

# Notice of Grant Opportunity

## High-Quality Afterschool and Summer Learning Program

This Notice of Grant Opportunity (NGO) is a program-specific document containing three sections that detail (1) the Oklahoma State Department of Education's (OSDE) purpose, goal, eligibility and general guidelines in offering this competitive grant program, (2) the initiative guidelines for developing services aligned with the OSDE's purpose and goal, and (3) guidance for completing the application.

After reviewing this NGO, applicants should understand the OSDE's vision for this initiative and how the local program should correspond to that vision. Applicants should use the specific guidelines outlined in section three and the general grant guidance at the [OSDE Expanded Learning webpage](#) to work with partners in their community to prepare for the opening of the online application process.

## SECTION 1: GRANT PROGRAM INFORMATION

### INTRODUCTION

Access to high-quality, comprehensive afterschool and summer programs is an essential learning strategy to provide equitable opportunities for all students. [For each child in an afterschool program, four children are waiting for an available program.](#) Comprehensive afterschool and evidence-based summer learning and enrichment programs are highly effective in closing the achievement gap and addressing students' social and emotional needs, especially the unique needs of students who were disproportionately impacted by the coronavirus pandemic.

### PURPOSE

The OSDE will [award competitive grants](#) investing \$21 million of the state's federal relief funds to support partnerships between schools and community organizations that seek to provide out-of-school time services designed to address students' academic, social and emotional needs. Funds must be used to establish or expand comprehensive afterschool programs and evidence-based summer learning and enrichment programs. Services must be provided during periods of time when school is not in session, uniquely designed to meet the local needs of students, and focus on providing direct services for students who experienced greater disruptions to learning and did not engage consistently in school.



## GOAL

The primary goal of this investment is to reach Oklahoma students who have been disproportionately impacted by the pandemic with high-quality, comprehensive wraparound supports that address the opportunity gap and enhance the likelihood of student success. [Evidence-based afterschool and summer learning programs developed with local partnerships](#) have the greatest chance of successfully serving students and families and are ideally positioned to be sustainable beyond the life of this federal emergency relief funding period.

## ELIGIBLE APPLICANTS

Agencies and organizations eligible to receive funds include, but are not limited to:

- › Nonprofit agencies
- › City or county government agencies
- › Community-based organizations (CBOs)
- › Faith-based organizations (FBOs)
- › Institutions of higher education
- › Private schools
- › Local educational agencies (LEAs), i.e., school districts supporting school site-level applications

Each application must be submitted jointly between at least one public or private community organization and one LEA. Only those organizations and LEAs willing to work in close partnership should apply for this grant opportunity.

## TARGET POPULATION

Abundant research has shown that students from low-income families, students of color, children with disabilities, English learners, migratory students, students experiencing homelessness and children and youth in foster care have been disproportionately impacted by the pandemic. Applications should focus on students most in need of services, address academic, social and emotional needs, and provide ongoing support for students with chronic absenteeism or lack of school attendance as a result of the pandemic.

## AWARD TYPES

The OSDE will award two types of grants through this initiative: Ignite and Expand.

### Ignite Award

- › Amount: \$50,000 - \$75,000 per year
- › Purpose: *Demonstration Program*
  - Demonstration programs are designed to pilot long-term design solutions to improve out-of-school time offerings. The primary purpose of the program design is to support communities in addressing a single gap in service from COVID-19.



- › Grantees will receive technical assistance and professional learning toward achieving Oklahoma’s [key principles](#) of a comprehensive, high-quality program.
- › Programs may be designed for afterschool, summer or a combination of the two program types.

### **Expand Award**

- › Amount: \$75,000 – \$150,000 per year
- › Purpose: *Development Program*
  - Development programs are designed to strengthen, broaden and/or rebuild a comprehensive program. The primary purpose of the program design is to support communities in moving out-of-school time program plans to scale.
- › Grantees will receive technical assistance and professional learning toward achieving Oklahoma’s [key principles](#) of a comprehensive, high-quality program.
- › Programs must be designed to provide year-round programming during both the school year and summer.

## **SECTION 2: INITIATIVE GUIDELINES**

Applications should be developed based on local need, as determined by the applicant after consultation with relevant community stakeholders (i.e., families, students, community leaders, community-based organizations, school leaders, etc.). Applications that appear substantially similar to other submissions, appear to duplicate other submissions or do not appear to be uniquely developed for the applicant’s student population may be disqualified.

### **EVIDENCE OF SCHOOL-COMMUNITY PARTNERSHIP**

School districts applying for funding under this initiative must provide evidence of a minimum of one close community partnership. Non-LEA community-based organizations applying for funding under this initiative must provide evidence of close partnership with the school site representing the students who will receive services.

