



**FLORIDA DEPARTMENT OF EDUCATION
Request for Proposal (RFP Discretionary)**

Bureau / Office

Bureau of School Improvement

Program Name

School Improvement Grant - Cohort 4 (SIG4)

Type of Award

Discretionary, Competitive

Specific Funding Authority

Section 1003(g) of Title I of the Elementary and Secondary Education Act of 1965 (ESEA)
CFDA # 84.377A

Target Population(s)

Florida's lowest performing 15% of Title I schools

Funding Purpose / Priorities

School Improvement Grants (SIG) are grants awarded by the United States Department of Education (USED) to state educational agencies (SEAs) that SEAs use to make competitive subgrants to local educational agencies (LEAs) that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to raise substantially the achievement of students in their lowest-performing schools.

Eligible Applicant(s)

LEAs (school districts) with currently active schools identified as Priority or Focus under Florida's [ESEA Flexibility waiver](#), excluding schools that have since closed or are receiving SIG 1003(g) funds in 2015-16.

Notice of Intent to Apply

The due date to notify the Bureau of School Improvement of intent to apply is December 22, 2016. Notification is made through www.floridacims.org. Providing the intent to apply is required for a proposal to be considered. Conversely, eligible organizations which file an intent to apply are not required to submit a proposal.

Proposal Due Date

December 29, 2016

The due date refers to the date of receipt of the DOE 100A in the Office of Grants Management and the submission of the completed online proposal via www.floridacims.org. The project effective date will be the date that the proposal is received within the Office of Grants Management, meeting conditions for acceptance, or the budget period specified in the Federal Award Notification, whichever is later.

Budget / Program Performance Period

August 1, 2017 to July 31, 2022

Total Funding Amount

\$77,270,661.00

Awards will range between \$50,000 and \$2 million per school per year of implementation; the actual number of awards will be determined based on the number and quality of proposals as well as their proposed budgets. FDOE will be making new five-year and continuation awards using FY14, FY15 and FY16 funds. However, funds will be released annually based on a review of district implementation and performance outlined below in the Project Performance Accountability and Reporting Outcomes section.

Matching Requirement

NONE

Contact Persons

Program Management

Christine Evans, Program Specialist IV
Bureau of School Improvement
850-245-9943
bsi@fldoe.org

Grants Management

Sue Wilkinson, Director
Grants Management Services
850-245-0712
sue.wilkinson@fldoe.org

Assurances

The Florida Department of Education (FDOE) has developed and implemented a document entitled, **General Terms, Assurances and Conditions for Participation in Federal and State Programs**, to comply with 2 C.F.R. 200, Uniform Grant Guidance (UGG) requiring agencies to submit a common assurance for participation in federal programs funded by the United States Education Department (USED); 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 Florida 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 and Federal Programs.** The complete text may be found in Section D of the Green Book.

New: The UGG combines and codifies the requirements of eight Office of Management and Budget (OMB) Circulars: A-89, A-102 (former 34 CFR part 80), A-110 (former 34 CFR part 74), A-21, A-87, A-122, A-133, A-50. For the FDOE this means that the requirements in EDGAR Parts 74 and 80 have also been subsumed under the UGG. The final rule implementing the UGG was published in the Federal Register on December 19, 2014, and became effective for new and continuation awards issued on or after December 26, 2014.

Technical assistance documents and other materials related to the UGG, including frequently asked questions and webinar recordings, are available at The Chief Financial Officers Council web site: <https://cfo.gov/cofar>.

- **School Districts, Community Colleges, Universities, and State Agencies**

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

Risk Analysis

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required and approval must be obtained by FDOE prior to a project award being issued.

- **School Districts, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

Funding Method

Federal Cash Advance (Public Entities only as authorized by the FDOE)

Federal cash advances will be made by state warrant or electronic funds transfer (EFT) to a recipient or subrecipient for disbursements. For federally-funded programs, requests for federal cash advance must be made through FDOE's Florida Grants System (FLAGS). Supporting documentation for expenditures should be kept on file at the program. Examples of such documentation include, but are not limited to, payroll records, contracts, invoices with check numbers verifying payment and/or bank statements – all or any of these items must be available upon request.

Fiscal Requirements

A Budget Narrative Form (DOE 101S) must be submitted with your completed proposal. This form will be generated automatically online through www.floridacims.org.

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 must be available upon request.

Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at www.fldoe.org/grants/greenbook/. All amendments require submission of a Project Amendment Request (DOE150) and a Budget Amendment Narrative Form (DOE151), if applicable, using the following protocol:

1. Submit proposed amendment(s) to your Regional Executive Director RED for feedback, advice and input.
2. Once an amendment is finalized, send an electronic copy of the DOE 150/151 forms to the Bureau of School Improvement to initiate the review process to make certain all changes meet the Reasonable, Allowable, and Necessary criteria.
3. When notified by the Bureau of School Improvement, the district may obtain superintendent's signature and mail a signed hard copy of the amendment to the Office of Grants Management for final review and approval.

Allowable Expenses

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved proposal, as well as applicable state and federal laws, regulations and guidance.

