Attachment A

Superintendent’s Memo #105-23

June 1, 2023

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# **PreK-12 School Innovation Planning Grant**

## Request for Proposals

Application due on or before 4 p.m. on

July 14, 2023

Email signed application to [doligrants@doe.virginia.gov](mailto:doligrants@doe.virginia.gov)

June 2023

Virginia Department of Education  
Department of Learning and Innovation

**Virginia Department of Education  
PreK-12 SCHOOL INNOVATION PLANNING GRANT**

**Request for Proposals**

**INTENT**

The intent of the PreK-12 School Innovation Planning (PK12 SIP) 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 PreK-12 schools with intent to scale across the division(s).

School division proposals must clearly describe plans for “out-of-the-box” and innovative thinking and represent a substantively new approach to the proposed model. **An “edited version” of the current standard is not the intent of this planning grant**. Each school division should consider the following when developing a plan for innovation:

* 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 systematic fashion and will be designed to enhance teaching and learning for all students.
* 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. These opportunities should be aligned to the Virginia Profile of a Graduate and may include:
  + 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;
  + innovative learning environments such as including students in the design of learning such as significant content delivery using technology, virtual, and blended learning approaches;
  + integrated curriculum and courses designed to provide students with authentic, relevant learning experiences;
  + demonstrated competencies tied to Virginia’s 5 C’s: critical thinking, creative thinking, collaboration, communication, and citizenship; and
  + 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.
* The innovation plan may propose an alternative school governance model that:
  + includes authentic participation, shared decision making, and consensus among students, staff, parents, and the community; and
  + requires structures and options outside of current state accreditation standards.
* 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.
* The newly designed innovation model must be able to operate within current funding levels. Applications should not create school models that require additional funding. The program intent is to create models that can:
  + serve as demonstration sites for successful innovative practices;
  + be replicated across the state with minimal funding impact; and
  + inform future education policy.
* The planning grant proposal should incorporate in its application a systemic model comprised of innovative strategies that:
  + have been shown to be effective in educational research; and
  + are created by the school or division particular to its own community, unique setting, and/or identified educational demands.

Any interested school division or consortia of school divisions may develop a plan of innovation to submit an application to be reviewed by the Virginia Department of Education (VDOE).

**BACKGROUND**

The 2022 Virginia General Assembly, in its effort to promote innovation in the Commonwealth’s public schools, has provided funding for planning grants to be awarded for up to five pilot 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:

* to encourage new models of school organization and instruction; and
* 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 [2022 Appropriation Act,](https://budget.lis.virginia.gov/item/2022/1/HB30/Introduced/1/136/) Item 136 reads as follows:

*T. 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 Elementary, Middle, and/or High School Program Innovation by either individual school divisions or consortia of school divisions or implementing a plan for public pre-kindergarten through Grade 12 School Program Innovation previously approved by the Department of Education. The local applicant(s) selected to conduct this systemic approach to 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 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 support 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 public pre-kindergarten through Grade 12 School Innovation or a grant to implement an Elementary, Middle, and/or 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 school innovation is to take place.*

**ELIGIBILITY**

All Virginia public school divisions and full-time regional public schools, with a local school board, are eligible to apply for a PK12 SIP grant.

**REPORTING**

Each school division with a funded proposal will provide the VDOE with a progress report every two months beginning on October 27, 2023. The final progress report will be due June 30, 2024. The report format will be provided at the time of award.

**TIMELINE**

Proposal Due–July 14, 2023

Preliminary Award Notification–August 15, 2023

Official Grant Award Notification–August 30, 2023

The school division will submit the completed PK12 School Innovation Planning Grant proposal, as described in this Request for Proposal (RFP), to the VDOE **by 4 p.m. on July 14, 2023.**

The VDOE will work through the school division’s designated PK12 SIP contact person, as provided by the division on page 9 of this RFP, 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 or their designated staff person(s).

**PROPOSAL REVIEW**

VDOE staff will review proposals per requirements as defined in this RFP. If, in the judgment of the VDOE, an application is late or incomplete, the application may be omitted from the process. The decision of the VDOE is final. Applicants submitting proposals that are rejected by the VDOE will be notified in writing.

An expert review panel will evaluate eligible proposals based on the required components and the established criteria. The review panel will review each eligible proposal and make recommendations to VDOE in the areas of innovative design, budget, and overall efficacy.

