



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal for Competitive Grants

Bureau / Office	Office of Independent Education and Parental Choice
Title	Public Charter Schools Federal Grant Program 2004-2005 Dissemination Grant Application
Specific Funding Authority(ies)	Federal CFDA #84.282A – Title V, Part B, Subpart 1 (formerly Title X, Part C) of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001
Funding Purpose	<p>Funding allows successful charter schools to assist other schools in adapting the charter school’s program or to disseminate information about the charter school. The Public Charter Schools Federal Grant Program—2004-2005 Dissemination Grant award is to assist other schools in adapting the charter school’s program (or certain aspects of the charter school’s program) or to disseminate information about the charter school, through such activities as:</p> <ol style="list-style-type: none"> 1. Assisting other individuals with the planning and startup of one or more new public schools, including charter schools, that are independent of the assisting charter school and the assisting charter school’s developers, and that agree to be held to at least as high a level of accountability as the assisting charter school; 2. Developing partnerships with other public schools to serve as mentors, including charter schools, designed to improve student performance in each of the schools participating in the partnership; 3. Developing curriculum materials, assessments, and other materials that promote increased student achievement and are based on best practices within the assisting charter school; 4. Conducting evaluations and developing materials that document the best practices of the assisting charter school and that are designed to improve student achievement; and 5. Developing professional development models which address governance, personnel issues, finance and accounting, and accreditation methodology.
Target Population	Staff, students and parents in charter schools or traditional public schools
Eligible Applicants	This application is only for local education agencies which have charter schools that have been in operation for at least three consecutive years or will complete their third consecutive year in June 2004 and have demonstrated overall success, including: (1) Substantial progress in improving student achievement; (2) High levels of parent satisfaction; and (3) The management and leadership necessary to overcome initial start-up problems and to establish a thriving, financially viable charter school. All schools with a school grade must have a “C” or above in 2003-2004 and the school have made Adequate Yearly Progress (AYP) in 2003-2004 to be eligible to apply for this grant.

	<p>Applicants must answer the following questions satisfactorily in order to be considered eligible for further consideration.</p> <ol style="list-style-type: none"> 1. Substantial progress: Demonstrate how your charter school has experienced substantial progress in increasing student achievement. 2. Parental satisfaction: Provide reasons why your charter school can be considered to have high levels of parental satisfaction. 3. Management and leadership: Provide ways your charter school has exhibited the management and leadership necessary to overcome initial start-up problems and establish a thriving, financially viable school. <p>Review committees will determine whether all three questions sufficiently meet the following criteria to be qualified for additional review:</p> <ol style="list-style-type: none"> 1. Substantial progress: The applicant provides sufficient, reliable data, scores or other objective measures which prove substantial progress has been made in increasing student achievement. 2. Parental satisfaction: The applicant documents evidence of high levels of parental satisfaction. Data is provided indicating satisfaction has been expressed by the majority of parents whose children attend the school. 3. Management and leadership: The applicant describes how the school’s management and leadership have been used effectively to overcome initial start-up problems. The applicant provides evidence that the school now is thriving and financially viable.
Application Due Date	August 20, 2004 by the close of the business. The due date is date of receipt of grant in the Bureau of Grants Management in the Florida Department of Education. It is not the postmark date.
Delivery Address	Grants Management, Unit C, 325 West Gaines Street, Room 325, Tallahassee, Florida 32399-0400 Telephone number (850) – 245-0498
Contact Person	Ms. Karen Bennett, Office of Independent Education and Parental Choice Telephone: (850) 245-0502 Email: Karen.Bennett@fldoe.org
Total Funding Amount	Approximately \$2.1 million is available to eligible applicants under the provisions of the Public Charter Schools Federal Grant Program – 2004-2005 Dissemination Grant Competition. Approximately 10 - 20 projects are expected to be awarded through this grant competition.

Range of Awards	Grant awards may range from approximately \$100,000 to \$200,000.
Budget Period	October 1, 2004 to September 30, 2005
Additional Years of Funding	Applicants may submit a proposed project for up to two years with a budget for no more than one year. Funding for the second year will be contingent upon successful implementation of the first year and the availability of funds, completion of midyear report, and satisfactory rating by Department of Education staff.
Funding Method	Federal Cash Advance
Local Match	Not applicable

General Terms, Assurances and Conditions for Participation in Federal and State Programs

The Department of Education has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with:

- 34 CFR Part 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.

In order to receive funding, applicants must have on file with the Department of Education, 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 at <http://www.firn.edu/doe/comptroller/gbook.htm>

School Districts, Community Colleges, Universities and State Agencies

The certification of adherence filed with the Department of Education 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 application.

Conditions for Acceptance

To be accepted for further consideration, all applications submitted to the Department of Education must include:

- DOE 100A with original signature of agency head or designee and charter school representative
- If the DOE 100A is signed by someone other than the agency head, then a current letter from the agency head must be attached authorizing them to sign on behalf of the agency head.
- Assurance page with original signature of charter school representative
- DOE 101 Budget Narrative page
- Lobbying/Debarment Forms with original signature of charter school representative
- The application must also be received no later than the close of the business day on August 20, 2004. Applications not received in Grant Management by the close of business will not be eligible for funding.

