**OFFICE OF HIGHER EDUCATON**

**1450 Energy Park Drive, Suite 350**

**St. Paul, MN 55108**

**651-642-0567 or 1-800-657-3866**

**REQUEST FOR PROPOSALS**

**ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM**

**H.F. No. 2**

**90th Session of the Minnesota State Legislature**

**(2017 First Special Session)**

**DEADLINES**

**Intent to Submit Form –March 26, 2018**

**Grant Proposal –April 6, 2018 – 4:30 p.m.**

**Early submissions are encouraged.**

**PROJECT FUNDING PERIOD:**

**Grant Award –May 21, 2018 – June 30, 2019**

Alternative Format:

Upon request, the Alternative Teacher Preparation Grant Program Request for Proposals can be made available in an alternative format by contacting Nekey Oliver, Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, phone (651) 259-3964, fax (651) 642-0675. TTY users should contact the Minnesota Relay Service at 1-800-627-3529 and request assistance in contacting the Office of Higher Education.

**ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM**

**TABLE OF CONTENTS**

Page

|  |  |
| --- | --- |
| 1. OVERVIEW……………………………………………….…….……….……………...….
2. ELIGIBLE APPLICANTS…………….………………………………….…………. …..….
3. AWARD AMOUNT…………………………………………………………………………
4. REPORTING……………………………………………………….………. …..…………..
5. PROJECT PERIOD……….………………………………………………….…….….…....
6. DEFINITION OF KEY TERMS……………………………………………….…….……...
7. INTENT TO SUMIT PROPOSAL FORM……….…………………………...……….….…
8. FINANCIAL REVIEW PROCESS FOR NON-GOVERNMENTAL ORGANIZATIONS...
9. AFFIRMATIVE ACTION CERTIFICATION……………………………………………...
10. PROPOSAL FORMAT………………………………………………….…. …..…….…..…
11. PROPOSAL EVALUATION CRITERIA………………………………….….…....……....
12. TECHNICAL ASSISTANCE DURING PROPOSAL SOLICITATION………………. …..
13. GRANT SELECTION PROCESS………………………………………………….…….….
14. GRANT ADMINISTRATION REGULATIONS…………………………….………….….
15. GRANT CLOSE-OUT, SUSPENSION, AND TERMINATION…………………….….….
16. TIMELINE FOR PROPOSALS, AWARDS, AND FUNDED PROJECTS…………….….

APPENDIX A: COPY OF STATUTE……………………………….………………....….APPENDIX B: INTENT TO SUBMIT PROPOSAL FORM………………………………APPENDIX C: PROPOSAL COVER SHEET………………………………………....….APPENDIX D: PROGRAM ABSTRACT…………….………………………...……...…APPENDIX E: PROPOSAL BUDGET……………………………………………………. APPENDIX F: AFFIRMATIVE ACTION CERTIFICATION PAGE…………………….  | 3   3   3   3   4   4   4   4   4   5   7   7   7   7    9   9   11   14    16  18  20 22  |

**REQUEST FOR PROPOSALS**

**ALTERNATIVE TEACHER PREPERATION GRANT PROGRAM**

March 2018

Office of Higher Education

1. **OVERVIEW**

The Alternative Teacher Preparation Grant Program (ATPGP) awards grants to fill Minnesota’s teacher shortage areas by the way of expanding alternative teacher preparation programs by expanding program approval to other licensure areas identified as shortage areas by the commissioner of education; recruit, select, and train teachers who reflect the racial or ethnic diversity of students in Minnesota; or establish professional development programs for teachers who have obtained teaching licenses through alternative teacher preparation programs.

The 2017 education omnibus bill provided $750,000 in the 2018 fiscal year for this grant program. See **Appendix A** for the legislative language describing the Alternative Teacher Preparation Grant Program.