Each section will be evaluated on clarity, thoroughness, and presentation of “out-of-the-box” thinking. A holistic score will be applied to the school plan for innovation reflecting overall potential for positive impact on student outcomes, innovation, clarity of design, rationale, scalability, and sustainability of the design proposed.

**REQUIRED RFP COMPONENTS**

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 cover page, abstract, and the appendices. The budget form should be in the appendices and does not count toward the 20-page limit. Applicants must adhere to the page limitations and may not append additional materials beyond that allowed in the following

list and application.

**Cover Page and Abstract**

* Completed Cover Page form, found on page 9, of the RFP Forms section. The cover page must be the first page of the division’s application.
* All proposals must include an abstract briefly describing the plan of innovation including a brief synopsis of the school(s) in which the innovations will be implemented, the primary goals and performance measures, and a preliminary description of the innovations under considerations. The abstract should be one page.

**Rationale for Change**

Please describe the background, conditions, and rationale leading to the need for innovation in one or more schools of the school division. The rationale should 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; and
* information that indicates the school staff and the community are in support of the innovations to be developed in the proposal.

Each proposal should complete the School Information form, found on page 10 of the forms section of this RFP. For each school participating, a School Information form should be completed. The form(s) should be attached as **Appendix A** in the division’s submitted proposal.

**Goals and Performance Measurement**Description of the goals and performance targets/outcomes for the innovation plan and how they will be measured. Goals and performance targets/outcomes should align with the intent of this RFP as identified in the Appropriation Act language authorizing this RFP.

**Description of the Innovations**

All designs for innovation should include, but not be limited to, the three essential elements identified in the Appropriation Act language:

* student-centered learning with progress based on student-demonstrated proficiency;
* “real-world” connections that promote alignment with community workforce needs and emphasize transition to college and/or career; and
* varying models for educator support and staffing.

All written proposals should be grounded in research- and evidenced-based practices and programs. Proposals should include how the school(s) and students will benefit from and share innovative practices for application in other schools.

**Collaboration and Strategic Partnerships**

Describe the 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, found on page 11 of the Proposal Forms section of this RFP for each partner, and include the completed forms as **Appendix B** of the submitted proposal.

**Training and Support**

This section should include an overview of how the division will fully prepare educators and educational leaders to implement the innovations and continue to support it after initial exposure through sustained professional development.

**Communication**

Describe how the plan to systematically change education in your division will be communicated clearly to all stakeholders including school board, community, parents, leadership, and educators. Identify advocates with connections in and beyond the organization and others who might have a network of influence to help division leads champion the work. Include ideas on how you plan to share successes and challenges externally with other school divisions.

**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.

**Timeline and Plan for Sustainability**

Please describe how the planning grant will be implemented between September 1, 2023 and June 30, 2024. Please include a month-by-month timeline showing planning activities, professional development, staff responsibilities, and other pertinent planning information.

**Evaluation and Reflection**

This section should describe the plan to use data to monitor and reflect on the efficacy of the innovations. Data monitored and collected should include a brief evaluation plan that, at a minimum, assesses:

* the effectiveness of the processes employed during each phase of planning;
* the structure, effectiveness, and necessary adjustments to the initial work plan; and
* staff and community perception of the planning process and the final plan.

**Budget**

* Budget Background Information
  + Funds requested through this application may not exceed $50,000.
  + 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. Examples include but are not limited to:
    - Professional Development Books/Materials/Resources;
    - Training Materials; and
    - Notebooks, flash drives and other materials related to specific project planning goals.
  + Funding may be used for consultants up to 25 percent of the total requested.
  + Funding may be used for teacher release time (substitute teachers) and pay for staff time outside of the workday.
  + Funding may be used for travel and travel-related expenses (at state rates and in accordance with state travel regulations) related to the project up to 15 percent of the total budget requested.
  + Unallowable budget items include, but are not limited to:
    - Classroom materials or sets of materials;
    - Food or refreshments at planning and work sessions or meetings;
    - Construction or renovation; and
    - Computers or instructional technology.
  + If you have a specific budget question, please contact Shawna LeBlond, Interim Grants and Reports Manager for the Office of STEM and Innovation at [DOLIGrants@doe.virginia.gov](mailto:DOLIGrants@doe.virginia.gov).
* Budget Form   
  Expenditures should be organized under the following categories on the Project Budget forms provided in this RFP, found on pages 12-16, or a reasonable facsimile thereof. Please refer to the [OMEGA Object Codes document](https://www.doe.virginia.gov/home/showpublisheddocument/38652/638063893852400000) to determine correct categories for OMEGA.
  + Personal Services (1000): This includes salaries and wages for employees and other staff working on the two-year 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.
  + 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.
  + 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.
  + 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.
  + Other Charges (5000):
    - 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.
    - Stipends should be included in this section. The stipend rate should be consistent with the standard rate of the school division(s).
  + 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.
  + The completed budget document **is NOT** part of the allotted20 narrative pages. It should be attached as **Appendix C** of the submitted proposal.
* Budget Justification
  + Please include a detailed justification for each line item requested per budget category. The justification should thoroughly explain the importance of each line item to the success of the planning period. The budget justification **is NOT** part of the allotted 20 narrative pages.

