Distance Education Grant (DEG)

2020-21 Request for Proposals

WYOMING
DEPARTMENT OF EDUCATION

Chapter 41 Virtual Education Rules, Section 11

JILLIAN BALOW, SUPERINTENDENT

Wyoming Department of Education
122 W. 25th St. Suite E 200
Cheyenne, Wyoming 82002-2060

WDE PROGRAM CONTACT:

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Division of School Support
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Email: lori.thimany@wyo.org

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Distance Education Grant

Revised: 05/2020
Due: July 24, 2020
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Section I: General Information

VISION FOR VIRTUAL EDUCATION PROGRAMS

That all students shall gain greater equity of access and opportunity for achievement through rigorous, relevant coursework delivered via distance programming in conjunction with local schools; and, that students shall experience increased choice and flexibility within the state and local policy structures that ensure high-quality education while honoring local control traditions.

GOALS FOR VIRTUAL EDUCATION PROGRAMS

The Wyoming Department of Education (WDE) is making funds available in accordance with the 2008 Wyoming Session Laws 204-05 and the Chapter 41 Virtual Education rules for the purpose of developing and sustaining K-12 distance courses offered through Virtual 307 programs. Further goals include:

- Increasing the availability of high-quality virtual education courses that meet state standards and are taught by Wyoming certified teachers;
- Increasing student participation in virtual education coursework; and
- Ensuring every student has equal access to the following priority courses: core courses, Hathaway Success Curriculum, Dual Enrollment, or Advanced Placement (AP) coursework.

INTENDED USES OF THE DISTANCE EDUCATION GRANT FUNDING

- Content design and creation for priority courses;
- Professional development requirements;
- Evaluation of priority courses;
- Program accreditation; and
- Program maintenance, operational needs, and other necessary program components.

ELIGIBILITY REQUIREMENTS

Wyoming school districts described in W.S. 21-3-101 through W.S. 21-3-104. Community colleges as defined in W.S. 21-18-102(a) (vii) and the University of Wyoming as established by W.S. 21-17-101 are eligible to participate when providing opportunities specifically intended for secondary students. These providing entities are hereby referred to as Virtual Education Program Providers.

Applicants must be approved Virtual 307 members prior to May 31, 2020. If applicants are not approved Virtual 307 members, please contact Lori Thilmany for information on the process to join the Virtual 307.

METHOD OF SUBMISSION

The Distance Education Grant (DEG) application form/template can be downloaded from the Wyoming Department of Education (WDE) website Distance Education Grant page:

https://edu.wyoming.gov/beyond-the-classroom/grants/degg/

A complete DEG application must include:

- One Cover Page
- A Response to Requested Award Categories [A-F]
- One Signature Page

Appendices and additional attachments are not allowed.

The applicant's DEG Administrator must submit a signed electronic application proposal by midnight July 24, 2020. Submit the electronic DEG proposal as an attachment to Lori Thilmany via email to lori.thimany@wyo.gov using the subject line: DEG from (name of the Virtual 307 program provider/school district).

Note: Submission of the signature page with original signatures is required by the due date for applications to be considered.

The DEG applications become the property of the WDE. Elements of the application may be used for training purposes and posted to the WDE or Virtual 307 websites.

Requests for clarification of the requirements or for other assistance in preparing and submitting a DEG application should be directed to Lori Thilmany at (307)777-7418 or lori.thilmany@wyo.gov.

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GRANT SCORING AND AWARD PROCESS

Scoring of applications shall be done using a rubric by no less than three (3) outside evaluators and one (1) WDE employee. The application consists of the following competitive sections which includes the six award categories A-F listed by priority. Each section will be scored and evaluated using the rubrics presented in Section IV (pgs 15-18):

Cover Page	*3 Points Possible*
A. Individual Course Design and Creation	*27 Points Possible*
B. Additional Content Design and Creation	*18 Points Possible*
C. Professional Development	*12 Points Possible*
D. Program Evaluation	*12 Points Possible*
E. Accreditation Requirements	*6 Points Possible*
F. Maintenance and Operational Needs	*6 Points Possible*
Signature Page	*3 Points Possible*
Total Points	*87 Points Possible*

Award decisions are based on, but not limited to, the following considerations:

- Total points scored;
- The priority level of requested award category(ies);
- The priority of course types being created, if applicable;
- The number of estimated students who will participate in the virtual education program and courses;
- Total program costs;
- Historical student success in the virtual education program, if applicable; and
- Whether or not previous DEG awards to the applicant were fully expended.

