



Competitive Introduction to Teaching Concurrent Enrollment Grants Instruction Document – State Funding – FY20 and FY21

Introduction Memo

TO: School districts and charter schools that partner with an accredited college or university, public postsecondary institutions, private nonprofit two-year trade and technical schools granting associate degrees, opportunities industrialization center accredited by the North American Association of Colleges and Schools, and private, residential two-year and four-year liberal arts, degree-granting colleges or universities located in Minnesota.

FROM: Mary Barrie, Supervisor of High School Initiatives

ACTION: Signed and submitted applications must be received by (not postmarked by): September 27, 2019, 3:30 p.m. Central Time

Purpose and Outcome of the Grant Opportunity

The Minnesota Department of Education has funding available under [Minnesota Laws 2019, 1st Special Session, chapter 11, article 3, section 23, subdivision 2](#), for grants under the Postsecondary Education Options (PSEO) program to support programs that will increase and diversify the teacher workforce in the state of Minnesota. Eligible organizations may apply for the following:

Grant funds are available to eligible applicants to develop Introduction to Teaching Concurrent Enrollment Programs that encourage secondary school students, especially American Indian and students of color, to pursue teaching, by developing and offering dual-credit postsecondary course options in schools for “Introduction to Teaching” or “Introduction to Education” courses consistent with [Minnesota Statutes, section 124D.09, subdivision 10](#), as amended by [Minnesota Laws 2019, 1st Special Session, chapter 11, article 3, section 17, subdivision 10](#).

Eligibility Criteria

“Introduction to Teaching” Concurrent Enrollment program is for Minnesota school districts or charter schools that partner with an accredited college or university as well as postsecondary institutions identified under [Minnesota Statutes, section 124D.09, subdivision 3](#).

Funding Available

MDE estimates that \$356,250 is available to fund four to five grants using Introduction to Teaching Concurrent Enrollment funding under [Minnesota Laws 2019, 1st Special Session, chapter 11, article 3, section 23, subdivision 2](#), in each of fiscal years 20 and 21.

The state reserves the right to offer grant amounts that differ than the applicant's request.

Grant Period

The term of the initial grant period is **anticipated** to be from December 1, 2019, through June 30, 2021.

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

Project Information and Background

The state of Minnesota seeks to increase and diversify its teacher workforce through a variety of methods, including this Introduction to Teaching Concurrent Enrollment grant program.

School districts or charter schools may apply for grants to develop innovative "Introduction to Teaching" concurrent enrollment programs that encourage secondary school students to pursue teaching, including developing and offering dual-credit postsecondary course options in schools for "Introduction to Teaching" or "Introduction to Education" courses consistent with [Minnesota Statutes, section 124D.09, subdivision 10](#), as amended by [Minnesota Laws 2019, 1st Special Session, chapter 11, article 3, section 17, subdivision 10](#).

If you are a school district or charter school, you must partner with an accredited college or university with a qualified teaching program to offer dual credit to secondary students.

Grantees will be expected to retain documentation to support the expenditures related to the grant initiative for both pathways.

Reimbursements to participants must be based on necessary and applicable expenditures related to the program.

General Expectations of Grantees

Submit financial reporting forms 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 documentation that supports your budget line item expenses.

If you are a Minnesota public school district or charter school, you must use the Uniform Financial Accounting and Reporting Standards (UFARS) and any other financial reporting forms provided by the department.

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 and if the grant award is over \$25,000, the Minnesota Department of Education (MDE) will need to conduct a pre-award risk assessment to consider the applicant's financial capacity.

For a grant award over \$50,000, we are required to monitor your grant once during the grant period. If your grant amount is over \$250,000, we are required to monitor your grant annually.

Resources for Applicants

UFARS Reporting

Minnesota school districts and charter schools must report their expenditures under the guidelines in the [Uniform Financial Accounting and Reporting System](http://education.state.mn.us/MDE/dse/schfin/fin/UFARS) (<http://education.state.mn.us/MDE/dse/schfin/fin/UFARS>).

Capital Assets

[Read the Capital Assets Guide](http://www.osa.state.mn.us/other/GASBTools/capital_asset_guide.pdf) (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) (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>).

State Grant Management Policies

[The Minnesota Office of Grant Management Policies](http://mn.gov/admin/government/grants/policies-statutes-forms) (<http://mn.gov/admin/government/grants/policies-statutes-forms>).

Grant Application Components

Application Coversheet

The complete 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.

You must provide your organization's complete ZIP code. Refer to the [United States Postal Service](https://tools.usps.com/go/ZipLookupAction!input.action) (<https://tools.usps.com/go/ZipLookupAction!input.action>) website for information to look up the ZIP code.

