



"iAm" Statewide Student Laptop Program
Discretionary Competitive Grant
(revised July 11, 2007)

Request for Proposals (RFP)

Application Package

Deadline for Receipt of Applications:
Monday, July 30, 2007, 2:00 p.m.



K-12 Technology Initiative Committee Partners

South Carolina Budget and Control Division of the Board Chief Information Officer
South Carolina Department of Education
South Carolina Educational Television
South Carolina State Library

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PART I: General Information

A. Introduction/Background

Through Proviso 1A.70 and appropriations for the Education Improvement Act (EIA), the South Carolina General Assembly has provided \$5,000,000 to state agencies involved in the state's K-12 Technology Initiative (K12TI) for the "iAm" Statewide Student Laptop Program (ISSLP).

The goal of the ISSLP is to enhance the educational opportunities, increase workforce competitiveness, and engage ninth grade students to take ownership and responsibility for their future and the future of South Carolina.

Grant funds will be used to lease or purchase

- laptops for ninth grade students
- additional equipment and infrastructure to support the implementation of the SSLP
- professional staff and faculty training
- service and maintenance for the program.

Specifically, the program is designed to measure impact on retention rates and student achievement.

According to Proviso 1A.70, for FY 2007-08 the first 50% of "iAm" grant awards must be for public schools serving ninth grade that scored unsatisfactory or below average on the most recent EAA school report card AND that have free and reduced lunch student counts that exceed the statewide average of 52% AND that have the technological capacity necessary to implement the program fully.

The General Assembly also requires grantees to participate in mandatory third-party independent evaluation of the ISSLP's efficacy. The evaluation must include the program's impact on retention rates and student achievement. A copy of the evaluation report shall be provided to the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee no later than December 1, 2009.

While funding for the ISSLP will be provided for 2007-08, it is the intent of the project to provide laptops to the same group of students for a four-year period (from ninth through twelfth grade) at the same high school. The K12TI committee anticipates that successful applicants will work with the project team to select one hardware vendor from among those under state contract (Dell, Gateway, Hewlett Packard, and Lenova (IBM)). The estimated cost to use in calculating the application budget for a laptop, maintenance, warranty, and lease charges is \$1500; however, the final cost will be set after the successful applicants and the K12TI select the vendor. Applicants should use \$1500 per unit in completing their budgets.

B. Definitions of Terms Used

E-Portfolio Assessment—The Web-based technology proficiency assessment system that is available statewide to all school districts which assesses the technology proficiency of their teachers and students. This system can and will be used by schools to comply with the Proviso 1.25 requirement. These technology assessments are based on the International Society for Technology in Education (ISTE) technology standards for teachers and students. To be designated technology proficient within this system, a teacher must achieve Level III status.

K–12 Technology Initiative (K12TI)—A collaborative initiative established by the South Carolina General Assembly to facilitate the integration of technology into public education. The collaborative includes the Department of Education, the Budget and Control Board's Division of the Chief Information Officer, the State Library, Educational Television Commission, and other business and community members. The Project Manager for the ISSLP is Larry Mallett, PMP, SC State Budget Control Board, Division of the State Chief Information Officer, (803) 896-0238 or lmallet@cio.sc.gov.

K–12 Technology Initiative (K12TI) funds—Funds intended to provide technology, encourage effective use of technology in K-12 public schools throughout the state, conduct cost/benefit analyses of the various technologies and should, to the maximum extent possible, involve public-private sector collaborative efforts. Funds may also be used to establish pilot projects for new technologies with selected school districts as part of the evaluation process. K12TI funds shall be retained and carried forward to be used for the same purpose. For 2007–08, the General Assembly allocated \$10–12 million for distribution to districts based on free and reduced-price lunch percentages, and these funds can be used to provide the cash match required for the ISSLP.

Laptop Computers—Specifications for laptops that will meet the needs of South Carolina students and teachers will be developed by the K12TI. These specifications will serve educational needs and be reasonable in cost. The K12TI and successful applicants will select one set of specifications for all schools involved in the ISSLP. The applicant should include in the budget plan \$1500 per laptop to be purchased/leased. The final amount is subject to selection of a vendor and product after grants are awarded.

Technological Capacity—The ability to implement, support, and sustain a technology-oriented program such as the ISSLP. Such factors as full-time personnel at the district and/or school level dedicated to supporting technology infrastructure (network, web structures), integration of technology into classroom instruction, and technology proficiency of instructional staff will be used to determine technological capacity.

Technology Coach—A full-time school or district employee who is also a currently certified teacher and a highly proficient educator who provides sustained, embedded professional development to teachers while they are working in the classroom. A Coach guides teachers in creating high quality, technology-

rich lesson plans and is actively involved in the classroom delivery. The Coach provides on-going support, feedback and follow-up for teachers as they move through a continuum of activities. Minimum requirement is Level IV in E-Portfolio system. The Coach must be available to spend a significant portion of his or her time with the teachers of the school identified in the application. Please see additional information in Appendix A.

Technology Proficient—Having achieved a level III classification on the ePortfolio assessment system or its equivalent.

C. Eligible Applicants

For FY 2007-08, all public school districts in South Carolina may apply on behalf of a school serving ninth grade students. Districts must apply on behalf of only one school with a ninth-grade class. Only one school per district may receive a ISSLP grant award.

Please note that for FY 2007–08, the first 50% of SSLP grant awards will be to a district on behalf of a public school that scored unsatisfactory or below average on the absolute rating on the most recent EAA school report card; that have free and reduced lunch student counts that exceed the statewide average of 52%; and have the technological capacity necessary to fully implement the program.

D. Estimated Available Funds

The South Carolina General Assembly has provided \$5,000,000 for the administration of the ISSLP grant. Of this amount, we anticipate awarding at least \$3,750,000 in grant awards.

E. Estimated Number, Range, and Average Size of Awards

Depending on the quality of the proposals, up to six grants will be made to districts on behalf of individual public schools.

While the quality of the proposals and student enrollment will determine the amount of grant funds provided, the K12TI anticipates that the average grant award will be up to \$625,000 for the project period, subject to the match requirements. This amount may change depending upon the number of qualified applications and students, the match requirements of grantees, and the final budget for administration and evaluation of the program.

F. Grant Funding Period

The grant funding period is July 1, 2007–June 30, 2008. Schools may carry forward ISSLP funds into the following fiscal year, although no new grant funds will be provided without a new appropriation from the General Assembly. While the grant period concludes December 2009, it is the intent of the project to provide laptops to the same group of students for a four-year period (from ninth through twelfth grade) at the same high school. If a four-year lease of laptops is proposed, the applicant may indicate use of grant funds beyond the grant period.

