



Department of Defense Education Activity
Educational Partnership



**Grants to Military-Connected Local Educational Agencies for
Academic and Support Programs
(Short Title: MCASP)**

Discretionary Grant Program, Request for Proposals (RFP) for Fiscal Year 2012

Catalog of Federal Domestic Assistance (CFDA) Number: 12.556

Dates:

Applications Available on www.grants.gov	March 1, 2012
Technical Assistance Webinars	March 8-9, 2012
Deadline for Notice of Intent to Apply	March 14, 2012
Deadline for Transmittal of Applications	April 13, 2012
Grants Awarded	June 1, 2012

For questions regarding this announcement contact:

Fatimah Dozier
Grant Program Manager
Educational Partnership
Department of Defense Education Activity
4040 N. Fairfax Drive
Arlington, VA 22203
(703-588-3129
fatimah.dozier@hq.dodea.edu

Summary

The Department of Defense Education Activity (DoDEA), Educational Partnership is accepting applications for fiscal year (FY) 2012 for Grants to Military-Connected Local Educational Agencies for Academic and Support Programs (MCASP). The DoDEA Educational Partnership promotes quality education, seamless transitions, and deployment support through outreach and partnership development. The grant program provides resources to military-connected local educational agencies (LEAs) to develop and implement projects that are designed to:

- Promote student achievement in the core curricular areas.
- Ease the challenges military students may face due to transitions and deployments.
- Support the social and emotional needs of military students.
- Promote virtual learning opportunities.
- Improve educator professional development.
- Enhance and integrate technology.
- Encourage family, school, and community engagement.

DoDEA’s partnerships with LEAs are intended to meet the needs of the 1.2 million children from military families who are enrolled in public schools throughout the U.S.

Funding Opportunity Title	Grants to Military-Connected Local Educational Agencies for Academic and Support Programs (MCASP)
Due Date for Applications	April 13, 2012
Anticipated Total Available Funding	\$25,000,000
Estimated Number of Awards	30
Estimated Award Amount	\$100,000 - \$2,500,000
Project Period	Up to 3 years
Eligible Applicants	The LEA must have a military dependent student enrollment of at least 5 percent AND eligible schools must have a military dependent student enrollment of at least 15 percent . The LEA submits one application on behalf of its eligible school(s).

I. FUNDING OPPORTUNITY DESCRIPTION

INTRODUCTION

The FY 2012 grants to Military-Connected Local Educational Agencies for Academic and Support Programs (MCASP) aim to strengthen family-school-community relationships and enhance student achievement for military dependent students. Applicants may choose to design their projects with academic goals, family engagement goals, or a combination of both. Projects should focus on no more than two program areas. Academically-focused projects should strengthen teacher content knowledge and skills through sustained professional development and, in most cases, encourage integration of technology into the curriculum. Family engagement and support projects should address the social-emotional needs of military families and aim to improve school climate. However, grant funds must be used for programs that directly support the student, and cannot be used for programs that only support family members.

Awards will be made to local educational agencies (LEAs) on behalf of their eligible school(s). LEAs must have at least a five percent military dependent student enrollment at the district level. Eligible schools must have at least a 15 percent military dependent student enrollment. Although funding is related to military dependent student enrollment, it is expected that the proposed programs will serve all students at the target schools.

The following two caveats should be noted:

- The impact on the military dependent student subgroups should be demonstrable.
- Family/support programs must focus primarily on military dependent students.

Definition of *Military Dependent Student*: The term, *military dependent student*, is defined as an elementary or secondary school student who is a dependent of a member of the Armed Forces or a civilian employee of the Department of Defense who is employed on Federal property.

Authorization: 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

EXPECTATIONS

Research-based strategies: DoDEA supports research-based programs that aim to increase student achievement; strengthen family, school, and community engagement; and foster a positive school climate for military dependent children. Research-based strategies:

- Are not limited to a research-based curriculum, but may be teaching and learning strategies that often cut across all content areas and all grade levels.
- Include both valid and innovative programs.

Student achievement: Regarding academic programs, LEAs must employ strategies with demonstrated effectiveness in improving student achievement. Achievement should include but is not limited to measurements of performance on state norm- and/or criterion-referenced assessments. Within this context, projects may include research-based programs that promote college and career readiness or provide extended learning opportunities.

