

MICHIGAN DEPARTMENT OF EDUCATION

Office of School Support Services

Section 31b - Year-Round School Grant

Request for Applications and Instructions

Applications due March 3, 2017

This Request for Applications and Instructions (RFA) and the Section 31b - Year-Round School Grant application form can be found on the Michigan Department of Education website at www.michigan.gov/mde. Click on the "Grants" tab in the menu, go to "What's New" and then click on [Year-Round School Grant Program](#).

PURPOSE

The purpose of the 2016-2017 Year-Round School Grant is to provide an incentive grant of up to \$750,000 to At-Risk districts that implement a year-round instructional program for the first time in the school year beginning July 1, 2017. Application Year-round instructional program calendars must be consistent with the definition in the DEFINITION OF YEAR-ROUND SCHOOL section of this document.

BACKGROUND

The State Legislature appropriated \$1.5 million for the Year-Round School Grant in P.A. 249 of 2016. A previous round of grants resulted in \$2 million in grants competitively awarded to five eligible districts for instructional calendars beginning in school year 2014-2015.

The 2nd round of grants will begin April 3, 2017 and end on September 30, 2017.

Eligible applicants are at-risk districts that adopt a resolution to implement, for the first time, a year-round instructional calendar beginning in school year 2017-2018 in at least one school building. State legislation defines two required eligibility criteria.

A grant application must be submitted to the Michigan Department of Education (MDE) by the deadline. Eligible grant applications will be competitively reviewed and scored based on the scoring rubric. MDE will make awards based on the highest scores and by giving priority to districts that meet the priority criteria.

A district receiving a grant under this section is not required to provide more than the minimum number of days and hours of pupil instruction prescribed under section 101, but shall spread at least those minimum amounts of pupil instruction over the entire year in each of its schools in which a year-round instructional calendar is implemented.

For a district that receives a grant, excessive heat is considered to be a condition not within the control of school authorities for the purpose of days or hours being counted as days or hours of pupil instruction under section 101(4) P.A. 94 of 1979, State School Aid Act.

ELIGIBLE APPLICANTS

Eligible applicants are public school districts in Michigan that meet both of the following criteria:

1. Local school board has adopted a resolution stating that the district will implement for the first time a year-round instructional calendar that will begin in schoolyear 2017-2018 for at least 1 school operated by the district and committing to providing the year-round instructional calendar in each of those schools for at least three (3) school years.

The applicant must submit a copy of the school board resolution that meet the above criteria and signed by the Board Secretary with the noted date of approval/adoption by the school board.

2. District meets at least one of the following conditions:
 - (i) Is eligible in 2016-2017 for the community eligibility option for free and reduced price lunch under 42 USC 1759a.36.
 - (ii) At least 50% of the pupils in membership in the district met the income eligibility criteria for free breakfast, lunch, or milk in the immediately preceding state fiscal year, as determined under the Richard B. Russell national school lunch act, 42 USC 1751 to 1769i.

DEFINITION OF YEAR-ROUND SCHOOL

A school considered a year-round program, or balanced calendar, must meet this definition in order to be considered for grant funding. For purposes of this grant, the definition of a year-round school is an instructional program that meets all of the following conditions:

- o Delivers standard core curriculum subjects over the course of an annual calendar for educational benefits to all students at all grade levels offered at the school.
- o Educational programs are free from cost to enrolled students.
- o Mandatory attendance is required of all students.
- o Length of any student break is no longer than six weeks.

Exclusion: The definition of a year-round school does not include enrichment programming, extra-curricular activities, non-core curriculum, or programs in which all students enrolled in the school are not required to participate. This exclusion does not apply to those programs that overlap the regular school year. Any proposed exception to this exclusion must be approved in writing by the MDE prior to the district submitting an application.

