



Competitive – State – 2018

COLLABORATIVE URBAN AND GREATER MINNESOTA

EDUCATORS OF COLOR PROGRAM

INSTRUCTIONS SECTION

INTRODUCTION MEMO

TO: Minnesota Colleges and Universities with Board of Teaching Approved Teacher Preparation Programs Including Alternative Teacher Preparation Programs

FROM: Elia-Dimayuga-Bruggeman, Assistant to the Commissioner

ACTION: Signed applications must be submitted into the designated email by **September 21, 2017, 3:30 p.m., Central Daylight Time**

PURPOSE AND OUTCOME OF THE GRANT OPPORTUNITY

The Minnesota Department of Education makes this state funding available to recruit teacher candidates who are of color or who are American Indian into a Board of Teaching approved teacher preparation program including alternative teacher preparation programs. Funding will be used to recruit, retain, induct teacher candidates of color or who are American Indian.

FUNDING AVAILABLE

This grant opportunity provides \$220,000 each year in state funding under Minnesota Laws of 2017, Chapter 5, Article 2, section 57, Subdivision 27 for state fiscal years 2018 and 2019. The state anticipates awarding four to five grants. Any one grant may range from \$40,000 to \$55,000 per year. Funds remaining from the first year will be available during the second year grant period.

The state reserves the right to offer more or less grant awards than four to five grants **and** in award amounts that differ than the applicant's request or the ranges identified above.

ELIGIBLE APPLICANTS

Minnesota colleges and universities with Board of Teaching approved teacher preparation programs, including alternative teacher preparation programs. Applicants will need to identify licensure rates, participation rates and on-time graduation rates in their application based on the latest data available.

ESTIMATED GRANT PERIOD

The term of the initial grant period is anticipated to be from mid-to late November, 2017 through June 30, 2019. Funds remaining from the first year will be available in the second year.

STATE'S RIGHT TO CANCEL

This grant opportunity does not obligate the state to award a contract and the state reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

GENERAL INFORMATION SECTION

In addition to this competitive grant initiative, legislatively-named grants will be awarded to 4 urban colleges and universities in the amount of \$195,000 each year for state fiscal years 2018 and 2019 for the same purpose. These are Concordia University, University of St. Thomas, Hamline University and Augsburg College to recruit, retain and induct teacher candidates of color into Board of Teaching approved teacher preparation programs. This is the first time funding is set aside for competitive awards for Collaborative Urban and Greater Minnesota Educators of Color grant.

For information on Board of Teaching approved teacher preparation programs, visit [https://mn.gov/board-of-teaching/beaneducator/preparation/state-approved-teacher-preparation-programs-\(by-institution\).jsp](https://mn.gov/board-of-teaching/beaneducator/preparation/state-approved-teacher-preparation-programs-(by-institution).jsp)

SPECIFIC PROGRAM EXPECTATIONS

Grantees will be responsible for preparing a report for the legislature regarding funds used to recruit, retain and induct teacher candidates who are of color or who are American Indian.

The report will be due by January 15 of each year. The report must include:

1. Total number of teacher candidates of color, disaggregated by race or ethnic group who are recruited to the institution
2. Total number of teacher candidates of color, disaggregated by race or ethnic group who are newly admitted to the licensure program, who are enrolled in the licensure program
3. Total number of teacher candidates of color, disaggregated by race or ethnic group who have completed student teaching
4. Total number of teacher candidates of color, disaggregated by race or ethnic group who are licensed
5. Total number of teacher candidates of color, disaggregated by race or ethnic group who are licensed and who are newly employed as Minnesota teachers in their licensure field
6. Other program outcomes as identified by the state or specific to each teacher preparation program

Note: The total number of teacher candidates who are of color or who are American Indian at each stage from recruitment to licensed teaching **must** be reported as a percentage of total candidates seeking the same licensure at the institution.

The report **must** include the graduation rate for each cohort of teacher candidates, the placement rate for each graduating cohort of teacher candidates, and the retention rate for each graduating cohort of teacher candidates.

GENERAL EXPECTATIONS OF GRANTEES

Submit expenditure reports and progress reports by the dates indicated in the Official Grant Award Notification.

Maintain a ledger to track the grant budget expenditures and payment reimbursements plus all documents that support your budget line item expenses.

If subcontracting is an allowable expenditure in your budget, follow applicable state and federal procurement laws and select "responsible vendors" who are not debarred or suspended, not engaged in unlawful practices and who are qualified.

Prior to executing the award document, MDE will conduct a pre-award risk assessment to consider the applicant's financial capacity if the grant is over \$25,000.

For a grant over \$50,000, monitoring is required and, at least one financial reconciliation of a grantee's expenditures during the grant period.

RESOURCES FOR APPLICANTS

Capital Assets

[Read the Capital Assets Guide](#)

(http://www.osa.state.mn.us/other/GASBTools/capital_asset_guide.pdf)

State Travel Plan

[Commissioner's Travel Reimbursement Plan](#)

(<http://www.mmd.admin.state.mn.us/commissionersplan.htm>)

State Grant Management Policies

[The Minnesota Office of Grant Management Policies](#) are available to view

(<http://mn.gov/admin/government/grants/policies-statutes-forms>).

