

## **REQUEST FOR PROPOSALS (RFP)**

### **Georgia Teacher Leadership Endorsement Opportunities Grant 2021-2024**

**RFP INITIATION DECEMBER 15, 2021  
PROPOSALS DUE FEBRUARY 4, 2022**

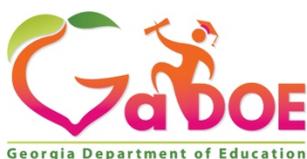
Contact information:

Sequita Freeman; [Sequita.Freeman@doe.k12.ga.us](mailto:Sequita.Freeman@doe.k12.ga.us)

Stefany Howard; [showard@doe.k12.ga.us](mailto:showard@doe.k12.ga.us)

Teacher and Leader Support and Development

**Georgia Department of Education  
205 Jesse Hill Jr. Drive SE  
1562 Twin Towers East  
Atlanta, Georgia 30334**



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## Program Guidance

### **Program Description**

The Georgia Department of Education (GaDOE) has allocated American Recovery and Protection Act (ARP) funds to empower teachers with leadership skills to support retention, school improvement, and community outreach. The Georgia Teacher Leadership Endorsement Opportunities Grant is GaDOE-administered, non-renewable, non-transferrable grant administered under the Teacher and Leader Support and Development Division.

This grant will provide financial support to Georgia Public School teachers enrolled in selected Georgia Professional Standards Commission (GaPSC) approved endorsement programs to support professional growth and foster teacher leadership. Providers may use grant funds to provide educators with scholarships for full/partial endorsement tuition, certification expenses, books, and/or exam fees.

This grant award extends over a three-year period for implementation from April 4, 2022 to September 30, 2024. Providers will receive one hundred percent of grant award during Year 1 of implementation. Funds may be used and distributed until the end of Year 3 as determined by the timeline.

### **Provider Eligibility**

Providers eligible to receive and utilize funds for enrolled teachers must be approved by the Georgia Professional Standards Commission (GaPSC). They must meet the requirements and standards for Educator Preparation Providers and Education Preparation Programs (EPP) according to rule 505-3-.01.

### **Endorsement Program Eligibility**

Endorsement programs eligible to receive grant funds for the Georgia Teacher Leadership Endorsement Opportunities Grant are listed below.

- Teacher Leader
- Teacher Support and Coaching
- Academic Coaching
- Online Teaching
- Student Support Team Coordinator
- Coaching

### **Participation Requirements**

Recipients must hold a valid, professional Georgia teaching, service, or leadership certificate; exceptions as identified in 505-2-.12. Recipients must be employed by a Georgia public LEA. Program providers are responsible for verifying applicant eligibility to receive grant awards. Information will be recorded and reported by providers during the monitoring and end of year reports process.

### **Expectations**

The grant funds must be used to assist teachers enrolled in approved programs to pay for tuition, fees, and exam costs. Program providers are expected to:

- Develop a plan for distribution of funds
- Monitor the effectiveness of the distribution by accepted program evaluation standards

- Submit a yearly pipeline impact report indicating the professional qualification, retention, and student growth impact of those awarded support
- Support recipients complete the program, obtain certification, and effectively teach and provide learning experiences for Georgia students

**Grant Period**

Awardees are expected to fully implement the Three-Year Endorsement Grant Plan starting April 4, 2022 and ending September 30, 2024.

**Timeline of Activities**

The following chart provides a timeline of Georgia Teacher Leader Endorsement Grant activities and dates for events and/or the completion of tasks. Providers should use these dates to frame plans for implementation of this initiative. Please note dates may be subject to change.

<b>Date</b>	<b>Activity/Action</b>
January 6, 2022	Providers attend webinar on Endorsement Grant
January 13, 2022	Providers submit intent to apply notification
February 4, 2022	Provider Proposal Submission Deadline
March 24, 2022	Provider Notification of Grant Awards
April 4, 2022	Provider Grant Period Opens
January 13, 2023	Providers Submit Mid-Year Monitoring Report (Year 1)
July 14, 2023	Providers Submit End of Year Report (Year 1)
January 12, 2024	Providers Submit Mid-Year Monitoring Report (Year 2)
July 12, 2024	Providers Submit End of Year Report (Year 2)
January 17, 2025	Providers Submit End Year Monitoring Report (Year 3)
January 31, 2025	Providers Submit End of Grant Report

**Grant Award Notifications**

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 head of the receiving program provider organization with copies forwarded to the designated grant coordinator. 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 proposals. The level of funding and effective dates of the projects will be included in the notification of the grant award letter.

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

The GaDOE is responsible for establishing and monitoring the FY22 Teacher Leader Endorsement grant proposal, scoring process, distribution of funds to awardees, approving plan implementation, monitoring progress towards meeting goals/objectives/intended outcomes, data collection/results, and fiscal

responsibilities. This grant award is made subject to the provisions of all applicable federal and 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.

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.

### **Authorized Use of Funds**

Upon receipt of official written grant award notification, providers may plan allocation of funds according to plans detailed in the grant proposal. Funds must be used for the intended purpose to support the financial needs of teachers enrolled in endorsement programs. Providers are authorized to use funds according to the following criteria:

- Pay for full or partial tuition for eligible teachers.
- Pay for full or partial program costs to include but not limited to books for eligible teachers.
- Pay for full or partial cost for certification exams.

Funds are not authorized to pay for the cost of the following:

- Teacher salary, stipends, or supplements.
- Travel, lodging, or food.
- Gifts or gratuities .
- Tuition, fees, and costs associated with enrollment or courses outside the current grant period.