Required Identification 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*).
 - If you are a fiscal agent applicant, the SWIFT vendor number included 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) (https://supplier.swift.state.mn.us/psp/fmssupap/SUPPLIER/ERP/h/?tab=SUP_GUEST).
2. MDE Organization Site Number (required for school districts and charter schools. Not required for private, nonprofit, or nongovernmental).
 - Obtain an [MDE organization number](http://education.state.mn.us/MDE/dse/datasub/SiteVerif/) (<http://education.state.mn.us/MDE/dse/datasub/SiteVerif/>).

Assurances – Standard and Program-Specific

When you sign the application, you certify that you have read the application and that you will comply with the approved application, the assurances here and in the Official Grant Award Notification (OGAN), and all other applicable federal regulations, state statutes, and local policies.

Application Narrative Components and Budget

In the application section, develop your narrative responses to the following components. Space is provided after each restatement of the judging criteria. Total points possible is 100.

The completed application should consist of the following:

- Completed and signed application coversheet
- Assurances
- Application narrative components
- Excel budget with budget narrative as separate supplemental budget form
- If a district or charter school, a letter of support from the partnering postsecondary institution(s)

Statement of Need

Describe the need for funding and provide a response to the following items listed below.

- Describe the need for this funding for the district or charter school.
- Include the identification of underserved populations.
- Describe how this program would be used to create educational equity.
- Provide specific data and other information that supports your determination of the need.

Points Possible: 20

Capacity of the Applicant Agency

Describe your capacity for and commitment to administering the project successfully. Identify and describe the following:

- Describe existing programs, resources, strengths among partners, et cetera. In particular, describe any existing relationships you have with postsecondary institutions to support concurrent enrollment courses consistent with [Minnesota Statutes, section 124D.09, subdivision 10](#), as amended by [Minnesota Laws 2019, 1st Special Session, chapter 11, article 3, section 17, subdivision 10](#).
- Identify who will be participating in the program. In particular, provide detail about the number of potential (or current) participants of color and American Indian participants.
- Describe the plan to recruit and support students, especially students of color and American Indian students, exploring teaching as a profession in ways that are inclusive of their preference and needs. Describe how your district or school will identify and overcome participation barriers.
- Primary project staff (employees) funded with the grant and their role in this project.
- Describe the district or charter school's roles and responsibilities as well as each partner institution or organization for the recruitment and retention process for the "Introduction to Teaching" concurrent enrollment program. Provide an explanation of the specific collaboration practices to build strong systems of program delivery.
- Identify any staff not funded with the grant that may have a contributing role in the project.
- If applicable, indicate your intent to subcontract with any outside professionals using the grant funds, rather than your employees and identify the services to be performed and the qualifications expected of the subcontractors. Reminder: Please document the selection process used and follow applicable procurement practices.
- If applicable, identify any external partners (not subcontractors that are paid and not the postsecondary PSEO partner) that may contribute to the project to enhance the project and identify their contribution.

Points Possible: 25

Stakeholder Outreach and Engagement

Describe how you have or will involve stakeholders (e.g., students, families, community members and staff who are of color or American Indians, community organizations) directly in the initiative or activities. Describe the following:

- Describe why their involvement important to this initiative.
- Describe your communication and outreach strategies and methods to engage stakeholders, including how you ensure your communications and methods of engagement are inclusive and culturally appropriate.

Points Possible: 10

Project Goals, Activities, Strategies, Outcomes, and Estimated Timelines

Outline the goals with activities and strategies that work to achieve the expected outcomes and that align with the purpose of this grant opportunity for the targeted population(s) expected to benefit from the project.

Goal 1:

Activity 1:

Activity 2: (remove if not needed or add in more if additional activities)

Expected Outcome and Benefiting Party:

Person Responsible for Activity:

Estimated Timeline:

[The above template can be duplicated if there are multiple goals pursued by the grantee]

Points Possible: 30

Evaluation Plan

The state is committed to funding services that produce a measurable result, outcome and/or product for the targeted population identified in your application and the people of Minnesota. Evaluations help demonstrate a project's effectiveness and information for future improvements. Evaluations use quantitative data and qualitative data, and sometimes, interviews. The state is particularly interested in:

- The number of secondary students participating in programs or courses related to education careers.
- The number of students who apply for admission to colleges or universities with teacher preparation programs.
- The number and percentage of students who are of color or American Indian students.
- How many students indicate interest in pursuing a career in education before and after participating in the program?
- An assessment of program effectiveness including:
 - Participant feedback
 - Areas for improvement
 - Percent and number of participants interested in pursuing a teacher license
 - The recruiting efforts intended to ensure that the percentage of participating students who are of color or American Indian meets or exceeds the overall percentage of students of color or American Indian students in the school.
 - Other measures of program effectiveness
- If applicable, the number of students, including students of color and American Indian students, who earned postsecondary credit.

