REQUEST FOR PROPOSAL

KY ACADEMIC STANDARDS (KAS) IMPLEMENTATION

PROFESSIONAL LEARNING MINI GRANT

| **DEADLINE**  **4:00 PM (ET)**  Monday, October 28, 2019 | **ISSUED BY**  Kentucky Department of Education  Office of Standards, Assessment and Accountability |
| --- | --- |
| **ADDRESS QUESTIONS TO**  Jason Kendall  Kentucky Department of Education  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  **Questions Deadline:**  **4:00 PM (ET), October 7, 2019** | **SUBMIT APPLICATIONS TO**  Jason Kendall  Kentucky Department of Education  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  Only electronic applications accepted  No hard copies |

**SPECIAL INSTRUCTIONS:**

* Eligibility is limited to Kentucky public school districts.
* **Districts** submit the application and may apply on behalf of the entire district, a single school or other configuration (e.g., selected teachers, content areas, grade levels, instructional coaches).
* Grant recipients must agree to engage in professional learning to address Kentucky Academic Standards Implementation.
* Grant recipients will share their implementation plan of continued improvement and sustainability.
* KDE reserves the right to waive minor technical deficiencies.

**Amendment to pages 5-6, “submission of proposal” – Added requirement for blinded copy with submission of proposal.**

**Solicitation Schedule**

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| 9/25/19 | RFA released | Online | N/A |
| 10/04/19 | Technical assistance | Online | Attending or watching this recorded TA session is recommended |
| 10/07/19 | Questions deadline | Email | N/A |
| 10/28/19 | Proposal deadline | Send to KDE | **Required** |
| TBD | Proposal peer review | Frankfort | N/A |
| On or around 12/01/2019 | Awardees are posted to KDE website | Online | N/A |
| TBD | MOA process (KDE & LEA) | N/A | Districts |
| TBD | District plans reviewed | N/A | N/A |
| 01/01/2020 | Funding available to LEA | N/A | Districts |

**Background**

SB 1 (2017) requires all Kentucky Academic Standards (KAS) be reviewed for revision on a rotating six-year timeline. In doing so, Kentucky educators must engage in professional learning that addresses a deep understanding of the standards and the implications on instruction. From that learning, it is imperative that a focus on alignment of curricula, assignments and assessment be paramount. To address continuous learning and improvement, schools and districts need a sustainable process of implementing new standards, aligning curricula, orienting new teachers, and monitoring success.

The Kentucky Department of Education’s Standards Implementation Rollout Plan includes professional learning opportunities in digital, virtual and face-to-face formats. The plan for continuous learning and growth is based on collaborative learning through Professional Learning Communities (PLCs) both within schools and districts and within virtual settings across districts. This mini grant, KAS Implementation Professional Learning Mini Grant, will go beyond the resources and support of the KDE in order for districts and/or schools to dive deeply into specific and specialized professional learning.

**Funding**

The KDE has approximately $520,000 available for this grant competition. The total award amount for each mini grant will be a one-time $10,000 award, allowing for an estimated 52 awards.

**Key Terms and Definitions**

*Formative Assessment*: both formal and informal assessments used during learning on a daily basis to monitor student progress and learning, to provide feedback and to inform teachers’ instructional decisions.

*Horizon Goal:* for this grant, a horizon goal is a strategic, overall goal that defines an outcome at the end of a three (3) year period once the 30-60-90-180 Day plan is implemented. It is the vision for the plan.

*Professional Learning:* targeted and specific learning for educators that focuses on content and pedagogy, occurs collaboratively, is facilitated by educators, focuses on continuous improvement and is on-going.

*Professional Learning Community*: a collaborative group of educators dedicated to improving teaching and learning. In terms of this grant, the community meets regularly with a targeted goal of increasing alignment to Kentucky Academic Standards and assessing student learning.

*Scalability*: the capacity of a district to increase the number and effectiveness of the initial plan to impact an increasing broader number of educators and ultimately students.

