

**Title II, Part D: Enhancing Education Through Technology  
COMPETITIVE GRANT PROGRAM – 2008-09 SCHOOL YEAR**

**GENERAL INFORMATION**

The purpose of the Title II, Part D (Enhancing Education Through Technology) competitive grant program is to provide modest financial assistance to schools with high poverty and the greatest need for technology support and/or schools identified for improvement.

This particular grant application seeks to provide statewide support for the current Learning Network of Vermont videoconferencing system (LNV). This is a one year grant.

<b>TIMELINE FOR TITLE IID (LNV) GRANT APPLICATIONS</b>	
<b>Application Release</b>	September 1, 2008
<b>Submission Deadline (Received in VT DOE)</b>	September 22, 2008
<b>Award Announcements</b>	October 1, 2008
<b>Project Implementation</b>	October 15 – September 30, 2009

**SUPPORTING THE LEARNING NETWORK OF VERMONT (LNV)**

This grant is a one year grant. The focus of this grant is three-fold:

- To continue to build, expand and support the existing LNV system, and its salient features as it now stands;
- To manage and disseminate the CILC content bank of classroom based content and to promote its continued use by all schools currently connected on the system.
- Finally, to begin assisting schools currently utilizing the system with a collaboration system for developing and sharing course work across districts and SUs.

There will be one award of \$130,000 awarded to a school or entity demonstrating the ability and commitment to carry out a statewide program around the grant goals. *One of the crucial aspects of the program will be the fostering of flexible learning environments within content areas through professional development and the 25% professional development requirement (\$32,500.00) should address this specifically.*

**BACKGROUND**

Videoconferencing and other forms of distance learning are increasingly important to Vermont schools. With improvements in videoconferencing technology, video compression, and online collaboration tools, it is conceivable to run videoconferencing traffic over a school’s broadband Internet connection. While the quality of service of such connections will vary, with appropriate technical support and professional development, most schools will be able to achieve reasonable video and audio connections.

The Education Transformation currently taking shape at the Vermont Department of Education, with underlying support from the State Board of Education, calls for the support of Flexible Learning Environments and this particular program has a variety of direct applications for this aspect of the initiative. For example, students can access quality learning resources via videoconferencing during and after classroom time and professional development resources can be leveraged to support teachers and staff.

The purpose of this Title II, Part D (Enhancing Education through Technology) competitive grant is to provide support and professional development for Vermont schools with high poverty and the greatest need for technology support and/or schools identified for improvement in using the distance learning tools of the Learning Network of Vermont or LNV. The LNV is an IP-based videoconferencing network with 35 current sites in Vermont high schools and several other locations. The original videoconferencing network in Vermont schools, relying upon dedicated T1 access using ATM protocol, was terminated in May 2005. In mid-2006 the LNV re-emerged as an IP-based network using a school's existing broadband connectivity. The system includes "head end" (133 State Street, Montpelier, VT) services such as a 100-port, Multi-point Control Unit (MCU or bridge), ECS Gatekeeper, and iView Communications Manager (ICM) scheduling software running over a 100-megabit connection.

As this new network develops, support and professional development for users of the network and local site coordinators are critical if its use is to expand. Technical coordination with staff at the head end is also required. One of the recent additions to this grant program is the acquisition of a content bank of professional development resources provided by the Center for Interactive Learning and Collaboration (CILC). This content bank provides over 900 possible sessions for videoconferencing from a wide variety of providers. This content bank, which currently has a sizable balance, will need to be managed to provide a fair and equitable distribution of the resources to schools.

**ELIGIBILITY:**

One grant award will be made to an eligible high-need Vermont school, or school district/supervisory union (LEA) applying on behalf of one or more grant partner entities.

For purposes of this competition, a "high-need local educational agency" is an LEA that:

- Includes one or more schools with the highest numbers or percentages in the state of children from low-income families *or*
- Serves one or more schools identified for improvement or corrective action under NCLB (§1116), *or*
- Has a substantial need for assistance in acquiring and using technology.

