



Release date: August 1, 2014

Request for Proposals: Improving Teacher Quality Grant 2014-2015
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 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. The focus of this year's grants is to support ongoing initiatives at both DHE and the Colorado Department of Education (CDE) regarding educator retention, rural education and STEM discipline focus within the domain of educator preparation. Three awards totaling approximately \$633,000 will be made during the 2014-15 funding cycle.

FOCUS

Research on statewide trends in educator preparation and development has identified several areas of critical need related to the k-20 academic environment throughout Colorado. For purposes of this request for proposals, these areas of focus are:

- Supporting the development and retention of a diverse population of k-12 educators, paraprofessionals and administrators to reflect the increasing diversity of the school-aged population throughout Colorado
- Enhancing professional development opportunities for districts in rural areas of the state, especially those districts located in the eastern, northwestern and southwestern regions of Colorado
- Supporting efforts to promote STEM education throughout all disciplines and grade levels through educator induction, paraprofessional or educator development and/or specialized professional development for existing educators

These specific areas of focus align with ongoing and specific initiatives within DHE and CDE and support national areas of emphasis as identified through the United States Department of Education, the funding originator for this program. Proposals for this program should clearly align with one or more of the specified areas of focus.

**ELIGIBLE
PROPOSALS &
SELECTION
CRITERIA**

Proposals should demonstrate how university faculty/staff will collaborate with local school districts or local education agencies to support one or more of the focus areas of this grant.

Eligibility requirements have been established by the U.S. Department of Education. Accordingly, all proposals must meet the following minimum requirements and **must** include the following:

1. a public or private college or university authorized by the State of Colorado to prepare teachers, principals, and/or paraprofessionals; and
2. a college or school external to the education discipline (e.g. arts and sciences, business, engineering, etc.) in an effort to promote collaboration between education faculty and faculty from diverse content disciplines; and
3. a Colorado public school district

Proposals will be evaluated using the following criteria:

- **Quality Partnerships** – The objective of a partnership should be to promote collaboration that increases P12 student growth and achievement, that are aligned with the Colorado Academic Standards (<http://www.cde.state.co.us/StandardsAndInstruction/ColoradoStandards-AcademicStandards.asp>), and that meet the needs of students and educators in the school/district.
- **Number of Educators/Students Served or Supported** – A suitable number of educators and/or students must be included within each proposal. Individual cost indicators, based on a ratio of projected costs/projected number of students or educators served, must be specified within the proposal narrative.
- **Sustainability** – The sustainability of any implemented program at the conclusion of the funding cycle must be included within the evaluative criteria. Specific plans to obtain additional funding or proceed with low-or-no cost operations should be included within all proposals.
- **Cross-Disciplinary Approach** – Each proposal must describe, in detail, the proposed operations to connect pedagogical instruction and training with content-specific subject matter. Specific details regarding the inclusion of non-education faculty or subject matter expertise must be made explicit within all proposals.
- **Impact on Student Growth and Achievement**– Proposals must include established processes to measure program impact on participant growth and/or achievement. Proposals should include:
 1. an evaluation plan for demonstrating evidence of gains in student growth and achievement, and/or;
 2. 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.

**PREFERENCE
GUIDELINES**

Within this request for proposals, the following components may enhance a specific proposal with the inclusion of the following:

- Collaboration with one or more of the following public school districts as identified by the Colorado Department of Education. Partnership with these one or more of these districts is optional, but preferred:

