**Section 270.40 Application Procedure**

For purposes of this Part, the terms "proposal" and "application" shall have the same meaning.

a) When State funding is available for new grants under this Part, the State Superintendent of Education shall issue a Request for Proposals (RFP) in order to solicit applications from eligible entities.

b) The RFP shall describe the format that applicants will be required to follow and the information they will be required to submit, including, but not limited to, identification of the schools that will be served, the specific training planned and the schedule for those activities, and the strategies that will be used to increase the rate of participation by low-income students.

c) The RFP shall indicate the amount or expected amount of the appropriation for the program, the expected average size of grant awards, the allowable expenditures, and the basis for awarding grants. The RFP shall identify any restrictions or areas of high priority that have been established for a particular program year. If matching funds or resources will be required of applicants, the RFP shall describe these requirements.

d) The RFP shall include a budget summary and payment schedule, as well as a narrative budget breakdown, i.e., a detailed explanation of each line item of expenditure.

e) The RFP shall identify the information recipients will be required to collect and report regarding the activities conducted with grant funds and the results of those activities, as well as the timelines for reporting.

f) The RFP shall include such certification and assurances as the State Superintendent may require.

g) The RFP shall specify the deadline for submission of proposals, which shall provide potential applicants with at least 45 days to respond.

h) Separate applications shall be required for renewal of funding. Each application for renewal shall include at least:

1) a description of expenditures and activities during the year just concluded, demonstrating that the project has been implemented in conformance with the approved grant agreement and that the recipient continues to exhibit a need for grant funds for this purpose;

2) time-specific goals and objectives for the project in the renewal year; and

3) an updated budget summary and payment schedule for the renewal year, including a narrative budget breakdown.

1. Incomplete proposals shall not be considered.