

# Advancing Computer Science Education (ACSE)

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## Program Solicitation

#ACSE-22

Issue Date: March 28, 2024

Funding Authority: Virginia General Assembly, 2022 Appropriation Act

Issuing Agency: Virginia Department of Education

Pre-proposal Webinar: Request pre-proposal webinar here:  
(pre-recorded) Fiscal Year 2024 Advancing Computer Science  
Education ([link](#))

Submission Deadline: April 15, 2024

Application Format: Applications must be submitted in .pdf format by email to the  
Agency Contact

Agency Contact: Keisha Tennessee  
Computer Science Coordinator  
Office of Educational Technology and Classroom Innovation  
Email [vdoe.computerscience@doe.virginia.gov](mailto:vdoe.computerscience@doe.virginia.gov)  
Phone: (804) 750-8161

In compliance with this Request for Proposals (RFP) and all of the conditions imposed herein, the undersigned offers and agrees to conduct the grant program in accordance with the attached signed proposal or as mutually agreed upon through subsequent negotiation.

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identification, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

## I. Introduction and Background

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In 2017, the Virginia Board of Education passed the Computer Science Standards of Learning to include concepts of computation and critical reasoning; problem solving and decision making; proficiency in the use of computers and related technology; coding and computational thinking; and cybersecurity. The 2022 Virginia General Assembly, in its effort to promote the advancement of computer science education for all students and support the high demands of the Commonwealth's workforce, has provided funding for computer science grants up to 1.35 million dollars. This is an exciting opportunity for school divisions, alongside partner organizations, to explore innovative approaches to expanding computer science opportunities for all students. The program language from the 2022 Appropriation Act, reads as follows.

*Item 136 JJ. Out of this appropriation, \$2,700,000 the first year and \$1,350,000 the second year from the general fund is provided to support the advancement of computer science education and implementation of the Commonwealth's computer science standards across the public education continuum. These funds are intended to provide high-quality professional development to current and future teachers; create, curate, and disseminate high-quality computer science curriculum, instructional resources, and assessments; support summer and after-school computer science-related programming for students; and facilitate meaningful career exposure and work-based learning opportunities in computer science fields for high school students. Funds shall be disbursed through a competitive grant process and shall prioritize at-risk students and schools. The Department of Education shall develop a process to award these funds in accordance with the provisions of this language.*

## II. INTENT

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The intent of the Virginia Department of Education (Department) Request for Proposals (RFP) for Advancing Computer Science Education grant is to provide funding to aid in the development of high-quality computer science instructional resources and provide professional development on curriculum integration. There are two proposal types: 1) high-quality computer science instructional resources which must include multimedia videos, demonstrations, or interactive modules, and 2) curriculum integration that fosters intentional integration of computer science with one or more academic disciplines.

Submitted proposals should deepen teachers' and/or students' understanding of computer science through integrated instruction and/or high-quality instructional materials to support professional development and classroom instruction.

- All curricular instructional resources and coursework created will be considered Open Educational Resources and must be uploaded to the statewide #GoOpenVA repository and/or Virtual Virginia.
- Projects awarded grant money will be required to attend a meeting led by the Virginia Department of Education at the conclusion of the grant cycle to showcase the outcomes of their awards.

#### Eligibility:

All Virginia public school divisions, regional public schools, and programs with a local or regional school board and institutions of higher education.

### III. Award Information

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#### Estimated Number of Awards:

ACSE expects to fund between 10-12 awards in the amount of no more than \$75,000 per proposal.

### IV. Proposal Timeline and Application Process

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Department staff will review proposal submissions per requirements as defined in this RFP. If in judgment of the Department, a proposal is late or incomplete, the proposal will be omitted from the process. The decision of the Department is final. Applicants submitting proposals that are not awarded by the Department will be notified in writing.

An expert review panel will evaluate eligible proposals based on the required components and the established criteria, as outlined in Attachment B.

#### Timeline:

Proposal due - April 15, 2022

Official Grant Award Notification - anticipated May 2024

Progress Report - June 28, 2024

Progress Report - September 30, 2024

Final Report - December 31, 2024

The lead designee contact will register for the Pre-proposal pre-recorded webinar ([link](#)). All questions should be submitted to [vdoe.computerscience@doe.virginia.gov](mailto:vdoe.computerscience@doe.virginia.gov).

