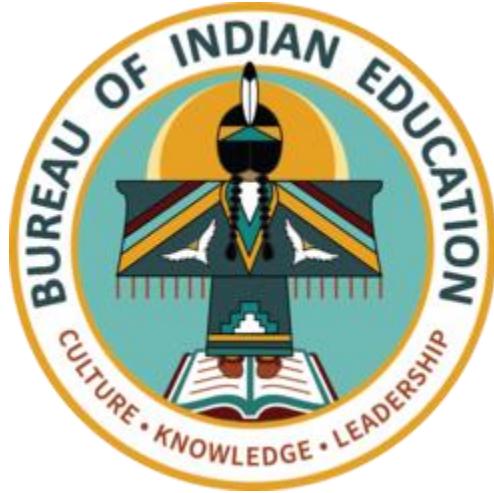# BIE – CLSD Grant Application

Application Due date: March 31, 2026
(Electronic submission due by 11:59pm MDT)

Application Information

The application must include all required components and forms in the order listed. Applications that are incomplete or missing required components or forms will not be reviewed.

Part I:

☐ School Information

Part II:

☐ Section A – Program Abstract (Narrative)

☐ Section B – Statement of Need (Narrative)

☐ Section C – Program Goals (Narrative)

☐ Section D – Program Design (Narrative)

☐ Section E – Program Evaluation (Narrative)

☐ Section F – Sustainability Plan (Narrative)

Part III:

☐ Budget Spreadsheet/Narrative (with written justification)

Part IV: Appendices

☐ Letters of Support/Memoranda of Understanding (optional)

☐ Comprehensive Literacy State Development Grant Coordinator Position Description

Application Format/Organization

☐ Application should be typed or printed, single-spaced on white 8 ½" x 11" paper using a font no smaller than 11-point Times New Roman or similar.

☐ All pages should be organized according to the format provided in this document. Each attachment must reference the section to which it corresponds.

☐ Applicants are asked to provide a response to each section listed in the application utilizing the space provided in the application which is included in this document. **The proposal is limited to a maximum total of 20 pages, which includes the statement of assurances.** Pages provided beyond the aforementioned maximum amount will not be considered during evaluation.

☐ Submissions should only include Parts I-V of the application. There should be 2 files submitted: one PDF file with the application and appendices and one Excel file with the budget and budget narrative.

NOTE: Identifiable information is not to be included on the subgrant application.

Comprehensive Literacy State Development (CLSD) Program Application

Part I – School Information

School Name		
Mailing Address		
City	State	Zip Code
Name of Authorized School Representative	Title	Telephone Number
Email Address		Fax
Signature		Date
Name of Project Coordinator (if different than the Authorized Representative)		Title
Email Address		Telephone Number
Signature		Date
School Board President Signature		Date
ERC Education Program Administrator Signature		Date

ERC area to be served	
Project Period **July 1, 2026 – June 30, 2027**	Total Yearly Amount Requested
Select One Grade Band Option:	
☐ Option 1: Birth-to age 5	☐ Option 2: Grades KG-5
☐ Option 3: Grades 6-12	☐ Option 4: Non-Traditional Grade Bands (Only five schools in BIE)

Part II – Project Application (75 Points total)

A. **Program Abstract (5 Points)** – Review your school wide Comprehensive Needs Assessment (CNA), schoolwide plan, and SMART goals to identify literacy gaps and needs that can be addressed by implementing a comprehensive literacy program (inclusive of the BIE's components of the state literacy plan framework on page 4 of the guidance) for your school. Include in your abstract, the rationale for the identified comprehensive literacy strategies that will be used to accelerate improvement in each of the literary practices and how the proposed literacy strategies will be different than previous school improvement efforts.

(20,000 Characters)

B. **Statement of Need (10 Points)** –Use your school wide comprehensive needs assessment, schoolwide plan, and SMART goals to identify gaps and needs that can be targeted using the CLSD program. In the space provided below, summarize your needs assessment data (demographic, academic, perception, program) that includes a theory of action focused on promoting student achievement and building the school's capacity to sustain the literacy improvement efforts beyond the CLSD grant funds and timelines. When completing the statement of need, please keep in mind the CLSD purpose and goals (as described in the guidance).

(20,000 Characters)

C. **Program Goals (10 Points)** – In this section, applicants will develop local program SMART goals that align to the CLSD program's purpose and goals and the GPRA performance measures outlined in the guidance. These SMART goals will be uploaded to the school's BIE One Plan and serve as the literacy goals for the purposes of grant reporting. List 2–4 measurable early literacy goals.

Note: Sub-grantees serving kindergarten through 12th grade must ensure that their grant-funded strategies and activities align with the BIE One Plan. These proposed strategies and activities should be documented in the Needs Assessment section under School Programs & Processes within the Plan4Learning portal. In addition, the strategies/activities must connect to a SMART Goal, and all related strategies/activities should be entered as Strategies/Activities in the SMART Goal section of the plan.

