Attachment A to Supts. Memo No. 087-18

**VIRGINIA DEPARTMENT OF EDUCATION**P.O. Box 2120  
Richmond, Virginia 23218-2120

# High School Program Innovation Planning Grant- Fiscal Year 2018

## REQUEST FOR PROPOSALS #HSPI-18

Issue Date: April 6, 2018

Funding Authority: Virginia General Assembly, 2018 Appropriation Act   
(Pending gubernatorial approval)

Issuing Agency: Virginia Department of Education, Division of Instruction

Intent to Submit: **April 23, 2018**This form is a requirement to proceed with the proposal process, but it is not a formal commitment to submit a proposal. Use the Intent to Submit form on page 6.

Pre-proposal Webinar: **2 p.m., May 3, 2018**

Proposal Applications Due: **June 1, 2018, by 4 p.m.**Only proposals that offer to fulfill the requirements herein and are received by 4 p.m. on June 1, 2018, will be accepted.

Application Format: Applications must be submitted in .pdf format by email to the Agency Contact.

Agency Contact: **Tina M Manglicmot, Ed.D.**Director of Science, Technology, Engineering, and Mathematics Division of Instruction  
Email: [tina.manglicmot@doe.virginia.gov](mailto:tina.manglicmot@doe.virginia.gov)  
Phone: (804) 786-2481

In compliance with this Request for Proposals (RFP) and all of the conditions imposed herein, the undersigned offers and agrees to conduct the planning grant program in accordance with the attached signed proposal or as mutually agreed upon through subsequent negotiation.  
  
The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

## Table of Contents

[High School Program Innovation Planning Grant- Fiscal Year 2018 1](#_Toc510691817)

[REQUEST FOR PROPOSALS #HSPI-18 1](#_Toc510691818)

[Table of Contents 2](#_Toc510691819)

[I. Introduction and Background 3](#_Toc510691820)

[II. Intent 4](#_Toc510691821)

[III. Planning Grant Timeline and Application Process 6](#_Toc510691822)

[IV. Planning Grant Outcomes: Required Elements 6](#_Toc510691823)

[V. Preparation of the Proposal 7](#_Toc510691824)

[VI. Proposal Review 12](#_Toc510691825)

[VII. Planning Grant Award Administration 12](#_Toc510691826)

[Proposal Cover Page 13](#_Toc510691827)

[CERTIFICATION BY AUTHORIZED OFFICIAL 13](#_Toc510691828)

[Statement of Assurances 14](#_Toc510691829)

[High School Information 15](#_Toc510691830)

[Innovation Partner Identification 16](#_Toc510691831)

[Primary Contact Signature 16](#_Toc510691832)

[Intent to Submit Form 17](#_Toc510691833)

[Pre-proposal Webinar 17](#_Toc510691834)

[Project Budget 18](#_Toc510691835)

[Personal Services 1000 18](#_Toc510691836)

[Employee Benefits 2000 19](#_Toc510691837)

[Purchased/Contractual Services 3000 19](#_Toc510691838)

[Internal Services 4000 20](#_Toc510691839)

[Other Charges 5000 20](#_Toc510691840)

[Materials and Supplies 6000 21](#_Toc510691841)

[Total Project Budget for HSPI Planning Grant 21](#_Toc510691842)

## Introduction and Background

The 2018 Virginia General Assembly, in its effort to promote innovation in the Commonwealth’s public high schools, has provided funding for **planning grants** to be awarded for up to five pilot high school programs to explore new approaches to engage and motivate students and increase readiness for postsecondary education and training. The availability of this planning grant funding, along with the opportunity for flexibility, or exemption, from certain administrative regulations, is intended:

1. to encourage new models of high school organization and instruction; and
2. to identify promising practices for scaling across Virginia in the future.

This is an exciting opportunity for school divisions to be creative in how their systems of instructional delivery and organization can be improved significantly, including new ways to look at personalized learning, progress based on demonstrated proficiency, and embedded connections with postsecondary education and the business community. The program language from the 2018 Appropriation Act (subject to final approval by the Governor), reads as follows.  
  
