

# Schools of Hope Traditional Public Schools Competition

Monitoring

2017-18



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

[www.FLDOE.org](http://www.FLDOE.org)

## Goals and Objectives of Schools of Hope (Traditional Public Schools)

- To supplement and assist districts and schools in the implementation of an initial district-managed turnaround plan (DMT)
- To increase student achievement by providing wrap-around services that leverage community assets, improve school and community collaboration, and develop family and community partnerships.

# Minimum Plan Requirements

The school will:

1. Provide wrap-around services that develop family and community partnerships.
2. Increase parental involvement and engagement in the child's education.
3. Establish clearly defined and measurable high academic and character standards.
4. Identify a knowledge-rich curriculum that the school will use to focus on developing a student's background knowledge.
5. Provide professional development that focuses on academic rigor, direct instruction, and creating high academic standards and character standards.

The school district will:

6. Identify, recruit, retain, and reward instructional personnel.

# Funding Authority and Budget/Program Performance Period

- The funding authority for this grant is House Bill 7069 creating s. 1002.333, F.S.
- The program period for these grants will be August 15, 2017, through June 30, 2019.
- The first budget period is August 15, 2017, through June 30, 2018. The second budget period will be July 1, 2018, through June 30, 2019, and is contingent upon Legislative Appropriations and satisfactory implementation of the first year of the program.

## Application Overview

- The TOP-3 application is posted in CIMS **Toolkit** and titled **Competitive Application for Whole-School Transformation Model (Traditional Public Schools)**.
- This document will fulfill the narrative requirements for the application.
- A complete application includes the following:
  - TOP-3
  - DOE 100A Project Application Form
  - TOP-3 Budget Development Tool
  - DOE 101S - Budget Narrative Form
- The application package must be submitted as a hard copy and received by the Office of Grants Management by **Tuesday, August 15, 2017, at 5:00 PM Eastern Time**.

## Funding Method and Payment Requirements

- The funding method for this project is cash advance.
- The deliverables and evidence listed in the *Project Performance Accountability Form* will be monitored quarterly by the Bureau of School Improvement. Both desktop and on-site monitoring will occur periodically.
- All deliverables and evidence must be submitted electronically to [BSI@fldoe.org](mailto:BSI@fldoe.org) by the due date specified on the Project Performance Accountability Form.

# Project Performance Accountability Form

## Project Performance Accountability Form

### Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)

## Return on Investment

- The recipient is required to provide quarterly return on investment program activities reports to the Executive Office of the Governor (EOG), Office of Policy and Budget (OPB) and the Department.
- Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement.



## Return on Investment

- Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to EOG/OPB and the Department within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary.
- This report shall document the positive return on investment to the state resulting from the funds provided under the agreement.

## Return on Investment

- These reports are requested so staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.
- Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters.
- Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

## Round 1 End-of-Quarter Dates

Year 1		ROI Deadline	Year 2		ROI Deadline
Quarter 1	8/15/2017 – 11/15/2017	12/15/2017	Quarter 1	7/1/2018 – 10/15/2018	11/15/2018
Quarter 2	11/16/2017 – 2/15/2018	3/15/2018	Quarter 2	10/16/2018 – 1/15/2019	2/15/2019
Quarter 3	2/16/2018 – 5/15/2018	6/15/2018	Quarter 3	1/16/2019 – 4/15/2019	5/15/2019
Quarter 4	5/16/2018 – 6/30/2018	7/30/2018	Quarter 4	4/16/2019 – 6/30/2019	7/30/2019

## Round 2 Interval Dates

Year 1		ROI Deadline	Year 2		ROI Deadline
Interval 1	2/16/2018 – 4/15/2018	5/15/2018	Interval 1	7/1/2018 – 10/15/2018	11/15/2018
Interval 2	4/16/2018 – 6/30/2018	7/30/2018	Interval 2	10/16/2018 – 1/15/2019	2/15/2019
			Interval 3	1/16/2019 – 4/15/2019	5/15/2019
			Interval 4	4/16/2019 – 6/30/2019	7/30/2019

## Financial Consequences

- The program contact shall periodically review the progress made on the activities and deliverables listed.
- If the district fails to meet and comply with the activities/deliverables established in the *Project Performance Accountability Form* or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification in writing, the program contact may approve a reduced payment or request the district redo the work or terminate the contract.

