

**2003-2004 Request for Proposals
No Child Left Behind Act 2001
Improving Teacher Quality, Title II**

**General
Information
about the Grant**

The No Child Left Behind Act 2001, Improving Teacher Quality, Title II Professional Development Program is a federal program supporting professional development activities for teachers. “The purpose of Title II, Part A, *Improving Teacher Quality State Grants* is to increase the academic achievement of all students by helping schools and school districts improve teacher and principal quality and ensure that all teachers are highly qualified”¹. The Colorado Commission on Higher Education (CCHE) is authorized to administer the competitive grant portion of the program to provide grants to institutions of higher education in partnership with local education agencies. In 2003-2004, CCHE will award grants to higher education institutions to improve teacher quality and increase the number of highly qualified teachers.

**Eligible
Proposals**

The Colorado Commission on Higher Education is soliciting proposals for teacher preparation programs that meet the following criteria:

- A joint agreement between an institution of higher education and a high-need Colorado public school: K-12 school district, a consortium of schools or districts, an individual public or private school, etc.
- A CCHE-approved teacher preparation program.
- A partnership using the funds to promote math education or first-year teacher retention.
- Strong content knowledge for prospective teachers that is tied to Colorado Model Content Standards.
- Curriculum designed as a “learner” curriculum, i.e., the program has embedded assessments that evaluate a student’s mastery of mathematics content knowledge.

All projects funded under the higher education portion of the No Child Left Behind grant program in Colorado must make a significant contribution to improving the quality of teacher preparation and increasing the number of highly qualified teachers. Because a strength of Colorado's education system is its individuality, it is expected that the structure and the strategies of the proposed projects will be diverse, but all should serve as potential models for other programs in the state.

**Eligible
Applicants**

A Colorado public or private four-year institution of higher education with a state-approved teacher education program is eligible to apply for this grant. A two-year

¹ United States Department of Education Non-Regulatory Draft Guidance Title II, Part A, Improving Teacher Quality State Grants Program

higher education institution may partner with a four-year institution with a state approved teacher education program and a K-12 high need school.

Criteria

The selection committee will evaluate proposals against teacher education performance standards and the Colorado model content standards as well as the first two general points below:

- **Partnership** – Collaboration across and within higher education institutions and/or between schools/colleges of education and schools/colleges of arts and science, particularly math departments. By providing assistance to local K-12 high-need schools² in partnering and implementing high-quality professional development activities that ensure that teachers have the mathematics knowledge in the content standards.
- **Projects/materials** – Designing materials that will serve as models for a variety of school settings across the state.

As proposals are reviewed, additional preference will be given to proposals addressing the following two points:

- **Mathematics** –Providing profession development knowledge in mathematics for teachers teaching in the mathematics content area, especially in grades 8 and 9.
- **First-Year Teacher Retention** – Providing support to first-year teachers to assist them in integrating theory and practice. The initial year of teaching is a vulnerable time for first-year teachers. The cooperation of university and school faculty to support these K-12 teachers is critical.

Size of Awards Proposal

In 2003-2004, the Colorado Commission on Higher Education grant awards will not exceed \$75,000 per grant. The nature and scope of the proposed project will determine the size of each award. The Commission reserves the right to attach special conditions to any funded project.

Announcement

The Commission will notify the selected grant recipients by **December 23, 2003**.

Requirements

Proposals must follow the following format and contain all of the appropriate information, including the narrative and the required forms, to be considered for funding.

Narrative

The proposal needs to include in narrative form a brief description of the teacher preparation program's implementation plan and priorities, the project's objectives, activities that will address these objectives, the proposed participants, and a budget description. Proposals should include letters of support from the partners in the grant.

Proposals that are submitted by a single institution may not exceed 10 double-spaced pages. Partnership proposals may not exceed 20 double-spaced pages.

Objectives

²High-need local education agency means a local educational agency that serves not fewer than 20 percent of the children served by the agency are from families with incomes below the poverty line; or that serves not fewer than 10,000 children from families with incomes below the poverty line; <http://www.census.gov/housing/saibe/sd97/>.

Narrative continued

Project objectives should be specific, clearly stated, achievable, and measurable. The narrative should describe how the project aligns with assessment or technology.

Project Activities

The proposal must contain a description of how the proposed project will accomplish the project objective, i.e., a detailed description of proposed activities explaining the relationship of each activity to project objective.

Because the grant is designed to foster collaborative planning between education faculty and arts and science faculty, proposals should describe the nature of collaborative planning efforts and the involvement of each in the project planning. Please specify the scope of involvement of faculty in terms of full-time faculty.

Required Documents

Budget Description

Each proposal must include in the narrative a budget form and an explanation of budget items relating costs to project objectives. Funding overhead will be restricted to a maximum of 8 percent of the direct costs.