1. **ELIGIBLE APPLICANTS**

To be eligible to apply for this grant an alternative teacher preparation program must be working to fill Minnesota’s teacher shortage areas and be a:

* school district,
* charter school; or
* nonprofit corporation organized under chapter 317A or under section 501(c)(3) of the Internal Revenue Code of 1986 for an education-related purpose that has been operating continuously for at least three years in Minnesota or any other state, that is working to fill Minnesota’s teacher shortage areas.
1. **AWARD AMOUNT**

The max award is capped at $200,000

1. **REPORTING**

An alternative teacher preparation program receiving a grant under this section must submit a report to the commissioner of Higher Education and the Minnesota Professional Education Licensing and Standards Board on the grantee's ability to fill teacher shortage areas and positively impact student achievement where data are available and do not identify individual teachers.

A grant recipient must submit the report required under this subdivision by January 31, 2018, and each even-numbered year thereafter. The report must include disaggregated data regarding:

(1) the racial and ethnic diversity of teachers and teacher candidates licensed through the program; and

(2) program participant placement.

1. **PROJECT PERIOD**

Projects for FY 2018 will be funded from May 2018 through June 2019.

1. **DEFINITION OF KEY TERMS**

**Alternative Teacher Preparation Program** – An “Alternative Teacher Preparation Program” is an alternative teacher preparation program under Minnesota Statute 122A.245, subdivision 2, or an experimental teacher preparation program under Minnesota Statute 122A.09, subdivision 10.

**Shortage Area**– (1) licensure fields and economic development regions reported by the commissioner of education as experiencing a teacher shortage; and

(2) Economic development regions where there is a shortage of licensed teachers who reflect the racial or ethnic diversity of students in the region.

**Unit** – An institution or defined subdivision of the institution that has primary responsibility for overseeing and delivering teacher preparation programs

1. **INTENT TO SUBMIT PROPOSAL FORM**

The Office of Higher Education (OHE) will use this form to plan for proposal review. This form (**Appendix B**) must be submitted by **March 26, 2018.**

1. **FINANCIAL REVIEW PROCESS FOR NON-GOVERNMENTAL ORGANIZATIONS**

All Non-Governmental Organizations (NGO’s) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of $25,000 and higher. In order to comply with Policy on the Financial Review of Nongovernmental Organizations

**Please submit one of the following documents with your application, based on the following criteria:**

* Grant applicants with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
* Grant applicants with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990.
* Grant applicants with total annual revenue of over $750,000 should submit their most recent certified financial audit.
1. **AFFIRMATIVE ACTION CERTIFICATION**

For all contracts estimated to be in excess of $100,000, Responders are required to complete and submit the attached “Affirmative Action Data” page **(Appendix F).**

As required by Minnesota Rules, part 5000.3600, “It is hereby agreed between the parties that Minnesota Statutes, section Minn. Stat. §363A.36 and Minnesota Rules, parts 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. Any applications for grants that exceed $100,000 that do not include the Affirmative Action Data Page form with the application will fail this component.

1. **PROPOSAL FORMAT**

Applicants **are required** to use the format that follows. The presentation may be tailored to suit needed course planning and development and the style of the author, but each of the following components must be identified and addressed in the order shown.

1. **Proposal Cover Sheet** affixed to the top of the document. Use **Appendix C.**
2. **Abstract** summarizing the program, and project objectives. Use **Appendix D.**
3. **Table of Contents** with pagination.
4. **Program Narrative** not to exceed ten (10) numbered, double spaced pages. This excludes the cover sheet, abstract, table of contents, budget, budget narrative, and staff vitae. Use a 12-point scalable or larger font. *Noncompliance with formatting stipulations will result in the proposal not being reviewed.* The narrative should describe the proposed program or use of grant in the context of the selection criteria. The program must include the following sections:
5. **Eligibility**

Provide documentation that certifies the applicant is eligible to receive these grant funds by working to fill Minnesota's teacher shortage areas; and is a school district, charter school, or nonprofit corporation organized under chapter 317A or under section 501(c)(3) of the Internal Revenue Code of 1986 for an education-related purpose that has been operating continuously for at least three years in Minnesota or any other state

1. **Project Description and Demonstrated Need**

Describe the project(s)/service(s) to be funded and how the proposed project will meet the need to fill Minnesota's teacher shortage.

