



Request for Applications (RFA)

**Office of the State Superintendent of Education (OSSE)
Division of Postsecondary & Career Education**

SAT Preparation Expansion Grant 2015-2016

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Application Submission Deadline: October 5, 2015

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Section I: Overview and Program Goals

Background

The Office of the State Superintendent of Education (OSSE) envisions a city where every child leaves the K-12 education system ready to enter college, a credential program, or a high-skill, high-wage, or high-growth career pathway.¹ To this end, the Division of Postsecondary and Career Education provides programs, services, and support around college and career access and readiness in Washington, D.C. This work includes a focus on programs and support around the SAT college entrance exam, a key component of college access and robust measure of college readiness among District high school students.

Currently, OSSE offers SAT School Day, a program in partnership with the College Board, which provides OSSE-funded, in-school administration of the SAT to students attending public and public charter high schools in the District. In 2014-2015, approximately 75% of DC public high schools participated in this program, with a total of 4,992 District juniors and seniors taking the SAT.

Additionally, OSSE provides a variety of professional development opportunities for District educators around SAT and PSAT, including information sessions during the OSSE Postsecondary Conference, Local Education Agency (LEA) Best Practices Institute, College and Credential Completion Network (C3N) Roundtables, and more.

Program Purpose and Goals

OSSE is excited to announce the SAT Preparation Expansion Grant. The grant will afford SAT test prep companies with the funding and support necessary to create one or more partnerships with District LEA(s) with the aim of forming effective collaborations that target the specific needs of schools and their students.

The goal of the SAT Preparation Expansion Grant is to increase the number of District high school students receiving high quality test preparation services. Additionally, OSSE seeks to understand which type or types of SAT preparation programs have the greatest positive impact on student scores for the greatest number of District students as well as which type or types of SAT preparation programs may be most effective for specific student populations.

The SAT Preparation Expansion Grant will provide a total of \$225,000 in funding. Test preparation companies and LEAs must apply for grant funding in partnership with the test preparation company serving as the lead applicant. Partners must select one or more of three (3) specific in-school program options in seeking support, as detailed in the sections below. SAT preparation program offerings must occur no earlier than October 2015 and no later than May 2016. The grant is supported through local funds as part of a strategic citywide effort to ensure all District students are college and career ready.

OSSE Program Contact Information

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¹ See *Strengthening the Pipeline to College & Careers: A Strategic Plan for Career and Technical Education in the District of Columbia* for definition of high-skill, high-wage, high-demand, and priority career fields.

Application Due Date

All applications are due to OSSE by October 5, 2015 at 4:00 PM EST. Applications must be submitted through the online [Enterprise Grants Management System](#) (EGMS). No paper or emailed applications are accepted. Late applications will not be considered.

Section II: Program Options

The SAT Preparation Expansion Grant will fund the following types of SAT preparation programs. Test preparation companies may choose to apply for as many options as they see fit in partnership with one or more LEAs. Please note that applicants are unlikely to receive grant funding for multiple programs to occur within one school, but are encouraged to apply for as many as they would like.

Option 1: Curriculum Integration

OSSE will fund programs that train academic subject area teachers to integrate SAT strategies and content into pre-existing classroom curriculum. Programs should provide specific professional development around curricular integration coupled with ongoing training and support of this integration. This option may be integrated into all levels of English, math, history and science. The test preparation company must provide ongoing training and support to include coaching, feedback, strategy sessions and planning, as well as technical assistance. Funding may be used to cover costs associated with teacher stipends, professional development, ongoing training, technical assistance, preparation books and practice exams.

Option 2: LEA-provided SAT Test Preparation Course

OSSE will fund programs that support school-employed staff to teach a standalone SAT course or courses as part of the school day. Programs should adopt the train-the-teacher model through which the test preparation company provides professional development around effective teaching strategies and program implementation in addition to ongoing training and support around best practices for preparing students for the SAT. Funding may be used to cover costs associated with teacher stipends, professional development, ongoing training, preparation books and practice exams.