*Sustainability*: the ability of a district to continue the work initiated by the grant beyond the funding period.

**Requirements for Funded Districts**

The KAS Implementation Professional Learning mini grant offers an opportunity for districts to fund a professional learning plan of action, a 30-60-90-180 Day Plan, to address specific learning needs around standards implementation. Professional learning in this grant refers to adult learning that aligns with standards and goals that: focus on content and pedagogy, occur collaboratively, are facilitated by educators, focus on continuous improvement and are on-going.

It is required that:

* districts create KAS implementation professional learning plans based on a needs assessment and be approved by KDE. Plans must include:
* a clear path for scalability and sustainability for a three-year period
* a budget summary that outlines expected expenditures that support this plan
* awardees will participate in professional learning opportunities provided by KDE as well as additional learning as described in their approved professional learning plan.
* Signatures must be obtained from the superintendent and principals who will be overseeing and participating in grant-funded initiatives as well as a superintendent-signed assurance of commitment.

**Allowable Use of Funds**

Allowable use of funds for expenses specific to the district’s KDE-approved professional learning plan developed for this grant.

* Travel for professional learning, planning, other related expenses
* In-state conference registration
* Teacher stipends
* Substitute teachers needed to allow release time for planning and professional learning
* Instructional materials that enhance and complement the teacher professional learning for standards implementation.
* Educational consultants
* Professional Learning materials such as books for book studies

**Unallowable Use of Funds**

KAS Implementation Professional Learning Mini Grant has a singular focus on professional learning to impact teacher growth and student achievement. This professional learning is collaborative, standards-focused and on-going. While the grant allows for purchases that enhance classroom instruction through teacher learning, it does not allow for the following:

* Equipment purchases such as smartboards, computers, printers, tablets
* Curriculum Programs
* Salaries
* Furniture
* Out-of-state travel
* Incentive items such as T-shirts
* Food

Additionally, the Kentucky Academic Standards (KAS) Implementation through Professional Learning Mini Grant can only be used to supplement ongoing efforts, but cannot be used to supplant funds. For example, a grantee may not replace a program already established with this mini grant.

**Allocation of Funds**

Funds will be allocated to districts who will then distribute and apply them according to their KDE-approved 30-60-90-180 Day plan. Funds may be designated for the entire district, designated schools within a district, one school within the district or other specific groups established to meet the professional learning needs established in the plan (e.g., early learning, high school, literacy, numeracy).

**Proposal Components**

The following must be included in each application:

1. The application cover page which includes identifying information for the district
   1. District name
   2. District address
   3. Superintendent name and email address
   4. Point of Contact name and email address
   5. Superintendent’s notarized signature
2. Completion of the 30-60-90-180 Day plan. Applicants will complete 30-60-90-180 Day plan which includes two (2) response questions. The plan and all responses should not exceed ten (10) pages (the budget summary is not included in the 10 pages).
3. Budget summary that includes MUNIS codes and detailed descriptions of budget items that clearly indicate each expenditure and is directly connected to professional learning to effectively impact Kentucky Academic Standards Implementation.

**Formatting Requirements**

The responses within the 30-60-90-180 Day plan should be Arial 11-point font with 1.0 spacing.

**Technical Assistance**

To assist applicants in preparing a quality proposal, the KDE will offer a technical assistance session for the purpose of application preparation. A live broadcast will be held **October 4, 2019** and applicants are encouraged to participate as this will be the only opportunity for oral questions. The session will be recorded and made available on KDE’s website. **The link to the technical assistance is** [KAS Technical Assistance](https://zoom.us/j/804594229).

**Submission of Written Questions**

**The KDE will only accept written questions via email through 4:00 pm (ET) on October 7, 2019.** All questions should be submitted to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)

**Submission of Proposal**

Application must be received in the KDERFP email inbox no later than **4:00 p.m. ET, October 28, 2019**. Applications received after this time and date stamp will not be reviewed or considered for award.

Applicants are responsible for contacting the Kentucky Department of Education (at kderfp@education.ky.gov confirming the receipt of their applications. Upon request, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.