An "eligible local partnership" is a partnership that includes at least one high-need LEA *and* at least one of the following:

- An LEA that can demonstrate that teachers in its schools are effectively integrating technology and proven teaching practices into instruction, based on a review of relevant research, and that the integration results in improvement in classroom instruction and in helping students meet challenging academic standards.
- An institution of higher education that is in full compliance with the reporting requirements of section 207(f) of the Higher Education Act of 1965, as amended, and that has not been identified by the State as low-performing under that act.
- A for-profit business or organization that develops, designs, manufactures, or produces technology products or services or has substantial expertise in the application of technology in instruction.

- A public or private nonprofit organization with demonstrated expertise in the application of educational technology in instruction.

**REQUIREMENTS:**

For an LEA to receive funding under this program:

- All schools in the LEA *must* have a current “Educational Technology Plan” approved by the Department of Education through June 30, 2009.
- Must participate in the annual “Technology Indicators Data Collection” conducted by the Department of Education.
- Must certify that all “high-needs” schools in the LEA meet requirements under the Children’s Internet Protection Act.
- Must use a minimum of twenty-five percent (25%) of these funds for ongoing, sustained, intensive, high-quality professional development in integrating and using advanced technologies in instruction and in new learning environments to:
  - a. Address student-centered learning
  - b. Let teachers use the Internet & other technology to communicate with parents, other teachers, principals, & administrators, and to retrieve internet-based learning resources
  - c. Lead to improvements in classroom instruction in the core academic subjects
- Private School Participation – LEAs or partnerships must engage private school officials with whom they consult for Title I purposes during the development and implementation of competitive Title II-D programs. Therefore, for the Education Technology competitive awards, the consultation should begin during the development of the local grant applications and, preferably, as part of the LEA consolidated application process. Expenditures for educational services and other benefits for private school children, teachers, and other educational personnel must be proportionate, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.

## GRANT PROGRAM AREA

**NOTE: Applications must follow the format and content requirements as found on Page 6.**

### EXPECTATIONS

The recipient of this grant will continue the development and implementation of a statewide and local support system for LNV users, local technicians and others. A priority is to support the usage and understanding of video-conferencing for student learning opportunities and to create a more skilled and knowledgeable staff at each of the schools and other supporting sites resulting in a largely user-driven, self-managed network

Therefore, a major component of the work will be for the recipient to treat every incidence of support as a professional development opportunity. At least twenty-five percent (25%) of the grant funds must be used for this purpose.

Local school support for LNV will consist of technical support relative to connecting to the network, end-user support regarding use of the scheduling software, assistance and instructions for reconfiguring firewalls to allow videoconferencing traffic, and troubleshooting. In addition, technical coordination with staff at the head end is also required. Specifically, support must consist of:

- Advising local staff on solving configuration problems with local routers, firewalls, or related equipment in order to ensure video transmission in both point-to-point and multi-point fashions. NOTE: Performing the actual configurations is NOT part of the work under this grant.
- Providing professional development to local staff in technical use of the videoconferencing system and the scheduling software.
- Actively fostering and mediating communication and collaboration among local users concerning increased use of the system, as well as advanced and entrepreneurial educational applications of videoconferencing.
- Creating and maintaining an LNV Web site or other information source to provide general information about the system, FAQs, troubleshooting information, contact information for school personnel, and helpful resources and information regarding LNV and educational videoconferencing in general.
- Determining and communicating technical specifications to local and external participants in order to support off network calls.
- Supporting a public, online scheduling system which allows users to remotely schedule videoconference calls, and others to view the schedule in order to avoid conflicts.
- Maintaining and publishing an up-to-date list of local school and organization LNV contacts.
- Coordinating with staff at the head end, administer head end hardware, and in the event of a hardware malfunction at the head end, work with DOE/DII to provide a

timely response and ensure maximum uptime of the LNV during normal school hours.

- Ensuring that licenses and hardware/software maintenance agreements on head end equipment are kept up to date through the grant period.
- Establishing systems and supports that promote long-term sustainability of the LNV system by being user-controlled.
- Managing and coordinating the CILC content bank. This would entail working with schools to ensure equitable dissemination of content provider programming, and working with the staff at CILC to manage our balance of funding for content provider programs.
- Managing a mini-grant program to provide a small number of cameras (5) to schools that do not currently have cameras available in their geographic area. (This aspect of the program will be coordinated with DOE personnel).