Transmittal Form (Make sure this form is filled out completely)

Budget Form (See attachment)

Certificate of Assurances

The chief executive officer of the institution must sign this form.

Vitae

A complete proposal should include a one-page vita for the following: project director and key project staff.

Proposal and Application Deadline: December 5, 2003

Proposals must be submitted by the higher education institution’s Academic Vice President and are due in the office of the Colorado Commission on Higher Education by 5:00 p.m., **December 5, 2003**. Electronically submitted proposals need to be transmitted in WORD format with NO CHILD LEFT BEHIND GRANT PROPOSAL in the subject line of the e-mail message. Hand-delivered or mailed proposals need to include one original and 6 additional copies. Mail or deliver to:

JoAnn Evans (joann.evans@state.co.us)
Colorado Commission on Higher Education
1380 Lawrence Street, Suite 1200
Denver, Colorado 80204-2059

Questions regarding the RFP may be addressed to:

JoAnn Evans (joann.evans@state.co.us)
Phone:(303) 866-2723, Fax: (303- 866-4266)

Responsibilities

of Funded Projects

Required Evaluation and Networking

All projects funded under the No Child Left Behind program will be evaluated by an external party. CCHE will collaborate with the institutions in identifying the reviewer and a plan for disseminating the results of the project.

The director of each project selected for funding must complete a performance report using the following major performance objectives of the No Child Left Behind program:

1. Increase degree to which professional activities reflect best practices.
2. Increase professional development support to appropriate targeted high-need populations.
3. Strengthen capacity of the workforce.
4. Strengthen classroom practices of teachers.
5. Increase student's level of interest and achievement in mathematics, science, or content area literacy.
6. Enhance institutional capacity of schools to sustain a community of learners.
7. Strengthen coordination, development, and management of No Child Left Behind-assisted programs and activities.

2003-2004 No Child Left Behind, Improving Teacher Quality

Transmittal Form

Project Title:		
Applicant:		
Estimated Number of Teacher Participants:	Proposed Project Funding:	
Project Start Date: January 1, 2004	No Child Left Behind Act 2001, Improving Teacher Quality	\$
Project End Date: December 30, 2004		
Address (city, state, zip)		
Telephone	Fax	
E-mail		
Vice President Signature		Date:
Fiscal Contact Responsible for Grant (Must be employed by applicant):		
Name		Title:
Address (city, state, zip)		
Telephone	Fax	
E-mail		
Signature		Date:
Extension:		
For CCHE Use Only	Action Taken: <input type="checkbox"/> a. Awarded <input type="checkbox"/> b. Rejected <input type="checkbox"/> c. Returned for Amendment <input type="checkbox"/> d. Withdrawn	Funding: No Child Left Behind Act 2001, Improving Teacher Quality Grant Amount Awarded \$

2003-2004 No Child Left Behind, Improving Teacher Quality Certificate of Assurances

Project Title:

The Certificate of Assurances must be completed by the Chief Executive Officer of the institution or nonprofit organization applying for the No Child Left Behind Act 2001, Improving Teacher Quality.

I hereby provide assurances to the Colorado Commission on Higher Education that if this institution/nonprofit organization receives a grant under the terms of the No Child Left Behind Act 2001, Improving Teacher Quality, it will:

- 1) Conduct the professional development 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 the Professional Development Coordinator/CCHE 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 CCHE, 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 No Child Left Behind grant;
- 7) Comply with the administrative procedures and fiscal guidelines of CCHE 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) Commit to developing a performance-based teacher ed model;
- 10) 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/Non-Profit Organization

Name/Title

Signature/Date

**2003-2004 No Child Left Behind, Improving Teacher Quality
NPO Demonstrated Effectiveness Document**

Project Title:

Under federal regulations, each nonprofit organization (NPO) that applies for a No Child Left Behind Act 2001, Improving Teacher Quality Grant must furnish the following written evidence: 1) past demonstrated effectiveness in providing professional development for pre-teachers, 2) financial stability as outlined below, and 3) have a partner institution of higher education with approved teacher education program.

1) Documentation of Past Effectiveness

- a) Name of Project
- b) Dates of Operation
- c) City/State of Operation
- d) Number of Teacher 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 teacher 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 Executive Officer

Signature/Date

No Child Left Behind - Improving Teacher Quality 2003-04 Budget Request Form

Institution Name:
Grant Project Title:
Date Prepared:

Original Request _____ Revised Request _____

	BUDGET CATEGORY	REQUEST AMOUNT
A	Personnel (list by name and title)	
B	Fringe Benefits	
C	Travel	
D	Equipment over \$5000	
E	Supplies & Materials	
F	Contractual	
G	Other	
H	Total Direct Costs (sum a - g)	\$0
I	Indirect Costs (not to exceed 8%)	
J	TOTAL (sum H + I)	\$0