

Instructions for MSP Program Proposal Framework Use

The Oklahoma State Department of Education (OSDE) has designed this proposal framework and **requires** its use by **all** Mathematics and Science Partnership (MSP) Program applicants. Refer to the Request for Proposals (RFP) for a complete description of information to be included in each proposal section.

Directions:

The MSP Program proposal framework is presented in the order in which formal proposals must be submitted for funding consideration. Applicants are required to fill in appropriate sections while omitting other sections. Specifically, applicants should adhere to the following guidelines.

1. Provide the requested information on the cover page, partner list, assurances and the equitable participation form. Do not include an electronic signature for the authorized official; instead, leave that section blank on the electronic file and include the signature on the hard copy for formal submission.
 - a. Private Schools who choose to partner must complete the Declaration of Intent to Participate and the Statement of Assurances in addition to the Participant Identification Form.
 - b. All other partners who choose to partner must complete the Affirmation of Partnerships Consultation in addition to the Participant Identification Form.
2. Applicants who received MSP Program funding from the OSDE during the 2013-2014 cycle must complete the project abstract for repeat applicants.
3. All applicants must include a **1-page** proposal abstract.
4. The framework is next divided into grade-banded proposal sections, i.e. grades K-5, 6-8, and 9-12, for needs assessment, work plan, and evaluation plan. Provide appropriate narrative descriptions for only those grade bands of teachers with whom the partnership intends to work. If you need to modify the grade bands to include transitional grades [for example you plan to combine 8th grade physical science teachers and high school physical science teachers into a common training experience], please just include that in one section. **Omit the irrelevant grade-banded sections from the document.**
5. Complete the project budget form and provide a corresponding narrative on the subsequent page(s) to explain and justify the partnership's total funding request.
6. If the fiscal agent intends to contract specific services with other organizations in the partnership, complete a separate partner funding request for each partner along with a narrative on the subsequent page(s) to explain and justify the requests. Except for the procurement of such items as commercially available supplies, materials, or general support services allowable under the grant, no significant part of the substantive effort under the grant may be contracted or otherwise transferred to another organization without prior authorization. The intent to enter in to such arrangements must be disclosed in the proposal, and a separate budget should be provided for each sub-awardee, if already identified, along with a description of the work to be performed. Otherwise, the disclosure should include a clear description of the work to be performed, and the basis for selection of the contractor.
7. Several documents should be included in the appendix section of the framework document:
 - (i) partner identification forms, (ii) affirmation of partnerships consultation, (iii) bibliography of works cited in the proposal, (iv) 1-page vitae of appropriate partnership personnel, (v) Memorandum of Understanding (MOU) from the school system or consortia and each partner, (*signatures on hard copy only*) (vi) letter of commitment and support from the lead applicant's authorized representative, (*signature on hard copy only*) and (vi) additional proposal support information submitted at the project's discretion, such as samples of instruments used to conduct the needs assessment, etc.
8. Include a footer with page numbers and the name of the lead LEA throughout the entire proposal framework document. In each grade-banded section, also insert the name of the appropriate grade-banded level into the footer.
9. Format the document properly so that each proposal section [i.e. abstract, proposal narrative(s), budget(s), and budget narrative(s)] begins on a new page.
10. Save the document as a Microsoft Word (read-only) file or pdf file. Follow submission procedures described in the Request for Proposals (RFP).

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

2014-2015 Proposal Cover Sheet

Applying High-need LEA/Fiscal Agent: _____

The above district qualifies as the high-need LEA because it meets the following requirement(s):

1. A district in which **40 percent** of the children are from families with incomes below the poverty line based on the LEA's Free/Reduced-Price Lunch Count; **OR**
2. A district that is at **20 percent or more poverty** as determined by the census; **OR**
3. A district with a site(s) designated as **school improvement** for the 2014 school year; **OR**
4. A district with a percentage of mathematics and/or science classes **not taught by highly qualified teachers**.