Note: It is understood that some curricular areas and grade levels will not have state norm- or criterion-referenced tests to demonstrate need and reveal improvement. However, the LEA must present multiple data sources to demonstrate need and propose a cost-effective plan to demonstrate increased student academic achievement in those areas.

Support programs: Family engagement and support programs must employ strategies to create a positive school climate and address the social-emotional needs of military dependent students. This includes, but is not limited to, guidance counseling, peer support groups, and parental involvement programs.

PRIORITIES

For the FY12 grant program, there are three priorities, and each applicant must include at least one priority area in their project design. Overall, projects should focus on no more than two program areas. While applicants are permitted to choose more than two program areas, submitting an application that addresses additional areas may result in an unfocused program design. No additional points will be assigned to proposals that incorporate more than one of these priority areas. Proposals may include programs outside of these priorities. Program areas are any K-12 academic content support (English, Math, Science, Social Studies, ESL, or Special Education) and military student social-emotional support.

Priority #1: Science, technology, engineering, and math (STEM): Projects include strategies to infuse STEM principles throughout the curriculum. For example, a project that focuses only on math would not be given priority points for this area. The intent is to encourage STEM-integration across several content areas.

Priority #2: Strategic foreign languages: Projects include establishment or expansion of foreign language learning, specifically less commonly taught languages such as Asian/Pacific languages and Middle Eastern languages. Programs under this priority may include virtual learning, intensive summer instruction for teachers and students, and immersion courses.

Priority #3: Parent, family, and community engagement: Projects include ongoing, systemic strategies for parent and family engagement. Strategies may include training and support, resources and materials, and community involvement activities. Grant funds must be used for programs that directly support the student, and cannot be used for programs that only support family members.

In addition, there are two competitive priorities:

High concentration of military dependent students: An applicant may receive five additional points if one or more of the eligible schools have a military dependent student enrollment of 50 percent or more.

New applicants: Applicants may receive five additional points if the LEA has never previously received a DoDEA grant award.

II. ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

Applicants are limited to LEAs that have at least a **5 percent** military dependent student enrollment at the district level. Eligible schools within the district must have at least a **15 percent** military dependent student enrollment. Although funding is related to military dependent student enrollment, it is expected that the proposed programs will serve all students at the target schools. Funds may be used for programs at any grade level.

Current DoDEA grant recipients are eligible to apply for a FY 2012 MCASP grant if they have eligible schools that are not named (that is, not receiving services) from any of their existing DoDEA grant awards, unless the current grant is scheduled to end on August 31, 2012.

FUNDING FORMULA

The funding formula is based on the number of military dependent students at eligible (target) school(s). For example, an LEA with 101-200 students may propose any amount between \$135,000 and \$270,000. The dollar figures below are for the entire 3-year grant period.

Total Military Dependent Students at Target School(s)	Minimum Award	Maximum Award
100 or fewer	\$100,000	\$135,000
101-200	\$135,000	\$270,000
201-300	\$270,000	\$405,000
301-400	\$405,000	\$540,000
401-500	\$540,000	\$675,000
501-600	\$675,000	\$810,000
601-700	\$810,000	\$945,000
701-800	\$945,000	\$1,080,000
801-900	\$1,080,000	\$1,215,000
901-1,000	\$1,215,000	\$1,350,000
1,001-1,100	\$1,350,000	\$1,485,000
1,101-1,200	\$1,485,000	\$1,620,000
1,201-1,300	\$1,620,000	\$1,755,000
1,301-1,400	\$1,755,000	\$1,890,000
1,401-1,500	\$1,890,000	\$2,025,000
1,501-1,600	\$2,025,000	\$2,160,000
1,601-1,700	\$2,160,000	\$2,295,000
Above 1,700	\$2,295,000	\$2,500,000

FUNDING REQUIREMENTS

Cost sharing: Cost sharing/matching funds are not required in this program.

Indirect costs: No grant funds may be allocated to administrative or indirect costs. Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. For further information, see OMB Circular A-87 – Attachment B.

Personnel: Up to 25 percent of Federal funds may be allocated to full-time equivalent (FTE) positions. However, proposed budgets that exceed 25 percent for FTE personnel may be considered. The term, *full-time equivalent* (FTE), usually refers to fully benefitted positions. For grant purposes, the funding category, *Personnel*, includes FTE and non-FTE positions /costs. Examples of non-FTE personnel costs include stipends for teachers, wages to afterschool tutors, and costs for substitute teachers. FTE and non-FTE positions must be clearly delineated on the detailed budget (Appendix C).