G. Match Requirements

Proviso 1A.70 requires the funded schools to provide cash match at a ratio determined by the percentage of ninth grade students receiving free or reduced-price lunch. Schools receiving the awards must provide for matching resources at a ratio determined by the school's ninth grade free or reduced-price lunch percentage. Required match percentages are provided in the list in Appendix B.

Match Percentage Required	Language from Proviso 1A.70
0%	No match will be required for a school in the <u>top 10%</u> of schools with 9 th grade students receiving free or reduced-price lunch
25%	A ratio of 3:1, three "iAm" program dollars for each dollar invested by the grant receiving school for a school in the <u>next 30%</u> of schools with 9 th grade students receiving free or reduced-price lunch
33%	A ratio of 2:1, two "iAm" program dollars for each dollar invested by the grant for a school in the <u>second 30%</u> of schools with 9 th grade students receiving free or reduced-price lunch
50%	A ratio of 1:1, one "iAm" program dollar for each dollar invested by the grant for a school in the <u>lowest 30%</u> of schools with 9 th grade students receiving free or reduced-price lunch

Because grantees will be able to carry forward grant funds in FY 2008–09, applicants may provide match over a two-year period. All match funds for the grant must be provided by June 30, 2009.

As to cash match, please be aware that the legislature has appropriated other technology funds to the K12TI for pass-through to districts. During FY 2007-08, the K12TI will distribute between \$10 and \$12 million based upon a formula that weighs the number of free or reduced-price lunch students in grades K-3 (75%) and the total ADM for the district (25%). Successful applicants will be asked to agree that these funds be used for any cash match requirements.

The K12TI encourages applicants to seek the required cash match from a variety of sources beyond immediate school or district funds. Applicants may use private support, business and industry, grants from other entities beyond the state, or any other funds to support this program. Community support and participation in this initiative will ensure the success of the ISSLP.

H. Statutory Requirements of Proviso 1A.70

- Grant awards are to be designed to enhance the educational opportunities, increase workforce competitiveness, and engage ninth grade students to take ownership and responsibility for their future and the future of South Carolina.
- All grants shall be used to lease or purchase laptops for ninth grade students, additional equipment, and infrastructure to support the implementation of the "iAm" program, professional staff and faculty training, and service and maintenance for the program.
- Schools receiving the awards must provide for matching resources at a ratio determined by the percentage of ninth grade students receiving free or reduced lunch.

- For schools in the top 10% of schools with 9th grade students receiving free or reduced lunch, grants will be provided at no matching resource requirement by the grant receiving school.
- For schools in the next 30% of schools with 9th grade students receiving free or reduced lunch, grants will be provided at a ratio of three “iAm” program dollars for each dollar invested by the grant receiving school.
- For schools in the second 30% of schools with 9th grade students receiving free or reduced lunch, grants will be provided at a ratio of two “iAm” program dollars for each dollar invested by the grant receiving school.
- For schools in the lowest 30% of schools with 9th grade students receiving free or reduced lunch, grants will be provided at a ratio of one “iAm” program dollar for each dollar invested by the grant receiving school.
- For FY 2007-08 the first 50% of “iAm” grant awards must be for public schools with ninth grade that scored unsatisfactory or below average on the most recent EAA school report card; that have free and reduced lunch student counts that exceed the statewide average of 52%; and have the technological capacity necessary to fully implement the program.
- The “iAm” program’s efficacy must be evaluated starting at the time of its initial implementation by an independent party. The evaluation must include the program’s impact on retention rates and student achievement. A copy of the evaluation report shall be provided to the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee no later than December 1, 2009. Schools may carry forward “iAm” program funds to be used for the same purpose.

I. Authorized Activities and Required Program Components

Grant funds are to be used to lease or purchase laptops for ninth grade students, additional equipment, and infrastructure to support the implementation of the “iAm” program, professional staff and faculty training, service and maintenance for the program. Please note that the applicant must intend to enable the same group of students to retain and use the laptops for a four-year period, ostensibly from freshman through senior years. Laptops cannot be transferred from school to school.

Applicants may target the ISSLP to address specific areas for improvement: achievement gap, students with disabilities, improved English language arts scores, mathematics achievement, etc., but applicants are not required to do so. The premise is to provide the laptops to the maximum number of students so as to provide an adequate base for evaluation.

Grantees must ensure that instructional staff teaching ninth graders also have laptop computers (either through grant funds or as part of the match requirement).

Success of a laptop program to students is entirely dependent on the skill level of teachers who must use them effectively to enhance learning, so successful proposals will identify and describe the technological competency of instructional staff who will participate in this program. Schools applying for this grant are

strongly encouraged to design their program so that participating teachers are or will become technology proficient during the grant program. The definition of technology proficient is considered to be having achieved a level III classification on the SDE's ePortfolio assessment system.

Proposals must include professional development and training for instructional staff and administrators on the equipment as well as the integration of instructional technology, curriculum, best practices, and effective instruction. In addition, it is anticipated that the K12TI and the SDE will provide professional development and host monthly sessions among grantees. Training may be offered to parents, but applicants are not required to do so.

Proposals must identify the personnel who will support the implementation of this program at the district and the school levels. Personnel may include IT staff, infrastructure support, content coaches, and/or technology coaches.

Successful proposals will also describe and elaborate on the technological capacity of the selected school. This capacity can be shown through personnel, infrastructure, usage, and proficiency of instructional staff.

The K12TI concurs with current international research that the most effective integration of technology/equipment into the curriculum is achieved through the support of on-site instructional technology personnel. An on-site Technology Coach must be in place to assist teachers in integrating standards-based lesson plans and technology and in creating a technologically sophisticated classroom environment. Technology Coaches help the teaching staff become competent and confident in the district's technology proficiency standards. A coach should routinely model and assist teachers in using various technologies effectively with students to enhance the learning process. Please see Appendix A for the SDE's recommendation concerning qualifications and duties of a School Technology Coach.

It is imperative that grant recipients have in place the capability and capacity for the laptops to be used online by the students at the school. This includes the electrical outlets and electronic network and support to accommodate the demands made on it by the use of the laptops in this program. This will also include the technical support of the laptops.

Successful applicants will also have clear, defined security and supervision policies for the laptop program. Policies for the use of the laptop by students in and/or outside the school may be presented as part of the grant application. This should include assurance forms signed by parents and students related to their use of the equipment. The applicant may also choose to include in the application package copies of policies and forms related to the teacher's, student's and parents' care of the equipment. Grantees must agree to comply with a standard security and supervision policy to be developed by all grantees and the K12TI. Laptops will have software installed to protect students from accessing inappropriate sites; grantees must ensure that any software added to the image for their site does not interfere with the standard security software.

