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**School Redesign Grant Cohort VII**

 ***Submission Requirements***

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| **Applying for a School Redesign Grant: Four Steps** |

There are four steps to submitting the School Redesign Grant (SRG) application for Full Implementation.

1. Develop a 1-page “SRG Application Introduction”
2. Develop a Turnaround Plan
3. Complete the Federal Models Checklist
4. Complete the Budget Workbook

In this document you will find detailed guidance for each step.

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| **Assistance in Completing the SRG Application** |

ESE is committed to providing support and assistance to districts and schools as they complete all steps of the SRG application, review and scoring process. District Assistance Liaisons are available to provide guidance. For technical assistance, contact Amanda Trainor (atrainor@doe.mass.edu, 781-338-3551) or Erica Champagne (echampagne@doe.mass.edu, 781-338-3521).

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| **School Redesign Grant Requirements Overview** |

An *Act Relative to the Achievement Gap* signed into law in January 2010 established new processes and intervention powers for improving the performance of the lowest performing schools in the state. The U.S. Department of Education provides federal School Improvement Grant (SIG) funds (under Section 1003(g) of the Elementary and Secondary Education Act) to support this work. Massachusetts refers to this competitive grant process as the School Redesign Grant (SRG.) The Massachusetts Department of Elementary and Secondary Education (ESE) is consolidating and integrating federal grant and state statutory requirements in order to create an aligned planning and school redesign process for districts with Level 4/Priority schools. ***A completed School Redesign Grant Application Package includes the following elements, aligned with the four steps to apply listed above:***

1. **SRG Application Introduction:** Provide an overview of the overall plan and theory of action.
2. **Turnaround Plan:** Develop a Turnaround Plan and include any necessary SRG specific information. Before beginning development of the turnaround plan, be sure to review the Turnaround Plan Guidance document. Both the turnaround plan [template](http://www.mass.gov/edu/docs/ese/accountability/turnaround/level-4-turnaround-template.pdf) and [guidance](http://www.mass.gov/edu/docs/ese/accountability/turnaround/level-4-turnaround-plan-guidance.pdf) are available on ESE’s website[[1]](#footnote-1).
3. **Federal Model Checklist:** Provide specific required information for the selected federal intervention model.
4. **Budget:** Provide a detailed budget explaining how the district proposes to expend SRG funds.

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| **School Redesign Grant Application Review and Scoring Process** |

The SRG application process is highly competitive and consists of 1) a review of the Introduction to the SRG Application, Turnaround Plan, and Federal Model Checklist by a Review Team of ESE staff and external staff with expertise in school turnaround, 2) a review of the Budget by an internal ESE team, and 3) a required two-hour interview of school and district leaders by a three-person team of ESE staff and external staff.

**Part 1: Application Package Review.** Documents will be reviewed and scored for alignment to federal requirements, and based on the SRG Scoring Rubric, which is available in this RFP posting. Districts are strongly encouraged to carefully review SRG Scoring Rubric to ensure that all aspects of the SRG application meet the highest possible rubric score.

**Part 2:** **Budget Review.** The Budget will be scored by an internal ESE team based on the Budget Review section of the SRG Scoring Rubric.

**Part 3: Required Interview.** An Interview Team of school and district leaders will provide a brief 15-20 minute presentation of the proposed Turnaround Plan. Following the presentation, the district and school team members will be jointly asked to respond to a set of standard questions, and if necessary, to provide additional information on any rubric items scored “marginal,” “weak” or “absent” during the review of the Turnaround Plan, in order to clarify those areas of the plan. Districts are strongly encouraged to review the Interview Scoring Rubric, which is posted with this RFP.

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| **2015 Changes to U.S. Department of Education School Improvement Grant (SIG) Regulations** |

2015 federal SIG requirements included changes to federal intervention models.In addition to the original models (Closure, Restart, Transformation and Turnaround) districts may now also submit applications for two new models: Early Learning and Whole-School Reform. Federal requirements have been updated to include some modifications as well as expansion and strengthening of requirements for the four original models. Descriptions of these models and the updated federal requirements can be found in the Summary of Federal Intervention Models document, and in the Federal Models Checklist Workbook, which are both available in this RFP are posting.

