



## FLORIDA DEPARTMENT OF EDUCATION

### Request for Proposal (RFP) for Discretionary, Competitive Projects

#### **Bureau/Office**

Office of Independent Education and Parental Choice (IEPC)

#### **Program Name**

Public Charter Schools Grant Program (CSP) Implementation Only Supplement (2018 - 2020)

#### **Specific Funding Authority(ies)**

Federal Funds: CFDA #84.282A – Title V, Part B, Subpart 1 of the Elementary and Secondary Education Act of 1965, as amended by No Child Left Behind Act of 2001

#### **Funding Purpose/Priorities**

The general purpose of the Public Charter School Grant Program (CSP) is to:

- Provide financial assistance for the planning, program design, and initial implementation of high quality charter schools; and,
- Expand the number of high quality charter schools in Florida.

#### **Total Funding Amount**

Approximately \$12,000,000 is available for project awards. All funding is dependent on the availability of funds and **awards will support projects in implementation only**. Additionally, funding will not be available for the full 24 months traditionally allotted to CSP implementation grant projects. The end date for sub-grant projects, subject to the availability of funds, will be approximately April 1, 2020 (depending on the effective date of the Prioritized Funding List).

Implementation sub-grant awards may be funded at approximately **\$550,000** for each school based on the availability of funds. Virtual charter schools may receive up to a maximum base amount of **\$225,000**.

A charter school that reports fewer than 50 FTE in the October survey is subject to sub-grant termination. An ESE center charter school that reports less than 25 FTE in the October survey is subject to sub-grant termination.

*The Department reserves the right to make final determination of all grant awards and funding.*

The award amounts above are examples and are not guaranteed. Individual school awards may vary based on projected or actual enrollment. All sub-grant budgets must be justified in terms of projected and actual enrollment.

#### **Type of Award**

Discretionary Competitive

### **Budget / Program Performance Period**

The project effective date will be the date that the Prioritized Funding List (PFL) is approved by the Commissioner of the Florida Department of Education. The Department anticipates a project effective date during the month of April 2019. No projects approved in this competition will have a program performance period for longer than 16 months.

### **Target Population(s)**

Charter schools, students, families

### **Eligible Applicant(s)**

To be eligible to receive this grant, an applicant must meet one of the following criteria:

- Opened a charter school in the 2016-17 school year and has not previously received a CSP Implementation project award
- Opened a charter school in the 2017-18 school year and has not previously received a CSP Implementation project award
- Opened a charter school in the 2018-19 school year and has not previously received a CSP Implementation project award.
- Is opening a charter school in the 2019-20 school year and has not previously received a CSP Implementation project award

Charter schools that meet the above criteria but who received a grade of F in the 2017-18 school year are ineligible.

Prospective charter schools that plan to submit an application to their sponsor in February 2019 should not apply to this competition. They may be eligible in a future competition.

Applicants must also have a charter application that has been approved by its sponsor and must have an executed charter contract.

**The Charter Office will determine *final applicant eligibility* prior to approving the 2018-2020 Supplementary Prioritized Funding List (PFL)** by verifying each school selected for funding has an approved charter application and has not previously received an implementation project award under the CSP Grant.

Prior to approving the initial Project Award Notification (DOE 200) for each school selected for funding, the Charter Office will also verify:

CSP grant funding may only be used to support students enrolled in grades K-12.

### **Application Due Date**

Proposals are due to the Florida Department of Education by Friday, **March 8, 2019, at 5:00 p.m.** Eastern Time. Applications must be completed in hard copy and mailed to the Office of Grants Management at the Florida Department of Education, 325 W. Gaines St., Room 332, Tallahassee, FL 32399. The due date refers to the date the proposal must be received in the Department's Office of Grants Management in approvable form. No application received after this date will be considered.

### **Additional Funding Opportunities**

#### **A) Supplemental Funding for Large Schools:**

CSP applicants must complete the Charter School Overview Form to provide reasonable enrollment projections for the 2019-20 academic year. Do *not* use the maximum capacity on your approved Charter School Contract *unless* you expect to reach this number during your approved Implementation project award performance period.

The enrollment projection will be used to identify schools that may be eligible to receive the Large School Supplement. Supplemental funding is based on the availability of funds and should not be included in your Budget Narrative (DOE 101S).

