



Public Schools of North Carolina
State Board of Education
Department of Public Instruction

NC DIGITAL LEARNING INITIATIVE GRANTS

Request for Proposals

Issue Date: September 8, 2017

Deadline for Proposals: October 23, 2017

Program Implementation: Spring 2018

Direct all inquiries concerning this RFP to:

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DRAFT

NC DIGITAL LEARNING INITIATIVE GRANTS

A. Authorizing Legislation

The North Carolina Department of Public Instruction (NCDPI), on behalf of the North Carolina State Board of Education (NCSBE) issues this Request for Proposals (RFP) for Digital Learning Initiative Grants. In Session Law 2016-94 (House Bill 1030), Section 8.23 (see <http://www.ncga.state.nc.us/Sessions/2015/Bills/House/HTML/H1030v8.html>), the State Board of Education is charged with collaborating with the Friday Institute for Educational Innovation at North Carolina State University to continue the progress in implementing the Digital Learning Plan in North Carolina public schools.

SECTION 8.23. The State Board of Education shall collaborate with the Friday Institute for Educational Innovation at North Carolina State University to continue the progress in implementing the Digital Learning Plan in North Carolina public schools by doing at least the following:

- (1) Coordinate the implementation of professional learning programs that support teachers and school administrators in transitioning to digital-age learning.
- (2) Manage statewide cooperative purchasing of content, including statewide shared resources for teachers to use for lesson planning and formative student assessments.
- (3) Develop infrastructure maintenance and support protocols.
- (4) Modify and update State policies to provide the support and flexibility necessary for local digital learning innovation.
- (5) Develop and maintain a continuous improvement process.
- (6) Create assessments for technological and pedagogic skills and identify best practices from those assessments.

The North Carolina Digital Learning Plan recommends the provision of grants to support the development and dissemination of local innovative digital learning models. The goal is to have effective digital learning practices spread across all North Carolina K-12 public schools. All school districts and charter schools are eligible to apply for the competitive grant program.

B. Purpose of the Program

As the landscape of education continues to change across the state, the competitive Digital Learning Initiative Grants will support districts as they address challenges, harness opportunities, and leverage resources for digital-age teaching and learning. By creating hubs of innovation across the state that model digital leadership and that support NC educators in their professional growth, students' access to highly-qualified educators and opportunities increases.

The grants shall be to do the following:

- **Planning Grants.** Support school districts and charter schools at the beginning stages of planning for digital teaching and learning initiatives. As part of their planning process, districts will complete the [Digital Learning Progress Rubric](#), develop a plan for pilot implementation of digital teaching and learning, and participate in a planning review process with other grant recipients. Priority will be given to districts and charter schools creating an implementation plan aligning work to the NC Digital Learning Competencies and one or more of the following: micro-credentialing, personalized learning, digital literacy skills for students, or innovative partnerships with IHEs.
 - *Districts and charter schools completing the Planning Grant process may be considered for Pilot Implementation Grants for the following school year, based upon available funding. Funding for future Pilot Implementation Grants in the 2018-19 school year will focus on operationalizing local digital learning plans.*
- **Showcase Grants.** Provide school districts and charter schools an opportunity to showcase highly effective practices for digital teaching and learning and to provide professional learning for other schools in their region or area through a demonstration model. Priority will be given to districts and charter schools aligning work to the NC Digital Learning Competencies and one or more of the following: micro-credentialing, personalized learning, digital literacy skills for students, or innovative partnerships with Institutes of Higher Education (IHEs).
 - *Districts and charter schools that are awarded Showcase Grants may also apply for Innovation Grants for the following school year, based upon available funding; receiving a Showcase Grant is not a requirement for future Innovation Grant awards. Funding for future Innovation Grants in the 2018-19 school year will focus on creating models of digital-age teaching and learning.*

Each grant shall be implemented according to the following timeline:

- Planning Grants – during the 2017-18 school year.
- Showcase Grants – during the 2017-18 school year.

