



DATE: November 27, 2007

TO: Chief School Administrators
County Superintendents

FROM: Deborah H. Cook, Ed.D., Director

RE: **Request for Proposals (RFP) for Standards Implementation in Districts**

The NJ SSI invites districts to apply for funding to implement New Jersey Core Curriculum Content Standards in science and mathematics, in collaboration with institutions of higher education and/or other professional development providers. Proposals must detail goals, objectives, activities and projected costs of a standards-based curriculum project. **The deadline for submission is February 19, 2008. A district wishing to apply must complete and return the attached Intent to Apply form to Robert O'Such at NJ SSI by January 22, 2008.**

Approximately 5-10 grants will be awarded contingent on continued funding from the State of New Jersey for fiscal year 2009 (July 1, 2008– June 30, 2009).

NJ SSI's Regional Centers will offer technical assistance sessions regarding this grant program at times and locations indicated on the attached list. District staff may attend any of these sessions by making a reservation with the appropriate Regional Center. Regional Centers will provide directions and parking permits, as necessary. It is strongly recommended that districts contact their Regional Center during preparation of proposals. If funded, districts will be responsible for contacting their Regional Center at least three times during the duration of the grant to report on their progress in implementing proposals.

Districts that have participated in NJ SSI's Partnership Program are encouraged to apply for a Standards Implementation Grant to help fund part of their strategic plan.

This RFP packet is being sent to every Chief School Administrator and County Superintendent in New Jersey and may be duplicated for distribution within districts. Additional copies are available from Regional Centers and the NJ SSI web site: <http://njssi.rutgers.edu> under "News and Events." If you need additional information or clarification regarding the proposal process, please contact NJ SSI at (732) 445-2241.

Enclosures

Cc: Robert J. Riehs
Michael Heinz
Principals

Mathematics and Science Supervisors
Regional Center Directors

**NJ SSI REGIONAL CENTERS
DISTRICT RFP TECHNICAL ASSISTANCE SESSIONS**

**Essex, Morris, Passaic, Sussex and Warren Counties
January 9, 2008, Sheffield Hall A-119, 10:00 a.m. – 12:00 noon
County College of Morris
Patricia Rokosz
(973) 328-5378 or trokosz@ccm.edu
www.ccm.edu/ccp/ssi**

**Bergen, Essex, Hudson and Passaic Counties
January 16, 2008, PRISM Center in Blanton Hall, 1:00 p.m. – 2:30 p.m.
Montclair State University
Jacalyn Willis/Nancy Schultz
(973) 655-7753 or prism@mail.montclair.edu
www.prism.montclair.edu**

**Atlantic, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem Counties
January 18, 2008, Robinson Hall, Room 212, 9:00 a.m. – 11:00 a.m.
Rowan University
Janet Caldwell/John Faubl/Ellen Rothschild
(856) 256-4827 or caldwell@rowan.edu; faubl@rowan.edu; elbroth4@comcast.net
www.rowan.edu/elan/mcsiip**

**Middlesex, Monmouth and Union Counties
January 11, 2008, Davis Institute, 303 George St., Room 610, New Brunswick
10:00 a.m. – 12:00 p.m.
Rutgers University
Marjory Palius
(732) 932-0124 or mfpaluis@rci.rutgers.edu
www.gse.rutgers.edu/rbdil**

**Burlington, Hunterdon, Mercer, and Somerset Counties
January 9, 2008, Armstrong Hall, Room 102, 1:30 p.m. – 3:00 p.m.
The College of New Jersey
Ken Maskell/Sharon Sherman
(609) 771-3332/771-2964 or maskell@tcnj.edu; shermans@tcnj.edu;
www.tcnj.edu/~njssi**

**NEW JERSEY STATEWIDE SYSTEMIC INITIATIVE
STANDARDS IMPLEMENTATION GRANTS, 2008-2009**

Intent to Apply Form

Dear Educator:

The New Jersey Statewide Systemic Initiative (NJ SSI) will accept proposals for 2008-09 standards implementation grant funding only from applicants who have submitted this form by January 22, 2008. NJ SSI does not acknowledge receipt of Intent to Apply Forms; applicants may proceed with preparation of proposals **for** submission no later than February 19, 2008.