Funding award letters shall be sent to each applicant's superintendent (or college administrator) and the designated applicant DEG Administrator on or before August 15, 2020. Upon acceptance of the award, a grant agreement detailing the grant recipient's and the WDE's responsibilities will be sent to the superintendent (or college administrator) to sign and return. Funds will be available to the grant recipient for activities commencing after August 15, 2020.

Funding for the allowable activities can be reimbursed by submitting invoices itemized by date, the award category, and a description of the expenditure. A copy of the receipts or other similar documentation must be provided and correlate to the items approved for reimbursement. All 2020-2021 funds must be obligated no later than June 30, 2021. Final invoicing and complete draw of funds can happen until August 15, 2021.

Note: Plan budget amounts carefully as transfer of budget amounts from one category to another will not be allowed after the grants have been awarded.

Failure to complete and maintain elements required by the Chapter 41 Virtual Education Rules shall subject the grant recipient to disenrollment from the Virtual 307 and forfeiture of the remaining Distance Education Grant funds.

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REPORTING

By August 1, 2021, at a minimum, each grant recipient shall report to the state superintendent:

- The expenditure of grant amounts awarded;
- The number of students enrolling in the virtual education program;
- The number of students successfully completing the virtual education program;
- The impact of the grant assistance on compliance with W.S. 21-13-330; and
- An evaluation of the virtual education program in addressing student needs.

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Section II: Distance Education Grant Application Instructions

The DEG application form was emailed as a separate attachment. Requests for clarification of the requirements or for other assistance in preparing and submitting a DEG application should be directed to Lori Thilmany at (307)777-7418 or lori.thilmany@wyo.gov.

A. INDIVIDUAL COURSE DESIGN AND CREATION

Applicants requesting DEG funds to create or design a full course are required to submit basic information about the proposed course, a timeline for development, and the budget narrative describing the costs associated with the course creation process. Applicants must also include the number of students estimated to participate in the course(s) based on a needs assessment or prior enrollment numbers.

The **Course Information** consists of the title, description, suggested grade level(s), delivery method (online, hybrid, etc.), and type (Core Course, Hathaway Success Curriculum, Dual Enrollment, or Advanced Placement). Additional information, such as how the course will positively impact student access or other priority goals, must be provided in the Goals section.

In the **Development Timeline,** list the major benchmarks for the course development with anticipated completion dates. At a minimum, this timeline must document the anticipated date for delivery of the Virtual 307 course standards alignment to the WDE Virtual Education Program Manager for review and approval and when the course will be completed and available to students.

For the **Budget Narrative**, detail how the funds will be used to develop the course (contracts, teacher stipends, software or tools, consulting fees, etc.). Use the table provided to itemize and justify specific expenditures for this award category.

Note: List each course proposal separately. If creating more than one course, the applicant may copy and paste the provided template as necessary.

For all courses developed through the Distance Education Grant, sample lessons or other representative course content must be submitted to or made accessible through the Virtual 307 website for public review.

B. ADDITIONAL CONTENT DESIGN AND CREATION

DEG applicants may also request funds to be used for the development of supplemental course materials (improvements and/or modifications to current courses, curriculum and standards mapping, course materials, learning objects, etc.) or virtual education program resources (professional development resources, enrollment documentation, student pre-enrollment survey or readiness assessment, website design, or other program components) necessary to comply with requirements imposed under W.S. 21-13-330 and the Chapter 41 Virtual Education Rules.

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Within the award category **Goals**, applicants must be specific when stating the goal(s) of the proposal including, but not limited to: what content will be created, why this content is necessary for the program or course, historical student success in the course(s), and who will be developing the material.

For the **Budget Narrative**, use the table provided to itemize specific expenditures for this award category. These expenditures must be clearly related to and justified by the goals narrative.

For all supplemental course materials or program resources developed through the Distance Education Grant, sample content must be submitted to or made accessible through the Virtual 307 website for public review.

C. PROFESSIONAL DEVELOPMENT

Applicants may request DEG funds to assist in professional development requirements such as, but not limited to, course fees, conference registration, presentations, necessary software or resources, etc. In state professional development activities targeted to the largest number of educators will receive priority rating over smaller groups traveling out of state to regional or national conferences. Traveling out of state for training specific to the school district virtual education program platform(s), administration or curriculum will also receive priority rating over traveling out of state to attend conferences with multiple topics and threads.