Planning Grants	Showcase Grants
<ul style="list-style-type: none"> • District/charter is at a beginning stage of development (see NC Digital Learning Progress Rubric for Early or Developing) • Priority for the NC Digital Learning Competencies and 1 or more of the following: <ul style="list-style-type: none"> ○ Micro-credentialing ○ Personalized Learning ○ Digital literacy skills for students ○ Innovative partnerships with IHEs • Deliverable/s: <ul style="list-style-type: none"> ○ Completed School, District or Charter Digital Learning Progress Rubric ○ Implementation Plan ○ Participation in May 2018 Convening ○ Other deliverables as appropriate 	<ul style="list-style-type: none"> • District/charter is at a later stage of development (see NC Digital Learning Progress Rubric for Advanced or Target) • Priority for the NC Digital Learning Competencies and 1 or more of the following: <ul style="list-style-type: none"> ○ Micro-credentialing ○ Personalized Learning ○ Digital literacy skills for students ○ Innovative partnerships with IHEs • Deliverable/s: <ul style="list-style-type: none"> ○ Regional or Area Showcase for approximately 200 educators ○ Presentation of Showcase at NCTIES 2018 (in anticipation of or in reflection on Showcase) ○ Other deliverables as appropriate

C. Award Information and Submission Guidelines

Estimated Number of Awards:

The State Board of Education will award, based on the quality of the applications and the number of applications received, as follows:

(1) Up to 20 Planning Grants.

(2) Up to 10 Showcase Grants.

Estimated Size of Awards:

Funds will be awarded based on the pool of applications approved and the recurring funds available. **Of the 2017-18 digital learning funds appropriated, the State Board of Education has designation approximately \$1.2 Million for this purpose.**

- (1) Planning Grants up to \$50,000 for traditional school districts and up to \$15,000 for charter schools.
- (2) Showcase Grants up to \$50,000.

Project Period:

Implementation beginning and ending based upon type of grant:

- (1) Planning Grants beginning in the 2017-18 school year and ending at the conclusion of the 2017-18 school year.
- (2) Showcase Grants beginning in the 2017-18 school year and ending at the conclusion of the 2017-18 school year.

Use of Grant Funds:

Funds awarded to local school districts and charter schools shall be used for any of the following:

- (1) Contracted services (*up to 40%*)
- (2) Hardware or software purchases related to the success of the grant program (*up to 25%*)
 - a. For Planning Grants - purchase of devices and equipment, especially emerging technologies that align with strategic planning
 - b. For Showcase Grants – purchase of devices and equipment to support the modeling and demonstration of best practices
- (3) Professional development expenses, including related travel costs (*up to 25%*)
- (4) Reimbursement for stipends and teacher substitutes
- (5) State subsistence rates and allowances
- (6) Transportation costs
- (7) Printing and duplicating (*up to 5%*)

Applicants must provide a detailed description of the cost estimates, along with a narrative that describes how the award will further enhance the program deliverables and impact for stakeholders as identified by the Objectives and Intended Outcomes Table (Appendix C).

All funds received through this grant cannot be used to supplant current funding streams.

Application Materials Submission

All applicants must submit the proposal narrative and supporting appendices as described herein no later than 5:00 P.M. on October 23, 2017.

Applications should be formatted as a single pdf document and submitted via email to emma.braaten@dpi.nc.gov. Include as the subject line of your email: “DLI Grant Application **Your District Name.**”

D. Eligibility and Review Process

For the purposes of the Planning Grant and the Showcase Grant, eligible entities include traditional Local Education Agencies (school districts and charter schools). School districts and charter schools can apply for one Planning Grant and/or one Showcase Grant.

Key Dates and Review Process

NCSBE shall issue a Request for Proposals (RFP)	September 8, 2017
Planning Grants – Webinar for Prospective Applicants (see p. 10)	September 19, 2017
Showcase Grants – Webinar for Prospective Applicants (see p. 10)	September 19, 2017
Deadline for applicants to submit their proposals	October 23, 2017
Selections Announced by the NCSBE	December 7, 2017

Review Process

Proposals received by 5 P.M. on October 23, 2017, will be subject to review. Any proposal received after 5 P.M. on October 23, 2017, will not be reviewed. Proposals will be evaluated according to the procedures defined in NCSBE policy [CNTR-001](#).

NCDPI reviewers may, at their discretion, consider NCSBE/NCDPI priorities, geographic area needs, socioeconomic needs, number of projects/total funding, and an applicant’s prior performance when making final award determinations.