Intent to Apply Forms and rubrics may be faxed to NJ SSI at (732) 445-2848, attention Robert O'Such, or mailed to NJ SSI, Rutgers University, 640 Bartholomew Road, Piscataway, NJ 08854-8003. Thank you.

Please type or print clearly

District Information

District _____ County _____

Website Address (If applicable) _____

Number of Schools Participating _____ Names of Schools:

Contact Information

Name _____ Position _____

Work Address _____

City/State/Zip _____

Work Phone _____ Work Fax _____

E-mail _____

Proposal Information:

Content Area (Circle all that apply): Mathematics Science Technology

Grade Level (e.g., K-5, 6-8): _____

Curriculum Materials Under Consideration: _____

Our district has identified a professional development provider. (Circle one) Yes No

If yes, name of provider:

If no, has your district contacted your Regional Center for assistance in finding a provider? (Circle one) Yes No

What kinds of professional development activities are you seeking?



STANDARDS IMPLEMENTATION GRANTS

Request for Proposals

2008-2009

Deadline for Submission of Proposal: February 19, 2008

Note: Award of 2008-09 Standards Implementation Grants is contingent on continued funding from the State of New Jersey for fiscal year 2009.

NJ SSI STANDARDS IMPLEMENTATION GRANTS, 2008-2009

Request for Proposals

INTRODUCTION

With passage of the No Child Left Behind Act (NCLB) on January 8, 2002, New Jersey districts and schools are being held accountable for the ability of all students – including special education, English Language Learners and students from under-represented groups – to reach proficient or advanced levels of state academic achievement standards in mathematics and reading by 2014. The Act also requires states to develop a plan that ensures that all teachers are highly qualified.

The purpose of this solicitation is to help New Jersey schools and districts implement the state's Core Curriculum Content Standards in science, mathematics and technology education; assist districts in meeting standards for Highly Qualified Teachers; and increase academic achievement of all students in mathematics, science and technology education.

Consistent with its mission of achieving excellence in mathematics, science and technology education, the New Jersey Statewide Systemic Initiative (NJ SSI) will support thoughtful models of successful standards implementation that utilize inquiry-centered, problem-solving, hands-on approaches to learning. High quality professional development that supports specific curricular implementation and appropriate methods for assessing student achievement and program effectiveness are critical to success in this process.

NJ SSI will award approximately 5-10 grants for fiscal year 2009 (July 1, 2008– June 30, 2009), contingent on continued funding from the State of New Jersey.

ELIGIBILITY

NJ SSI invites all local school districts in New Jersey, including charter and vocational-technical schools, to submit proposals that meet requirements outlined in this document. Independent and parochial schools are eligible for funding in accordance with applicable rules pertaining to the use of public funds. We welcome proposals both from districts that have participated in NJ SSI programs and those that have not.

In addition to regular classroom teachers, districts must include special education teachers in their professional development. Districts are encouraged to include, where appropriate, teachers of bilingual, basic skills and English Language Learner (ELL) students.

We encourage smaller school districts, especially those in sending-receiving relationships, to form consortia and apply jointly for a grant award. For example, a middle school in a sending district might propose to work with its receiving high school district to achieve effective curriculum articulation.

PREFERENCE

We will give preference to proposals from:

- districts serving communities with high proportions of economically disadvantaged families (i.e., districts in DFGs A and B);
- projects involving secondary schools;
- districts that have participated in the NJ SSI Partnership Program;*
- projects that focus on science.

FUNDING AND DISTRICT MATCH

Each district or consortium of districts is permitted to submit only one proposal for an amount not to exceed \$15,000. Districts or consortia may apply for amounts up to those shown in Table 1, based on the size and the number of schools participating in project activities.

Table 1

Participating School(s) Students on Roll, Oct. 2007	Maximum Funding per School
Up to 500	\$5,000
501- 1,000	\$7,500
Over 1,000	\$10,000

Grantees must make a one-to-one match for both materials and professional development funds and specify sources of matching funds in their proposal. Sources may include local, state or federal funds; contributions from business and industry; or grants from foundations. Other NJ SSI grants may not be used as matching funds.