For which indicator above is the LEA is eligible? Provide evidence: _____

Project Title:	Number of Partners (excluding lead LEA):	
Program Director and Title:		
Address:		
Phone Number:	Fax Number:	
Amount of MSP Funds Requested:	Total Teachers Served Directly:	
Number of Contact Hours:	Average Cost per Teacher per Hour:	
Indicate the Target Grade Bands, Subjects, and Numbers of Teachers You Plan to Serve:		
<input type="checkbox"/> K-5 Math:	<input type="checkbox"/> 6-8 Math:	<input type="checkbox"/> 9-12 Math:
<input type="checkbox"/> K-5 Science:	<input type="checkbox"/> 6-8 Science:	<input type="checkbox"/> 9-12 Science:

Certification by Authorized or Institutional Official

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization or institution, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official (Lead LEA Superintendent)	Title
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Signature of Authorized Official (Lead LEA Superintendent)	Date
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Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

2014-2015 Partner List

Applying High-need LEA/Fiscal Agent: _____

Applying High-need LEA/Fiscal Agent Poverty Rate: _____

In the area below please list all partners including the higher education partner(s), school districts, business partners, and all other entities involved with your project. Please remember each partner is required to complete a Partner Identification Form (Appendix I) and a Letter of Commitment which will outline the roles and contributions of the partner and provide there is an understanding of the program intentions.

If applicable, identify school district(s) that are (1) high-need, (2) on the 2014-2015 school improvement list, or (3) have a percentage of mathematics and/or science classes not taught by highly qualified teachers.

Identify these schools with the corresponding number remembering that some districts may have more than one identifier. *Example: Smiley Public Schools (1)(3) would identify this district as high-need also with a percentage of mathematics and/or science classes not taught by highly qualified teachers.*

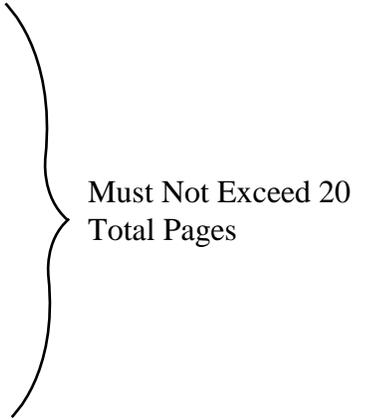
If applicable, please list the school district poverty rate, which will be based on the most recent Free and Reduced Lunch Count.

Partner 1:	District Poverty Rate:
Partner 2:	District Poverty Rate:
Partner 3:	District Poverty Rate:
Partner 4:	District Poverty Rate:
Partner 5:	District Poverty Rate:
Partner 6:	District Poverty Rate:
Partner 7:	District Poverty Rate:
Partner 8:	District Poverty Rate:
Partner 9:	District Poverty Rate:
Partner 10:	District Poverty Rate:
Partner 11:	District Poverty Rate:
Partner 12:	District Poverty Rate:
Partner 13:	District Poverty Rate:
Partner 14:	District Poverty Rate:

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

MSP Program Application Preparation Checklist

- Cover Sheet
 - Partner List
 - Application Preparation Checklist
 - Statement of Assurances
 - Equitable Participation of Non-Public Schools (*include Declaration(s) of Intent to Participate and Statement(s) of Assurance if applicable*)
 - 3-Page Repeat Applicants' Project Abstract (*if applicable*)
 - 1-Page Proposal Project Abstract (*all applicants*)
 - Grades K-5 Proposal Plan (*if applicable*)
 - Needs Assessment; Work Plan; Evaluation and Accountability Plan
 - Grades 6-8 Proposal Plan (*if applicable*)
 - Needs Assessment; Work Plan; Evaluation and Accountability Plan
 - Grades 9-12 Proposal Plan (*if applicable*)
 - Needs Assessment; Work Plan; Evaluation and Accountability Plan
 - Project Budget
 - Project Budget Narrative/Justification
 - Appendices
 - Partner Identification Form(s)
 - Affirmations of Consultation (all partners)
 - Bibliography of Works Cited
 - 1-Page Vitae of Partnership Personnel
 - Memorandum(s) of Understanding (MOU) from each Partner (include access to data)
 - Letter of Commitment and Support form the Lead LEA
 - Adheres to All Formatting and Submission Requirements
- 
- Must Not Exceed 20
Total Pages

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

Statement of Assurances

Should an award of funds from the Mathematics and Science Partnership (MSP) Program be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Georgia Department of Education that the authorized official will ensure fulfillment of the following responsibilities:

1. Upon request, provide the Oklahoma State Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Conduct educational activities funded by this project in compliance with the following federal laws:
 - a. Title VI of the Civil Rights Act of 1964
 - b. Title IX of the Education Amendments of 1972
 - c. Section 504 of the Rehabilitation Act of 1973
 - d. Age Discrimination Act of 1975
 - e. Americans with Disabilities Act of 1990
 - f. Improving America's Schools Act of 1994;
3. Use grant funds to supplement and not supplant funds from federal and nonfederal sources;
4. Take into account during the development of programming the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups;
5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the U.S. Department of Education and the Oklahoma State Department of Education;
6. Comply with audit requirements contained in the Single Audit Act Amendments of 1996 and revised OMB Circular A-Non-profits must comply with OCGA 50-20-2 for auditing and financial information submission;
7. The partners will follow the protection of human subjects (IRBs) and FERPA policies; and
8. The partners will contact private schools within the partnership's geographic and submit the Equitable Participation of Non-public Schools form to the OSDE.
9. The partnership will abide by the Federal General Assurances and Certifications regarding lobbying; debarment, suspension, and other responsibility matters; drug-free workplace; gun-free schools; and smoke-free schools requirements that are provided on the following pages.

Signature: _____

Print Name: _____

Title: _____

Address: _____

Phone Number: _____

Federal Program General Assurances

The local educational agency (LEA) hereby assures the Oklahoma State Department of Education that:

1. Projects will be administered in conformity with the provisions of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title IX of the Education amendments of 1972, the Right to Privacy of Student Records (Federal Regulations, November 1975), and any regulations issued thereunder, as well as all other applicable federal and state legislation.
2. Funds will be used to supplement and will in no case supplant funds from nonfederal sources. Equipment, services, and any contracts will be purchased at a cost that is recognized as reasonable and necessary for the performance of the grant award.
3. The control of funds provided, and title to property derived therefrom, shall be in or by a public agency for the uses and purposes provided, and that a public agency will administer such property and funds and apply them only for the purposes for which they are granted.
4. The applicant will make an annual report and such other reports to the State Department of Education (OSDE), in such form and containing such information as may be reasonably necessary to enable the agency to perform its duties including information relating to the educational achievements of students participating in such programs and to required fiscal records, and will keep such records and afford such access thereto as the agency may find necessary to assure the correctness and verification of such reports.
5. All prior compliance review and/or audit findings for each included program have been resolved.
6. Provisions have been made for the equitable participation and benefit of children and teachers in private nonprofit schools located within the district.
7. Projects will be administered in conformity with the Stevens Amendment.
8. The LEA will expel from school for a period of not less than one year any student who is determined to have brought a weapon to a school under the jurisdiction of the LEA except that the chief administering officer of the LEA may modify such expulsion requirement for a student on a case-by-case basis (P.L. 89-371).
9. The LEA has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to a school served by the LEA.
10. The LEA will provide to the State Department of Education a description of the circumstances surrounding any student expulsions for bringing a weapon to school, including the name of the school concerned, the number of students expelled from such schools, and the type of weapons involved.
11. The LEA shall provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. The LEA shall provide military recruiters the same access to secondary school students as is provided generally to postsecondary education institutions or to prospective employers of those students. (Section 9528)
12. The above assurances will also apply to any subsequent amendments and to districts participating in multi-district programs.
13. The applicant has the necessary legal authority to apply for and to receive the proposed award. The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application and any award in relation thereto.
14. Ownership of copyrights and patents, or other proprietary interests that may result from grant activities shall be governed by applicable federal regulations, state law, and local institutional policies.
15. In accordance with the General Education Provisions Act (GEPA) Section 427, the partners ensure equity of access and participation of students, teachers, and parents in all federal programs. All activities are designed without barriers that can impede equitable access or participation related to gender, race, national origin, color, disability or age. All activities of this program include equity concerns so as to

involve full participation in this program without barriers, including provisions of native language translations and interpreters for participants. Activities are held in physical facilities that accommodate visually and physically challenged participants.

16. The partner school district serving as fiscal agent for the partnership will maintain records documenting compliance with program requirements and related to fiscal control and accounting of project funds (including those required under Section 434 of the General Education Provisions Act and EDGAR 80.42) for funds paid to the district under this grant for three (3) years after completion of the project.
17. The project will be administered in compliance with the provisions of the Hatch Act, which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
18. The partner school district serving as fiscal agent assures that the work will be initiated and completed within the applicable time frame after receipt of approval of the awarding agency.
19. The partners will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
20. The partners will comply with the Wild and Scenic Rivers Act of 1968 related to protecting components or potential components of the national wild and scenic rivers system.
21. The partners will comply with the Laboratory Animal Welfare Act of 1966 pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award.
22. The partners will comply with the environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972; (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended; and (h) protection of endangered species under the Endangered species Act of 1973 as amended.