Technical / Format Requirements

Submit one original and five copies of the project application. The narrative shall not exceed 30 typewritten, double-spaced pages and meet a minimum font size of 12-point. Failure to meet the format requirements will result in a deduction of 10 points. As a courtesy to our reviewers, when responding to the RFP, follow the order of the narrative format. Failure to do so will result in loss of 5 points

Funding Priorities None

Narrative Requirements

Abstract or summary **Not Scored**
In one page or less, provide a summary of your project

Narrative for Grant Consideration

1. Objectives **25 Points**

Provide at least five measurable objectives for the project that are specific, quantifiable, attainable and time-phased. One of the objectives must address the initiative, Just Read, Florida!

2. Rationale **15 Points**

Provide reasons why your approach and/or product should be considered a “best practice,” worthy of dissemination. As a charter school applying for the dissemination grant you must include in the rationale how the project will result in increased student/school achievement or higher levels of accountability, and/or improved professional practices. Indicate the relationship of the project to the reading initiative, specifically, Just Read, Florida! Indicate what kinds of support the proposed project provide. In keeping with the Department of Education’s strategic plan, your rationale must include quantifiable elements and data.

3. Need for Project **10 Points**

Provide details of the method or process used to establish the need for the project. Describe how the project matches the need for the program. Include the criteria used in choosing all recipient persons or schools to benefit from the project. “Persons” includes students, faculty, staff, parents, etc. “Schools” includes charter, non-charter, districts, etc. In the case of assisting others with start-up of schools, the applicant should show

that the recipient school(s) would agree to be held to at least as high a level of accountability as the assisting school.

4. Methodology 10 Points

Provide the project period [not to exceed two years] and the methods for meeting all objectives. Express all the methods as activities in detailed time lines.

5. Personnel/Contract 5 Points

Note: Unless the applicant provides a strong rationale, grant paid personnel must be kept to a minimum.

Describe the qualifications of the person responsible for the project and any additional staff. Provide the tasks assigned to each person with the amount or percentage of time, -- including in-kind -- each individual will be assigned to the project. Describe any contracted services and explain why they are necessary.

6. Parental Involvement 5 Points

Describe how parents have been or will be involved in the planning and implementation of the project.

7. Evaluation 5 Points

Describe your plan for formative and summative evaluations, including how you will use evaluations for improving the project. Evaluations must include quantifiable data. Describe how you will select and engage the third-party evaluator.

8. Dissemination 10 Points

Describe in detail the deliverable product(s) resulting from the project and what methods you will use to disseminate information about the products to appropriate populations.

9. Fiscal Approach 5 Points

Describe the fiscal arrangements between the district office and the charter school providing specific tasks and responsibilities of each for handling accounts payable, maintaining records and ensuring fiscal accountability among other duties.

10. Sustainability 5 Points

Describe how the project will be continued beyond the funding period.

Required Attachments 5 Points

Scoring Criteria

1. Objectives 25 Points

Applicant provides five measurable objectives that are specific, quantifiable, attainable and time-phased. All major and necessary outcomes of the project are included in the objectives. One objective effectively supports the reading initiative, Just Read, Florida! Objectives are appropriate outcomes for dissemination of

best approaches or best practices and should result in raising student achievement – especially by improving reading or FCAT performance --, improving accountability, or both.

2. Rationale 15 Points

Applicant provides reasonable and logical reasons why its approach or product should be considered a best practice. If a mentoring school or partnership of schools, applicant proves why it should be considered a model and how staff can provide or share leadership to other schools. If curriculum, materials or professional development will result from the project, applicant demonstrates how the product is innovative or how it will improve learning specifically reading, accountability or educational administration.

3. Need for Project 10 Points

Applicant used relevant and reliable methods that clearly justified the need for the project. Applicant understands the needs of recipient persons and schools and confines the project to those most receptive and likely to benefit from help. Applicants for projects to assist school(s) with start-up sufficiently demonstrate that the beneficiary schools agree to be held to at least as high accountability as the assisting school.

4. Methodology 10 Points

The project period is appropriate for obtaining anticipated results. All objectives are addressed in the methodology. The project includes efforts to coordinate activities with key persons responsible for Just Read, Florida! Applicant provides realistic and detailed time lines for all significant activities. The schedule accommodates other activities required of the project, such as formative and summative evaluations, dissemination, etc.

5. Personnel/Contract 5 Points

Reminder: Unless there is convincing justification, personnel costs must be kept to a minimum.

The lead person(s) has/have been instrumental in developing the model or best practice. All staff has appropriate background and qualifications to perform responsibilities assigned to them. Staff time allocated for the project is sufficient; but time paid by the grant is minimal unless the applicant provides a strong rationale for more. Contracted services are appropriate and reasonably priced.

6. Parental Involvement 5 Points

Parents have been or will be involved in the project -- either as primary or secondary participants -- in planning and/or implementation. Parents have meaningful roles in providing input and/or feedback. The project provides effective methods for responding to parental concerns.

