**New Mexico Public Education Department**

**Literacy, the Humanities, and Early Childhood Bureau**

**Request for Application (RFA) for**

**Reads to Lead Funding – Pathway 1**

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| **Deadline To Submit RFA:**  **May 16, 2018**  **5:00 pm *(Mountain Standard Time)***  ***Reads to Lead funding and awards are contingent on fiscal appropriations for FY19.*** |

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| *This is only a Request for Application (RFA) and does* ***NOT*** *constitute an award. Should this RFA result in an award, the District Superintendent/Charter Director, will be notified by an official award letter. Only upon receipt of an award letter signed by Secretary Ruszkowski may the district/charter school submit a Budget Adjustment Request (BAR).* |

**New Mexico Public Education Department**

**300 Don Gaspar Ave,**

**Santa Fe, NM**

**87501**

**Application Guidance**

**Overview**

This Request for Application (RFA) is designed to distribute funds to local education providers, including school districts, district charter schools, or state charter schools, to embed the essential components of reading instruction into all elements of the K-3 teaching structures in schools, including core instruction and strategic and intensive instructional interventions, to assist all students in achieving reading competency. Applicants should use the New Mexico Statewide Literacy Framework to ensure K-3 reading instruction is delivered in alignment to the Framework.

District leadership is critical to the successful implementation of the Reads to Lead Grant. All proposals must include a description of how district level personnel will be represented on a regular basis to support the activities of the grant. School leaders are responsible for collecting and analyzing valid and reliable data to determine whether students have met key reading benchmarks. School leadership will also regularly evaluate classroom reading instruction to determine how professional development and other resources can be used to support teachers to provide the highest quality reading instruction.

**Purpose**

The purpose of this RFA is to solicit an application for funding from an eligible district, district charter school, state charter school, or Regional Education Cooperative (REC). Reads to Lead will:

* Support schools in implementing a multi-tiered system of support in an effort to reduce the number of students reading below grade level. Applicants should reference [The New Mexico Statewide Literacy Framework](https://webnew.ped.state.nm.us/wp-content/uploads/2018/05/NM_Literacy_Plan.pdf) (pp. 26–41).
* Provide significantly increased principal and teacher professional development to ensure that all principals and teachers, including teachers providing interventions for students (i.e., special education, English language development, Title I), have the skills necessary. Applicants should reference the *Essential Elements of* ***Professional Development*** outlined in [The New Mexico Statewide Literacy Framework](https://webnew.ped.state.nm.us/wp-content/uploads/2018/05/NM_Literacy_Plan.pdf) (pp. 52–58).
* Use assessment data (Istation) to provide targeted instruction to effectively teach all children to read. Applicants should reference the *Essential Elements of* ***Assessment*** outlined in [The New Mexico Statewide Literacy Framework](https://webnew.ped.state.nm.us/wp-content/uploads/2018/05/NM_Literacy_Plan.pdf) (pp. 42–51).

**Eligibility**

Eligibility for this application is based upon School Growth as part of School Grades.  School growth compares the students enrolled in the current year to the same students from prior years. Unlike Current Standing, School Growth accounts for improvement of all students, not just those reaching proficiency in reading. NM K-3 school districts and charter schools who rank in the top 35% in School Growth statewide qualify for Pathway One. LEAs may apply on behalf of individual schools or a collaborative group (consortium) of schools or districts. Applications from Regional Education Cooperatives (RECs) applying on behalf of a consortium of schools will also be accepted.

**Technical Support**

* An application training webinar will be held on May 1, 2018 from 2:00-2:45pm.
* To attend, please click on he following the link: <https://global.gotomeeting.com/join/260753557>

**High-Quality Literacy Programming**

Establishing a coherent, aligned literacy system allows LEAS to build, implement, and strengthen literacy instruction in New Mexico. When selecting programs and practices, it is critical to select programs and practices that meet one of the top three tiers of evidence;

* + **Table 1: Tiers of Evidence in ESSA**

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| **Category 1:** “demonstrates a statistically significant effect on improving student outcomes or other relevant outcomes based on.” | **Tier 1**  “strong evidence from at least 1 well-designed and well-implemented experimental study” | **Tier 2**  “moderate evidence from at least 1 well-designed and well-implemented quasi-experimental study” | **Tier 3**  “promising evidence from at least 1 well-designed and well-implemented correlational study with statistical controls for selection bias” |

LEAs should also reference [The New Mexico Statewide Literacy Framework](https://webnew.ped.state.nm.us/wp-content/uploads/2018/05/NM_Literacy_Plan.pdf) for additional guidance in developing or enhancing current LEA literacy plans.

**Use of Funds**

Funds may be used to supplement and not supplant any moneys currently being used to embed the essential components of reading instruction into all elements of the K-3 teaching structures in schools. Activities that will not be funded include the following:

* purchasing of technology (e.g., computers, laptops, LCDs) that is not related to assessment purposes;
* using funds for capital needs (including bookshelves or other furniture);
* using funds for out-of-state travel; or
* purchasing of food.

There is no guarantee that submitting a proposal will result in funding or funding at the requested level. All application decisions are final. Funds can be rescinded (or not awarded) if the LEA does not adhere to all state laws and regulations governing student literacy.

