



# STATE OF COLORADO

DEPARTMENT OF HIGHER EDUCATION

John Hickenlooper  
Governor

Lt. Gov. Joseph A. Garcia  
Executive Director

August 22, 2011

## Request for Proposals

### Improving Teacher Quality Grants 2011-2012 Elementary and Secondary Education Act (ESEA), Title II, Part A CFDA Number: 84.367

#### GENERAL INFORMATION ABOUT THE GRANT

*Improving Teacher Quality* grants are authorized by the federal Elementary and Secondary Education Act (ESEA; formerly known as NCLB), Title II, Part A law and are administered through the Colorado Department of Higher Education (DHE). The purpose of the grants is to increase P-12 student academic growth and achievement by improving educator effectiveness and the equitable distribution of effective educators throughout the state.

These funds may be used to address professional development for in-service teachers, coursework for highly qualified paraprofessionals who are working toward teacher licensure, or the need for more effective principals and assistant principals who are well-prepared for the schools and communities in which they will work. In exchange for receiving funds, partners will be held accountable to the public for improvements in P-12 student academic growth and achievement.

#### ELIGIBLE PROPOSALS

#### Eligibility is limited to partnerships comprised minimally of:

- (1) a public or private college or university authorized to prepare teachers, principals, and/or paraprofessionals (for the pedagogy);
- (2) a postsecondary college or school of arts and sciences (for the content); and,
- (3) a high-need local education agency (LEA) that is a public or private school district or agency,
  - (a) that serves 10,000 or more children from families below the poverty line **or** for which not less than 20 percent of children served by the district or agency are from families with incomes below the poverty line (free and reduced lunch eligibility may not be used as a substitute criterion) **AND**
  - (b) in which a high percentage of teachers are not teaching in

the academic subjects or grade levels for which they were trained to teach; **or** in which a high percentage of teachers have emergency, provisional, or temporary certification or licensing. **See Appendix A for a list of eligible school districts in Colorado.**

---

## SELECTION CRITERIA

The selection committee will evaluate proposals against:

- **Quality Partnerships** – The objective of a partnership should be to implement scientifically validated professional development approaches that increase student growth and achievement and that meet the needs of students and educators in high-need local education agencies. Besides the minimal requirements for partnerships listed above, eligible partnerships may also include another local educational agency, a BOCES, a public charter school, an elementary or secondary school, an educational service agency, a nonprofit educational organization, another institution of higher education, a school of arts and sciences at another institution of higher education, a nonprofit cultural organization, a pre-kindergarten program, a teacher organization, or a business.
- **Coverage** – Federal law requires that grant activities are equitably distributed by geographic areas within a state and ensures that all regions within a state are served. Preference will be given to partnerships with small, rural school districts on the eastern plains and western slope that take the activities to the district.
- **Impact on Student Growth and Achievement**– Proposals must be based in significant part on the goal of student academic growth and achievement. Most importantly, proposals should include an evaluation plan for demonstrating any evidence of gains in student growth and achievement. Proposals should also include an evaluation plan for demonstrating changes in educators’ knowledge or skills that increased their effectiveness. These plans may include such items as pre- and post-analysis of student work, pre- and post-analysis of participant knowledge and skill sets, and work sampling. The program evaluator may not be the project director and preference will be given to plans that include an outside evaluator.

## PREFERENCES

In addition to the above criteria, Colorado Department of Higher Education is interested in funding partnerships that address any of the following:

- Professional development that would allow 12<sup>th</sup> grade mathematics and English language arts teachers to qualify for Adjunct Instructor of remedial education status at a community college. The rationale is that if 12<sup>th</sup> grade teachers are familiar with teaching remedial mathematics and English language arts at the community college level then they can use that knowledge to help their 12<sup>th</sup> graders become college-ready before exiting high school.
- Grants that help meet needs the LEA partner(s) have identified;

- Grants that offer activities at little or no cost, at convenient times for working adults (evenings, weekends & summers), and at convenient locations (online, hybrid, or in the partner schools or district).
- Curricula that are aligned to Colorado P-12 Academic and Post-secondary & Workforce Readiness Standards (<http://www.cde.state.co.us/cdeassess/UAS/CoAcademicStandards.html>) and that instruct teachers in high-need schools how to use data from student academic achievement assessments to improve instructional practices and student academic achievement, with expected results transferable to other school districts and that lead to improved training for teacher candidates;
- Induction programs for first-year teachers in low-income school districts that include targeted mentoring, on-going support and feedback, and support in classroom management and differentiation of instruction;
- Enabling highly qualified paraprofessionals (those who possess an associate's degree or higher) to obtain the preparation necessary to become licensed teachers;
- College coursework, multi-week institutes and sustained professional learning communities are preferred forms of professional development and should focus on specific, higher-order teaching strategies and how teachers can use those strategies in the classroom. Professional development should provide opportunities for active learning; provide ongoing and formative feedback (such as daily or weekly learning teams); and involve the participation of teachers from the same subject, grade, or school, and the participation of school leaders. Proposed professional development activities need to show research-based evidence of improved student growth or achievement. **“One shot” trainings, conferences, and multi-day workshops will not be funded. Also, funds may not be used for project staff to present at conferences.**