7. Evaluation 5 Points

Applicant's evaluation plan is appropriate for the project. Major indicators of achieving each objective will be considered, and, if applicable, quantitative and qualitative performance analyzed. The applicant has a sound plan for identifying and engaging the third-party evaluator, and involving the evaluator in both formative and summative evaluations.

8. Dissemination 10 Points

Applicant is specific about the deliverable product(s) resulting from the project. Applicant provides a comprehensive dissemination plan, correctly identifying appropriate audiences and the most effective means for reaching those audiences.

9. Fiscal Approach 5 Points

Roles of budget officers in the district office and the charter school are clearly assigned and methods of coordination described. The plan should provide proper stewardship of funds.

Expenditures listed in the budget are necessary to achieve project objectives. Justification for expenditures is comprehensive and includes accurate estimates of costs. Payment for the third-party evaluator is included if there is no other provision, as well as costs to present at the Charter School Conference.

10. Sustainability 5 Points

Applicant has a sound plan to continue the project beyond the funding period. Applicant either provides evidence of administrative support for the project, or a plan to secure administrative support.

Required Attachments 5 Points

Each section of the narrative has an assigned point value. An applicant must receive a minimum score of 70 to be considered for funding. A scoring checklist will be given to each reviewer. Each grant reviewed which does not meet the technical format will be deducted ten points. Additionally, grants which do not follow the RFP format may receive a point deduction. Reviewers will give up to 5 points for the completeness of the required attachments. Projects which include a mentoring component must include letters of commitment from the governing board for each school involved.

Fiscal Requirements

Federal guidelines do not allow recipients to use these grant funds for expenditures which were encumbered prior to the official project period of a grant award, as established by the date of the Commissioner's project award notification document.

A charter school may not use dissemination project funds, either directly or through a contractor, for marketing or recruitment activities designed to promote itself, and the enhancement and operation of the school. Project budgets should include a travel line item for both in state and out of state travel.

Applicants may submit a proposed project for up to two years with a budget for no more than one year. Funding for the second year will be contingent upon successful implementation of the first year and the availability of funds, completion of midyear report, school grade, AYP and satisfactory rating by Department of Education staff.

A local educational agency may not deduct funds for indirect costs including administrative fees or expenses from a sub-grant awarded to an eligible applicant, unless the eligible applicant enters voluntarily into a mutually agreed upon arrangement for administrative services with the relevant local educational agency. Absent such approval, the local educational agency shall distribute all funds to the eligible applicant without delay.

The charter school must provide the Florida Department of Education's Office of Independent Education and Parental Choice a quarterly financial report of expenditures related to the project.

Required Attachments

- A copy of the current charter application
- A copy of the current approved charter contract
- 2002-2003 Annual Report
- Financial Audit Report
- Authorization Letter: If the signature on the DOE 100A is other than the superintendent/agency head, a letter authorizing that individual to sign must be attached
- Mentoring schools must include letters of support from the governing board of each school

Method of Answering Frequently Asked Questions or Providing Changes or Addenda

The method for answering questions, providing any changes in dates, any clarifications or addenda to the RFP will be found on website: <http://www.fldoe.org>

Friday, August 13, 2004 is the cut-off date after which no questions can be answered.

Notice of Intent to Apply

The deadline date to notify the contact person of intent-to-apply is July 16, 2004. Send the notification by e-mail or fax and include an e-mail address. Providing the intent-to-apply is not required for an application to be considered, but assists the applicant by assuring receipt of answers to frequently asked questions and competition updates. Conversely, eligible schools which file an intent-to-apply are not required to apply.

Method of Selection

There will be a maximum of three days for the review process. The number of reviewers will be determined based on the number of grant applications received. There will be three readers for each grant. No reader will review more than ten grants. No member of the review committee will review grants from their own district or school. The review committee will consist of individuals representing the state's demographics and geographic makeup including charter school operators, district charter school contact persons, charter stakeholders, appropriate staff from Department of Education, and representatives from other stakeholder groups

Implementation Requirements

Recipients must attend all Department of Education sponsored workshops and conferences. Forms for amending projects may be found in the [Project Application and Amendment Procedure for Federal and State Programs Administered by the Department of Education](#) (Green Book)

<http://www.firn.edu/doe/comptroller/gbook.htm>

Reporting Outcomes

The applicant will provide an end-of-year report in narrative form and submit it to the Department of Education by October 30, 2005. Each applicant must submit quarterly reports. The quarterly reports are due on December 17, 2004, March 15, 2005 and June 15, 2005. Each quarterly report will consist of the DOE 399 and a minimum one-page single spaced narrative which demonstrates the progress that has been accomplished toward reaching the goals of the grant. The narrative must be in quantifiable and measurable terms. The final evaluation report must include a third party evaluation. All project tangible work products or activities must be submitted with the final evaluation report. All reports will be submitted to:

**Office of Independent Education and Parental Choice
Florida Department of Education, Room 522
325 West Gaines Street
Tallahassee, Florida 32399-0400.**

Attachments to the RFP

DOE 100A

DOE 101

Assurance Page

Lobbying/Debarment Form