E. How to Submit

The required application materials include the proposal narrative and supporting appendices. The narrative must follow the page-limit guidelines provided in the table below, and applicants are encouraged to use the following guidelines relative to each section of the proposal. Text on pages should be at least 11-point font size with margins at least one inch on all sides and double-spaced lines. All pages of the narrative should be numbered and include a footer identifying the school district.

Appendices B, C, D, and E are required materials. Applicants may include additional supporting information as appendices such as data elements, news stories, etc. There is no page limit for the appendices.

1. Introduction Materials <i>(does not count toward total page count)</i>
<ul style="list-style-type: none"> • Cover Page from Appendix B • Table of Contents
2. Objectives and Intended Outcomes Table <i>(up to 2 pages - 4 points)</i>
<ul style="list-style-type: none"> • Use the provided table template from Appendix C to identify the project goal and statement of need; activities, timeline, and impact to achieve the goal; brief explanation of deliverables based upon completion of the grant.

<p>3. Narrative Description (up to 5 pages - 8 points Planning Grant/12 points Showcase Grant)</p>
<p><i>Applicants are encouraged to provide tables, charts, graphics, etc. in this description.</i></p> <ul style="list-style-type: none"> • Provide an overview of the proposed project including background research information used to formulate the proposal. Cite research to support your plan. • Describe or illustrate any preliminary steps the school district or charter school has taken to prepare for the proposed project. Identify any special training; designation of personnel and purchases; digital literacy instruction for elementary, middle, and high students; etc. • Define the proposed project's <ul style="list-style-type: none"> ○ Primary deliverables (see pages 4 and 5). ○ Alignment with the NC Digital Learning Competencies. ○ Strategies to address priorities such as micro-credentialing, personalized learning, digital literacy skills for students, or innovative partnerships with IHEs. ○ Potential impacts. • Elaborate on ways the proposal is linked to the school district's or charter school's improvement plan. • Address sustainability efforts.
<p>4. Local Evaluation and Procedures Description (up to 1 page - 4 points)</p>
<p><i>Applicants are encouraged to provide tables, charts, graphics, etc. in this description.</i></p> <ul style="list-style-type: none"> • Describe the local evaluation procedures for determining success of the project. • Explain how the project will involve community stakeholders beyond the local school system, including any anticipated participation of parents, citizens, or businesses. • Describe how the project information will be shared with other school systems throughout the state. Include the methods that will be used to share best practices among school personnel.
<p>5. Proposed Budget (does not count toward total page count – 4 points)</p>
<ul style="list-style-type: none"> • Use the provided budget template from Appendix D to identify the Fund Categories (with bulleted list details), Expenditure Amounts, and Rationale. • Use the rationale to clearly identify the uses of grant award funds aligned with the goals and strategies identified in the application sections “Objectives and Intended Outcomes” and “Narrative Description.” • All locally-prepared budgets must conform to the DPI chart of accounts. For the Planning Grant, the maximum amount of award is \$50,000 per grant application for traditional LEAs and \$15,000 for charter schools. For the Showcase Grant, the maximum amount of award is \$50,000 per grant.
<p>6. Page of Assurances (does not count toward total page count)</p>
<ul style="list-style-type: none"> • See Appendix E

Webinar Registration Information

Webinars detailing the application process for Planning Grants and for Showcase Grants have been scheduled for September 2017. Interested parties may register using the following information. The webinar will be recorded and available for review at the Digital Teaching and Learning website. In addition to sharing information, members from the Digital Learning Initiative team will facilitate a question and answer session following the presentation.

Planning Grants	Showcase Grants
September 19, 2017 10:00 – 11:00 A.M.	September 19, 2017 2:00 – 3:00 P.M.
Webinar Registration: https://attendee.gotowebinar.com/register/8512422705317465090 Call-in Option: United States: +1 (213) 929-4212	Webinar Registration: https://attendee.gotowebinar.com/register/3711014856005787650 Call-in Option: United States: +1 (415) 930-5321

Applicants may also submit questions via Google Form <https://goo.gl/6RvXBa>. Questions must be submitted by October 13, 2017. Responses to all questions received will be posted with other grant resources on the Digital Teaching and Learning website.

Summary of Required Application Materials

Completed applications must include the below listed materials in this order and be submitted by 5:00 P.M. on October 23, 2017, via email to emma.braaten@dpi.nc.gov.