*U. This appropriation includes $500,000 the first year and $500,000 the second year from the general fund to support ten competitive grants, not to exceed $50,000 each, for planning the implementation of systemic High School Program Innovation by either individual school divisions or consortia of school divisions or implementing a plan for High School Program Innovation previously approved by the Department of Education. The local applicant(s) selected to conduct this systemic approach to high school reform, in consultation with the Department of Education, will develop and plan or implement innovative approaches to engage and to motivate students through personalized learning and instruction leading to demonstrated mastery of content, as well as skills development of career readiness. Essential elements of high school innovation include:*

1. *student centered learning, with progress based on student demonstrated proficiency;*
2. *'real-world' connections that promote alignment with community work-force needs and emphasize transition to college and/or career; and*
3. *varying models for educator supports and staffing.*

*Individual school divisions or consortia will be invited to apply on a competitive basis by submitting a grant application that includes descriptions of key elements of innovations, a detailed budget, expectations for outcomes and student achievement benefits, evaluation methods, and plans for sustainability. The Department of Education will make the final determination of which individual school divisions or consortia of divisions will receive the year-long planning grant for High School Innovation or a grant to implement a High School Program Innovation plan previously approved by the Department of Education. Any school division or consortium of divisions, which desires to apply for this competitive grant, must submit a proposal to the Department of Education by June 1 preceding the school year in which the planning or implementation for systemic high school innovation is to take place.*

## Intent

1. The intent of the **High School Program Innovation** (HSPI) planning grant is to provide a public school division, or a consortium of public school divisions, (hereinafter referred to as “the school division”) a structured framework upon which it can systematically develop and plan to implement a substantive innovation plan in one or more pilot high schools.
2. The innovation plan will employ nontraditional approaches to curriculum, instruction, assessment, governance, graduation, and/or school operations, preferably several of these areas acting together in a systemic fashion, and will be designed to enhance student:
3. achievement through demonstrated proficiency;
4. preparation for postsecondary education and training; and
5. work force development capacity.
6. A restructured model resulting from the innovation plan should be designed to provide students with new and innovative opportunities for learning, personal growth, intellectual and physical engagement, and achievement outside traditional delivery models. This may include:
7. alternative pathways to achieving a high school diploma, which address **demonstrated competencies, giving due consideration to critical thinking, creative thinking, collaboration, communication, and citizenship**;
8. competency-based learning, including the identification or development of alternate, valid, and reliable methods for meeting standards and division curriculum objectives and for objectively measuring, aggregating, and reporting mastery of learning and achievement;
9. integrative approaches to STEM education utilizing personalized, student-centered approaches to instruction;
10. innovative learning environments such as including students in the design of learning such as significant content delivery using technology, distance, and digital learning;
11. institutionalizing long-term, action partnerships with two- and four-year colleges;
12. creditable learning in collaboration with businesses and community agencies and beyond traditional school building sites;
13. programming outside the regular school day that may include extended-day or extended-year initiatives, before- and after-school programs, weekend, and summer programs, work internship opportunities, and other nontraditional strategies;
14. extending graduation years to ensure students graduate with both a high school diploma and an associate’s degree.
15. The innovation plan may propose an alternative school governance model that:
16. includes authentic participation, shared decision making, and consensus among school staff members, the local board, parents, and the community; and
17. requires structures and options outside of current state accreditation standards.
18. The innovation plan may propose to restructure conventional classifications for licensed and endorsed staff beyond the traditional roles and develop ways of compensating staff other than standardized salary scales.
19. The newly designed innovation model **must be able to operate within current funding levels**. Applications should not create high school models that require additional funding.  
    The program intent is to create models that can:
20. serve as demonstration sites for successful innovative practices;
21. be replicated across the state with minimal funding impact; and
22. inform future education policy.
23. Innovative models should make clear connections to work force development issues that align with Virginia Employment Commission projections for job areas including applied mathematics, health services fields, communication and computer technologies, natural sciences, and engineering.
24. Innovative models should be inclusive to all students and replicated later in a whole school environment.
25. The planning grant proposal should incorporate in its application a systemic model comprised of innovative strategies that:
26. have been shown to be effective in educational research; and
27. are created by the school or division particular to its own community, unique setting, and/or identified educational demands.
28. Applications must clearly describe plans for “out-of-the-box” and innovative thinking and represent a substantively new approach to the high school program. **An “edited version” of the current, standard, high school model is not the intent of this planning grant**. Completed planning grant applications describing the need of the applicant school(s) to request two-year waivers (school years 2018-19 and 2019-20) from certain Virginia Board of Education regulations will be given critical consideration in the review and selection process.
29. Any public school division or consortia of public school divisions may submit a proposal for the HSPI planning grant in accordance with the full requirements described in this RFP.