- WELD COUNTY RE-1
- MANZANOLA 3J
- HUERFANO RE-1
- DOLORES COUNTY RE NO.2
- WEST END RE-2
- MOUNTAIN VALLEY RE 1
- PLATEAU VALLEY 50
- ADAMS 12 FIVE STAR SCHOOLS
- BRANSON REORGANIZED 82
- CANON CITY RE-1
- FREMONT RE-2
- GARFIELD RE-2
- BRIGHTON 27J
- WEST GRAND 1-JT.
- FORT MORGAN RE-3
- LAMAR RE-2
- COLORADO SPRINGS 11
- DE BEQUE 49JT
- KEENESBURG RE-3(J)
- GARFIELD 16
- SIERRA GRANDE R-30
- HANOVER 28
- VALLEY RE-1
- MOFFAT COUNTY RE:NO 1
- CAMPO RE-6
- SOUTH CONEJOS RE-10
- WIDEFIELD 3
- BRUSH RE-2(J)
- PUEBLO COUNTY 70
- WRAY RD-2
- GENOA-HUGO C113
- ALAMOSA RE-11J
- LIBERTY J-4
- CENTENNIAL R-1
- BETHUNE R-5

1. Abstract: a project abstract of not more than 250 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 involved school district(s) that attest to the need for the project and willingness to participate). Be sure this section is in line with the Selection Criteria and Preferences (above).

**REQUIRED
SECTIONS AND
DOCUMENTS
FOR PROPOSALS**

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 should not exceed **\$211,000**. Indirect costs are limited to eight percent of direct costs.
4. Completed Transmittal Form (Attached).
5. Completed Certificate of Assurances (Attached): signed/mailed by the academic vice president/CAO 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 ten double-spaced pages, not including supplementary information such as vitae, budgets, and letters from partners, which may be included in addenda.

PROPOSAL AND APPLICATION DEADLINE: SEPTEMBER 19, 2014

Proposals must be submitted by the higher education institution's academic vice president/CAO to the Colorado Department of Higher Education by **5:00PM, September 26, 2014**. All proposals need to be submitted electronically to: **robert.mitchell@dhe.state.co.us** with the heading "*2014-15 ESEA Proposal*" in the subject line.

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, 2014 THROUGH December 31, 2015**.

NOTIFICATION

The Department will notify the selected grant recipients by **OCTOBER 22, 2013**.

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.

Additionally, the project director (or his/her designee) will be required to attend or

participate in project-end meeting with the representatives from the Colorado Department of Higher Education to review program effectiveness and recommendations for further action

**DHE CONTACT
INFORMATION**

Questions regarding the RFP may be addressed to:
Robert.Mitchell@dhe.state.co.us, Title II-A Grant Coordinator.

**Colorado Department of Higher Education
1560 Broadway, Suite 1600 Denver, CO 80202
Office: (303) 866-2723**

2014-2015 ESEA, Improving Teacher Quality Grant Transmittal Form

Project Title:		
Name of institution:		
Estimated Number of Participants (please specify the number of administrators, teachers, paraprofessionals and/or students impacted by the proposed program):		
Project Start Date:	Proposed Project Total Budget: \$	
Project End Date: December 31, 2014		
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		
Fiscal Contact Responsible for Grant (Must be employed by applicant)		
Name:		Title:
Fiscal Contact Address (city, state, zip)		
Fiscal Contact Telephone	Fax	
Fiscal Contact e-mail		
Extension:		
For DHE 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: Improving Teacher Quality Grant \$ Amount Awarded

**2014-2015 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 to DHE with this completed proposal attached will serve as an electronic signature and date.

Signature/Date

**2014-2015 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 to DHE with this complete form from the above named individual may be used in place of a handwritten signature.

Signature/Date

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 robert.mitchell@dhe.state.co.us or 303-866-4468.

Double-click on a cell to initiate spreadsheet features. 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. Partner B will probably be a local education agency. 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)						Total (Must Equal Amount Request)	Direct or Indirect (Click to Select)
		A	B	C	E	F			
Personnel (list by name and title)							\$	-	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	Colorado Legacy Foundation	10,000 or 20,000					\$	-	Direct
							\$	-	Direct
Sub-total		\$ -	\$0	\$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!
Percentage of Total Budget			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	



1560 Broadway, Suite 1600, Denver, CO 80202 P 303.866.2723