The expectations of the LEA-community organization partnership are as follows: both parties will have a substantial role in planning the delivery of services, sharing grant resources, carrying out delivery of services and significant, ongoing involvement in the management, oversight and evaluation of the program. An applicant must show the intent and depth of a school-community partnership to provide comprehensive afterschool programs and/or evidence-based summer learning and enrichment programs to receive strong consideration for this award.

### **GRANT PERIOD**

Awards may be renewed annually for a service period through summer 2024, dependent upon an annual review of performance, providing that:

- › The stated program mission and objectives are met.



- › Attention is given to timely submission of budgets and claims.
- › Attention is given to timely submission of all required participation, activity and program evaluation data. Applicants will be expected to participate with the OSDE in professional learning through a continuous quality improvement process.
- › An annual report is completed as part of the continuation process.

Grant funds will be dispersed through a reimbursement system where expenditures must be documented using the Oklahoma Cost Accounting System (OCAS) and submitted to the OSDE on a monthly basis through the Grants Management System (GMS).

## **SCHOOL SITE CODE**

Only one application will be accepted per fiscal organization and school site. The application is designed to identify a specific population of students from a single school site to receive targeted services that will support learning success and meet family needs. The fiscal lead organization for the funds may be either an LEA or a community organization (see eligible applicant section of this document).

A school site is defined using the school site by code as posted in the [OSDE School District Directory](#). All applicants must provide the county/district/school site code to identify students to be served through the program.

If an organization other than an LEA applies for funding as the lead applicant, it must designate a local school site to be served and provide the school site code. If an LEA applies for funding as the lead applicant, it must designate a local school site to be served and provide the school site code. **The OSDE will not accept two applications serving the same school site code.**

## **ALLOWABLE AND NON-ALLOWABLE EXPENDITURES**

The applicant will create a budget aligned to the services proposed in the scope of the competitive application. As the primary purpose of this program is to provide direct services to students disproportionately impacted by the COVID-19 pandemic, the majority of funds should be to provide staffing-related needs such as salaries, benefits and/or contracts.

Additionally, reasonable and necessary materials, supplies, curriculum and associated expenses will be allowed. Federal funds may not be used for entertainment, food or student incentives. **Final budget approval will be negotiated at the time of award** to ensure planned expenditures are reasonable and necessary, allocable and allowable with these federal funds.

## **PROGRAM EVALUATION**

The OSDE will utilize a continuous improvement process to assess the quality of programs in the state. Grantees will be required to use a web-based data collection system to report program information and participate in an annual quality improvement process to assess, plan and improve program services.



## SECTION 3: COMPLETING THE APPLICATION

### PREPARING FOR THE APPLICATION

This NGO has been released to give applicants time to prepare for the application prior to its release. To prepare for the opening of the application, the OSDE recommends the following:

- › Identify preliminary partners and stakeholders, and convene members to engage in program planning.
- › Complete a community needs assessment or environmental scan to determine needs specific to your community and priorities that determine program design.
- › Build consensus regarding which entity will serve in the grantee role and which as partner(s) to the work.
- › Develop an effective [Memorandum of Understanding \(MOU\)](#) between the organizations to clearly document the components of the partnership.
- › Prepare supporting documentation, including [credential request form](#), MOU, and [Sam.gov](#) registration.

### EVALUATION OF APPLICATION

Applications will be internally reviewed and scored by the OSDE. The scoring guide will primarily focus on evidence of community need and partnership, identification of students most impacted by the pandemic, the level of program dosage (days/week/hours of service) and program design and sustainability beyond the life of these grant funds.

### APPLICATION COMMUNICATION

All information, deadlines, guidance and FAQs regarding this competitive grant opportunity will be disseminated at the [OSDE Expanded Learning webpage](#). Inquiries must be submitted in writing to the grant administrator, [Paige.Johnson@sde.ok.gov](mailto:Paige.Johnson@sde.ok.gov).

### APPLICATION TIMELINE

Applicants will have 30 days to complete the competitive application, so program planning and partner engagement should begin immediately. The official grant release and deadlines will be communicated on the [OSDE Expanded Learning webpage](#).

### APPLICATION PROCESS

Applications will only be accepted through the OSDE online Grants Management System (GMS). Non-district applicants will need to complete and sign the [credential request form](#), then email a scanned copy to [Paige.Johnson@sde.ok.gov](mailto:Paige.Johnson@sde.ok.gov).

To receive federal funds, all applicants must be registered at [Sam.gov](#) and provide documentation of the organization's status.

A pre-application webinar and a "Working in the Grants Management System (GMS)" virtual session to help applicants learn more about the opportunity and requirements of these federal funds will be announced on the [Expanded Learning webpage](#).