Note: If your program intends to create their own professional development materials and/or programs (just-in-time training, handbooks, resources, available support materials), please use the "Additional Content Design and Creation" award category.

Within the award category **Goals**, provide a brief description of the specific goals and objectives of the professional development plan such as the source/origination of the training, rationale for this selection, number of participants, and anticipated results. Applicants must show their professional development goals are aligned to school, district, or program strategic plans, and/or goals. Goals for the requested professional development opportunities must clearly define how the activities will directly benefit the virtual education teachers and/or students involved with the program. The anticipated results must be measurable, attainable, and realistic. Indicate the purpose and destination of any travel related to the professional development.

For the **Budget Narrative**, use the table provided to itemize specific expenditures for this award category. Itemize any funding requested for travel, lodging, or meals separate from the fees or costs of the course, training, conference, etc. These expenditures must be clearly related to and justified by the goals narrative.

For all professional development opportunities awarded through the Distance Education Grant, outcomes or other representative reports may be submitted to or made accessible through the Virtual 307 website for public review. Programs are encouraged to use innovative presentations to share knowledge with other educators in Wyoming.

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D. PROGRAM EVALUATION

DEG funding may be used for internal and/or external evaluations of individual courses and/or the Virtual 307 program overall.

If the evaluation will be conducted internally, the award category **Goals** must provide a description of the process and team, evaluative measures, outcomes produced, peer reviews, etc. If the evaluation will be conducted by an external service, describe the source/origination, the services provided, outcomes produced, and rationale for selection.

For the **Budget Narrative**, use the table provided to itemize specific expenditures for this award category. These expenditures must be clearly related to and justified by the goals narrative.

E. PROGRAM ACCREDITATION

Applicants may request DEG funds to assist in meeting school district accreditation requirements or program accreditation. Allowable expenses to meet school district accreditation include the application fee for Wyoming Professional Teaching Standards Board licensure or renewal for teachers employed by a virtual education vendor. Within the award category **Goals**, applicants must provide the name of the accrediting institution if seeking program accreditation and the rationale for their selection.

For the **Budget Narrative**, use the table provided to itemize specific expenditures for this award category. These expenditures must be clearly related to and justified by the goals narrative.

F. MAINTENANCE AND OPERATIONAL NEEDS

DEG funding may be used for addressing necessary program maintenance, operational needs, statewide assessment requirements, and for other necessary program components. Within the award category **Goals**, descriptions must clearly specify the intended use of funds (e.g. server costs, stipends for instructional support, 20% of learner/course management systems) and how these support the delivery of the overall virtual education program. **Funds for maintenance and operational needs will not be awarded for leased course content, staff salaries and benefits, or student tuition reimbursements.**

For the **Budget Narrative**, use the table provided to itemize specific expenditures for this award category. These expenditures must be clearly related to and justified by the goals narrative.

SIGNATURE PAGE

Obtain original signatures and include in the electronic application submission scanned as a Portable Document Format (PDF) file or other standard image file format. All signatures must be included with the submission.

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Section III: Sample Application Form

Note: The Distance Education Grant Application Form was emailed as a separate attachment

COVER PAGE

Issue Date: June 1, 2020
Due Date: July 24, 2020

District/College Provider:	
Virtual 307 Program Title:	
Address:	
Total Student Enrollment:	
K-12 Virtual Education Student Enrollment:	
Total VE Program Costs:	

DEG Administrator:	
Phone:	
Email Address:	
Mailing Address:	

Amount Requested:	
School Year:	

WDE Program Contact:
Lori Thilmany, Virtual Education Consultant, Division of School Support
Phone: 307-777-7418 | FAX: 307-777-6221 | E-mail: lori.thilmany@wyo.gov
For WDE Use Only

LEA #:	
Award Amount:	
Date Approved:	

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A. INDIVIDUAL COURSE DESIGN AND CREATION

Course Information

Course Title:	
Description:	
Grade Level(s):	
Estimated Student Enrollment:	
Delivery Method:	
Type: (Core Course, Hathaway Success Curriculum, Dual Enrollment, Advanced Placement, etc.)	
Goals: (This section is for information such as the need, added value and/or impact the course will provide or why no funding is being requested for this category at this time.)	