**B) Supplemental Performance-Based Funding for Active Implementation Grants:**

Funding for Additional Performance-Based Supplements for active CSP sub-recipients will be dependent on the availability funds.

*This funding is not guaranteed.* Performance-Based Supplements will be based on student achievement and will be at the sole discretion of the Department.

**C) Charter Schools that are supporting the Department's mission of increasing the number of high-quality charter schools in high-need areas.**

An additional \$175,000 (each school) may be awarded to up to five (5) newly approved charter schools located within the feeder zone of a high-need area. Eligible applicants are those that score in the top 25 percent of CSP proposals and will operate in the school zone of a school identified as a persistently low-performing school for 2018-19 or 2019-20.

Decision to award additional funds to applicants that are eligible under A, B, or C will be at the sole discretion of the Department.

**Matching Requirement**

None

**Additional Information for CSP Sub-recipients**

An applicant that has a charter school student and/or parent contract that will be used for continued enrollment at the school shall be ineligible to receive CSP funds. CSP sub-recipient schools must meet the federal definition of a charter school as one to which parents choose to send their children and that admits students on the basis of a lottery when oversubscribed. Continued enrollment may not be contingent upon academic performance or parent volunteer requirements.

**Contact Persons**

**Program Office Contact**

*Adam Emerson  
Charter Schools Director  
850-245-9077  
charterschools@fldoe.org*

**Grants Management Contact**

*Sue Wilkinson  
Direct: Grants Mgt Services  
850-245-0496  
Sue.Wilkinson@fldoe.org*

**Assurances**

The 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.

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.

Additionally, all eligible applicants must complete and sign the Charter School Assurances form (Attachment II-C) and submit as part of the application process.

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 application, 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 sub-recipient 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**

Applicants must complete and submit a Budget Narrative Form, DOE 101S as part of their Application.

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/](http://www.fldoe.org/grants/greenbook/).

### **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 application, as well as applicable state and federal laws, regulations and guidance. All expenditures must be for planning or initial implementation. Program funds may not be used for recurring expenditures.

**Unallowable Expenses:** All expenditures must be allowable, necessary, reasonable and allocable. For additional guidance, please review the Charter School Project Grant Allowable Cost Guide at <http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/grant-forms.stml>.

This is not an all-inclusive list of unallowable items. Sub-recipients should 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/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

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 the Florida Department of Education requires 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 twice every fiscal year.

### **Administrative Costs including Indirect Costs**

Each charter school is required to utilize its Sponsor as a fiscal agent for this project. The fiscal agent may not deduct funds for administrative fees or expenses, including indirect costs, from a sub-grant awarded to an eligible applicant (charter school), unless the eligible applicant enters voluntarily into a mutually agreed upon arrangement for administrative services with the relevant local education agency. If your school voluntarily elects to allow your sponsor (school district) to withhold indirect costs related to your CSP grant awards, you must complete Attachment II-E and include a line item on your DOE 101S Budget Narrative Form for these costs. Indirect costs are limited to the FLDOE approved rate for the Sponsor.

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/](http://www.fldoe.org/finance/comptroller/). Chapter 1010.06 F.S. Indirect cost limitation.—State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, Florida College System institution, school district, or any other entity.

### **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>

### **Competition Process**

**This RFP will be administered in one stage only.** The competition is open to all applicants that meet the definition of eligible applicant on Page 2 of this RFP. Eligible applicants must submit a hard copy application, which includes the responses to the RFP questions below, to the Office of Grants Management at the Florida Department of Education, 325 W. Gaines St., Room 332, Tallahassee FL 32399.

The deadline for submitting the application is **March 8, 2019**.

The application does require an original signature from the chairperson of the applicant's governing board as well as an original signature from the local superintendent. The primary reason for this is because this application *must* include the DOE 100A Project Application Form with original signatures (Attachment II-A) as well as the DOE 101S Budget Narrative Form (Attachment II-B). Other items necessary for application submission will be described below.

The Department reserves the right to make a final determination on awards and funding.

### **Narrative Components and Scoring Criteria**

The **Instructions** describe what the applicant is to include in each Narrative Component.

Following the **Instructions**, within each Narrative Component are ***Criteria***. Proposal reviewers use these bulleted italicized statements as a guide when assessing and scoring the proposal. The Department will provide reviewers with concepts and information to look for when reviewing and scoring applications.

