Connections for Classrooms

A collaborative program from the Georgia Department of Education
and the Governor's Office of Student Achievement

Release: June 16, 2014

Grant Program Summary and Guidelines

Version History
- 6/16/2014: Release

Feedback
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1.0 Executive Summary

Connections for Classrooms (CFC) is a $39 million grant program joining multiple state agencies around the common goal of ensuring Georgia schools and classrooms have the high-speed broadband access required for digital and blended learning. The program combines money from the following two fund sources:

- $14 million in bond funds from the Georgia Department of Education (GaDOE)
- $25 million in funds from the One Georgia Authority at the Department of Community Affairs (DCA). Managed by the Governor's Office of Student Achievement (GOSA)

The program is part of a broader statewide effort to expand classroom high-speed broadband access in response to Governor Deal's Digital Learning Task Force recommendations as well as the GaDOE's efforts to enable personalized learning for Georgia students.

The effort includes expanding the University System of Georgia's (USG) PeachNet network to connect every Georgia local educational agency (LEA) to its high-speed network. The partnership between USG and GaDOE will ensure that all district central offices have 100 megabits per second per school of bandwidth by July 2015. Connections for Classrooms accompanies this expansion to ensure that schools have sufficient network infrastructure to utilize the increased bandwidth at the classroom level.

How it will work:

During the 2013-14 school year, the GaDOE administered nearly $7 million in grants to LEAs to purchase Tier 1 equipment, including firewalls, switches, and filters.

To follow that effort, Connections for Classrooms will focus on remaining Tier 1 needs (if applicable), Tier 2, and Tier 3, namely schools and classrooms. These purchases can include equipment and installation for cabling, ports, WAN, LAN, and wireless access points. If funding remains available after Tiers 2 and 3 are met, then funds may be distributed for Tier 4, which includes student devices and instructional materials.

This document will define the goals of this initiative, application guidelines, format and procedures, technical assistance, and the application review process.

GOSA will accept applications from June 16, 2014 to August 29, 2014 and will announce the Recipients on the CFC Website in late October 2014 at http://gosa.georgia.gov/connections-classrooms-grant-program.

2.0 Program Overview

2.1 Program Intent

The Connections for Classrooms program is intended to fund economically self-sustainable broadband facilities that:

- Serve Local Educational Agencies (LEA) around the State of Georgia.
- Provide a way to leverage technology to transform our educational system by providing students, parents, and educators more flexibility over the time, place, path, and pace of learning.
- Increase statewide broadband capacity to schools, ensuring that Georgia's schools are able to utilize 21st century technology in classrooms.
- Increase districts' ability to expand wireless connectivity and device availability within schools, allowing them to fully leverage increased broadband capacity.

In addition, the program will provide the state with in-depth information on the state of technology infrastructure in Georgia's schools and classrooms to assist with state-level planning to address LEA needs.

2.2 Objectives

This program seeks to provide funding to Georgia LEAs for deploying infrastructure required to provide 100Mbps per school that can then be fully leveraged in classrooms.

The educational benefits include but are not limited to:

- Improved access to existing educational resources for students and teachers,
- Provide blended and competency-based learning opportunities, so that PK-12 and postsecondary students are able to broaden, accelerate, or otherwise pace their learning appropriately and ensure mastery before progressing, and
- Improved communication to parents or guardians regarding their child's educational progress.

Realizing these benefits not only requires the technology but also a plan to ensure teachers and students are prepared to fully leverage technology in the classroom.

2.3 Eligible Applicants

Applications will be accepted from any public Local Educational Agency (LEA) in the State of Georgia.

2.4 Eligible Activities

Funds disbursed through CFC may be used for materials, equipment, and installation services outlined in Table 1 on the next page. CFC funds can only be used for proposed expenses as outlined in the approved grant application and Project Implementation Plan, unless CFC staff approve these expenses in writing prior to the expenses being incurred. CFC reserves the right to approve or reject specific items requested that are not aligned with the grant program's intent.

In order to be reimbursed, all eligible activities' costs must be incurred by the Recipient on or after the grant award date and prior to the project closeout. In addition, all eligible activities must be included in the grant application as part of the project or must have been approved by CFC staff in writing.

In addition, certain expenses tied to the Recipient's application preparation are eligible for reimbursement up to a maximum of $2,500. These expenses are limited to grant application assistance services, if needed, and only Recipients are eligible. Please note that to be eligible, these services must be performed by a third party entity and not internal LEA staff and must be directly tied to the grant application preparation or submission. These services must be performed between June 16, 2014 and the LEA's application submittal date. These costs must be submitted for reimbursement as part of the first pay request to be eligible for payment. Copies of the paid invoicing for these services should be included as backup documentation to support the funding being requested.

