**STATE OF OKLAHOMA**

**DEPARTMENT OF EDUCATION**

****

**Ryan Walters**

**STATE SUPERINTENDENT OF PUBLIC INSTRUCTION**

**Request for Proposals (RFP)**

**Application Package**

# 2024 Advanced Placement (AP) One Time Materials Grant

Deadline for Receipt of Applications: **4:30 p.m. CST, April 21, 2023**

**For questions, contact:**

Leah Murphy

Office of Curriculum and Instruction

405-522-0081

leah.murphy@sde.ok.gov

**Issued by:**

Oklahoma State Department of Education

2500 N. Lincoln Blvd.

Oklahoma City, OK 73105

**TABLE OF CONTENTS**

 **PART I: General Information**……………………………………………………………………………..….3

**PART II: Application Overview, Content, and Instructions**………………………………………….…7

**Appendix A: Application and Reviewers’ Scoring Rubric**……………………………………….….…8

**Appendix B: Required OSDE Forms and Assurances**……………….…………..………………….….9

**PART I: General Information**

**Introduction and Purpose**

Beginning in the 2024-2025 school year, all school districts will be required to offer four (4) Advanced Placement (AP) courses per [(70 O.S. § 1210.704).](https://www.oscn.net/applications/oscn/deliverdocument.asp?id=487131&hits=432+431+406+405+397+396+386+385+366+365+317+316+247+246+237+236+189+188+51+50+23+22+) To assist with this new requirement, the Oklahoma State Department of Education (OSDE) is authorized to provide grants to school districts to support AP course implementation that includes a one-time equipment and/or instructional materials grant for the purpose of providing and/or supporting an advanced placement course ([70 O.S. § 1210.703](https://www.oscn.net/applications/oscn/deliverdocument.asp?id=104049&hits=551+550+485+484+360+359+313+312+290+289+276+275+260+259+233+232+211+210+176+175+112+111+64+63+45+44+14+13+)). **The AP One-Time Materials Grant is available to any teacher who teaches an existing AP course or who will begin a new AP course in the 2023-24 school year**. The maximum award for an AP One-Time Materials grant is up to $25,000. Districts can apply for more than one grant but each teacher can only apply for one award. For the 2023 grant funding cycle, **any school district is eligible to apply for this funding, even if a teacher has received a one-time grant for equipment or materials in the past**.

**Timeline of Granting Process**

|  |  |
| --- | --- |
| **Date** | **Activity/Action** |
| March 10, 2023 | Applications available online |
| April 21, 2023 | Applications are due |
| May 10, 2023 | Award Announcement |
| July 1, 2023 | Grant Funds Available to Districts |
| June/July, 2023 | AP Summer Institutes are held |
| August 15, 2023 | \*Copy of AP Summer Institute attendance certificate is due  |
| May 15, 2024 | All grant funds must be spent  |
| June 1, 2024 | Detailed expenditure report is due |

 \* Grant funds awarded after proof of summer institute attendance.

**Technical Assistance for Applicants**

Questions pertaining to the application process can also be submitted via email to leah.murphy@sde.ok.gov.

**Grant Requirements**

For this funding round, OSDE will give priority to AP Courses that propose support in one of the following subject areas:

|  |
| --- |
| **Subject Areas** |
| Art and Design | European History | Statistics |
| Biology | French Language and Culture | Studio Art |
| Calculus AB and BC | Human Geography | U.S. History |
| Chemistry | Music Theory | U.S. Government and Politics |
| Computer Science A | Macroeconomics | World History |
| Computer Science Principles | Microeconomics |  |
| English Language | Physics |  |
| English Literature | Psychology |  |
| Environmental Science | Spanish Language and Culture |  |

Please note that districts are not limited to only these AP courses. If a course is not listed, districts are encouraged to contact Leah Murphy (leah.murphy@sde.ok.gov) to gain permission to apply for funding for a subject not listed.

**Authorized Activities**

Authorized uses for this project include supplies/materials and equipment for a new or existing Advanced Placement course. For example:

* Science lab equipment or supplies
* Graphing Calculators
* Novels
* Curriculum
* Math Manipulatives
* iPads
* Chromebooks
* Classroom library books
* Research materials
* Classroom equipment (Single item costing $5000 or more)
* Other

To request supplies/materials/equipment, the district must justify a need for the materials that goes beyond the fact they do not currently have the materials. For example, a need justification may include a specific novel an AP class may want to include in their curriculum.

**Unauthorized Activities**

Unauthorized activities that cannot be requested with these grant funds could include:

* Training costs for teachers to attend AP training\*
* Travel costs for teachers to attend AP training or for students to go on field trips
* Internet and telephone connectivity
* Student transportation
* Student AP test fees

If a district has a question about an allowable cost, they can direct that question to leah.murphy@sde.ok.gov.

\*If the AP Summer Institute course is offered in Oklahoma through OSDE, teachers will attend those course offerings without using grant funds.

If the course is **not** offered in Oklahoma through OSDE, educators may use grant funding for ***registration*** in that course through alternate avenues of course offerings; however, this must be included in budget narrative, **and will not include actual travel expenses at attend the out-of-state or alternate training course.**

College Board provides information regarding where to find AP Summer Institute across the country. To find your specific course (and dates), follow [this link](https://eventreg.collegeboard.org/c/calendar/54ae034d-96ef-4609-8458-c7c7a76ad3b9).