Grant and matching funds are restricted to two budget categories:

- No more than 30 percent of all funds may be budgeted for purchase of standards-based curriculum and assessment materials; and
- At least 70 percent of all funds must be budgeted for costs of professional development for every teacher who will be working with the new curricular materials.

Districts may use Standards Implementation Grant funds to pay registration fees for the NJ SSI Partnership Program for Excellence in Mathematics, Science and Technology Education so long as (a) Partnership Program activities can be justified as necessary for implementing activities described in the Standards Implementation Grant proposal and (b) Partnership Program activities fall within the contract year (July 1, 2008 – June 30, 2009).

* The NJ SSI Partnership Program for Excellence in Mathematics, Science and Technology seeks to improve local district mathematics and science test scores on statewide assessments and provide districts with coherent, consistent support for implementing standards-based curricula. Each of the NJ SSI Regional Centers offers this 12-day, 60-hour program each year. Participating districts use a strategic planning process to identify professional development needs, use data for decision-making, develop more effective instructional methodologies and build capacity for reform (for detailed information, contact the Regional Centers).

PROPOSAL GUIDELINES

Your proposal must contain these components:

Proposal Cover Page

Complete the Proposal Cover Page included in this packet, including an original signature of the Chief School Administrator. If a consortium of districts is applying, the district acting as fiscal agent should provide a summary cover page with Parts I and II completed, and every other district should provide its own cover page, with Part I completed.

Narrative (Total of 95 Points) (not to exceed eight single-spaced, single-sided pages)

The narrative portion of the Proposal must include these components:

1. **Vision (5 points).** Provide a statement of your district's vision of standards-based mathematics or science education, focusing on curriculum, instructional practice and assessment.
2. **Needs Assessment (10 points).** Describe your district's current curriculum, instructional practices and assessments in mathematics or science in relation to New Jersey Standards. Identify curriculum needs and the grade levels at which they occur; teacher needs; human and material resources that are available to support proposed activities; and related factors that will contribute to the project. Include an analysis of disaggregated student achievement data and its relation to your strategic plan and plans for professional development.

Note: If you received an NJ SSI Standards Implementation grant in 2005 or 2006 include a copy of your final report(s). If you received a grant in 2007, summarize (in no more than 200 words) the outcomes of your project: Have you successfully implemented new curriculum programs? What challenges did you encounter? How will a new grant build on your previous work?

3. **Focus of Activity and Selection of Materials (10 points).** Indicate the content area (science or mathematics) and the grade level(s) where you plan to focus your activities (for example, mathematics, grades 3-5). Where appropriate, indicate how technology education (i.e., teaching about technology by engaging in design and problem-solving activities) will be addressed. Also describe any planned use of educational technology, but only if it is to support standards-based science or mathematics.

Describe what standards-based curriculum materials, including assessments, you will use, or specify how selection will be made. Explain how materials will address New Jersey Standards and Indicators. **Note:** It would be helpful if you conferred with the Regional Center in your area to inquire about curriculum materials they might recommend.

Funding may be used to purchase hands-on, inquiry-based materials, technology-based programs and supportive print materials that are part of particular standards-based curriculum and assessment programs. Grants will not be awarded to support development of new

curricular materials. NJ SSI encourages selecting the best available materials and refining and adapting them to fit district needs.

4. **Project Description and Implementation Plan (30 points).** You may choose to build on an existing reform initiative or begin a new one. Describe your district’s strategic plan to increase student achievement, including implementation of standards-based mathematics and/or science programs. Provide an overview of your proposed project, within the context of your strategic plan, describe what you hope to accomplish, your general plan of action and how you will gauge your overall success. All activities that incur costs must occur between July 1, 2008 and June 30, 2009. If your proposed project will incur any costs in the summer of 2008, check the appropriate blank on the cover sheet.

In addition, use the attached Implementation Plan form to detail your project’s goals; measurable, time-specific objectives; and specific activities regarding curriculum, teaching practice, student assessment and student learning. For each activity, indicate when it will begin and end and who will be responsible for its completion. Also specify the number of professional development hours, making a clear distinction between intense professional development and follow-up training/meetings/in-classroom support.