J. Required Reporting

Grantees are expected to comply with all monitoring and evaluation requirements to ensure that a complete evaluation report is provided to the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee no later than December 1, 2009.

K. Review and Selection Process

Each application will be initially reviewed for completeness and eligibility by the program officer at the South Carolina Department of Education (SDE). Incomplete proposals will not be reviewed or considered. Complete and eligible applications will then be reviewed and scored by a panel of three readers. Readers will be representatives from the K12TI, including the SDE, the Budget and Control Board's Chief Information Officer, State Library, and Education Television Commission.

Applications may be awarded up to 100 points. After the three readers have individually scored the application using the scoring rubric in this package, they will be permitted to discuss the application and refine their scores. The three scores will be combined to form a composite score. If there is a variance of 20 points or more among the three scores, the application will be read by a fourth reader. The highest three scores will be used to form the composite score. All applications will then be ranked according to the composite score.

Grant awards will be made according to the requirements of Proviso A1.70, with the first 50% of awards dedicated to the highest-scoring applicant schools serving ninth grade that scored unsatisfactory or below average on the most recent EAA school report card AND that have free and reduced lunch student counts that exceed the statewide average AND that have the technological capacity necessary to fully implement the program.

The remaining 50% of awards will be dedicated to the highest scoring applications. The proviso limits awards to up to six schools.

L. Notification of Awards

Applicants will be notified (in writing) concerning the status of their applications no later than August 8, 2007. Grantees will be required to attend an orientation meeting the week of August 13 either in person or online.

Upon request, applicants will receive copies of the reviewers' comments and score sheets.

M. Appeals Process

Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed.

An applicant who has submitted a proposal that is not funded has five

calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the Project Manager Larry Mallett (lmallet@cio.sc.gov) and must state the reasons for the request. The Project Manager will ask a member of the K12TI to investigate the process. After reviewing the process, the Project Manager will notify the applicant in writing as to whether the application process was followed. There will be no further appeal.

N. Timeline of Granting Process

Date	Activity/Action
July 16, 2007	Deadline for Intent to Apply (optional)
July 30, 2007	Deadline for Receipt of Applications, 2:00 p.m.
August 8, 2007	Notification of Awards
September 1, 2007	Programs must begin
June 30, 2009	Evaluation Period ends (laptop use continues through 2011)
September 1, 2009	Project Evaluation Reports Due
December 1, 2009	Evaluation submitted to General Assembly

O. Selection Criteria

Each application may be awarded up to 100 points. While the budget is assigned zero (0) points, the budget remains a critical component of the entire application. No application with an incomplete budget will be funded.

Narrative Sections	Points Available
Needs Statement	15
Technology Capacity and Security	25
Project Design	35
Management and Personnel	25
TOTAL	100

P. Deadline and Submission Procedures

1. To ascertain the number of readers required, we ask that applicants submit an email to abartlet@ed.sc.gov by 5:00 p.m., Monday, July 16, 2007, identifying the applicant and stating the intent to apply for ISSLP funds. This email is not required.
2. Only complete application packets will be reviewed or considered for funding. Only applications that adhere to all of these guidelines and directions will be reviewed.
3. Deadline for receipt of applications is 2:00 p.m., July 30, 2007. Postmarks have no bearing with respect to this deadline.
4. Applications will not be returned. Please keep a copy for your records.
5. The original application must contain the original signature (in blue ink) of the authorized representative (e.g., superintendent, principal, pastor,

executive director, president) for the primary applicant and of the authorized representative for each collaborative partner. Stamped signatures will not be accepted.

6. Applications that are faxed will not be accepted.
7. Applications may be submitted via e-mail only if the application is attached to the e-mail as one PDF (adobe acrobat) document including all signed forms (application cover sheet, budget forms, terms and conditions, assurances, and narratives). E-mailed applications must be sent to abartlet@ed.sc.gov. Originals of the signed documents must be mailed to the address below and received within three business days (on or before 5:00 p.m. August 2, 2007).
8. Applications may also be sent via postal mail. Do not enclose the application in a notebook, binder, or folder. Staple the original and each copy in the upper left corner. Ensure that the original copy contains the signatures in blue ink. Send the original and three copies to

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Columbia, South Carolina 29201.

PART II: APPLICATION OVERVIEW, CONTENT, AND INSTRUCTIONS

Carefully adhere to font, format, page limit, and organizational requirements. Only narratives that adhere to these requirements will be considered for funding.

A. Application Overview

Applications must be organized in the following order.

- Cover Page
- Table of Contents (including page number for each item)
- Proposal Narrative
 - Statement of Need
 - Technological Capacity and Security
 - Project Design
 - Management and Personnel
- Budget
 - Budget Form
 - Budget Narrative
- Required Forms
 - Assurances
 - Terms and Conditions
 - Timeline of Activities
 - Resume of On-site Technology Coach

Attachments (Optional:)

B. Application Narrative Format

Length of Narrative:	Maximum of 12 pages
Font/Font Size:	Times New Roman 11 or 12
Margins:	1" on all sides
Page Numbers:	Bottom right
Spacing:	Double spaced; Charts may be single spaced.

Each section must be clearly identified. Sections may not be combined. Incomplete proposals will not be considered.

C. Applicant Narrative Content

1. Needs Statement (15 maximum points available)

This section should be clear, factual, and compelling. Use recent and reliable statistics from a variety of sources, and cite the sources.

Clearly describe the target population for the ISSLP, keeping in mind the goal of the ISSLP is to enhance the educational opportunities, increase workforce competitiveness, and engage ninth grade students to take ownership and responsibility for their future and the future of South Carolina.

As the evaluation measures for the ISSLP are its effects on retention and achievement, applicants should include in this section PACT scores from 8th grade at all feeder schools, HSAP scores, retention, and other indicators of student achievement and engagement (such as attendance or disciplinary actions). Explain the problems the target population faces that the ISSLP will help redress.

Also include information about the technology proficiency of the instructional staff working with the ninth grade.

2. Technological Capacity and Security (25 maximum points available)

Because these grants are limited to those applicants that have the technological capacity necessary to implement the laptop program to its maximum potential, the application must include a description of the technological capacity of the chosen school.

It is imperative that participating grants recipients have in place the capability and capacity to support the laptop program and accommodate the infrastructure demands made on it by the use of the laptops in this program. Include in your application a description of the electronic software, equipment and network at the school site. Describe the online capability for the school and explain student access to online venues. Explain any accommodations that the applicant will provide for parents and/or community members.