**A. Requirements:** The application must outline how the applicant will use funds to continue supporting the LNV and both existing schools on the network and new schools wishing to join.

**The grant will support the following:**

1. Additional purchase of CILC content if needed to fulfill the grant period and to better involve schools in LNV utilization.
2. Purchase of 5 cameras to be granted out to schools indicating high need for the use and access of videoconferencing systems.

**B. Use of Funds:** Application must indicate how funds will be used to fulfill the goals listed above.

**C. Grant Amount:** The maximum amount of funds for which an entity may apply is limited to \$130,000.

**D. Timeline:** Award in October 2008, funds available October 15, and grant expiration Sept. 30, 2009.

**View the “Format and Contents” section for information on how to structure the application starting on page 6.**

## APPLICATION FORMAT & CONTENT

Provide a narrative/description of **NO MORE THAN THREE (3) PAGES**, single-spaced, font sizes 10-12.

- 1. Narrative/Program Description** (no more than 3 pages) – Describe what entity will do with the funds if received. Use the bullet points on pages 4 and 5 for guidance. In addition to a clear description of the activities to be undertaken, also include: **(50 Points)**
  - **Goals** – Clear articulation of the measurable goals of this application.
  - **Scope of Work** – Specific, bulleted list of the work to be performed and the products or outcomes of the project clearly articulated. Since the focus of this grant is supporting the current LNV system and schools using it, clearly indicate how this will be continue to be undertaken and what mechanisms might be put in place to sustain this beyond the grant period.
  
- 2. Capacity for Success** (no more than 1 page) – Describe why this is the right kind and size of project for your organization(s), and what structures, policies, and/or procedures are in place or planned that support this application. Include such items as: **(20 Points)**
  - Who (describe roles, not individual names please) will be responsible for conducting the work
  - What structures, resources, policies, and procedures are already in place or proposed that will support this project and/or enhance its sustainability
  - Evidence that this plan is realistic and that the entity has the capacity to achieve its objectives
  
- 3. Evaluation** (no more than 1 page) – Describe the process you will follow to evaluate this grant. Include such items as: **(20 Points)**
  - The critical questions you want to answer about the impact of your project
  - Who you will involve or work with (within your organization or outside) in order to complete the evaluation
  - Who within the state needs to learn about your evaluation findings and what difference the knowledge might make
  - How you will plan for and collect relevant data.
  - How you will make sense of your findings and use those finding to make improvements.
  
- 4. Budget Narrative (no more than 1 page.): You must also complete the **\*\*SEPARATE BUDGET PAGE\*\***.** The budget narrative should demonstrate a logical connection to the goals described (above), and should be specific enough to give reviewers an idea of your priorities and focus for funding. The budget does not need to identify brand names of equipment or include “to the penny” prices. The narrative should include: **(10 Points)**
  - Justification for the major expenditures proposed, especially salaries
  - Explanation of any items on the budget sheet that might not be completely clear to a reader.

## SUBMISSION PROCESS

The submission process includes two steps. Both steps **MUST** be completed by 4:00 p.m. on September 22, 2008. Late submissions will **NOT** be accepted. No Exceptions.

1. The Application Cover page (*only, 1 page*) should be copied, signed with original signatures and “snail-mailed” to:

Title II, Part D Technology Grants - c/o Peter Drescher  
Vermont State Department of Education  
120 State Street  
Montpelier, Vermont 05620-2501

**DO NOT fax your application cover page. It will NOT be accepted.**

2. A full copy of the grant application with completed cover page (indicate snail-mailing date of the cover page in the signature line), should be e-mailed to Peter Drescher ([peter.drescher@state.vt.us](mailto:peter.drescher@state.vt.us)) by 4:00 p.m., September 22, 2008.

**Be sure that:**

- Narrative/Description does not exceed THREE (3) pages (see page 6)
- Budget is complete and includes both budget page AND budget narrative.

**Application Deadline:** All applications must be received by the Vermont Department of Education no later than **4:00 p.m. on September 22, 2008.**

**Selection Process:** All applications will be read and reviewed by an independent review panel. This panel will rate the quality of the application (see Scoring Rubric on page 8) and the capacity of the applicant to successfully implement what has been proposed. Applications will be scored in each of the four areas described in the Scoring Rubric on page 8.