The lead designees will submit the completed Advances Computer Science Education grant proposal, as described in this RFP, to the Virginia Department of Education (VDOE) by **4 pm on Monday, April 15, 2024**. The proposal will be submitted electronically in .pdf format to Keisha Tennessee at the email address below.

Keisha Tennessee  
Computer Science Coordinator  
Office of Educational Technology and Classroom Innovation  
Email: [vdoe.computerscience@doe.virginia.gov](mailto:vdoe.computerscience@doe.virginia.gov)  
Phone: (804)750-8161

The VDOE will work through the lead designated contact person, as provided by the division on the Proposal Cover Sheet, page 11 of this application packet, for all matters related to the application. All contacts, negotiations, and notifications will be conducted through the lead designee and the VDOE's Computer Science Coordinator. The ACSE awards will be made directly to the grantee, and funding will be provided as a one-time lump payment. The grant awardee

may not accrue expenses against the award until issuance of an official Grant Award Notification is received from the Department.

## IIV. Proposal Preparation and Submission

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Listed below are the required components of an ACSE proposal in the order they should appear. The narrative sections of the proposal should be single-spaced with one-inch margins, and the font used must be 12-point Times New Roman. The application may not exceed 6 pages (excluding proposal introduction pages and appendices to include the budget). Applicants must adhere to the page limitations and may not append additional materials beyond that allowed in the following list. The application must include all the following components and must be in the order listed below.

### A. Proposal Introduction

- i. Cover Sheet: The lead designee should complete this sheet with all the requested information. The cover sheet must be the first page of the division's submitted proposal.
- ii. Assurances: Use the [Statement of Assurances](#) form. The Statement of Assurances page for the lead designee must follow the Cover Page as the second page of the ACSE submitted proposal. Each participating entity must also fill out a Statement of Assurances form and place it in Appendix C of the application.

### B. Abstract

- i. The Abstract should be a clear but brief overview of the project to be implemented including goals and outcomes to be achieved.
- ii. This section is limited to 1 page.

### C. Project Work Plan

- i. Project Description: This section is limited to a maximum of 4 pages. A proposal must respond fully to the ACSE program description in this RFP. The Project Description must address the following elements in any order:
  - Project Overview, Rationale, and Importance: The proposal must show how the project addresses the integration of computer science within at least one academic discipline or provides a deeper understanding of a specialized area of computer science: programming, computing systems, cybersecurity, data & analysis, networks, and the internet, or impacts on society. Both curriculum integration and specialized focus on computer science must focus on either grade level cohort of students/teachers or a predetermined academic domain focus: English, history, mathematics, or science. Proposals should include project goals or objectives and an explanation of how the project will improve knowledge of computer science conceptually and skill based. The proposal should address how curriculum integration or specialized instruction improves students/teachers understanding of computer science and provides an authentic learning experience to advance computer science.
  - Proposals should include research and evidence-based practices based on their proposal type and upload all instructional resources produced in an accessible format for publication to #GoOpenVA at the conclusion of the grant.

- Proposal should include how the instructional resources will be shared with teachers/students and used for professional development.
- Proposal should include metrics for successful implementation of the project.