## Planning Grant Timeline and Application Process

The school division superintendent will submit **the Intent-to-Submit form to fulfill the requirement to proceed with the proposal process**, but it is not a formal commitment to submit a proposal. Use the Intent-to-Submit form on page 6.  
  
The school division will submit the completed **High School Program Innovation** planning grant proposal, as described in this RFP to the Virginia Department of Education (VDOE) by 4 p.m. on **Monday, June 1, 2018**. The school division proposal will be submitted electronically in .pdf format to Dr. Tina M. Manglicmot at the email address below.

* **Tina M. Manglicmot, Ed.D.**  
  Director of Science, Technology, Engineering and Mathematics,   
  Division of Instruction  
  Email: [tina.manglicmot@doe.virginia.gov](mailto:tina.manglicmot@doe.virginia.gov)  
  Phone: (804) 786-2481

The VDOE will work through the school division’s designated **HSPI** contact person, as provided by the division on the Proposal Cover Page, page 1 of this application packet, for all matters related to the application. All contacts, negotiations, and notifications will be conducted through the school division designated contact person and the VDOE Director of STEM or their designated staff person(s). The **HSPI** awards will be made directly to the school division, and funding will be provided on a reimbursement basis.  
  
The VDOE will provide preliminary intent-to-award notification, prior to any further negotiations with the school division on or about **June 22, 2018**. The school division may not accrue actual charges against the award until the official Grant Award Notification is sent to the school division on or about **July 1, 2018**.

## Planning Grant Outcomes: Required Elements

1. The planning grant must result in the development of a(n):
2. detailed two-year narrative work plan for the implementation of an innovative high school program beginning with the 2019-2020 school year and running through the 2020-2021 academic year;
3. clearly defined expectations for student outcomes and achievement benefits;
4. detailed implementation timeline included as part of a comprehensive logic model outlined on a monthly schedule;
5. professional development component that specifically describes the strategies, sessions, and resources required to prepare the school staff and its partners to carry out the proposed innovations;
6. specific description of what, if any, regulation waivers the project is requesting and the rationale for each waiver request;
7. clear communication plan to ensure the school staff, parents, and the greater community are fully informed of the innovative restructuring being implemented;
8. sustainability plan; and
9. evaluation plan to assess the impact and efficacy of the innovations.
10. If the school division plans to request waivers from state regulations, the high school program innovation plan must be completed and approved by the local school board prior to the school division’s proposal team presenting its plan to the Virginia Board of Education (VBOE). The VBOE’s consideration of approval of requested waivers will occur at its April 2018 meeting.
11. The school division must be prepared to make any changes requested by the VBOE in its review of the work plan as it relates to the waiver of regulations.

## Preparation of the Proposal

Listed below are the required components of a school division proposal in the order they must appear. The narrative sections of the proposal must be single-spaced with one-inch margins, and the font used must be 12-point Times New Roman. The application may not exceed 20 pages (excluding the Proposal Introduction pages and the appendices). Applicants must adhere to the page limitations and may not append additional materials beyond that allowed in the following list. The application must include all of the following components and must be in the order listed below.