Table 1, Connections for Classrooms Eligible Expenses

Tier	Eligible	Ineligible
Tier 1	**Equipment (District Office)** •Firewall •Router •Content Filter •Uninterruptible Power Supply (UPS) directly supporting equipment purchased with grant. •Edge connection •Ethernet switch **Materials** •Connection accessories **Services** •Installation Services for equipment purchased with grant	•Equipment and materials already installed •Equipment and materials already procured •Central Ethernet switch •Administrative area equipment/cable plan •Equipment purchased or scheduled to be purchased in part with funds from the FY2014 GaDOE Tier 1 Technology Grants.
Tier 2	**Equipment (School)** •Edge switch •Router •Uninterruptible Power Supply (UPS) directly supporting equipment purchased with grant. **Materials** •Connection accessories **Services** •Design Services •Installation Services for equipment purchased with grant	•Equipment and materials already installed •Equipment and materials already procured •Any equipment or services eligible for Priority 1 E-Rate funding, including fiber cable, pole attachment hardware, and cable strand •Installation or design services for E-Rate managed service items
Tier 3	**Equipment (classrooms, instructional areas)** •Cat. 6 cable plant •Routers •Wireless Access systems •Ethernet switches •Uninterruptible Power Supply (UPS) directly supporting equipment purchased with grant. **Materials** •Connection accessories •Cable tray & accessories **Services** •Design Services •Installation Services for equipment purchased with grant	•Equipment and materials already installed •Equipment and materials already procured •File and print servers •Instructional resource servers •Administrative area equipment/cable plant •Video distribution equipment/system •Voice systems/VOIP

2.5 Definitions

Applicant – An entity that has submitted an application for Connections for Classrooms grant program.

Award Recipient, Recipient – An Applicant that has been approved for full or partial funding of a request made to the Connections for Classrooms program.

Connections for Classrooms Evaluation Team, CFC Evaluation Team – Individuals selected to perform one or more tasks related to the processing of Connections for Classrooms grant applications, such as review, consider and score applications, or make and/or approve award recommendations.

Connections for Classrooms Website, CFC Website – A publicly accessible online area containing information related to the Connections for Classroom grant program, found at http://gosa.georgia.gov/connections-classrooms-grant-program.

Eligible Expenses – Equipment, materials and services purchased as a part of a Connections for Classrooms grant award for which costs will be reimbursed to the LEA under the program.

Eligible Applicant – An entity that may participate in the Connections for Classrooms grant program, including any public Local Education Authority in the State of Georgia.

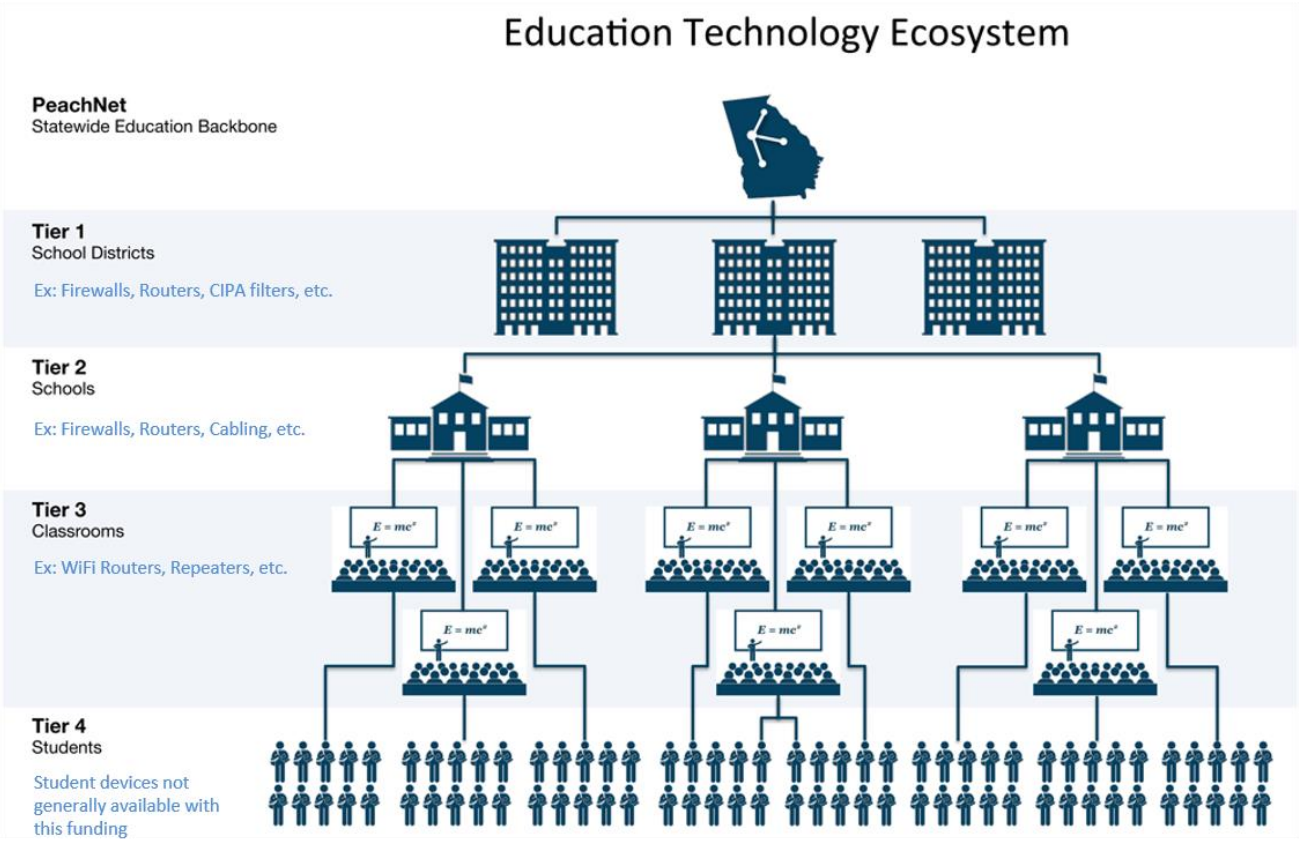
Local Educational Agency, LEA, District – A public board of education or other public authority legally constituted within the State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of the State *(Adapted from the U.S. Department of Education).*