#### D. Budget Document

- i. Budget Background Information: Proposals will provide an overview of the total budget for the option selected and the details by the budget object code. An individual proposal may not exceed \$75,000.
  - i. Funding may provide for materials and consumables up to 30 percent of the total budget requested. The materials must have a direct relationship to the proposal objectives. Examples but not limited to: professional development books/materials/resources; training materials; and notebooks, flash drives, and other materials related to specific project planning goals.
  - ii. Funding may be used for instructional technology devices up to 50 percent of the total requested.
  - iii. Funding may be used for instructional platforms up to 75 percent of the total requested.
  - iv. Funding may be used for teacher release time (substitute teachers) and pay for staff time outside of the workday for the creation of instructional resources or professional development.
  - v. Grant funding may be used for teacher release time (substitute teachers) and pay for staff time outside of the workday.
  - vi. Unallowable budget items include, but are not limited to:
    - Computer hardware without proper justification or prior approval.
    - Food or refreshments at planning and work sessions or meetings.
    - Construction or renovation of facilities; and
    - Travel.
- ii. Budget Document: Expenditures should be organized under the following categories on the Project Budget forms provided in this RFP, pages #, or a reasonable facsimile thereof. Please refer to the [OMEGA Object Codes document](#) to determine correct categories for OMEGA.
  - i. Personal Services (1000): This includes salaries and wages for employees and other staff involved in the project. Costs for staffing should reflect instructional and administrative salaries that are appropriate outside of normal work responsibilities. Entries should identify project staff positions; the appropriate rate of pay per hour, day, week, or month; and the total amount of time to be charged to the project.
  - ii. Employee Benefits (2000): This includes job-related benefits that are provided to employees as part of their total compensation. Fringe benefits include the employer's portion of FICA, retirement, insurance (life, health, disability, etc.), and employee allowances.
  - iii. Purchased/Contractual Services (3000): This includes fees for special professional services to the project by individuals, partners, and firms not involved as project staff (employees) of the local educational agency. Include name and title of consultant, and the type of consultant services to be provided.
  - iv. Internal Services (4000): This includes charges from an Internal Service Fund to other functions, activities, or elements of the organization for the use of internal services, such as print shop, central purchasing/central stores, or parking.
  - v. Other Charges (5000): Stipends should be included in this section. The stipend rate should be consistent with the standard rate of the school division(s).

- vi. Supplies and Materials (6000): This includes supplies, materials, and services directly consumed in the course of the planning process.

The completed budget document is NOT part of the allotted 6 narrative pages. It should be attached as **Appendix B** of the submitted proposal.

## Proposal Cover Page

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**Project Title:**

**Project Type:**

**Total of ACSE funds requested:**

**Lead Local Educational Agency:**

**Superintendent:**

**Superintendent's Email:**

**Lead Designee:**

**Title of Designee:**

**Email of Designee:**

### **CERTIFICATION BY AUTHORIZED OFFICIAL**

*The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of the application is duly authorized by the local school board of the LEA, and that the applicant will comply with the attached Statement of Assurances.*

**Typed or Printed Name of the Authorized Official:**

**Title:**

**Signature of the Superintendent:**

**Date:**

## Statement of Assurances

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Should an award of funds from the Advanced Computer Science Education grant be made to the applicant(s)\* in support of the activities proposed in this application, the authorized signatures below certify to the Virginia Department of Education that the authorized school division or will:

1. Upon request, provide the Virginia 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. Every Student Succeeds Act
  - b. Title VI of the Civil Rights Act of 1964;
  - c. Title IX of the Education Amendments of 1972;
  - d. Section 504 of the Rehabilitation Act of 1973;
  - e. Age Discrimination Act of 1975; and
  - f. Americans with Disabilities Act of 1990.
3. Use grant funds to **supplement** and **not supplant** funds from any other sources;
4. Take into account during the development of programming, the need for greater access to and participation 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 Virginia Department of Education;
6. Ensure that the majority of the local school board is fully supportive of the ACSE proposed program,
7. Ensure execution of the proposal in accordance with the program's RFP and grant budget as approved by the Virginia Department of Education.
8. Conduct educational activities funded by this project in compliance with all current executive orders in the Commonwealth of Virginia.

By signing and submitting this Statement of Assurances, the lead contact assures that its participating schools will adhere to state and federal laws and regulations governing public schools in the Commonwealth of Virginia. The applicant school division further certifies, to the best of its knowledge, that the submitted proposal has addressed all required elements of the Advanced Computer Science Education grant RFP and the applicant understands and will comply with the assurances.

**Typed Name of Division Superintendent:**

**Signature of Division Superintendent:**

**Date:**

**Typed Name of Division School Board Chairman:**

**Signature of Division School Board Chairman:**

**Date:**

\*A Statement of Assurances page is required for each participating school division. The signed Statement of Assurances page will follow the Proposal Cover Page in the submitted proposal packet. Other participating local educational agencies Statement of Assurances pages, if any, must be included as **Appendix D** of the proposal.

## Partner Identification

Include a Partner Identification Form for any business, higher education, community organization, agency, or other partnering group that is anticipated to have a key or embedded role in the ACSE project proposed in this application.

Partner:

Type of Organization:

Name of Primary Contact:

Title:

Address:

City:

Zip Code:

Telephone:

Email:

Potential Project Role/Responsibility:

Please attach a letter of support, printed on letterhead and signed by the individual(s) authorized to enter into contractual obligations on behalf of the above-named organization. Additionally, please provide a detailed scope of work that breaks down anticipated responsibilities and associated costs. Attach Partner Identification forms, letters of support, and a detailed scope of work if any, as **Appendix A**.