The standard scoring ***Criteria*** used by all reviewers are based on a 100 point scale, with a minimum Average Score of 70 points required for an application to be considered eligible for Preference Points and/or funding.

After calculating the average score for each application (derived by sorting the five reviewer scores, dropping the highest and lowest, and averaging the remaining three), DOE staff will add any applicable preference points to the average score to determine each applicant's final score.

Applicants may earn a maximum final score of 115 points (100 points from the average score plus an additional 15 from preference points).

#### **1. Project Abstract or Summary**

#### **FIXED REQUIREMENT**

*NOTE: 600 WORD COUNT MAXIMUM*

##### **Instructions**

Provide a clear and concise mission and vision statement for the proposed school. Provide a brief summary of the proposed project including general purpose, each specific school-wide goal, a brief program design, and significance (contribution and rationale).

##### **Criteria**

- *The proposed mission statement and vision statement are clear and concise and align with the overall proposal.*
- *The proposed project is described in a brief summary, including general purpose, each specific school-wide goal, a brief program design, and significance (contribution and rationale).*

2. **Project Need**

**0-15 points**

*NOTE: 1200 WORD COUNT MAXIMUM*

**Instructions**

Describe the need for the charter school in the community it will serve and provide supporting data as evidence. Describe how the school's mission and goals address the learning needs of the students it will serve.

**Criteria**

- The proposal clearly describes the need for this charter school, including:
  - *Performance data for surrounding public schools **in the area that the school expects to be located (Appendix A)**;*
    - *If the applicant is unsure of where the charter school will be located, it should be noted in this section.*
  - *Targeted student population, including projected percentage of students eligible for free and/or reduced lunch;*
  - *Gaps in educational opportunities that the charter school will address;*
  - *Other factors that create the need for a high-quality charter school.*
  - *The data are concrete, current, and clearly support the need for the charter school.*

3a. **Program Design and Implementation: Governance**

**0-15 points**

*NOTE: 1800 WORD COUNT MAXIMUM*

**Instructions**

Describe the school's strategies for implementing a strong governance model that ensures rigorous oversight of the school's operations. When applicable, the applicant should use information that was included in the model charter school application that was submitted to the District.

**Criteria**

- *The proposal clearly explains the role of the governing board in the operation and oversight of the school. The governing board role is detailed, specific, and includes the functions necessary to ensure a high-quality, efficient, and effective operation.*
- *The proposal clearly demonstrates that the school's developers/founders and/or proposed governing board members possess the skills and experience in areas critical to charter school success.*
- *The proposal clearly explains how the governing board will formally evaluate the school Administrator/Principal.*
- *The proposal clearly explains how the governing board will formally evaluate the performance of any contracted Education Service Provider (ESP/Charter School Management Company.)*
- *The proposal lists all of the other charter schools governed by the same governing board and their school grades for the most recently completed school year.*

3b. **Curriculum, Instruction, Assessment, and Accountability**

**0-10 points**

*NOTE: 1800 WORD COUNT MAXIMUM*



**Instructions**

Describe the school’s strategies for implementing an effective educational model that will increase student academic achievement for all students. When applicable, the applicant should use information that was included in the model charter school application that was submitted to the District.

**Criteria**

- *The proposal provides clear strong evidence that the educational model to be implemented will be effective for the targeted student population (Use information from Sections 3B and 3C of the model charter school application).*
- *The school’s curriculum aligns with the school’s mission (Use information from Section 3D of the model charter school application)*
- *The proposal clearly describes how the curriculum and/or program are innovative and/or proven effective for the new school’s target population.*
- *The plan for evaluating student performance is sufficiently frequent and detailed to determine whether students are making adequate progress (Use information from Section 5 of the model charter school application).*
- *The plan for evaluating student performance appears to be sufficient to effectively evaluate each student’s performance.*

3c. **Business, Finance, and Accounting**

**0-5 points**

*NOTE: 1200 WORD COUNT MAXIMUM*

**Instructions**

Describe the school’s strategies for implementing sound business, finance, and accounting practices that will safeguard public funds. When applicable, the applicant should use information that was included in the model charter school application that was submitted to the District.