Professional Engineer – An individual who is registered with the Georgia Secretary of State's Office who has shown, either through examination or reciprocity, to be proficient in engineering and design functions in the individual's particular engineering field of expertise.

Program Period of Performance – The period during which all Connections for Classroom program activities are conducted, beginning October 2014 and ending June 2016.

Technology Tiers / Tier 1, Tier 2, Tier 3, Tier 4 – Categories of equipment, materials and services related to broadband delivery and use within the context of digital learning, created to help manage and fund broadband activities within Georgia's K-12 school system. The diagram on the following page specifies the tiers.

Figure 1, Technology Tiers



3.0 Application Requirements

Since one goal of the CFC program is to gain information about the state of technology infrastructure in Georgia's schools and classrooms, CFC staff request that all LEAs submit an application even if funds are not requested. Applicants not requesting funds will only be required to submit information on current infrastructure and plans for Tier 4 implementation (devices).

Full application instructions can be found on the CFC website, http://gosa.georgia.gov/connections-classrooms-grant-application-information. To gain access to the online application as an LEA, please email Steve Korwan at skorwan@georgia.gov. Applicants will have a unique, email-based login to the grant application and can add additional users to help with the application submission. Applicants must submit the grant application form and upload supplementary documents.

3.1 Application Form Information

Section 1: Overview Information. The Applicant must provide its LEA system identification number, LEA name, and Federal Employer Identification Number (EIN) along with the LEA contact person's name, title, phone number, and e-mail address. The Applicant must also indicate the amount of requested grant funding by Tier and provide an Executive Summary of the project (500 word limit).

Section 2: Education Technology Supplemental Funding. This section is divided into the following two parts:

- **E-rate participation.** The Applicant must provide its E-rate funding for the years 2013 – 2014. For 2013, the funding requested, committed, and spent must be shown. Only the requested funding amount for 2014 must be entered. There is a narrative field to explain the Applicant's E-rate participation (250 word limit).

- **LEA investment**. The Applicant must demonstrate its commitment to locallyly fund technology infrastructure upgrades. It may be shown in one of two ways, or both, if the LEA chooses to do so. The first way is to indicate the amount of local matching funds that will be used for the project being submitted. The second way is to describe the local investment that has occurred between June 2013 and August 2014 or that is anticipated to occur from September 2014 to August 2015 for its digital networks. There is a narrative field to describe the local investment in the network and server infrastructure and how it relates to the project requested in the grant application (250 word limit).

Section 3: Digital Learning and Project Impact. The Applicant must describe the LEA's strategy to advance digital learning as a result of receiving this grant. In addition, it must demonstrate how this strategy will improve student outcomes and what this grant will enable that is not possible under the LEA's current infrastructure (500 word limit). The Applicant will also be asked for the number of students, teachers, classrooms, and schools positively impacted by the project.

Section 4: Strategic Plan and Technology Strategy. Under this section, the Applicant is required to provide the following three 250-word narratives.

- Briefly describe this application's alignment with the LEA's Strategic/Business Plan and Technology Plan.

- Briefly describe this application's alignment with the state's strategy and technical plans related to digital learning, as detailed in the Digital Learning Task Force's December 2013 recommendations.

- Briefly describe the professional development plan and how it will ensure staff members are able to successfully use and integrate these systems into their work.

In addition, the Applicant must verify that it has uploaded a Project Implementation Plan that follows the template provided on the CFC website. Lastly, it must list a Project Team Roster that includes the titles and contact information for at least a Project Lead and one other staff member.