1. **Plan of Operation**

**Please provide a detailed plan of operation.**

(a) Grants must be used to:

(1) establish initial unit approval to become an alternative teacher preparation program;

(2) expand alternative teacher preparation programs by expanding program approval to other licensure areas identified as shortage areas by the commissioner of education;

(3) recruit, select, and train teachers who reflect the racial or ethnic diversity of students in Minnesota; or

(4) establish professional development programs for teachers who have obtained teaching licenses through alternative teacher preparation programs.

An alternative teacher preparation program may expend grant funds on regional management and operations, development, and central support services, including financial support and support for technology and human services.

(b) Grants may also be used as a match for nonstate funds, subject to paragraph (a).

**Note:** If applying only for funds to support either (2) expansion of alternative teacher preparation programs by expanding program approval to other licensure areas identified as shortage areas by the commissioner of education; or funding to (3) recruit, select, and train teachers who reflect the racial or ethnic diversity of students in Minnesota, neither in combination with using the funds to establish unit approval, **it must be clearly articulated how you plan to establish initial unit approval to become an alternative teacher preparation program.**

1. **Evaluation Plan**

Provide details of an evaluation plan that will measure the success of the project goals. Indicate how participation and outcome data will be collected, analyzed, and reported to document progress toward meeting program goals.

1. **Adequacy of Resources, Quality of Personnel**

Describe institutional resources to support the desired use for the funds requested. Describe how the institution will sustain proposed activities after grant funding. Describe the role of the proposed project staff and their time commitment to the project. Provide abbreviated staff vitae documenting related experiences and expertise in the course development or program expansion content area. Each abbreviated vitae is not to exceed two single-spaced pages and is to be attached as an appendix.

1. **Budget, Budget Narrative, and Cost Effectiveness**

Complete the budget form. **Use Appendix E.** In addition to the budget form, include a detailed budget narrative. The budget narrative must thoroughly describe each line item and provide justification for the expenditure.

1. **Appendices** (as required and necessary). Appendices should be clearly labeled, paginated, and identified in the Table of Contents. Include an abbreviated two-page vitae or résumé of proposed project personnel.
2. **Letters of Commitment**. These are to be included in the appendix and should document endorsement for proposed activities
3. **PROPOSAL EVALUATION CRITERIA**

Evaluation of proposals will be based on the following criteria:

1. *Need for the Project* (40 points) Extent to which, but not limited to:
	* the project seeking unit approval to become an alternative teacher preparation program will be working to fill Minnesota’s teacher shortage
	* program approval is being expanded to fill licensure areas identified as shortage areas by the commissioner of education
	* Teachers who reflect the racial or ethnic diversity of students in Minnesota are being selected, recruited, and trained
2. *Quality of Proposed Project Design and Management* (40 points)
3. *Quality of Personnel and Adequacy of Resources* (10 points) Extent to which:
* the qualifications, training, and experience of key personnel are appropriate for their assignments.
* institutional resources are adequate to meet project’s goals and objectives.
* institutional commitment of resources to sustain courses or program is clearly identified.
1. *Quality of Budget* (10 points): Extent to which:
* the budget is cost effective and reflective of the alternative teacher preparation program proposal requirements, project objectives and outcomes.
1. *Quality of Evaluation Plan* (5 points)

\*Priority will be given to applicants based in Minnesota when awarding grants.

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1. **TECHNICAL ASSISTANCE DURING PROPOSAL SOLICITATION**

For technical assistance during the proposal development process, contact the Office of Higher Education’s Grants and Government Relations Manager, Nekey Oliver at nekey.oliver@state.mn.us or 651-259-3964.

A Technical Assistance Session for interested applicants will be held on **Monday, March 19, 2018** in the Conference Room A at the Minnesota Office of Higher Education from **11:00 am to noon**. A call-in option will be made available. To register for the Technical Assistance Session, please e-mail Kelly Gibson at kelly.gibson@state.mn.us.