**Application Timeline**

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| **Action** | **Date** |
| NM Reads to Lead Applications Released to Superintendents via email. | April 23, 2018 |
| Applications Posted to the Literacy and Early Childhood Bureau’s web page: <http://webnew.ped.state.nm.us/bureaus/literacy-humanities-early-childhood> | April 23, 2018 |
| NM Reads to Lead Pathway 1 Application Webinar  May 1, 2018 from 2:00-2:45 pm  Click the following link to register: <https://global.gotomeeting.com/join/260753557> | May 1, 2018 |
| NM Reads to Lead Applications to be submitted to: [RTL.Literacy@state.nm.us](mailto:RTL.Literacy@state.nm.us) | May 16, 2018 |
| NM Reads to Lead awarded districts posted to Literacy, the Humanities, and Early Childhood Bureau website. | June 2018 |
| Award Letters sent to NM Reads to Lead 2018 districts. | June 2018 |

**Submission Process and Deadline**

To be considered for funding, only electronic copies of the proposal and electronic budget must submitted by 5:00pm on May 16, 2018 to [RTL.Literacy@state.nm.us](mailto:RTL.Literacy@state.nm.us) .

The electronic version of the proposal should include all required components of the proposal as one document; budget worksheet (Reads to Lead Excel file). The budget worksheet is to be submitted as a separate attachment and may require scanning signature pages and saving as a PDF.

* Faxes will not be accepted.
* **Hard copies mailed or delivered to PED will not be accepted.**
* Incomplete or late proposals will not be accepted.

**Application Format**

The application includes the following:

1. District/Charter Information Page is completed and submitted.
2. Proposed Budget (to be completed in Reads to Lead Excel file)
3. Complete the budget proposal to include a cost-effective budget for one year that directly links costs to proposed activities.
4. The budget includes information about leveraging funds with state or federal dollars (e.g., Title I) to maximize impact for students.
5. If the applicant is submitting a joint application with another district or an REC, provide a description of how funds will be leveraged and how dollar efficiency will be increased by this partnership.
6. LEAs to submit a budget timeline outlining which funds will be spent in each quarter.
7. District or Charter School Assurances are signed and submitted. (The signature page must include original signatures of the lead organization/fiscal agent.)

Note: budgets should be reasonable and will be looked at comparatively to previous year, but plan need not be the same as previous year. The PED will monitor budgets and every effort should be made to expend funds in a responsible and timely manner.

**District/Charter School Information Page**

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| --- | --- |
| LEA Information | |
| LEA Name: | LEA NCES ID #: |
| Mailing Address: | |
| Phone: | Fax: |
| Superintendent/Charter Director: | Email: |
| Title One Director: | Email: |
| Business Manager: | Email: |
| Reads to Lead[[1]](#footnote-1) Identified Contact: | Email: |

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| --- | --- |
| **LEA is applying for Reads to Leads on behalf of the Following School(s)** | |
| Name of School(s) | School NCES ID # |
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| Amount Requested: Record the amount of funding you are requesting for each school. | |
| Name of School | Amount Requested |
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**District and/or Charter School Assurances**

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| Districts Commitment |
| To participate in Reads to Lead the district or charter school will agree to the following:   1. The LEA will use the state-approved short-cycle assessment in reading with all students in all schools within the district in grades K-3 (Istation). 2. The LEA will distribute Reads to Lead funding for one or more targeted schools based on student outcomes data as described in the Reads to Lead Plan application. 3. The LEA will ensure that all Reads to Lead Schools follow the  [New Mexico Statewide Literacy Framework](https://webnew.ped.state.nm.us/wp-content/uploads/2018/05/NM_Literacy_Plan.pdf). 4. The LEA will participate at site visits to schools receiving Reads to Lead funds with PED staff. 5. The LEA will provide to PED measurable student achievement goals in reading for the 2018–2019 school year after the PED-approved short cycle assessment (Istation).   As District Superintendent or Charter School Administrator, I assure implementation of the 2018-19 Reads to Lead Comprehensive Reading Plan District or Charter School Assurances. |

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| Superintendent/Charter Director (printed name) | Phone number |
|  |  |
| Superintendent/Charter Director Signature (blue ink) | Date |

**Coaching (complete table below):**

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| # of district/school reading coaches **funded by the LEA(s) operating budget** during SY17-18**:** | # of district/school reading coaches **funded by RtL program** in SY17-18**:** | Projected # of reading coaches needed in **SY18-19:** | If selected as a Reads to Lead district or charter please indicate if you are requesting a Literacy Coach\*:   * Yes * No |

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| \* The role of the Literacy Coach is to support classroom teachers with K-3 core reading instruction. The LC will utilize data to support teachers with targeted instruction to improve reading outcomes for students. |

**Application Checklist**

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| **Documents for Submission** | ***Checked – applicant*** | ***Checked -PED*** |
| District/Charter School/ Information Page |  |  |
| District/Charter School Assurances |  |  |
| Proposed Budget |  |  |

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| **PED Comments**  Has the applicant submitted all of the documents listed above?   * Yes * No   Reviewer Code: Date: |

1. The LEA is to identify an LEA lead for the Reads to Lead Grant. This person will attend all associated training events, support the school with any budget requests, and serve as the point of contact for the PED. [↑](#footnote-ref-1)