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE; GUN-FREE SCHOOLS; AND SMOKE-FREE SCHOOLS REQUIREMENTS

A. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, or as amended, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.110, the applicant certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the aforesigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the aforesigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction; and
3. The aforesigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

B. Debarment, Suspension, and Other Responsibility Matters

As required by federal Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, or as amended, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110:

1. The applicant certifies that it and its principals:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

C. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, or as amended, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610:

1. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:
 - a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
2. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
3. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
 - a. abide by the terms of the statement; and
 - b. notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
4. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 3(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4571. Notice shall include the identification number(s) of each affected grant.
5. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 3(b), with respect to any employee who is so convicted:

- a. taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

D. Gun-Free Schools

As required by the Gun-Free Schools Act, Section 300.1 of ESEA of 1965 as amended:

- 1. The applicant certifies that it will, or will continue to, provide a gun-free school.
 - a. No assistance may be provided to any local educational agency under this act unless such agency has in effect a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to a school under the jurisdiction of the agency except such policy may allow the chief administering officer of the agency to modify such expulsion requirement for a student on a case-by-case basis.
 - b. For the purpose of this section, the term “weapon” means a firearm as such term is defined in Section 921 of Title 18, United States Code. Each local educational agency requesting assistance from the state educational agency that is to be provided from funds made available to the state under this act shall provide to the state, in the application requesting such assistance:
 - (1) an assurance that such local educational agency has in effect the policy required by subsection (a); and
 - (2) a description of the circumstances surrounding any expulsions imposed under the policy required by subsection (a), including:
 - i. the name of the school concerned,
 - ii. the number of students expelled from such school, and
 - iii. the types of weapons concerned.

E. Smoke-Free Schools

As required by the Environmental Tobacco Smoke Act, Section 1043 Part C “Nonsmoking Policy for Children’s Services”:

The applicant certifies that it will, or will continue to, provide a smoke-free school as required in Section 1043 (a): Prohibition: After the date of the enactment of this act, no person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary or secondary education, or library services to children.

F. Schools Serving Delinquent Children

- 1. Each local educational agency operating a program for delinquent children shall have on file the formal agreement between the local educational agency and the correctional facility and alternative school programs serving youth involved with the juvenile justice system to operate programs for delinquent children.
- 2. Each local educational agency operating a program for delinquent children shall coordinate with other federal, state and local programs, such as programs under the Job Training and Partnership Act and the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable.
- 3. Each local educational agency operating a program for delinquent children will assure correctional facilities working with youth are aware of a child’s existing individualized education program.

G. School Prayer

- 1. **Certification** – As a condition of receiving funds under NCLB, a local educational agency shall certify in writing to the state educational agency involved that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary

schools and secondary schools, as detailed in the guidance required under subsection 9524(a). The certification shall be provided by October 1 of each year. The state educational agency shall report to the Secretary by November 1 of each year a list of those local educational agencies that have not filed the certification or against which complaints have been made to the state educational agency that the local educational agencies are not in compliance with this section.

2. **Enforcement** – The Secretary is authorized and directed to effectuate subsection (b) by issuing, and securing compliance with, rules or orders with respect to a local educational agency that fails to certify, or is found to have certified in bad faith, that no policy of the local educational agency prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary schools and secondary schools.

H. Equity for Students, Teachers, and Other Program Beneficiaries - General Education Provisions Act (GEPA) Requirements (Section 427 of GEPA)

1. The local education agency ensures equity of access and participation of students, teachers, and parents in all federal programs through the District Consolidated Application. All activities are designed without barriers that can impede equitable access or participation related to gender, race, national origin, color, disability or age. All activities of this program include equity concerns so as to involve full participation in this program without barriers, including provisions of native language translations and interpreters for participants. Activities are held in physical facilities that accommodate visually and physically challenged participants.

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

Equitable Participation of Non-Public Schools

Federal regulations require that timely and meaningful consultation occur between the local educational agency (LEA) and private school officials prior to any decision that affects the opportunities of eligible nonpublic school children, teachers, and other educational personnel to participate in federal programs, (EDGAR76.650-76.662). Consultation shall continue throughout the implementation and assessment of activities.