### Primary Contact Signature

By my signature, I certify that the above-named group is planning to be a key partner with the local educational agency, or consortium of local educational agencies, in the development and implementation of the Advanced Computer Science Education program.

Printed Name:

Signature:

Title:

Date:



**Employee Benefits 2000**  
 (Job-related benefits.)

Job Titles	% of benefits	ACSE Fund Source	In-Kind Fund Source	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total Employee Benefits 2000</b>		\$0	\$0	\$0

**Purchased/Contractual Services 3000**

(Fees for special professional services by individuals or firms not involved as project staff, i.e. consultants.)

<b>Description (Please provide detailed cost calculations.)</b>	<b>ACSE Fund Source</b>	<b>In-Kind Fund Source</b>	<b>Total Cost</b>
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Purchased Contractual Services 3000</b>	\$0	\$0	\$0

**Internal Services 4000**

(Charges from an Internal fund to other activities of the organization such as print shop, parking, or central purchasing/central stores.)

Description (Please provide detailed cost calculations.)	ACSE Fund Source	In-Kind Fund Source	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Internal Services 4000</b>	\$0	\$0	\$0

**Other Charges 5000**

(Includes travel expenses and stipends.)

**Funding for travel related to project activities up to 15% of the total budget requested is allowed.**

Description (Please provide detailed cost calculations.)	ACSE Fund Source	In-Kind Fund Source	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total Other Charges 5000</b>	\$0	\$0	\$0



### Total Project Budget for ACSE Planning Grant

<b>Budget Item</b>	<b>ACSE Fund Source</b>	<b>In-Kind Fund Source</b>	<b>Total Budget</b>
Personal Services (1000)	\$0	\$0	\$0
Employee Benefits (2000)	\$0	\$0	\$0
Purchased/Contractual Services (3000)	\$0	\$0	\$0
Internal Services (4000)	\$0	\$0	\$0
Other Charges (5000)	\$0	\$0	\$0
Material and Supplies (6000)	\$0	\$0	\$0
<b>Total Project Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **Budget Narrative**

**Personal Services (1000)**

**Employee Benefits (2000)**

**Purchased/Contractual Services (3000)**

**Internal Services (4000)**

**Other Charges (5000)**

**Materials and Supplies (6000)**

## Advancing Computer Science Education Grant FY24 RFP Rubric

<b>0</b>	A response for this element was <b>omitted, not provided</b> , or the response was <b>not pertinent</b> to the requested information/explanation.
<b>1</b>	The response was superficial, <b>substantively incomplete</b> or <b>peripherally related</b> to the requested information.
<b>2</b>	The response included some useful, pertinent, or supporting points but overall was <b>incomplete</b> in providing a persuasive discussion of, answer to, or assessment of the requested information.
<b>3</b>	The response provided <b>much of the requested information</b> , but a few key points were incomplete, partially developed, inadequately supported, or not thoroughly addressed.
<b>4</b>	The response provided a purposeful discussion with several <b>supporting points, data</b> , and/or related <b>research</b> , in providing the requested answer, description, or explanation.
<b>5</b>	The response provided a <b>creative, thorough, and in-depth</b> answer, description, or explanation, including <b>comprehensive supporting evidence, pertinent research</b> , and a <b>solid, well-crafted rationale</b> for all key points.

### PART I: Project Work Plan - 75 points

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#### Proposal Overview, Rationale, and Importance: (30 points)

