



FLORIDA DEPARTMENT OF EDUCATION

Request for Proposal (RFP) for Competitive Projects

Bureau / Office

K-12 Public Schools, Bureau of Student Assistance, Office of Title I Programs and Academic Intervention Services

Program Name

Education Partnerships—Alternative Education/Public Private Partnerships

Specific Funding Authority (ies)

2005 General Appropriations Act, Section 2, Line Item #87

Funding Purpose/Priorities

This project provides funding for new Education Partnerships (EP) serving disruptive and low-performing students in grades 6-12. EPs funded through this project are classified as either large (300 or more students served) or small (75 or more students served in a school district with fewer than 20,000 full-time equivalent students). Any funds not obligated to small district programs may be transferred to the large school district program on or after January 1, 2006.

School districts are eligible to receive funding for one year of planning and three years of program implementation, subject to legislative appropriations. Existing EPs in their first, second, or third year of implementation shall be funded prior to the awarding of grants for new programs. As such, it is possible that little or no funding will be available to award grants for new EPs.

Total Funding Amount

\$6,000,000 to fund existing and new EPs (\$5,000,000 for large programs; \$1,000,000 for small programs).

For Fiscal Year 2005-06, grant specifications include:

- No more than \$1,750 per student for programs in the first year of implementation
- No more than \$1,500 per student for programs in the second year of implementation
- No more than \$1,250 per student for programs in the third year of implementation
- Up to three large programs may be provided up to \$75,000 each for one year of program planning.
- Up to three small programs may be provided up to \$50,000 each for one year of program planning.

Budget Period

October 31, 2005 through June 30, 2006. The program period specific to each approved project is identified on the Project Award Notification (DOE 200). Notification of awards will occur no later than November 15, 2005.

Program Performance Period

October 31, 2005 through June 30, 2006.

Target Population

Students in grades 6-12 who are disruptive and academically low performing.

Eligible Applicant(s)

All Florida school districts. (Note: Priority will be given to proposals from school districts that have not previously received funding for Education Partnerships—Alternative Education/Public Private Partnerships.)

Application Due Date

Proposals are due in Grants Management by the close of business on **October 31, 2005**. Facsimile and email submissions will not be acceptable. This deadline refers to receipt by Grants Management and not a postmarked date.

Contact Persons

- 1) Program Administrator: Roger Henry, (850) 245-0481, Suncom 205-0481; Fax (850) 245-0683, Suncom 205-0683; Email Roger.Henry@fldoe.org.
- 2) Grants Administrator: Margaret White, (850) 245-0498, Suncom 205-0498; Fax (850) 245-0719, Suncom 205-0719; Email Margaret.White@fldoe.org.

Assurances

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 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.

Additional Assurances

The educational program provider must provide proof of:

- Educational progress, as assessed by the Florida Comprehensive Assessment Test (FCAT), in reading and mathematics demonstrated in existing programs with similar student populations.
- At least five (5) years of successfully serving this student population.

NARRATIVE SECTION

For Federal Programs – General Education Provisions Act (GEPA)

Describe (concisely) the steps the applicant proposes to take to ensure equitable access to, and participation in, its program for students, teachers, and other program beneficiaries with special needs. For details refer to URL: <http://www.ed.gov/policy/fund/guid/gposbul/gpos10.html>

Narrative Components

- Project Abstract (or Summary) – Provide a brief summary of the project.
 - 1) Project Need – Describe the need for the project and provide back-up data as evidence.
 - 2) Project Design – Describe the following elements of project design:
 - a) The target population to be served, including the number of students to be served and the assessment measure(s) and process used for student selection.
 - b) The proposed education partner that will operate the program, including the provision of personnel, supplies, equipment and/or facilities. Required information includes nonprofit/for-profit status, company name, chief executive, corporate address, telephone number, and educational program title.
 - c) The specific role(s) of each partner in the program, including, but not limited to, the educational program provider and the district school board.
 - d) The school facility in which the educational program will be operated. This description should include an assurance that the size of the space and the occupant design capacity meet criteria as provided by State Board of Education administrative rules. Indicate which partner—district school board or education partner—will provide the facility.
 - e) How students will be placed in an educational program based on their assessed needs.
 - f) Measurable anticipated student performance outcomes and targets for each measure of student performance—attendance, academic achievement, and behavior.
 - g) The curriculum content, including a correlation with the Sunshine State Standards, to be used in the program that would lead toward grade promotion and school graduation.
 - h) The general methodology that teachers will use in providing instruction to students.
 - i) The student performance data to be collected and the method(s) for direct student performance assessment. Emphasis should be placed on how evidence of increased academic achievement among enrolled students will be demonstrated.
 - j) The plan to evaluate the overall effectiveness of the educational program provided, including the ways and means to collect and use student feedback on program quality; the plan for apprising staff of student achievement; and the method(s) in which evaluation data will be used to modify instruction and other program components.
 - k) The method(s) for reporting the results of direct student performance assessment to students, the students' parents, the school district, and the Florida Department of Education.
 - l) The qualifications for teachers and paraprofessionals and the number of staff to be employed.
 - m) The objectives for teacher training during the initial orientation to the proposed educational program and for ongoing professional development throughout the course of the program.
 - n) The method(s) and the process(es) for training staff during the planning and development stages, which must include instructional staff, support services providers, and administrative staff.
 - o) The support services that will be provided to the target population and the community-based groups that will provide such services.
 - 3) Support for Strategic Imperatives - Describe how the proposed project will address reading initiatives and incorporate one or more of the Florida State Board of Education (SBE) strategic imperatives. (URL: http://www.fl DOE.org/meetings/2005_01_18/StratPlanDetails.pdf)

- 4) Dissemination / Marketing - Describe the methods /strategies you will use to disseminate and market information about the project to appropriate populations.
- 5) Evaluation – Describe the method(s) for evaluating the project.
- 6) Budget – Present a budget that reflects objectives and proposed costs of the project.