Labor Day Waiver: By state law, all Michigan public schools are required to begin instructional calendars after the national Labor Day holiday [MCL 380.1284b]. A Labor Day waiver approved by the State Superintendent is required in order to start school prior to Labor Day. If needed for school year 2017-2018, request a Labor Day waiver by completing the [online form linked here](#) and submit it to MDE no later than July 30, 2017. The State Superintendent must grant a waiver by September 1, 2017. Note: The definition of a year-round school for purposes of this grant is not the same as the criteria for approval of a Labor Day waiver.

ELIGIBLE EXPENDITURES

Eligible expenditures are for facility improvements for indoor climate control, such as heating and air conditioning units, and for other one-time costs for modifications that are necessary to prepare a school for year-round operation as determined by MDE. Funds will not be awarded for typical operating expenses or other recurring costs.

Funds received in a grant award may be used for construction or renovation of indoor climate control, such as heating and air conditioning units, and for other one-time modifications necessary for a school to be operated year-round as determined by MDE.

Expenditures must be based on a budget approved by the MDE. If changes are needed to proposed costs, a revised budget must be submitted to and approved by the MDE prior to making any change from the original approved budget.

GRANT EXPENDITURE PERIOD

The grant expenditure period begins on April 3, 2017 and ends on September 30, 2017.

The Year-Round School Grant supports allowable costs associated with preparing for the operation of a year-round instructional program that will begin in school year 2017-2018. Grant funds can be used for costs incurred on or after April 3, 2017 and no later than September 30, 2017. Projects must be completed and all grant eligible and approved costs expenditures must be expended by September 30, 2017. There is no carry-forward available for this grant.

TOTAL FUNDS AVAILABLE

A total of \$1,500,000 is available in fiscal year 2016-2017. The maximum award for a Year-Round School Grant is \$750,000 per district. Grants may be awarded for an amount under the maximum award based on eligible expenses approved by the MDE.

SELECTION OF AWARD RECIPIENTS

Grant recipients will be selected through a competitive review process. A review panel composed of individuals representing MDE and other selected individuals will review grant applications. The review of each application will be based on the attached scoring rubric.

MDE will select grant recipients ranked by application scores with priority based solely on consideration of the following criteria:

- Districts with lower general fund balances as a percentage of revenues as of June 30, 2016.
- Districts that operate at least one school that has been identified by the MDE as either a Priority* school or a Focus school.*
- At least one rural and one urban district will be selected for grant funding.

* Priority and Focus schools will be determined by MDE after review of applications.

REJECTION OF PROPOSALS

MDE reserves the right to reject any proposal received as a result of this announcement. The MDE will not review an application received after the submission deadline.

PAYMENT SCHEDULE

Grant awards will be announced by April 3, 2017 after the State Superintendent's approval of grant awards. Funds will be made available to awarded districts through the Cash Management System (CMS) for downloading on a reimbursement basis.

FINAL REPORT

Each grant recipient is expected to submit a final project report and proof of approved expenditures by the reporting deadline of October 30, 2017. The final report will consist of a project narrative with a description of the completed project and perceived outcomes for education delivery, and proof of approved expenditures, such as copies of paid invoices, contract(s), affidavit, or other evidence to the satisfaction of the MDE.

MONITORING VISITS

All sub-recipients are subject to an on-site or desk review of the grant. Recipients must maintain and make available, in the event of a monitoring visit, evidence and documentation to support all expenditures for three (3) years after the grant end date.

APPLICATION REQUIREMENTS

Submit a completed and signed application form and all required attachments to the MDE by the March 3, 2017, 5:00 p.m. deadline. The application form is available for downloading from the MDE website. Go to [MDE's website](http://www.michigan.gov/mde) at www.michigan.gov/mde, click on the Menu in the upper left-hand corner, and then click on the "Grants" tab. After the webpage opens, click on Year-Round School Grant Program under the "What's New" section.

Cover page: Complete the application cover page by entering information about the applicant organization and contact person. Enter the dollar amount of requested funds to the nearest whole dollar amount (no cents). Enter the name of each school building at which a year-round calendar is planned for implementation in the 2017-2018 school year.

