

INVITATION TO SUBMIT PROPOSALS
UNDER AN APPLICATION OF THE
SPECIAL EDUCATION UNIT, ND DEPARTMENT OF PUBLIC INSTRUCTION,
CFDA # 84.027A
For the 2020-2021 School Year

This document describes the process and requirements of the application for proposals for students with disabilities. Prospective applicants will need to review this information thoroughly to determine whether they can meet the requirements and wish to submit a proposal.

Introduction

The Special Education Unit at the North Dakota Department of Public Instruction (NDDPI) has a long history of funding requests from North Dakota universities, public schools, public education agencies, private organizations, and individual education practitioners intended to improve educational outcomes for students with disabilities. Past proposals included quality personnel development, systems change, and resource development activities that had a direct impact on the quality of program delivery to students with disabilities. With the implementation of a special education program improvement requirement, local special education units identified evidence based and promising practices that improve instructional and support services for students identified with behavioral, social/emotional, social communication and mental health needs. This year's invitation establishes the timelines for submission, eligible applicants, funding levels and criteria for evaluating proposals that relate to **improving graduation rates for students with disabilities through the use of evidence-based practices at the middle and high school levels.**

Purpose of this Funding Opportunity

The purpose of this year's funding opportunity is to boost activities that will increase graduation rates for students with disabilities by implementing or expanding evidence-based practices. Funded activities will enhance and expand personnel capacity to implement one or more of the following evidence-based practices: a) Early Warning Systems, b) Functional Behavior Analysis leading to effective Behavior Intervention Plans, c) Work-Based Learning, d) Mentoring Systems, and/or e) engagement of parents, families, private and public organizations, and community members in supporting students at-risk for not graduating.

Priorities

The focus of funds for this year is to assist local eligible applicants to develop effective, evidence-based structures to increase supports for students at-risk for not graduating. Proposals must include **at least two** of the following in the activities section of the proposal:

- Parents/Families
- Parent organizations
- Private agencies
- Public agencies
- Community providers
- Community businesses
- Universities
- Clear investment from general education administration

Proposals must address the following priority:

- Creating or expanding evidence-based practices that increase the likelihood for a student to graduate from high school.

Eligible Applicants

The following North Dakota entities are eligible applicants: special education units, public schools and school districts, regional education associations (REAs), public residential schools, institutions of higher education, ND School for the Blind/Vision Services, and parent support organizations.

Proposals must include activities that engage families and communities, school personnel, REAs, private providers, Universities, etc., in cooperative efforts to improve effective implementation of practices. The application must contain signed letters of support from **at least two** other entities actively involved in the activities of this project. (One entity may be a signed letter of support from a building general education administrator stating their investment in the proposal's success). All proposals must contain **signature(s)** from participating special education unit directors and, if from a special education unit or public school within a unit, the chair of the unit Board prior to submitting to the NDDPI, Special Education Office. Proposals from Institutions of higher education, REAs, and parent organizations must also have **signature(s)** from the department chair, the facility educational administrator, or the executive director.

Funding

Activities within the proposal should begin and end within the 2020-2021 school year timeline (July 1, 2020

through June 30, 2021). The maximum amount of each award is \$15,000.00. Each entity involved in the project can pool applications and monies to fund a larger project. The proposals must be clear regarding roles and responsibilities of each agency.

Applicants **must include additional sources** of funding. The additional funding should support the proposal and be evident in the budget section of the proposal. Additional sources of funding should document a sustainable commitment to the effort. Proposals without evidence of additional sources of funding will not be moved forward for review and evaluation.

Allowable Costs

Funds may be used for, but are not limited to:

- Materials
- Child care and/or scholarships that allow families, community members, stakeholders to participate
- Consultants and/or University professionals
- Parent organization trainers/presenters
- Professional presenters
- North Dakota educational trainers/presenters
- Extra duty stipends for staff
- Salaries for substitutes
- Meeting expenses, excluding food costs
- Travel and registrations

These monies are not intended to be used for employing additional long-term staff (i.e. teachers and support personnel), but can be used to contract with the above-mentioned presenters and trainers for same year follow-up and technical assistance.

Funds must be expended in accordance with Education Department General Administrative Regulations (EDGAR). Funds are to supplement, not supplant state/local funds. For those who are considering projects that align with Multi-Tiered System of Supports (MTSS) for academics, behavior, trauma sensitive or social/emotional learning, these proposals must address the needs of students at the intensive level (tier 3). Contact our office to discuss the project focus to clarify what is or is not allowable in these circumstances.

Non-Allowable Costs:

- Equipment (i.e. iPads, videoconferencing equipment, laptops, etc.)
- New personnel
- Duplication or substitution of training already provided by the applicant.