The following topics must be discussed during the ongoing consultation process:

1. Describe the consultation that took place including meeting date, those in attendance and agenda. (Attach agenda.)
2. Describe the needs of the eligible private school students/teachers and how these needs have been/and will continue to be identified.
3. What identified services will be provided? Explain how, when, where, and by whom the services will be provided.
4. How and when will the services be assessed and how will the results of the assessment be used to improve the services?
5. What is the amount of estimated grant funding available for the agreed upon services?

Response: The Lead LEA is to briefly respond to each of the five items above.

Indicate (X) that there are no eligible private schools located in this area. If you check the box, you do not need to complete the other items, but you must sign and date below.

- WE AGREE that timely and meaningful consultation occurred before the district made any decision that affected the participation of eligible private school students/teachers under NCLB.
- WE AGREE that we have participated in meaningful and timely discussion in this grant opportunity for the Mathematics and Science Partnerships Program.
- WE AGREE that timely and meaningful consultation shall continue throughout implementation and assessment of services provided under NCLB.

Lead LEA Superintendent

Date

Lead LEA District

Lead LEA Address

Lead LEA Phone Number

Private School Administrator Signature

Date

Name of Private School

Private School Address

Private School Phone Number

Private School wishes to participate in the Mathematics and Science Partnerships Program Yes: No:

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

Non-Public Schools: Declaration of Intent to Participate

For a private school to be eligible to participate in federal education programs administered by the local school district, both pages of this form must be completed, signed by the private school administrator and returned by the local private school district to the Federal Programs office.

County: _____

Lead LEA School District: _____

Lead LEA School Program Director: _____

Lead LEA Program Director Phone: _____

Lead LEA Program Director Fax Number: _____

Private school officials who desire their teachers and students to benefit from federal educational programs through collaboration with the local school district must be accredited either by the State Board of Education or by the Oklahoma Private School Accreditation Commission (OPSAC) which is an accreditation entity approved by the State Board of Education. Registration with the State Department of Education is an alternative to accreditation. Participating private schools must also have 501(c)(3) certification issued by the Internal Revenue Service.

Indicate (X) the status of the private school:

- (1) Accredited by the Oklahoma State Board of Education (OSBE).
- (2) Accredited by the OSBE through the Oklahoma Private School Accreditation Commission.
- (3) Our school is not accredited, but we wish to register with the OSDE.

Provide the information requested below for use by the SDE in calculating federal program allocations for the district and each participating private school in the 2012-2013 school year.

Private School Name: _____

Mailing Address: _____

Private School Program Director Phone: _____

Private School Program Director Fax Number: _____

Federal Tax Exempt Number (IRS Code Section 501(c)(3): _____

Total enrollment in K-12 on October 1, 2014. (*Do not include preschool or homebound enrollment.*): _____

Indicate (X) Declaration of Intent to Participate in federal educational program in which the private school will participate during 2014-2015:

- Title 2 Part B (MSP)

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

Non-Public Schools: Statement of Assurances

To be eligible to participate in federal programs under the Elementary and Secondary Education Act as administered by the local public school district, private schools must be organized according to the recognized patterns shown below.

MINIMUM CRITERIA FOR REGISTRATION AND ASSURANCES

1. School will be in session for 180 days. Five (5) days may be professional days.
2. School will be in session six (6) hours per day exclusive of lunch time.
3. Adequate and appropriate facilities, supplies, and equipment will be provided to carry out the educational program.
4. A governing board will develop objectives and oversee program implementation.
5. Safe and sanitary conditions will be maintained in buildings where children receive instruction.
6. Compliance with Title VI of the Civil Rights Act, Title IX of Public Law 92-318, Family Education Rights and Privacy Act, Public Law 105-17 (IDEA), Section 504 of the Vocational Rehabilitation Act of 1973, and with the rules and regulations thereunder governing the programs and funds is assured.
7. School officials will meet with local school district administration to provide suggestions, ideas, program options, etc., that meet the needs of their participants to help the local school district in planning, implementing, and evaluating programs, services, and activities supported by federal program allocations.
8. Services, materials, and equipment provided for the benefit of participating private school students must be secular, neutral, and nonideological. Control of federal funds and the title to any equipment and materials must remain with the public agency, i.e., the local educational agency (LEA). No federal funds may be paid to any private school and the title to equipment and materials may not be transferred to any private school.
9. If a student is attending a private school in one district and residing in the attendance area of another district, the school officials of the district where the private school is located is responsible for notifying the district in which the student resides.