**Criteria**

- *The accounting practices and policies for the charter school are fiscally sound and include a detailed explanation of strong internal financial controls to ensure adequate protections are in place.*
- *The proposal provides a detailed description of who is responsible for the monitoring the financial health of the charter school.*

3d. **School Leadership and Management**

**0-15 points**

*NOTE: 1800 WORD COUNT MAXIMUM*

**Instructions**

Describe the school’s strategies for ensuring strong and effective school leadership that will result in increased student academic achievement for all students. When applicable, the applicant should use information that was included in the model charter school application that was submitted to the District.

**Criteria**

- *The proposal describes a comprehensive plan for providing educational leadership and on-site management of the school either through a hired administrator, contract with a management company.*

- *The proposal describes a comprehensive and detailed professional development plan for instructional staff.*
- *The proposal includes the qualifications of the Administrator/Principal. If the Administrator/Principal is not yet identified, the proposal must include the desired qualifications.*
- *The proposal includes realistic strategies for recruiting and retaining effective teachers.*
- *The proposal includes a detailed description of administrative and operational capacity that is clearly sufficient to support an effective educational program.*
- *All applicants must complete and submit an Applicant History Worksheet (Form IEPC-MIA). If the applicant submitted an Applicant History Worksheet as part of the charter application submitted to the district, the version submitted to the district must be submitted.*

3e. **Special Populations**

**0-10 points**

*NOTE: 1200 WORD COUNT MAXIMUM*

**Instructions**

Describe the school's strategies for ensuring that students with disabilities and English Language Learners will have the opportunity to attend and benefit from the charter school. When applicable, the applicant should use information that was included in the model charter school application that was submitted to the District.

**Criteria**

- *The proposal describes how the school's recruitment efforts and lottery will ensure that ESE students have equal access to attend the school.*
- *The proposal includes a comprehensive plan for identifying students with special needs, including students eligible for Exceptional Student Education (ESE) services and Limited English Proficient (LEP) students.*
- *The proposal includes a description of how the specific educational needs of students with disabilities will be met.*
- *The proposal includes a description of how the Individual Education Plans (IEP) for students with disabilities will be developed, monitored, and updated.*

4. **Evaluation**

**0-15 points**

*NOTE: 1800 WORD COUNT MAXIMUM*

**Instructions**

Describe the method(s) for evaluating the proposed project and how the project will result in a high quality charter school that will enable all students to meet or exceed the State's academic achievement standards.

**Criteria**

- The proposal includes SMART (Specific, Measurable, Attainable, Relevant, and Timely) outcomes for student achievement for each year of the proposed project. The student achievement outcome measures must mirror the outcome measures submitted in the school's charter school application or contract.
- The projected student achievement outcomes are reasonable, challenging, and demonstrate the school's commitment to academic excellence.

- The proposal clearly describes how they will measure the baseline data of their new students (what data will be collected and data sources);
- The proposal clearly explains how student achievement data will be collected, analyzed, and used by school leadership to monitor and improve the delivery and effectiveness of instruction.
- The proposal describes effective evaluation methods that will assess the school's progress towards meeting its goals and objectives and allow for ongoing correction and improvement.
- The proposal states whether the school will receive a school grade through Florida's A+ Grading System or an Alternative School Rating. If the school will not receive a school grade through Florida's A+ Grading System or an Alternative School Rating, the proposal will describe how overall school success will be measured and reported.

5. **Outreach and Recruitment Plan**

**0-15 points**

*NOTE: 600 WORD COUNT MAXIMUM*

**Instructions**

Describe how parents and other members of the community have been or will be involved in the planning, program design, and implementation of the charter school.

Describe how students and parents in the community will be informed about the proposed charter school. Provide details regarding targeted outreach plans, if any, for specific student populations. Describe the policies and procedures the school will develop and implement for the admission and enrollment of students, including the lottery system. If any enrollment preferences will be utilized by the school, describe in detail. Clearly explain how students can meet preference criteria and how the preferences are applied during enrollment.

Admission and enrollment preferences, including the lottery system, must comply with Federal guidelines (Charter Schools Program, Title V, Part B, Non-Regulatory Guidance), A charter school receiving CSP Grant funds must use a lottery if more students apply for admission to the charter school than can be admitted. A charter school with fewer applicants than spaces available does not need to conduct a lottery. An oversubscribed charter school generally must include all eligible applicants for admission when it administers its lottery.

