Schools of Hope
Traditional Public Schools Competition

Monitoring

2017-18

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Goals and Objectives of Schools of Hope (Traditional Public Schools)

- To supplement and assist districts and schools in the implementation of an initial district-managed turnaround plan (DMT)
- To increase student achievement by providing wrap-around services that leverage community assets, improve school and community collaboration, and develop family and community partnerships.
Minimum Plan Requirements

The school will:

1. Provide wrap-around services that develop family and community partnerships.
2. Increase parental involvement and engagement in the child’s education.
3. Establish clearly defined and measurable high academic and character standards.
4. Identify a knowledge-rich curriculum that the school will use to focus on developing a student’s background knowledge.
5. Provide professional development that focuses on academic rigor, direct instruction, and creating high academic standards and character standards.

The school district will:

6. Identify, recruit, retain, and reward instructional personnel.
Funding Authority and Budget/Program Performance Period

• The funding authority for this grant is House Bill 7069 creating s. 1002.333, F.S.

• The program period for these grants will be August 15, 2017, through June 30, 2019.

• The first budget period is August 15, 2017, through June 30, 2018. The second budget period will be July 1, 2018, through June 30, 2019, and is contingent upon Legislative Appropriations and satisfactory implementation of the first year of the program.
Application Overview

• The TOP-3 application is posted in CIMS Toolkit and titled Competitive Application for Whole-School Transformation Model (Traditional Public Schools).

• This document will fulfill the narrative requirements for the application.

• A complete application includes the following:
  • TOP-3
  • DOE 100A Project Application Form
  • TOP-3 Budget Development Tool
  • DOE 101S - Budget Narrative Form

• The application package must be submitted as a hard copy and received by the Office of Grants Management by Tuesday, August 15, 2017, at 5:00 PM Eastern Time.
Funding Method and Payment Requirements

• The funding method for this project is cash advance.

• The deliverables and evidence listed in the *Project Performance Accountability Form* will be monitored quarterly by the Bureau of School Improvement. Both desktop and on-site monitoring will occur periodically.

• All deliverables and evidence must be submitted electronically to *BSI@fldoe.org* by the due date specified on the Project Performance Accountability Form.
# Project Performance Accountability Form

**Definitions**

- **Scope of Work**: The major tasks that the grantee is required to perform.
- **Tasks**: The specific activities performed to complete the Scope of Work.
- **Deliverables**: The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- **Evidence**: The tangible proof.
- **Due Date**: Date for completion of tasks.

<table>
<thead>
<tr>
<th>Scope of Work Tasks/Activities</th>
<th>Deliverables (product or service)</th>
<th>Evidence (verification)</th>
<th>Due Date (completion)</th>
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</thead>
<tbody>
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Return on Investment

• The recipient is required to provide quarterly return on investment program activities reports to the Executive Office of the Governor (EOG), Office of Policy and Budget (OPB) and the Department.

• Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement.
Return on Investment

- Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to EOG/OPB and the Department within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary.

- This report shall document the positive return on investment to the state resulting from the funds provided under the agreement.
Return on Investment

• These reports are requested so staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

• Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters.

• Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.
## Round 1 End-of-Quarter Dates

<table>
<thead>
<tr>
<th>Year 1</th>
<th>ROI Deadline</th>
<th>Year 2</th>
<th>ROI Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>8/15/2017 – 11/15/2017</td>
<td>12/15/2017</td>
<td>Quarter 1</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>11/16/2017 – 2/15/2018</td>
<td>3/15/2018</td>
<td>Quarter 2</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>5/16/2018 – 6/30/2018</td>
<td>7/30/2018</td>
<td>Quarter 4</td>
</tr>
</tbody>
</table>
## Round 2 Interval Dates

<table>
<thead>
<tr>
<th>Year 1</th>
<th>ROI Deadline</th>
<th>Year 2</th>
<th>ROI Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interval 1</td>
<td>2/16/2018 – 4/15/2018</td>
<td>Interval 1</td>
<td>7/1/2018 – 10/15/2018</td>
</tr>
<tr>
<td>Interval 3</td>
<td></td>
<td>Interval 3</td>
<td>1/16/2019 – 4/15/2019</td>
</tr>
</tbody>
</table>
Financial Consequences

• The program contact shall periodically review the progress made on the activities and deliverables listed.

• If the district fails to meet and comply with the activities/deliverables established in the *Project Performance Accountability Form* or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification in writing, the program contact may approve a reduced payment or request the district redo the work or terminate the contract.
Financial Consequences

• Failure to meet the approved deliverables will result in a decrease in payment commensurate to 10 percent of the per student allocation of $2,000.

• The program contact must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the district to meet the timely and desired results. These financial consequences shall not be considered penalties.
Budget Tool

- Applicants must complete the two-year TOP-3 Budget Development Tool posted in the CIMS Toolkit and the Budget Narrative form, DOE101S.

- Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for each line item cost.

- Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.
Allowable and Unallowable Expenses

• A list of unallowable expenses is provided in the RFP.
• Appliances, furniture, uniforms, and clothing may be allowable if they are determined to be essential for the implementation of the plan.
• 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 application, as well as applicable state and federal laws, regulations and guidance.
Monitoring

Desk or on-site monitoring ensures:

- district performance.
- compliance with terms and conditions.
- achievement of deliverables.
- achievement of program goals.
- that sufficient documentation is maintained.
Deliverable Standards

- Related to scope of work
- Quantifiable, measurable, and verifiable
- Measure performance
- Track progress towards goal
- Specify due date
Documentation Standards

- Demonstrates successful performance
- Sufficient, Reliable, Relevant
- Verifies work and accomplishments
- Demonstrate compliance with the agreement
- Evidences fiscal accountability

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Deliverables vs. Documentation

**DELIVERABLE**
- Frequently intangible
- What the grant funds are paying for

**DOCUMENTATION**
- Tangible
- Evidences what the grant funds are paying for
Florida Accountability Contract Tracking System (FACTS)

- Fulfills legislative mandate for Transparency Florida
- Tracks state contracts/grants and amendments
- Public can access the system
- Most up-to-date and accurate information
- Redact confidential or exempt information
- https://www.myfloridacfo.com/
Tour of FACTS
Tour of FACTS

Results

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>VENDOR/GRANTOR NAME</th>
<th>TYPE</th>
<th>AGENCYASSIGNED CONTRACT ID</th>
<th>GRANT AWARD ID</th>
<th>PO NUMBER</th>
<th>TOTAL AMOUNT</th>
<th>COMMODITY/SERVICE TYPE</th>
<th>VIEW AUDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF EDUCATION</td>
<td>SEMINOLE COUNTY SCHOOL BOARD</td>
<td>Grant Disbursement Agreement</td>
<td>590-90045-88001</td>
<td></td>
<td></td>
<td>$1,648,000.00</td>
<td>Education and Training Services</td>
<td>View</td>
</tr>
</tbody>
</table>

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

Grant Disbursement Information

Summary

Agency Name: DEPARTMENT OF EDUCATION
Long Title: Schools of Hope-Whole School Transformation Model
Total Contract Amount: $1,648,000.00
Total Payment To Date: NA
Date of Execution: 11/01/2017

General Description: A traditional public school that is required to submit a turnaround plan for implementation pursuant to s. 1008.33(4) is eligible to receive additional funding from the Schools of Hope Program based on the strength of the school’s plan for implementation and its focus on evidence-based interventions that lead to student success by providing wrap-around services that leverage community assets, improve school and community collaboration, and develop family and community partnerships.

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Tour of FACTS
## Tour of FACTS

<table>
<thead>
<tr>
<th>Deliverable Number</th>
<th>Commodity/Service Type</th>
<th>Major Deliverable</th>
<th>Method of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education and Training Services</td>
<td>Due Date: June 30, 2018</td>
<td>Major Deliverable: Due Date: June 30, 2018; 1. Support high academic achievement of students; 1.1. Assign 6 Intervention Teachers to classrooms at Idylwild Elementary for daily support to student needs; 1.2. Provide lesson development support to up to 50 teachers and administrators at the school through Learning Sciences International (LSI) curriculum development, professional development, and job-embedded support; 1.3. Conduct lesson development and grade level planning days for up to 50 teachers and administrators at the school. Deliverable Price: $0.00 Non Price Justification: Price cannot be determined until the work has been completed. Performance Metrics: Evidence: Staff lists; Classroom assignments; Payroll records; Intervention log/lesson plan samples; Training agenda and sign-in sheets; Lesson development/grade level planning sign-in sheets. Financial Consequences: The program contact shall periodically review the progress made on the activities and deliverables listed. If the district fails to meet and comply with the activities/deliverables established in the Project Performance Accountability Form or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification in writing, the program contact may approve a reduced payment or require the district to revise the contract. Failure to meet the approved deliverables will result in a decrease in payment commensurate to 10 percent of the per student allocation of $2,000. The program contact must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the district to meet the timely and desired results. These financial consequences shall not be considered penalties. Source Documentation Page Reference: Project Award Notification Deliverable Number:</td>
<td></td>
</tr>
<tr>
<td>Education and Training Services</td>
<td>Due Date: June 30, 2018</td>
<td>Major Deliverable: Due Date: June 30, 2018; 2. Increase parent involvement and provide wrap-around services to students and families through support personnel; 2.1. Recruit 1 Licensed Mental Health Counselor to provide wrap-around services and support to students and families at the school; 2.2. Provide wrap-around services and support to at least 60 students and/or families by the Licensed Mental Health Counselor; 2.3. Recruit 2 parents/family members of current Idylwild students as Community Outreach Workers; 2.4. Provide outreach to at least 50 families per Community Outreach Worker per year. Deliverable Price: $0.00 Non Price Justification: Price cannot be determined until the work has been completed. Performance Metrics: Evidence: Staff lists; Payroll records; communication/activity logs.</td>
<td>Advanced – 100% Advance</td>
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