FLORIDA DEPARTMENT OF EDUCATION (DOE)

Request for Proposal (RFP)

I. GRANT OVERVIEW:

Division/Office	K-12 Education, Bureau of Instructional Support and Community Services (BISCS), Intervention and Prevention Services
Title	**Alternative Schools/Public Private Partnerships**
Specific Funding Authority	State: 2003 General Appropriations Act, Section 2, Line Item 70
Funding Purpose	This project provides funding for Alternative Schools/Public Private Partnerships serving at least 400 disruptive and low performing students per school in grades 6-12.
Funding Priorities	The program must provide proof of educational progress in reading and mathematics which has been demonstrated in existing programs with similar student populations. The program shall operate in a separate school facility provided by the education provider serving at least 400 students per school. The alternative education provider program must have at least five years of experience successfully serving this student population. The design of the school shall include small learning communities and areas of support services provided by community-based providers. The district school board may contract with a non-profit or for-profit organization to operate the program including the provision of personnel, supplies, equipment, and/or facilities.
Support for Reading Initiative	All proposals must address how the project will support Just Read, Florida! reading initiative.
Dissemination and Marketing Plan	Proposals must address how information about the project will be disseminated and marketed to appropriate populations.
Reporting Outcomes	Grantees must submit quarterly progress reports and a final report on project outcomes at the conclusion of the project period to Mr. Roger Henry Intervention and Prevention Service. Florida Department of Education 325 W. Gaines St. Turlington Building, Room 501 Tallahassee, FL 32399-0400
Target Population	The targeted population will be disruptive, retained, expelled, suspended, and academically low performing students in grades 6-12.
Eligible Applicants	All Florida Public School Districts Applicants must clearly indicate whether the proposal is for a new project or for funding to a continuation project on the Project Application Form, DOE 100A, under section A, Program Name.
Type of Award	Discretionary Competitive

Total Funding Amount	$4,000,000
Range of Awards	No school district will receive more than 60% of the total funding amount.
Program Period	All approved projects will have a maximum of 18 months of school operations to expend the funds, but applicants must specify how the requested grant award will be allocated during the program period. Proposals must specify the amount of grant funding per student over the proposed period of school operations. Proposals must identify the total amount of funding per student including the proposed grant award and other state local, and federal sources. The program period specific to each approved project will be identified on the DOE 200 Project Award Notification.
Budget Period	July 1, 2003 through June 30, 2004
Funding Method	Payment will be made in quarterly payments, with all funds paid prior to the end of the budget period. Funding will be distributed to the school district when a contract with a qualified alternative education provider is submitted to the DOE.
Letter of Intent	If a partnership agreement has not been executed with the alternative education provider at the time the grant proposal, a letter of intent signed by the school district superintendent indicating the school district's plans to proceed with a partnership agreement must be submitted within 30 days of the DOE 200 Project Award Notification The letter of intent must indicate that a partnership agreement will be signed within two months of the DOE 200 Project Award Notification and that the alternative school operations will commence within twelve months of the award.
Contact Persons	Roger Henry, 850/ 245-0481; Suncom: 205-0481; Fax: 850/ 245-9957; E-mail: Roger.Henry@fldoe.org
Application Due Date	Proposals must be received at the delivery address no later than November 21, 2003, by close of business.
Delivery Address	Bureau of Grants Management Florida Department of Education 325 West Gaines Street Turlington Building, Room 325 Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498; Suncom: 205-0498
Conditions for Acceptance	Proposals shall become considered for award after the DOE has received a project proposal containing • the Project Application Form (DOE 100A) with an original authorized signature; • the DOE 101 Budget Narrative Form; • the Additional Assurances – All Projects form; and, • all program and fiscal information specified in the RFP instructions.
General Terms, Assurances and Conditions for Participation in Federal and State Programs	The Florida Department of Education (DOE) has developed and implemented a document entitled, *General Terms, Assurances, and Conditions for Participation in Federal and State Programs*, to comply with: • 34 CFR 76.301 of the Education Department General Administration Regulations (EDGAR) which requires local educational agencies to submit a common assurance for participation in federal programs funded by the

U.S. Department of Education;

- applicable regulations of other federal agencies; and
- state regulations and laws pertaining to the expenditure of state funds.

