



FLORIDA DEPARTMENT OF EDUCATION

Request for Application (RFA Discretionary) TEMPLATE

Bureau / Office

Division of Public Schools

Program Name

Race to the Top ELA Formative Assessment Pilot Districts

Specific Funding Authority

CFDA Number: 84.395A

Funding Purpose/Priorities

Funds are provided to encourage school districts to participate in piloting formative assessment tasks in the English Language Arts Repository

Type of Award

Discretionary

Total Funding Amount

\$100,000

Budget Period

June 15, 2013 – June 30, 2014

Program Performance Period

June 15, 2013 – June 30, 2014

Target Population

School Districts

Eligible Applicant(s)

School Districts

Application Due Date

November 22, 2013. The due date refers to the date of receipt in Grants Management.

For Federal programs, the project effective date will be the date that the application is received within DOE meeting conditions for acceptance, or the date of receipt of the Federal Award Notification, whichever is later.

Contact Persons

Program Administrator:

Terry Golden
Executive Director, Educator Effectiveness Initiatives
850-245-0345
Terry.Golden@fdoe.org

Grants Manager:

Matthew Caldwell
Program Specialist
850-245-0717
Matthew.Caldwell@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://fldoe.org/comptroller/doc/gbsectiond.doc>

School Districts, Community Colleges, Universities, and State Agencies

The certification of adherence, currently on file with the Department of Education Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition.

Funding Method

CARDS - Cash Advance and Reporting of Disbursements System - Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient for disbursements. For federally funded projects, requests for federal cash advance must be made on the CARDS - Cash Advance and Reporting of Disbursements System. If at times it is determined that disbursements are going to exceed the amount of cash on hand plus cash in transit, an on-line amendment can be made prior to the due date of the next Federal Cash Advance distribution on the CARDS System.

Fiscal Requirements

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All or any of which must be available upon request.

Executive Order 11-02

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-02, the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of (a) all persons employed during the Contract term by the Contractor to perform employment duties within Florida; and, (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to this Contract.

Project Performance Accountability and Reporting Requirements

The Department's project managers will track each project's performance, based on the information provided and the stated criteria for successful performance, and verify the receipt of required deliverables/services prior to payment, as required by Sections 215.971, and 287.058(1)(d)&(e), Florida Statutes. For projects funded via Cash Advance, the Department's project managers will verify that the project's activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis. For projects funded via reimbursement, the Department's project managers will verify that the project's expenditures are allowable and that performance objectives are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations.

NARRATIVE SECTION

Project Design-Narrative

This project is intended to reward school districts that promote teacher use and evaluation of formative assessment tasks in the English Language Arts Repository during the 2014 pilot.

The school district will agree to the following:

- Complete and submit an agreement to participate in the pilot of the English Language Repository (Attachment 1);
- Identify schools within the district that serve students in grades kindergarten through eight to participate in the pilot;
- Name at least one teacher per relevant grade within the school to pilot formative assessment tasks in the classroom and provide feedback on the tasks; and
- Provide the names and email addresses of participating teachers to Pearson.

Pilot participating teachers will:

- Take part in a one-hour orientation to the Repository via webinar;
- Select and use a minimum of three formative assessment tasks in the classroom;
- Provide feedback on each formative assessment task used through the comment box and star rating that accompany each task in the Repository;
- Peruse Moodle, the learning management system that accompanies the Repository; and
- Complete a five- to ten-minute structured-choice survey on their experience with the Repository and Moodle.

Grants will be awarded to districts on a first-come, first-served basis until the grant budget is exhausted, as follows:

- \$5,000 will be paid to a district that meets the requirements above for one elementary school and one middle school;
- \$10,000 will be paid to a district that meets the requirements above for three elementary schools and three middle schools;
- \$15,000 will be paid to a district that meets the requirements above for five elementary schools and five middle schools;

The Department will track the participation of districts in the English Language Arts Formative Assessment Repository pilot and field test through usage reports prepared by Pearson.

Scope of Work

The school district scope of work for the grant is to:

1. Notify the Department of Education of the names of the schools that will participate in the pilot.
2. Identify at least one teacher per grade within participating schools to fulfill the teacher requirements delineated in the Project Design-Narrative section above.
3. Provide the names and email addresses of the participating teachers, by school, to the Department of Education.

Reporting Outcomes

The Department will track the participation of districts in the English Language Arts Repository pilot through usage reports prepared by Pearson. Upon completion of the pilot and post-pilot survey periods, the Department will notify districts of their eligibility to invoice the Department for this participation.

For Federal Programs - General Education Provisions Act (GEPA)

Provide a concise description of the process to ensure equitable access to, and participation of students, teachers, and other program beneficiaries with special needs. (For details, refer to URL: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>.)

Conditions for Acceptance

The requirements listed below must be met for applications to be considered for review:

- 1) Application is received in DOE within the timeframe specified by the RFA
- 2) Application includes a completed and signed Attachment 2 and a completed and signed Attachment 1 and resume for each qualified teacher proposed for participation in the grant
- 3) Application includes the completed Project Performance and Accountability table included in this RFA.
- 4) All required forms have original signatures by the superintendent of schools
- 5) Application must be submitted to:

Matthew Caldwell
Office of Grants Management
Florida Department of Education
325 W. Gaines Street, Room 332
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

The Department will track the participation of districts in the English Language Arts Repository pilot through usage reports prepared by Pearson.

Definitions

- Tasks** Specific activities that are required to be performed to complete the Project Narrative/Scope of Work.
- Deliverables** Products and/or services that directly related to a Task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- Due Date** Date for completion of tasks.

Project Performance and Accountability

| Scope of Work (see Project Design – Narrative) | Tasks (see Project Design – Narrative) | Deliverables | Due Date |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------|
| 1 | District provides a list of schools participating in the pilot of English language arts formative assessment tasks in the ELA Repository. | List of eligible schools (schools that contain grades K – 8) | November 22, 2013 |
| 2 | District provides a list of English language arts teachers within participating schools who will use and supply feedback on three or more formative assessment tasks and experience using the assessment system. | List of teachers, by school, including email address for each teacher | December 13, 2013 |
| 3 | Teachers participate in Pearson’s one-hour webinar orientation on the Repository | None. List will be generated by Pearson. | January 31, 2014 |
| 4 | Teachers use three or more formative assessment tasks in the classroom and provide feedback on each such task within the Repository. | Teacher comments and star ratings within the ELA Repository for each formative assessment task used by the teacher | February 28, 2014 |
| 5 | Teachers complete the Pearson post-pilot survey regarding their experience using the Repository. | None. List will be generated by Pearson. | March 28, 2014 |