1. Proposal Introduction; NO POINTS
2. Cover Page: Use the Cover Page form, page 1 of the Proposal Forms section of this RFP. The cover page must be the first page of the division’s submitted proposal.
3. Assurances: Use the Statement of Assurances form, page 2 of the Proposal Forms section of this RFP. The Statement of Assurances page for the lead school division must follow the Cover Page as the second page of the division’s submitted proposal. (See the Statement of Assurances form for additional information.)
4. Abstract: Use the Abstract form, page 3 of the Proposal Forms section of this RFP. The Abstract should be a clear but brief description of the program to be implemented, a brief synopsis of school(s) in which the innovations will be implemented, the primary goals and objectives, and a preliminary description of the innovations under consideration in the planning grant phase, especially how these will improve student achievement. Please include a brief overview of the anticipated measures, data collections and tools, and potential evaluation processes to be employed through year two of the implementation (2019-2020 school year). Also, please include a description of the intended planning grant process for making decisions and the overall governance structure. Please use 12-point Times New Roman font and single-spaced text within the page border. The abstract may not exceed one page.
5. Work Plan Design for Innovation; 85 POINTS  
   The Work Plan Design narrative section begins as the fourth page of the division’s submitted proposal and follows the Abstract form. Please answer in detail each of the following program planning questions. Label each answer section with the question reference number. There is no page limit per question; however, the total division planning grant proposal must not exceed 20 pages as described above. Please paginate this section.
6. Rationale for Change  
   Describe why the school division has targeted this school(s) for implementing the program innovations outlined in the proposal.
7. Please include an analysis of supporting student and teacher data, needs assessments, staff and/or community surveys, follow-up information on school graduates, and/or any other pertinent information.
8. Please provide information that indicates the school staff and the community are in support of the innovations to be developed in the proposal.
9. There should be a clear relationship between needs identified and the proposal’s goals and objectives.
10. Please include a completed High School Information form, page 4 of the Proposal Forms section of this RFP, for each high school participating in this proposal. The form(s) should be attached as **Appendix A** to the division’s submitted proposal.
11. Impediments to Innovation  
    Describe any state and local conditions, expectations, requirements, guidelines, and/or regulations that have slowed innovation or impacted students’ engagement, achievement, and/or preparation for postsecondary success. Indicate any potential waiver requests that are anticipated as a result of the identified impediments.
12. Goals and Objectives  
    Describe the anticipated goals and objectives for the innovation project, and how they align with the intent of this RFP.
13. Targeted Program Innovations  
    Describe each of the program innovations that will be considered for development through this planning grant, should the request be funded. Please describe why each innovation is being considered, and what research base or empirical work supports the model being proposed.  
      