Successful applicants will also have clear, defined security and supervision policies for the laptop program. Policies for the use of the laptop by students in and as appropriate outside the school must be presented as part of the grant application. Applicants may include as attachments any assurance forms signed by parents and students related to their use of the laptop equipment.

3. Project Design (35 maximum points available)

The Project Design section includes goals, objectives, activities, and strategies for the laptop program that the applicant proposes to implement. Clearly explain how the laptops will be used to “enhance the educational opportunities, increase workforce competitiveness, and engage ninth grade students to take ownership and responsibility for their future and the future of South Carolina.”

Explain how the program is designed to impact retention and achievement at the school among the target population.

Grant funds are to be used to lease or purchase laptops for ninth grade students (to be used for four years), additional equipment, and infrastructure to support the implementation of the “iAm” program, professional staff and faculty training, service and maintenance for the program. Please refer to Section I, “Authorized Activities and Required Program Components” when designing the program.

While the intent of the program is to reach as many ninth graders as possible within a school, applicants may tailor their programs to meet particular school and student needs. While not required to do so, applicants may target the ISSLP to address more than one specific area designated for improvement such as achievement gap among groups, improved achievement of students with disabilities, improved English language arts scores, achievement in mathematics, or any particular content area. If targeting the program, applicants must clearly explain the distribution of laptops to students and teachers, the curriculum affected, and how the program can yield valid evaluation data and measures.

In this section, the applicant must identify the goal(s), objectives, and strategies and activities for the program. The applicant must also complete a Timeline of Activities to be included as an appendix in the program application.

Goal and objectives are clear statements of what the applicant proposes to accomplish with this project. All goals and objectives must reflect the results of the needs assessment, mirror the purpose of the subgrant/grant/award, and address the need identified in the previous section.

Goals are general statements about desired changes. A goal statement should include the intended outcome(s) of the program and the target population, and may include the methods to be used to achieve the outcome(s).

Objectives are statements that explain the method and measure to be used to demonstrate partial achievement of the goal. Objectives must be specific, measurable, achievable, relevant, and time-specific.

Strategies and activities must be based on scientific, evidence-based interventions pertaining to the use of laptops or technology in advancing student achievement and motivation and career preparation.

Activities are considered those tasks that the client does to achieve objectives. In a classroom, activities are what the students do to learn.

Strategies are considered those tasks that are the catalyst to help the client achieve objectives. In a classroom, strategies are what the teacher does/plans for the students to do so that they learn.

A Timeline of Benchmark Activities must be included in the application. The template (page 20 of this application packet) showing target dates for activities, may be used as a template for the timeline of activities. The timeline must be

provided as an appendix and does not count in the page limits for the narrative. The timeline must thoroughly describe when each key program activity begins and ends, how each activity relates to a particular objective, and who is responsible for overseeing the activity. The Timeline of Activities may be single spaced.

4. Management and Personnel (25 maximum points available)

While ISSLP grant funds are not intended to support the hiring of personnel, an effective management plan is essential to providing adequate support for implementing a laptop program into the academic life of a school. The management section outlines the applicant's plan to manage the program including the chain of command, who will manage the program, a job description of project director, and responsibilities for each key staff member. If personnel are already in place, summarize each person's credentials and responsibilities in a brief paragraph. A resume detailing educational and professional experience for existing staff is required as part of the appendices. If personnel will be hired (not using requested grant funds), then include a complete job description and required credentials for consideration. Other revenue sources and grant funds can be used to support the ISSLP.

D. Application Budget

While the budget is assigned zero (0) points, the budget remains a critical component of the entire application. No application with an incomplete budget will be funded.

Proviso 1A.70 requires the funded schools to provide cash match. Schools receiving the awards must provide for matching resources at a ratio determined by the percentage of ninth grade students receiving free or reduced lunch. Please see the list in Appendix B to see match requirements per school.

One laptop will be selected for use by all grantees. It is estimated that the cost of the laptop, maintenance, warranty, and finance charges will be \$1500 per laptop. Funding for this acquisition should be included in the application budget.

Funding allocations for each district from the K12TI may be used to provide the required cash match. As to cash match, please be aware that the legislature has appropriated technology funds to the K12TI for pass-through to districts. During FY 2007-08, the K12TI will distribute between \$10 and \$12 million based upon a formula that weighs the number of free/reduced price lunch K-3 students (75%) and the total ADM for the district (25%). Successful applicants will be asked to agree that these funds be used for any cash match requirements.

- 0% No match will be required for a school in the top 10% of schools with 9th grade students receiving free or reduced-price lunch
- 25% A ratio of 3:1, three “iAm” program dollars for each dollar invested by the grant receiving school for a school in the next 30% of 9th grade schools with students receiving free or reduced-price lunch
- 33% A ratio of 2:1, two “iAm” program dollars for each dollar invested by the grant for a school in the second 30% of schools with 9th grade students receiving free or reduced-price lunch
- 50% A ratio of 1:1, one “iAm” program dollar for each dollar invested by the grant fir a school in the lowest 30% of schools with 9th grade students receiving free or reduced-price lunch

Budget Form

The Budget Form (included in this RFP) should be used to provide an accurate budget for each year of the project. Please make sure the totals on the budget form equal the totals in the budget narrative.

Budget Narrative (maximum of five pages)

The Budget Narrative should be structured to parallel the Budget Form (i.e., the same categories in the same order). This narrative must provide clear evidence that the expenditures are appropriate and justified to support the activities in the project. Expenditures should be reasonable and adequate to complete the project. The narrative must contain formulas used by the applicant to calculate the cost for each line item.

The narrative must also detail the required match, including identifying the source of funds. Remember that once funds are matched for this program, they can not be used to match any other program.

E. Reviewer’s Scoring Rubric

Proposal Narrative	Max. Points
Section 1: Statement of Need	15
The extent to which the application <ul style="list-style-type: none"> ▪ Clearly identifies the target population for the ISSLP ▪ Explains achievement among the target population ▪ Explains retention among the target population ▪ Uses other indicators of achievement and engagement for the target population ▪ Identifies problems that the ISSLP will help redress among the target population ▪ Uses statistics from various, recent reliable resources to document the need for the program. ▪ Includes information about the technology proficiency of the instructional staff working with the ninth grade. 	