A charter school may exempt from the lottery only those students who are deemed to have been admitted to the charter school already and, therefore, do not need to reapply. In addition, the following categories of applicants may be exempted from the lottery: (a) students who are enrolled in a public school at the time it is converted into a public charter school; (b) siblings of students already admitted to or attending the same charter school; (c) children of a charter school's founders, teachers, and the charter school's staff (as long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment).

**Criteria**

- *The proposal's community awareness plan promotes diversity within the school's student population and uses effective and realistic means to inform and recruit eligible students and families in the community.*
- *The school's community awareness plan is consistent with the school's mission, and is likely to result in reaching the targeted student population.*

- *The proposal clearly describes how parents, community leaders, and business partnerships have been or will be involved in the planning and implementation of the new charter school.*
- *The proposal includes a clear and comprehensive description of the school's admission and enrollment policies and procedures, including the lottery system and enrollment preferences that comply with state and federal law requirements.*

## 6. **Support for Strategic Plan**

## **FIXED REQUIREMENT**

*NOTE: 300 WORD COUNT MAXIMUM*

### **Instructions**

Incorporate one or more of the Areas of Focus included in Florida's State Board of Education Strategic Plan.

URL: <http://www.fldoe.org/core/fileparse.php/7734/urlt/0075039-strategicv3.pdf>

Describe how the proposed project will support the Florida's Standards for the Arts, Health Education, Physical Education, Science, and Social Studies, English Language Arts/Reading and Mathematics.

Just Read Florida

URL: <http://www.fldoe.org/academics/standards/just-read-fl>

Both the Mathematics Florida Standards (MAFS) and Language Arts Florida Standards (LAFS) URL: <http://www.fldoe.org/academics/standards/florida-standards>

### **Criteria**

- *The applicant has included effective methods for incorporating one or more of the Areas of Focus included in Florida's State Board of Education Strategic Plan.*
- *The proposed project utilizes a comprehensive plan for integrating pertinent aspects of the Just Read and Florida's Standards for the Arts, Health Education, Physical Education, Science, and Social Studies, English Language Arts/Reading and Mathematics.*

## 7. **Budget**

## **FIXED REQUIREMENT**

### **Instructions**

**Application must include a completed budget narrative form DOE 101S.** This budget narrative should be completed for implementation only and should be completed.

The proposed project budget must be thorough, specific, and supports the proposed project. The budget must present expenses that are allowable, realistic, and accurate. All proposed costs must be reasonable in relation to the objectives, program design, and potential significance of the proposed project. The justifications for expenditures may be required and must be reasonable and clearly explained.

The CSP sub-recipient is responsible for ensuring that all items/equipment purchased with funds from this award are properly inventoried. Grant sub-recipients may not dispose of any equipment purchased with funds from this award without prior approval of the Department. If

the school closes or otherwise ceases operations, all materials and equipment purchased with funds from this award must returned to the District.

8. **Preference Points**

**0-15 possible points**

NOTE: Eligibility for Preference Points will be assessed by the program office following the completion of the proposal review process.

**Instructions**

**A proposal must have a score of at least 70 before any preference points may be earned.** Preference points may be earned by applicants that document meeting one or more of the following funding priorities:

- SCHOOL GRADES: The applicant has earned a school grade of A from the Florida School Accountability Reports for either the 2016-17 school year or the 2017-18 school year (10 points).
- SERVICE AREA: The applicant aims to operate a charter school, or has operated a charter school, in a district that received a district grade of “C” or lower in each of the last two years (2016-17 and 2017-18) (5 points).

**The project award notification (DOE 200) will indicate:**

- Project budget and program periods
- Timelines:
  1. Last date for incurring expenditures and issue purchase orders,
  2. Date that all final obligations are to be liquidated,
  3. Final date disbursement reports must be submitted by fiscal agent,
  4. Last date for receipt of proposed budget and program amendments, and
  5. Refund date of unexpended funds due back to DOE Comptroller.

Project sub-recipients do not have the authority to report expenditures before or after these specified dates.

**Reporting Outcomes**

**This section only applies to schools selected for funding. Do not submit these documents with your application (with the exception of the GEPA plan). However, we recommend that all schools work on gathering these materials together now. These documents must be submitted to the Department’s grant tracking system within 60 days of the approval of the prioritized funding list (PFL). Failure to do so may result in the termination of the sub-grant project and the redistribution of other funds to other projects.**

Prior to receiving funding, in addition to the required budget forms, each CSP sub-recipient must submit the following documents to the Department for review and approval.

