

North Dakota Literacy Intervention Grant

Section I Grant Information

A. Background

The 66th Legislative Assembly of North Dakota (2019-2021) Senate Bill 2219; appropriated general funds to the Department of Commerce for the purpose of providing matching funds to an organization providing research-based literacy intervention services eligible for the grant funds. The 67th Legislative Assembly of North Dakota (2021-2023) has continued this appropriation for the purpose intended.

B. Purpose

The purpose of the North Dakota Literacy Intervention Grant is to provide matching funds to an organization providing research-based literacy intervention services to students below grade four who score below proficient in reading, for the biennium. The department may spend the appropriated funds only as authorized in this section.

Maximum Amount: \$200,000 per program; one-time award with a 1:1 match

C. Eligibility

An organization providing research-based literacy intervention services to students below grade four who score below proficient in reading.

D. Administration

The North Dakota Literacy Intervention Grant is administered by the Workforce Development Division of the Department of Commerce. References to 'division' throughout this guide are in reference to the Workforce Development Division.

Send proposals to:

Ryan Volk

ND Department of Commerce

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Bismarck, North Dakota 58502-2057

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E-mail: rdvolk@nd.gov

Section II Grant Proposals

A. Proposal Requirements

Grant proposals should follow the format shown in Section B, Proposal Format (below). Proposals that fail to meet the criteria set in Part B will not be rated until clarification or additional information is sufficient for the proposal rating process.

B. Proposal Format

Ensure a concise proposal that clearly explains the project, training demand, and population served.

Grant applications aligned with the format and required information below will provide clarity for review and will speed up the review process.

1. Mission Statement

Describe how the organization qualifies for the funds

2. Project Description

- a.** Describe the overall goals and objectives of the project.
- b.** Explain the need for the proposed programs and activities.
- c.** Describe how and where the program will be operated.
- d.** Provide a self-sustainability plan
- e.** Identify planned start and end dates of the grant project. **Note:** Grant must end no later than MAY 31, 2023. This allows time for Commerce to report unspent funds and to recoup them from the grantee for submittal to OMB.

3. Budget Proposal

Budget Narrative:

- a.** Identify total amount of grant funds being requested.
- b.** Identify the matching funds. Are the matching funds secure, if not, when will they be secure?
- c.** Provide detailed information on what the grant dollars will be spent on. (Provide Corporation for National and Community Service AmeriCorps Budget)

Section III Proposal Review and Approval

A. Proposal Review and Rating

Review of proposals is conducted by the Workforce Development Division. The division will work with designated individuals to clarify proposals, verify match requirement, and to ensure completeness.

B. Grant Approval

The division will officially notify the grantee of the award by contacting the respective applicant. The notification will include:

1. Amount awarded
2. Request that the applicant name an authorized agent as the contact with the division on the specific grant
3. Request that the grantee not publicize the award, pending a press release/press conference be made by the Dept of Commerce first.

Section IV Grant Agreement

A. Grant Agreement Development

Upon approval of a grant proposal, the division will develop a grant agreement. The division will work with the authorized agent to finalize grant agreement details.

The budget breakout section of the grant proposal will be inserted into the grant agreement under Section 3, Compensation.

B. Match Requirements

1. General Match Requirements

- a) Must be matched with federal funds from the AmeriCorps Agency

C. Reporting Requirements

1. Progress Narrative

Progress Narratives describing the activities carried out and application of funds will be submitted every 6 months. Reports must include a brief narrative of implementation progress and basic demographic information, which will include: number of participants enrolled per course/program, completion numbers to date, and early program departures. Narratives will be sent via email to: rdvolk@nd.gov. **The subject line must read: ND Literacy Intervention Grant.**

3. Expenditure Report/Request for Funds

Payment will be made to the grantee upon receipt of proof of non-state dollar-for-dollar matching funds and agreed upon documentation. Request for funds will include a clear description and valuation of match received to date. Request for Funds forms will be sent via email to the following email address: rdvolk@nd.gov. **The subject line must read: ND Literacy Intervention Grant.**

When no expenses have been incurred, resulting in no request for reimbursement, the grantee will send an email message indicating such. A brief summary status report on the progress of the project must be included.

Requests for funds must include invoices to support proof of match spent, documentation that match item was received, or in-kind applied, to support the amount being requested. This will ensure expenditures and match are being applied and track accurately, mitigating audit exception and reducing grantee and administrator monitoring workload.

Requests for funds must include supporting invoices for related expenses.

D. Grant Agreement Modification

The grantee will contact the division to get prior approval on changes to match, authorized use of grant funds, grant agreement term, or funding. Approved requests may be denied if not appropriate to the grant or may require grant agreement modification prior to implementation. A line item deviation from grant agreement budget of no more than 10% will be accepted without prior permission and will not require grant agreement modification. This deviation allowance does not include total grant agreement amount.

Grant agreement modifications should be completed during the grant agreement period.

E. Grant Agreement Closeout

Near the end of the grant agreement, the Division will notify the grantee via letter that the grant agreement has been closed. This notification signifies the end of the grant agreement and releases the administrator and the grantee from any further obligations under the grant agreement.