Section 5: Tier 4 Information (Device Availability). The Applicant must indicate whether it plans to apply for Tier 4 funding in future rounds. If so, it must provide a brief description of the strategy or approach for implementing Tier 4 as outlined in the District Technology Plan is required. This narrative is limited to 250 words. The Applicant must also specify its approach for implementation (One-to-One, Bring-Your-Own-Device, Hybrid, or Other) and the expected cost for implementation at the local and state level. **Please note that the estimated costs shown for this Tier 4 plan are not binding and the Applicant may revise these costs at a later date if funding becomes available.**

Section 6: Binding authority. The application must be digitally signed and dated by an authorized representative of the LEA requesting the grant funds.

3.2 Supplementary Documents

1. **Technical Design Validation Letter.** The Applicant must upload evidence that, if the funding request is approved, the technical designs for the project as described are validated. The evidence can be in the form of a letter from the project designer or a signed and stamped certification from a Professional Engineer, or something similar depending on how the project was designed. The validation document should contain assurances that the equipment and installation described in the grant application will provide the broadband service to all of the instructional areas at the capacities indicated in the application.

2. **Cost Validation documents** The Applicant must upload relevant vendor quotes, RFI responses, or other pricing validation such as bid submittals or other equipment or service provider pricing documentation provided on their appropriate letterhead.

3. **LEA Inventory/Gap Planning Spreadsheet.** The Applicant must upload a completed spreadsheet based on the template and instructions available at the CFC website. The spreadsheet is designed to assist educators who want help defining equipment specifications that will achieve broadband goals. It serves as a tool for educators working with their technology vendors to outline a blueprint for achieving high-speed connectivity. It also provides valuable insight for grant administrators and state-level stakeholders who help plan educational funding.

4. **LEA Strategic Plan.** The Strategic Plan should align with the brief narrative submitted in Section 4 of the application form.

5. **LEA Technology Plan.** The Technology Plan should align with the brief narrative submitted in Section 4 of the application form.

6. **Professional Development Plan.** The Professional Development Plan should align with the brief narrative submitted in Section 4 of the application form. If part of a larger document, such as a School Improvement Plan, please upload only the sections relevant to professional development.

7. **Project Implementation Plan.** The Applicant must upload a completed implementation plan based on the template available at the CFC website. The plan includes all project activities, activity locations, responsible parties, and costs incurred on a quarterly basis from the grant award date through project completion.

8. **Grant Request Budget Table.** This budget summary document utilizes a template that provides a guide for equipment, materials and services that are eligible under the grant program. Items are categorized by technology Tier and costs are classified as capital or non-capital.

Applicants who indicate on the application that they will not be requesting funds are only prompted to submit the LEA Inventory/Gap Planning Spreadsheet and Tier 4 information.

Please note that an incomplete application package cannot be submitted for review and evaluation. For more information on the application process, see the Application Instructions found on the CFC website.

4.0 Program Timeline

4.1 Application Period…….……June 16, 2014 – August 29, 2014

- Program Assistance……..…June 16, 2014 – August 29, 2014
- Application Deadline.…….……August 29, 2014 – 5:00 PM

4.2 Application Evaluation Period …….……August 30, 2014 – Late October 2014

4.3 Selection and Notification……Late October 2014

4.4 Program Closeout (final reimbursement request received)……. June 30, 2016

Note: Dates are subject to change. Official dates will be posted and updated on the CFC Website at http://gosa.georgia.gov/connections-classrooms-grant-program.

4.1 Application Period

(June 16, 2014 - August 29, 2014)

Program Assistance Period – June 16, 2014 to August 29, 2014 – During this time, the Applicant may send questions in writing to GOSA regarding guidance and eligibility. GOSA will post questions and answers on the CFC Website at http://gosa.georgia.gov/connections-classrooms-grant-application-information.

- Please note that this is a competitive grant program and the questions answered must be general in nature and not tied to a specific applicant's submittal.
- Questions should be addressed to:

  Governor's Office of Student Achievement
  205 Jesse Hill, Jr. Drive
  952 Twin Towers East
  Atlanta, GA 30334
  Attn: Steve Korwan – Program Manager, Connections for Classrooms
  E-mail: skorwan@georgia.gov
  Phone : (404) 971-1704

- **Application Deadline – August 29, 2014 – 5:00 P.M. -** ***All applications must be received by August 29, 2014 at 5:00 P.M.*** **EDT. Please note that since the application submittal process is done online, applicants will receive an e-mail acknowledgement of receipt with a time stamp indicating their submittal date and time.**

A list of applications awarded will be available on the CFC Website at: http://gosa.georgia.gov/connections-classrooms-grant-program.

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4.2 Application Evaluation Period

(August 30, 2014 – Late October 2014)

The CFC Evaluation Team will review all applications to see if they meet eligibility requirements set forth in Section 3.0. **After the application deadline of August 29, 2014 passes, contact with Applicants will be at CFC's discretion only.**

The Evaluation Team will consist of internal and external subject matter experts. Please note that the final approval for the GaDOE funding portion of each grant award rests with the Georgia State Board of Education.

