REQUEST FOR APPLICATION

FY25 KENTUCKY NUMERACY COUNTS K-3 HQIR GRANT

Deadline	Issued By
Thursday, March 6, 2025 4:00 PM ET *(Applications received after 4 p.m. (ET) will NOT be reviewed)*	**Kentucky Department of Education Office of Teaching and Learning** Kentucky Numeracy Counts
Email All Questions To: Kentucky Department of Education Procurement Branch KDERFP@education.ky.gov *(Questions will only be accepted via email)* **January 22, 2025, at 4 p.m. (ET)**	**Submit Applications to:** **KDERFP@education.ky.gov** *(Only electronic applications will be accepted)*

Specific Instructions: **<u>Failure to follow these specific instructions will deem an application non-responsive and will not be scored.</u>**

1. All public-school districts in Kentucky and Kentucky School for the Blind (KSB) and Kentucky School for the Deaf (KSD) are eligible to apply on behalf of a school or schools in the district to support K-3 students in reaching proficiency in mathematics through the purchase of high-quality instructional materials aligned to the *KAS for Mathematics*.

2. The public-school district will submit the application.

3. KDE reserves the right to waive minor technical issues.
4. Applicants are responsible for monitoring KDE's Competitive Grants webpage for amendments and updates to the posted RFA and supporting materials
5. Plagiarism is prohibited. The use of AI to generate application content will also be considered plagiarism.

KENTUCKY DEPARTMENT OF EDUCATION

Kentucky Numeracy Counts K-3 HQIR Grant

Date	Event	Location	Participation
January 8, 2025	RFA released	Online	N/A
January 16, 2025 4-5 p.m. EST	Technical assistance webinar	Online	Attending or watching this recorded TA session is recommended
January 22, 2025	Questions deadline	Email	N/A
On or around January 31, 2025	FAQ posted	Online	N/A
March 6, 2025 **4 PM ET**	Application deadline	Send to KDE	**Required**
March 25-28, 2025	Application review and scoring	Online	N/A
On or around April 17, 2025	Awardees are posted to KDE website	Online	N/A
TBD	MOA process (KDE & LEA)	N/A	Districts
TBD	District plans reviewed	N/A	N/A
July 1, 2025	Funding available to LEA	N/A	Districts

Background

The Office of Teaching and Learning is issuing a Request for Application (RFA) for Kentucky public school districts to apply for the Kentucky Numeracy Counts K-3 HQIR grant. KSB and KSD are also eligible to apply. Districts that have been previously awarded other KDE HQIR grants for mathematics may apply for funds.

As specified in KRS 158.843, the Kentucky Numeracy Counts Fund grant shall only be used to purchase approved high-quality research and evidence-based curriculum aligned to kindergarten through grade three (3) academic standards in mathematics and expenditures for curriculum-based professional learning to implement a new curriculum.

Per KRS 158.8402(5)(b), "Each superintendent or public charter school board of directors shall adopt an evidence-based curriculum along with high-quality instructional resources for mathematics that is determined by the department to be reliable, valid, and aligned to Kentucky

academic standards for mathematics required by KRS 158.6453 for kindergarten through grade three (3)."

Funding
The Kentucky Department of Education (KDE) anticipates funding approximately 40 districts at $70,000 for approved high-quality research and evidence-based curriculum aligned to kindergarten through grade three (3) academic standards in mathematics and expenditures for curriculum-based professional learning to implement new curriculum. Funds must be encumbered by June 30, 2026.

The fiscal agent for the application shall be a local school district. Each school district will provide a budget and budget summary aligned to the allowable MUNIS codes to show how the funds will be spent. The budget summary should identify the school(s) that will be served with the funds. All funds must be used for purchase of K-3 HQIR and/or Curriculum-Based Professional Learning as defined below.

High-Quality Mathematics Instructional Resources
As specified in KRS 158.843, the Kentucky Numeracy Counts Fund provides funding for the purchase of approved high-quality research and evidence-based curriculum aligned to kindergarten through grade three (3) academic standards in mathematics and expenditures for curriculum-based professional learning to implement new curriculum.

Therefore, a district shall use funding to purchase instructional materials for mathematics for use in K-3 that are High-Quality Instructional Resources (HQIR), which the KDE defines as being:
- Aligned to the *KAS for Mathematics*.
- Research-based and/or externally validated;
- **Resources that meet expectations (green ratings) on edreports.org for mathematics**;
- Comprehensive to include engaging texts (books, multimedia, etc.), tasks and assessments;
- Based on fostering vibrant student learning experiences;
- Culturally relevant, free from bias; and
- Accessible for all students.