Fringe benefits: Although fringe benefits for grant-funded FTE positions are an allowable cost, no grants funds may be allocated for administrative or indirect costs. Fringe Benefits are defined as costs in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker’s compensation insurance (except as indicated in OMB Circular A-87 (Attachment B, No. 22), and other similar benefits for employees expected to work solely on this grant.

Equipment: “Equipment means tangible, nonexpendable, personal property having a useful life of more than one year and **an acquisition cost of \$5,000 or more per unit.** A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.” See DoD 3210.6-Rs 33.3 for additional information.

Evaluation: DoDEA requires that at least three percent of grant funds will be spent on a third-party evaluator. The third-party evaluator may not be a current employee of the LEA.

Grant meeting: In the Year 1 budget, LEAs must include \$3,000 for the project director and the third-party evaluator to attend a two-day meeting, which is expected to occur in September 2012. Any funds not expended for the meeting may be realigned in the grant for other grant usage. *Note:* An LEA located outside the continental United States may wish to budget additional funds.

III. APPLICATION AND SUBMISSION INFORMATION

APPLICATION PACKAGE

The application package and required documents is available for download at the Grants.gov website: www.grants.gov. Applicants may also request an application package from DoDEA by electronic mail at grants@hq.dodea.edu. All applications must be submitted electronically through www.grants.gov.

Technical assistance: In an effort to assist applicants with developing high-quality proposals, DoDEA has scheduled an optional technical assistance webinar for LEAs. Applicants may participate in the webinar during one of the following dates and times:

- Thursday, March 8, 2012, 3:00 PM (Eastern Time)

Department of Defense Education Activity - MCASP

Phone: 1-877-826-6967, Code: 1673108

Link: https://www.livemeeting.com/cc/copperconferencing/join?id=74F7NS&role=attend&pw=PD4q*%3Ef

- Friday, March 9, 2012, 11:00 AM (Eastern Time)

Phone: 1-877-826-6967, Code: 1673108

Link: <https://www.livemeeting.com/cc/copperconferencing/join?id=GJZD5P&role=attend&pw=D%24s%21c%3B8>

REQUIRED APPLICATION COMPONENTS

Applications must include the required 10 application components.

Cover page: Cover page must include contact information, names of military installations served, focus areas, enrollment data, and authorized signature. (See Appendix A)

Abstracts: Both a 50-word and a 200-word abstract are required. Abstracts must provide a clear overview of the project's purpose, design, and goals. Both abstracts may be placed on the same page in the application.

Table of Contents: Proposals should include an accurate Table of Contents.

Project Narrative: The project narrative must not exceed 15 pages (excluding supporting documents and appendices) and should include all sections listed under the EVALUATION CRITERIA section of this announcement. See SUBMISSION REQUIREMENTS for formatting guidelines.

Supporting documents: Supporting documents should include needs assessment data, résumés of key personnel, and bibliography. Letters of support may be included.

Evaluation design matrix: The evaluation design matrix illustrates goals and strategies as outlined in the evaluation plan. (See Appendix B)

Budget Table: Proposals must include a detailed budget. (See Appendix C)

SF 424: Standard Form 424 – Application for Federal Assistance is required.

SF 424A: Standard Form 424A – Budget Information for Non-Construction Programs is required. All sections on this form must be completed. Totals should match the detailed budget.

SF 424B: Standard Form 424B – Assurances for Non-Construction Programs is required.

Certifications: Applicants must complete the Certification Regarding Lobbying form and the Certification regarding Debarment, Suspension, and Other Responsibility Matters (www.grants.gov).

SUBMISSION REQUIREMENTS

Applications are due **Friday, April 13, 2012** by 11:59 PM (Eastern Time). All applications must be submitted electronically through www.grants.gov by the deadline. Applications received after the deadline will not be considered. See the Submission Requirements section for guidance on submitting applications through www.grants.gov.

The following standards should be followed:

- A page is 8.5" x 11", one side only, with 1" margins at the top, bottom, and both sides.
- Single space all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a 12-point font; titles may be larger; charts may use a 10-point font.
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) may not be accepted.

— **IMPORTANT** —

Grants.gov Submission Procedures

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step

three below), you will need to resubmit successfully before 4:30:00 p.m. EST on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and DoDEA receive your Grants.gov submission and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. EST on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below.

Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on email to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

Electronic submission is required. You must submit an electronic application before 4:30:00 p.m.