Applications should be formatted as a single pdf document. Include as the subject line of your email: "DLI Grant Application **Your District Name**"

Application Materials
<ul style="list-style-type: none"> <input type="checkbox"/> Cover Page (signed in blue ink) <ul style="list-style-type: none"> • Appendix B <input type="checkbox"/> Table of Contents <input type="checkbox"/> Objectives and Intended Outcomes Table – <i>up to 2 pages</i> <ul style="list-style-type: none"> • Appendix C <input type="checkbox"/> Narrative Description – <i>up to 5 pages</i> <input type="checkbox"/> Local Evaluation and Procedures Description – <i>up to 1 page</i> <input type="checkbox"/> Proposed Budget <ul style="list-style-type: none"> • Appendix D <input type="checkbox"/> Page of Assurances (signed in blue ink) <ul style="list-style-type: none"> • Appendix E

Appendix A – Digital Learning Initiative Grant Rubric

Planning Grant Total Points Possible = 20

Showcase Grant Total Points Possible = 24

FOR PLANNING GRANTS AND SHOWCASE GRANTS					
Descriptors	Unacceptable - 0	Weak - 1	Average - 2	Strong - 3	Excellent - 4
Objectives & Intended Outcomes	<ul style="list-style-type: none"> <input type="checkbox"/> Does not establish a specific, measurable, or achievable goal, or the statement of need does not support the goal. <input type="checkbox"/> Does not identify impact for educators and/or students or does not related to digital-age teaching and learning. <input type="checkbox"/> Does not explain viable activities or have a viable timeline. <input type="checkbox"/> Does not connect deliverables or outcomes to project goals or activities 	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes a specific, measurable, or achievable goal, but may not be clearly supported by a statement of need. <input type="checkbox"/> May identify some impact for educators and/or students related to some aspect of digital-age teaching and learning. <input type="checkbox"/> Explains activities or timeline but may not be viable. <input type="checkbox"/> Inadequately connects deliverables or outcomes to project goals or activities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes a specific, measurable, and achievable goal and may identify a statement of need. <input type="checkbox"/> May identify some general impact for educators and/or students related to digital-age teaching and learning. <input type="checkbox"/> Explains activities aligned with a timeline. <input type="checkbox"/> Loosely connects deliverables or outcomes to project goals or activities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes a specific, measurable, and achievable goal that is supported by a statement of need. <input type="checkbox"/> Identifies meaningful impact for educators and/or students related to digital-age teaching and learning. <input type="checkbox"/> Explains viable activities aligned with an appropriate timeline. <input type="checkbox"/> Connects deliverables and outcomes to the project goals and activities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes a specific, measurable, and achievable goal that is supported by a clear statement of need. <input type="checkbox"/> Identifies meaningful impact for educators and/or students directly related to quality digital-age teaching and learning. <input type="checkbox"/> Clearly explains viable activities aligned with a comprehensive timeline. <input type="checkbox"/> Strongly connects deliverables and outcomes to the project goal and activities.
Narrative Description – Background	<ul style="list-style-type: none"> <input type="checkbox"/> Does not formulate a proposal utilizing research, or the research is not suitable to the proposal. <input type="checkbox"/> Does not demonstrate preparedness or does not offer evidence for success or sustainability beyond the grant. 	<ul style="list-style-type: none"> <input type="checkbox"/> Formulates a proposal but supporting research may not be applicable. <input type="checkbox"/> Demonstrates limited preparedness or offers little evidence for success or sustainability in educator and/or student practices beyond the grant. 	<ul style="list-style-type: none"> <input type="checkbox"/> Formulates a proposal that is generally supported through current and appropriate research. <input type="checkbox"/> Demonstrates some level of preparedness to offer program success or sustainability in educator and/or student practices beyond the grant. 	<ul style="list-style-type: none"> <input type="checkbox"/> Effectively formulates the proposal supported by current and appropriate research. <input type="checkbox"/> Demonstrates preparedness to offer program success and sustainability in educator and/or student practices beyond the grant. 	<ul style="list-style-type: none"> <input type="checkbox"/> Effectively formulates the proposal strongly supported by current and appropriate research. <input type="checkbox"/> Demonstrates a high level of preparedness to offer program success and sustainability in educator and/or or student practices beyond the grant.
Narrative Description – Alignment	<ul style="list-style-type: none"> <input type="checkbox"/> Does not align deliverables to supporting the DLCs or other digital-age priorities. <input type="checkbox"/> Does not link to school district’s strategic plan or state priorities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Has little alignment of deliverables to supporting the DLCs or other digital-age priorities. <input type="checkbox"/> Has little connection to school district’s strategic plan or state priorities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Has some alignment of deliverables to supporting the DLCs or other digital-age priorities. <input type="checkbox"/> Loosely links to the school district’s strategic plan and state priorities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Aligns deliverables to supporting the DLCs and other digital-age priorities. <input type="checkbox"/> Links to school district’s strategic plan and state priorities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Strongly aligns deliverables to supporting the DLCs and other digital-age priorities. <input type="checkbox"/> Firmly links to school district’s strategic plan and state priorities.