1. **GRANT SELECTION PROCESS**

Upon receipt by the Office of Higher Education, proposals will be reviewed to determine if all required materials are included and if the proposal responds to program requirements. Incomplete, late, and/or proposals not responding to submission guidelines will not be judged.

Qualifying proposals will be reviewed, and recommendations made by a grant selection committee composed of representatives of institutions familiar with alternative teacher preparation programming teacher training and program development and others deemed appropriate by the Office of Higher Education.

1. **GRANT ADMINISTRATION REGULATIONS**

Grant Award Process

Grant contracts will be processed electronically through the Statewide Integrated Financial Tools (SWIFT), the state’s accounting system, after approval of awards and acceptance of negotiated awards by the project director.

Applicable Regulations

All contracts will contain an audit clause indicating that the relevant records, documents, and accounting procedures and practices of the grantee are subject to examination by the grant contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.

Fiscal Procedures

All Alternative Teacher Preparation Grant Program funds should be assigned to individual accounts which can be readily identified and verified. If an organization receives more than one grant, separate accounts should be established for each grant. Once a grant contract has been fully executed, the first payment will be made. Submission of an interim narrative report and an interim statement of project expenditure will be required. Final narrative and financial reports must be submitted and approved prior to grant closeout. Request to change project activities, project personnel, or to move funds between approved budget lines must be submitted in advance, with appropriate justification. Unexpended funds must be returned to the Office of Higher Education. Expenditures in excess of approved budget amounts will be the responsibility of the grant recipient.

Final Reports

Each approved project must submit a final narrative and financial report within sixty (60) days of the conclusion of grant activities. Program financial reports must be submitted from and signed by the office of the institution’s chief fiscal officer. At a minimum, the final narrative report must include the reporting that documents how well the objectives of the research program have been met.

Copies of materials which resulted from the grant should be submitted along with the final narrative report or as materials are subsequently published.

Attribution

Any program material must bear the following acknowledgement:

*“Funds for this project were provided by the State of Minnesota Alternative Teacher Preparation Grant Program administered by the Minnesota Office of Higher Education.*”

Ownership of Copyrights and Patents

Ownership of any copyrights, patents, or other proprietary interests that may result from grant activities, shall be governed by applicable federal and state regulations and local institutional/organizational policies.

1. **GRANT CLOSE-OUT, SUSPENSION, AND TERMINATION**

**Close-out:** Each grant shall be closed out as promptly as feasible after expiration or termination. In closing out the grant, the following shall be observed:

1. Upon request, OHE shall promptly pay the grant recipient for any allowable reimbursable costs not covered by previous payments.
2. The grant recipient shall immediately refund the OHE any unobligated balance of cash advanced to the grant recipient.
3. The grant recipient shall submit all financial, performance, evaluation and other reports required by the terms of the grant.
4. The close-out of a grant does not affect the retention period for State and/or Federal rights of access to grant records.

**Suspension:** When a grant recipient has materially failed to comply with the terms of a grant, the OHE may, upon reasonable notice to the grant recipient, suspend the grant in whole or in part. The notice of suspension will state the reason(s) for the suspension, any corrective action required of the grant recipient, and the effective date.

**Termination:** The OHE may terminate any grant in whole, or in part, at any time before the date of expiration whenever the OHE determines that the grant recipient has materially failed to comply with the terms of the grant. The OHE shall promptly notify the grant recipient in writing of the termination and the reason(s) for the termination, together with the effective date.

The grant recipient may terminate the grant in whole or in part upon written notification to the OHE, setting forth the reasons for such termination, the effective date and, in the case of partial termination, the portion to be terminated.

1. **TIMELINE FOR PROPOSALS, AWARDS, AND FUNDED PROJECTS**

March 5, 2018                               Request for Proposals available to applicants

March 19, 2018                             Technical Assistance Session for interested applicants

March 26, 2018                            Deadline for receipt of Intent to Submit forms

**April 6, 2018 (4:30 p.m.)             Deadline for receipt of proposal**

May 14, 2018                                Notification of recommended grant awards

Project period starts with date of contract encumbrance

Provide **one original and three copies** of the complete proposal, stapled in the upper left corner. Do not place proposals in binders or covers. Hand deliver or mail the complete set of proposals to:

Nekey Oliver, Grants and Government Relations Manager

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Proposals sent by U.S. mail should be sent with sufficient time to be processed and arrive by the deadline. The applicant is responsible for making sure the proposals arrive on time. Using a time-sensitive delivery service or hand delivery is recommended.