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

You must provide on your application the DUNS number that was used when your organization registered with the CCR.

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit

Application FAQs found on the Grants.gov

http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.**

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.**

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you **attach .pdf files** for any narrative attachments. PDF files are the only approved file type accepted. Do not upload any password protected files to your application. Any attachments uploaded that are not .pdf files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average

discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

IV. APPLICATION REVIEW INFORMATION

EVALUATION CRITERIA

The Project Narrative may not exceed 15 pages in length. The Project Narrative describes, in sufficient detail, how the project will be implemented and includes the Evaluation Criteria in Sections A-F below. The application will be reviewed and scored according to the quality of the responses to the requirements in Sections A-F. The Project Narrative—with all sections included—may be no longer than 15 pages.

Section A: Needs Assessment (10 points)

- Provide relevant school district data or background information, including the connection to the military installation(s).
- State student achievement needs and/or lack of educational opportunities at target schools.
- Cite multiple sources, primarily quantitative data, to confirm the need.
- Explain why current or past efforts failed to resolve the need, if applicable.
- Include other relevant information, e.g., the consequences of not addressing the need.

Section B: Project Goals (10 points)

- Include goals that (1) relate to the program’s purpose, (2) lead to the desired results, and (3) are achievable through the project’s interventions and strategies .
- Express goals broadly, such as: *Increase K-5 student achievement in mathematics*. Applications should have one goal related to each program area selected, with the recommendation that no more than two program areas are chosen.
- Include outcomes that are (1) measurable and reasonable and (2) related to baseline school, district, and state data as well as the relevant literature.
- Specify outcome timeframes, measurement tools, and target populations. Measurement tools should be an above school-level assessment(s), such as norm-or criterion-referenced standardized state or national test. The baseline should be referenced. The timeframe should be sufficient for strategies to achieve the expected results. Consider the following example of an outcome:

By June 2015, ___ percent of the ___ grade students in the target schools will score proficient or above on the state _____ assessment, an increase of ___ percent over the SY10-11 level.

- Interim outcomes are tied to the goal and are presented as specific measurements that assess each year of the project. Typically, each goal will have multiple interim outcomes.

By the end of SY11-12, ___ percent of the ___ grade students in the target schools will score proficient or above on the state _____ assessment, an increase of ___ percent over the SY10-11 average.

Notes

- Grantees may have many goals, however it is highly recommended to design a project that includes manageable and reasonable data collection and reporting. DoDEA requires quarterly reporting so the greater the number of goals, the more complex and burdensome the evaluation and reporting becomes.
- With academic programs, the measuring tool is usually a state assessment. For some programs, such as PK-2 Academic and Support, other measuring tools must be selected.
- For goals assessed by changes in attitude or behavior, grantees should use validated surveys or scales. Be aware that baseline measurements for the target population must be taken in order to be able to document changes as a result of project activities.

Section C: Project Plan (30 points)

- Include strategies that have demonstrated effectiveness in improving student achievement in the core curricular areas. The research base should be summarized in this section and details, including references and links should be provided in the appended bibliography.
- Address the issues identified in the needs assessment. If applicable, an explanation of how the project fits into the district or school's improvement plan or the LEA's strategic plan should be included.
- Incorporate strategies for sustained professional development/capacity building related to each program area goal.

Notes

- The strategies, actions, and a timeline for each goal should be presented. Strategies should work as interrelated parts of a whole.
- Actions are specific steps to accomplish the strategies that occur at specific times and usually involve *direct services* to students, educators, or other stakeholders. Strategies must be aligned with the goals and outcomes listed above. A well-written strategy section should answer:
 1. What strategies are employed?

2. Why were the strategies were selected?
 3. How will the strategies help achieve the stated outcomes?
 4. What evidence shows the strategies to be effective?
 5. *If applicable*, how will the strategies work together to achieve the outcomes?
- Describe actions for each strategy. The section outlining actions may be framed with a chart shown in the example below. Charts may use a 10-point font.

Strategies	Actions
<i>EXAMPLE</i>	
Goal 1: Improve <grade levels> student achievement in <curricular area>	
#1: Strategy Name <i>Teacher professional development</i>	1. <i>Use of Professional Learning Teams for student data analysis</i> 2. <i>Professional development to improve teacher content knowledge</i>
#2: Strategy Name <i>Added technology to curriculum</i>	1. <i>Ongoing job embedded coaching in instructional technology</i> 2. <i>Benchmark assessments for students</i> 3. <i>Pre and Post survey of students' technology skills</i>

- Create an implementation timeline for each goal using the model shown below. Costs may be broken down by actions or by strategies (as shown by the partially completed example below). In-kind/matching costs are not required, but should be included if they will be used for this program. When grant funds are listed, the dollar amount is required. If in-kind/matching costs are included, please cite their purpose, source, and amount for example, In-kind Professional Development, \$25,000.