Section 2: Technological Capacity and Security	25
<p>The extent to which the proposal explains the technological capacity of the chosen school to implement the laptop program, including descriptions of</p> <ul style="list-style-type: none"> ▪ The electronic software, equipment and network at the school site. ▪ The available support to accommodate the demands made on it by the use of the laptops in this program. ▪ The dedication of qualified personnel to supporting the implementation of the program and its use to advance academic achievement. ▪ The extent to which the applicant explains a clear plan to protect the safety of the laptops. 	
Section 3: Project Design	35
<ol style="list-style-type: none"> 1. The extent to which the <u>project objectives</u> are specific, measurable, and achievable, relevant, and time-specific and relate to the identified needs. Objectives should represent reasonable measures of success for the proposed activities. 2. The extent to which the applicant <ul style="list-style-type: none"> ▪ describes the specific activities that will be undertaken to attain the project objectives ▪ describes how the proposed academic and enrichment activities are <i>based</i> upon scientific research ▪ discusses how the instructional and enrichment activities are designed to be innovative and engaging uses of technology ▪ explains how this initiative will be integrated with the school's technology plans. ▪ Identifies the professional development and training that will be provided to instructional staff to support implementation of the program. 3. The extent to which the applicant provides a clear timeline of key activities with implementation dates, personnel responsible, and potential data to be collected to verify the activity and its results. 	
Section 4: Management and Personnel	25
<p>The extent to which the <u>management and personnel</u> section outlines the applicant's plan to manage the program including the chain of command, who will manage the program, a job description of project director, and responsibilities for each key staff member.</p> <p>The extent to which the applicant will dedicate and support staff to implement and assist with ISSLP. For personnel already in place, summary credential paragraphs and resumes are included. A resume providing adequate information about education and experience is included for existing personnel. For personnel to be hired (not with grant funds), a complete job description and required credentials for consideration are included.</p>	
TOTAL NUMBER OF POINTS	100

Budget	
<ul style="list-style-type: none">▪ The extent to which the resources are adequate for accomplishing the stated objectives and are appropriate for the proposed activities.▪ The extent to which all costs, particularly those associated with personnel and equipment, are reasonable and appropriate given the nature and scope of the project.▪ The extent to which the applicant identifies the appropriate cash match amount.▪ Use of \$1500 per laptop in calculating laptop costs (in both requested and match funds as appropriate).	

Reviewer's Comments:

Appendix A: Technology Coach Qualifications and Job Description

Qualifications:

1. A bachelor's degree in education and a South Carolina certificate to teach in any combination of grades.
2. Assessed as level III teacher technology proficient on the South Carolina ePortfolio Assessment System.
3. Three years successful teaching experience.
4. Experience utilizing technology as a tool for active/authentic learning.
5. Experience creating technology-rich units that integrate technology into the curriculum.
6. Skills in staff development and facilitation skills.
7. Ability to work effectively in a collaborative environment.
8. Interest in and skills in working with adults, specifically teachers and students as they incorporate technology into their teaching and learning processes.

Job Description:

The technology coach's focus is to provide customized, relevant support to classroom teachers to promote uses of technology that enhance learning and add value to instructional practices. These skills must be directly applied to assisting their teachers with the application of laptop computers to learning by the students of each teacher they oversee.

Primary Responsibilities:

- Offer ongoing support to staff to facilitate in the creation of developmentally appropriate instructional activities that model authentic uses of technology integrated into curriculum;
- Facilitate portfolio assessments related to technology proficiency for the teachers they oversee and for the students of the teachers they oversee. Use these assessments as a baseline to set in place developmental plans for both;
- Actively participate in developing and offering a variety of training opportunities for teachers and, as an option, for parents in effectively using laptops to facilitate and support student learning;
- Provide optional training for parents on the use of computers and accessing the school's Web page;
- Provide training to staff on the use and application of virtual on-line courses;
- Attend all technology coaches/ planning and training sessions.

Appendix B: **Grade 9 Students Only, Statewide, from the Data Warehouse, Using The
135 Day SASI Database for 2006-07 School Year (7/6/2007)**

The columns below are for 9th Grade
Enrollment ONLY

School	District	Free and Reduced- Price (FRP) Lunch Count	135 DAY ADM	% FRP	Rank Based Upon Highest FRP	Required Match	2006 Final Absolute Rating
A C Flora High	Richland 01	177	418.23	42.32%	164	50%	G
Abbeville High	Abbeville	117	172.79	67.71%	80	25%	E
Academic Magnet High	Charleston	16	169.31	9.45%	212	50%	E
Aiken High	Aiken	298	523.86	56.89%	112	33%	G
Aiken Performing Arts Academy	Aiken	7	17.98	38.93%	174	50%	N/AV
Airport High	Lexington 02	252	405.39	62.16%	95	33%	G
Allendale-Fairfax High	Allendale	142	151.95	93.45%	16	0%	U
Andrew Jackson High	Lancaster	91	176.61	51.53%	133	33%	G
Andrews High	Georgetown	194	252.21	76.92%	57	25%	B
Aynor High	Horry	118	203.41	58.01%	108	33%	A
Bamberg Ehrhardt High	Bamberg 01	101	155.36	65.01%	86	25%	G
Baptist Hill High	Charleston	147	170.38	86.28%	30	25%	U
Barnwell High	Barnwell 45	144	252.14	57.11%	111	33%	A
Batesburg-Leesville	Lexington 03	128	197.84	64.70%	88	33%	A
Battery Creek High	Beaufort	313	458.67	68.24%	79	25%	B
Beaufort High	Beaufort	206	433.31	47.54%	149	33%	A
Belton-Honea Path High	Anderson 02	182	339.88	53.55%	123	33%	G
Berea High	Greenville	289	387.55	74.57%	62	25%	B
Berkeley Sr High	Berkeley	200	406.61	49.19%	143	33%	G
Bethune-Bowman Middle High	Orangeburg 05	70	76.44	91.58%	20	0%	E
Birchwood High	Juvenile Justice	142	0	100	4	0%	
Blacksburg High	Cherokee	106	182.15	58.19%	105	33%	B
Blackville-Hilda High	Barnwell 19	82	94.74	86.55%	28	25%	U
Blue Ridge High	Greenville	147	396.63	37.06%	179	50%	G
Bluffton High	Beaufort	235	507.30	46.32%	154	50%	N/AV
Blythewood High	Richland 02	202	490.54	41.18%	167	50%	N/AV