An evaluation plan will:

- Pose questions for the evaluation to answer
- Describe process and method for data collection
- Describe who will conduct the evaluation or evaluations (employed staff or subcontractors)

Points Possible: 10

Excel Budget with Descriptions

Complete the Excel budget. Specify the grant amount requested. 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.
- Budget estimates for employee and proposed contractor services appear to correspond with reasonable approximations of the activities to be performed.
- Determine if the budget planned expenses appear **necessary and reasonable** for the success and purpose of the project.

Points Possible: 5

UFARS Source Code 01S370 (state funding)

Applicant Questions

The following program representative is available to provide additional information or answer questions.

Beth Barsness, Career and College Success Division
beth.barsness@state.mn.us or 651-582-8336

Questions must be emailed to the program contact by September 18, 2019. A question and answer document will be published on the grant opportunity site after September 19, 2019. The document will be published on the grant announcement page.

Questions related to the grant opportunity may be answered **only** by MDE's program 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 received by September 27, 2019, at 3:30 p.m. Central Time to be considered. Late applications will not be accepted.

Include one copy of the signed application coversheet, assurances, and application narrative in one document (in PDF format) and one copy of the completed budget (in Excel format) to mde.compgrants@state.mn.us with the subject line **Concurrent Enrollment Grant, then the name of your organization**. You should title all documents with the name of your organization, then the name of the document. Example: if St. Cloud Public Schools were to submit an application, then the names of the submitted documents should be **St. Cloud Public Schools Application** and **St. Cloud Public Schools Budget**.

We will not accept applications via fax, through the SERVS system, or saved as Google docs.

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 further consideration and review.

1. Received by (not postmarked by) the due date and time.
2. Application includes a narrative and budget.
3. If a high school or district, a letter of support from the partnering postsecondary institution.

Phase 2: Application Components Scored

Applications will be reviewed by an equal number of reviewers. Reviewers will apply a score to each component below. Total points possible for this initiative are: 100 points possible

- Statement of Need – 20 points
- Capacity of Applicant Agency – 25 points
- Stakeholder Outreach and Engagement – 10 points
- Project Goals, Activities, Strategies, Outcomes and Estimated Timelines – 30 points
- Evaluation Plan – 10 points
- Excel Budget with Descriptions – 5 points

Grant Services may contact reviewers to obtain clarification of their feedback, during this phase, after the grant review is complete.

Phase 3: Review of Outcomes and Notifications to Applicants

Grant Services will present agency program staff and management the results from the first two phases of this review. As a standard practice, those applications with the largest score are offered grant awards. 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 or the next, agency program staff or grant services staff may contact you to obtain clarification to one or more sections of you application. All funding decisions made by MDE are final.

Phase 4: Pre-Award Risk Assessment and Review of Prior Performance

After the notifying the applicants of our decisions, but before executing of the OGAN, and if awards exceed \$25,000, MDE will conduct a pre-award risk assessment on the financial capacity of our selected grantees as well as review prior performance in prior grants administered by MDE and/or any other state agency. Further information, such as financials audits, may be requested at this time.

Phase 5: Execution of OGAN or Other Grant Documentation

After the funds are awarded, along with the pre-award risk assessment, additional clarifications and negotiations, your grants specialist will draft an OGAN or other grant documentation to be encumbered and signed by MDE. It is the policy of MDE to reimburse you for any grant released expenses only after the OGAN or

other grant documentation is complete. If selected for a grant and you begin work on the grant prior to the OGAN or other grant documentation's full execution, those expenses will be your sole responsibility to pay. MDE will not reimburse you for those expenses.

Appeals

If we disapprove your application under applicable state statute or federal programs, you 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. Please remember that this is an appeal of the process; funding decision are not subject to appeal.

You should contact the Grant Services coordinator, [Timothy Larson](mailto:timothy.e.larson@state.mn.us) (timothy.e.larson@state.mn.us), if you have questions about the process or wish to file an appeal.

Delays

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

- Clarifications to the budget or work plan
- Missing ZIP code
- Invalid state Vendor ID Number
- Pre-Award Risk Assessment Review

The agency anticipates the review to be completed by mid-November 2019. Applicants are expected to be notified within two weeks after the review has been completed. Review feedback is considered public, but not until the competitive grant process is complete, which is upon execution of the OGAN.

Minnesota Department of Education

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<https://education.mn.gov>

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 (800) 627-3529.

The state of Minnesota is an Equal Opportunity Employer