The Organizational Patterns of Schools as specified by the State of Oklahoma are listed below. Please indicate (X) all that apply and enter enrollment figures. Do not include preschool or homebound enrollment.

Elementary School

K-6 _____
 K-8 _____

Middle School

6-8 _____
 6-7 _____
 7-8 _____

Junior High

7-9 _____
 7-8 _____
 8-9 _____

High School

9-12 _____
 10-12 _____

The state minimum school term length is 180 days. Indicate the length of your school term: _____

The state minimum school day length is six (6) hours. Indicate the length of your school day: _____

Private School Administrator (signature)

Date

Private School Name

Project Abstract for Repeat Applicants

Partnerships that have received previous MSP Program funding during the 2013-2014 cycle must include an abstract of prior work. It should include project's intended goals; amount of funding received; number of teachers it intended to serve and actually served; explanation of budget spending for the year; evidence of progress towards goals using teacher and student data; description of partnership roles, and an indication of how the proposed work differs from, builds on, or is otherwise informed by prior efforts.

Page Limit: 3 Pages Single-Spaced

Oklahoma MSP Program Abstract for 2014-2015 Proposals

All partnerships must provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program. It should identify the partners, the grade band and content area(s) of the proposed work, the number of teachers it intends to serve, schools/districts from which teachers will be recruited, partnership goals, and a brief overview of the work and evaluation plans.

Page Limit: 1 Page Single-Spaced

Grades K-5 MSP Proposal Framework

Grades K-5 Mathematics and/or Science Needs Assessment:

The results of the qualitative and quantitative content-driven needs assessment should identify, prioritize, and disaggregate baseline professional learning needs of teachers. It should identify gaps or weaknesses in teacher content knowledge and describe the methods used to collect this information. The needs assessment should also include current student achievement status in targeted content and grade-level areas, disaggregated and analyzed by gender, ethnicity, socio-economic factors, and disability. It must clearly demonstrate high-need qualification.

Grades K-5 MSP Proposed Work Plan:

The proposed MSP Program work plan should include three sections: (a) goals and measurable objectives, (b) project action plan, and (c) project management plan. The RFP describes requirements of these sections.

Grades K-5 MSP Proposed Evaluation and Accountability Plan:

The proposed MSP Program evaluation and accountability plan should describe how the partnership will assess progress and measure the impact of the action plan work. It should describe formative and summative methods, the role of the formal evaluator, and a timeline for evaluation pieces.

Grades 6-8 MSP Proposal Framework

Grades 6-8 Mathematics and/or Science Needs Assessment:

The results of the qualitative and quantitative content-driven needs assessment should identify, prioritize, and disaggregate baseline professional learning needs of teachers. It should identify gaps or weaknesses in teacher content knowledge and describe the methods used to collect this information. The needs assessment should also include current student achievement status in targeted content and grade-level areas, disaggregated and analyzed by gender, ethnicity, socio-economic factors, and disability. It must clearly demonstrate high-need qualification.

Grades 6-8 MSP Proposed Work Plan:

The proposed MSP Program work plan should include three sections: (a) goals and measurable objectives, (b) project action plan, and (c) project management plan. The RFP describes requirements of these sections.

Grades 6-8 MSP Proposed Evaluation and Accountability Plan:

The proposed MSP Program evaluation and accountability plan should describe how the partnership will assess progress and measure the impact of the action plan work. It should describe formative and summative methods, the role of the formal evaluator, and a timeline for evaluation pieces.

Grades 9-12 MSP Proposal Framework

Grades 9-12 Mathematics and/or Science Needs Assessment:

The results of the qualitative and quantitative content-driven needs assessment should identify, prioritize, and disaggregate baseline professional learning needs of teachers. It should identify gaps or weaknesses in teacher content knowledge and describe the methods used to collect this information. The needs assessment should also include current student achievement status in targeted content and grade-level areas, disaggregated and analyzed by gender, ethnicity, socio-economic factors, and disability. It must clearly demonstrate high-need qualification.

Grades 9-12 MSP Proposed Work Plan:

The proposed MSP Program work plan should include three sections: (a) goals and measurable objectives, (b) project action plan, and (c) project management plan. The RFP describes requirements of these sections.

