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**REQUEST FOR PROPOSALS (RFP)**

**Advanced Placement Teacher Mentoring Grant**

**2021-2022**

Date of the Initiation: December 7, 2021

Due Date for the Application: January 24, 2022

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# **Program Description**

The Georgia Department of Education is committed to supporting local school districts’ efforts to improve the academic achievement of students and to increase access to college-level courses across the state. The Advanced Placement (AP) Teacher Mentoring Grant will provide financial support for districts to design a mentoring program including mentoring activities. This will allow schools to offer focused support to new or struggling AP teachers. Mentoring opportunities for teachers should include:

* Providing teachers with the opportunity to work with a mentor to analyze their instructional practices.
* Assisting teachers to strengthen their students’ performance in advanced courses and on the AP exam.
* Assisting teachers to better understand how to incorporate strategies to support advanced learners.

Local school districts may apply for a grant to design their AP teacher mentoring program, which can be used to cover costs, or to partially cover costs, such as:

* Designing a mentorship framework.
* Designing mentorship activities.
* Implementing mentoring activities including classroom observations for mentors and mentees.
* Paying stipends.

The grant award may not be used for supplies or classroom resources.

# **Eligibility**

Applications will only be accepted from Georgia Public School Districts.

* Districts not utilizing 80% of FY2022 awarded funds will be ineligible for FY2023 AP Teacher Mentorship Grant opportunities.
* Districts not completing the end-of-grant summary report will not be eligible for FY2023 AP Teacher Mentorship opportunities.

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# **Proposal Review Process**

The Georgia Department of Education will convene an internal panel and facilitate a review of all applications submitted through the online application portal within four weeks of the submission deadline.

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# **Grant Period**

The AP Teacher Mentoring Grant is for designing and/or implementing a mentoring program occurring during FY 2022. The FY22 AP Teacher Mentoring Grant period will begin in March of 2022 pending Board approval and end August 31, 2022.

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# **Grant Award Notification**

All awards are subject to availability of funds. Grant awards are not final until approved by the State Board of Education (SBOE), and an award notification is sent from the GaDOE. Award notification will be sent to the local school district’s superintendent with copies forwarded to school principals. Grantees may not obligate funds before receiving the official grant award notification. Applicants will be notified, in writing, of the acceptance or rejection of their applications. The level of funding and effective date of the projects will be included in the notification of the grant award letter.

NOTE: The grant award may be different than the request made in a proposal. This is usually due to differences between available funds and the total amount funded to all grantees.

# **Accountability and Monitoring the Use of Federal Funds**

This grant award is made subject to the provisions of all applicable federal or state laws and regulations and is contingent on federal funding. Each applicant receiving funding through this RFP must:

* meet the eligibility requirements for the grant described herein, and the applicant has provided all required assurances that it will comply with all program implementation and reporting requirements established through this RFP.
* appropriately use these funds as described in this proposal package.
* implement activities funded through this proposal within the timeline in which the funds provided are to be used.

To fulfill monitoring responsibilities, the GaDOE requires awardees to submit appropriate fiscal and program documentation following guidance provided by the GaDOE program office.

Should circumstances warrant any changes to the approved plan, the awardee must initiate an amendment request. It is important to note that the SBOE-approved grant plan cannot be changed or altered by any party without an approved amendment. Furthermore, because the grant plan is approved by the SBOE, be aware that amending the budget and/or implementation plan will be limited.

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# **Program Requirements**

* Districts designing their own mentorship framework must submit a copy of their framework and sample activities at the completion of the grant period. Submitted frameworks and activities will be added to GaDOE AP Coordinator resources and may be shared with other districts.
* The district will ensure that the end-of-grant report, provided by the College Readiness unit of GaDOE, will be completed by September 1, 2022, as well as any other reporting requirements of the Georgia Department of Education and the State of Georgia Audit and Accounting Division including closing of the budget no later than September 30, 2022.
* Local school districts not utilizing at least 80% of their AP Teacher Mentoring Grant funds in FY2022 will be ineligible for the FY 2023 grant.
* Districts not satisfactorily completing their FY 2022 Grant Summary Report will be ineligible for FY 2023.