Additionally, changes to the federal SIGprogram in 2015 allowed for districts to apply for grant funding over a period of up to five years, including a minimum of three years of full implementation, and a combination of either one pre-implementation planning year and one year of sustainability activities or two years of sustainability activities. However, given that the SIG program will end at the close of federal fiscal year 2021, districts budgets must close out at the end of FY2021.

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| **Guidance on the Four Steps to Apply for a School Redesign Grant** |

# Step 1: School Redesign Grant Application Introduction

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| **INSTRUCTIONS**Provide a **1-page** introduction to the SRG application. * Describe the theory of action that links together all aspects of the application, including the strategies in the Turnaround Plan, rationale for the chosen federal model, and an overview of budget priorities.
* Articulate how this intervention will differ from previous reform efforts and how the proposed turnaround effort will lead to rapid student achievement and will build the capacity of the school to sustain efforts beyond the SRG funding period.
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# Step 2: Develop a Turnaround Plan

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| **INFORMATION**The completed Turnaround Plan serves as the foundational document for the School Redesign Grant Application package. The Turnaround Plan guidance and template were designed to streamline the SRG application process by incorporating and aligning state requirements for school turnaround as well as federal SRG requirements.  Schools not currently required to complete a Level 4 Turnaround Plan under state law must still use the Turnaround Plan template to describe their plans for improvement and apply for School Redesign Grant funds.  |

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| **INSTRUCTIONS**1. **Carefully Review the “Turnaround Plan Guidance” Document**
* Before beginning completion of the Turnaround Plan Template, be sure to carefully review the Turnaround Plan Guidance document for detailed instructions on how to complete the template (see page 2 of this document for links to both documents).
1. **Alignment to Federal Model Requirements:**
* Each federal intervention model has its own specific set of requirements. The Federal Model Checklists (for more information, see the “Federal Models Checklists” section on page 4 of this document) are designed to help the applying district ensure that all requirements of the given federal model being applied for are included in the SRG application package. Use the “Federal Models Checklist” document to indicate where in the package all requirements of the selected intervention model are addressed in the SRG Application Package.
1. **Alignment to SRG Scoring Rubric:** Carefully review the SRG Scoring Rubric to ensure that all aspects of the SRG application meet the highest possible score and that any items omitted in the original completed Turnaround Plan have been included. For example, the scoring rubric includes a number of items related to district systems of support. If necessary, update the Turnaround Plan to include additional information about district systems of support as described in the scoring rubric.
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**Step 3. Complete the Federal Models Checklist**

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| **INFORMATION**As noted above, newly adopted federal SIG requirements include the addition of three new intervention models (Whole-school Reform, State-Determined, and Early Learning). The State-Determined model is not currently available in Massachusetts. A **summary** of each of the requirements of all SRG models is available in the RFP Posting. Full descriptions of all changes to the federal SIG requirements are available in the [federal register](http://www.gpo.gov/fdsys/pkg/FR-2015-02-09/pdf/2015-02570.pdf)[[2]](#footnote-2).  |

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| **INSTRUCTIONS**Using the Required Federal Models Checklist Workbook in this RFP posting, complete the relevant checklist and submit as part of the SRG Application Package. Definitions of federal requirements, and links to additional federal information regarding the models, are available in the last tab of the workbook. **Note regarding the School Closure model:** If a district opts to close an eligible school using the federal “School Closure” model, it may apply for **one year** of SRG funding to pay certain reasonable and necessary costs associated with the closure. In this case, the district only needs to submit a budget workbook with justification for closure costs included. |

**Step 4. Complete the Budget Workbook**

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| **INSTRUCTIONS**Please complete the separate Microsoft Excel budget workbook located in the RFP. Read the Instructions tab carefully before completing the workbook. |

1. <http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/support-for-level-3-4-and-5-districts-and-schools/school-and-district-turnaround/level-4-districts-and-schools/guidance-materials.html> [↑](#footnote-ref-1)
2. Federal Register: <http://www.gpo.gov/fdsys/pkg/FR-2015-02-09/pdf/2015-02570.pdf> [↑](#footnote-ref-2)