**Program Accountability and Monitoring**

To fulfill its monitoring responsibilities, the OSDE requires that funded applicants submit appropriate fiscal and program documentation through the Oklahoma Grant Management System (GMS). This will include requiring each grant to:

* meet the eligibility requirements for the grant described herein, and has provided all required assurances that it will comply with all program implementation and reporting requirements.
* appropriately use the funds according to the approved grant budget submitted as described in this application package or have on file in GMS a budget change request form submitted and approved by OSDE AP staff.
* complete grant funded deliverables within the timeline in which the funds provided are to be used.

**Performance Reporting**

To fulfill its monitoring and reporting responsibilities, OSDE requires that funded applicants submit appropriate fiscal and program documentation. Performance reporting requirements include those for both programmatic reporting and fiscal reporting. The grantee is responsible for ensuring that all reports are accurate, complete, and submitted on time. Achievement of grant goals and objectives will be reviewed through the final report process.

**Programmatic Reporting Requirements**:

* Teacher trained through AP summer institute with a copy of certificate submitted. AP summer institute certificates are valid (for the purposes of this grant) for 5 years.
* Teacher’s course undergoes and passes the [AP course audit](https://apcentral.collegeboard.org/courses/ap-course-audit).
* Enrollment roster of students in the course for the 2023-2024 school year.
* AP exams are **made available and highly encouraged** to the entire roster of students in the course.
* An AP Examination Student Summary Report submitted in GMS that demonstrates how many students participated in the examination and their score ranges.
* An end-of-grant evaluation form completed for each awarded grant that restates the grant’s objectives and describes if and how each objective was achieved or not achieved. If objectives were not achieved, the district should include an explanation as to why the objective(s) were not met.

**Fiscal Reporting Requirements**:

* All funds expended by the deadline.
* OCAS printout submitted in GMS within the deadline.

**Project Budget**

A project budget of proposed expenditures to be funded by the grant must be submitted with the application. Expenditures must align with the final approved budget and must be authorized and approved supplies, materials, and equipment only. See attached project budget form to be completed and submitted with the grant narrative.

**Review and Selection Process**

Two to three reviewers from diverse backgrounds--without a vested interest in any application being funded--will use the scoring rubric in Appendix A to evaluate each application based on the quality of the proposed activities and the capability and intent of the applicant to implement the AP course. After the reviewers individually score an application, the scores will be averaged. An application can earn up to 100 points for an average score. Applications earning a score of 90 or higher will receive first consideration for funding. Remaining applications with an average score within the adequate/meets range will be considered if all funds are not yet expended from priority district scores.

**Appeals Process**

An applicant who has submitted an application that the OSDE does not fund has 30 calendar days after receiving notification that the application is not funded to request a review of the process. Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed. The request for review must be directed to the State Superintendent of Public Instruction and must state the reasons for the request. The Superintendent may delegate the authority to conduct a review. The designated authority will issue a decision after the review of the information submitted by the applicant and the program office. This decision will be the final decision of the agency.

**Part II: Application Overview, Content, and Instructions**

Applications must be completed and submitted digitally by **April 14, 2023**.

The budget must be consistent with the intent of the grant. Funds are to be used for classroom supplies, materials, and equipment for a specific for an existing or new AP course.

A commitment to initial Advanced Placement training is required if there is no evidence of previous attendance to the AP training for the course being requested. This training must occur in the summer of 2023 and MUST include at least a one-week Advanced Placement Summer Institute (APSI) conducted by the College Board or contracted agency held in Oklahoma. It is further recommended that instructors continue to receive follow-up training.

**Application Overview**

Applications will be submitted through (this link). Please fill out all sections provided. Incomplete applications will not be considered.

* + Online Form Sections
		- School site name
		- School district name
		- Project director contact information
		- Course title for which funds are requested
		- Amount of grant request
		- Rationale demonstrating need for funds/significance of grant request
		- Measurable objectives
		- Quality of program
		- Quality of evaluation
	+ Attachments Section
		- Budget
		- Signed Assurance Statement

**Appendix A: Selection Criteria and Reviewers’ Scoring Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicator** | **Fully Meets****(20 points)** | **Adequate/Meets****(15 points)** | **Limited/Approaches****(5 point)** | **Inadequate****(0 points)** |
| **Course Title** | The course was not offered at the school in the previous year, and it is clear the school has plans to implement.  | The course was previously offered, or more information is needed for implementation plans. | It is not clear if the course is new or the school does not seem to have a plan to offer the course.  | The course will not be offered the following year.  |
| **Rationale** | The rationale is clear as to why the funds are needed and how it will enhance teaching and learning in the AP course. | It is clear why funds are needed but not as clear how it will enhance teaching and learning.  | The funds are requested but do not elaborate on why they are needed or how the funds will enhance teaching and learning. | It is not clear what the funds will be used for or why they are needed. |
| **Objectives** | The objectives are clearly written, measurable, and answer the who, what, when, how much, and it is measured for each objective | The objectives are clearly written and measurable. | The objectives do state how they will be measured. | The objectives are not written in measurable terms. |
| **Quality of Program** | The current state of AP programming is articulated and thorough, explaining why the school is implementing the new AP course or expanding course offerings. | The current state of AP programming is addressed as well as why the school is implementing the new course or expanding, but the description is not thorough. | The current state of AP programming is not addressed or it is not clear why the school is implementing the new course or expanded course. | Neither the state of AP programming or why new implementation of the course are addressed. |
| **Quality of Evaluation** | The evaluation structures are simple and effective, measuring all parts of the objective. | The evaluation structures are present and measure the objective. | The evaluation structures do not measure all aspects of the objective.  | There do not seem to be clear evaluation structures planned for or put in place.  |