Development Timeline

Benchmarks	Anticipated Due Date
1.	
2.	
3.	
4. Delivery of Virtual 307 Documentation to the WDE Consultant	
5. Course Completion and Availability to Students	

Budget Narrative

Itemize/justify specific expenditures	Total Category Cost:
1.	
2.	
3.	
4.	
5.	
Total:	

B. ADDITIONAL CONTENT DESIGN AND CREATION

Goals: In this narrative state the goal(s) of the proposal including, but not limited to, what content will be created, why this content is necessary for the program or course, and who will be developing the material. Possible uses include improvements and/or modifications to current courses, curriculum and standards mapping, student handouts and worksheets, learning objectives, professional development resources, enrollment documentation, student pre-enrollment survey or readiness assessment, website design, or other program components necessary to comply with requirements imposed under W.S. 21-13-330 and the Chapter 41 Virtual Education Rules.

Budget Narrative

Itemize specific expenditures described and justified in the goals narrative above.	Total Category Cost:
1.	
2.	
3.	
4.	
5.	
Total:	

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C. PROFESSIONAL DEVELOPMENT

Goals: Provide a brief description of the specific goals and objectives of the professional development plan such as the source/origination of the training, rationale for this selection, number of participants, and anticipated results. Goals for the requested professional development opportunities must clearly define how the activities will directly benefit the virtual education instructors and/or students involved with the program. Applicants must show their professional development goals are aligned to school, district, program, or college strategic plans, and/or goals. The anticipated results must be measurable, attainable, and realistic. Indicate the purpose and destination of any travel related to the professional development. Possible uses include course fees, conference registration, presentations, necessary software or resources, etc.

Budget Narrative

Itemize specific expenditures described and justified in the goals narrative above. For each professional development opportunity requested, the travel, lodging, or meals must each be listed separately from the fees or costs of the training, conference, etc.	**Total Category Cost:**
1.	
2.	
3.	
4.	
5.	
Total:	

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D. PROGRAM EVALUATION

Goals: If the evaluation will be conducted internally, these goals must provide a description of the process and team, evaluative measures, outcomes to be produced, peer reviews, etc. If the evaluation will be conducted by an external service, describe the source/origination, the services provided, outcomes to be produced, and rationale for selection.

Budget Narrative

Itemize specific expenditures described and justified in the goals narrative above.	Total Category Cost:
1.	
2.	
3.	
4.	
5.	
Total:	

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E. PROGRAM ACCREDITATION

Goals: If seeking accreditation for a virtual education program, provide the name of the accrediting institution and the rationale for their selection.

Budget Narrative

Itemize specific expenditures described and justified in the goals narrative above.	**Total Category Cost:**
1.	
2.	
3.	
4.	
5.	
Total:	

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F. MAINTENANCE AND OPERATIONAL NEEDS

Goals: Clearly specify the intended use of funds, the rationale for the request, and how the funds will support the delivery of the overall virtual education program. Possible uses include course management systems, server costs, and stipends for instructional support. Funds for maintenance and operational needs will not be awarded for leased course content, staff salaries and benefits, or student tuition reimbursements.

Budget Narrative

Itemize specific expenditures described and justified in the goals narrative above.	Total Category Cost:
1.	
2.	
3.	
4.	
5.	
Total:	

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SIGNATURE PAGE

District/College Provider:	
Virtual 307 Program Title:	

The undersigned agree and support the development and implementation of the virtual education program as outlined within this distance education grant request.

DEG Administrator's Name or College's Director of Distance Education	Signature	Date

District Superintendent's Name or College's Assigned Representative	Signature	Date

District Local Board Member Name or College's Assigned Representative	Signature	Date

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Section IV: Rubric

Cover Page

(0-3 Points) _____x1=_____	3 Points – All items are complete on the cover page.	2 Points – Some items are missing on the cover page.	1 Point – Most items are missing on the cover page.	0 Points – There is no cover page or the cover page is blank.