To receive funding, applicants must have on file with the DOE, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State or Federal Programs. The complete text may be found in section D of the DOE document, *Project Application and Amendment Procedures for Federal and State Programs* (Green Book), which can be accessed at http://www.firn.edu/doe/comptroller/pdf/section-d.pdf. A hard copy is available upon request.

The certification of adherence filed by school districts with the DOE Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this proposal.

Technical / Format Requirements

The project narrative should be prepared using a 12-point font size, 1" margins, and single sided typed 8.5 x 11-inch sized pages. Applicants must submit four copies of the completed proposal. One of the four copies submitted must bear an original signature. The signature should be made in an ink color other than black to help reviewers determine which is the original signature copy. The original and copies may be stapled, but no other binding will be acceptable.

Narrative Requirements

Proposals should be assembled in the same order as described in this section.

- **Project Application Form** (DOE 100A) – This form should be the cover or first page of your project proposal. Proposals signed by an official other than the school district superintendent must include a letter signed by the superintendent, or documentation citing action of the governing body delegating authority to the person to sign on behalf of the superintendent.
- **Budget Narrative Form** (DOE 101) – Each budget page should be completed per the instructions to this form, with a specific description and the budget amount for each type of expenditures. Applicants must identify the school district and provide a subtotal or grand total at the bottom of the budget page(s).
- **Additional Assurances – All Projects** – This page specifies the applicant's adherence to additional project requirements. These assurances must be submitted without modification as part of the completed proposal document. Proposals submitted without this page will not be recommended for funding. Adherence to assurances is subject to monitoring by the DOE/BISCS.
- **Scoring Criteria –** Proposals should address the items specified, and in the same order as presented, in the section **Scoring Criteria**, pages 4-5.

Method of Selection

A committee composed of state and local educational professionals will review proposals. Each proposal will be read and reviewed by more than one reader, scored on each of the proposal review criteria, scores averaged, results discussed, priorities listed and recommendations made to the Commissioner of Education. Funds will be distributed to school districts for new programs or for continuation of current programs that achieve highest scores on funding criteria. Budget negotiations will follow the final acceptance of the

recommendations. Successful applicants will receive an approved Project Award Notification.

Scoring Criteria (Total Points Possible =100)

1) **Support for Reading Initiative** (5 Points)

   a) Described how the project will support the DOE reading initiative, Just Read, Florida! (information about the initiative is available at http://www.justreadflorida.com/).

2) **Dissemination and Marketing Plan** (5 Points)

   a) Addressed the methods the proposal will use to share information on all program aspects with the targeted population.

3) **Project Design** (20 Points)

   a) Demonstrated sufficient proof of improving reading and mathematics by at least one grade level as assessed and aligned with the Florida Comprehensive Assessment Test (FCAT).

   b) Demonstrated a track record of increasing academic achievement among enrolled students.

   c) Demonstrated proof of at least five consecutive years of experience successfully serving students in grades 6-12 in schools of at least 400 students.

   d) Ability to operate programs in a separate school facility designed with small learning communities with at most a 1:10 adult to student staffing ratio.

   e) Ability to operate programs which provide area support services by community-based providers for students.

   f) Specified amount of grant funding per student over the proposed period of school operations.

   g) Identified total amount of funding per student, including the proposed grant award and other federal, state, and local sources.

4) **Project Implementation** (20 Points)

   a) Define the target population to be served, the number of students to be served, and the process for student selection.

   b) Describe the separate school facility and other provisions negotiated with the school board.

   c) Align the measurable student performance outcomes with the project mission.

   d) Describe measurable student performance outcomes with targets on metrics of student attendance and behavior.

   e) Describe the procedural activities, timelines, and organizational structures to be used to make the project fully operational.

5) **Instructional Intervention** (20 Points)

   a) Specify the curriculum content, including a correlation with the Sunshine State Standards, to be used in the program that would lead towards grade promotion and school graduation.

   b) Demonstrate that student reading and mathematics will be improved by at least 1.5 grade levels as assessed with the FCAT.

   c) Identify the general methodology that teachers will use in providing

instruction to students.

d) Describe the small learning communities and how they will be utilized and staffed to provide services to the target population.

e) Illustrate how direct assessment of student performance will be made and reported to the student, the district, and the students' parents.

f) Describe the support services that will be provided to the target population and identify the community-based groups that will provide those services.