    Innovative components may include, but are not limited to, those elements described in Section II, Intent, items C, D, and E with consideration to the other parameters defined in that section. Program innovation planning should address a range of pertinent foundational issues under the three “essential elements” identified in the Appropriation Act language authorizing this RFP. The discussion on this item should address certain aspects of the guiding questions below, depending on the innovations proposed.
    1. *Student-centered learning with progress based on student-demonstrated proficiency.*
    2. How will personalized student learning be expanded so that it is significantly more student focused than current models? What are the student outcomes that are expected? What is the anticipated impact on students, and how will this be determined?
    3. How will programs be differentiated to ensure individual learning needs are met?
    4. How will restructured learning outcomes be refocused around competencies that motivate students to apply knowledge, learn for lasting understanding, and develop critical skills and dispositions for postsecondary education and training?
    5. How will student learning be objectively measured for new competency-based models?
    6. How will the plan incorporate additional opportunities for student enrichment, personal growth, and engagement outside of the conventional school day or setting?
14. How will the learning environment be restructured with student achievement and engagement as the key drivers?  
    *“Real-world” connections that promote alignment with community work force needs and emphasize transition to college and/or career.*How will “real-world” opportunities such as apprenticeships, work-study, competency-based learning, community service, service learning, independent study, online learning and coursework, early college high schools, early graduation options, and/or innovative higher education relationships be incorporated in the plan?
15. *Varying models for educator supports and staffing.*
    1. How will an alternate form of school governance be instituted, including the roles of teachers, parents, and community members in decision making beyond traditional practice?
    2. How will restructured school staff roles, including ways of compensating staff other than standardized salary scales, be woven into the overall structure of the program?
    3. What is the rationale for implementing nontraditional models for educator supports and staffing?
16. Coordination of Innovations  
    Please describe how the proposed system of innovations being planned will work together and will bring about:
17. rigorous learning opportunities for all students;
18. higher achievement for all students;
19. significant reduction in the learning gaps associated with socioeconomic factors; and
20. stronger preparation for postsecondary education and training.
21. Planning Grant Timeline  
    Please describe how the planning grant will be implemented between July 1, 2018 and June 30, 2019. Please include a month-by-month timeline showing planning activities, professional development, staff responsibilities, and other pertinent planning information.
22. Resources for Implementation  
    Please describe the adequacy of school division’s and partners’ resources and administrative commitment that ensure the innovative model will be implemented with fidelity and sustained at least through the end of school year 2019-2020.
23. Partnerships  
    Please describe the project’s anticipated role of partnerships in expanding opportunities and engagement of students; academic and personal achievement; preparing them for “real-world” experiences and postsecondary success; and ensuring sustainability of the innovations. Use the Innovation Partner Identification form, page five of the Proposal Forms section of this RFP for each partner, and include the completed forms as **Appendix B** of the submitted proposal.
24. Budget and Budget Narrative; 10 POINTS
25. Budget Background Information
26. Grant funds requested may not exceed $50,000.
27. Funding may provide for materials and consumables up to 15 percent of the total budget requested. The materials must have a direct relationship to planning.
28. Funding may be used for consultants up to 25 percent of the total requested.
29. Funding may be used for teacher release time (substitute teachers) and pay for staff time outside of the workday.
30. Funding may be used for travel and travel-related expenses (at state rates and in accordance to state travel regulations) related to the project up to 15 percent of the total budget requested.
31. Grant funding may not be used for classroom materials or sets of materials.
32. Grant funding may not be used for food or refreshments at planning and work sessions or meetings.
33. Grant funding may not be used for construction or renovation.
34. Grant funding may not be used for computers or instructional technology.
35. Budget Narrative
36. The budget narrative should clearly describe the anticipated expenditures for each month of the planning grant. It should outline the justification for the overall amount requested from grant funding as well as describe in-kind contributions, if any, or other matching funds that may be provided by the division or any potential partners such as businesses or higher education. The budget narrative should also address the amount of money or in-kind support that the school division will contribute for its staff to participate in the planning process. Both the project budget and the narrative description should be aligned with the activities described in the program plan and should reflect any coordinated uses of resources from other sources.
37. The budget narrative is part of the allotted **20 narrative pages**.
38. Budget Document  
    Expenditures should be organized under the following categories on the Project Budget forms provided in this RFP, pages 6-9, or a reasonable facsimile thereof. Please refer to the OMEGA Object Codes document for account to determine correct categories for OMEGA.
39. Personal Services (1000): This includes salaries and wages for employees and other staff working on the two-year implementation plan. Costs for staffing should reflect instructional and administrative salaries that are appropriate outside of normal work responsibilities. Entries should identify project staff positions; the appropriate rate of pay per hour, day, week, or month; and the total amount of time to be charged to the project.
40. Employee Benefits (2000): This includes job-related benefits that are provided to employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, retirement, insurance (life, health, disability, etc.), and employee allowances.
41. Purchased/Contractual Services (3000): This includes fees for special professional services to the project by individuals or firms not involved as project staff (employees) of the division(s). Include name and title of consultant, and the type of consultant services to be provided.
42. Internal Services (4000): This includes charges from an Internal Service Fund to other functions, activities, or elements of the organization for the use of internal services, such as print shop, central purchasing/central stores, or parking.
43. Other Charges (5000):
44. Travel expenses should be itemized in this section. Transportation, lodging, and other appropriate travel expenses of project staff and consultants should be budgeted in accordance with the school division policies and regulations, based on the Commonwealth of Virginia's current travel regulations. All project travel must be directly related to the proposed planning grant activities.
45. Stipends should be included in this section. The stipend rate should be consistent with the standard rate of the school division(s).
46. Supplies and Materials (6000): This includes supplies, materials, and services directly consumed in the course of the planning process. This category includes office supplies; educational materials for participants; books and audiovisual materials; and postage, printing, publication, and photocopying services.
47. The completed budget document **is NOT** part of the allotted20 narrative pages. It should be attached as **Appendix C** of the submitted proposal.