Appendix A – Digital Learning Initiative Grant Rubric, cont’d

Planning Grant Total Points Possible = 20

Showcase Grant Total Points Possible = 24

Descriptors	Unacceptable – 0	Weak – 1	Average – 2	Strong – 3	Excellent – 4
Local Evaluation & Procedures	<ul style="list-style-type: none"> <input type="checkbox"/> Does not describe methods or metrics for evaluating the project. <input type="checkbox"/> Does not integrate strategies for involving community stakeholders. <input type="checkbox"/> Does not identify opportunities for dissemination of best practices for digital-age teaching and learning. 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes some methods or metrics for evaluating the project, but they may not be appropriate or effective. <input type="checkbox"/> Has limited strategies for involving community stakeholders. <input type="checkbox"/> Identifies limited opportunities for some dissemination of best practices for digital-age teaching and learning. 	<ul style="list-style-type: none"> <input type="checkbox"/> Describes some effective or appropriate methods or metrics for evaluating the project. <input type="checkbox"/> Identifies some strategies for involving community stakeholders. <input type="checkbox"/> Identifies some opportunities for potential dissemination of best practices for digital-age teaching and learning. 	<ul style="list-style-type: none"> <input type="checkbox"/> Clearly describes effective and appropriate methods and metrics for evaluating the project. <input type="checkbox"/> Integrates strategies for involving community stakeholders. <input type="checkbox"/> Identifies opportunities for further dissemination of successful best practices for digital-age teaching and learning. 	<ul style="list-style-type: none"> <input type="checkbox"/> Extensively describes effective and appropriate methods and metrics for evaluating the project. <input type="checkbox"/> Integrates robust strategies for involving community stakeholders. <input type="checkbox"/> Identifies innovative opportunities for intentional dissemination of successful best practices for digital-age teaching and learning.
Proposed Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Does not outline a clear, reasonable, or cost-effective budget. <input type="checkbox"/> Does not itemize expenses in detail as appropriate. <input type="checkbox"/> Does not align the budget and project goals through the rationale. 	<ul style="list-style-type: none"> <input type="checkbox"/> Outlines a budget that is not clear, reasonable, or cost-effective. <input type="checkbox"/> Itemizes some expenses and may be lacking detail. <input type="checkbox"/> Has limited alignment of the budget and project goals, or the rationale is not clear or meaningful. 	<ul style="list-style-type: none"> <input type="checkbox"/> Outlines a budget that is mostly clear, reasonable, or cost-effective. <input type="checkbox"/> Itemizes expenses with some detail as appropriate. <input type="checkbox"/> Aligns the budget and project goals with a rationale. 	<ul style="list-style-type: none"> <input type="checkbox"/> Outlines a clear, reasonable, and cost-effective budget. <input type="checkbox"/> Itemizes expenses in detail as appropriate. <input type="checkbox"/> Aligns the budget and project goals through a clear and meaningful rationale. 	<ul style="list-style-type: none"> <input type="checkbox"/> Comprehensively outlines a clear, reasonable, and cost-effective budget. <input type="checkbox"/> Thoroughly itemizes expenses in detail as appropriate. <input type="checkbox"/> Fully aligns the budget and project goals through a clear and meaningful rationale.
FOR SHOWCASE GRANTS ONLY					
Narrative Description - Demonstration Model	<ul style="list-style-type: none"> <input type="checkbox"/> Does not illustrate a plan for engaging other educators in the state. <input type="checkbox"/> Does not include a communication plan for marketing or outreach of the deliverable (showcase) or any follow-up. <input type="checkbox"/> Does not clearly identify support or strategies for the deliverable’s success. 	<ul style="list-style-type: none"> <input type="checkbox"/> Has a partial or incomplete plan for engaging other educators in the state. <input type="checkbox"/> Includes a communication plan for marketing or outreach of the deliverable (showcase) or the follow-up, but it is inadequate. <input type="checkbox"/> Presents strategies that are insufficient for supporting the deliverable’s success. 	<ul style="list-style-type: none"> <input type="checkbox"/> Illustrates a plan for engaging other educators in the state. <input type="checkbox"/> Includes a communication plan for marketing and outreach of the deliverable (showcase) with some follow-up. <input type="checkbox"/> Presents general strategies for support of the deliverable’s success. 	<ul style="list-style-type: none"> <input type="checkbox"/> Sufficiently illustrates a quality plan for engaging other educators in the state. <input type="checkbox"/> Includes a quality communication plan for marketing and outreach of the deliverable (showcase) with intentional follow-up. <input type="checkbox"/> Presents a system of support for the deliverable’s success. 	<ul style="list-style-type: none"> <input type="checkbox"/> Explicitly illustrates a creative and effective plan for engaging other educators in the state. <input type="checkbox"/> Includes a superior communication plan for marketing and outreach of the deliverable (showcase) with strategic follow-up. <input type="checkbox"/> Clearly presents a purposeful system of support for the deliverable’s success.