Timelines

- * May 29th, 2020 Application is due.
- * June 30th, 2020 Successful applicants are notified.
- * August 3rd, 2020 Funding becomes available.

Review of Discretionary Funding Proposals

Applicants should use the evaluation rubric at the end of this invite as the project narrative to guide them in writing a proposal. The NDDPI will use the rubric to evaluate and rate each proposal.

Proposal Format

The proposal requires a **cover page** with the title of the project, identifying information of the applicant, required signatures, and a contact person. A **summary of the needs assessment or progress evaluation** is the second part of the proposal. A **project narrative**, which addresses the priorities with clear descriptions of the activities, collaboration, goals and evaluation measures, is the third part of the proposal packet. The narrative must be **no more than 10 single-sided pages**. It must be written in **11 or 12 point Calibri or Arial** font and spacing must be either **one and a half or double spaced**. The narrative must also contain a **budget description** using the correct form (SFN 12374). Proposals must be contained as a package and if submitting hard copies, stapled or secured with a spring paper binder, but not bound.

Contents of Proposal:

- 1. Cover Page**
 - a. Title
 - b. Identifying information of applicant
 - c. Contact person and contact information (phone number, email address)
 - d. Required signatures
- 2. Summary of Needs Assessment or Progress Evaluations** that identified need for the activities
- 3. Project Narrative- (Proposals that do not have each element addressed will not be considered)**
 - a. Full and clear description of the Project and its activities
 - b. Identifying information and role of collaborative partners
 - c. One or more performance goals that the activities will address
 - d. One or more formative/summative evaluations that measure progress or success toward the goal(s)

- e. Budget description- Additional funding sources to be used to implement and sustain the proposed activities beyond this discretionary proposal.
 - f. No more than 10 single sided pages
 - g. Calibri or Arial, 11 or 12 point font, one and one half or double spaced
4. **Budget** Page- Form SFN 12374
 5. Submit as a contained package
 6. Hard copies contained with staples or a spring paper binder

Proposal Due Date

Proposals may be submitted by e-mail with an attached document, postal or other delivery service, or hand delivered. All proposals must be at the NDDPI, Special Education office by 5:00 PM, May 29th, 2020.

Email- msouther@nd.gov, Mailing address:

Special Education Office
Department of Public Instruction – Dept. 201
600 East Boulevard Avenue
Bismarck, ND 58505-0440

Contact Mark Ehrmantraut, mehrmantraut@nd.gov or the Special Education office at 701-328-2277 for further information.

**DPI Evaluation Rubric
Discretionary Proposals
For 2020-2021 School Year
CFDA # 84.027A**

Characteristics	Possible Points	Points Awarded
Project Narrative Components- 10 pages maximum		
Description of Summary, Project and Activities The proposal provides a clear and complete description of activities that create or expand evidence-based practices that increase the likelihood for a student to graduate from high school. The proposal has been developed based on an identified needs assessment and/or progress evaluations in a continuous improvement model. It provides a summary of the needs assessment and/or progress evaluations that identified the need for the activities.	1 - 10	
Goal(s), Strategies & Activities Each goal statement addresses either system performance, or student performance, and is measurable and time bound. Each activity is action based and must clearly describe steps and processes that personnel are going to do or engage in.	1 - 5	
Formative, Summative Evaluation Measures should be appropriate for collaborative partners to measure growth or success in the implementation of activities and scheduled often enough to provide those partners with information as to whether improvement is occurring (Formative) or whether success was achieved (Summative).	1 - 5	
Budget The budget must be described in the narrative and line item allocations listed on the correct SFN 12374 form. Additional sources of funding are required and may be listed on a separate page. It should be obvious that these additional sources enhance the discretionary monies making the project more realistic and sustainable. Funds requested as part of the proposal must be used to implement activities that increase student graduation rates through evidence-based practices identified through a needs assessment or progress monitoring evaluation of continuous improvement planning.	1 - 5	
Sustainability The proposal must have a sustainability plan. All activities and budget allocations must increase the likelihood that the project could be continued once funding is no longer available.	1 – 8	
Collaboration The proposal must list general education administration support, families and/or communities, as well as other entities (organizations, community members, parent groups/parent representatives, institutions of higher education, public residential schools, agencies, etc.) involved in planning of activities, in presenting/training, or as the audience for the activities. Letters of support from at least two other entities must be included.	1 – 8	
Alignment of Components The descriptions in all six of the above components need to demonstrate a direct relationship with one another. The description in the first section should be clear and evident in each of the other sections and should not change from section to section. There should be a logical flow of information from beginning to end of the entire project narrative.	1 – 8	
Extra Points 1 extra point will be awarded if it is a collaborative proposal with more than the two required entities involved.	1	
Total		