Certifying Signature: On the cover page, enter the name and title of the district's authorized representative. The completed applicant must be signed by a person who has the authority to agree to the grant conditions, including the assurances and certifications. Signing the application means that the district certifies that all of the information contained in the district's application is true and correct, and that it will comply with state regulations and the requirements pertaining to this grant program.

Application Requirements: Complete the checkboxes and percentage amount for the questions in the application form. This information will be verified by MDE.

Project Narrative: Provide a narrative description of the project that covers the following main points in the order presented here and according the formatting instructions. Supply

sufficient detail to clearly and fully explain the project. If identifying more than one school, be clear in the narrative what project is planned for each school.

- 1) Project Purpose. Clearly explain the purpose of the project, intended use of grant funds, and why grant funds are needed to support a year-round instructional program.
- 2) Calendar and Curriculum. Describe the year-round instructional calendar and the standard curriculum at the selected school location(s). Include an explanation of how the intended calendar and curriculum and meets the grant definition for Year-Round School described in this *Request for Applications and Instructions*.
3. Implementation Time Schedule. Include an implementation time schedule within the narrative. Describe the district's ability to expend approved grant funds by the grant end date of September 30, 2017. Explain the district's preparedness to complete a project in time for the year-round instructional calendar to begin in the 2017-2018 school year. In addition to grant-funded tasks, provide target dates and information about activities that may not be included in the budget, yet are essential to start-up efforts and illustrates that the district's plan is feasible for implementing a year-round instruction program in 2017-2018.

Page Limit: The narrative portion of the application is limited to 10 pages. Pages in excess of the limit will be removed from review.

Format: Use 8.5" x 11" pages, typed on one side only, with one inch margins at the top, bottom, and both sides, and a page number on each page. Use a font that Verdana 10 point, double-spaced. Applicants may use the template provided in the grant application form.

BUDGET AND BUDGET NARRATIVE DETAIL

Complete the budget form and budget detail narrative for each school building where proposed costs will be incurred for the preparation of a year-round instructional program. Use only the function codes and function titles included on the budget form as part of the application form for this grant.

Provide a budget detail narrative that clearly explains each proposed expenditure and why it is necessary for the project. Provide sufficient detail to supply reviewers with information to determine if proposed costs are reasonable for the intended purpose. Ensure that each cost is consistent with the Eligible Expenditures described in this *Request for Applications and Instructions*.

SCHOOL BOARD RESOLUTION

Attach a copy of a resolution by the school board stating that the district will implement, for the first time, a year-round instructional calendar beginning in school year 2017-2018 in at least one school building for at least three years, and signed by the Board Secretary with the noted date of approval/adoption by the school board.

YEAR-ROUND SCHOOL CALENDAR

Attach each school's proposed year-round instructional calendar that is consistent with the Definition of Year-Round School described in this *Request for Applications and Instructions* and for each of the following three school years: 2017-2018, 2018-2019 and 2019-2020.

If appropriate and available at time of application, attach a Labor Day waiver letter signed by the State Superintendent. For school year 2017-2018 calendars beginning before Labor Day, the district must have a waiver must be approved no later than September 30, 2017. If needed, request a Labor Day waiver by completing the [online form linked here](#).

SUBMISSION INSTRUCTIONS

A SIGNED ORIGINAL of the completed application with all required attachments must be received on or before **5:00 p.m., Friday, March 3, 2017** at the following address or email address:

Attn: Lucy Bailey
Michigan Department of Education
Office of School Support Services
P.O. Box 30008
Lansing, MI 48909-7508

BaileyL11@michigan.gov

If shipping by overnight express or UPS mail, the following address must be used:

Attn: Lucy Bailey
Michigan Department of Education
Office of School Support Services
608 West Allegan Street
Lansing, MI 48933-1524

Please note that late applications will not be reviewed.