GRANT APPLICATION COMPONENTS

APPLICATION COVERSHEET

The coversheet must include:

1. An original signature from the identified official with authority (IoWA) to sign on behalf of the applicant. If a fiscal agent is representing another organization, both the fiscal

agent applicant and a representative of the organization represented must sign. The fiscal agent and the organization represented should have a letter of agreement on file.

2. Contact information for the agency, agency head, the program contact and the accounting or business office manager.
3. Identify the grant amount requested.
4. Identify whether your project reaches out to potential teacher candidates of color or American Indian from Urban Only, Greater Minnesota only or Urban and Greater Minnesota.

REQUIRED I.D. NUMBERS

It is likely your organization already has these numbers; check with your business office.

1. Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number (*required for all applicants- tax ID Number*).

If you are a fiscal agent applicant, your SWIFT vendor number must be for the fiscal agent who will be receiving and administering the grant funds.

Get a [SWIFT Vendor Number](#)

(https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST)

2. Data Universal Numbering System (DUNS) number.

All organizations applying for **federal funding** must have a Data Universal Numbering System (DUNS). A DUNS is a unique nine-character I.D. number that is used to track how the federal grant is allocated.

[To register for or verify a DUNS number](#)

(<http://fedgov.dnb.com/webform/displayHomePage.do>).

ASSURANCES – STANDARD AND PROGRAM-SPECIFIC

When you sign the application, you certify that you have read the application, the legislation and that you understand you must comply with the approved application, assurances herein and all other applicable federal regulations, state statutes, and local policies.

APPLICATION NARRATIVE COMPONENTS AND BUDGET

In the application section, develop a clear and complete narrative responses for the following components based on the grant periods. Refer back to the application components section in the instructions and keep in mind the purpose of the funding. Retain the headers in the application section. The total page count recommended for the narrative components is 8 but applicants won't be penalized if total pages exceed this recommendation. Total points possible is 70.

STATEMENT OF NEED

Describe the need for this project and identify the potential areas within Minnesota you will target to recruit teacher candidates of color or who are American Indian.

Include specific data that supports the stated need. Include the following:

- Describe your understanding of the need for this project.
- Identify the potential number of teacher candidates you indicate to serve through the grant and the percentage expected that represent teacher candidates of color or who are American Indian.
- Briefly describe current barriers that exist for the groups you are targeting.
- Other data that supports how the need was determined.

Points Possible: 15

Recommended Page Limits: 1

CAPACITY OF AGENCY AND PARTNERS (SUCH AS OTHER INSTITUTIONS OF HIGHER LEARNING)

1. Describe how long you have been an institution with a Board of Teaching approved teacher preparation program.
2. Identify what your current licensure rates, participation rates and on-time graduation rates are based on latest available data. Identify the year the data of the latest available data.
3. Identify primary staff funded in part or whole with the grant and their role in the administration, provision and reporting of the grant activities.
4. Indicate if you intend to contract for services with another organization or individual and purpose of the contract. Agreements must be on file for all contracts.
5. Identify if you plan to partner with another institution of higher learning to increase or enhance your capacity. Identify the partner, their role and contribution. Note: The state recommends having agreements on file with partners if they are paid with grant funds or if their contribution is vital to the success of the project.

Points Possible: 15

Recommended Page Limits: 2

COMMUNICATIONS AND OUTREACH METHODS:

Describe your method of outreach pertaining to recruitment, retaining and inducting to potential teacher candidates, specifically those of color and or American Indian.

Points Possible: 10

Recommended Page Limits: 1

PROJECT GOALS, ACTIVITIES, OUTCOMES AND ESTIMATED TIMELINES

Describe the Board of Teaching approved teacher preparation program(s) you will offer and the goals and activities with timelines that align with the purpose of this funding. Keep in mind the proposed grant period. Activities should be reflected by **each** state fiscal year.

When developing your narrative response and your goals and activities keep in mind the reporting that will be required and activities necessary to collect the data and information requested in the report.

Use the format below, or something similar.

Goal 1:

Activity 1:

Outcome/Product:

Person(s) Responsible for Activity:

Estimated Timeline:

Points Possible: 15

Recommended Page Limits: 2-3

EVALUATION

The state is committed to funding services that produce a measurable result/outcome or product for the targeted population identified in your application and the people of Minnesota. You must develop indicators of success and effectiveness of the program to measure and evaluate each activity's outcomes.

You must be prepared to report by January 15 of each year. The report must contain the data and information outlined in the General Information Section, Program Specific Expectations.

In the application provide a response to the questions below.

1. Who will be collecting data and preparing reports?
2. Describe the methods and data to be collected.
3. Describe other data criteria that will be used to measure progress and outcomes.

Points Possible: 10

Recommended Page Limits: 1

EXCEL BUDGET WITH DESCRIPTIONS

Complete the Excel budget for each state fiscal year based on the grant range of \$40,000 to \$55,000 each year. The state will receive \$220,000 per year for this initiative. Keep in mind that funds remaining from state fiscal year 2018 will be available in state fiscal year 2019. Specify the grant amount requested and detail all **necessary and reasonable** expenditures anticipated during the project period that align with the project goals and activities using the budget codes available.