Appendix B - Cover Page Template

**NC DIGITAL LEARNING INITIATIVE GRANTS
2017-18**

Type of Grant: (Planning Grant or Showcase Grant)

School District:	Date of Application:
District Address:	State Board Region:
Name and Title of Primary Contact Person:	Primary Contact Person's Email Address and Phone Number:
Total Project Budget:	Estimated Number of Schools Served:
Requested Grant Amount:	Estimated Number of Students Served:

Name of Superintendent

Signature of Superintendent (in blue ink)

Appendix C - Objectives & Intended Outcomes Table

This table will be rated by the DLI Grant Application Reviewers. Point values for this table range from 0-4.

Goal: <i>Identify a single goal for your project and provide that statement goal here. Goal should be specific, measurable, achievable in the 2017-18 school year, and results-focused.</i>		
Statement of Need: <i>Summarize how this goal was identified and any relevant data analysis.</i>		
Activities: <i>Describe proposed activities.</i>	Time Frame: <i>Identify dates/date range.</i>	Impact: <i>Explain impact for educators and/or students.</i>
Deliverable/s: <i>Briefly describe the intended outcome/s. This may be a bulleted and prioritized list.</i>		

Appendix D - Proposed Budget Template

This table will be rated by the DLI Grant Application Reviewers. Point values for this table range from 0-4.

Fund Category <i>Provide a bulleted list in each section as appropriate.</i>	Expenditure Amounts	Rationale for Proposed Expenditure <i>Identify the uses of grant award funds aligned with the goals and strategies identified in the application sections "Objectives and Intended Outcomes" and "Narrative Description."</i>
TOTAL		

Appendix E - Page of Assurances

By signing below, I assure NCDPI that I am an official of the organization and authorized to bind the organization. I certify the following (check each box to indicate your review and certification):

- The information provided in this proposal is correct and complete.
- The applicant understands that this proposal and all attachments submitted are public records.
- The applicant agrees to the below listed activities.
 - Provide administrative supervision and support to foster success of the program.
 - Provide personnel, time, and other resources to develop and implement program.
 - Comply with the North Carolina General Statutes, the North Carolina Administrative Code, and any other rules or regulations that may govern the performance and oversight of this program, including all CIPA requirements.
 - Ascertain that applicable federal and state laws are followed to promote equal opportunity for all participants without regard to race, color, religion, gender, age, disability, political affiliation, or national origin.
 - Establish fiscal control and accounting procedures for proper disbursement of and accounting program funds.
 - Submit required financial and performance reports to NCDPI.
 - Participate in all evaluation activities, including collection, recording, and reporting of data, as required by NCDPI, NCSBE, or third-party evaluators, in compliance with relevant privacy laws.

Name and Signature of Primary Contact (in blue ink)

Date

Name and Signature of Superintendent (in blue ink)

Date