<b>0 1 2 3 4</b> <b>5</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>x 2 =</b>	<p>The proposal clearly outlines the project's objectives, methods, and expected outcomes.</p> <ul style="list-style-type: none"> <li>• Introduction defining the purpose, and overarching goals with specific objectives. The goals are measurable and aligned with the Virginia Department of Education's mission and strategic priorities.</li> <li>• Relevant background information is included to address existing challenges and opportunities that necessitate the proposed solution.</li> <li>• Clearly defined beneficiaries of the project are included to describe the needs and interests of the defined targeted stakeholder group.</li> </ul>
<b>0 1 2 3 4</b> <b>5</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>x 2 =</b>	<p>The proposal describes embedding concepts and skills of <b>computational thinking</b> and/or the <b>Virginia Profile of a Graduate</b>.</p> <ul style="list-style-type: none"> <li>• Address at least two of the computer science content strands and define opportunities for integration.</li> <li>• Define how computer science and computational thinking align to the Virginia Profile of a Graduate</li> <li>• Includes research-based instructional practices that impact student learning outcomes</li> </ul>
<b>0 1 2 3 4</b> <b>5</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>x 2 =</b>	<p>The proposal addresses the universal impact of computer science instruction and how the project will broaden participation.</p> <ul style="list-style-type: none"> <li>• Include the current computer science implementation model for the school or school division and define how the project will increase access, participation, and capacity.</li> </ul>

## Project Proposal Metrics: (20 points)

<p>0 1 2 3 4 5 □ □ □ □ □ x 2 =</p>	<p>The goals and timeline of the plan include:</p> <ul style="list-style-type: none"> <li>• Goals and performance outcomes are specific and detailed, have responsibilities assigned with deadlines, and define when a task is done (who, when, what)</li> <li>• Proposed timeline includes the full duration of the grant and key milestones, deadlines, and major phases.</li> <li>• Roles and expectations are defined for all involved parties: such as, but not limited to educators, students, and partnerships</li> <li>• Inclusion of evaluation criteria and research-based methods used to measure the impact of implementation.</li> </ul>
<p>0 1 2 3 4 5 □ □ □ □ □ x 2 =</p>	<p>The proposal includes well-defined metrics</p> <ul style="list-style-type: none"> <li>• Clearly defined outcomes or goals of the project are included. The goals should be specific and measurable.</li> <li>• Identification of tangible deliverables or products generated as a result of the project activities.</li> <li>• Describe the method and tools that will be used to collect data for monitoring project outcomes.</li> <li>• Inclusion of baseline data or benchmarks in which progress will be measured.</li> </ul>

## Instructional Resources: (25 points)

<p>0 1 2 3 4 5 □ □ □ □ □ □ x 2 =</p>	<p>The proposal includes a rationale for training materials and instructional resources that will be used.</p> <ul style="list-style-type: none"> <li>• Resources should include a multimedia component to include but are not limited to video and audio.</li> <li>• Describe how the use of the instructional resources will enhance the skills and knowledge of those participating.</li> <li>• Describe opportunities for dissemination of resources and collaboration with others.</li> <li>• Resources address language or cultural considerations relevant to the project and provide resources that would enhance instruction for all learners.</li> </ul>
<p>0 1 2 3 4 5 □ □ □ □ □ □ x 2 =</p>	<p>The proposal includes <b>instructional resources</b> to be shared to a larger audience:</p> <ul style="list-style-type: none"> <li>• Creation of sample computer science lessons that are integrated to deepen subject knowledge in two or more disciplines.</li> <li>• Written and/or video examples of exemplar lessons in an accessible format for publication to #GoOpenVA at the conclusion of the grant.</li> </ul>
<p>0 1 2 3 4 5 □ □ □ □ □ □</p>	<p>The proposal includes a project plan that includes upload deadlines for GoOpenVA and a communication plan to disseminate resources within the division.</p> <ul style="list-style-type: none"> <li>• Inclusion of communication channels and platforms that will be used to reach targeted stakeholder groups.</li> <li>• Defined how content will be created. Include timelines for distribution.</li> </ul>

PART II: Budget Narrative & Document - 25 points

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**Budget: (25 points)**

<p>0 1 2 3 4 5  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <b>x 2 =</b></p>	<p>The budget narrative clearly describes the anticipated expenditures for each month of the planning grant. Overall, the budget is <b>cost-effective</b> for the planning process.</p> <hr/> <p>The budget narrative outlines the <b>justification</b> for the overall funding amount requested from the grant as well as describes in-kind contributions, if any, or other matching funds that are provided by the division or the collaborative partners.</p>
<p>0 1 2 3 4 5  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <b>x 2 =</b></p>	<p>The <b>budget document</b> included as Appendix C, is organized according to the RFP requirements, aligns with the budget narrative, and complies with the stipulations of the Budget Background Information.</p>
<p>0 1 2 3 4 5  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>The budget narrative addresses the amount of money or in-kind support that the school division will contribute for its staff to participate in the planning process.</p>