To receive Implementation funds:

- A. Proof of non-profit status
- B. GEPA Plan
- C. Management company/ Education Service Provider contract, if applicable

- D. Executed charter contract
- E. Signed and execute facility lease
- F. Governing board by-laws
- G. Governing board-approved policy manual (policies must include information on procurement, lottery/admissions, conflict of interest, segregation of financial duties, and inventory control)

### **For all grant periods:**

CSP sub-recipients must monthly submit Itemized Expenditures Reports of their grant funds. The Department retains authority to terminate, with written notice, a project that does not demonstrate progress toward opening and operating a high-quality charter school, fails to expend funds in a timely manner or fails to submit required expenditure reports. The Charter Office may request additional reporting requirements. Desk audits and site visits will be conducted as part of the compliance and review process.

Receipt of these reports is one of the factors that will be used to determine whether the charter school will be awarded funding for subsequent budget periods.

As public schools, charter schools are required to report student performance achievement data, including the information required for the annual school report and the education accountability system governed by Sections 1008.31 and 1008.345, F.S. Further, it is the policy of the DOE to support and use a paperless communication system to the greatest extent possible.

### **Notice of Intent-to-Apply**

Send email by **January 29, 2019** to [charterschoolgrant@fldoe.org](mailto:charterschoolgrant@fldoe.org) with “**Intent to Apply to 2018-20 Implementation Only Supplement RFP**” in the subject header. Include full name of charter school applicant name and district application.

### **Technical Assistance Webinars**

The Florida Department of Education, Charter School Office will conduct **two technical assistance webinars on Tuesday, January 15, 2019 at 10:00 a.m. and 3:00 p.m.** The purpose of the webinars is to provide information related to the technical requirements of the grant and application process. Participation is not required. Instructions for registering for the webinar are located at the end of this RFP.

### **Method of Answering Frequently Asked Questions**

Questions pertaining to application process should be e-mailed to [charterschoolgrant@fldoe.org](mailto:charterschoolgrant@fldoe.org) with “CSP Question” in the subject header, or, mailed to the Department at 325 West Gaines Street, Room 1044, Tallahassee, FL32399, or faxed to 850-245-0875. Questions must be received by close of business on Tuesday, **January 22, 2019**. Answers will be posted at <http://www.fldoe.org/schools/school-choice/charter-schools/charter-school-program-grant/csp-request-for-proposals.shtml> no later than **5:00 PM EST January 24, 2019**.

### **Method of Review:**

A peer-review process will be used to evaluate the CSP Grant applications. Reviewers are selected to reflect a balance of backgrounds, experience, race, ethnicities, and geographic locations within Florida.

Project proposals are technically screened by DOE program staff to ensure that federal regulations and state requirements (as conditions for acceptance) in the RFP are addressed (see

next section for conditions). Proposals that meet all state and federal requirements are evaluated and scored according to the following process:

- Each proposal meeting the **Conditions for Acceptance** is reviewed and scored by five qualified reviewers representing experienced education professionals and stakeholders from Florida and, when applicable, around the country.
- After calculating the average score for each application (derived by sorting the five reviewer scores, dropping the highest and lowest, and averaging the remaining three), DOE staff will add any applicable preference points to the average score to determine each applicant's final score.
- Proposals with an average score of less than 70 are not eligible for preference points and/or funding consideration.
- DOE staff will assign preference points as described in this RFP.
- The program office ranks the proposals in order from highest to lowest final score.
- Funding will be allocated based on rank order, until funds are exhausted

The Department reserves the right to make final determination of all grant awards and funding.

### **Conditions for Acceptance**

The requirements listed below **must** be met for applications to be considered in Substantially Approvable Form and thus eligible for review:

- Application is submitted in hard copy to the Office of Grants Management at the Florida Department of Education, 325 W. Gaines St., Room 332, Tallahassee, FL 32399 **by March 8, 2019**. See page 17 for Instructions for submitting a Proposal.
- All application sections are completed and the proposal itself is complete, with original signatures where applicable (see complete proposal requirements below).
- Applicant meets the definition of eligible applicant on Page 2 of this RFP.
- Application includes required forms:
  - DOE 100A Project Application Form bearing the original signature of the Superintendent for the school district and the Charter School governing/founding board chair (or his/her designee). **Please use blue ink for signatures.**  
Note: Applications signed by officials other than Superintendent **must** have a letter signed by the Superintendent or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
  - DOE 101S- Budget Narrative Form.
- Submission of the signed certification signifying compliance with the "General Assurances for Participation in Federal and State Programs," (if not already on file in the DOE Comptroller's Office).