GRANT TIMELINE

The time frame for this grant program includes the following major milestones:

February 2, 2017 – Application Available on MDE’s Website

March 3, 2017 – Application Due Date

April 3, 2017 – Awards Announced

September 30, 2017 – Grant End Date

October 30, 2017 – Final Expenditure Report Due Date

August 30, 2018 – Voluntary Report Due on Perceived Outcomes

QUESTIONS

Questions regarding this *Request for Proposals and Instructions* or the application form may be directed to Carol Skillings of the Grants Coordination and School Support Office at 517-335-0449.

MICHIGAN DEPARTMENT OF EDUCATION
Section 31b Year Round School Grant
Rubric and Score Sheet (Total 100 Points Available)

District Name: _____

	TOTAL POINTS SCORED
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RUBRIC - ELIGIBILITY FACTORS

<input type="checkbox"/> Yes <input type="checkbox"/> No	The district is an eligible entity to apply for this grant.
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<input type="checkbox"/> Yes <input type="checkbox"/> No	The application was received on time and is fully and administratively complete, including signatures on the cover page and budget form.
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<input type="checkbox"/> Yes <input type="checkbox"/> No	Attached are calendars for each intended year-round school that are consistent with the definition in the <i>Request for Applications and Instructions</i> for each of the following three school years: 2017-2018, and 2018-2019 and 2019-2020.
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<input type="checkbox"/> Yes <input type="checkbox"/> No	The district needs to apply for a Labor Day Waiver for an instructional program that begins before Labor Day. The State Superintendent must grant a waiver by September 1, 2017.
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RUBRIC - PRIORITY FACTORS

The following criteria will be used to prioritize the selection of grant awards:

	District operates at least one school that has been identified by the MDE as either a priority school or a focus school. Additional 20 points.
	District has a lower general fund balances as a percentage of revenues. 20 pts for greater than -10% 15 pts for -0.6% to -10% 10 pts for -0.1% to -0.5% 5 pts for 0.0% to 5.0% 0 pts if greater than 5%
Urban Rural	District has a rural or urban Locale Code, based on NCES data. At least one rural and one urban district will be selected for grant funding.

RUBRIC – NARRATIVE AND BUDGET SCORING

District Name: _____

A. Narrative description of the project. (50 pts max)

	The cover page and checkboxes on the 4 th page are fully completed. The narrative does not exceed the page limit of 10 pages. (5 points)
	The narrative clearly and fully explains the purpose of the project, intended use of grant funds at each school, and why grant funds are needed to support the year-round instructional program. The project plan is feasible. (0 - 10 pts)
	The narrative adequately describes the year-round instructional calendar and the standard curriculum at the selected school location(s). The intended calendar and curriculum meets the grant definition for Year-Round School described in the <i>Request for Applications and Instructions</i> . (0 - 25 pts)
	The narrative includes an implementation time schedule and explanation that clearly demonstrates the district’s preparedness to complete a project in time for the year-round instructional calendar to begin in the 2017-2018 school year, including non-grant activities that are essential to start-up efforts. (0 - 10 pts)

B. Intended use of grant funds, Budget and Budget Detail Narrative. (50 pts max)

	It is clear that the requested grant funds will only be used only for eligible expenditures defined in the <i>Request for Applications and Instructions</i> and which are necessary for an intended project. (0 - 20 pts)
	The budget includes costs that are eligible only for the defined function codes of 456: building improvement services, 453: architecture and engineering services, and/or 260: operations and maintenance and which are needed to complete the project as defined in the narrative. (0 - 10 pts)
	The budget detail narrative clearly explains each proposed cost and why it is necessary for the project. Each proposed cost is necessary and reasonable to complete an intended project. (0 - 10 pts)
	The narrative includes an implementation time schedule and explanation that demonstrates the district’s ability to expend approved grant funds by the grant end date of September 30, 2017. (0 - 10 pts)

	TOTAL PROPOSAL POINTS – TEAM CONCENSUS (100 maximum)
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