The proposal must provide for **at least 45 hours** of professional development (such as institutes, workshops and in-classroom support) for every teacher who will be working with new curricular materials. **A minimum of thirty hours must be devoted to intense professional development, while up to fifteen hours may be used as follow-up for participating teachers.** Indicate how many teachers will be involved and at what grade levels. The proposal must stipulate how on-going support will be provided for teachers after formal professional development is completed. For each objective, identify indicators of success you will use to evaluate the degree to which you have met the objective.

For example:

Goal 2: Ensure effective classroom implementation of new math curriculum.

Objective 2.1.3: By March 15, 2009, provide four 7th-grade, four 8th-grade and four 9th-grade teachers, including special education and English Language Learner teachers, with 30 hours of professional development (PD) on new curriculum.

Activity/Task	Timeline	Person Responsible	Specify Hours of PD (Total 45)
2.1.1 Schedule teachers and facilities	By 9/15/08	Jones	
2.1.2 Provide Substitute Teachers	10/1/08-3/15/09	Brown	
2.1.3 Implement PD	10/1/08-3/15/09	Consultant	6 days (30 hours)
2.1.4 Follow-up Meetings	4/4-4/18/09	Consultant	2 days (6 hours)
2.1.5 In Class-Support Sessions	April–May 09	Smith	3 days (9 hours)

Indicator of Success: Use attendance records to calculate numbers of teachers and hours.

Even though your project may involve more than one topic, set of grades, school, or district, submit only one Implementation Plan.

5. **Leadership Team (5 points).** List the name, position and school (or other location) of each member of the Leadership Team that will manage the project. The team should include a Project Coordinator (an experienced mathematics or science teacher or supervisor, a curriculum coordinator or a principal), a supporting administrator (a principal, supervisor or director of curriculum and instruction), representatives from all participating schools and representatives of parents, the school board, the community and business/industry partners, as appropriate.

Describe qualifications of the Project Coordinator (e.g., education, experience with curriculum implementation, experience with mathematics or science reform, involvement in professional activities and leadership ability). Also, indicate how the district will ensure that the team has sufficient time to lead the effort.

6. **Professional Development (15 points).** Professional development should focus on:
- building a high degree of content competence in areas related to implementation of a standards-based curriculum program;
 - promoting effective instruction related to implementation of a standards-based curriculum program; and
 - implementing effective methods of assessment for evaluating students and the program, informing instruction and increasing student understanding.

Describe your professional development plan in detail. Identify your provider, and justify your choice in terms of the provider's qualifications to deliver services directly related to curricular materials you have selected (you may use an in-state or out-of-state provider). If an individual from a participating district will be providing any of the professional development, describe his/her qualifications and why he/she would be the best person to provide the services. Attach a commitment letter, on company or institutional letterhead, from the provider. **Note:** If you wish to use a for-profit provider or if you need assistance in selecting a provider, contact your NJ SSI Regional Center or the NJ SSI Central Team.

7. **Partnerships/Community Outreach (5 points).** Describe active partnerships with, and commitments from, district and community stakeholders, such as teachers; administrators; mathematics, science and technology specialists; parents; scientists and mathematicians; professional organizations; foundations; and business and industry. Attach commitment letters from relevant partners. Describe how you will disseminate information about your project via local newspapers, district publications or presentations at professional conferences.

8. **Evaluation and Institutionalization (10 points).** Describe how your district will evaluate effectiveness of the program and how you will institutionalize selected standards-based curriculum by integrating it into a comprehensive plan for K-12 curriculum implementation in your chosen content area.

9. **Equity (5 points).** Describe how proposed activities will increase achievement of all students in participating grades and schools, including lower-achieving students and those belonging to groups traditionally under-represented in science, mathematics and technology classes. Under-representation may be associated with gender, race/ethnicity, national origin/culture, language/limited English proficiency, ability/disability and socio-economic status.