6) **Personnel Development** (10 Points)

a) Identify clear, measurable objectives for teacher training during the initial orientation to the proposed educational program and for on-going development throughout the course of the program.

b) Identify the method and process for training staff during the planning and development stages, which must include teaching staff, support services providers, and administrative staff.

c) Identify the qualifications for teachers and paraprofessionals and the number of staff to be employed.

d) Describe how staff will be continuously apprised of student performance metrics.

7) **Project Evaluation** (10 Points)

a) Describe a plan to assess the overall effectiveness of the educational program provided.

b) Describe how and what student performance outcome data will be collected.

c) Explain how student feedback on the quality of the program will be collected.

8) **Collaboration/Partnership** (10 points)

a) Identify the internal and/or external partners and describe how these partners will be involved in the project.

b) Specify the proposed alternative education partner that will plan, implement, and evaluate the project (i.e., company name, executive officer, corporate address, telephone number, non-profit or for-profit status, educational program title).

c) Identify the specific roles of each partner in the program (i.e., non-profit entity will provide personnel, supplies, equipment, and/or facilities; the district school board will provide data collection services, FTE reporting services, and program supervision).

d) Describe the program facility and provide the assurance that size of space and occupant design capacity meet criteria as provided by state board rules.

e) Demonstrate the achievements of the alternative education provider over a five-year period of successful operation of successful experience in serving a similar population of students.

Implementation Requirements

All funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal an State

Programs (Green Book) and the *General Assurances for Participation in Federal and State Programs*. These procedures and documents can be accessed on-line at http://www.firn.edu/doe/comptroller/gbook.htm.

Fiscal Requirements

- Non-allowable expenditures include indirect cost; financial incentives for students; non-educational projects, gifts or other materials not directly related to the education of students; salaries of regular or temporary employees; food; or transportation of students.
- All project recipients must submit a complete DOE 399 form, Final Project Disbursement Report, with a check issued to the DOE for any unexpended funds, by the date specified on the DOE 200 form, Project Award Notification.

Attachments

- Project Application Form (DOE 100A)
- Budget Narrative Form (DOE 101)
- Additional Assurances – All Projects

Instructions for Completion of DOE 100A

A. If not pre-printed, enter name of the program for which funds are requested.

B. Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.

C. Enter the total amount of funds requested for this project.

D. Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.

E. **The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the president/chairman of the Board for other eligible applicants.

- **Note:** Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.

FLORIDA DEPARTMENT OF EDUCATION
Project Application

TAPS Number
4C063

Please return to:	**A) Program Name:**	***DOE USE ONLY***
Florida Department of Education Bureau of Grants Management Room 325 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498	**Alternative Schools/Public Private Partnerships** **_____ New Program or ____ Continuing Program**	Date Received

B) Name and Address of Eligible Applicant:	**Project Number (DOE Assigned)**

C) Total Funds Requested:

$

DOE USE ONLY

Total Approved Project:

$

D) Applicant Contact Information

Contact Name:	Mailing Address:
Telephone Number:	SunCom Number:
Fax Number:	E-mail Address:

CERTIFICATION

I, _____, (*Please Type Name)* do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) _____
Signature of Agency Head

DOE 101 Instructions
Budget Narrative Form

This form should be completed based on the instructions outlined below, unless instructed otherwise in the Request for Proposal (RFP) or Request for Application (RFA).

A. Enter Name of Eligible Recipient.

B. (DOE USE ONLY)

COLUMN 1 - OBJECT:

SCHOOL DISTRICTS: Use the three digit object codes as required in the Financial and Program Cost Accounting and Reporting for Florida Schools Manual,("Red Book")which can be accessed on-line at http://www.firn.edu/doe/fefp/redtoc.htm.

COMMUNITY COLLEGES: Use the first three digits of the object codes listed in the Accounting Manual for Florida's Public Community Colleges.

UNIVERSITIES AND STATE AGENCIES: Use the first three digits of the object codes listed in the Florida Accounting Information Resource Manual.