Option 3: Company-provided SAT Preparation Course

OSSE will fund programs that provide an external instructor or instructors directly from the test preparation company to teach a standalone SAT preparation and strategy course for students. Applicants interested in option three must provide a funding match of 2:1, with the applicant providing the 1/3 portion. Applicants must also explain, in detail, how the external instructor(s) will be integrated into the school (e.g., the external instructor(s) may attend regular faculty or personnel meetings or be assigned a teacher partner to collaborate with on instruction and leadership in the classroom). Funding may be used to cover costs associated with instructor stipends, professional development, technical assistance, preparation books and practice exams.

Section III: Program Requirements and Applicant Eligibility

Proposed programs must meet the following requirements in order to be considered eligible for funding.

Program must:

- Be structured as one of the program options (option 1, 2, or 3) listed above.
- Be offered during the school day.

- Be offered for credit (at least ½ credit).
- Be facilitated by certified teachers at the Bachelor’s level or higher (if applicable).
- Occur no earlier than October 2015 and no later than May 2016.
- Have an intentional and thoroughly described target population and recruitment strategy. Schools and LEAs may determine which students to target for participation; however, applications must present a clear rationale for their target student population as well as a realistic and thoughtful plan for increasing the SAT scores of their target population.
- Supplement, not supplant, any existing SAT preparation programming; the proposed program must either be a new initiative at the LEA or significantly increase the scope of existing SAT programming such that a new population of students have access to SAT preparation services.

Additional Proposal Requirements

In addition to an outline of the above program requirements, applicants must provide the following:

- Demonstrated need for SAT preparation services. This may include:
 - a. Current student SAT score ranges, goals for improvement, and specific steps that are currently being taken or are planned by the LEA to meet these goals;
 - b. Percentage of students who are college ready, based on other measures, as well as goals and plans for improvement;
 - c. Information about what resources are currently available to students and how this program fills a gap in resources.
- Strong rationale for the type of services selected. This may include:
 - a. Descriptions of successful or failed initiatives and lessons learned from prior programming around college and career readiness;
 - b. Evidence-based research indicating a match between the services selected at the target population at the LEA.
- Clear information about how the specific SAT preparation services proposed meet goals around college access and success.
- Robust description of how the program will be measured and evaluated (in addition to the required pre- and post-test structured within the program by the test preparation company) with attention to how such evaluation may be used for programmatic improvement over time.

Priority Areas

In order to serve the greatest number of District high school students, OSSE will prioritize applications that present robust recruitment strategies for targeting and enrolling a significant number of students at a given LEA, while minimizing costs.

Recruiting and Enrolling Students

Applicants must clearly articulate a plan for how they will successfully recruit and enroll students in the SAT prep program along with target enrollment numbers. Schools and LEAs may determine which students to target for participation; however, schools must present a clear rationale for their target student population as well as a realistic and thoughtful plan for increasing the SAT scores of their target population.

In order to ensure efficient use of funds, OSSE staff will conduct enrollment verification visits to each site receiving services through this grant. These visits may occur up to 3 times during the program duration, and will be scheduled in advance. If the program enrollment does not meet expectations, OSSE retains the right to adjust the funding to reflect actual number of students being served.

Applicant Eligibility

Applications must be submitted by a test preparation company, in partnership with a Local Education Agency (LEA) within the District of Columbia. Note that a Local Education Agency is defined as a public education agency which provides administrative authority, control, or direction of public elementary and public secondary schools. LEAs may consist of one school or multiple schools. Application partnerships may only consist of test preparation companies and LEAs.

Additional Eligibility Criteria

- Test preparation company must have created and designed its own curriculum.
- Test preparation company must be in good financial standing with the District of Columbia, per the [Clean Hands Law](#).
- Test preparation company must have demonstrated success or experience urban areas and/or school districts.

Section IV: Program Evaluation

A primary goal of the SAT Preparation Expansion Grant is to better learn what SAT prep strategies and programs improve outcomes for students in the District of Columbia. All students participating in programs supported by this grant will be required to take a pre- and post-test, as provided by the test prep company. Additionally, LEAs will be required to provide OSSE with student course grades and GPAs as a reporting requirement for students who receive services under this funding application (detailed below) so that OSSE can fully assess program effectiveness and explore connections between student achievement, college readiness, college access and academic success. Additional plans for assessment and evaluation by the organization or partnership should be described in the submitted proposal.

