# DoDEA FY 2016 MCASP Grant Program

## Evaluation Technical Assistance Center

## (ETAC)

*Guide for Completing the Full Application*

# Introductions

- **DoDEA**

  Jennifer Dailey-Perkins – Grant Program Manager

  Vanessa Hardnett – Grant Program Analyst

- **ETAC**

  Bridget Humphries – Evaluation Specialist

  Kate Tindle – Evaluation Specialist

# Presentation Agenda

- DoDEA Grant Program Background

- What is ETAC?

- Grant Purpose

- Noteworthy Features and Common Challenges

- RFP Narrative Sections and Scoring

- Questions

# Introduction to DoDEA

- Operates 172 schools worldwide that serve approximately 74,000 PK-12 military dependent students.

- Over 80% of military dependent students attend non-DoDEA schools.

- DoDEA shares its resources to support successful educational outcomes for military dependent students who attend public LEAs through a competitive grant program.

# DoDEA Partnership Grants

- DoDEA has funded 324 Partnership grants since 2009, serving more than 2,102 schools in 36 states, reaching approximately 502,000 military dependent students.

- FY16 Funding: $30 million (est.)
  - Minimum Award: $250,000
  - Maximum Award: $1,500,000

- Grant Period: September 1, 2016 - August 31, 2021

# Eligibility

**LEA and School Requirements**

- There is no eligibility requirement at the district level.

- All participating schools must have at least **15%** military dependent student enrollment.

**Competitive Priorities**

- First-time applicants (5 points)

- Charter schools (2 points)

- High percentage of military dependent student enrollment (2 points)

# ETAC: Evaluation Technical Assistance Center

- Provides TA to applicants pre-award and grantees post-award.

- Maintains website with evaluation resources and grantee information: [www.dodk12grants.org](http://www.dodk12grants.org).

- Collects grantee data via an online reporting system.

- Aggregates information across projects.

# Purpose of Grant Program

- DoDEA's FY 2016 Educational Partnership Grant Program seeks to improve student achievement and ease the challenges military dependent students have due to transitions and deployments.

# Grant Purposes and Strategies

**Academically Focused Projects**

✓ Embed sustained professional development to strengthen teacher content knowledge and skills.

✓ Provide <u>direct services</u> to support students' academic learning.

**Engagement and Support Focused Projects**

✓ Embed sustained professional development to strengthen staff knowledge of military dependent students' needs.

✓ Provide <u>direct services</u> to support social-emotional needs of military dependent students.

**All Projects**

✓ Build capacity to sustain the program after funding ends.

# 2016 RFP: What is Noteworthy

- Implementing five-year projects

- Using the first year as a planning year

- Choosing up to three strategies (direct services) for each goal <u>from DoDEA-provided list</u>

- Embedding professional development (NOT a stand-alone strategy)

- Filling in the evaluation matrix as your Project Evaluation narrative (not an appendix)

- Using required questions in the evaluation matrix

- Requiring project director to be at least 50% FTE

- Indicating willingness to be mentor or mentee

## Common Challenges

- Project Directors
- Planning Year Activities
- Outside Evaluators
- Goals, Strategies, and Outcomes
- Process and Baseline Measures

## FAQs

- Application Process
- Eligibility
- Definitions
- Past DoDEA Grantees
- Funding Formula
- Military Student Identifier

# Writing: Start at the End

What are desired student outcomes for project?

Be as clear as possible and state them in measureable terms:

– State assessments (in flux?)?

– End of course tests or district benchmark tests?

– Pre and post survey results (common for support goals)?

How will you evaluate implementation?

Strategies must be fully outlined so that you can monitor progress:

– Fidelity – Implementation is going according to plan

– Process – Benchmark checks on progress of direct services

# Reasonable Plan

How will you meet internal as well as external reporting requirements?

Multiple outcomes, processes, schools, and target populations become burdensome to track when you need to

- inform local stakeholders on an ongoing basis,
- fulfill DoDEA reporting requirements (3x/year),
- evaluate outcomes, and
- complete annual external evaluation of the project.