## **Programmatic Assurances**

* The district will ensure that the end-of-grant summary report is completed as well as any other reporting requirements of the Georgia Department of Education and the State of Georgia Audit and Accounting Division including closing of the budget no later than September 30, 2022.
* The district will complete a LEA budget template in the Consolidated Application within four weeks of award notification.
* Funds will be used for the purpose described in the application submitted to the Georgia Department of Education.
* Funds will not be used to train administrators.

## **Reporting Requirements**

The district will complete the AP Teacher Mentoring Grant Report, to be provided by the College Readiness Unit of GaDOE, no later than August 31, 2022, as well as any other reporting requirements of the Georgia Department of Education and the State of Georgia Audit and Accounting Division including closing of the budget no later than September 30, 2022. The AP Teacher Mentoring Grant Report information will be sent to the grant coordinator in June.

**Authorized Activities**

Local districts that are selected as grant recipients must commit to ensuring **one** or more of the following are completed:

* Funds will be used to design a mentorship framework for AP teachers including activities.
* Funds will be used to mentor current Advanced Placement Teachers using a locally designed framework.

## **Unauthorized Activities**

Proposals will be screened for unallowable activities twice. The initial screening will be during the submission process, and proposals found to contain unallowable activities will be automatically eliminated and not forwarded to the reviewer. After all proposals have been read, reviewer comments will be reviewed. Should a reviewer have a question during the scoring process or find the proposal contains unallowable activities and/or activities that extend beyond the scope of the grant, the proposal will be reviewed by grant organizers to determine acceptability.

* The grant award may not be used for supplies, classroom resources.
* The grant award may not be used for administrators.

# **Proposal Submission**

The completed application must be submitted online by the local school district. Districts applying for AP Teacher Mentoring Grant funds must provide the following information:

* District Name
* Grant Contact Name
* Grant email address
* Number of high schools in District
* Number of high schools in district offering AP courses
* Number of AP exams administered in district
* Program/ Activity Description: Describe how the district will either design, implement, and/or support an AP mentoring program (150 words or less)
* Sustainability and Continuous Cycle of Improvement: Explain how activities will be continued after the end of the grant period and how the program will improve over time (150 words or less)
* Goals: Address how funding will improve AP program instructional quality and access for all students (100 words or less)
* Amount of funding requested and proposed budget
* Signature Page (Appendix A)
* Budget Template (Appendix B)

## **Procedures**

Please review the following directions very carefully prior to submitting the proposal into the portal:

* *Proposal Portal:* Click on the 2021-2022 [AP Teacher Mentoring Grant Application](https://l4ga.wufoo.com/forms/py4ismw1l0efxo/)
* *Submit Early:* Proposals cannot be accepted after the deadline. Please factor unexpected delays and/or technical issues The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. Faxed, emailed, or paper proposals are not acceptable and will not be reviewed by the GaDOE.
* *Use provided Proposal template:* Supplemental or revised proposal formats, attachments, or information, either from the applicant agency or other sources will not be accepted.
* *Multiple Submissions:* Due to the extremely high volume of submissions and to ensure that each submission is correctly identified and acceptable, file naming conventions are critical. This is a district level grant and individual school applications will not be accepted.

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## **Budget**

Grants may be awarded from a minimum of $300 to a maximum of $5000 per district. Awarded grant amounts may vary due to the number of districts applying for funding. Priority may be given to districts with low AP participation.

There should be a calculation of the budget (via spreadsheet, etc.) and a narrative of the budget (via prose). Each of these offer a lens for understanding how funds meet the identified need and activities. If evaluation or participant travel expenses need to be included in the budget of each grantee, indicate that here and indicate an expected amount that must be included. The budget table is included in the proposal template (see Appendix B), and both the narrative response section and budget calculations must be submitted as a single PDF document. The budget portion of the proposal will not be assigned points; however, an inaccurate, unreasonable, unjustified, or non-itemized budget will result in the proposal being excluded from consideration.

The proposed budget narrative must provide clear evidence that the expenditures are appropriate and justified to support the proposed programming/activities. If applicable, annotate additional funding (local/federal/in-kind) sources utilized to support planned program/activity.

## **Deadline**

All district applications must be received electronically by the Georgia Department of Education, College Readiness, no later than 4:00 p.m. on January 24, 2022.

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## **Grant Award Acknowledgement**

To ensure clarity and continuity of support services, awardees must formally acknowledge receipt of, agree to the stated terms, and accept the award via email to Martha Smith, masmith@doe.k12.ga.us, within five days of receipt of the grant award email. Please include the following information in the email:

* name, position, and contact information of individual(s) (to be recognized by GaDOE as the official Designated Contact).
* person responsible to ensure all evidentiary and fiscal documentation will be submitted/emailed/uploaded as per terms of the RFP.

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## **Grant Award Notices (GANs)**

Grant Award Notices (GANs) will be uploaded into the LEAs Consolidated Application portal by the program office summarizing the program, the amount and length of the award, and any other relevant information.

# **Scoring and Funding Recommendations**

## **Scoring**

During the review process, each proposal will be reviewed and scored by GaDOE approved and trained reviewer. The reviewer will individually assign and record points (1-100) using the scoring rubric. Reviewers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the proposal’s intention.

In the likely event that the number of proposals receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered proposals will be recommended for funding. GaDOE will communicate with the contact person for any proposal that was scored via email after the SBOE has rendered a decision and/or approved grants.

Questions regarding the award process or scoring may go to the Project Manager or the Deputy Superintendent. Any appeals of the State Board approved grantee list must go to the State Board of Education.

### **Rubric: Scoring Components**

All proposals will be scored using a rubric. Each proposal will be reviewed by two reviewers, and each will assign points based on the merit of the program/activity described. Each section is assigned a maximum allowable number of points. Reviewers will tally all earned points to render a raw score. Grant organizers will verify raw scores and forward them to the program manager who will determine the final score to be presented to the State Board of Education (SBOE).

#### Programmatic Basics (20)

* Location
* Impacted state-approved course(s)
* Identify teachers, leaders and/or contracted service providers directly involved in the implementation of the program/activity. Include relevant qualifications and experience.
* Total number of students, and/or participants in the program
* Description of need/rationale for funding.

*Goals/Objectives/Intended Outcomes (40)*

* Articulate the goals/objectives/intended outcomes.
* Address how funding will improve instructional quality and increase access for all students

*Education Program/Activity Description (30)*

* Fully describe all significant components of the proposed program/activity. Ensure budget alignment.
* Include instructional strategies, student assignments/tasks/assessments, performance requirements, and intent to involve stakeholders and community.

*Continuous Improvement based on Outcomes (5)*

* Tell how findings from the evaluation of these activities will create a cycle of continuous improvement so the program itself gets better over time.

*Sustainability (5)*

* Explain how programming/activities will be continued after the end of the grant period.
* If applicable, annotate additional funding/support services that are intended to increase sustainability.

**APPENDIX A**

**Application Signature Page**

**AP Teacher Mentoring Grant**

**Request for Proposal (RFP)**

|  |  |
| --- | --- |
| ***Instructions****: Please sign and upload an electronic copy of this form into the online application portal.* | |
| District: | |
| Grant Contact Name: | |
| Phone: | |
| Contact Email: | |
| I acknowledge that the information contained on the application template is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable federal, state, and local laws and regulations, application guidelines and instructions, assurances, and certifications. I also certify that the requested budget amounts are necessary for the implementation of the program described in the application packet. | |
| Signature of Grant Coordinator: | Date: |

**APPENDIX B**

**AP Teacher Mentoring Grant**

**Budget Template**

**District: \_\_\_\_\_\_\_\_\_\_\_**

**Complete this budget template and save as a PDF.**

**Upload the completed budget form to the online application portal.**

Budget Narrative:

The proposed budget narrative must provide clear evidence that the expenditures are appropriate and justified to support the proposed programming/activities. If applicable, annotate additional funding (local/federal/in-kind) sources utilized to support planned program/activity. Please type your narrative in the box below.

Budget Template:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Goods/Services | Explain Rationale for Purchase | Cost  Not to exceed requested grant funding amount | Describe any additional funding (local/federal/in-kind) sources and estimated dollar amount if applicable |
| 1. |  |  | $ |  |
| 2. |  |  | $ |  |
| 3. |  |  | $ |  |
| 4. |  |  | $ |  |
| 5. |  |  | $ |  |
| 6. |  |  | $ |  |
| 7. |  |  | $ |  |
| 8. |  |  | $ |  |