**APPLICATION COVER PAGE**

**School Division:**      

**School(s):**

**Superintendent’s Region (enter I-VIII):**      

**Mailing Address:**

**Superintendent:**        
**Email:**

**Primary Division Contact Person:**

**Title:**

**Email:**      

**Other Contact Person(s)\*:**

**Title:**

**Email:**      

**Partnership(s):**

**CERTIFICATION BY AUTHORIZED OFFICIAL**

*The applicant certifies that to the best of his/her knowledge the information in this application is correct and that the filing of this application is duly authorized by the local school board of this School Division.*

**Typed or Printed Name of Superintendent:**

**Signature of Superintendent:**

**Date:**      

***\*please include the names, titles, and emails of other division contacts that should be included on communication such as finance or other administrators.***

**SCHOOL INFORMATION**

**School Division:**

**School:**

**Principal:**      

**Student enrollment by grade level:**

**Student race/ethnicity distribution**

**White:**       **Pacific Islander/Asian:**

**African American:**       **Native American:**

**Hispanic:**       **Two or more races:**

**Unknown:**

**% of students eligible for free or reduced lunch:**

**Number of students with IEP or 504 plans:**      

**Number of English Learners:**

**School accreditation status:**

**School quality indicators school is focusing improvement:**      

**Number of fully-licensed teachers:**

*The* ***School Information*** *form should be attached as* ***Appendix A*** *to the school division’s application. If more than one school will be included in the plan of innovation, complete a form for each school.***INNOVATION PARTNER IDENTIFICATION**

Include an Innovation Partner Identification form for any business, institution of higher education, community organization, agency, or other partnering group who has a key or embedded role in the implementation of the innovations proposed in this application.

**Innovation Partner:**

**Type of Organization (e.g., business, nonprofit, higher education):**

**Name of Primary Contact:**

**Title:**

**Email:**

**Potential Innovation Project Role/Responsibility:**

*Please include a letter of support, printed on letterhead, and signed by the 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*** *of the application.*

## **Project Budget**

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

**Period of Award: July 1, 2023–June 30, 2024**

**Applying School Division:**

#### Personal Services 1000

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

| **Job Titles** | **Rate of Pay** | **PK12 SIP Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- | --- |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
|  |  |  |  | $0 |
| **Total Personal Services 1000** | No Data | $0 | $0 | $0 |

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#### Employee Benefits 2000

(Job-related benefits)

| **Job Titles** | **% of benefits** | **PK12 SIP 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 |

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#### 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.)** | **PK12 SIP 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 |

#### 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.)** | **PK12 SIP 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 |

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#### 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.)** | **PK12 SIP Fund Source** | **In-Kind Fund Source** | **Total Cost** |
| --- | --- | --- | --- |
|  |  |  | $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.)** | **PK12 SIP 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 PK-12 School Innovation Planning Grant

| **Budget Item** | **PK12 SIP 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** |

**Budget Justification**

*Please detail each line item requested in this budget by budget category. The Justification should thoroughly explain the importance of each line item to the success of the planning period.*

**Personal Services (1000)**

**Employee Benefits (2000)**

**Purchased/Contractual Services (3000)\***

**Internal Services (4000)**

**Other Charges (5000)**

**Materials and Supplies (6000)**

*\*Please be sure to detail costs of the Innovative Partner within this justification one of two ways:*

1. *Fee for service: Innovative Partner is charging an hourly rate or a flat fee for service. The justification should include the rate or flat fee and clearly describe the services that will be rendered.*
2. *Detailed costs: Innovative Partner is providing a detailed budget that breaks down their personal services, employee benefits, internal services, other charges, and materials and supplies. This detailed breakdown should be provided here in the justification and clearly relate to the work performed.*