Certain evaluation criteria will be scored with a higher weighting than others as indicated on the application scoring rubric found in Appendix A. Points will be awarded based on the Applicant's ability to demonstrate that the project will meet the following major criteria categories:

Technical Feasibility and Data

- Supplemental Funding
- Project Readiness
- Project Implementation Plan
- Team Roster
- Tier 4 Information

Educational Impact

- Applicant Overview & Executive Summary
- Digital Learning & Project Impact
- Alignment with District Plans
- Alignment with State Plans
- Professional Development Plan

For more information on the application evaluation and scoring process, see the scoring rubrics found in Appendix A.

4.3 Notification of Recipients and Required Contracts

The CFC Evaluation Team will review all eligible and qualified applications based on the criteria described above. The Team will then select a group of Recipients to recommend for full or partial funding and will then send the recommended applications to a final selection committee of state-level staff for approval. The portion of funds from the GaDOE ($14 million) must receive final approval

from the State Board of Education. Once approved in late October 2014, CFC will publish a list of Recipients on the CFC Website.

Following selection, each Recipient will receive an approved line item budget indicating from which funding source each line item will be reimbursed. Some requested items may not be funded due to limited availability of funds. If a Recipient receives funds from both the GaDOE and GOSA, then it will enter separate agreements with both agencies to ensure that all aspects of the project are agreed upon before funds are disbursed. The agreements are required in order for a Recipient to receive funding.

4.4 Program Period of Performance

(October 2014 – June 2016)
The Program Period of Performance is the period under which all program activities are required to be completed under this award. CFC has the right to extend the period of performance of these projects and will communicate this decision through formal notification to the Award Recipients.

4.4.1 Auditing Requirements

LEA's that are successful and receive a grant award for CFC must follow all applicable financial reporting and audit requirements set forth by the State of Georgia. In addition to these requirements, beginning with the fiscal year when the grant award is made through the fiscal year of the Recipient's final pay request, a copy of the LEA's required annual audit must be submitted to CFC at the address shown in Section 4.1 of this document.

4.4.2 Project Changes and Budget Revisions

As a part of the Grant Award Document, the Recipient will receive the approved grant funded budget, which will indicate the amount of funding approved for use on each particular category associated with the project as well as the funding agency for each category. The Recipient will have the ability to revise the approved project in terms of technologies and/or equipment and materials used as well as the approved line item budget. In order to revise the approved project technologies, equipment, or line item budgets, the Recipient must request approval to do so from CFC in writing prior to incurring any expenses related to the requested revisions being sought. The request should include a clear description of what is being revised, the reason for the revision, and effect on the approved budget. The budget effect should include a line-by-line breakdown of the approved budget and the revised budget based upon the revisions being requested using the grant budget table template.

The project revision requests should be submitted via the CFC website using the Project Revision Request Form provided online.

4.5 Project Closeout

Prior to receiving funding for the final reimbursement pay request, the Recipient must submit a final project report via the CFC website detailing the deployment of the equipment and materials funded under CFC and indicate the number of students, teachers, classrooms, and schools impacted by the deployment. The final deployment information should include when the work was completed, detailed description and itemization of what equipment was deployed and the locations where it was deployed. A final reconciled line item project budget should be included indicating the costs incurred for each of the line items approved in the grant award document or revised and approved during the project implementation. The project closeout may, or may not, include a final inspection by a CFC representative depending on the project circumstances.

5.0 Funds Disbursement

5.1 Payment Process

Connections for Classrooms is a reimbursement-based grant program. Requests for payment will be made after the service has been performed or procurement has been made and paid for by the recipient. As described previously, funding for CFC comes from two sources, the GaDOE and GOSA. The Recipient's Award Letter will reflect the approved funding amounts and uses from each agency. In order to receive the awarded funding, payment requests will need to be made to both agencies for their respective funds. Appropriate backup documentation should be included with each payment request to support the requested funding amounts and uses. Payment requests may be made no more than once every calendar month for the GOSA funding. The GaDOE has no limitations on payment request frequency.

Payment requests made to the GaDOE will be made via GaDOE's "MyGaDOE Portal Consolidated Application" that will be set up after the funding has been allocated to the LEA and approved. Once final approval has been given by the GaDOE, the Recipient will upload copies of the paid invoices in the MyGADOE Portal Invoice Application.

Payment requests made to GOSA will be made online via the CFC website. The Recipient will complete and electronically submit the Reimbursement Pay Request form located on the Website and will upload the applicable back-up documentation to the site verifying the funding amount being requested. As noted previously, no more than one pay request may be submitted by a Recipient during a calendar month.

5.2 Cost Share Methodology

Recipients are not required to provide new matching funds for this grant program. However, if the digitally signed application indicated new local matching funds were going to be included in the project funding, these funds will be taken into account from the first payment request through the final pay request. The matching funds will be included as a percentage of the total project cost, which will be calculated as the grant funding amount plus the matching funds amount. Each payment request shall show the total cost for the items for which the Recipient is requesting reimbursement and then show the local funding, based upon the percentage calculated of the total project cost being applied and deducted. The remaining costs will then be the reimbursed grant funded amount.