**SCORING RUBRIC: ENHANCING EDUCATION THROUGH TECHNOLOGY**

<b>Criteria</b>	<b>Poor</b>	<b>Average</b>	<b>Excellent</b>
<p><b>Program Description</b> – Describe what grantee will do with the funds if received. In addition to a clear description of the activities to be undertaken, points will be assigned for: <b>(50 Points)</b></p> <ul style="list-style-type: none"> <li>• <i>Are goals clearly articulated?</i></li> <li>• <i>Is the Scope of Work specific? Products/outcomes identified?</i></li> <li>• <i>Does program support Vermont’s standards or GEs?</i></li> <li>• <i>Are needs &amp; process for identifying them clearly identified?</i></li> </ul>	0 – 17	18 – 35	36 – 50
Program Description – Total Score (MAX is 50):			
<p><b>Capacity for Success</b> - Describe why this is the right kind and size of plan for your school(s), and what structures, policies, and/or procedures are in place that support this plan. <b>(20 Points)</b></p> <ul style="list-style-type: none"> <li>• <i>Have the parties responsible for conducting the work been identified? Is there an indication that it will be undertaken soon?</i></li> <li>• <i>Are structures, resources, policies, and procedures in place or proposed?</i></li> <li>• <i>Is it clear that collaboration is meaningful and will contribute to longevity of project?</i></li> <li>• <i>Is the plan realistic? Does capacity exist to achieve objectives?</i></li> </ul>	0 – 6	7 – 13	14 – 20
Capacity for Success – Total Score (MAX is 20):			
<p><b>Evaluation</b> - Describe the process you will follow to determine if the goals described in #1 are achieved. <b>(20 Points)</b></p> <ul style="list-style-type: none"> <li>• <i>Are the primary focus areas and specific measurements identified?</i></li> <li>• <i>Are the participants and their roles identified?</i></li> <li>• <i>Will the evaluation plan reflect student performance gains?</i></li> <li>• <i>How will you report your findings to stakeholders in your community?</i></li> </ul>	0 – 6	7 – 13	14 – 20
Evaluation – Total Score (MAX is 20):			
<p><b>Budget Narrative and Page</b> – The budget should demonstrate a logical connection to the goals described (above), and should be specific enough to give reviewers an idea of your priorities and focus for funding. The budget does not need to identify brand names of equipment or include “to the penny” prices. <b>(10 Points)</b></p> <ul style="list-style-type: none"> <li>• <i>Is justification for major expenditures (especially salaries) reasonable?</i></li> <li>• <i>Explanation of items that won’t be immediately obvious to someone reading your application for the first time</i></li> </ul>	0 – 3	4 – 7	8 – 10
Budget – Total Score (MAX is 10):			
<b>TOTAL SCORE (MAX IS 100)</b>	_____		

**BUDGET PAGE**

**LNV Grant**

**Grant Area**

LNV Grant

<b>Budget (Describe as appropriate)</b>	<b>TOTAL</b>
Professional Development (Minimum 25% of funds)	
Evaluation	
Salary & Wages	
Infrastructure	
Hardware	
Software	
Travel	
Consultants & Contracts	
Teacher Stipends	
Equipment	
Website development	
Other (equipment rental, printing)	
<b>TOTAL</b>	

**NOTE:** Please use a Budget Narrative page to elaborate and/or describe further.

**Title II, Part D: Enhancing Education Through Technology  
Competitive Grant Program – School Year 2008-09**

**APPLICATION COVER PAGE**

<b>School District or SU</b>			
<b>Contact Person</b>			
<b>Phone</b>			
<b>Fax</b>			
<b>E-mail</b>			
<b>Grant Program Area</b>	LNV Grant <input type="checkbox"/>		
<b>List all schools for which this application applies</b>	<b><u>Schools</u></b>	<b><u>Grade Spans</u></b>	<b><u>Enrollment</u></b> (To be completed by VT DOE)
<b>Total Funds Requested</b>			
<b>CIPA Certification</b>	Superintendent has certified CIPA compliance (Check one or more): ___ on school technology plans ___ on last E-Rate application ___ on 2004 Consolidated E-Application		
<b>Superintendent's Signature</b>			
<b>Date</b>			