1. Evaluation Plan; 5 POINTS  
   Proposals must include a brief evaluation plan that, at a minimum, assesses:
2. the effectiveness of the processes employed during each phase of planning;
3. the structure, effectiveness, and necessary adjustments to the initial work plan; and
4. staff and community perception of the planning process and the final plan.

## Proposal Review

1. As proposals are received at the VDOE, they will be reviewed by staff for completeness as defined by the requirements set forth in this RFP. If, in the judgment of the VDOE, a proposal is late or incomplete, the proposal may be omitted from the competition. The decision of the VDOE is final. Applicants submitting proposals that are rejected by the VDOE will be notified in writing.
2. An expert review panel will evaluate eligible proposals based on the required application components and the established criteria. The review panel will review each eligible proposal and make recommendations to VDOE in the areas of program innovation design, budget, and overall efficacy. The review panel’s scores and recommendations will be a primary determinant of successful proposals and will form the basis for negotiation and final selection. Proposals will be ranked according to the final score assigned by the review panel; however, other factors may influence the final selection of funded projects, including statewide distribution of recipients.
3. The point weighting for each evaluated section is noted in the overview bar (blue heading) that precedes the text. There are a total of 100 points available. Each section will be evaluated on clarity, thoroughness, and presentation of “out-of-the-box” thinking. A holistic score will be applied to the “Work-plan Design” section (85 points) reflecting overall potential for positive impact on student outcomes, innovation, and clarity of design, rationale, replicability, and sustainability of initial planning grant model design.
4. Following the proposal review process, the designated school division planning grant contact person/project director will be contacted by the VDOE to discuss any modifications of the proposal plan that may be required. The VDOE will seek to fund those proposals that show the most promise for successfully developing and implementing sustainable high school program innovation projects.

## Planning Grant Award Administration

1. Notification of the AwardWithin fifteen days of completion of the review process, the school division contact person/project director will be notified of the status of the proposal. Anticipated notification of awards is on or about June 22, 2018.
2. Award Conditions  
   Grantees will have until **May 1, 2019**, to encumber all grant funds. Reimbursement requests must be submitted through the Online Management of Education Grant Awards (OMEGA) system on a monthly basis beginning in August 2018. Final planning grant reimbursement requests must be received no later than **May 25, 2019**.
3. Reporting Requirements  
   Each division with a funded proposal will provide the VDOE with a progress report every two months beginning on September 28, 2018. The final progress report will be due to the VDOE no later than May 25, 2019. The report format will be provided at the time of award.

## Proposal Cover Page

* Lead School Division and Superintendent Name:
* Consortium School Division(s)\* (if applicable) Name:
* Participating High School(s) Name:
* Division Contact Person - Planning Grant Director Name:
* Title:
* Mailing Address:
* City:
* Zip:
* Telephone:
* Email:
* Project Title:
* Innovations:
* Total of HSPI funds requested:

### CERTIFICATION BY AUTHORIZED OFFICIAL

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the local school board of this School Division, and that the applicant will comply with the attached Statement of Assurances.  
Typed or Printed Name of Authorized Official:

* Title:
* Signature of Authorized Official:
* Date:

## Statement of Assurances

Should an award of funds from the High School Program Innovation planning grant be made to the applicant(s)\* in support of the activities proposed in this application, the authorized signatures below certify to the Virginia Department of Education that the authorized school division officials will:

Upon request, provide the Virginia Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;

Conduct educational activities funded by this project in compliance with the following federal laws:

1. Every Student Succeeds Act

Title VI of the Civil Rights Act of 1964;

1. Title IX of the Education Amendments of 1972;
2. Section 504 of the Rehabilitation Act of 1973;
3. Age Discrimination Act of 1975; and
4. Americans with Disabilities Act of 1990.