<i>EXAMPLE</i>	Start Date	End Date	Point of Contact	Costs
Category				
Goal 1: Title	Improve <grade levels> student achievement in <curricular area>			
Strategy 1, Action 1				Grant: In-kind/Matching:
Strategy 1, Action 2				
Strategy 2, Action 1				Grant: In-kind/Matching:
Strategy 2, Action 2				
Strategy 2, Action 3				

Section D: Project Evaluation (30 points)

- Include (1) the fidelity of program implementation, (2) formative or process evaluation activities that provide information to guide program improvement, and (3) a summative evaluation to assess how the outcomes have addressed the academic needs. The evaluation should help shape the project from inception. The evaluation plan must:
 1. Pose questions, in each of the three areas above that the evaluation will answer.
 2. Describe the data and the data collection process (including multiple sources).
 3. Describe how the data will be analyzed.
 4. Identify who will conduct the evaluation.

5. Indicate what resources will be expended in the evaluation.
6. Explain how the data will be used, particularly to inform decisions involving curriculum and instruction at the classroom, school, and/or district levels.

Notes

- The evaluation concept should provide a broad framework regarding the data collection sources, the available resources, and how the data will inform decisions involving curriculum and instruction at the classroom, school and/or system levels (See Appendix B).
- Data collection instruments should include standardized forms (such as validated surveys and assessment protocols) wherever possible.
- Grantees must disaggregate data at the school level for the military student population.
- Grantees will be required to submit quarterly reports regarding evaluation activities.
- Three percent of total grant funds must be spent on a third-party/external evaluator.

Section E: Management Plan (10 points)

- Indicate the Project Director who will be responsible for day-to-day management of the grant.
- Provide information on the qualifications of all project leader(s), including their role and responsibilities relative to the strategies and actions, and estimated time commitment to the project.
- The third-party evaluator's qualifications and roles should be briefly described.
- Append résumés of project leaders—each being 1-2 pages in length. If the third-party evaluator has not been determined, then his or her role and qualifications should be described.

Section F: Budget Narrative and Sustainability (10 points)

- Align budget with proposed project plan, goals, and activities.
- Provide a narrative justification for the items included in the proposed budget.
- Describe existing resources and other support the LEA expects to receive for the proposed project.
- Identify how project leaders will track budget expenditures.
- Describe how project activities will be sustained after completion of the grant period.

Notes

- For budgeting purposes, the grant years are:
Year 1: June 1, 2012 – August 31, 2013
Year 2: September 1, 2013 – August 31, 2014

Year 3: September 1, 2014 – August 31, 2015

REVIEW AND SELECTION PROCESS

MCASP applications are peer reviewed according to the evaluation criteria listed above. Applications may receive a maximum score of 110 points.

Narrative (15-page maximum)	Points
Needs Assessment	10
Project Goals	10
Project Plan	30
Project Evaluation	30
Management	10
Budget Narrative and Sustainability	10
Priority 1: High concentration of military dependent students	5
Priority 2: New applicants	5
Total	110

Decisions to fund a grant are based on:

- Strengths and weaknesses of the application as identified by peer reviewers
- Availability of funds
- Equitable distribution of awards in terms of geography, Branches of Service, repeat awardees, or other factors.

REPORTING REQUIREMENTS

Grant recipients are required to submit quarterly financial reports, quarterly performance reports, and annual evaluation reports. Further guidance will be provided to grantees once awards are made.