CLSD Program Goals:
- Build capacity for equitable literacy practices across early learning through grade 12.
- Support high-quality, evidence-based professional development for educators and leaders.
- Promote culturally responsive, linguistically appropriate instruction that honors Native languages and cultures.
- Increase literacy proficiency for students, especially those from low-income families and high-need schools.
- Expand family and community engagement in literacy development.

In the tables below, list **local SMART goals, expected outcomes, and data sources**. Local goals are the program's specific focus areas based on the needs of targeted students. Expected outcomes are measurable impacts the strategies/activities aim to achieve for participants. Data sources are the types of evidence collected to track progress, such as standardized tests, local assessments, observations, schedules, and surveys

Local Goal(s):
Expected Outcome(s):
Data Source(s):

Local Goal(s):
Expected Outcome(s):
Data Source(s):

Local Goal(s):
Expected Outcome(s):
Data Source(s):

Local Goal(s):
Expected Outcome(s):
Data Source(s):

D. **Program Design (30 Points)** – In this section, applicants will provide a detailed description of their proposed comprehensive literacy activities aligned to the SMART goals described in section C and appropriate for the grant option the school is applying for. Information in this section should include evidence-based language and literacy practices to be used, assessment tools used, and planned collaboration with any partners.

Note: Sub-grantees serving kindergarten through 12th grade must ensure that their grant-funded strategies and activities align with the BIE One Plan. These proposed strategies and activities should be documented in the Needs Assessment section under School Programs & Processes within the Plan4Learning portal. In addition, the strategies/activities must connect to a SMART Goal, and all related strategies/activities should be entered as Strategies/Activities in the SMART Goal section of the plan.

1. **Goals**– Include the SMART goals outlined in Section C.
2. **Program Activities** – The activities included in the program design should address the local needs identified in the Statement of Need and align with the CLSD SMART goals described in the previous section. Program activities should also address the goals of the CLSD grant, which are to:
   - Build capacity for equitable literacy practices across early learning through grade 12.
   - Support high-quality, evidence-based professional development for educators and leaders.
   - Promote culturally responsive, linguistically appropriate instruction that honors Native languages and cultures.
   - Increase literacy proficiency for students, especially those from low-income families and high-need schools.
   - Expand family and community engagement in literacy development.

Note that CLSD programming activities should supplement the core literacy instruction.

Local School CLSD SMART Goals	CLSD Program Activities/Evidence-Based Practices	CLSD Program Resources (curriculum, interventions, software-must meet the moderate or strong evidence of effectiveness criteria)	Timeline of CLSD Program Implementation	CLSD Professional Development (must meet the moderate or strong evidence of effectiveness criteria)	Responsible Staff	Coordinated Services (early childhood providers, libraries, literacy centers, college/career partnerships)
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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E. **Program Evaluation (10 Points)** – CLSD programs are required to undertake evaluation efforts on a periodic basis. Reporting will take place in the BIE One Plan on Plan4Learning. CLSD subgrantees are expected to submit various elements in its reporting including:
1. Federal Data Collection System
2. Student Achievement Data
3. Logic Model
4. Local Literacy Plan
5. Detailed Budget Expenditure Reports
6. Evaluation Report

Describe how you will measure oral language growth, school readiness, PD impact, and family participation. The description should incorporate the following questions:
- What data will be collected, and how frequently? Who will collect and analyze the data?
- Which diagnostic assessments will be administered at each grade level?
- How will MTSS be monitored during implementation?
- How will the school assess and monitor program implementation and how will the results inform program improvements?
- How will stakeholders be updated on program results?

(20,000 Characters)

F. **Sustainability Plan (10 Points)** – This section should include a sustainability plan for the project including evidence of how existing resources will be braided to continue proposed literacy program strategies and/or staff. The narrative should explain how the program will be sustained beyond the grant period.

(20,000 Characters)

Part III – Budget Spreadsheet/Narrative **(15 Points)** – Use the CLSD Budget Worksheet Excell file to outline budget line items and provide a thorough explanation of costs for the line items listed which must be reflected in the amounts entered into the spreadsheet and aligned to the comprehensive literacy grant application requirements. Please refer to allowable costs located within this application.

Budget Definitions:
- Personnel Services (2 C.F.R. §200.430): Costs incurred for employees to meet the goals and objectives of program operations.
- Employee Benefits (2 C.F.R. §200.431): Cost incurred that supplement an employee's salary such as health insurance, retirement, PERSI, and so forth.
- Travel/Professional Development (2 C.F.R. §200.475): Costs incurred for employees to participate in training, professional development, and conferences. Costs may include travel, per diem, lodging, registration fees, conferences (2 C.F.R. §200.432), and other such costs.
- Supply (2 C.F.R. §200.1): all tangible personal property other than those described in the *equipment* definition. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or $10,000, regardless of the length of its useful life. See this section's definitions of *computing devices* and *equipment.*
- Equipment (2 C.F.R. §200.1): tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or $10,000. See the definitions of *capital assets, computing devices, general purpose equipment, information technology systems, special purpose equipment,* and *supplies* in this section.