Additionally, **all** mathematics teachers who will be implementing the HQIR shall receive curriculum-based professional learning (CBPL) in the newly purchased mathematics materials. The CBPL shall be:
- Aligned to the characteristics of High-Quality Professional Learning (HQPL); and
- Aligned to the *KAS for Mathematics*.

With the KY Numeracy Counts K-3 HQIR grant, the district shall:
In accordance with KRS 158.843, to be eligible to receive a grant, a local school district or public charter school shall:
1. Submit an application; and
2. Agree to adopt a common comprehensive mathematics program that is determined by the department to be reliable, valid, and aligned to mathematics standards required by KRS

[158.6453](#) and outlined in an administrative regulation promulgated by the Kentucky Board of Education.

Local school districts shall submit applications that include a district-wide plan that includes:
> 1. How the district will implement the new curriculum by school and by grade level in grades K-3 including curriculum-based professional learning; and
> 2. The timeline for the rollout of curriculum materials for core instruction in K-3 classrooms and curriculum-based professional learning.

Application Narrative Questions for Kentucky Numeracy Counts K-3 HQIR Grant

Responses to questions are single-sided and double-spaced pages. The narrative responses to questions 1 and 2 should not exceed 2 pages. Question 1 also includes a data form. Questions 3 and 5 must use forms embedded within the questions. Question 4 must use the budget form (attached) with a narrative summary that does not exceed 2 pages inclusive of charts and graphs.

1. Utilizing Kentucky Summative Assessment (KSA), universal screener data, and/or other formative assessment data, identify the need for new mathematics materials for the student population of the school(s) that will be supported with the HQIR grant. How will the KYNC K-3 HQIR Grant be used to specifically meet the needs of students within the school(s)?
This answer should include a needs assessment based on KSA (grade 3-5) and universal screener data (K-5) addressing the past three years.

2. **All applicants should include a** district-wide plan for implementation of the K-3 HQIR that includes:
1. How the district will implement the new K-3 HQIR (include the school(s)and student populations that will be served with the HQIR grant) and/or the curriculum-based professional learning for the HQIR; and
2. The timeline for the rollout of upgraded curriculum materials and curriculum-based professional learning for core instruction in K-3 classrooms.
3. If a district has already purchased a K-3 HQIR, information is provided about the recently purchased HQIR and identifies the curriculum-based professional learning that has been provided to date.

3. **All applicants should submit** a [professional learning plan](#) to the KDE for approval that aligns to the characteristics of [High-Quality Professional Learning (HQPL)](#) and demonstrates how and when teachers will be trained on the new or recently purchased mathematics HQIR.
This answer should include a completed [professional learning plan](#) while addressing [CBPL](#) on the newly or recently adopted mathematics materials.

4. Include a district budget form **and** summary indicating how the district will use the $70,000 in purchasing the selected materials needed for instruction (tier one, tier two and/or tier three) in mathematics and the associated high-quality professional learning for the new materials.
This answer should include a district budget form (attached) **and** summary indicating how the district will use the $70,000 in purchasing the new instructional mathematics materials and curriculum-based professional learning for the new materials. If a district has already purchased

an HQIR, the budget and summary should identify the HQIR that was purchased and the curriculum–based professional learning that will be provided for that recently purchased HQIR.

5. Ensure the planned or recently purchased HQIR meets expectations (green ratings) on edreports.org for mathematics.

Application Components

The application should contain the following items presented in the order listed below. Each component should be clearly labeled within the application.
1. Application Cover Page
2. Principal Signature Page
3. Table of Contents with page numbers
4. Narrative responses and required forms for questions 1-5

Formatting Requirements

Failure to follow the formatting requirements may deem your application non-responsive.
1. Narrative text shall be in Times New Roman 12-point font and be double-spaced. Do not use condensed or narrow versions.
2. Bullets should be in 12-point font, but may be single-spaced.
3. Charts and Graphs can be in 10-point font and single-spaced.
4. Bullets, charts and graphs may not exceed more than 20% of each narrative section.
5. Pages should be numbered consecutively with the narrative beginning on page one. Do not number the application cover page or the Table of Contents.
6. Responses to questions are single-sided and double-spaced pages. Questions 1 and 2 should not exceed 2 pages, questions 3 and 5 must use forms embedded within the questions, and question 4 must use budget form with a budget summary that does not exceed 2 pages inclusive of charts and graphs.
7. The narrative description of the KYNC K-3 HQIR Grant application should have side and top margins of one inch.
8. Use the font embedded in each form.

Redacting Instructions

Blinding/Redacting is the removal of identifying information from an application. Identifying information is **district name**, **school name(s)**, **county name**, and **city name**. Names of Individuals and Signatures should NOT be blinded/redacted.