Note for hand-delivered proposals: Directions to the Office of Higher Education can be found at: <http://www.ohe.state.mn.us/mPg.cfm?pageID=1847>. Use of the building entrance on the north (by the flag poles) is required.

**All proposals must arrive by 4:30 p.m., Friday, April 6, 2018.**

**Any proposal submitted late will not be accepted.**

All proposals will be acknowledged upon receipt. **Each late or ineligible applicant will be notified that their proposal will not be considered.**

**APPENDIX A**

**COPY OF STATUTE**

**LAWS of MINNESOTA**

**2017 FIRST SPECIAL SESSION**

**CHAPTER 5, Article 1, Sec. 44. Alternative Teacher Preparation Grant Program**

[136A.1276] ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM.

Subdivision 1. Definitions. (a) For purposes of this section, the following terms have the meanings given them.

(b) "Alternative teacher preparation program" means an alternative teacher preparation program under section 122A.245, subdivision 2, or an experimental teacher preparation program under section 122A.09, subdivision 10.

(c) "Commissioner" means the commissioner of the Office of Higher Education.

(d) "Program" means a teacher preparation curriculum leading to specific licensure areas.

(e) "Shortage area" means:

(1) licensure fields and economic development regions reported by the commissioner of education as experiencing a teacher shortage; and

(2) economic development regions where there is a shortage of licensed teachers who reflect the racial or ethnic diversity of students in the region.

(f) "Unit" means an institution or defined subdivision of the institution that has primary responsibility for overseeing and delivering teacher preparation programs.

Subd. 2. Establishment; eligibility. (a) The commissioner, in consultation with the Board of Teaching, must establish and administer a program annually awarding grants to eligible alternative teacher preparation programs consistent with this section.

(b) To be eligible to receive a grant, an alternative teacher preparation program must certify that it:

(1) is working to fill Minnesota's teacher shortage areas; and

(2) is a school district, charter school, or nonprofit corporation organized under chapter 317A or under section 501(c)(3) of the Internal Revenue Code of 1986 for an education-related purpose that has been operating continuously for at least three years in Minnesota or any other state.

(c) The commissioner must give priority to applicants based in Minnesota when awarding grants under this section.

Subd. 3. Use of grants. (a) An alternative teacher preparation program receiving a grant under this section must use the grant to:

(1) establish initial unit approval to become an alternative teacher preparation program;

(2) expand alternative teacher preparation programs by expanding program approval to other licensure areas identified as shortage areas by the commissioner of education;

(3) recruit, select, and train teachers who reflect the racial or ethnic diversity of students in Minnesota; or

(4) establish professional development programs for teachers who have obtained teaching licenses through alternative teacher preparation programs.

An alternative teacher preparation program may expend grant funds on regional management and operations, development, and central support services, including financial support and support for technology and human services.

(b) An alternative teacher preparation program may use grant funds awarded under this section as a match for nonstate funds, subject to paragraph (a).

(c) Appropriations made to this program do not cancel and are available until expended.

Subd. 4. Report. An alternative teacher preparation program receiving a grant under this section must submit a report to the commissioner and the Board of Teaching on the grantee's ability to fill teacher shortage areas and positively impact student achievement where data are available and do not identify individual teachers. A grant recipient must submit the report required under this subdivision by January 31, 2018, and each even-numbered year thereafter. The report must include disaggregated data regarding:

(1) the racial and ethnic diversity of teachers and teacher candidates licensed through the program; and

(2) program participant placement.

EFFECTIVE DATE. This section is effective for revenue in fiscal year 2018 and later.