## Financial Consequences

- Failure to meet the approved deliverables will result in a decrease in payment commensurate to 10 percent of the per student allocation of \$2,000.
- The program contact must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the district to meet the timely and desired results. These financial consequences shall not be considered penalties.

## Budget Tool

- Applicants must complete the two-year **TOP-3 Budget Development Tool** posted in the CIMS Toolkit and the Budget Narrative form, DOE101S.
- Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for each line item cost.
- Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

## Allowable and Unallowable Expenses

- A list of unallowable expenses is provided in the RFP.
- Appliances, furniture, uniforms, and clothing may be allowable if they are determined to be essential for the implementation of the plan.
- Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period.
- All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance.



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## **Desk or on-site monitoring ensures:**

- district performance.
- compliance with terms and conditions.
- achievement of deliverables.
- achievement of program goals.
- that sufficient documentation is maintained.

## Deliverable Standards



Related to scope of work



Quantifiable, measurable, and verifiable



Measure performance



Track progress towards goal



Specify due date

## Documentation Standards

- Demonstrates successful performance
- Sufficient, Reliable, Relevant
- Verifies work and accomplishments
- Demonstrate compliance with the agreement
- Evidences fiscal accountability



# Deliverables vs. Documentation

## DELIVERABLE

- Frequently intangible
- What the grant funds are paying for



## DOCUMENTATION

- Tangible
- Evidences what the grant funds are paying for



# Florida Accountability Contract Tracking System (FACTS)

- Fulfills legislative mandate for Transparency Florida
- Tracks state contracts/grants and amendments
- Public can access the system
- Most up-to-date and accurate information
- Redact confidential or exempt information
- <https://www.myfloridacfo.com/>



# Tour of FACTS

## Main Search

[Quick Tips](#)

### Search

[Advanced Search](#)

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

**Agency Name**

ALL AGENCIES

**Vendor/Grantor Name**

**Dollar Value**

From  To

**Beginning and/or Ending Dates (mm/dd/yyyy)**

Begin  End

**Commodity/Service Type** (Contract & Purchase Order Only)

ALL COMMODITY GROUPS

- Show All       Show Grant Awards Only  
 Show Contracts Only       Show Purchase Orders Only

Please refine the search by providing following details if known.

**Agency Assigned Contract ID (if known)**

**Grant Award ID (if known)**

**MFMP PO Number (if known)**

By using this Search you agree to [terms and conditions](#) of the Search.



# Tour of FACTS



## Results

Displaying 1 to 1 of 1 [Download Results](#)

AGENCY NAME ▲	VENDOR/GRANTOR NAME	TYPE	AGENCY ASSIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF EDUCATION	SEMINOLE COUNTY SCHOOL BOARD	Grant Disbursement Agreement	<a href="#">590-90045-8S001</a>			\$1,648,000.00	<a href="#">Education and Training Services</a>	<a href="#">View</a>

Displaying 1 to 1 of 1 [Download Results](#)

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

## Grant Disbursement Information

[Back to Search](#)

### Summary

**Agency Name:** DEPARTMENT OF EDUCATION

**Long Title:** Schools of Hope-Whole School Transformation Model

**Total Contract Amount:** \$1,648,000.00

**Total Payment To Date:** NA

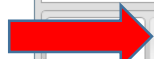
**General Description:** A traditional public school that is required to submit a turnaround plan for implementation pursuant to s. 1008.33(4) is eligible to receive additional funding from the Schools of Hope Program based on the strength of the school's plan for implementation and its focus on evidence-based interventions that lead to student success by providing wrap-around services that leverage community assets, improve school and community collaboration, and develop family and community partnerships.