---

**REQUIRED  
SECTIONS AND  
DOCUMENTS  
FOR PROPOSALS**

1. Abstract: a project abstract of not more than 200 words.
2. Project Description: a description of proposed objectives and activities and how they relate to each other; a timeline; partners and participants; the project's research design/evaluation plan for demonstrating student growth and participant outcomes; and demonstration of need for the project (such as a needs assessment or letters of support from the partnering organizations and letters from the superintendent of the LEAs that attest to the need for the project). Be sure this section is in line with the Selection Criteria and Preferences (above).
3. Budget: a completed budget form (Attached); an explanation of how budget items are associated with project objectives; budget percentage for each partner; and a breakdown of salary costs by hour and rate (faculty charges for work performed are allowable at no more than the institution's base salary rate). The proposed budget shall not exceed \$410,000. Indirect costs are limited to eight percent of

direct costs.

4. Completed Transmittal Form (Attached).
5. Completed Certificate of Assurances (Attached): signed by the chief academic officer/provost of the college or university.
6. Vita(e) (in Addendum): proposals should include one-page vitae for the project director and key project staff.

Proposals should not exceed eight double-spaced pages, not including supplementary information such as vitae, budgets, and letters from partners, which may be included in addenda.

Previously funded grant proposals may be re-submitted for continuance but please update them to ensure the objectives meet the new foci on “educator effectiveness” and “equitable distribution of effective educators” across the state.

**PROPOSAL AND  
APPLICATION  
DEADLINE:  
OCTOBER 17,  
2011**

---

Proposals must be submitted by the higher education institution’s academic vice president to the Colorado Department of Higher Education by **9:00AM., October 17, 2011**. All proposals need to be submitted electronically, preferably in Microsoft Word format to: **margot.plotz@dhe.state.co.us**

The nature and scope of the proposed project will determine the size of the award. DHE may reduce proposed budgets or impose additional special conditions to any funded project or both.

**GRANT PERIOD**

The funding period for these grants will be **NOVEMBER 1, 2011 THROUGH DECEMBER 31, 2012**. Due to the timing of the release of this RFP, funding will be based on availability from the U.S. Department of Education.

**NOTIFICATION**

The Department will notify the selected grant recipients by **NOVEMBER 1, 2011**.

**REPORTING  
AND AUDIT**

Grantees may be required (per 2 CFR Part 170) to report grantee subaward information and compensation of the top five most highly compensated executives to the FFATA Subaward Reporting System (FSRS.gov) for posting on USASpending.gov. Also, a desk audit will be performed every four months throughout the life of the grant and may include an on-site visit. The director of each project selected for funding will complete a final performance report demonstrating any effect on student growth and achievement, increase in effectiveness of participants, and increase in the equitable distribution of effective educators. A spreadsheet template will be provided by Colorado Department of Higher Education for this final performance report. Also, a final accounting report is required. The financial records of each funded project shall be made available for inspection or audit on reasonable notice from DHE.

**DHE CONTACT  
INFORMATION**

Questions regarding the RFP may be addressed to:

Ms. Margot Plotz ([margot.plotz@dhe.state.co.us](mailto:margot.plotz@dhe.state.co.us)), Grant Administrator &  
Academic Policy Officer.