**APPENDIX B**

**INTENT TO SUBMIT PROPOSAL FORM**

**Intent to Submit Proposal Form for**

**ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM**

**2018**

Project Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Title of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please return this form by March 26, 2018 to:*

*Nekey Oliver*

*Alternative Teacher Preparation Grant Program*

*Office of Higher Education*

*1450 Energy Park Drive, Suite 350*

*St. Paul, MN 55108-5227*

*Fax: (651) 642-0675*

*E-mail: nekey.oliver@state.mn.us*

This form may be e-mailed, mailed, or faxed.

*5*

**APPENDIX C**

**PROPOSAL COVER SHEET**

**OFFICE OF HIGHER EDUCATION**

**ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM**

**FISCAL YEAR 2018 PROPOSAL COVER SHEET**

PROJECT TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT ORGANIZATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PROJECT DIRECTOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work

 ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home or Cellular

E-MAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT BEGINNING DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ENDING DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSAL FUNDING

Requested Funds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE INFORMATION

To the best of my knowledge and belief, all data in this proposal are true and correct. The document has been duly authorized by the governing body of the applicant, and the applicant will comply with program implementation and program reporting requirements if the grant is awarded.

Authorized Representative (*Please type or print name clearly*):

Title:

Phone: ( )                                                      E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative:

                                                                                                                                         Date

**APPENDIX D**

**PROGRAM ABSTRACT 2018 PROGRAM ABSTRACT**

**ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM**

***PROJECT TITLE:***

***APPLICANT INSTITUTION/ORGANIZATION:***

***TARGET POPULATION:***

***REASON FOR APPLYING:***

(Check all that apply)

* Establish initial unit approval to become an alternative teacher preparation program; expand alternative teacher preparation programs by expanding program approval to other licensure areas identified as shortage areas by the commissioner of education;
* Recruit, select, and train teachers who reflect the racial or ethnic diversity of students in Minnesota; or
* Establish professional development programs for teachers who have obtained teaching licenses through alternative teacher preparation programs.
* Use as a match for nonstate funds

***PROJECT OBJECTIVES:***

***ANTICIPATED OUTCOME:***

***MEASURES OF PROJECT OR PROGRAM QUALITY:***

(Use of this form is required. Please limit abstract to one page).

**APPENDIX E**

**PROPOSAL BUDGET**

**ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM**

**Proposal Budget**

**A budget narrative that thoroughly describes each line item and provides justification for the expense must be attached and labeled Budget Narrative.**

|  |
| --- |
| **INSTITUTION/ORGANIZATION** |
| **PROJECT DIRECTOR** | **REQUESTED****ATPGP** **FUNDS** | **MATCHING NONSTATE FUNDS (if applicable)**  | **APPROVED****OHE****BUDGET** |
| **1. PERSONNEL COSTS** |
| 1. **Salaries for Grantee Personnel**

 ***(Name and program position)*** | **Hourly****Rate** | **Number****Of****Hours** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL SALARIES** |  |  |  |
| **B. Fringe Benefits Based on (1.A.) Salaries Paid**  |  |  |  |
| **( %)** |  |  |  |
| **( %)** |  |  |  |
| **TOTAL PERSONNEL COSTS *(Add salaries and fringe benefits)*** |  |  |  |
| **2. COURSE PREVIEW CONSUMABLE SUPPLIES & INSTRUCTIONAL MATERIALS**  |  |  |  |
| **A.** |  |  |  |
| **B.** |  |  |  |
| **C.** |  |  |  |
| **3. OTHER DIRECT COSTS** |  |  |  |
| **A.** |  |  |  |
| **B.** |  |  |  |
| **C.** |  |  |  |
| **4. TOTAL DIRECT COSTS *(Sum of items 1-3)*** |  |  |  |
| **5. TOTAL INDIRECT COSTS *(8%)*** |  |  |  |
| **6. TOTAL COSTS *(Sum of items 4-5)*** |  |  |  |
| **7. TOTAL REQUESTED CEGP FUNDS** |  |  |  |

**APPENDIX F**

**AFFIRMATIVE ACTION CERTIFICATION PAGE**