Redacted copies should be completely redacted electronically using Black highlighting or X'd out - using the find and replace feature - ex: XXX.

Please review redacted copy before submitting to ensure all identifying information is redacted and all required pages and attachments are included.

Redacted copies will be scored as received.

Submission of Application

1. Scan or save the completed application in its entirety, including all signatures, to PDF format. Save the original application as ***KYNC25DistrictName***. (For example: Woodford County would save the original application as *KYNC25Woodford*.)
2. Scan or save a blinded/redacted copy of the application in its entirety to PDF format. Save the redacted application as ***KYNC25DistrictNameB***. (For example: Woodford County would save the redacted application as *KYNC25WoodfordB*.)
3. Email the original copy and the redacted copy to KDERFP@education.ky.gov.
   - On the subject line of the email, type ***KYNC25DistrictName***.
   - **Send all attachments in the same email**. **ALL PARTS MUST BE RECEIVED-DATE/TIME STAMPED BY THE DEADLINE of MARCH 6, 2025, by 4 p.m. ET.**
   - Keep in mind that email coming into the KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
   - Applications received after the deadline will not be reviewed or considered for award.
   - Applicants can request confirmation of receipt in their submission email. KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.
   - Do not add others on application submission emails.
   - Do not send Google docs or documents from Google drives.
   - Each PDF attachment **MUST** be less than 10,000 KB (or 10 MB) in size. Please work with your technology staff to ensure the correct file size. Files that are above the size limit will not be reviewed or eligible for an award.

Contract Award

Awards will be posted on the KDE Competitive Grant Awards page on or around **Thursday, April 17, 2025.** At the conclusion of the RFA process, Memorandums of Agreements (MOAs) will be developed with all awarded applicants. The first MOA effective date is anticipated to be on or after July 1, 2025, and funds will be eligible for use from the MOA effective date through June 30, 2026. Additional MOA contracts will be developed as needed to extend grant awards. Activities prior to the effective date of the MOA are not allowable charges. The district must submit quarterly expenditure reports. The first payment will be made upon approval of the contract, submission of the KYNC HQIR K-3 Grant assurance statement and updated budget summary form.

Evaluation of Application

Independent reviewers will be trained for this specific competition, and they will evaluate applications using the RFA and a scoring rubric aligned to the criteria established in the RFA. Internal reviewers will review and score question five only. The KDE will select reviewers with grant experience, knowledge of the current state standards or mathematics instruction. A Call for Reviewers, including a reviewer application, is available on the [KDE Competitive Grants webpage](#).

Kentucky Numeracy Counts K-3 HQIR Grant

The narrative description should be written in the chronological order in which the criteria are written below.

Evaluation Criteria	Maximum Points
Question 1: **All applicants** should provide needs assessment data that include KSA and universal screener data for the schools that will be served to identify the need for new mathematics materials for K-3 students and/or curriculum-based professional learning for the educators implementing the HQIR. The response to this question should clearly describe: **How will the KYNC HQIR K-3 grant be used to specifically meet the mathematics needs of K-3 students at schools within the district?**	**30 points**
This answer should include a needs assessment based on KSA and universal screener data for the district and the schools to be served addressing the past three years. KSA and Universal screener data must be recorded for each school that will be served by this grant on the Needs Assessment Data form.	
Question 2: **All applicants should include a** district-wide plan for implementation of K-3 HQIR and/or curriculum-based professional learning that includes: 1. How the district will implement the new K-3 HQIR (include the school(s)and student populations that will be served with the HQIR grant) and/or the curriculum-based professional learning; and 2. The timeline for the rollout of upgraded curriculum materials for core instruction in K-3 classrooms. 3. If a district has already purchased an HQIR, include information about the recently purchased HQIR and the curriculum-based professional learning that has been provided to date.	**20 points**
The answer should include a plan that describes the implementation of the HQIR and curriculum-based professional learning for K-3 schools (by school and by grade) and includes a timeline. If a district has already purchased an HQIR and is requesting funds for curriculum-based professional learning, the narrative should include information about the purchased HQIR and the curriculum-based professional learning to date.	