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Boiling Springs 9th Grade Campus	Spartanburg 02	225	524.41	42.91%	161	50%	E
Branchville High	Orangeburg 04	33	59.51	55.45%	118	33%	A
Brashier Middle Cha	Greenville	17	95.04	17.89%	207	50%	NA
Brookland Cayce Sr High	Lexington 02	234	418.64	55.90%	116	33%	G
Broome High	Spartanburg 03	136	283.76	47.93%	145	33%	E
Buford High	Lancaster	55	159.30	34.53%	188	50%	B
Burke High	Charleston	215	220.67	97.43%	11	0%	U
C A Johnson Preparatory Academy	Richland 01	156	177.59	87.84%	26	25%	U
C E Murray High	Williamsburg	81	93.76	86.39%	29	25%	A
Calhoun County High	Calhoun	125	154.23	81.05%	47	25%	A
Calhoun Falls High	Abbeville	48	59.31	80.93%	49	25%	A
Camden High	Kershaw	193	370.93	52.03%	131	33%	E
Carolina Forest High	Horry	267	575.41	46.40%	153	50%	G
Carolina High School and Academy	Greenville	252	299.05	84.27%	37	25%	U
Carver Jr High	Spartanburg 07	139	171.93	80.85%	50	25%	U
Carvers Bay High	Georgetown	137	172.44	79.45%	52	25%	G
Central High	Chesterfield	145	219.96	65.92%	84	25%	G
Chapin High	Lexington 05	28	338.07	8.28%	213	50%	E
Chapman High	Spartanburg 01	156	275.63	56.60%	113	33%	G
Charleston School of the Arts	Charleston	19	151.07	12.58%	210	50%	E
Charlestowne Academy	Charleston	30	49.76	60.29%	100	33%	E
Cheraw High	Chesterfield	165	283.60	58.18%	106	33%	A
Chesnee High	Spartanburg 02	109	229.27	47.54%	148	33%	G
Chester Sr High	Chester	261	391.44	66.68%	82	25%	A
Chesterfield High	Chesterfield	104	188.51	55.17%	119	33%	E
Choices Charter School	Darlington	11	9.76	112.70%	10	0%	U

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Enrollment ONLY

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Clinton Sr High	Laurens 56	215	334.86	64.21%	90	33%	A
Clover High	York 02	167	553.61	30.17%	196	50%	E
Colleton County High	Colleton	535	778.44	68.73%	78	25%	A
Columbia High	Richland 01	196	284.95	68.78%	77	25%	U
Conway High	Horry	344	498.08	69.07%	75	25%	A
Creek Bridge High	Marion 07	86	94.94	90.58%	21	0%	U
Crescent High	Anderson 03	142	238.01	59.66%	101	33%	G
Crestwood High	Sumter 02	210	353.38	59.43%	102	33%	G
Cross High	Berkeley	57	68.50	83.21%	41	25%	A
D W Daniel High	Pickens	84	314.11	26.74%	198	50%	E
Darlington High	Darlington	346	407.41	84.93%	34	25%	U
Denmark-Olar High	Bamberg 02	85	89.67	94.79%	13	0%	A
Dillon High	Dillon 02	264	320.69	82.32%	44	25%	A
Dixie High	Abbeville	59	101.41	58.18%	107	33%	E
Dorman High	Spartanburg 06	59	119.32	49.45%	141	33%	G
Dorman High Freshman Campus	Spartanburg 06	424	876.19	48.39%	144	33%	N/AV
Dreher High	Richland 01	152	383.31	39.65%	171	50%	G
Dutch Fork High	Lexington 05	144	594.71	24.21%	199	50%	E
Easley High	Pickens	211	508.53	41.49%	166	50%	G
East Clarendon High	Clarendon 03	64	114.62	55.84%	117	33%	E
Eastside High	Greenville	88	369.70	23.80%	200	50%	E
Eau Claire High	Richland 01	236	280.99	83.99%	39	25%	U
Edisto High	Orangeburg 04	217	293.62	73.91%	64	25%	B
Emerald High	Greenwood 50	136	262.40	51.83%	132	33%	G
Estill High	Hampton 02	119	138.78	85.75%	31	25%	U
Fairfield Central High	Fairfield	250	277.88	89.97%	22	0%	U

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Fort Dorchester Hig	Dorchester 02	234	763.25	30.66%	194	50%	G
Fox Creek Charter H	Edgefield	16	85.01	18.82%	205	50%	N/AV
Ft Mill High	York 04	106	665.13	15.94%	208	50%	E
Gaffney Sr High	Cherokee	426	595.69	71.51%	69	25%	B
Garrett Academy of Technology	Charleston	223	288.60	77.27%	56	25%	E
Georgetown High	Georgetown	208	344.96	60.30%	99	33%	A
Gilbert High	Lexington 01	105	274.49	38.25%	176	50%	E
Goose Creek High	Berkeley	225	448.32	50.19%	138	33%	A
Great Falls High	Chester	59	105.00	56.19%	115	33%	B
Green Sea Floyds High	Horry	88	106.81	82.39%	43	25%	G
Greenville Sr High	Greenville	91	398.25	22.85%	202	50%	G
Greenville Tech Charter	Greenville	13	106.59	12.20%	211	50%	E
Greenwood High	Greenwood 50	263	518.04	50.77%	134	33%	G
Greer High	Greenville	199	423.59	46.98%	151	33%	A
Hall Institute	Richland 01	0	18	0	215	50%	N/AV
Hanahan High	Berkeley	69	224.97	30.67%	193	50%	G
Hannah-Pamplico High	Florence 02	95	127.62	74.44%	63	25%	E
Hartsville High	Darlington	300	517.56	57.96%	109	33%	A
Hemingway High	Williamsburg	118	128.23	92.02%	19	0%	A
Hillcrest Sr High	Greenville	235	634.56	37.03%	180	50%	E
Hilton Head High	Beaufort	114	351.82	32.40%	189	50%	A
Hunter-Kinard-Tyler High	Orangeburg 04	63	70.79	89.00%	23	25%	U
Indian Land High	Lancaster	49	160.30	30.57%	195	50%	G
Irmo High	Lexington 05	254	674.10	37.68%	178	50%	E
J L Mann High	Greenville	137	391.39	35.00%	186	50%	E
James F Byrnes High	Spartanburg 05	281	614.54	45.73%	157	50%	G