Grades 9-12 MSP Proposed Evaluation and Accountability Plan:

The proposed MSP Program evaluation and accountability plan should describe how the partnership will assess progress and measure the impact of the action plan work. It should describe formative and summative methods, the role of the formal evaluator, and a timeline for evaluation pieces.

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B
No Child Left Behind Act of 2001 - Public Law 107-110

Project Budget

Fund 11
 Project Code: 542 FY2015 Allocation: \$ _____

Fiscal Agent District: _____

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County: _____

Object	Function	Instruction 1000	Improvement of Instruction 2210		State and Federal Services 2330				Indirect Cost (IDC) 5400	Subtotals
			Curriculum Development 2212	Staff Training 2213						
100	Salaries									
200	Benefits									
300	Professional Services									
400	Property Services									
500	Other Services									
600	Materials									
700	Property									
800	Other Objects									
970	Indirect Cost IDC % =									
SUBTOTALS										

Special Note: Federal funds received must supplement and may not supplant state and local funds that, in the absence of federal funds, would be used to support these activities. Reimbursement for obligations is subject to final approval of this application. If funds are expended on non-allowable programs costs prior to application approval, the LEA is responsible for covering those costs from other funds. No claims will be processed until after the application has been approved.

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

Budget Detailed Narrative/Justification

Fund 11

Project Code: 542

FY2015 Allocation: \$ _____

Fiscal Agent District: _____

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County: _____

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Itemize and explain each amount budgeted in the Summary Budget. (Use additional pages as necessary.)

Function	Object	Narrative: Detailed Item Description	Narrative: Item Justification/Usage <input type="checkbox"/> (explanation for need of item)	Cost

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

Partner Identification Form

Include a Partnership Identification Form for each partner institution/organization. Please attach to this form the required Letter of Commitment from the corresponding partner, outlining the role and contributions of the partner. This letter will also be a form of evidence that the proposed partnership activities are integral to the partner's instructional mission and administrators agree to support participant participation in the project.

1. Name of Partner Institution/Organization: _____
 2. Partnership Contact: _____
 3. Address: _____
 4. Phone: _____
 5. Fax: _____
 6. E-mail: _____
 7. As a partner, are you expecting funds paid to you from this grant? Yes: No:
- If yes, what services do you intend to provide for the funds you will receive?

Direct Cost Requested	2014-2015
1. Employee Stipends	
2. Employee Fringe Benefits	
3. Travel In-State (include registration)	
4. Travel Out-of-State (include registration)	
5. Materials and Supplies	
6. Contract Services	
7. Teacher Stipends	
8. Substitutes	
9. Other (Printing, Postage, Indirect if applicable etc.)	
Total Funding to Partner from Grant	
<i>Cost per Teacher per Contact Hour</i>	

Describe in detail the basis for determining each amount shown on the above budget form. The narrative should be aligned with the proposed work plan and should show evidence of effective, appropriate, and efficient use of funds.

Questions 8-10 continue on the next page

8. Describe services that will be provided to the project at no cost? Use additional sheets if more space is needed.

9. Are you matching any funds of the grant?

Yes: No:

If yes, please list and describe. Use additional sheets if more space is needed.

10. Please complete the following:

A. Percentage of K-12 mathematics teachers with a mathematics major: _____

B. Percentage of K-12 science teachers with a science major: _____

Oklahoma Mathematics and Science Partnerships Program - Title II, Part B

No Child Left Behind Act of 2001 - Public Law 107-110

Affirmation of Partnerships Consultation

Instruction to Lead Local Educational Agency (LEA): Please have each partner complete this form, including all LEAs, the Institute of Higher Education's (IHE) engineering, mathematics, or science department(s), as well as any other partners.

Instruction to Partner: This document is to be signed by an eligible partner and included with the application as evidence of the collaboration between the Lead LEA and the eligible partner in the planning and implementation of the Mathematics and Science Partnerships Program Grant. (The partnering LEA's Superintendent or Dean (STEM Department) of the partnering agency must sign the statement below.)

I, _____ certify that a designated representative
LEA Superintendent/Dean of Partner (Print)

of _____ collaborated in the development of this
Name of Partner Agency (Print)

application and furthermore, I attest that we agree to be a participating partner in the Mathematics and Science Partnership Program Grant as described in the application.

Signature of LEA Superintendent/Dean of Partner Agency

Date

Print Name of LEA Superintendent/Dean of Partner Agency