Budget Materials (10 Points)

Budget Detail. All activities that incur costs must occur between July 1, 2008 and June 30, 2009. Use the attached Budget Detail form to identify costs associated with all activities in your Implementation Plan:

- In the “Activity/Task” column, list every goal, objective and activity just as you did in your Implementation Plan. For each activity, explain the basis for associated costs, if any. For materials, specify quantity times unit price; for professional development, specify number of consultant days times rate per day; for refreshments, specify number of people times cost per person; for stipends, specify number of teachers times rate; for substitutes, specify number of substitute days times daily rate, etc.
- Enter costs in the “Materials,” “Professional Development,” “Grant Funds,” and “Matching Funds” columns, as appropriate. If an activity involves no cost, enter “N/A” in the “Total” column.

For example:

Activity/Task	Curriculum and Assessment Materials		Professional Development		Total
	Grant Funds	Matching Funds	Grant Funds	Matching Funds	
<p>Goal 2: Insure effective classroom implementation of new math curriculum.</p> <p>Objective 2.1: By 12/31/08, provide 4 seventh-grade, 4 eighth-grade and 3 ninth-grade teachers with 45 hours of PD on new curriculum.</p> <p>2.1.1 Contract with PD provider</p> <p>2.1.2 Schedule teachers and facilities</p> <p>2.1.3 Provide Substitute Teachers 11 subs x 10 days x \$70/day</p> <p>2.1.4 Implement PD 1 trainer x 12 days x \$537/day (cap for consultants for grant is \$537)</p>					
				\$7,700	\$7,700
			\$6,444	\$1,044	\$7,488

Budget Summary. Use the attached Budget Summary form to summarize figures in your Budget Detail. In the “Grant Budget” and “Matching Budget” columns, indicate the total of grant and matching funds to be spent in the period July 1, 2008-June 30, 2009. Specify sources and amounts of matching funds in the space provided. Confirm that the total amount from the Budget Summary matches the total amount on the Budget Detail.

As indicated above, districts are required to make a one-to-one match by budget category. For example, if a district is requesting \$15,000, the “Grant Budget” and “Matching Budget” columns on the Budget Summary form must each show no more than \$4,500 (30%) in the materials category and at least \$10,500 (70%) in the professional development category. Even though your project may involve more than one topic, range of grades, school or district, submit only one Budget Detail and one Budget Summary.

When preparing your Budget Detail, note the following:

- Refreshments and snacks are allowable expenses for professional development workshops, but meals are allowable only on the match.
- Mileage, tolls and parking are generally allowable expenses for travel, but travel and registration fees for state and national conferences are not allowable on the grant, and costs of attending national conferences are not allowable on the grant or the match.
- Costs of attending state and local mathematics, science or technology conferences are allowable on the match, so long as they are directly tied to professional development (justify in your Budget Detail).
- Costs of substitute teachers and teacher stipends are not allowable on the grant, but are allowable on the match (IRS regulations prohibit district employees from being paid as consultants; thus costs of employees who act as trainers are not allowable on the grant, but are allowable on the match).
- Tuition for college costs are not allowable on the grant but are allowable on the match, so long as they are directly related to grant activity.
- Equipment costing \$1,000 or more is not allowable on the grant or the match, nor are costs of general purpose (as opposed to grant-specific) equipment, supplies and materials, regardless of cost.
- Costs of materials for general classroom use are not allowable on the grant. However, costs of materials used for piloting programs with students, as part of a teacher’s professional development experience in collaboration with a provider, are allowable on the grant and the match.
- Indirect costs are not allowable on the grant or match.
- The cap for consultant fees on the grant is the National Science Foundation maximum, currently \$537 per day; amounts over \$537 can be charged to the match.

PROPOSAL REVIEW

Proposals will be reviewed by a panel that includes representatives from diverse New Jersey districts, NJ SSI and its Regional Centers, the New Jersey Department of Education and independent reviewers. The review panel will rate proposals by examining each section of the narrative and budget materials and assigning points up to the maximums indicated above.

In addition, proposals will be awarded 5 bonus points for each of four characteristics:

- districts serving communities with high proportions of economically disadvantaged families (DFG A or B);
- projects involving secondary schools;
- districts that have participated in the NJ SSI Partnership Program;
- districts or schools that focus on science.