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James Island Charter High	Charleston	189	487.50	38.77%	175	50%	G
Jasper County High	Jasper	210	296.81	70.75%	70	25%	A
Johnsonville High	Florence 05	75	136.73	54.85%	121	33%	G
Keenan High	Richland 01	229	326.33	70.17%	71	25%	U
Kingstree High	Williamsburg	220	248.28	88.61%	24	25%	U
Lake City High	Florence 03	254	270.50	93.90%	14	0%	U
Lake Marion High	Orangeburg 03	262	310.81	84.30%	36	25%	N/AV
Lake View High	Dillon 01	65	76.67	84.78%	35	25%	A
Lakewood High	Sumter 02	263	347.79	75.62%	59	25%	B
Lamar High	Darlington	79	104.19	75.82%	58	25%	A
Lancaster High	Lancaster	325	553.84	58.68%	104	33%	B
Landrum High	Spartanburg 01	56	133.72	41.88%	165	50%	E
Latta High	Dillon 03	78	149.06	52.33%	129	33%	E
Laurens Dist 55 Hig	Laurens 55	270	491.42	54.94%	120	33%	A
Lee Central High	Lee	213	253.61	83.99%	40	25%	U
Lewisville High	Chester	61	153.13	39.84%	170	50%	G
Lexington High	Lexington 01	97	683.24	14.20%	209	50%	E
Liberty High	Pickens	98	198.40	49.40%	142	33%	G
Lincoln High	Charleston	55	56.99	96.51%	12	0%	A
Loris High	Horry	214	262.87	81.41%	46	25%	B
Lower Richland High	Richland 01	309	464.32	66.55%	83	25%	U
Lugoff-Elgin High	Kershaw	186	476.81	39.01%	172	50%	G
Manning High	Clarendon 02	206	282.31	72.97%	67	25%	A
Marion High	Marion 01	218	295.55	73.76%	65	25%	A
Marlboro County High	Marlboro	416	485.37	85.71%	33	25%	B
Mauldin High	Greenville	156	700.89	22.26%	203	50%	E

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School	District	Free and Reduced- Price (FRP) Lunch Count	135 DAY ADM	% FRP	Rank Based Upon Highest FRP	Required Match	2006 Final Absolute Rating
Mayo High for Math Science & Tech	Darlington	34	87.33	38.93%	173	50%	E
McBee High	Chesterfield	50	105.97	47.18%	150	33%	G
McCarthy/Teszler Learning Ctr	Spartanburg 07	8	11	42.1	7	0%	N/AV
McCormick High	McCormick	51	67.53	75.52%	60	25%	B
McCracken Jr High	Spartanburg 07	84	232.55	36.12%	184	50%	A
Mid Carolina High	Newberry	122	230.94	52.83%	125	33%	A
Midland Valley High	Aiken	239	403.74	59.20%	103	33%	A
Military Magnet Academy	Charleston	78	100.56	77.57%	55	25%	N/AV
Mullins High	Marion 02	173	208.04	83.16%	42	25%	A
	Deaf & Blind School	6	0	100	3	0%	E
Multi-Handicapped School							
Myrtle Beach High	Horry	200	367.05	54.49%	122	33%	G
N Charleston High	Charleston	323	347.72	92.89%	18	0%	U
N Myrtle Beach High	Horry	182	349.07	52.14%	130	33%	A
Newberry High	Newberry	177	246.78	71.72%	68	25%	B
Ninety Six High	Greenwood 52	59	130.16	45.33%	158	50%	E
North Augusta High	Aiken	191	515.83	37.03%	181	50%	E
North Central High	Kershaw	163	201.35	80.95%	48	25%	A
North High	Orangeburg 05	50	63.64	78.57%	54	25%	A
Northwestern High	York 03	265	530.58	49.95%	139	33%	G
Orangeburg Wilkinson Sr High	Orangeburg 05	499	564.94	88.33%	25	25%	G
Palmetto High	Anderson 01	137	270.79	50.59%	135	33%	A
Pelion High	Lexington 01	171	248.05	68.94%	76	25%	E
Pendergrass Fairwold School	Richland 01	6	0	100	2	0%	N/AV
Pendleton High	Anderson 04	114	247.92	45.98%	156	50%	E
Phoenix Center Charter	Clarendon 02	14	16.04	87.28%	27	25%	G

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Pickens High	Pickens	169	465.47	36.31%	182	50%	G
R B Stall High	Charleston	262	329.21	79.58%	51	25%	U
Richland Northeast	Richland 02	230	481.75	47.74%	146	33%	G
Ridge Spring-Monetta High	Aiken	54	79.99	67.51%	81	25%	G
Ridge View High	Richland 02	156	492.98	31.64%	191	50%	E
Riverside High	Greenville	81	444.00	18.24%	206	50%	E
Rock Hill High	York 03	276	691.76	39.90%	169	50%	G
Saluda High	Saluda	133	211.19	62.98%	93	33%	G
SC School For Blind	Deaf & Blind School	6	0	100	1	0%	E
SC School For Deaf	Deaf & Blind School	10	1	90.9	6	0%	E
Scotts Branch High	Clarendon	103	120.14	85.73%	32	25%	U
Seneca Sr High	Oconee	181	339.54	53.31%	124	33%	G
Septima Clark Corporate Academy	Charleston	22	27.80	79.14%	53	25%	U
Silver Bluff High	Aiken	161	264.93	60.77%	98	33%	G
Socastee High	Horry	170	398.99	42.61%	162	50%	E
South Aiken High	Aiken	155	444.95	34.84%	187	50%	G
South Florence High	Florence 01	285	540.16	52.76%	127	33%	B
South Pointe High	York 03	203	470.04	43.19%	160	50%	N/AV
Southside High	Greenville	225	346.61	64.91%	87	33%	U
Special Day School	Charleston	28	34.31	81.61%	45	25%	NA
Spring Valley High	Richland 02	181	500.76	36.15%	183	50%	E
St James High	Horry	166	359.51	46.17%	155	50%	G
St Johns High	Charleston	77	120.41	63.95%	91	33%	U
Stratford High	Berkeley	244	774.77	31.49%	192	50%	G

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Strom Thurmond	Edgefield	174	270.85	64.24%	89	33%	A
Summerville High	Dorchester 02	359	1,116.44	32.16%	190	50%	G
Sumter High	Sumter 17	558	891.76	62.57%	94	33%	A
Swansea High	Lexington 04	250	383.38	65.21%	85	25%	U
T L Hanna High	Anderson 05	270	565.68	47.73%	147	33%	E
Tamassee-Salem High	Oconee	33	53.30	61.91%	96	33%	U
Timberland High	Berkeley	163	235.62	69.18%	73	25%	B
Timmonsville High	Florence 04	60	85.68	70.03%	72	25%	U
Travelers Rest High	Greenville	207	444.47	46.57%	152	50%	G
Union County High	Union	274	433.87	63.15%	92	33%	A
Waccamaw High	Georgetown	38	196.67	19.32%	204	50%	E
Wade Hampton High	Hampton 01	143	252.76	56.58%	114	33%	A
Wade Hampton High	Greenville	150	396.87	37.80%	177	50%	G
Wagener-Salley High	Aiken	90	130.13	69.16%	74	25%	G
Walhalla Sr High	Oconee	118	263.73	44.74%	159	50%	A
Wando High	Charleston	210	900.19	23.33%	201	50%	E
Ware Shoals High	Greenwood 51	60	114.22	52.53%	128	33%	A
Washington Center Special	Greenville	1	2	33.3	8	0%	N/AV
West Ashley High	Charleston	362	717.82	50.43%	136	33%	B
West Florence High	Florence 01	193	481.84	40.05%	168	50%	G
West-Oak Sr High	Oconee	171	343.20	49.83%	140	33%	A
Westside High	Anderson 05	339	553.16	61.28%	97	33%	G
White Knoll High	Lexington 01	215	602.38	35.69%	185	50%	E
Whitlock Jr High	Spartanburg 07	155	184.22	84.14%	38	25%	U
Whitmire High	Newberry	27	47.02	57.42%	110	33%	E
Williston-Elko High	Barnwell 29	74	99.01	74.74%	61	25%	E