Necessary means it is important to the success of the project. Reasonable means you are paying fair market price for the item or services.

The narrative must address the following:

- Provide sufficient narrative description for budget line item entries.
- Reviewers should be able to determine if the budget aligns with the project activities and primary purpose of the funding.

- Determine if the budget planned expenses appears **necessary** and **reasonable** for the success and purpose of the project.

Points Possible: 5 Recommended Page Limits: Not applicable

Unallowable Expenditures and Limits on Administrative Costs: Please keep in mind that administrative costs are limited to 8 percent of total award. We consider reasonable to be not more than 6 to 8 percent percent of the total award. Capital expenditures and out-of-state travel is not allowed.

APPLICANT QUESTIONS

The following contact person is available to provide additional information or answer questions.

Elia Dimayuga-Bruggeman, Special Assistant to the Commissioner

Elia.bruggeman@state.mn.us or 651-582-8440

Questions should be emailed to the program contact by **September 7, 2017, 3:30 p.m., Central Daylight Time** using a subject line of "CUEGRANT".

The question and answer document will be published on the grant opportunity site after September 10, 2017. View the [questions and answers document](https://w1.education.state.mn.us/EGMS/SearchAllActiveGrants.do) (https://w1.education.state.mn.us/EGMS/SearchAllActiveGrants.do)

Questions related to the grant opportunity may **only** be answered by MDE's Program Contact Representative identified above or his/her successor. Information received from an unauthorized source is not binding and could result in misinformation.

APPLICATION SUBMISSION AND SIGNATURE

Applications must be submitted into the designated email box at MDE.CompGrants@state.mn.us. **Faxed applications will not be accepted.** Applicants selected for funding will need to submit an emailed copy of their application.

Submit the application in the following format:

1. In the subject line of the email put "CUEGRANT"
2. Save your signed application document (application coversheet, assurances and narrative) in Word or PDF
3. Save the budget in Excel format
4. Label your documents with the name of your organization. Example: STPaulapp, St.Paulbudget

Then submit into the designated email box by **September 21, 2017, 3:30 p.m., Central Daylight Time**. GOOGLE DOCUMENTS WILL NOT BE ACCEPTED.

Contact Pamela Jones at pamela.jones@state.mn.us or 651-582-8651 with submission questions. Costs associated with preparing the application must be borne by the applicant. The burden of proof of timely submission is on the applicant.

APPLICATION SCREENING AND REVIEW

PHASE 1: Screening

Applications that meet the following criteria will be forwarded for review.

1. Received in the designated email box by the due date and time.
2. Application includes a narrative and budget.
3. Applicant is an institution with a Board of Teaching approved program.

PHASE 2: Application Components Reviewed and Scored

Applications will be reviewed by an equal number of reviewers. The components to be scored are summarized below. Total points possible for this initiative is 70.

COMPONENTS AND POINTS POSSIBLE

1. Statement of Need – 15 points
2. Capacity of Applicant and Partners– 15 points
3. Outreach and Communications – 10 points
4. Goals, Activities and Timelines – 15 points
5. Evaluation – 10 points
6. Excel Budget with Descriptions – 5 points

PHASE 3: Review of Outcomes

Agency program staff and management review the outcomes resulting from the review. Programs may offer grant award amounts that differ than the applicant's grant request or the maximum grant amount identified by the department. During this phase, agency program staff or grant services staff may contact an applicant to obtain clarification to one or more sections of their application. Grant Services may contact reviewers to obtain clarification of their feedback. All funding decisions made by MDE are final.

Pre-Award Risk Assessment

Before executing grants, if awards exceed \$25,000, MDE will need to conduct a risk assessment on financial capacity as well as prior performance.

Appeals

If a state agency disapproves an application under applicable federal programs, the applicant may submit an appeal to the state with regard to the disapproval by filing a notice and stating the state or federal statutes violated. Refer to Title 34, CFR 76.401 for more information.

Applicants should contact the Grant Services coordinator, Pamela Jones, if they have questions about the process or wish to appeal the process.

Delays

OTHER: The following may result in a delay of preparation of any grant awards

- Clarifications to the budget or work plan
- Invalid SWIFT VENDOR ID Number
- Pre-Award Risk Assessment Review

The agency *anticipates* the review to be completed by late October, 2017. Applicants are expected to be notified within 2 weeks after the review has been completed. Review feedback is considered public but not until all grants have been negotiated and executed with the selected applicants.

Applicants recommended for an award must wait until they receive the signed Official Grant Award Notification (OGAN) or other award documentation, **before** providing any services and before incurring expenditures. Any expenses incurred prior to the full execution of the OGAN, or other award documentation, are not reimbursable and are the responsibility of the applicant/grantee.

MINNESOTA DEPARTMENT OF EDUCATION

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<http://education.state.mn.us>

Information on this website can be made available in alternative formats by calling 651-582-8651. Persons with a hearing or speech disability may contact the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

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