



REQUEST FOR PROPOSALS (RFP)

Support Student Fitness Education Program and Equipment Grant (STEP)

2021-2022

Request for Application: December 7, 2021

Application Deadline: January 24, 2022

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Program Description

The Georgia Department of Education (GaDOE) has allocated ARP funds for the FY22 Student Fitness Education Program Equipment (STEP) Grant. This is a GaDOE-administered, non-renewable, non-transferrable grant for up to \$1,000 to create and/or support sustainable Fitness Education Instruction initiatives and to support quality Fitness education. A maximum of 180 Support Fitness Education Program Equipment (STEP) Grants will be awarded for the 2021–2022 school year (FY22) in the amount of up to \$180,000.

Eligibility

Eligible applicants must be a Georgia public school.

Proposal Review Process

During the review process, each application will be reviewed and scored by GaDOE approved and trained readers/scorers. The readers/scorers will individually assign a score between 1-100 points using the scoring rubric described in the Rubric Scoring Components section of this application. Readers/Scorers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the applicant's intent.

In the likely event that the number of applications receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered applications will be recommended for funding.

All applicants whose application was scored will be notified via email after the State Board has rendered a decision/approved grant. Decisions are final and an appeal process is not available.

Grant Period

Grant funds will be available from March 25, 2022, through December 15, 2022.

Grant Award Notification

All awards are subject to the 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. Recipients will receive an award notification via email. The level of funding and effective date of the projects will be included in the notification of the grant award letter.

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.

Accountability and Monitoring the Use of Federal Funds

Awardees must have correctly and completely submitted required close-out documentation. The following are required: Completion Closeout Report (Microsoft Forms); Instruction Plan (Provided Template); Detailed Expenditure Report and supporting documents for received goods/services. 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 assigned course.

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

Awarded funds are specifically for health-related Fitness instruction which occurs during the school day within a state-approved health education or physical education course number.

Programmatic Assurances

The Equipment/Initiative/Activity must:

- develop or supplement sustainable initiatives that support quality health-related fitness instruction to include health-related concepts, practices, student self-monitoring, and goal setting
- serve as the foundation to excellence in Student Health-Related Fitness instruction programs in Georgia schools
- increase access to support Fitness Education Instruction
- be implemented as a part of a graded physical education course during the regular school day schedule
- be needs-based and directly related to measurable goals, objectives, and/or intended outcomes
- be regularly monitored and formally assessed for effectiveness

Reporting Requirements

FY22 STEP Grant closes December 15, 2022.

Awardees must have correctly and completely submitted required close-out documentation.

- Completion Report (Microsoft Forms)
- Instruction Plan
- Detailed Expenditure Report and supporting documents for received goods/services

Authorized Activities

Applicants are encouraged to plan health-related fitness activities and assessments that are reasonable and attainable within the grant's period of performance. Expenditure of funds after the period of performance is not allowable. Funds dedicated to an activity that did not occur may not be repurposed for other activities. FY22 STEP Grant applicants can use funds to purchase equipment/resources aligned to instruction to Georgia Standards of Excellence Fitness Standard (PE GSE 3). Including but not limited to

scales, sit and reach boxes, exercise mats, push-up aids for instructional support, health-related fitness-related equipment, and supplies for instructional use.

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.

FY22 STEP Grant 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 support after-school or summer programs.
- interscholastic sports team
- the purchase of technology infrastructure (computers, charging tables, printers, technology equipment).

Proposal Submission

Please review the following directions very carefully before submitting the application:

APPLICATION. The deadline for submission is 10 AM, January 24, 2022. The application must be submitted on or before the deadline.

SUBMIT EARLY. Applications cannot be accepted after the deadline. Please factor in unexpected delays and/or technical issues at the point of origin. The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. Faxed, emailed, or paper applications are not acceptable and will not be reviewed by the GaDOE.

USE PROVIDED APPLICATION TEMPLATE. Supplemental or revised application formats, attachments, or information, either from the applicant agency or other sources will not be accepted.

Procedures

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

Proposal: To access the application click: [STEP APPLICATION](#)

Submit Early: Proposals cannot be accepted after the deadline. Please factor in 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. Public school 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 offers 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 application. 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 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 the planned program/activity.

Deadline

The deadline for submission is 10 AM, January 24, 2022. The application must be submitted on or before the deadline.

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 Therese McGuire@STEPgrant@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).
- Responsible to receive/send communication from/to GaDOE regarding the FY22 **STEP** grant throughout the period of performance.
- 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 a score between 1-100 points 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 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)

Impacted state-approved course(s)

Identify teachers, leaders, and/or contracted service providers directly involved in the implementation of the program/activity. Include relevant qualifications and experience.

The 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.

Include a narrative summarizing past health-related fitness levels of students, and goals to maintain or improve the health-related fitness of students.

Address how funding will improve instructional quality and increase access for all students.

Proposed Fitness Education 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 the 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 institutionalized after the end of the grant period.

If applicable, annotate additional funding/support services that are intended to increase sustainability.