Section V: Budget

The SAT Preparation Expansion Grant will provide a total of \$225,000 in funding. Funding from the SAT Preparation Expansion Grant must supplement, not supplant, any existing SAT preparation programming; the proposed program must either be a new initiative at the LEA or significantly increase the scope of existing SAT programming such that a new population of students have access to SAT preparation services.

Acceptable Use of Funds

Funding provided by the grant may cover one or more of these expenses:

- Cost of professional development;
- Cost of ongoing training and support;
- Cost of technical assistance;
- Books, materials, and practice exams;
- Teacher stipends².

Application must provide rationale for expenses that do not fall under these categories, and will be considered on a case-by-case basis.

² Please note that typically, teacher stipends may only cover out of school activities. It is up to the test preparation company and LEA to ensure that their proposal for teacher stipend, if applicable, is in accordance with the LEA policies.

2:1 Matching

If an applicant is applying for the grant under the company-provided SAT course option, as detailed above, the application must include a 2:1 matching source for the total funds, with the applicant providing the 1/3 portion. The matching source may be an in-kind donation from the test preparation company, in the form of a program discount, donation of test preparation materials or the like. For example, if the application program cost is \$15,000, the applicant should request \$10,000 on the application, with documentation that the test preparation company will donate \$5,000 in-kind, in the form of a program discount, donated materials, or other match funding. The match source cannot be provided by the LEA.

Section VI: Application Submission Logistics

Application Checklist

Complete applications will include the following:

- ✓ Contact information for test preparation company, LEA, and school. Contact information should include any relevant teacher/course facilitator contact information.
- ✓ Detailed project narrative that demonstrates a strong coordinated plan and structure for implementing the program(s).
- ✓ Detailed budget narrative and detailed budget breakdown. If selecting company-led SAT course option, this includes documentation of the 2:1 matching source.
- ✓ Detailed evaluation plan.
- ✓ Memorandum of Understanding (MOU) between test preparation company and LEA, detailing the partnership agreement.
- ✓ Teacher/course facilitator qualification information.
- ✓ Assurances.

Submission in EGMS

All applications are due to OSSE by October 5, 2015 at 4:00 PM EST. Applications must be submitted through the online [Enterprise Grants Management System](#) (EGMS). No paper or emailed applications are accepted. Late applications will not be considered.

As the lead applicants for the SAT Preparation Expansion Grant application, test preparation companies that have not done so will need to create a new user account in EGMS in order to apply for funding. The new user account will require an organization's EIN, SAM expiration date, and DUNS number and organizational contact information.

Pre-Application Question Period & Application Information Sessions

To ensure equal opportunity for all applicants, OSSE requests that applicants submit questions regarding the RFA electronically to amelia.hogan@dc.gov by September 28, 2015 at 4:00 PM EST.

Applicants are highly encouraged to participate in one of the information sessions below.

Information Sessions

- Tuesday, September 8, 2015, 11:00 AM-12:30 PM EST, OSSE, 810 First St NE, Room 9014
 - a. Register online [here](#) by Friday, September 4, 2015
- Friday, September 18, 2015, 1:30 PM-2:30 PM EST, Online Webinar
 - a. Register online [here](#) by Monday, September 14, 2015

LEA/Test Preparation Company Matching

In order to facilitate partnerships between test preparation companies and LEAs, OSSE will provide a 30-minute matching session after the in-person information session.

- Tuesday, September 8, 2015, 12:00 PM-12:30 PM (immediate following in-person information session)
 - b. Register online [here](#) by Friday, September 4, 2015

Please complete [this online form](#) if you are interested in creating a new partnership and would like your contact information available to others. Track the live responses on that contact document at [this link](#).

Section VII: Application Scoring and Review Process

Review Process

The review panel for this grant is comprised of neutral qualified individuals with professional experience in college and career readiness program development and administration. Awards are based on how well applicants address the goals and meet the requirements and/or priority areas of this Request for Proposals as specified below.

