index.php/file-repository/func-startdown/1020/> for additional information about Open Educational Resources.
- Up to five (5) bonus points are available for including two (2) or more of the Optional Outcomes/Uses of Funds identified as a part of the grant proposal.

Resources

2009 Arizona Educational Technology Standard

http://www.ade.az.gov/standards/technology/Articulated_Grade_Level/

ARRA Enhancing Education Through Technology Program Guidance (especially Appendix A)

<http://www.ed.gov/programs/edtech/guidance-arra.doc>

Enhancing Education Through Technology Program Guidance

<http://www.ed.gov/programs/edtech/guidance.doc>

2009-2013 Arizona Educational Technology Plan

https://www.ade.az.gov/technology/downloads/2009-2013_state_edtech_plan.pdf

SETDA Class of 2020 Whitepapers

<http://www.setda.org/web/guest/2020>

Florida Technology Integration Matrix

<http://fcit.usf.edu/matrix/>

National Educational Technology Standards for Students (NETS for Students)

http://www.iste.org/Content/NavigationMenu/NETS/ForStudents/2007Standards/NETS_for_Students_2007.htm

GRANT APPLICATION

All forms may be downloaded from the Education Technology website at

<http://www.azed.gov/technology/downloads.asp>.

Grant Application Overview

NOTE: Narrative sections are **typed, 1 ½ line space** and the font used is **12 point**. All margins are to be **1 inch**. Charts, graphs, and tables may be single spaced with type no smaller than **10 point**. The application, **not including** the Appendices and required forms, shall not exceed **30 pages (not including charts and appendices.)**

Part 1. Cover Page

Use the form provided in the proposal application.

Part 2. Executive Summary (3 page limit) (5 points)

Provide a summary of the proposal that concisely details how your proposed project meets the grant requirements. The summary has a 3 page limit and these 3 pages count towards the total application length of 30 pages.

Part 3: Compliance and Grant Requirement/Outcomes Agreement Checklist (10 points)

An applicant must complete the checklist provided in part 3.

Part 4. Capacity (15 points)

This narrative portion of the application should include a description of the applicant's experience in managing large projects, gearing up quickly, and developing and delivering online courses (including training and managing online course facilitators). This section of the application should also include an applicant's experience in the development, integration, use and training of content standards.

Part 5. Ed Tech Standard Online Course Development & Delivery (25 points)

This narrative portion of the application should discuss the method of approach for meeting the Ed Tech Standard Online course required outcomes. Items that must be included in the grant application are a draft outline for the online course content and a general description of possible online course activities and the method for integrating the online meeting tool for course participants.

Applicants should also include details on how outside resources (like OER materials) will be integrated into the online course and a method of approach for marketing the online course to LEAs throughout the state. In particular an applicant should discuss how it will market the class to reach the goal of 1000 participants and what incentives for teacher participation will be included as part of the grant.

Part 6. Ed Tech Standard Glossary & Grade-Level Implementation Guide (20 points)

This section of the application should discuss the method of approach for the development of these documents. An example of the envisioned outcome for the Ed Tech Standard Grade-Level Implementation guide can be viewed in the recent Mathematics Standard

grade level documents at

<http://www.ade.az.gov/standards/math/Articulated08/Gradeleveldocs/MathGrade1.pdf>.

The two columns in the table that are relevant are the performance objectives (with correlations to other academic standards) and the explanations and examples column.

An applicant should also discuss how educators from around the state will be selected (including what costs or incentives will be provided for their participation), how the applicant will coordinate this selection process with ADE, and a description of any additional resources that will support this effort.

Part 7. Evaluation and Accountability (10 points)

An applicant must indicate what actions will be taken to collaborate with ADE and to provide ADE regular progress reports for all stated grant outcomes. The proposal should include the frequency with which reports will be provided and the information to be provided in order to allow ADE to evaluate the status of major grant outcomes. At a minimum, these reports should include details on number of participants trained, current status of grant activities, status of funds currently expended and a projection for expenditures for the next reporting period.

An applicant should also indicate how training outcomes will be evaluated for participants in the Ed Tech Standard Online Course. This may include, but not limited to, teacher technology proficiency assessment data and growth demonstrated on the technology integration matrix.

Part 8. Budget (5 points)

The applicant should complete the required budget forms, incorporating the requirements included in the Budget Requirements section of the grant RFP instructions.

Part 9. Timeline (5 points)

An applicant should provide a comprehensive timeline indicating significant grant events and outcomes and when those will occur. The timeline should correspond with the timeline requirements and limits specified in the grant RFP instructions.

Appendices

Appendix A: Support Letters (5 points) – *This section does not count towards the 30 page application requirement.*

- Letters of support need to be obtained from the following:

- Director/Superintendent (or equivalent) of applying organization
- All cooperating partners and/or content providers (signed by the director/superintendent)
- Any existing staff or personnel with a defined role in the grant (facilitators, course developers, etc)

Submission

Provide an original and three (3) hard-copies of the proposals to ADE prior to 5:00 pm (MST) on **August 6, 2010** (see below for mailing or in-person delivery location). The application and Appendices **must also be submitted in electronic form to edtechgrants@azed.gov** no later than 5:00 pm (MST) on **August 6, 2010**. The three (3) hard copies will be made available to ADE Technical Reviewers. Applications will be available to download from the ADE website on <http://www.azed.gov/technology/downloads.asp>.

The application contains **Parts 1- 9 and Appendix A** and must be submitted in this order. Narrative sections must **be in a 12 point type font, 1 ½ inch line-spacing and all margins must be 1 inch**. Charts, graphs, and tables may be single spaced with type no smaller than **10 point**. The application, **not including** the Appendices and required forms, shall not exceed **30 pages excluding charts and appendices**.

Submission Information

<u>U.S. Postal Service Delivery, FedEx, UPS, or any delivery service</u> (Return-receipt-requested) Must be received at ADE by the closing date of August 6, 2010 at 5:00 pm (MST). To: Arizona Department of Education Educational Technology Unit 1535 W. Jefferson Street, Bin 8 Phoenix, AZ 85007	<u>Hand-delivered with Receipt Issued</u> Hand to: Teresa Wolfe – Fourth Floor 1535 W. Jefferson Phoenix, AZ 85007 May also be handed to other Education Technology staff
Deadline: 5:00 pm on August 6, 2010	

Proposal Preparation

You must register on-line for one (1) of the webinars of your choice at the ADE Calendar of Events: <http://www.azed.gov/onlineregistration/calendar/RenderCalendar.asp> Detailed instructions will be emailed to you.

Webinar Training Schedule

- Thursday, July 8th, 2010 from 10:00am – 12:00pm
- Wednesday, July 14th, 2010 from 2:00pm – 4:00pm