Thus, the maximum number of points that a proposal can earn is **125 points**. Grant money is limited, the program is highly competitive and some proposals may not be funded.

DELIVERABLES

Grantee districts will be required to submit documentation relating to assessment and evaluation of students, teachers and program effectiveness. Deadlines for these submissions will be specified at the time of funding and tailored to meet needs of the specific project.

TERMS AND CONDITIONS

Administration of grant funds must conform to terms and conditions contained in the grant agreement between Rutgers, The State University and the district. A duly authorized representative of the district must accept terms and conditions of the agreement, to be provided at the time of the grant award. University policies require that payment be made to school districts **on a reimbursement basis, after costs have been incurred and districts have submitted invoices.**

TECHNICAL ASSISTANCE

NJ SSI's Regional Centers are prepared to provide technical assistance to districts planning to submit proposals, help applicants develop proposals, review proposals prior to submission and provide professional development and other assistance during implementation. Districts seeking assistance from Regional Centers should contact them as soon as possible (information on RFP Technical Assistance Sessions is attached).

NJ SSI Center Administrator Robert O'Such is available for assistance with budget preparation. He can be contacted at 732-445-2771 or roberosu@rci.rutgers.edu

PROPOSAL SUBMISSION

Districts intending to apply for funding must complete and return the attached "Letter of Intent to Apply" by January 22, 2008. NJ SSI does not acknowledge receipt of Letters of Intent. In completing your proposal, type all requested information on 8-1/2 x 11" paper, single-spaced and single-sided. **The proposal narrative is not to exceed eight pages.** Use a font size **no smaller than 12 points**, and **number all pages**. Include only items requested in this RFP. Submit **10 complete copies** of the proposal and supporting documents, **with an original signature on one copy** of the Proposal Cover Page. **Proposals must be received by February 19, 2008.**

Please note that award of 2008-09 Standards Implementation Grants is contingent on continued funding from the State of New Jersey for fiscal year 2009.

Send proposals to:
Robert O'Such
New Jersey SSI
Rutgers University, Busch Campus
640 Bartholomew Road
Piscataway, New Jersey 08854-8003

Proposal Cover Page
(Duplicate this page as needed for multi-district applications)

District: _____ **County** _____ **DFG:** _____

PART I

Content Area and Grade Range _____

Has your District ever received an NJ SSI Standards Implementation Grant? _____ When? _____
Has your district participated in NJ SSI's Partnership Program? Yes _____ When? _____ No _____
Will your proposed project incur any costs in the summer of 2008? Yes _____ No _____
Does this application involve more than one district? Yes ___ No__

This proposal is submitted with the approval of the above named district, and all information contained herein is true and accurate. The undersigned understand that award of 2008-09 Standards Implementation Grants is contingent on continued funding from the State of New Jersey for fiscal year 2009.

Chief School Administrator Signature

Date

Chief School Administrator Name

Chief School Administrator Title

District Project Coordinator Signature

Date

District Project Coordinator Name

District Project Coordinator Title

District Project Coordinator School Address:

(____) _____
Phone

(____) _____
Fax

E-mail

PART II: Justification of Amount Requested:

(from Table 1)

Name of Participating Schools	Students on Roll 10/07	Amount Requested
Total Grant Requested (not to exceed \$15,000)	-----	

District _____

Implementation Plan
July 1, 2008 – June 30, 2009
(Duplicate this page as necessary)

Goal: _____

Objective: _____

Activity/Task	Timeline	Person Responsible	Specify Hours of PD (Total 45)

Indicators of Success: _____

Budget Detail
July 1, 2008 – June 30, 2009
 (Duplicate this page as necessary)

Activity/Task	Curriculum and Assessment Materials		Professional Development		Total
	Grant Funds	Matching Funds	Grant Funds	Matching Funds	

District _____

Budget Summary

July 1, 2008 – June 30, 2009

Category of Expense	Grant Budget	Matching Budget
Curriculum and Assessment Materials (no more than 30 percent of total allocation)		
Professional Development (at least 70 percent of the total allocation)		
Total		

Matching Source(s) and Amount(s)

Fiscal Agent Signature: _____

Print Name: _____

Title: _____

Date: _____