

05-071 DEPARTMENT OF EDUCATION

COMMISSIONER OF EDUCATION

CHAPTER 54: Grant Application and Award Procedure: Later Start Planning Grant

SUMMARY: This rule governs the application for, and awarding of, funds from the Department of Education discretionary grants for planning for later start times. Grants are intended to assist in the financing of local initiatives.

1. Purpose and Scope

- A. Purpose:** Funds are awarded to support the costs of school administrative units (SAUs) which elect to develop plans to change secondary school start times to 8:30 a.m. or later pursuant to Resolve 2025, Chapter 110. The Department encourages SAUs to collaborate on late start planning initiatives.
- B. Scope:** This rule provides specific instructions applicable to all school administrative units seeking to submit applications for the grants. The rule establishes the eligibility requirements, application process, award criteria, and review process, as well as reporting requirements.

2. Definitions

- A. Economically Disadvantaged Students:** Economically disadvantaged students means students who are included in the department's count of students who are eligible for free or reduced-price meals or free milk or both.

3. Applications

- A. Eligible entities**
 - i. School administrative units (SAUs) that serve secondary students are eligible to apply for grant funds.
- B. Department announcement:** The application announcement by the Department based on the availability of funding.
 - i. For each funding opportunity, the Department shall establish the opening date for the acceptance of applications.
- C. Application form:** Applications for grants must be filed in accordance with this rule and any instructions provided by the Department.
- D. Allowable Use:** Grant funding must be used for the development of a plan in accordance with this rule. Allowable activities related to the development of a plan might include:
 - i. Development of community engagement opportunities
 - ii. Transportation studies

- iii. Staff collaboration or professional development related to later school start times
- iv. Coordination between SAUs

4. Requirements: A grant application must be filed by an eligible entity and must:

- A. Be filed in accordance with this rule, and any guidance provided by the Department in calling for applications.
- B. Include an overview that describes the anticipated timeline for plan development and completion.
- C. Include a description of proposed efforts to collaborate, when more than one SAU plans to participate.
 - i. If multiple SAUs are working in partnership, each SAU and their authorizing official shall sign the application.
- D. Include a budget which justifies and is limited to allowable uses

5. Review and Evaluation

A. Awarding grants

Grant awards will be made to applicants according to a scoring matrix which will be detailed in the request for applications. Applications will be scored at the close of the application period. Awards may not match the request fully.

B. Priority for awarding grants

The Department will administer the grants in accordance with State procurement procedures. The Department will prioritize distribution across the state. This includes attention to:

- i. Geographic distribution across the state
- ii. Variation in SAU size
- iii. Economically disadvantaged students

C. Form of agreement for grant

Awards will be made by means of a standardized State agreement subject to approval by the Department.

6. Reporting Requirements

- A. At the close of the project funding, SAUs receiving grant awards must deliver a report to the Department containing:
 - i. Total project costs and use of funds
 - ii. A description of the collaborative planning process used, and community or stakeholder engagement activities
 - iii. An analysis of findings and potential courses of action?

STATUTORY AUTHORITY: Resolves 2025, Chapter 110