**The following must be submitted to the KDE:**

1. Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as **KASMINIGRANT\_20\_DistrictName** (For example, Franklin County would save the original application as KASMINIGRANT\_20\_Franklin County.)
2. One Blind copy. The blind Copy must be completely blinded electronically. (Black boxes or X’d out if done electronically - ex: XXXXX), failure to do so may deem the application **non-responsive**. Please review blind copy before submitting to ensure all identifying information is blinded. **Label blind copy as “KASMINIGRANT\_20\_ DistrictName blind copy.**
3. To submit applications:

* On the subject line of the email, type **KASMINIGRANT/name of district**.
* Email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).
* **The date/time on the received email must be on or before 4:00 p.m. ET, October 28, 2019.**
* Keep in mind, email coming into KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email in not always sent or received on the first try.
* Applications not received by the deadline will not be reviewed or considered for award.

**Award Notification**

Districts will receive preliminary notice of award on or around **December 1, 2019**.

**Evaluation of Proposals**

The KAS Implementation Professional Learning grant competition is subject to an independent peer-review process, conducted through the KDE Grants Branch. Persons with a background in education and implementation will evaluate the proposals using specified evaluation criteria. Based on the scores of these peer reviewers, proposals will be ranked and awarded as funding allows. KDE reserves the right to consider geographic and demographic factors in the selection of funded proposals.

| **Criteria for Response** | **Maximum Points** |
| --- | --- |
| **Response Question 1 (30-60-90-180 Day Plan - attached template): What are your professional learning needs?**   * Describe current professional learning efforts in new standards implementation for the district. * Explain the professional learning needs for teachers and/or administrators around standards implementation in the district. | **20 pts** |
| **What is your plan for Year 1? Complete 30-60-90-180 Day Plan Template to address the following bullets**   * Name the targeted participants for this professional learning plan (e.g., instructional coaches, first grade teachers across the district, principals, one particular school, those that teach social studies content) and why they were chosen. * Include a horizon goal using the 30-60-90-180 Day plan that states the three (3) year goal for KAS implementation. * Write a 180 day goal that is measurable. * In the 30-60-90-180 Day Plan template, break down the 180 Day Goal into 30 day increments by naming and detailing the following:   + Completing the statements of success criteria that say, “In the first \_\_\_ days, we will know we are successful when”   + Listing the measures/evidence that will be used to monitor success   + Naming the action strategies which include     - Who is on point for that strategy     - When it will be completed     - How it will be communicated   + Naming the actions that will be taken if the goal is not successful * Be specific in details in the 30-60-90-180 Day Plan template including:   + Alignment of teacher instructional tasks and assignments   + Use of formative assessment to guide instruction   + Use of professional learning communities to engage in the learning | **50 pts** |
| **Response Question 3: Within the 30-60-90-180 Day Plan template in the last box, describe how the work will grow or scale within the district from year 1 to year 2 and year 3?**   * Describe the plan for scaling the work from year 1. Explain how the district will know the impact on the initial group included in year 1 and how capacity will be built to a larger number of staff in year 2 and year 3. * Include discussion of how professional learning communities will be included in this work beyond year 1. | **30 pts** |

**Appendix of Forms**

* Application Cover Page
* Principal Signature page
* District Budget Summary (attachment)
* 30-60-90-180 Planning Template (attachment)

**Application Cover Page**

| **District Name:** |  | |
| --- | --- | --- |
| **District Address:** |  | |
| **Superintendent:** |  | Phone:  Email: |
| **District Grant Point of Contact:** |  | Phone:  Email: |

I assure the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirement and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary commission expiration date

**Principal Signature Page**

I/We confirm by the signature(s) below that the attached proposal was reviewed and approved for implementation by the school and SBDM council. I/We agree to the requirements listed in the KAS Implementation Professional Learning Mini Grant RFA and will comply with the assurances applicable to this grant.

| **School** | **Principal Signature** | **Date** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |