

OFFICE OF HIGHER EDUCATION
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REQUEST FOR PROPOSALS
GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND
(GEER FUND)
GRANT PROGRAM

As authorized by Section 18002 of Division B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. No. 116-136 (March 27, 2020)

DEADLINES

Mandatory Intent to Submit Form – July 17, 2020 (4:30 p.m.)
Grant Proposal – July 24, 2020 (4:30 p.m.)
Early submissions are encouraged.

PROJECT FUNDING PERIOD:

March 13, 2020* – June 30, 2023

Alternative Format:

Upon request, the Governor's Emergency Education Relief Fund (GEER Fund) Grant Program Request for Proposals can be made available in an alternative format by contacting the Office of Higher Education via the GEER information inbox – GEER.ohe@state.mn.us. TTY users should contact the Minnesota Relay Service at 1-800-627-3529 and request assistance in contacting the Office of Higher Education.

*Date of national peacetime emergency declaration. Actual award period will be begin date of contract execution, backpaid from March 13, 2020.

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REQUEST FOR PROPOSALS

GOVERNOR’S EMERGENCY EDUCATION RELIEF FUND GRANT PROGRAM

June 2020
Office of Higher Education

I. OVERVIEW

The Governor’s Emergency Education Relief Fund Grant Program (GEER) awards grants to public and private postsecondary institutions to ensure equity in education and technology and remote learning needs for underserved students. A total of \$5 million of higher education GEER funds will be awarded to public and private institutions under two funding areas:

1. The need to support postsecondary faculty and teacher candidates, particularly from underserved communities, in adapting instructional resources related to teaching and learning as well as their own professional sustainability, including but not limited to:
 - professional development, resources for faculty,
 - direct supplemental grants to teacher candidates,
 - support funds for teacher preparation programs,
 - support for partnerships with K-12 and community-based organizations,
 - support to develop mentorship programs for current teacher candidates to connect with current faculty and K-12 teachers, and
 - incorporating equity-driven resources into curriculum and instruction

as a response to disruptions in learning due to COVID-19.

Priority will be given to programs serving students and/or faculty representing Minnesotans of color, indigenous persons, persons with disabilities, and lower-income persons.

2. The need to fund supports related to technology and remote learning at the state’s public and private institutions in support of students of color, indigenous students, students with disabilities, and lower-income students.

Please note that this funding is in response to COVID-19 and the impact it has on both institutions and students. This funding stream is not meant to support long-term programs (and accompanying staff) that would be unsustainable to maintain outside of the scope of this grant.

II. BACKGROUND

Under the Governor’s Emergency Education Relief Fund (GEER), the U.S. Department of Education (Department) awarded grant funds to Governor Walz for the purpose of providing schools, districts, institutions of higher education, and other education-related entities with emergency assistance as a result of COVID-19. Under the GEER Fund, the Office of Higher Education (OHE) will be awarding \$5 million to institutions of higher education.

The purpose of the GEER Fund is to provide emergency support through grants to institutions of higher education serving students within Minnesota that the Governor determines have been most significantly impacted by COVID-19. GEER funds will support the institutions ability to continue

providing educational services, and the ongoing functionality of the institutions. Funds will be awarded via competitive grant process to provide targeted support to programs and institutions ensuring equity in education, and technology and remote learning.

This emphasis balances the other CARES Act funding available to institutions under the Higher Education Emergency Relief Funds (HEERF, \$195 million estimated) for institutional use and student emergency grants. The GEER Fund application emphasizes the need for institutional flexibility in order to ensure they continue to provide educational services and the on-going functionality of the institution. Therefore, OHE will be distributing funds through the following funding priority areas.

- The need to support postsecondary faculty and teacher candidates, particularly from underserved communities, in adapting instructional resources related to teaching and learning as well as their own professional sustainability, including but not limited to:
 - professional development, resources for faculty,
 - direct supplemental grants to teacher candidates,
 - support funds for teacher preparation programs,
 - support for partnerships with K-12 and community-based organizations,
 - support to develop mentorship programs for current teacher candidates to connect with current faculty and K-12 teachers, and
 - incorporating equity-driven resources into curriculum and instruction

as a response to disruptions in learning due to COVID-19.

Priority will be given to programs serving students and/or faculty representing Minnesotans of color, indigenous persons, persons with disabilities, and lower-income persons.

- The need to fund supports related to technology and remote learning at the state’s public and private institutions in support of students of color, indigenous students, students with disabilities, and lower-income students.

III. ELIGIBLE APPLICANTS

- All postsecondary institutions with a physical campus in Minnesota are eligible for GEER grant funding. University systems and college consortia are welcome to apply as well as individual institutions. Tribal and minority-serving colleges and universities are encouraged to apply. A college consortium is defined as two or more college applicants. Institutions with suspended licenses, on probationary status, or those that are in the process of closure are not eligible for GEER Grant funding. **Institutions and consortia that plan on applying for both funding areas must submit proposals for each content area separately.**
 - Alternative teacher preparation programs that serve students in Minnesota and have received unit and program approval as defined by [2019 Minnesota Statutes 122A.2451](#).
 - Vocational training centers that are recognized as Opportunities Industrialization Centers (OIC).

IV. INELIGIBLE EXPENSES

GEER funds may not be used to pay for executive salaries, nor may they be used to supplant state funds.

V. AWARD AMOUNT

A total of \$5 million will be allocated between two content areas: 1) technology support for institutions with a focus on providing students of color, low-income students, and students with disabilities adequate access to distance-learning (“technology needs”) and 2) faculty support/teacher candidate support/teacher preparation programs (“faculty/teacher support”). The allocation of funds will be determined by the need and cost associated with these two areas of funding, as determined by a review panel of experts of the content, in collaboration with the OHE Commissioner.

The maximum allowable award for an individual college or university is capped at \$250,000. The maximum allowable award for those representing university/college systems or a consortium of colleges is \$750,000.

GEER Funds may be used to pay for costs incurred on or after March 13, 2020, the day the President declared a national emergency due to COVID-19.

VI. REPORTING

A GEER Fund grant recipient must submit a report to the OHE Commissioner on the grantee's ability to ensure equity in education and technology or remote learning needs for underserved students. The following report requirements are detailed below for the two different types of grantees.

1. Targeted Support of Postsecondary Faculty and Teacher Preparation Programs
 - Postsecondary Faculty
 - Provide disaggregated number of faculty and impacted students who identify as persons of color, indigenous, low income, or living with disabilities
 - Uses of funds – a description of how funds were utilized in support of equity in education
 - Amount of funds by use in b(ii)
 - Data or evidence on the impact of funds
 - Teacher Preparation Programs
 - Disaggregated number of Minnesota teacher candidates who identify as persons of color, indigenous, low income, or living with disabilities
 - Uses of funds – a description of how funds were utilized in support of equity in education

- Amount of funds distributed by use identified in a(ii)
 - Data or evidence on the impact of funds
 - Lessons learned in the process that impacted the workplan and budget
2. Technology and Remote Learning Needs for Underserved Students
- Disaggregated number of underserved students that benefited from technology and remote learning services through GEER funds
 - Uses of funds- a description of how funds were utilized to meet technology and remote learning needs for underserved students
 - Amount of funds by use identified in 2b
 - Lessons learned in the process that impacted the workplan and budget

A grant recipient must submit the report required under this subdivision 30 days after grant activities are completed or by July 31, 2023, whichever comes first.

VII. PROJECT PERIOD

Projects for FY 2020 will be funded from March 13, 2020 (back paid) through June 30, 2023.

A local education agency, institute of higher education, or education-related entity receiving a subgrant from the Governor must obligate the funds by September 30, 2022 which includes the Tydings period (General Education Provisions Act §421(b)(1)).

VIII. DEFINITION OF KEY TERMS

Teacher Candidate– An individual in a teacher preparation program working towards earning a teaching license.

Teacher Preparation Program – A program that prepares undergraduate and graduate students to obtain teacher licensure.

Institution of Higher Education – as defined in Sections 101 and 102 of the Higher Education Act of 1965, as amended (HEA). In lay terms, an IHE is a postsecondary institution that is accredited, legally authorized by the State, and recognized by the Secretary of the U.S. Department of Education.

Public Postsecondary Institution – Institutions operated by Minnesota State Colleges and Universities or the University of Minnesota

Private Postsecondary Institution – Institutions licensed or registered with the Minnesota Office of Higher Education

CARES Act – Coronavirus Aid, Relief, and Economic Security Act or CARES Act, Pub. L. No. 116-136 (March 27, 2020)

COVID-19 – the coronavirus emergency, as stated in Proclamation 9994 of March 13, 2020, “Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak,” Federal Register Vol. 85, No. 53 at 15337-38

GEER – Governor’s Emergency Education Relief Fund, Section 18002 of Division B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. No. 116-136 (March 27, 2020)

Remote Learning - The use of equipment and services that allow students and faculty to conduct work and communicate in a virtual space.

Technology - The sum of techniques, skills, methods, and processes used in the production of goods or services or in the accomplishment of objectives, such as scientific investigation.

Underserved Students – Students historically underrepresented and underserved in higher education including but not limited to: low-income students, students of color, students with disabilities, and students who are the first in their families to go to college.

Lower-income - a student receiving a Pell Grant or having an EFC of \$5,711 or less (US DOE Pell Grant qualifying EFC for 2020-2021); a faculty member receiving an average hourly wage of less than or equal to \$25.95 (DEED average cost of living for the state for a family of 3, 1 full-time, 1 part-time worker).

IX. INTENT TO SUBMIT PROPOSAL FORM

The Office of Higher Education (OHE) will use this form (**Appendix B**) to plan for proposal review. **Submission is required as a pre-requisite to the application.**

Email completed Intent to Submit forms to GEER.ohe@state.mn.us by **4:30pm on July 17, 2020.**

X. 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.

XI. PROPOSAL FORMAT

Applicants **are required** to use the format that follows. 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. (*See: Appendix C*)
NOTE: Digital signatures will be accepted if wet signatures cannot be obtained.
2. **Abstract** summarizing the program, and project objectives. (*See: 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. The narrative should describe the proposed program or use of grant in the context of the selection criteria. Remember to review the proposal evaluation criteria. Be clear, concise, and respond to the criteria that are required. The Program Narrative must include the following sections:
 - a. **Demonstrated Need**
Describe the current landscape of the funding category you are applying for and how there are gaps in unmet need for the students you are targeting at your institution. Use data to support your argument and provide a foundation for why this funding is important to your institution and the students you serve. Measures of need can include but are not limited to: declines in revenue from parking, dining services, and auxiliary enterprises; Refunds to enrolled students; Expenses related to remote learning; Expenses related to cleaning and sanitation; Enrollment declines.
 - b. **Plan of Operation**
Describe in detail how the funding will be dispersed/utilized at your institution, what it will be used for, who will be targeted and how they will be targeted, and how the project will be maintained throughout the grant period.
 - c. **Evaluation Plan**
Provide details of an evaluation plan that will measure the success of the project goals. Indicate how outcome data will be collected, analyzed, and reported to document progress toward meeting program goals. Remember to consider the reporting questions (listed in section V. REPORTING) that will be required at the end of the grant period, if selected for funding. Questions to think about as you form an evaluation plan include: how will you know the project is successful? How are you measuring success of this project? When will you know when your need is met?
 - d. **Adequacy of Resources and Project Sustainability**
Describe available institutional resources to support the desired use for the funds requested. Describe how the institution will sustain proposed activities after grant funding, if at all necessary. If applicable, describe the role of the proposed project staff and their time commitment to the project. If salaries are requested, include their staff vitae or position description as an appendix to your proposal. **Note that**

this funding is in response to COVID-19 and the impact it has on both institutions and students. This funding stream is not meant to support long-term programs (and accompanying staff) that would be unsustainable to maintain outside of the scope of this grant.

e. Budget, Budget Narrative, and Cost Effectiveness

Use **Appendix E** to complete the budget form. 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. Keep in mind that the budget will be added to your contract, so please come as close as possible to the actual cost and expenses associated with your proposal.

5. Appendices (as required and necessary). Appendices should be clearly labeled, paginated, and identified in the Table of Contents.

- a. **Letters of Commitment.** At least one letter from college or university leadership showing support of the project. These are to be included in the appendix and should document endorsement for proposed activities.
- b. **Priority Response.** If you intend to apply for priority points awarded to institutions supporting underserved populations, please include supporting documentation as an appendix to your proposal. Be sure to clearly label these documents so that reviewers are aware of your intention to apply for these extra points. See sec. XII, #7, for more information.

XII. PROPOSAL EVALUATION CRITERIA

Evaluation of proposals will be based on the following criteria:

1. *Need for the Project* (40 points) Describe:

- How COVID-19 has impacted operations in terms of provision of educational services and the on-going functionality of your institution(s).
- The resources available to support students/faculty during COVID-19 thus far.
- How COVID-19 has exacerbated opportunity gaps that existed prior to the pandemic at your institution(s) and/or geographic location.
- How COVID-19 has affected teacher candidates and faculty, specifically teacher candidates and faculty of color, those that are considered lower-income, and/or living with a disability.
- In what ways have the institution's technology needs increased/have been impacted by COVID-19?

2. *Commitment to Equitable Outcomes* (20 points) Extent to which:

- The project plan is responsive to the needs of students and/or faculty of color, indigenous persons, persons with disabilities, and lower-income persons.
- There is both a feasible plan and available infrastructure to ensure funds will be allocated on an equitable basis to support students, faculty, and others who are identified in the project plan, or, to programs that service the aforementioned groups.

- The project plan will not cause undue burden, nor include unnecessary or unstated expectations, for those it is attempting to support.
 - The project plan was developed in collaboration with those it intends to serve.
 - The project plan is sensitive to differing cultural perspectives, particularly on teaching/learning, technology use, etc.
 - These funds will be used to address the digital divide and related issues in distance learning.
 - The institution has a demonstrated commitment to equitable outcomes for postsecondary students.
 - The project addresses opportunity gaps.
 - The project improves the school's operations in terms of educational services and the ongoing functionality of your institution(s).
3. ***Quality of Proposed Project Design and Management*** (20 points) Extent to which:
- The project design is feasible and aligns with a specific timeline.
 - There is room for flexibility and responsiveness in the project plan, and demonstrated process for documenting adequate resources.
 - The projected plan demonstrates that it is clear and achievable.
4. ***Adequacy of Resources and Project Sustainability*** (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 complete project are clearly defined.
 - The project can be completed within the given timeline, based on the proposed project plan.
5. ***Quality of Budget*** (10 points): Extent to which:
- The budget is cost effective and reflective of the program proposal requirements, project objectives and outcomes.
6. ***Quality of Evaluation Plan*** (5 points): Extent to which:
- The plan reflects a commitment to assess project outcomes.
 - The plan outlines a process for continuous program improvement.
 - The plan identifies clear goals, potential outcomes, and measurements of success.
7. ***Priority response*** (20 points)
- <20% of students and/or faculty to be served by the project represent Minnesotans of color, indigenous persons, persons with disabilities, and lower-income persons (0 points).
 - 21-50% of students and/or faculty to be served by the project represent Minnesotans of color, indigenous persons, persons with disabilities, and lower-income persons (10 points).
 - 50+% of students and/or faculty to be served by the project represent Minnesotans of color, indigenous persons, persons with disabilities, and lower-income persons (20 points).

XIII. TECHNICAL ASSISTANCE DURING PROPOSAL SOLICITATION

In order to maintain fairness and neutrality, the Office of Higher Education will not respond to questions on an individual basis during proposal solicitation. All questions are to be mailed to GEER.ohe@state.mn.us and will be posted and responded to on a public forum. The URL to this forum will be sent to all applicants; it is the responsibility of the applicant to check the updated webpage on a rolling basis.

XIV. 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 various levels of higher education, including: teacher preparation programs, technology costs, grant project management, equitable educational outcomes, students, faculty, and staff impacted by the program, and others deemed appropriate by the Office of Higher Education.

All reviewers will be screened for potential and actual conflicts of interest, which will be documented and available to the public by request.

XV. 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, acceptance of negotiated awards by the project director, and financial review (if applicable).

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 GEER Grant 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 grantee may begin related grant activities, which will be reimbursed based on an agreed-upon schedule of payment. 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. Should funds there be unexpended funds at the end of the grant period, they will be transferred to the U.S.

Department of 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 thirty (30) 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 Governor’s Emergency Education Relief Fund administered by the Minnesota Office of Higher Education under the authority granted by the U.S. Department of Education and Section 18002 of Division B of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub. L. No. 116-136.”

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.

XVI. 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 submit all financial, performance, evaluation and other reports required by the terms of the grant.
3. 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.

XVII. TIMELINE FOR PROPOSALS, AWARDS, AND FUNDED PROJECTS

June 29, 2020	Request for Proposals available to applicants
July 17, 2020 (4:30 p.m.)	Mandatory deadline for receipt of Intent to Submit forms
July 24, 2020 (4:30 p.m.)	<u>Deadline for receipt of proposal</u>
Week of August 10, 2020	Notification of recommended grant awards

All proposals must be submitted as an attachment to an email entitled “GEER Grant Proposal Submission” by 4:30pm on Thursday, July 24, 2020 to GEER.oh@state.mn.us.

The applicant is responsible for making sure the proposals arrive on time, regardless of technological interference. **Any proposal submitted late will not be accepted.** All proposals will be acknowledged upon receipt. Early submissions are encouraged.

Project period starts with date of contract encumbrance.

APPENDIX A
COPY OF STATUTE

Relevant Excerpts from Title VIII of Division B of the CARES Act, the Emergency Appropriations for Coronavirus Health Response and Agency Operations

DEPARTMENT OF EDUCATION EDUCATION STABILIZATION FUND For an additional amount for “Education Stabilization Fund”, \$30,750,000,000, to remain available through September 30, 2021, to prevent, prepare for, and respond to coronavirus, domestically or internationally: Provided, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and Emergency Deficit Control Act of 1985.

GENERAL PROVISIONS EDUCATION STABILIZATION FUND SEC. 18001.

(a) ALLOCATIONS.—From the amount made available under this heading in this Act to carry out the Education Stabilization Fund, the Secretary shall first allocate—

- (1) not more than 1/2 of 1 percent to the outlying areas on the basis of their respective needs, as determined by the Secretary, in consultation with the Secretary of the Interior;
- (2) one-half of 1 percent for the Secretary of Interior, in consultation with the Secretary of Education, for programs operated or funded by the Bureau of Indian Education; and
- (3) 1 percent for grants to States with the highest coronavirus burden to support activities under this heading in this Act, for which the Secretary shall issue a notice inviting applications not later than 30 days of enactment of this Act and approve or deny applications not later than 30 days after receipt.

(b) RESERVATIONS.—After carrying out subsection (a), the Secretary shall reserve the remaining funds made available as follows:

- (1) 9.8 percent to carry out section 18002 of this title.
- (2) 43.9 percent to carry out section 18003 of this title.
- (3) 46.3 percent to carry out section 18004 of this title.

GOVERNOR’S EMERGENCY EDUCATION RELIEF FUND SEC. 18002.

(a) GRANTS.—From funds reserved under section 18001(b)(1) of this title, the Secretary shall make Emergency Education Relief grants to the Governor of each State with an approved application. The Secretary shall issue a notice inviting applications not later than 30 days of enactment of this Act and shall approve or deny applications not later than 30 days after receipt.

(b) ALLOCATIONS.—The amount of each grant under subsection shall be allocated by the Secretary to each State as follows:

- (1) 60 percent on the basis of their relative population of individuals aged 5 through 24.
- (2) 40 percent on the basis of their relative number of children counted under section 1124(c) of the Elementary and Secondary Education Act of 1965 (referred to under this heading as “ESEA”).

(c) USES OF FUNDS.—Grant funds awarded under subsection may be used to—

- (1) provide emergency support through grants to local educational agencies that the State educational agency deems have been most significantly impacted by coronavirus to support the ability of such local educational agencies to continue to provide educational services to their students and to support the on-going functionality of the local educational agency;
- (2) provide emergency support through grants to institutions of higher education serving students within the State that the Governor determines have been most significantly impacted by coronavirus to support the ability of such institutions to continue to provide educational services and support the on-going functionality of the institution; and
- (3) provide support to any other institution of higher education, local educational agency, or education related entity within the State that the Governor deems essential for carrying out emergency educational services to students for authorized activities described in section

18003(d)(1) of this title or the Higher Education Act, the provision of child care and early childhood education, social and emotional support, and the protection of education-related jobs.

(d) REALLOCATION.—Each Governor shall return to the Secretary any funds received under this section that the Governor does not award within one year of receiving such funds and the Secretary shall reallocate such funds to the remaining States in accordance with subsection (b).

ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND SEC. 18003.

(a) GRANTS.—From funds reserved under section 18001(b)(2) of this title, the Secretary shall make elementary and secondary school emergency relief grants to each State educational agency with an approved application. The Secretary shall issue a notice inviting applications not later than 30 days of enactment of this Act and approve or deny applications not later than 30 days after receipt.

(b) ALLOCATIONS TO STATES.—The amount of each grant under subsection (a) shall be allocated by the Secretary to each State in the same proportion as each State received under part A of title I of the ESEA of 1965 in the most recent fiscal year.

(c) SUBGRANTS TO LOCAL EDUCATIONAL AGENCIES.—Each State shall allocate not less than 90 percent of the grant funds awarded to the State under this section as subgrants to local educational agencies (including charter schools that are local educational agencies) in the State in proportion to the amount of funds such local educational agencies and charter schools that are local educational agencies received under part A of title I of the ESEA of 1965 in the most recent fiscal year.

(d) USES OF FUNDS.—A local educational agency that receives funds under this title may use the funds for any of the following:

(1) Any activity authorized by the ESEA of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) (“IDEA”), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) (“the Perkins Act”), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).

(2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.

(3) Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.

(4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.

(5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.

(6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.

(7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.

(8) Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.

(9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive

educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.

(10) Providing mental health services and supports.

(11) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.

(12) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

(e) STATE FUNDING.—With funds not otherwise allocated under subsection (c), a State may reserve not more than 1/2 of 1 percent for administrative costs and the remainder for emergency needs as determined by the state educational agency to address issues responding to coronavirus, which may be addressed through the use of grants or contracts.

(f) REALLOCATION.—A State shall return to the Secretary any funds received under this section that the State does not award within 1 year of receiving such funds and the Secretary shall reallocate such funds to the remaining States in accordance with subsection (b).

ASSISTANCE TO NON-PUBLIC SCHOOLS SEC. 18005. (a) IN GENERAL.—A local educational agency receiving funds under sections 18002 or 18003 of this title shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools.

(b) PUBLIC CONTROL OF FUNDS.—The control of funds for the services and assistance provided to a non-public school under subsection (a), and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds, materials, equipment, and property and shall provide such services (or may contract for the provision of such services with a public or private entity).

CONTINUED PAYMENT TO EMPLOYEES SEC. 18006. A local educational agency, State, institution of higher education, or other entity that receives funds under “Education Stabilization Fund”, shall to the greatest extent practicable, continue to pay its employees and contractors during the period of any disruptions or closures related to coronavirus.

DEFINITIONS SEC. 18007. Except as otherwise provided in sections 18001– 18006 of this title, as used in such sections—

(1) the terms “elementary education” and “secondary education” have the meaning given such terms under State law;

(2) the term “institution of higher education” has the meaning given such term in title I of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.);

(3) the term “Secretary” means the Secretary of Education;

(4) the term “State” means each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico;

(5) the term “cost of attendance” has the meaning given such term in section 472 of the Higher Education Act of 1965.

(6) the term “Non-public school” means a non-public elementary and secondary school that (A) is accredited, licensed, or otherwise operates in accordance with State law; and (B) was in existence prior to the date of the qualifying emergency for which grants are awarded under this section;

- (7) the term “public school” means a public elementary or secondary school; and
- (8) any other term used that is defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801) shall have the meaning given the term in such section.

MAINTENANCE OF EFFORT SEC. 18008.

- (a) A State’s application for funds to carry out sections 18002 or 18003 of this title shall include assurances that the State will maintain support for elementary and secondary education, and State support for higher education (which shall include State funding to institutions of higher education and state need based financial aid, and shall not include support for capital projects or for research and development or tuition and fees paid by students) in fiscal years 2020 and 2021 at least at the levels of such support that is the average of such State’s support for elementary and secondary education and for higher education provided in the 3 fiscal years preceding the date of enactment of this Act.
- (b) The secretary may waive the requirement in subsection for the purpose of relieving fiscal burdens on States that have experienced a precipitous decline in financial resources.

APPENDIX B
INTENT TO SUBMIT PROPOSAL FORM

**Intent to Submit Proposal Form for
GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND
2020**

Check the appropriate box.
If you intend to apply for both, check both boxes.

	This proposal will be to support FACULTY/TEACHER SUPPORT
	This proposal will be to support TECHNOLOGY NEEDS

Project Director: _____

Institution: _____

Address: _____

Title of Project: _____

Please submit this form by July 17, 2020 to:

GEER.oh@state.mn.us

Minnesota Office of Higher Education

All Intent to Submit forms must be submitted as an email attachment.

Submission of the Intent to Submit form is Mandatory

APPENDIX C
PROPOSAL COVER SHEET

**OFFICE OF HIGHER EDUCATION
GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND
FISCAL YEAR 2020 PROPOSAL COVER SHEET**

Project Title:

Applicant Institution:

Address:

Project Director:

Phone Number () _____ Work

() _____ Home or Cellular

Email Address:

Project Start Date:

Project End Date:

PROPOSAL FUNDING

Requested Funds \$ _____

FUNDING CATEGORY (select one): ___ TEACHER/FACULTY SUPPORT ___ TECHNOLOGY NEEDS

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 (*typically a representative in the business/finance office, CEO, or CFO*):

Title: _____

Phone: () _____ E-mail Address: _____

Signature of Authorized Representative*

_____ Date _____

*A digital signature will be accepted if a wet signature cannot be obtained

APPENDIX D
PROGRAM ABSTRACT

**2020 PROGRAM ABSTRACT
ALTERNATIVE TEACHER PREPARATION GRANT PROGRAM**

PROJECT TITLE:

APPLICANT INSTITUTION:

TARGET POPULATION:

REASON FOR APPLYING:

(Select one)

- Teacher/faculty support
- Technology Needs

PROJECT OBJECTIVES (list all):

ANTICIPATED OUTCOME:

MEASURES OF PROJECT OR PROGRAM QUALITY:

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

APPENDIX E
PROPOSAL BUDGET

GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND 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 GEER FUNDS	OTHER FUNDS*	
1. PERSONNEL COSTS					
A. Salaries for Grantee Personnel <i>(Name and program position)</i>	Hourly Rate	Number Of Hours			
SALARIES SUBTOTAL					
B. Fringe Benefits Based on (1.A.) Salaries Paid					
			(%)		
			(%)		
FRINGE SUBTOTAL					
PERSONNEL TOTAL (add salaries and fringe)					
2. PROGRAM / TECHNOLOGY COST (list)					
A.					
B.					
C.					
D.					
3. DIRECT GRANTS TO STUDENTS					
A.					
4. OTHER DIRECT COSTS (list; add rows as needed)					
C.					
5. TOTAL DIRECT COSTS (Sum of items 1-4)					
6. TOTAL INDIRECT COSTS (8%)					
7. TOTAL REQUESTED GEER FUNDS (sum of items 5&6)					

* While a match is not required, reviewers would like to get a sense of how the full program will be implemented, including other funding sources/resources available to the institution(s).