**Agency Contract ID:** 590-90045-8S001

**Vendor Name:** SEMINOLE COUNTY SCHOOL BOARD

**Total Budgetary Amount:** \$1,648,000.00

**Date of Execution:** 11/01/2017



Deliverables

Payments

Documents

Audits

### Main Information

**Agency Contract ID:** 590-90045-8S001

**FLAIR Contract ID:** E0246

**Short Title:** TOP-3

### Procurement Information

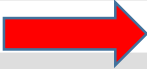

**Authorized Advanced Payment:** Yes

**Method of Procurement:** Rate of payment is established during the appropriation process [S. 287.057 (10), FS]

**State Term Contract ID:**

# Tour of FACTS

Details **Deliverables** Payments Documents Audits


[Expand All Deliverables](#) [Download Deliverables](#) 

MORE	DELIVERABLE NUMBER ▲	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE	METHOD OF PAYMENT
⊕		Education and Training Services	Due Date: June 30, 2018; 1. Support high academic achievement of students: 1.1. Assign 6 Interventio...	Advanced – 100% Advance
⊕		Education and Training Services	Due Date: June 30, 2018; 2. Increase parent involvement and provide wrap-around services to students...	Advanced – 100% Advance
⊕		Education and Training Services	Due Date: June 30, 2018; 3. Increase parent involvement and provide wrap-around services to students...	Advanced – 100% Advance
⊕		Education and Training Services	Due Date: June 30, 2018; 4. Identify, recruit and retain staff at the school: 4.1. Provide recruitme...	Advanced – 100% Advance

Displaying 1 to 4 of 4



# Tour of FACTS

<a href="#">Details</a>   <b><a href="#">Deliverables</a></b>   <a href="#">Payments</a>   <a href="#">Documents</a>   <a href="#">Audits</a>				
				<a href="#">Collapse All Deliverables</a>   <a href="#">Download Deliverables</a>
MORE	DELIVERABLE NUMBER ▲	COMMODITY/SERVICE TYPE	MAJOR DELIVERABLE	METHOD OF PAYMENT
<input type="checkbox"/>		Education and Training Services	Due Date: June 30, 2018; 1. Support high academic achievement of students: 1.1. Assign 6 Interventio...	Advanced – 100% Advance
<p><b>Major Deliverable:</b> Due Date: June 30, 2018; 1. Support high academic achievement of students: 1.1. Assign 6 Intervention Teachers to classrooms at Idyllwilde Elementary for daily support to student needs; 1.2. Provide lesson development support to up to 50 teachers and administrators at the school through Learning Sciences International (LSI) curriculum development, professional development, and job-embedded support; 1.3. Conduct lesson development and grade level planning days for up to 50 teachers and administrators at the school.</p> <p><b>Deliverable Price:</b> \$0.00</p> <p><b>Non Price Justification:</b> Price cannot be determined until the work has been completed</p> <p><b>Performance Metrics:</b> Evidence: Staff lists; Classroom assignments; Payroll records; Intervention log/lesson plan samples; Training agenda and sign-in sheets; Lesson development/grade level planning sign-in sheets.</p> <p><b>Financial Consequences:</b> The program contact shall periodically review the progress made on the activities and deliverables listed. If the district fails to meet and comply with the activities/deliverables established in the Project Performance Accountability Form or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification in writing, the program contact may approve a reduced payment or request the district redo the work or terminate the contract. Failure to meet the approved deliverables will result in a decrease in payment commensurate to 10 percent of the per student allocation of \$2,000. The program contact must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the district to meet the timely and desired results. These financial consequences shall not be considered penalties.</p> <p><b>Source Documentation Page Reference:</b> Project Award Notification</p> <p><b>Deliverable Number:</b></p>				
<input type="checkbox"/>		Education and Training Services	Due Date: June 30, 2018; 2. Increase parent involvement and provide wrap-around services to students...	Advanced – 100% Advance
<p><b>Major Deliverable:</b> Due Date: June 30, 2018; 2. Increase parent involvement and provide wrap-around services to students and families through support personnel: 2.1. Recruit 1 Licensed Mental Health Counselor to provide wrap-around services and support to students and families at the school; 2.2. Provide wrap-around services and support to at least 60 students and/or families by the Licensed Mental Health Counselor; 2.3. Recruit 2 parents/family members of current Idyllwilde students as Community Outreach Workers; 2.4. Provide outreach to at least 60 families per Community Outreach Worker per year.</p> <p><b>Deliverable Price:</b> \$0.00</p> <p><b>Non Price Justification:</b> Price cannot be determined until the work has been completed</p> <p><b>Performance Metrics:</b> Evidence: Staff lists; Payroll records; communication/activity logs.</p>				





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