Criteria	Maximum Points (80 Total)
Goals & Objectives <ul style="list-style-type: none">• Applicant describes in detail how their program design will meet the goals of the program, which are to:<ul style="list-style-type: none">a. Increase the number of District high school students with high quality test preparation services, andb. Understand which types of SAT preparation programs have the greatest positive impact on student scores for the greatest number of District students.	10
Program Narrative <ul style="list-style-type: none">• Applicant describes which program or programs selected, and describes rationale for the types of services selected.• Applicant provides an overview of demonstrated need for SAT services, target population for the program, and recruitment strategy.• Applicant gives clear information about how the proposed program(s) meets goals around college access and success (specific to the LEA or school), and thoughtful plans for increasing scores of the target population.	30

Program Logistics <ul style="list-style-type: none"> Applicant describes how many students will be served; total program contact hours; length per day/week, credit offered; duration of the program; and how the program fits into the school day schedule. 	10
Priority Areas <ul style="list-style-type: none"> Applicant will describe how the program serves a significant number of students, including percentage of target population, and how the program will maximize cost. 	10
Budget Details & Narrative <ul style="list-style-type: none"> Applicant provides a clearly stated budget and budget narrative, including line item costs and rational for expenses. 	10
Program Evaluation <ul style="list-style-type: none"> Applicant provides a robust description of how the program will be measured and evaluated, with attention to how such evaluation may be used for programmatic improvement over time. 	10

Description of Scoring

The criteria above will be scored using the following indicators:

- No Evidence. The category is not addressed.
- Minimal Evidence. The category is addressed, but the applicant is missing a very large portion of the category or fails to provide required information.
- Partial Evidence. The applicant is missing some of the category, provides inaccurate information, or provides information that is not discernible.
- Full Evidence. The applicant provides general but sufficient detail, adequately addresses the category, however some areas are not fully explained and/or questions remain. The application has some minor inconsistencies and weaknesses.
- Full and Thorough Evidence. The applicant provides specific and comprehensive information, and provides complete, detailed, and clearly articulated responses. The program design and description is well-conceived, fully developed, and original.

Section VIII: Award Administration

Notification of Awards

Applicants will be notified of final award decisions no later than October 15, 2015 at 4:00 PM EST. Awards are not final until the applicant has received a Grant Award Notification (GAN) from OSSE.

Monitoring

As stated above, in order to ensure efficient use of funds, OSSE staff will conduct enrollment verification visits to each site receiving services through this grant. These visits may occur up to 3 times during the program duration, and will be scheduled in advance. If the program enrollment does not meet expectations, OSSE retains the right to adjust the funding to reflect actual number of students being served.

Reporting

Partnerships receiving funds must comply with the following reporting requirements:

1. Roster of student participants.
2. Weekly reporting of participant attendance.
3. Mid-Program Report. An evaluation report is due to OSSE midway through the duration of the program. At a minimum the report should detail student enrollment, daily attendance, and an overview of program activities. Template will be provided.
4. Final Evaluation Report. A final evaluation report is due within thirty (30) days of the program end date. At a minimum the final report should detail student enrollment, attendance, an overview of program activities, pre- and post- exam scores, and student grades and GPA. Additionally, this report should include qualitative questions for teacher, administrator, and test preparation company staff. Template will be provided.

It is up to the partnership to decide who will report each piece of the reporting requirements to OSSE. This agreement should be outlined in a Memorandum of Understanding (MOU) to be submitted with the application.

Timeline

Date	Activity
August 21, 2015	Release of Notice of Funding Availability (NOFA)
September 4, 2015	Release of Request for Applications (RFA)
September 8, 2015	In-person Information Session and Matching Session
September 18, 2015	Webinar Information Session
September 17, 2015	Application Open in EGMS
October 5, 2015	Application Closed – all submissions due in EGMS by 4:00 PM EST
October 15, 2015	Grant Award Notification (GAN)
October - February	Programs Begin
30 days after end of program	Final Reports Due

Terms & Conditions

Funding for this award is contingent on continued funding from the grantor. The RFA does not commit OSSE to make an award.

Publication of the RFA does not obligate OSSE to award any specific number of applicants or to obligate the entire amount of funding available.

OSSE reserves the right to accept or deny any or all applications if OSSE determines that it is in the best interest of the agency to do so. OSSE shall notify the applicant if it rejects that applicant's proposal. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rules or any applicable federal regular or requirement.

OSSE reserves the right to issue addenda and/or amendments to the issuance of the RFA, or to rescind the RFA.

OSSE shall not be liable for any costs incurrent in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.