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**REQUEST FOR PROPOSALS (RFP)**

Summer Bridge Program for Rural Districts

2021-2022

Date of the Initiation: December 7, 2021

Due Date for the Application: January 24, 2022

Contact Person: Mary Jean Banter

College Readiness and Talent Development

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# **Program Description**

The Georgia Department of Education (GaDOE) has allocated ARP funds for the **FY22 Summer Bridge Program** Grantwhich is a GaDOE-administered and non-transferrable grant for up to $15,000 (fifteen thousand dollars) per school in a rural district. The Georgia Department of Education is committed to supporting local school districts’ efforts to support accelerated and integrated learning in rural districts grades K-8 across the state. The Summer Bridge Program Grant is focused on providing opportunities for summer programs to accelerate the learning for our students. The FY 2022 grant is for summer programs for students in grades K-8.

Multiple schools in a rural district may apply for the Summer Bridge Program grant. Local schools/ districts may apply for a grant to fund their summer program, which could be used to cover costs, or to partially cover costs, such as:

* Teacher stipends for the summer program
* Materials/resources to support accelerated and integrated learning in rural districts grades K-8

# **Eligibility**

Applications will be accepted from Georgia Public School Rural Districts.

# **Proposal Review Process**

The Georgia Department of Education will convene a panel selected from members of the Curriculum and Instruction team and facilitate an internal review of all applications submitted through the online application portal within four weeks of the submission deadline.

# **Grant Period**

The Summer Bridge Program Grant is for districts/schools to use during the summer of 2022. The FY22 Summer Bridge Program Grant period of performance will begin in March 2022 pending Board approval and end August 31, 2022. Funds will be awarded upfront through the Consolidated Application.

# **Grant Award Notification**

All awards are subject to availability of funds. Grant awards are not final until approved by the State Board of Education (SBOE), and an award notification is sent from the GaDOE. Districts will receive notification of the SBOE results via email to the district designee. The level of funding and effective date of the projects will be included in the notification of the grant award letter. Grantees may not obligate funds before receiving the official grant award notification. Applicants will be notified, in writing, of the acceptance or rejection of their applications. The level of funding and effective dates of the projects will be included in the notification of the grant award letter. All applications submitted will be retained by the Georgia Department of Education and will become a part of official College Readiness and Talent Development records.

NOTE: The grant award may be different than the request made in a proposal. This is usually due to differences between available funds and the total amount funded to all grantees. If you anticipate any corrections in the grant amounts, please indicate that this type of budget correction in your request.

# **Accountability and Monitoring the Use of Federal Funds**

The GaDOE is responsible for establishing and monitoring the FY22 Summer Bridge Program for Rural Districts application and scoring process, distribution of funds to awardees, approved plan implementation, progress towards meeting goals/objectives/intended outcomes, data collection/results, and fiscal responsibilities. This grant award is made subject to the provisions of all applicable acts and regulations.

This grant award is made subject to the provisions of all applicable federal or state laws and regulations and is contingent on federal funding.

Each applicant receiving funding through this RFP must:

* meet the eligibility requirements for the grant described herein, and the applicant has provided all required assurances that it will comply with all program implementation and reporting requirements established through this RFP.
* appropriately use these funds as described in this proposal package.
* implement activities funded through this proposal within the timeline in which the funds provided are to be used.
* participate in two meetings (initial and final) to discuss goals and objectives, implementation procedures and progress, and programmatic success and effectiveness.

To fulfill monitoring responsibilities, the GaDOE requires awardees to submit appropriate fiscal and program documentation following guidance provided by the GaDOE program office. Materials and/or resources required for student-centric activities must be in full use while the students are attending the Summer Bridge Program.

Should circumstances warrant any changes to the approved plan, the awardee must initiate an amendment request. It is important to note that the SBOE-approved grant plan cannot be changed or altered by any party without an approved amendment. Furthermore, because the grant plan is approved by the SBOE, be aware that amending the budget and/or implementation plan will be limited.

# **Program Requirements**

Before applying for the FY22 Summer Bridge Program grant for Rural Districts, please ensure the following criteria can be met.

* All parts of the RFP have been read
* Summer Bridge Program is designed to support accelerated and integrated learning for K-8 students in rural districts

## **Programmatic Assurances**

The LEA recipients must acknowledge that:

* eligibility requirements have been read and are understood
* awarded funds cannot be transformed or carried over
* awarded funds must be formally accepted as per the RFP
* funds will be used for the purpose described in the application submitted to the Georgia Department of Education
* the district will complete a LEA budget template in the Consolidated Application within four weeks of award notification.
* activities funded through this application will be used within the timeline of the grant
* local recipients will participate in the meeting(s) to discuss goals and objectives, implementation procedures and progress, and programmatic success and effectiveness
* the district will complete the summary report no later than August 31, 2022, as well as any other reporting requirements of the Georgia Department of Education and the State of Georgia Audit and Accounting Division on including closing of the budget no later than September 30, 2022.

## **Reporting Requirements**

* Number of students in the Summer Bridge Program
* Number of educators involved in the Summer Bridge Program
* Results of the LEA created Evaluation of the Summer Bridge Program
* Completion of the End of the Grant Report
* Detailed Expenditure Report with any supporting documents

**Authorized Activities**

* Teacher/paraprofessional stipends for the summer program
* Materials/resources to support accelerated and integrated learning in the Summer Bridge Programs in rural districts grades K-8
* Development of activities and instruction that support accelerated and integrated learning

## **Unauthorized Activities**

Proposals will be screened for unallowable activities twice. The initial screening will be during the submission process, and proposals found to contain unallowable activities will be automatically eliminated and not forwarded to the reviewer. After all proposals have been read, reviewer comments will be reviewed. Should a reviewer have a question during the scoring process or find the proposal contains unallowable activities and/or activities that extend beyond the scope of the grant, the proposal will be reviewed by grant organizers to determine acceptability.