# Narrative (30-page maximum)

- I. Overview materials – Not scored

Scored sections of the narrative:

- II. Needs Assessment – 15 points
- III. Project Goals – 5 points
- IV. Project Plan and Leadership Roles – 30 points
- V. Project Evaluation – 30 points
- VI. Budget Narrative & Sustainability – 15 points

# Section II*: Needs Assessment

- **Uses data to describe need (4 points)**
  - Presents student achievement data or social emotional needs data
  - Presents need related to program area
  - Presents data relates to targeted population

- **Presents multiple data comparisons  (4 points)**
  - Disaggregates military dependent students
  - Uses multiple data sources and types
  - Uses other data for comparison

*Section I (Cover Page, Abstracts, TOC) is not scored

# Section II: Needs Assessment (continued)

- **Discusses past efforts (3 points)**
  - Provides data on success or challenges
  - Discusses "lessons learned" that will affect this project

- **Includes review of professional development (4 points)**
  - Provides data on professional development needs

# Section III: Project Goals

- **Sets goals that are aligned to need (1 point)**
  - Sets goals that are clearly related to need
  - Sets no more than three goals
  - Offers specific goals, whether related to academics or support
- **Describes reasonable outcomes (3 points)**
  - Describes outcomes that show growth over time (baseline comparison)
  - Describes outcomes that demonstrate change in scores
  - Includes military dependent student outcomes (most important!)
- **Offers strategies that are direct services (1 point)**
  - Offers strategies from approved list
  - References major activities (e.g. buying equipment or materials) associated with each strategy, including professional development

# Measuring Outcomes

- While all students may be positively impacted by the project, you **must** be able to disaggregate results for the military subgroup (unless you have 80% or more military dependent students in the participating schools).

- Important: Note the RFP Project Goal section (pages 10-11) has examples that you can use to help you think through your project ideas. Use them as templates to write your goal and outcomes statements.

a dodea Educational Partnership Program

# Section IV: Project Plan and Leadership Roles

- **Presents criteria for project director (8 points)**
  - Discusses how your project director demonstrates the seven criteria listed here (authority to direct project, problem-solving, communication, is at least 50% FTE)
  - Appends a resume that also reflects the criteria
  - If you do not have a project director chosen, provides a job description you will use to advertise for the position
  - Once hired, provide contact information to DoDEA

# Section IV: Project Plan and Leadership Roles (continued)

- **Summarizes project director role during**
  - Planning year  (5 criteria/points)
    - Setting expectations, communication, problem solving
  - Project implementation  (4 criteria/points)
    - Maintaining collaboration, progress monitoring, problem-solving
  - Professional development implementation (3 criteria/points)
    - Determining and monitoring professional development (PLC, coaching, workshops) and evaluating effectiveness on changing educator practice

# Section IV: Project Plan and Leadership Roles (continued)

- **Presents criteria for outside evaluator (7 points)**
  - Discusses how your outside evaluator demonstrates the seven criteria listed in this section (work with qualitative data, fidelity and process data, collaborative approach, knows education)
  - Appends a resume that also reflects the criteria
  - If you do not have an outside evaluator chosen, provides a job description you will use to advertise for the position
- **Summarizes outside evaluator role (3 points)**
  - Presents summary that includes (a) collecting and training others to collect data;  (b) analyzing summative data; (c) analyzing process data.

a dodea Educational Partnership Program

# Section V: Project Evaluation

**Offers three types of evaluation measures:**

1. **Fidelity** of program implementation – 10 points (includes appropriate questions; **professional development**; instruments, activities, and schedule)

2. **Formative** program improvement – 10 points (includes appropriate questions; **professional development**; instruments, activities, and schedule)

3. **Summative** student outcome(s) – 10 points (includes disaggregated data; appropriate baseline data reference point; instruments; summative and interim outcomes)

# Evaluation Design Matrix

**Goal 1-3**
**Strategy 1-3**

**Fidelity of Strategy Implementation**

| Evaluation Question | Evaluation Activity | Data Collection Instrument | Benchmark Indicators | Data Collection Schedule |
|---|---|---|---|---|
| | | | | |

