



Request for Proposals

**FY 2017
State Board of Education
School Improvement Grants**

Introduction

The State Board of Education envisions an accessible, affordable, seamless public education system that results in a highly educated citizenry. To that end it is imperative for students, regardless of the location they live in, or their economic resources to have access to highly effective public elementary and secondary education that will prepare them for the life beyond high school.

The purpose of this grant opportunity is to pilot programs aimed at school improvement that have measureable impacts on student learning outcomes. Programs will address the variability of school district and public charter school models, as well as geographically and demographically diverse Idaho schools systems, leveraging partnerships between public schools, higher education, business and community resources. Proposals should be aimed at impacting school system conditions to set the stage for change and build transformative leadership capacity to achieve that change and develop sustainable coherent systems of support to public schools, including charter schools.

Eligibility

Idaho public colleges/departments of education. Institutions may submit more than one proposal. Applicants are encouraged partner with one or more institutions.

Call for Proposals

The Office of the State Board of Education is currently accepting proposals from Idaho public colleges of education to establish pilot programs for school improvement. Proposals must be aimed at building leadership capacity within, and at all levels, of our elementary and secondary public school system and improve instructional methods aimed at preparing every student to succeed. Proposals must target developing sustainable coherent systems of support, including job-embedded professional development, capacity building at all levels from the governing board to the classroom, networked communities, mentoring and/or coaching of teachers and school/district leaders, the effective use of technology in the classroom to develop 21st Century learners, and the use of data to drive school turnaround and improve instructional practices.

Process

Proposals must be submitted to Tracie Bent at:
Office of the State Board of Education
PO Box 83720
Boise, Idaho 83720-0037

Or

Tracie.Bent@osbe.idaho.gov

Submittal Deadline: August 26, 2016, 5:00 pm (Mountain Time)

Tentative Schedule (Subject to Change)

Date	
August 29, 2016	Announcement of Awards
September 5, 2016	Selection of participating schools

Proposal Content

The proposal shall be prepared following the instructions under Proposal Format and may contain only material itemized in that section. Proposals that do not adhere to the proposal submittal and content requirements may be disqualified from consideration.

The proposal must clearly and concisely outline the proposed program. The proposal must include the minimum and maximum number of schools that can be served. If the project can only accommodate a set number of schools it must be clearly stated in the proposal. The proposal must include a budget that shows the cost of the proposal contingent on the number of schools to be served as well as minimum costs. Schools will participate on a voluntary basis and will be assigned to the awarded projects at the discretion of the Office of the State Board of Education, in consultation with the awardees. The number of total schools served will be dependent on the proposals received and the accompanying budgets.

A single or multiple projects may be awarded based on the proposals submitted.

Proposal Format:

Each page of the proposal must be in a standardized 12-point font, double spaced, with one inch (1") margins. A signed electronic copy of the proposal, in PDF format, must be provided to the Board office by the submittal deadline. Proposals that do not adhere to the specified page limitations, including those in the required appendices, will be ineligible for consideration.

Proposal Elements:

Each proposal must contain and describe the following project elements in the order indicated and must not exceed 10 pages overall, excluding cover page template and appendices.

1. Name of Idaho public institution
2. Name of principal investigator directing the project
3. Project summary – Provide a summary of the project.
4. Specific project plan – Describe the project plans, tasks to be undertaken, and the team (personnel and qualifications).
5. Criteria for measuring success: Include metrics by which project success will be measured. Progress towards these measures will be required as part of awarded proposals reporting requirements. Metrics must be specific, objective,

measurable, and realistic. Each metric must be measurable during the annual reporting period which will coincide with the state fiscal year (July 1 – June 30). At a minimum proposals must include, but shall not be limited to:

- Student attendance rates,
 - Disciplinary and truancy rates,
 - Access and completion rates of advanced opportunities,
 - Access to qualified teachers and school leaders,
 - Teacher retention,
 - Student growth and achievement as measured by summative or formative assessments, and
 - As applicable to school grade ranges:
 - 3rd grade math and ELA scores on the statewide assessment
 - 5th grade math and ELA scores on the statewide assessment
 - 8th grade math and ELA scores on the statewide assessment
 - 1st grade scores on statewide reading assessment
 - 2nd grade scores on statewide reading assessment
 - 3rd grade scores on statewide reading assessment
 - College entrance exam scores
 - ELL re-classification rates
 - High school cohort graduation rates
 - Rate (headcount) students go on to postsecondary education
6. Budget – Detail the proposed annual budget, as well as the total project budget using the attached template. Include financial commitments from the institution as well as any additional third party financial commitments. Round all costs to the nearest \$100. Facilities and Administrative Costs (F&A) are not allowed.
7. Budget justification – The purpose of each major category in the budget should be clearly described and justified.
8. Institutional commitment – Demonstration of institutional leadership, management structure of the grant and institutional resources committed, as well as an established feedback loop with the institution's teacher preparation program. Please include an explanation of how outcomes from the proposal will be used to strengthen educator professional development and teacher preparation program.
9. Additional institutional and other sector support: Summarize the primary institution's non-monetary commitment to the project. Describe projected support from external partners, including other universities and colleges.

Appendices: There are no page limitations for Appendices.

Appendix A: Evaluation: Include a description of the initial process that will be used for conducting the school needs assessment.

Appendix B: Project Timeline: Include a timeline for conducting the initial evaluation, implementation of the project by year and final evaluation of overall project

effectiveness.

Appendix C: Other: Provide documentation of other resource commitments including letters of support or private sector or community partnerships that may be involved in the project.