A complete proposal will include all of the following elements in the order listed below.

1. Eligibility and Overview Form
2. RFP Questions (all sections must be completed)
3. Attestation Page
4. Appendix A:

- a. Applicants should use Appendix A Template supplied by the Department
5. DOE 100A Project Application Form with original signatures (Attachment II-A)
6. DOE 101S Budget Narrative Form (Attachment II-B)
7. Assurances page with original signature (Attachment II-C)
8. Signed ED 80-0013 - Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements form (Attachment II-D)
9. General Education Provisions Act (GEPA) Plan
10. Voluntary Agreement for Indirect Costs (Attachment II-E), if applicable.

**No additional documents may be included with the proposal.**

### **Other Requirements**

#### **For Federal Programs - General Education Provisions Act (GEPA)**

In accordance with the requirements of Section 427 of the GEPA Public Law 103-382, a current fiscal year General Education Provisions Act (GEPA) plan is required. The applicant must submit, with this application, a one page summary description of the plan proposed by the District or other entity 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>.

#### **Technical/Formatting and Other Application Submission Requirements**

**Applications that do not adhere to the Technical/Formatting requirements will not be accepted.**

- One (1) original (no copies required)
- Black and White text only—no color fonts for any section of the RFP.
- No pre-printed materials used for other marketing/presentation purposes.
- No charts or graphs may be included except as requested for Appendices A and B.
- No photo copies of a template application—application must be printed and include the new charter school applicant name
- Font Type/Size [Arial/12 pt]
- Margin size [1" – both sides and top/bottom margins]
- Single Spacing
- Single-sided pages
- No Bound Copies

#### **Proposals must be submitted to:**

**Office of Grants Management  
Florida Department of Education  
325 W. Gaines Street, Room 332  
Tallahassee, Florida 32399-0400**

*The Department strongly encourages applicants to use mail tracking/delivery confirmation when submitting proposals.*



## Instructions for Submitting a Proposal

1. Complete Eligibility and Overview form (to be provided by the Department)
  - a. Enter name of school as submitted to Sponsor
  - b. Enter same e-mail address as used in Registration process
2. Complete RFP Questions
  - a. Word limits on each section
  - b. Applicants are encouraged to create responses for each section in separate document and copy and paste into forms.
  - c. Online forms do not have spell check function
3. Complete Attestation page (to be supplied by the Department)
4. Complete Appendix A (template to be provided by the Department)
5. Includes required forms:
  - a. DOE 100A Project Application Form bearing the original signature of the Superintendent for the school district and the Charter School governing/founding board chair (or his/her designee). **Please use blue ink for signatures.**  
Note: Applications signed by officials other than Superintendent **must** have a letter signed by the Superintendent or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official.
  - b. DOE 101S- Budget Narrative Form.
6. Include signed ED 80-0013 – Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements form (Attachment II-D).
7. Include General Education Provisions Act (GEPA) Plan
8. Include Voluntary Agreement for Indirect Costs (Attachment II-E), if applicable
9. Submit Proposal to the following address:

**Office of Grants Management  
Florida Department of Education  
325 W. Gaines St., Room 332  
Tallahassee, FL 32399-0400**

- Review entire document (you can view or print from home page) prior to submitting
- Submitted Applications may not be edited
- Proposals must be fully submitted by deadline established in RFP (**March 8, 2019**)

**Technical Assistance Webinars for the 2018-2020 Public Charter Schools Grant Program**  
**Request for Proposal (RFP)**

The Florida Department of Education, Charter Schools Office will conduct **two technical assistance (TA) webinars on Tuesday, January 15, 2019 at 10:00 a.m. and 3:00 p.m.** The purpose of the TA webinar is to provide information related to the technical requirements of the Charter Schools Program (CSP) Grant application. Participation is not required, but highly recommended.

**Registration to participate in the CSP TA Webinars is required.** To register for the time slot that best fits your schedule, go to: <https://register.gotowebinar.com/rt/547788083658947075>

After registering, an email confirmation will be forwarded containing instructions and link on how to join the webinar.