**Process Monitoring of Ongoing Implementation**

| Evaluation Question | Data Collection Activity | Data Collection Instrument | Benchmark Indicators | Data Collection Schedule |
|---|---|---|---|---|
| | | | | |

**Annual Summative Evaluation**

| Goal 1 Interim Indicators | Specify instrument, comparisons, target in question |
|---|---|
| Planning Year | |
| June 2017 | |
| June 2018 | |
| June 2019 | |
| June 2020 | |

# Section VI: Budget Narrative & Sustainability

- **Presents a clear overview (9 points)**
  - Provides clear and reasonable justification for funds and tracking procedures for expenditures
  - Describes how project will leverage existing resources
  - Includes all staffing information
- **Presents a sustainability plan (6 points)**
  - Describes how data will inform sustainability
  - Describes how professional development and partners will be involved

# Conclusion

- The full application, due **Tuesday, May 3, 2016**, needs to be focused and streamlined. Goals, strategies, and the data collection activities outlined in the application will guide your program implementation and will form the basis of your project evaluation and reports.

- The application should be combined into ONE DOCUMENT of Overview Materials, 30-page narrative, and Appendices.

# Grant Review Process

- Panel of reviewers from the field

- Three reviewers per application read and score

- Funded awards will be announced

 on or about July 31, 2016

# Links

- **Application**
  - Full application instructions available at [www.grants.gov](www.grants.gov); search for CFDA# 12.556

- **DoDEA**
  - Grant Application questions: [Grants@hq.dodea.edu](mailto:Grants@hq.dodea.edu)

- **ETAC**
  - ETAC Website:  [www.dodk12grants.org](www.dodk12grants.org)
  - Look for the webinar recording and materials here:

    Resources > Grant Applicant Materials > DoDEA FY16 Grant Program
  - Follow us on Twitter (@dodeagrants) for updates

a **dodea** Educational Partnership Program

# FAQs

**Q: What is the definition of "military dependent student?"**

A: The term, *military dependent student*, is defined as an elementary or secondary school student who is (i) a dependent of a member of the Armed Forces; (ii) a dependent of a civilian employee of the Department of Defense; or (iii) a dependent of a person who is not a member of the Armed Forces or a civilian employee of the Department of Defense but who is employed on Federal property. (Section 574(d) of P.L. 109-364, as amended; Title 10 U.S.C. Section 2192(b) and Title 10 U.S.C. Section 2193a)

**Q: I already have a DoDEA grant, can I reapply?**

A: Yes. However, the LEA school(s) must meet the eligibility criteria as outlined in the RFP.

a **dodea** Educational Partnership Program

# FAQs, cont'd

**Q:  Can charter schools apply for DoDEA grants?**

A:  Yes, if the charter school is considered its own LEA and 15% or more of enrolled students are military dependent.

**Q:  Can several LEAs apply as a consortium?**

A:  No.  Each LEA must submit a separate application.  Only one application per LEA may be submitted.

**Q:  Do I use SY 2015-2016 Impact Aid data to determine the number of military students at each school?**

A:  Yes. Use Impact Aid data for the current school year.

a dodea Educational Partnership Program

# FAQs cont'd

**Q:  I can't locate the application package on Grants.gov.  How do I find it?**

A:  http://www.grants.gov/search-grants.html?agencyCode%3DDOD

**Q:  Who should I contact for assistance with www.grants.gov?**

A:  Grants.gov Contact Center, 1-800-518-4726, or support@grants.gov. Neither DoDEA nor ETAC staff can provide technical assistance on the use of Grants.gov.

**Q:  Can I email you a draft of my proposal for feedback?**

A:  No.  Technical assistance is offered to all applicants through the scheduled webinar.  Applications can only be submitted through www.grants.gov by Tuesday, May 3, 2016.

# QUESTIONS

- We will take some time now to respond to your questions. We will post this webinar, as well as an additional FAQ list based on your questions, on the ETAC website ([www.dodk12grants.org](http://www.dodk12grants.org)).

  - Look for the webinar recording and materials here:

    Resources > Grant Applicant Materials > DoDEA FY16 Grant Program

  - Follow us on Twitter (@dodeagrants) for updates