**Colorado Department of Higher Education  
1560 Broadway, Suite 1600 Denver, CO 80202  
Office: (303) 866-4289**

## 2011-2012 ESEA, Improving Teacher Quality Grant Transmittal Form

Project Title:			
Name of institution:			
Estimated Number of Educator Participants:			
Project Start Date:	Proposed Project Total Budget: \$		
Project End Date: December 31, 2012			
Project Director Name:			
Project Director e-mail:			
Project Director Address (city, state, zip)			
Project Director Telephone	Fax		
Name and e-mail of Chief Academic Officer			
<b>Fiscal Contact Responsible for Grant</b> (Must be employed by applicant)			
Name:	Title:		
Fiscal Contact Address (city, state, zip)			
Fiscal Contact Telephone	Fax		
Fiscal Contact e-mail			
Extension:			
<b>For DHE Use Only</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-right: 1px solid black; padding: 5px;"> <b>Action Taken:</b>  <input type="checkbox"/> a. Awarded  <input type="checkbox"/> b. Rejected  <input type="checkbox"/> c. Returned for Amendment  <input type="checkbox"/> d. Withdrawn             </td> <td style="padding: 5px;"> <b>Funding:</b>                  Improving Teacher Quality Grant      \$  <b>Amount Awarded</b> </td> </tr> </table>	<b>Action Taken:</b> <input type="checkbox"/> a. Awarded <input type="checkbox"/> b. Rejected <input type="checkbox"/> c. Returned for Amendment <input type="checkbox"/> d. Withdrawn	<b>Funding:</b> Improving Teacher Quality Grant      \$ <b>Amount Awarded</b>
<b>Action Taken:</b> <input type="checkbox"/> a. Awarded <input type="checkbox"/> b. Rejected <input type="checkbox"/> c. Returned for Amendment <input type="checkbox"/> d. Withdrawn	<b>Funding:</b> Improving Teacher Quality Grant      \$ <b>Amount Awarded</b>		

## 2011-2012 ESEA Improving Teacher Quality Grant Certificate of Assurances

### Project Title:

The Certificate of Assurances must be completed by the Chief Academic Officer of the institution or nonprofit organization applying for the ESEA Improving Teacher Quality Grant.

*I hereby provide assurances to the Colorado Department of Higher Education that if this institution/nonprofit organization receives a grant under the terms of the ESEA Improving Teacher Quality, it will:*

- 1) Conduct the activities as described in this proposal;*
- 2) Provide institutional/organization funding and resources as stated in this application;*
- 3) Comply with state requirements regarding the audit of a grant-funded program and supply DHE with a copy of the audit report and any findings for each fiscal year in which those grant monies were expended within 60 days of the completion of the audit;*
- 4) Keep all records necessary for fiscal and program auditing and give DHE, the Federal Agency, or the State Auditor access to and the right to examine all records, books, papers, or documents, related to this grant;*
- 5) Retain all fiscal records for a period of five years;*
- 6) Comply with all regulations and requirements of the ESEA grant;*
- 7) Comply with the administrative procedures and fiscal guidelines of DHE and the United States Department of Education, including submission of final performance reports;*
- 8) Use grant funds to supplement, and not supplant, funds from non-federal sources;*
- 9) Comply with Title IV of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the grant aided activity; and*
- 11) Ensure equitable participation of faculty from non-public schools to the extent feasible.*

---

Institution

---

Name/Title of Chief Academic Officer

\*The Chief Academic Officer's email with this completed proposal attached will serve as an electronic signature and date.

---

Signature/Date

## 2011-2012 ESEA Improving Teacher Quality Grant NPO Demonstrated Effectiveness Document

### Project Title:

Under federal regulations, each nonprofit organization (NPO) that applies for an ESEA Improving Teacher Quality Grant must furnish the following written evidence: 1) past demonstrated effectiveness in providing professional development for teachers, 2) financial stability as outlined below, and 3) have a partner institution of higher education with an approved educator preparation program.

1) Documentation of Past Effectiveness

- a) Name of Project
- b) Dates of Operation
- c) City/State of Operation
- d) Number of Participants
- e) One-Page Summary of Course/Workshop Content and Activities
- f) Evidence of Project Outcomes, e.g., such as a final evaluation report of project effectiveness or documentation of improved student outcomes based on educator participation in the project

2) Documentation of Financial Stability

- a) Complete Copy of Organization's most recent independently reviewed financial statement
- b) Evidence of nonprofit corporate status from the Colorado Secretary of State

*I hereby provide assurances that the attached evidence accurately reflects the fiscal stability and demonstrated effectiveness of this organization.*

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name of Chief Officer

\_\_\_\_\_  
An e-mail with this complete form from the above named individual may be used in place of a handwritten signature.

\_\_\_\_\_  
Signature/Date

## Appendix A: Eligible Colorado School Districts

These school districts meet the criterion of “20 percent of children served by the district or agency are from families with incomes below the poverty line.” This information was retrieved from the latest US Census data at <http://www.census.gov/hhes/www/saie/district.html>

Partnerships with districts highlighted in yellow will receive preference because of their historical AYP, Highly Qualified status, or Improvement Plan status.