- Purchased Services: Costs incurred when purchasing a service, which includes contracts (2 C.F.R. §200.1 – *Contract* means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. For additional information on subrecipient and contractor determinations, see § 200.331. See also the definition of *subaward* in this section.)

CLSD Allowable Expenses:

All expenses should follow Statutory Requirements outlined in *Elementary and Secondary Education Act,* Sec. 4205(a) - Authorized Activities. All costs must be reasonable and necessary to carry out the program's goals and objectives; allocable; properly documented; consistent with the grant program; and legal under Federal law. Funds must be used to support evidence-based literacy initiatives that improve instruction and student outcomes. Examples include:

Salaries:
- Partial salary for CLSD project director/literacy leader
- Partial salary for literacy interventionist or reading specialist/coach
- Salaries for personnel for before/after or summer programs
- Stipends for extended time for tutoring
- Substitute pay and/or stipends for professional development
- Stipends for after school and/or summer professional development during non-contract time

Employee Benefits:
- Partial employee fringe benefits for CLSD project director/literacy leaders
- Employee fringe benefits for CLSD staff including tutors, extended learning staff, non-contract professional development training and substitute teachers
- Tuition reimbursement for key personnel to receive reading endorsement/certification, with exceptions

Purchased Professional and Technical Services:
- Consultant/vendor services for professional development or other related activities consistent with the local literacy plan to effectively implement CLSD project activities

Purchased Property Services:
- Repairs and maintenance of equipment purchased with CLSD funds

Other Purchased Services:
- Site license for data management, iPad applications, eBooks, eReaders, etc. purchased with CLSD funds
- In-state travel, mileage, registration fees to attend literacy training, conferences, and workshops
- Out-of-state travel to attend literacy meetings or conferences

Supplies:
- Materials and supplies needed to support the Common Core standards aligned curriculum and consistent reading program within a school, including library materials
- Assessments required for CLSD implementation
- Library books
- Supplemental reading intervention program materials aligned to the Common Core standards and meet moderate or strong evidence of effectiveness
- Family literacy, parent outreach, and training materials to support literacy improvement
- Office supplies for CLSD staff
- Professional development materials for teachers, administrators, and CLSD staff, including books for book studies and other literacy-related publications

- Access to, and participation in, electronic networks for materials, training, and communication (e.g. platforms, such as Blackboard)

CLSD Unallowable Expenses (Not an exhaustive list):
- Administrative Cost
- Furniture for office use
- Salaries and benefits of classroom teachers and clerical/secretarial staff
- Pre-award costs
- Entertainment, refreshments, snacks, alcohol
- Field trips or retreats
- Promotional or marketing items
- Decorative items
- Land or building acquisition
- Construction costs or renovations/remodeling costs
- Gifts or incentives
- Fundraising costs
- Dues to organizations, federations, or societies for personal benefit
- Technology, including laptops, tablets, and printers.
- Student services such as AP testing fees, concurrent enrollment fees and books, or other direct student services
- Convocation/graduation costs

Part IV – Appendices **(5 Points)** – Applicants are required to provide the position description for the named Comprehensive Literacy State Development Grant Coordinator. Applicants may also provide any letters of support or memoranda of understanding with service partners, however the letters and MOUs are not part of the application scoring.

Deadline

The school will submit **ONE** completed application, and the application must be received on or before **March 31, 2026** by the Division of Performance and Accountability (DPA). The BIE Comprehensive Literacy State Development Grant Point of Contact and/or State Coordinator is:

Cheryl Johnson

Bureau of Indian Education

Division of Performance & Accountability

Phone: 701-550-9505

cheryl.johnson@bie.edu

Applications are to be submitted electronically by 11:59 PM (MDT) on or before **March 31, 2026**. If an alternative form of submission is necessary, applicants should reach out to the BIE Comprehensive Literacy State Development Grant Point of Contact listed above.

For electronic submission: Schools are required to e-mail a <u>completed</u> application electronically in Adobe Acrobat PDF format and the CLSD Budget Worksheet in Excel format to the email below. Ensure the files are named as follows: **SCHOOLNAME_CLSD_Application.pdf** and **SCHOOLNAME_CLSD_Budget.xlsx**

Email: **CLSDDiscretionaryGrant@bie.edu**

If the application is approved, funds will be distributed by July 31, 2026. The application will not be returned, but copies will be made available upon request. **Please keep a copy of your application on file.**