OTHER AGENCIES: Use the object codes as required in the agency's expenditure chart of accounts.

COLUMN 2 – ALL APPLICANTS:

ACCOUNT TITLE: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

NARRATIVE: Provide a detailed narrative for each object code listed. For example:

- **SALARIES** - describe the type(s) of positions requested. Use a separate line to describe each type of position.
- **OTHER PERSONAL SERVICES** – describe the type of service(s) and an estimated number of hours for each type of position. OPS is defined as compensation paid to persons, including substitute teachers not under contract, who are employed to provide temporary services to the program.
- **PROFESSIONAL/TECHNICAL SERVICES** - describe services rendered by personnel, other than agency personnel employees, who provide specialized skills and knowledge.
- **CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS** - provide the agency name and description of the service(s) to be rendered.
- **TRAVEL** - provide a description of each type of travel to be supported with project funds, such as conference(s), in district or out of district, and out of state. Do not list individual names. List individual position(s) when travel funds are being requested to perform necessary activities.
- **CAPITAL OUTLAY** - provide the type of items/equipment to be purchased with project funds.
- **INDIRECT COST** - provide the percentage rate being used. Use the current approved rate. (Reference the DOE Green Book for additional guidance regarding indirect cost.)

COLUMN 3 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE - Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

COLUMN 4

AMOUNT - Provide the budget amount requested for each object code.

C. TOTAL - Provide the total for Column (4) on the last page**.** Must be the same amount as requested on the DOE-100A or B.

A) _____

B) Name of Eligible Recipient: _____

Project Number: **(DOE USE ONLY)**

TAPS Number
4C063

FLORIDA DEPARTMENT OF EDUCATION
Budget Narrative Form

(1) OBJECT	(2) ACCOUNT TITLE AND NARRATIVE	(3) FTE POSITION	(4) AMOUNT
	C) TOTAL		**$**

DOE 101
Rev. 01/03

Jim Horne, Commissioner

ADDITIONAL ASSURANCES - ALL PROJECTS

Fiscal Agency:

Submission of this proposal hereby assures that the applicant and all participating districts will implement the project consistent with the following requirements:

- Assurance is hereby provided that project funds will not be used to purchase furniture or equipment without prior written approval from the DOE/BISCS. Upon termination of the project, at the option of the DOE/BISCS, all equipment purchased with project funds will be transferred to the location(s) specified by the DOE/BISCS, and all necessary property records actions will be taken to transfer ownership to the DOE or its designee.
- Assurance is hereby provided that the fiscal agent for this project accepts responsibility for implementing all project activities as specified in this proposal or subsequent amendments, specifically including those of a regional or statewide nature. The fiscal agent will ensure that activities essential to project effectiveness including, but not limited to, reimbursement of travel expenses for persons from other districts/agencies, employment of substitutes for teachers in other school districts, or payment of consulting fees for persons to provide services to other school districts will be implemented in an efficient and timely manner.
- Assurance is hereby provided that products developed for statewide dissemination will be submitted to content and policy review by the DOE/BISCS prior to any distribution for other than awareness, field-test, or validation purposes. This fiscal agent will ensure that product developers adhere to policies and procedures set forth in "Guidelines for Project Publications," available from the BISCS Clearinghouse Information Center. The applicant will allow a minimum of four weeks for the BISCS to complete the content and policy review of any product, and will also allow sufficient time to make required revisions, have the revisions verified by the BISCS, and have the final document reproduced.
- Assurance is hereby provided that any products produced by or developed in connection with these projects remain the exclusive property of the State of Florida, unless ownership has been explicitly waived. Products include all print, audio-visual, computer programs, and internet websites fully or partially developed with project resources (fiscal and personnel resources). Such products must be pre-approved by the designated contact person and must contain a funding statement acknowledging the use of federal funds for development and dissemination. Questions regarding product development, ownership, or funding statements should be directed to Arlene Duncan, Supervisor, Clearinghouse Information Center at 850/ 245-0477; or E-mail: Arlene.Duncan@fldoe.org.
- Assurance is hereby provided that fees will not be charged for any service provided under the auspices of the project without prior written approval of the DOE/BISCS.