Evaluation of Proposals

Review and Selection Process

Proposals will be evaluated for consideration of award by the Office of the State Board of Education according to criteria listed below. Additional criteria may be used at the discretion of the reviewers for those proposals that meet all the listed criteria equally.

Criteria

1. Initial school needs assessment.
2. Ability to meet the grant program purpose and objectives.
3. Ability to be implemented within variable school districts and/or charter schools regardless of the geographical or demographic makeup of the schools.
4. Level of private sector or community involvement.
5. Metrics that will be used for evaluating project progress.
6. Sustainability of the proposal at the end of funding cycle.
7. Annual evaluation that will be used to determine the effectiveness of the project.
8. Established feedback loop with Idaho approved teacher preparation program.

Reporting Procedures

The recipients of awarded projects will be required to report to the Office of the State Board of Education the progress of the project, including performance metrics and financial data (burn rate report). On completion or termination of the project, the recipient must submit an end-of-project report. The report will be due within 60 days following the completion of the project. Refusal to respond to requests for information from the Office of the State Board of Education during any reporting period may result in termination of the award.

Reports shall be in a standard report format and timeline determined by the Office of the State Board of Education and will include a report cover and table of contents. Information to be reported in the annual reports must be detailed enough to judge whether the project is on track and will include, as applicable to grade ranges being served, but not be limited to:

- Student attendance rates,
- Disciplinary and truancy rates,

- Access and completion rates of advanced opportunities,
- Access to qualified teachers and school leaders,
- Teacher retention,
- Student growth and achievement as measured by summative or formative assessments,
- As applicable to school grade ranges:
 - 3rd grade math and ELA scores on the statewide assessment
 - 5th grade math and ELA scores on the statewide assessment
 - 8th grade math and ELA scores on the statewide assessment
 - 1st grade scores on statewide reading assessment
 - 2nd grade scores on statewide reading assessment
 - 3rd grade scores on statewide reading assessment
 - College entrance exam scores
 - ELL re-classification rates
 - High school cohort graduation rates
 - Rate students go on to postsecondary education
- Budget burn-rate

As applicable to the time frame, reports must represent data in such way as it can be determined if there has been a measurable impact on the required metrics and any additional student outcomes identified in the proposal for measuring success of the project.

Projects not meeting satisfactory progress may be terminated and any remaining unexpended funds that have been dispersed, will be returned to the Office of the State Board of Education.

Any adjustment between categories resulting in a change in the scope of work must have prior approval. Budget adjustments less than 5% that do not impact the scope of the project will be required to be reported prior to implementation of the adjustment.

Award Amounts and Duration

The amount of awards for each project will depend upon the budget justification offered, as well as the availability of State funds. Awards may be for up to three years, subject to appropriations and progress made toward established proposal benchmarks. Annual award amounts cannot be carried over from year to year and must be expended within the fiscal year awarded or returned to the Office of the State Board of Education. A single or multiple awards may be made, depending on the number and quality proposals submitted.

Proposal Submission

1. All proposals must be signed and submitted by the Authorized Organizational Representative of the institution.
2. Specific questions about proposals beyond the details of this document should be directed to Tracie Bent at the Office of the State Board of Education.
3. Proposal may be submitted in electronic format.

COVER SHEET FOR GRANT PROPOSALS

State Board of Education

SBOE PROPOSAL NUMBER:
(to be assigned by SBOE)

AMOUNT REQUESTED:

TITLE OF PROPOSED PROJECT:

SPECIFIC PROJECT FOCUS:

PROJECT START DATE:

PROJECT END DATE:

NAME OF INSTITUTION:

DEPARTMENT:

ADDRESS:

E-MAIL ADDRESS:

PHONE NUMBER:

NAME:

TITLE:

SIGNATURE:

PROJECT DIRECTOR/PRINCIPAL
INVESTIGATOR

CO-PRINCIPAL INVESTIGATOR

NAME OF PARTNERING COMPANY:

COMPANY REPRESENTATIVE NAME:

NAME:

SIGNATURE:

Authorized Organizational
Representative

SUMMARY PROPOSAL BUDGET

Name of Institution:

Name of Project Director:

A. PERSONNEL COST (Faculty, Staff, Visiting Professors, Post-Doctoral Associates, Graduate/Undergraduate Students, Other)

Name/ Title	Salary/Rate of Pay	Fringe	Dollar Amount Requested

% OF TOTAL BUDGET:

SUBTOTAL:

B. EQUIPMENT: (List each item with a cost in excess of \$1000.00.)

Item/Description	Dollar Amount Requested

SUBTOTAL:

C. TRAVEL:

Dates of Travel (from/to)	No. of Persons	Total Days	Transportation	Lodging	Per Diem	Dollar Amount Requested

SUBTOTAL:

D. Participant Support Costs:

	Dollar Amount Requested
1. Stipends	
2. Other	

SUBTOTAL:

E. Other Direct Costs:	Dollar Amount Requested
1. Materials and Supplies	
2. Publication Costs/Page Charges	
3. Consultant Services (Include Travel Expenses)	
4. Computer Services	
5. Subcontracts	
6. Other (specify nature & breakdown if over \$1000)	
SUBTOTAL:	
F. Total Costs: (Add subtotals, sections A through E)	TOTAL:
G. Amount Requested:	TOTAL:
Project Director's Signature:	Date:

INSTITUTIONAL AND OTHER SECTOR SUPPORT (add additional pages as necessary)	
A. INSTITUTIONAL / OTHER SECTOR DOLLARS	
Source / Description	Amount
B. FACULTY / STAFF POSITIONS	
Description	
C. CAPITAL EQUIPMENT	
Description	
D. FACILITIES & INSTRUMENTATION (Description)	