Scoring Criteria

- Project Abstract (or Summary) – Project is described in a brief summary. (Not Scored)
 - 1) Project Need – Need for the project is feasible and supported with proven data. (5 Points)
 - 2) Project Design – Project design elements are specific, measurable, achievable, and are aligned with project need; activities are aligned with objectives; and the timeline is feasible. (75 Points total / 5 Points per design element)
 - 3) Support for Strategic Imperatives - Project clearly and feasibly addresses reading initiatives and incorporates one or more of the Florida State Board of Education (SBE) strategic imperatives in an effective manner. (5 Points)
 - 4) Dissemination / Marketing- Methods/strategies to disseminate and market information about the project are thorough and effective. (5 Points)
 - 5) Evaluation –Evaluation methods are comprehensive and likely to be effective. (5 Points)
 - 6) Budget – Project budget presents items that are realistic, appropriate, and clearly reflect proposed project objectives. (5 Points)

Reporting Outcomes

Student performance outcome reports must be provided quarterly and annually to participating students, their parents, the school district, and the Florida Department of Education (FDOE). Quarterly reports should be submitted no later than the last day of the month following the end of the quarter (e.g., January 31, 2006, for the quarter ending December 31, 2005). Students and parents should receive reports by mail. The school district should receive reports in the format negotiated in the partnership agreement. Reports are to be submitted to the FDOE electronically to Roger Henry at Roger.Henry@fldoe.org. The format for these reports will be provided prior to the due date for the first report.

Project recipients must submit to the FDOE Comptroller’s Office a Final Project Summary and Disbursement Report (DOE 399) by the date specified on the Project Award Notification (DOE 200) form, and include a check issued to the FDOE for any unexpended funds.

Funding Method

Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.

NOTE: The fourth quarterly payment will not be made to any grant recipient until documentation is provided that the educational program has served the number of participants projected in the project application.

Fiscal Requirements

Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include invoices with check numbers verifying payment and/or bank statements, all or any of which must be available upon request.

All funded projects and any amendments are subject to the procedures outlined in the Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the *General Assurances for*

Participation in Federal and State Programs. These procedures and documents can be accessed online at <http://www.firn.edu/doe/comptroller/gbook.htm>.

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; and food. 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 Project Award Notification (DOE 200).

The Budget Narrative Form (DOE 101) should be completed so as to provide sufficient information to enable project reviewers to understand the nature of and reason for all expenditures. Expenditures must correlate with the narrative portion of the project application that describes the specific activities or tasks to be implemented. Budgets should include descriptions of all personnel funded through the project. Personnel should be listed by position, amount of salary, and number of full-time equivalents (FTE).

Notice of Intent-to-Apply

The due date to notify the contact person of intent-to-apply is **October 14, 2005**. 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 organizations which file an intent-to-apply are not required to apply.

Method of Answering Frequently Asked Questions or Providing Changes

Questions regarding this request for proposals should be directed to Roger Henry at (850) 245-0481 or via email at Roger.Henry@fldoe.org. The last date that questions will be answered is **October 24, 2005**.

Technical / Format Requirements

The following technical and format requirements should be observed:

- One proposal with the original signature of the superintendent must be submitted. The original signature should be made in an ink other than black to distinguish it from any copies.
- Three copies of the original proposal must also be submitted.
- The original and copies may be stapled, but no other binding will be acceptable.
- The DOE 100A and DOE 101 forms should indicate the correct TAPS tracking number in the upper right hand corner. These forms are available in electronic format at <http://www.firn.edu/doe/grants/gform.htm>.
- All applicants should use a 12-point font, 1" margins, and single-sided typed 8.5" x 11" sized pages.

Conditions for Acceptance

- 1) Application is received within DOE by the close of business on the due date.
- 2) Application includes required forms: DOE 101 – Budget Narrative and DOE 100A – Application.
- 3) All required forms have original signatures by authorized entity.
- 4) Application must be submitted to:

Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 344
Tallahassee, Florida 32399-0400

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.

Method of Review

A committee composed of state and local educational professionals will review all proposals. Each proposal will be read and reviewed by a minimum of three readers and scored as described in the section entitled "Scoring Criteria." The cumulative scores of each individual reviewer will be averaged, the results discussed, priorities listed, and recommendations made to the Commissioner of Education. Funds will be distributed to school districts that achieve the highest average cumulative scores on the project design components. No proposals with an average score of less than seventy (70) points will be funded. In the event that funds are insufficient to fully fund all proposals with an average cumulative score at or above seventy (70) points, funds will be allocated in a priority from highest to lowest average cumulative score.

Attachments

- DOE 100A
- DOE 101
- Project Application Scoring Rubric