V. AGENCY CONTACTS

Fatimah Dozier
Grant Program Manager
Educational Partnership
Department of Defense Education Activity
4040 N. Fairfax Drive
Arlington, VA 22203
(703) 588-3129
fatimah.dozier@hq.dodea.edu

Dawn Franklin
Grants Officer
Department of Defense Education Activity
4040 N. Fairfax Drive
Arlington, VA 22203
(703) 588-3604
dawn.franklin@hq.dodea.edu

Appendix A: Cover Page

**Department of Defense Education Activity (DoDEA)
Military-Connected Academic and Support Programs (MCASP)**

Full Application

LEA Name

Project Title

LEA Street Address

City, State, Zip

Tel: --- --- ---

Web: www.-----

CAGE: -----

Project Director:

Name:

Title:

Tel: --- --- ---

Email: -----@-----

Alternative Point of Contact:

Name:

Title:

Tel: --- --- ---

Email: -----@-----

Total Funds Requested:

Military Installations Served: Name(s):

Grant Grade Levels and Program Area(s):

See the enrollment chart example below:

District Enrollment	# of Schools	Enrollment, SY11-12			Percentage of Military
		Military	Other	Total	
Green County School District	7	1,000	1,400	2,400	41.7%

Target School(s) Enrollment	Grades	Enrollment, SY11-12			Percentage of Military
		Military	Other	Total	
Target elementary school	K-5	1,000	1,400	2,400	41.7%
Target middle school	6-8	500	1,500	2,000	25.0%
Target School Totals	K-8	1,500	2,900	4,400	34.1%

Name and Title (Superintendent or Authorized Representative)

Date

Appendix B: Evaluation Design Matrix

Name of LEA

EVALUATION DESIGN MATRIX

Goal 1: Include the goal title and statement. *Complete the charts below for each goal:*

Fidelity of Implementation			
<i>Evaluation Question(s)</i>	<i>Data Collection Activities</i>	<i>Data Collection Instruments</i>	<i>Data Collection Schedule</i>

Process/Formative			
<i>Evaluation Question(s)</i>	<i>Data Collection Activities</i>	<i>Data Collection Instruments</i>	<i>Data Collection Schedule</i>

Summative: List interim or yearly project outcomes for this goal			
<i>Evaluation Question(s)</i>	<i>Data Collection Activities</i>	<i>Data Collection Instruments</i>	<i>Data Collection Schedule</i>

- Applicants may add as many subcategories as necessary.
- Listing in-kind/ matching support is optional; however, in-kind /matching funds can strengthen the case for sustainability.
- Include costs for all three grant years.
- Amounts must match SF 424A.

Appendix C: Detailed Budget

<u>Name of LEA</u>		<u>Project Title</u>		
<i>Detailed Budget</i>				
Total Amount of Federal Funds Requested:				
Budget Categories	Description	Federal Amount Requested	Percent of Federal Total	In-kind/ Matching
Year 1: June 1, 2012 – August 31, 2013				
Personnel				
▪ SAMPLE: Project Director	1.0 FTE	\$40,000	2%	\$10,000
▪				
▪				
▪				
Personnel Total				
Fringe Benefits				
▪				
▪				
▪				
▪				
Fringe Benefits Total				
Travel				
▪				
▪				
▪				
Travel Total				
Equipment				
▪				
▪				
▪				
▪				
Equipment Total				
Supplies				

Department of Defense Education Activity - MCASP

▪				
▪				
▪				
▪				
Supplies Total				
Contractual				
▪				
▪				
▪				
▪				
Contractual Total				
Other				
▪				
▪				
▪				
▪				
Other Total				
Year 1 Total				

Year 2: September 1, 2013 – August 31, 2014				
Personnel				
▪				
▪				
▪				
▪				
Personnel Total				
Fringe Benefits				
▪				
▪				
▪				
▪				
Fringe Benefits Total				
Travel				
▪				
▪				
▪				

Department of Defense Education Activity - MCASP

	Travel Total			
Equipment				
▪				
▪				
▪				
▪				
	Equipment Total			
Supplies				
▪				
▪				
▪				
▪				
	Supplies Total			
Contractual				
▪				
▪				
▪				
▪				
	Contractual Total			
Other				
▪				
▪				
▪				
▪				
	Other Total			
	Year 2 Total			

Year 3: September 1, 2014 – August 31, 2015				
Personnel				
▪				
▪				
▪				
▪				
	Personnel Total			
Fringe Benefits				

Department of Defense Education Activity - MCASP

▪				
▪				
▪				
▪				
Fringe Benefits Total				
Travel				
▪				
▪				
▪				
Travel Total				
Equipment				
▪				
▪				
▪				
▪				
Equipment Total				
Supplies				
▪				
▪				
▪				
▪				
Supplies Total				
Contractual				
▪				
▪				
▪				
▪				
Contractual Total				
Other				
▪				
▪				
▪				
▪				
Other Total				
Year 3 Total				
Grand Total			100%	