Unallowable Expenses*

- Personal digital assistants (PDAs), cell phones, smartphones, and similar devices
- Service costs to support PDAs, cell phones, smartphones, and similar devices such as wireless services and data plans
- Proposal preparation including the costs to develop, prepare or write the proposal
- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval
- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at www.ed.gov/policy/fund/reg/edgarReg/edgar.html and the Reference Guide for State Expenditures, which may be found at www.myfloridacfo.com/aadir/reference_guide.

* This is not an all-inclusive list of unallowable items. Subrecipients are expected to consult the FDOE program office with questions regarding allowable costs.

Equipment Purchases

Any equipment purchased under this program must follow the Uniform Guidance found at <https://www.federalregister.gov/a/2013-30465>. The Uniform Guidance document provides all of the required definitions in the following sections: 200.12 Capital Assets, 200.13 Capital Expenditures, 200.2 Acquisition cost, 200.33 Equipment, 200.48 General Purpose Equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies. Post Federal Award Requirements Standards for Financial and Program Management, 200.313 and General Provisions for Selected Items of Cost 200.439

Any equipment purchases not listed on the original budget approved by FDOE require an amendment submission and approval prior to purchase by the agency awarded the funding.

The Uniform Guidance, Section 200.313 Equipment, requires that property records be maintained and provide an accurate accounting of equipment purchased with grant funds. A physical inventory of the property must be taken and the results reconciled with the property records at least once every fiscal year in accordance with Rule 69I-72.006, Florida Administrative Code.

Administrative Costs including Indirect Costs

The Florida Department of Education has been given the authority by the U.S. Department of Education to negotiate indirect cost proposals and to approve indirect cost rates for school districts. School districts are not required to develop an indirect cost proposal, but if they fail to do so, they will not be allowed to recover any indirect costs. Amounts from zero to the maximum negotiated rate may be approved for a program by the Florida Department of Education's Comptroller. **Indirect costs shall only apply to federal programs.** Additional information and forms are available at www.fldoe.org/finance/comptroller.

State of Florida, Executive Order 11-116 (Supersedes 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 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

For Federal Programs - General Education Provisions Act (GEPA)

Applicants must 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: <http://www.ed.gov/fund/grant/apply/appforms/gepa427.pdf>

Method of Answering Frequently Asked Questions (FAQs) or Providing Changes

Technical assistance, guidance, and FAQs will be posted in the Toolkit and FAQ sections of www.floridacims.org as well as the guidance tabs located on each page within the online proposal and will be regularly updated as frequently asked questions come to the attention of the BSI staff. Questions regarding completion and submission of the Intent to Apply and the Proposal must be submitted in writing to bsi@fldoe.org or via the CIMS Intercom system by December 22, 2016. Technical assistance will be provided as needed to all users with a login account and SIG4 editing rights. Programmatic guidance will be provided as need by DA and BSI staff upon the request of the district through December 29, 2016.

Project Performance Accountability and Reporting Outcomes

Specific tasks the district is required to perform, evidence required to demonstrate completed tasks and the timeline for task completion will automatically populate the implementation timeline and schedule of deliverables which will be monitored throughout the grant period. Deliverables must be completed directly within www.floridacims.org.

Annual funding is contingent upon a review of district implementation and performance. The review components will comprise points earned through the following activities:

- (1) Quarterly deliverables as defined by the approved proposal (outlined above)
- (2) Review of annual data targets
- (3) 5Essentials (or comparable) survey implementation and improved results over time
- (4) Mid-year and end-of-year district and school team reflections on progress toward goals
- (5) District presentation at cross-district or statewide convening
- (6) Evaluation of district implementation using *District Turnaround Monitoring Toolkit*

Financial Consequences

The program manager shall periodically review the progress made on activities, deliverables, and other annual review components. A district that does not meet the annual threshold will be reviewed by the regional executive directors and FDOE leadership to determine whether corrective actions could be implemented as a condition of renewal, or to recommend non-renewal.

Conditions for Acceptance for New Awards

The requirements listed below must be met for proposals for new awards to be considered for review:

- Proposal for is submitted within the CIMS platform no later than **5:00 p.m. Eastern Time on Thursday, December 29, 2016**.
- All components of the online proposal are completed.
- DOE 100A Project Application Form (generated automatically through and printed from www.floridacims.org) bears the original signature of the superintendent for the school district.

NOTE: Forms signed by officials other than the district superintendent must have a letter signed by the superintendent or documentation citing action of the superintendent delegating authority to the person to sign on behalf of the superintendent. Attach the letter or documentation to the DOE 100A when it is submitted.

- DOE 100A must be received by **5:00 p.m. Eastern Time on Thursday, December 29, 2016**, in the following office:

Office of Grants Management
Florida Department of Education
Attention: SIG 1003(g) Cohort 4 Competition
325 W. Gaines Street, Room 332
Tallahassee, Florida 32399-0400

Proposal Outline

Go to <https://www.floridacims.org/downloads/225>.

Eligibility List

Go to <https://www.floridacims.org/downloads/202>.