Summer Bridge Program funds may not be used:

* to support out-of-state travel, graduate-level courses, or professional memberships.
* for new/improvement construction or capital improvements to existing structures such as

carpet, laminate coverings, renovations.

* to supplant, existing programming. In other words, the funds may not be used to

pay for existing levels of activities or services if the costs of those activities or services

would have otherwise been paid with state or local funds in the absence of the grant funds.

* the purchase of technology infrastructure (computers, charging carts, printers,

technology equipment).

* to purchase incentives such as food, toy prizes, treats, etc.
* to pay for transportation to and from the Summer Bridge Program
* Administrative/Audit/Indirect Costs

# **Proposal Submission**

[Complete the Summer Bridge Program application online](https://forms.office.com/r/ziYtZ6f7vn)

## **Procedures**

Please review the following directions very carefully prior to submitting the proposal into the portal:

* *Proposal Portal:* Click on this link [Complete the Summer Bridge Program application online](https://forms.office.com/r/ziYtZ6f7vn)
* *Submit Early:* Proposals cannot be accepted after the deadline. Please factor unexpected delays and/or technical issues The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. Faxed, emailed, or paper proposals are not acceptable and will not be reviewed by the GaDOE.
* *Use provided Proposal template:* Supplemental or revised proposal formats, attachments, or information, either from the applicant agency or other sources will not be accepted.
* *Multiple Submissions:* Due to the extremely high volume of submissions and to ensure that each submission is correctly identified and acceptable, file naming conventions are critical. Districts may have multiple submissions provided each is from a different school within the district.

## **Budget**

There should be a calculation of the budget (via spreadsheet, etc.) and a narrative of the budget (via prose). Each of these offer a lens for understanding how funds meet the identified need and activities. If evaluation or participant travel expenses need to be included in the budget of each grantee, indicate that here and indicate an expected amount that must be included. The budget table is included in the proposal template, and both the narrative response section and budget calculations must be submitted as a single PDF document. The budget portion of the proposal will not be assigned points; however, an inaccurate, unreasonable, unjustified, or non-itemized budget will result in the proposal being excluded from consideration. The [budget template](https://shealy-my.sharepoint.com/:w:/g/personal/maryjean_banter_doe_k12_ga_us/ET7xasupOmZNpOLSKFgIijwBzAz5D3hKTLq78fBSSfMStQ?e=aFThsu) (including area for narrative and chart) may be downloaded to complete, scan into a PDF, and then follow the directions to upload.

The proposed budget narrative must provide clear evidence that the expenditures are appropriate and justified to support the proposed programming/activities. If applicable, annotate additional funding (local/federal/in-kind) sources utilized to support planned program/activity.

## **Deadline for Submission**

Monday, January 24, 2022, at 4:00 PM

## **Grant Award Acknowledgement**

To ensure clarity and continuity of support services, awardees must formally acknowledge receipt of, agree to the stated terms, and accept the award via email to Mary Jean Banter: mbanter@doe.k12.ga.us within five days of receipt of the grant award email.

Please include the following information in the email:

* Name, position, and contact information of individual(s) (to be recognized by GaDOE as the official Designated Contact).
* Person responsible to receive/send communication from/to GaDOE regarding the Summer Bridge Program grant throughout the period of performance.
* Person responsible to ensure all evidentiary and fiscal documentation will be submitted/emailed/uploaded as per terms of the RFP.

## **Grant Award Notices (GANs)**

Grant Award Notices (GANs) will be uploaded into the LEAs Consolidated Application portal by the program office summarizing the program, the amount and length of the award, and any other relevant information.

# **Scoring and Funding Recommendations**

## **Scoring**

During the review process, each proposal will be reviewed and scored by GaDOE approved and trained reviewer. The reviewer will individually assign and record points (1-100) using the scoring rubric. Reviewers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the proposal’s intention.

In the likely event that the number of proposals receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered proposals will be recommended for funding. GaDOE will communicate with the contact person for any proposal that was scored via email after the SBOE has rendered a decision and/or approved grants.

Questions regarding the award process or scoring may go to the Project Manager or the Deputy Superintendent. Any appeals of the State Board approved grantee list must go to the State Board of Education.

### **Rubric: Scoring Components**

All proposals will be scored using a rubric. Each proposal will be reviewed by at least two reviewers, and each will assign points based on the merit of the program/activity described. Each section is assigned a maximum allowable number of points. Reviewers will tally all earned points to render a raw score. Grant organizers will verify raw scores and forward them to the program manager who will determine the final score to be presented to the State Board of Education (SBOE).

#### Programmatic Basics (20)

* Location
* Identify teachers, leaders and/or contracted service providers directly involved in the implementation of the program/activity. Include relevant qualifications and experience.
* Total number of students, and/or participants in the program
* Description of need/rationale for funding.

*Goals/Objectives/Intended Outcomes (40)*

* Articulate the goals/objectives/intended outcomes.
* Address how funding will improve instructional quality and increase access for all students

*Program/Activity Description (30)*

* Fully describe all significant components of the proposed program/activity. Ensure budget alignment.
* Include instructional strategies, student assignments/tasks/assessments, performance requirements, and intent to involve stakeholders and community.

*Continuous Improvement based on Outcomes (5)*

* Tell how findings from the evaluation of these activities will create a cycle of continuous improvement so the program itself gets better over time.

*Sustainability (5)*

* Explain how programming/activities will be continued after the end of the grant period.
* If applicable, annotate additional funding/support services that are intended to increase sustainability.