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Willow Lane School	Juvenile Justice	200	5	97.6	5	0%	
Wilson Sr High	Florence 01	426	454.76	93.68%	15	0%	B
Wohali Charter Acad	Greenville	0	23	0	214	50%	N/AV
Woodland High	Dorchester 04	199	270.73	73.50%	66	25%	B
Woodmont High	Greenville	222	523.55	42.40%	163	50%	A
Woodruff High	Spartanburg 04	157	311.81	50.35%	137	33%	E
Wren High	Anderson 01	125	465.00	26.88%	197	50%	E
York Junior High	York 01	218	412.69	52.82%	126	33%	G
Youth Academy Charter	Williamsburg	10	7.79	128.37%	9	0%	N/AV
Youthbuild Charleston Charter School	Charleston	41	43.96	93.27%	17	0%	N/AV

	<p style="text-align: center;">South Carolina "iAm" Statewide Student Laptop Program</p> <p style="text-align: center;">Application Cover Page</p>	<p style="text-align: right;">SDE USE ONLY</p> <p>Date Rec'd: _____</p> <p>Rec'd By: _____</p>
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Application Cover Page

SECTION I: DISTRICT & SCHOOL CONTACT INFORMATION			
District:		Employer Identification Number:	
Target School:			
School Address:			
Principal:			
E-mail:		Telephone:	()
District office contact:			
E-mail:		Telephone:	()
Project Director			
Title/Position			
E-mail Address		Telephone	()
Mailing Address			
SECTION II: SCHOOL INFORMATION			
Total Student Enrollment: _____	Total Faculty: _____	Absolute Rating 2006 Report Card: _____	
9th grade student enrollment: _____	Total Faculty teaching 9th graders: _____	Free and Reduced-Price Lunch Percentage: _____	
Total Faculty teaching 9th graders who have achieved Level III Classification on the E-Portfolio Assessment System: _____			
Section III: Budget	Requested Budget Amount: \$ _____		
	Match Percentage Required: _____%	Match Provided: \$ _____	

<p>Certification: I hereby certify that, to the best of my knowledge, the information and data contained in this application are true and correct. The applicant's governing body has duly authorized this application and document, and the applicant will comply with the attached assurances if the grant is awarded.</p>	
<p>Typed Name and Title of Authorized Representative _____</p>	
<p>Signature of Authorized Representative _____</p>	<p>Date _____</p>



"iAm" Statewide Student Laptop Program

Assurances

Assurances

As the duly authorized representative of _____ (Please print or type name of applicant), I certify that this applicant

- A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the K12TI access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.
- C. The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.
- D. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SDE for costs related to this grant.
- E. Will initiate and complete work within the applicable time frame after receipt of approval by the SDE.
- F. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.
- G. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 et seq. and § 8-13-100 et seq. (Supp. 2006)).
- H. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 et seq. (Supp. 2006)) if the amount of this award is \$50,000 or more.

Signature of authorized official

Date

Signature of authorized financial official

Date



Statewide Student Laptop Program

Terms and Conditions

Terms and Conditions
(Page 1 of 2)

- A. Completeness of Proposal.** All proposals should be complete and carefully worded and must contain all of the information requested in this package. If you do not believe a section applies to your proposal, please indicate that fact.
- B. Termination.** The SDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SDE if the grantee fails to perform as promised in its proposal.
- C. Travel Costs.** Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations.
- D. Honoraria.** Amounts paid in honoraria, if allowed under this grant, must be consistent with SDE policies. You should check with the program office before budgeting for honoraria.
- E. Obligation of Grant Funds.** Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.
- F. Use of Grant Funds.** Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.
- G. Copyright.** The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.
- H. Documentation.** The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.
- I. Reports.** Grantees are expected to comply with all monitoring and evaluation requirements to ensure that a complete evaluation report is provided to the to the President Pro Tempore of the Senate, the Speaker of the House of Representatives, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee no later than December 1, 2009.
- J. Certification Regarding Suspension and Debarment.** By submitting a proposal, the applicant certifies, to the best of its knowledge and belief, that the
- Applicant and/or any of its principals, subgrantees, or subcontractors
 - Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
 - 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) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
 - Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated above.



Statewide Student Laptop Program

Terms and Conditions

- Applicant has not, within a three-year period preceding this application, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

K. Audits

- Entities expending \$500,000 or more in federal awards:
 Entities that expend \$500,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The submission deadline for A-133 audits is nine months after the entity's fiscal year-end. A grantee that passes through funds to subrecipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.
- Entities expending less than \$500,000 in federal awards:
 Entities that expend less than \$500,000 in a fiscal year in federal awards are exempt from the audit requirements in the Single Audit Act and Circular A-133. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity's records must be available for review or audit by the SDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

L. Records. The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

M. Security and Supervision: Successful applicants will also have clear, defined security and supervision policies for the laptop program. Policies for the use of the laptop by students in and/or outside the school may be presented as part of the grant application. This should include assurance forms signed by parents and students related to their use of the equipment. The applicant may also choose to include in the application package copies of policies and forms related to the teacher's, student's and parents' care of the equipment. Grantees must agree to comply with a standard security and supervision policy to be developed by all grantees and the K12TI. Laptops will have software installed to protect students from accessing inappropriate sites; grantees must ensure that any software added to the image for their site does not interfere with the standard security software.

N. Reduction in Budgets and Negotiations. The SDE reserves the right to negotiate budgets with potential grantees. The SDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SDE may desire to fund a project but not at the level proposed. In that case the SDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SDE.

O. Amendments to Grants. Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

 Signature of authorized official

 Date

 Signature of authorized financial official

 Date



"iAm" Statewide Student Laptop Program

Timeline of Activities Template

Timeline of Activities Template

(Add rows as needed)

Start Date– End Date	Activity to achieve Objective	Related Objective and Goal	Evidence that Proves Activity has been Completed OR Data to be Collected from Activity	Persons/Agency Responsible