The GaDOE will award approved grant funds to approved providers for the purpose of awarding to recipients. Upon receipt of funds, approved providers will operate as the fiscal agent. As the fiscal agent, administrators of the grant are expected to adhere to federal, state, and local laws and regulations for fiscal management. This includes but not limited to best practices for internal controls, operating controls, and accounting controls.

### **Reporting Requirements**

The GaDOE is responsible for ensuring the desired outcomes for the Georgia Teacher Leader Endorsement Grant are met. Ultimately, the goal is to increase retention of teachers by investing in their leadership abilities. To fulfill these responsibilities, the GaDOE requires all grantees to submit appropriate fiscal and program documentation on a regular basis. All providers must complete the required reports with information to include but not limited to:

- Submit a Mid-Year report to include but not limited to:
  - Award recipients and place of employment
  - Award amounts
  - Fund use
  - Narrative on progress towards goals, modifications, and adjustments
  
- Submit an End of Year Report to include but not limited to:
  - Award recipients and place of employment
  - Award amounts
  - Fund use
  - Narrative on progress towards goals, modifications, and adjustments
  - Program evaluation
  - Additional feedback and overall success for each year of implementation
  
- Submit an End of Grant Report to include all parts of End of Year Report and plans to support and retain teachers.

Providers will submit reports according to guidelines and by the dates indicated in the Timeline of Activities section. End of Grant Report will be submitted at the end of Year 3 implementation. More specific information will be provided.

### Applicant Guidance

#### **Completing Provider Proposal**

Please review the following directions very carefully before submitting the proposal. The deadline for submission is **5 PM, February 4, 2022**. The proposal must be submitted on or before the deadline.

SUBMIT EARLY. Proposals cannot be accepted after the deadline. Please factor in unexpected delays and/or technical issues at the point of origin. 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.

**The proposal signature page must bear the electronic signature of the executive director, president/chief executive officer, or the superintendent.**

Providers applying for GaDOE Endorsement Grant will submit their completed proposal online by using the following link to access the proposal submission site [Teacher and Leader Support and Development \(gadoe.org\)](https://gadoe.org/Teacher-and-Leader-Support-and-Development).

#### **Proposal Components**

The proposal has multiple components. Each component is designed to ensure all required information is available for the basis of determining funding allocation. A completed proposal includes all sections

completed using the most current information available, appropriate signatures secured, and requested documentation. The proposal consists of the following components:

- General Program Information
- Selected Endorsement Program Basics
- Goals and Objectives
- Implementation and Evaluation Plan
- Sustainability
- Budget
- Signature

Panel members will read each proposal and rate using a rubric to determine allocation of available funds.

### **Budget**

There should be a calculation of the budget (via spreadsheet, etc.) and a narrative of the budget (via proposal). The budget narrative included in the proposal should include the budget calculations. 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.

### **Deadlines**

All proposals for this grant must be submitted on or before **February 4, 2022**.

### **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 [sequita.freeman@doe.k12.ga.us](mailto:sequita.freeman@doe.k12.ga.us) or [stefany.howard@doe.k12.ga.us](mailto:stefany.howard@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 for receiving/sending communication from/to GaDOE regarding the Teacher Leader Endorsement Grant throughout the period of performance.
- Person responsible to ensure all evidentiary and fiscal documentation will be submitted/mailed/uploaded as per terms of the RFP.

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

Grant Award Notices (GANs) will be uploaded into the RESA and LEAs Consolidated Proposal 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 funds, 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 be submitted to the State Board of Education.

### Rubric: Scoring Components

All proposals will be scored using a rubric that assigns 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).

#### Criterion 1: Selected Endorsement Program Basics (20 points)

Applicant provides a detailed description of need. The information shall focus on how the requested funds will support teacher leadership development in the LEA or RESA served. This section shall also include:

- A clear need/rationale for funding that details how it could empower teachers with leadership skills to support retention, school improvement, and community outreach.
- A detailed explanation of which selected teacher endorsement grant will be impacted. Include a brief description of courses, length of program, and certification requirements.
- A clear description of the enrollment to completion ratio data for the last five years per endorsement selected.
- A description of potential number of recipients for the grant period.

#### Criterion 2: Goals/Objectives/Outlines (40 points)

Applicant explains the goals, objectives, and specific outcomes. In addition, the information should reflect how progress is measured and how funding impacts teacher retention, school improvement, and community outreach. This section shall also include:

- SMART goal statements should be used.
- A summary of past teacher retention strategies by RESA or LEA and goals to maintain or improve.
- A summary of past efforts to increase teacher leadership skills in the selected endorsement area(s).
- A detailed description on how funding will improve instructional quality and increase access for all students and the community.

**Criterion 3: Implementation and Evaluation Plan (30 points)**

Provide a detailed three-year plan for implementing of this grant to support the needs of your service area.

This section shall also include:

- A detailed description of activities and/or action steps.
- A detailed description of the evidence that will support achievement.
- A timeline for meeting grant requirements.
- A detailed description of the plan to monitor and evaluate grant implementation and effectiveness.

**Criterion 4: Sustainability (10 points)**

Applicant provides a clear and concise narrative that explains how the teacher leadership development will continue to support teacher retention, school improvement, and community outreach after the end of the grant period. If applicable, annotate additional funding/support services that are intended to increase sustainability of developing teacher leaders to support retention, school improvement and community outreach.

**Criterion 5: Budget Narrative, Budget Summary, and Schedule of Expenses (0 points)**

Applicants must provide a clear and appropriate budget. The proposed budget shall provide clear evidence that the expenditures are appropriate and justified to support the activities and/or action steps.

**The applicant should consider the minimum per recipient cost is \$200 and the maximum per recipient cost is \$3,400.** Proposals received with inaccurate, unreasonable, unjustified, or non-itemized budget will result in the proposal being excluded from consideration.