This cost share methodology applies to the overall project cost and within each line item funding category.

Please note that the application, which must be digitally signed by the Applicant's officer who is authorized to commit funds, must ensure that the funds are committed and will be available for the project in the amount indicated in the application submittal.

5.3 Final Payment Schedule

Final requests for project reimbursement MUST be received by GOSA and GaDOE via the CFC website and GaDOE's MyGaDOE Portal Invoice Application no later than 5:00 P.M. on June 30, 2016 to be considered eligible.

5.4 Grant Project Reporting and Oversight

The Selected Applicants will be required to complete and submit monthly status reports via the CFC Website. The report form will be available on the website and will be completed and submitted electronically. The report will include the following information:

- Date of report
- Name
- Title
- Contact information of the report preparer
- Requested funds for reimbursement
- Requested funds for reimbursement as a percentage of total project cost
- Total dollars spent on the project as of the reporting date, including a breakdown of grant funding and local funding and a percentage of total project cost
- Number of students benefitting from the project as of the reporting date.
- Project status update narrative describing any problems or obstacles that have arisen to affect the project completion. This status update should also include any adjustments to the projected project completion date.

Please note that failure to submit the monthly report may delay processing of payment request submittals.

In addition to the monthly reporting required from the Recipients, CFC representatives may make occasional project site visits to review the progress of the project and discuss any project related items or concerns with the Recipient. These visits will be scheduled in advance as much as possible. During these visits, the Recipient shall allow the CFC representatives open and unrestricted access to any and all project installations, construction areas, and project documentation, including any financial, procurement, or technical records and drawings, if requested by the CFC representative.

Appendix A: Application Scoring Rubrics

Applications are evaluated upon two scoring guidelines, one outlining education-centric criteria and the other outlining technology-centric criteria. For reference, both are shown below.

Figure 2, Educational Impact Reviewer Scoring Criteria

Each application will be reviewed by at least two educational impact reviewers and two technical reviewers. Each reviewer type has a rubric that totals 50 possible points. The following rubric shows the educational impact review rubric.

Criteria	Exemplary	Satisfactory	Poor	Unsatisfactory
Applicant Overview & Executive Summary (10 points) *Application Section 1*	*Applicant provides the basic contact, grant amount, and identification information. The Executive Summary details the project technologies, implementation plan highlights, and the impact on schools, students, and teachers in an organized and coherent way* ***(10 points)***	*Applicant provides the basic contact, grant amount, and identification information. The Executive Summary details the project technologies, implementation plan highlights, and the impact on schools, students, and teachers, but information on one of these items is incomplete. The summary lacks some coherency or organization.* ***(7 points)***	*Applicant provides basic contact, grant amount, and identification information. The Executive Summary has limited detail on the project technologies, implementation plan highlights, and the impact on schools, students, and teachers. It also lacks coherency and organization* ***(4 points)***	*Applicant does not provide all of the basic contact, grant amount, and identification information requested. In addition, the Executive Summary provided is very generic with little or no detail on technology to be used, number of schools and students impacted, or information on the implementation plan for deployment* ***(0 points)***
Digital Learning Strategy (20 points) *Application Section 3*	*The LEA's strategy clearly demonstrates how this grant will facilitate learning with technology that gives students some control over time, pace, path, and/or pace (definition of digital learning). Applicant provides a clear link to improved student outcomes. Applicant clearly describes what this grant will enable that is not possible under the LEA's current infrastructure. Applicant provides the number of students, teacher, instructional areas, and schools positively impacted by the application.* ***(20 Points)***	*The LEA's strategy clearly demonstrates how this grant will facilitate learning with technology that gives students some control over time, pace, path, and/or pace (definition of digital learning). However, the applicant either does not provide a clear link to improved student outcomes or does not clearly describe what this grant will enable that is not possible under the LEA's current infrastructure. Applicant provides the number of students, instructional areas, classrooms, and schools positively impacted by the application.* ***(14 points)***	*The LEA's strategy does not demonstrate how this grant will facilitate learning with technology that gives students some control over time, pace, path, and/or pace (definition of digital learning). While the Applicant may mention student outcomes, the focus of the narrative is more on the technology being implemented. Information on the number of students, teacher, instructional areas, and schools positively impacted may be either incomplete or unclear.* ***(8 points)***	*The LEA's strategy does not demonstrate how this grant will facilitate learning with technology that gives students some control over time, pace, path, and/or pace (definition of digital learning). The narrative lacks details or focuses strictly on technology being implemented. Any discussion of students is not clearly linked to improved outcomes. Information on the number of students, teacher, instructional areas, and schools positively impacted is either incomplete or unclear.* ***(0 points)***
Alignment with District Plans (5 points) *Application Section 4* *Application Uploads:* *-LEA Strategic Plan* *-LEA Technology Plan*	*Narrative clearly shows how the application is aligned with both the LEA's Technology and Strategic/Business Plans.* ***(5 points)***	*Narrative clearly shows how the application is aligned with the either LEA's Technology or Strategic/Business Plans. Or, the alignment with both plans is described, but lacks coherency.* ***(3 points)***	*Narrative describes some alignment between the application and either LEA's Technology or Strategic/Business Plans, but overall, the application does not clearly align with those plans.* ***(1 point)***	*The application is not aligned with the LEA's Technology or Strategic/Business Plans, or the narrative is missing.* ***(0 points)***
Alignment with State Plans (5 points) *Application Section 4*	*Narrative clearly shows how the application is aligned with both the state's strategy and technical plans related to digital learning, as detailed in the Digital Learning Task Force's December 2013 recommendations.* ***(5 points)***	*Narrative shows how the application is aligned with the state's strategy and technical plans related to digital learning, as detailed in the Digital Learning Task Force's December 2013 recommendations, but the alignment lacks coherency or clarity in some places.* ***(3 points)***	*Narrative describes some alignment between the application and either the state's strategy and technical plans, as detailed in the Digital Learning Task Force's December 2013 recommendations, but overall the application does not clearly align with those plans.* ***(1 point)***	*The application is not aligned with the state's strategy and technical plans, as detailed in the Digital Learning Task Force's December 2013 recommendations, or the narrative is missing.* ***(0 points)***
Professional Development Plan (10 points) *Application Section 4* *Application Uploads:* *-Professional Development Plan*	*The professional development plan clearly describes how the LEA will ensure that instructional staff will be prepared to successfully use and integrate the systems into their instruction. The plan demonstrates a clear understanding of the instructional staff's training needs or describes a clear process to diagnose those needs. The plan describes how those needs will be addressed.* ***(10 points)***	*The professional development plan describes how the LEA will ensure that instructional staff will be prepared to successfully use and integrate the systems into their instruction. The plan demonstrates some understanding of the instructional staff's training needs, or its process to diagnose needs lacks detail. The plan may also lack some detail on how those needs will be addressed.* ***(7 points)***	*The professional development plan does not fully describe how the LEA will ensure that instructional staff will be prepared to successfully use and integrate the systems into their instruction. The plan lacks an understanding of the instructional staff's training needs and does not have a process to diagnose needs.* ***(4 points)***	*The professional development plan does not ensure that instructional staff will be prepared to successfully use and integrate the systems into their instruction.* ***(0 points)***
				Total Points (out of 50)