A. Individual Course Design and Creation

(0-9 Points) _____x3=_____	3 Points – The 'Course Information' was clearly stated and includes all necessary criteria. The need/value/impact for the course design and creation is clear and evident.	2 Points – The majority of 'Course Information' was clearly defined and/or does not include all necessary criteria. The need/value/impact for the course design and creation is mostly clear and evident.	1 Point – The 'Course Information' was incomplete and/or does not include all necessary criteria. The need/value/impact for the course design and creation is not clear and evident.	0 Points – No 'Course Information' was provided.
(0-9 Points) _____x3=_____	3 Points – The 'Development Timeline' was clearly defined and includes all necessary criteria.	2 Points – The majority of 'Development Timeline' was clearly defined and/or does not include all necessary criteria.	1 Point – The 'Development Timeline' was incomplete and/or does not include all necessary criteria.	0 Points – No 'Development Timeline' was provided.
(0-9 Points) _____x3=_____	3 Points – Each of the items within the 'Budget Narrative' are clearly stated and justified by the award category goals.	2 Points – Most of the items within the 'Budget Narrative' are clearly stated and justified by the award category goals.	1 Point – Few of the items within the budget narrative are clearly stated and justified by the award category goals.	0 Points – None of the items within the budget narrative are clearly stated and justified by the award category goals.

B. Additional Content Design and Creation

(0-9 Points) _____x3=_____	3 Points – The award category goals are described in a clear and organized manner. The necessity of the additional content is clear and evident.	2 Points – The award category goals are unclear and/or unorganized and/or the necessity of the additional content is only somewhat clear and evident.	1 Point – The award category goals do not support the purposes of the award category.	0 Points – The award category goals are not stated.
(0-9 Points) _____x3=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the award category goals.	2 Points – Most of the items within the budget narrative are clearly stated and justified by the award category goals.	1 Point – Few of the items within the budget narrative are clearly stated and justified by the award category goals.	0 Points – None of the items within the budget narrative are clearly stated and justified by the award category goals.

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C. Professional Development

(0-6 Points) _____x2=_____	3 Points – The award category goals are described in a clear and organized manner. The benefit to the instructors and/or students is clear and evident.	2 Points – The award category goals are unclear and/or unorganized and/or the benefit to the instructors and/or students is only somewhat clear and evident.	1 Point – The award category goals do not support the purposes of the award category.	0 Points – The award category goals are not stated.
(0-6 Points) _____x2=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the award category goals.	2 Points – Most of the items within the budget narrative are clearly stated and justified by the award category goals.	1 Point – Few of the items within the budget narrative are clearly stated and justified by the award category goals.	0 Points – None of the items within the budget narrative are clearly stated and justified by the award category goals.

D. Program Evaluation

(0-6 Points) _____x2=_____	3 Points – The award category goals are described in a clear and organized manner and the rationale for the request is clear and evident.	2 Points – The award category goals are unclear and/or unorganized and/or the rationale for the request is only somewhat clear and evident.	1 Point – The award category goals do not support the purposes of the award category.	0 Points – The award category goals are not stated.
(0-6 Points) _____x2=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the award category goals	2 Points – Most of the items within the budget narrative are clearly stated and justified by the award category goals	1 Point – Few of the items within the budget narrative are clearly stated and justified by the award category goals	0 Points – None of the items within the budget narrative are clearly stated and justified by the award category goals.

E. Program Accreditation

(0-3 Points) _____x1=_____	3 Points – The award category goals are described in a clear and organized manner and the rationale for the request is clear and evident.	2 Points – The award category goals are unclear and/or unorganized and/or the rationale for the request is only somewhat clear and evident.	1 Point – The award category goals do not support the purposes of the award category.	0 Points – The award category goals are not stated.
(0-3 Points) _____x1=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the award category goals.	2 Points – Most of the items within the budget narrative are clearly stated and justified by the award category goals.	1 Point – Few of the items within the budget narrative are clearly stated and justified by	0 Points – None of the items within the budget narrative are clearly stated and justified by the

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			the award category goals.	award category goals.

F. Maintenance and Operational Needs

(0-3 Points) _____x1=_____	3 Points – The award category goals are described in a clear and organized manner and the rationale for the request is clear and evident.	2 Points – The award category goals are unclear and/or unorganized and/or the rationale is only somewhat clear and evident.	1 Point – The award category goals do not support the purposes of the award category.	0 Points – The award category goals are not stated.
(0-3 Points) _____x1=_____	3 Points – Each of the items within the budget narrative are clearly stated and justified by the award category goals.	2 Points – Most of the items within the budget narrative are clearly stated and justified by the award category goals.	1 Point – Few of the items within the budget narrative are clearly stated and justified by the award category goals.	0 Points – None of the items within the budget narrative are clearly stated and justified by the award category goals.

Signature Page

(0-3 Points) _____x1=_____	3 Points – The signature page is complete with all required signatures.	0 Points – The signature page is incomplete or missing.