District	% poverty	District	% poverty
ADAMS COUNTY 14	25%	LAS ANIMAS RE-1	33%
ADAMS-ARAPAHOE 28J	24%	MANZANOLA 3J	51%
AGUILAR REORGANIZED 6	31%	MC CLAVE RE-2	24%
ALAMOSA RE-11J	31%	MIAMI/YODER 60JT	24%
ARICKAREE R-2	22%	MOFFAT RE-1	42%
BETHUNE R-5	31%	MONTE VISTA C-8	25%
BIG SANDY 100J	21%	MONTEZUMA-CORTEZ RE-1	22%
BRANSON REORGANIZED 82	28%	MOUNTAIN VALLEY RE-1	31%
CAMPO RE-6	34%	NORTH CONEJOS RE-1J	28%
CENTENNIAL R-1	34%	NORTH PARK R-1	21%
CENTER 26JT	36%	PAWNEE RE-12	34%
CHERAW 31	30%	PLAINVIEW RE-2	25%
CROWLEY COUNTY RE-1-J	31%	PRIMERO REORGANIZED 2	22%
DEL NORTE C-7	32%	PRITCHETT RE-3	21%
DENVER COUNTY 1	24%	PUEBLO CITY 60	27%
FLORENCE RE-2	21%	ROCKY FORD R-2	42%
FOWLER R-4J	32%	SANFORD 6J	24%
FRENCHMAN RE-3	24%	SANGRE DE CRISTO RE-22J	37%
GENOA-HUGO C113	21%	SARGENT RE-33J	31%
GRANADA RE-1	30%	SHERIDAN 2	38%
HARRISON 2	20%	SIERRA GRANDE R-30	41%
HI-PLAINS R-23	25%	SILVERTON 1	23%
HOLLY RE-3	28%	SOUTH CONEJOS RE-10	35%
HUERFANO RE-1	29%	SPRINGFIELD RE-4	23%
KARVAL RE-23	26%	WALSH RE-1	23%
LAMAR RE-2	26%	WILEY RE-13 JT	24%

## Instructions for Completing the Budget Request Form

Please use these instructions as a guide for completing the Budget Request form. If you have any questions while developing your budget, please contact [margot.plotz@dhe.state.co.us](mailto:margot.plotz@dhe.state.co.us) or 303-866-4289.

Formulas for all “totals,” “sub-totals,” and “total budget as percentage” are already built into the spreadsheet and will automatically adjust as you enter figures. If it is necessary for you to add rows to the spreadsheet, please contact DHE for assistance.

The following steps are required to complete the Budget Request Form:

1. Enter the title of the grant project (cell C1).
2. Enter the names of the partnering school districts, partnering institutions of higher education, the names of the partnering individual schools and/or partnering organization and a description of the how the organization is involved in the project proposal.

**Note:** Partner A will be designated as the primary partner and fiscal agent. Note also that no single partner may use more than 50 percent of the total revenues of a particular grant. This provision focuses not on which partner receives the funds, but on which partner directly benefits from them.

3. Enter the names of persons involved in the project and enter the budget amount that will be allocated to each in the appropriate partner column. The total must add up to the budget amount requested.
4. Enter the amount requested for equipment. Note: All equipment purchased must stay with the teacher participants, partner school or partner district.
5. If student stipends/scholarships are offered, please indicate this in the grant project partners section and name it as such. DHE will not require a list of stipend/scholarship recipients; however, the stipend recipients must be included in the final report.

Section 1

Grant Project Title:								
		Organization Name	Description of Organization					
Grant Project Partners:	Partner A							Primary
	Partner B							
	Partner C							
	Partner D							
	Partner E							
	Partner F							

Section 2

Budget Category and Description		Amount Requested	Amount of Budget Request to Grant Project Partners, by Partner (As Identified In Section 1)						Direct or Indirect (Click to Select)
			A	B	C	E	F	Total (Must Equal Amount Request)	
Personnel (list by name and title)								\$ -	Direct
								\$ -	Direct
								\$ -	Direct
								\$ -	Direct
								\$ -	Direct
								\$ -	Direct
Fringe Benefits								\$ -	Direct
								\$ -	Direct
Travel								\$ -	Direct
								\$ -	Direct
Equipment over \$5,000								\$ -	Direct
								\$ -	Direct
Supplies and Materials								\$ -	Direct
								\$ -	Direct
Contractual								\$ -	Direct
								\$ -	Direct
Student Stipends (if applicable)								\$ -	Direct
								\$ -	Direct
Other								\$ -	Direct
								\$ -	Direct
<b>Sub-total</b>		<b>\$ -</b>	\$0	\$0	\$0	\$0	\$0	\$ -	
		<i>Direct Costs</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<i>Indirect Costs (not to exceed 8%)</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		<i>Indirect Percentage</i>	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!