Use grant funds to **supplement** and **not supplant** funds from any other sources;

Take into account during the development of programming, the need for greater access to and participation by students from historically underrepresented and underserved groups;

Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the Virginia Department of Education;

Ensure that at least 75 percent of the professional staff at each high school participating in this proposal is in agreement with implementing the innovations as a threshold requirement of pursuing this grant;

Ensure that the majority of the local school board is fully supportive of the multi-year effort for innovation; and

Upon review of and approval by the local school board and negotiation of acceptable and pertinent waiver requests, if any, made to the Virginia Board of Education, pursue implementation of the developed plan resulting from this High School Program Innovation planning grant for the 2018-2019 and 2019-2020 school years.

Ensure execution of the planning grant program in accordance with the program RFP and grant budget as approved by VDOE.

By signing and submitting this Statement of Assurances, the applicant school division assures that its participating high school(s) will adhere to state and federal laws and regulations governing public schools in the Commonwealth of Virginia, with the exception of any waivers that may be approved by the Virginia Board of Education at a future date. The applicant school division further certifies, to the best of its knowledge, that the submitted proposal has addressed all required elements of the High School Program Innovation planning grant RFP and the applicant understands and will comply with the assurances.

* Typed Name of Division Superintendent:
* Signature of Division Superintendent:
* Date:
* Typed Name of Division School Board Chairman:
* Signature of Division School Board Chairman:
* Date:

\*A Statement of Assurances page is required for each participating school division. The signed Statement of Assurances page for the lead school division will follow the Proposal Cover Page in the submitted proposal packet. Other participating school divisions’ Statement of Assurances pages, if any, must be included as **Appendix D** of the proposal.

## High School Information

* High school name:
* Mailing address:
* School division:
* Principal’s name:
* Email:
* School telephone:
* Student enrollment
  + Grade 9:
  + Grade 10:
  + Grade 11:
  + Grade 12:
* Student race/ethnicity distribution
  + White:
  + African American:
  + Hispanic:
  + Pacific Islander/Asian:
  + Native American:
  + Other:
* % Students eligible for free or reduced lunch:
* Number of students with IEP or 504 plans:
* State accreditation status:
* On-time graduation rate:
* Grade 9 retention rate:
* Subgroups or proficiency gap groups not meeting ESEA Annual Measurable Objective in reading and mathematics:
* Number of teachers:
* Number of teachers teaching one or more classes outside their endorsement areas:

The High School Information form(s) for each participating high school should be attached as **Appendix A** to the school division’s submitted proposal.

## Innovation Partner Identification

Include an Innovation Partner Identification Form for any business, higher education, community organization, agency, or other partnering group that is anticipated to have a key or embedded role in the implementation of the high school innovations developed in this application.

* Innovation Partner:
* Type of Organization:
* Name of Primary Contact:
* Title:
* Address:
* City:
* Zip Code:
* Telephone:
* Email:
* Potential Innovation Project Role/Responsibility:

Please attach a letter of support, printed on letterhead and signed by individual(s) authorized to enter into contractual obligations on behalf of the above-named organization. Attach Innovation Partner Identification forms and letters of support, if any, as **Appendix B**.

### Primary Contact Signature

By my signature, I certify that the above named group is planning to be a key partner with the school division, or consortium of school divisions, in the development and implementation of this High School Program Innovation planning grant.