Question 3: **Applicants** shall submit a professional learning plan to the KDE for approval that aligns to the characteristics of Curriculum-Based Professional Learning (CBPL) and demonstrates how and when teachers will be trained on the new mathematics materials purchased.	**40 points**
This answer should include a completed professional learning plan while addressing CBPL on the newly adopted mathematics materials.	
Question 4: **All applicants** shall include a district budget form and summary indicating how the district will use the entire $70,000 to purchase the selected materials needed for instruction (tier one, tier two, and/or tier three) in mathematics and the associated high-quality professional learning for the new materials.	**40 points**
This answer should include a budget form (attached) and a budget summary narrative indicating how the district will use the entire $70,000 to purchase the new instructional mathematics materials and the professional learning for the new materials.	
Question 5: **All applicants** shall ensure that the HQIR being purchased or utilized for CBPL is rated green in EdReports and has been reviewed to ensure the HQIR meets the needs identified in Question 1.	**10 points**
This answer should provide a brief narrative to provide assurance the HQIR has been reviewed and is green-rated in EdReports.	
Competitive Priorities:	**30 points**
A. Districts that have or will have teachers and/or leaders participating in Kentucky Numeracy Counts Academies will receive 10 priority points. B. Districts in which more than fifty percent (50%) of the enrolled students scored below the statewide average on the statewide assessments in mathematics administered for the preceding school year will receive 10 priority points. C. Districts with the greatest need for financial assistance can receive up to 10 priority points. 90-100% F/R meals = 10 points 80-89 % F/R meals = 8 points 70-79% F/R meals = 6 points 60-69% F/R meals = 4 points 50-59% F/R meals = 2 points.	
Total Points Possible (excluding competitive priority)	**150 points**

Kentucky Numeracy Counts Application Cover Page

DISTRICT NAME		
DISTRICT ADDRESS		
SUPERINTENDENT		Phone: Email:
DISTRICT LEVEL **PERSONNEL** **(Supervisor/Director of Curriculum/Instruction)**		Phone: Email:
GRANT CONTACT/WRITER		Phone: Email:
Kentucky Numeracy Counts Academies Participation/Planned Participation ☐Yes ☐No	**# of Administrators Participating/Planned to Participate?** _____	**# of Teachers Participating/Planned to Participate?** _____
Grant Collaborators, if any		

I assure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I

assure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

Assurance of Commitment from the Superintendent and District Level Personnel. Must be notarized.

_____   _____
Superintendent   Date

_____   _____
District Level Personnel   Date

_____   _____   _____
Notary Signature   Date   Commission Expiration Date

Principal Signature Page

(Required for all schools to be served by the Kentucky Numeracy Counts (KYNC) grant)

I/We confirm by the signature(s) below that the attached proposal was reviewed and approved for implementation by the school. I/we agree to the requirements listed in the KYNC RFA and will comply with the assurances applicable to this grant.

Additional pages may be added after all lines are filled.

School	Principal Signature	Date

FY25 Kentucky Numeracy Counts
Needs Assessment Data Form

Additional sections/pages may be added to accommodate more schools.

DISTRICT DATA		
2023-2024 KSA 3rd Grade Mathematics District Percentage Proficient and Distinguished		District F/R % from Qualifying Data _____
% of Students Scoring below Proficient on the 2023-2024 KSA 3rd Grade Mathematics Assessment		

SCHOOL 1 DATA	Name of Universal Screener		
	2021-2022	**2022-2023**	**2023-2024**
KSA 3rd Grade Mathematics School Percent Proficient and Distinguished			
Kindergarten Universal Screener Percent Meeting Benchmark			
First Grade Universal Screener Percent Meeting Benchmark			
Second Grade Universal Screener Percent Meeting Benchmark			
Third Grade Universal Screener Percent Meeting Benchmark			

SCHOOL 2 DATA	Name of Universal Screener		
	2021-2022	**2022-2023**	**2023-2024**
KSA 3rd Grade Mathematics School Percent Proficient and Distinguished			
Kindergarten Universal Screener Percent Meeting Benchmark			
First Grade Universal Screener Percent Meeting Benchmark			
Second Grade Universal Screener Percent Meeting Benchmark			
Third Grade Universal Screener Percent Meeting Benchmark			

Budget Form

Instructions: Use this form to provide a detailed, itemized explanation of expenditures for each MUNIS Code. Not all MUNIS codes listed need to be used. However, the school may not use KYNC HQIR K-3 grant monies for any MUNIS code that is not listed. Successful approval of budget is pending further review by the KDE.

MUNIS Code	Description	Amount	Explanation of Expenditures
0110	Certified Services - (Contract)		
0111	Extended Day (Contract)		
0112	Extra Duty (Contract)		
0113	Other Certified (Not part of Contract)		
0321	Workshop Consultant		
0322	Educational Consultant		
0335	Professional Consultant		
0339	Other Professional Services:		
0580	Travel		
0591	Services Purchased from another district or Educational Agency within the state		
0592	Services Purchased from another district or Educational Agency out of state		

0610	General Supplies		
0643	Supplemental Books, Study Guides & Curriculum		
0644	Textbooks & other Instructional Materials Data required for State reporting		
0734	Technology Related Hardware		
0735	Supplies – Technology Related		
Total		$70,000	