Figure 3, Technical Reviewer Scoring Criteria

**Each application will be reviewed by at least two educational impact reviewers and two technical reviewers. Each reviewer type has a rubric that totals 50 possible points. The following rubric shows the technical reviewer rubric.*

Criteria	Exemplary	Satisfactory	Poor	Unsatisfactory
Supplemental Funding (LEA Investment & E-Rate Participation) (5 points) *Application Section 2*	*Applicant provides complete supplemental funding data for both E-Rate participation and LEA investment. In addition, the LEA is maximizing its E-Rate 2013 and 2014 participation. The narrative demonstrates a strong commitment to investment in network and server infrastructure and how equipment/services requested in the application align with that commitment.* ***(5 points)***	*Applicant provides complete supplemental funding data for E-Rate participation and LEA investment. However, the LEA is either not using E-Rate funding to its maximum potential, or its investment in network and server infrastructure is limited.* ***(3 points)***	*Applicant only provides partial supplemental funding data and E-Rate participation. The LEA is not using E-Rate funding to its maximum potential, and its investment in network and server infrastructure is limited.* ***(1 points)***	*The Applicant provides no supplemental funding information for either E-Rate participation or LEA investment, or the information presented demonstrates little or no E-Rate utilization and local investment.* ***(0 points)***
Project Readiness (15 points) Application Section 1 *Application Uploads:* *-Technical Design Validation Letter* *-Cost Validation Documents* *-LEA Inventory/Gap Planning Spreadsheet*	*Technical designs are validated in line with Grant Guidelines document. Project costs are validated with vendor quotes, RFI responses, and/or other cost validation. The LEA Inventory/GAP Planning Spreadsheet provides complete information on comprehensive broadband network planning and project readiness, and the information provided is aligned with the requested grant amount.* ***(15 points)***	*Two of the three elements evaluated in this criterion meet the "Exemplary" description (Technical Design Validation Letter, Cost Validation documents, and LEA Inventory/Gap Planning Spreadsheet). However, one element lacks clear or complete information. Or, the information on all three elements is complete and clear, but it does not directly align with the requested grant amount.* ***(10 points)***	*One of the three elements evaluated in this criterion meets the "Exemplary" description (Technical Design Validation Letter, Cost Validation documents, and LEA Inventory/Gap Planning Spreadsheet). However, two elements lack clear or complete information. Or, the information on all three elements mostly complete but critical details are lacking. In addition, the information does not directly align with the requested grant amount.* ***(5 points)***	*All three elements lack sufficient information and detail required to demonstrate project readiness or provide justification for requested grant amount.* ***(0 points)***
Project Implementation Plan & Budget (20 points) *Application Uploads:* *-Project Implementation Plan* *-Grant Request Budget Table*	*Applicant provides a project implementation plan that is aligned with the Grant Guidelines document. The plan clearly outlines how objectives will be achieved in a timely manner within its outlined budget. It also includes clearly defined responsibilities, timelines, milestones, and sustainability plans. Budget figures are clear, easily interpretable, and reasonable for the proposed project.* ***(20 points)***	*Applicant provides a project implementation plan that is aligned with the Grant Guidelines document. The plan outlines how objectives will be achieved in a timely manner within its outlined budget. However, some details are missing on defined responsibilities, timelines, milestones, and sustainability plans. Budget figures are clear, easily interpretable, and reasonable for the proposed project.* ***(14 points)***	*Applicant provides a project implementation plan that does not align with the Grant Guidelines document. The plan does not clearly show how the project will be achieved in a timely manner within its outlined budget. While the plan has information on defined responsibilities, timelines, milestones, and sustainability plans, it lacks significant details that are critical for successful implementation. Budget figures are unclear or are not reasonable for the proposed project.* ***(8 points)***	*Applicant provides a project implementation plan that does not align with the Grant Guidelines document. The plan does not clearly show how the project will be achieved in a timely manner within its outlined budget. The plan lacks significant details throughout the defined responsibilities, timelines, milestones, and sustainability plans. Budget figures are missing or unclear, or the figures are not reasonable for the proposed project.* ***(0 points)***
Team Roster (5 points) *Application Section 4*	*Applicant provides a complete team roster inclusive of the project lead and at least one additional LEA staff member. The roster includes names, contact information, and project titles indicating responsibilities for all involved LEA staff. The roster aligns with the responsibilities listed in the Project Implementation Plan.* ***(5 points)***	*Applicant provides a complete team roster inclusive of the project lead and at least one additional LEA staff member. The roster includes names, contact information, and project titles indicating responsibilities for all involved LEA staff. However, the roster does not consistently align with the responsibilities listed in the Project Implementation Plan.* ***(3 points)***	*Applicant provides information only for a project lead/manager. The roster does not align with the Project Implementation Plan.* ***(1 point)***	*Applicant does not provide a team roster.* ***(0 points)***
Tier 4 Information (5 points) *Application Section 5*	*Applicant provides a clear strategy for Tier 4 implementation that includes its intended approach for implementation (One-to-one, BYOD, Hybrid, or Other) and cost estimates. Or, the Applicant indicates that it does not plan to apply for future Tier 4 funding.* ***(5 points)***	*Applicant provides a strategy for Tier 4 implementation that includes its intended approach for implementation (One-to-one, BYOD, Hybrid, or Other) and cost estimates. However, some details or cost estimates are missing.* ***(3 points)***	*Applicant provides some strategy information for Tier 4 implementation. The information on the intended approach for implementation (One-to-one, BYOD, Hybrid, or Other) and cost estimates is either missing or incomplete.* ***(1 point)***	*Applicant indicates that the LEA plans to apply for Tier 4 funding but does not provide any further information.* ***(0 points)***
				Total Points (out of 50)

Appendix B: Grant Request Budget Template

Connections for Classrooms Grant Program
LEA Grant Request Budget

LEA NAME: LEA NUMBER:

A	B	C	D	E	F
Activity	Equipment	Materials	Installation Services	Total Capital (B)	Total Non-Capital (C+D)
TIER 1 (District Central Office)					
a. Firewall	$	$	$	$	$
b. Router	$	$	$	$	$
c. Content Filter	$	$	$	$	$
d. Uninterruptible Power Supply (UPS)	$	$	$	$	$
e. Edge Ethernet switch	$	$	$	$	$
f. Other (specify)	$	$	$	$	$
TOTAL TIER 1	$	$	$	$	$
TIER 2 (School)					
a. Edge switch	$	$	$	$	$
b. Router	$	$	$	$	$
c. Uninterruptible Power Supply (UPS)	$	$	$	$	$
d. Other (specify)	$	$	$	$	$
TOTAL TIER 2	$	$	$	$	$
TIER 3 (Classrooms & Instructional Areas)					
a. Cat. 6 cable plant	$	$	$	$	$
b. Router	$	$	$	$	$
c. Wireless Access	$	$	$	$	$
d. Ethernet switch	$	$	$	$	$
e. Uninterruptible Power Supply (UPS)	$	$	$	$	$
d. Other (specify)	$	$	$	$	$
TOTAL TIER 3	$	$	$	$	$
TOTAL REQUEST (Tier 1 + Tier 2 + Tier 3)	$	$	$	$	$
		TOTAL REQUEST (Capitol + Non-Capitol)			$