* Date:
* Signature:
* Title:

## Intent to Submit Form

* Lead School Division and Superintendent Name:
* Consortium School Division(s) and Superintendent(s) (if applicable) Name:
* Participating High School(s) and Principal(s) Name:
* Division Contact Person/Planning Grant Director Name:
* Title:
* Mailing Address:
* City/Zip:
* Telephone:
* Email:
* Signature of Division Superintendent:

Submission of this form is a requirement to proceed with the proposal process, but it is not a formal commitment to submit a proposal. Interested school divisions must email this form in **.docx format.** Applications must be WCAG 2.0 Level compliant as of January 18, 2018. The [Accessibility section of the VDOE website](http://www.doe.virginia.gov/home/a11y/a11y.shtml) as stated in [Superintendent's Memo 316-17](http://www.doe.virginia.gov/administrators/superintendents_memos/2017/316-17.shtml) includes guidance, tools, checklists and step-by-step instructions on how to create accessible Word documents, accessible PowerPoint presentations, accessible Excel files, accessible PDF documents and accessible videos that meet the new WCAG 2.0 Level AA standard. Please take full advantage of these resources in preparing the application. Applications are due by **4 p.m. April 23, 2018**, to:

**Tina M Manglicmot, Ed.D.**Director of Science, Technology, Engineering and Mathematic  
Division of Instruction  
Email: [tina.manglicmot@doe.virginia.gov](mailto:tina.manglicmot@doe.virginia.gov)  
Phone: (804) 786-2481

### Pre-proposal Webinar

If you plan to attend the HSPI Pre-proposal Webinar beginning at **2 p.m. on May 3, 2018, provide the** number of people from your school division that you anticipate will be attending:

Participation in the webinar is not a requirement for submission. Webinar information will be provided to the school division contact listed above regarding how to access the meeting.

## Project Budget

**Grant funds requested may not exceed $50,000**

**Period of Award: July 1, 2018 – June 30, 2019**

**Applying School Division:**

### Personal Services 1000

(Salaries and wages for employees for time worked outside normal contract hours.)

| **Job Titles** | **Project Role** | **Rate of Pay** | **HSPI Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
|  |  |  |  |  | $0 |
| **Total Employee Benefits 1000** | No Data | No Data | $0 | $0 | $0 |

### Employee Benefits 2000

(Job-related benefits.)

| **Job Titles** | **% of benefits** | **HSPI Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- | --- |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
| **Total Employee Benefits 2000** | No Data | $0 | $0 | $0 |

### Purchased/Contractual Services 3000

(Fees for special professional services by individuals or firms not involved as project staff, i.e. consultants.)

**Funding for consultants up to 25% of the total budget is allowed.**

| **Description (Please provide detailed cost calculations.)** | **HSPI Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
| **Total Purchased Contractual Services 3000** | $0 | $0 | $0 |

### Internal Services 4000

(Charges from an Internal fund to other activities of the organization such as print shop, parking, or central purchasing/central stores.)

| **Description (Please provide detailed cost calculations.)** | **HSPI Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
| **Total Internal Services 4000** | $0 | $0 | $0 |

### Other Charges 5000

(Includes travel expenses and stipends.)

**Funding for travel related to project activities up to 15% of the total budget requested is allowed.**

| **Description (Please provide detailed cost calculations.)** | **HSPI Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
| **Total Other Charges 5000** | $0 | $0 | $0 |

### Materials and Supplies 6000

(Office supplies, educational materials, books, postage, printing, publication and photocopying services.)

**Funding for materials and consumables up to 15% of the total budget requested is allowed. Grant funding may not be used for food or refreshments at planning and work sessions or meetings, classroom materials or sets of materials, construction or renovation, or computers or instructional technology.**

| **Description (Please provide detailed cost calculations.)** | **HSPI Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
|  |  |  | $0 |
| **Total Materials and Supplies 6000** | $0 | $0 | $0 |

### Total Project Budget for HSPI Planning Grant

| **Budget Item** | **HSPI Fund Source** | **In-Kind Fund Source** | **Total Budget** |
| --- | --- | --- | --- |
| Personal Services (1000) | $0 | $0 | $0 |
| Employee Benefits (2000) | $0 | $0 | $0 |
| Purchased/Contractual Services (3000) | $0 | $0 | $0 |
| Internal Services (4000) | $0 | $0 | $0 |
| Other Charges (5000) | $0 | $0 | $0 |
| Material and Supplies (6000) | $0 | $0 | $0 |
| **Total Project Budget** | **$0** | **$0** | **$0** |