

REQUEST FOR PROPOSALS (RFP)

Cultivating Teachers Grant

2023 - 2024

RFP INITIATION March 15, 2023
APPLICATIONS DUE April 14, 2023

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Table of Contents

Program Guidance	3
Program Description	3
Eligibility	3
Proposal Review Process	3
Grant Period	3
Grant Award Notifications	3
Accountability and Monitoring the Use of Federal Funds	4
Unauthorized Activities	5
Reporting Requirements	5
Completing Provider Application	6
Procedures	6
Budget	7
Scoring and Funding Recommendations	7
Scoring	7
Rubric: Scoring Components	7
Programmatic Basics (30)	8
Goals/Objectives/Intended Outcomes (40)	8
Sustainability/Continuous Cycle of Improvement (30)	8
Grant Award Acknowledgement	8
Grant Award Notices (GANs)	9
APPENDIX A	10
APPENDIX B	11

Program Guidance

Program Description

In the last several years, there has been a decline in student enrollment in Educator Preparation Programs in Georgia. As a result, school systems' ability to find and recruit teachers has been negatively impacted. The Georgia Department of Education (GaDOE) has allocated Title II, Part A State Activities funds for the Cultivating Teachers Grant. **This is a GaDOE-administered, non-renewable, non-transferable grant for a maximum of \$10,000 used by school districts to provide teacher professional learning and recruitment for pathway expansion and support.** These funds are designed to support school districts with scheduled courses in the Teaching as a Profession Pathway.

Eligibility

Eligible grant applicants must be a Georgia public school district with a scheduled Teaching as Profession Pathway courses designed to increase high school student interest in pursuing the teaching profession.

Proposal Review Process

During the review process, each application will be reviewed and scored by GaDOE-approved and -trained readers/scorers. The readers/scorers will individually assign and record points (1-100) using the scoring rubric. Readers/scorers may ask grant organizers clarifying questions regarding allowability; however, grant organizers may not speculate or offer opinions regarding the applicant's intent. In the event the number of applications receiving a qualifying score exceeds the number of available grants, only the highest, rank-ordered applications will be recommended for funding. All applicants whose application was scored will be notified via email after the State Board of Education (SBOE) has rendered a decision. Decisions are final and an appeal process is not available.

Grant Period

Grant funds will be available from July 1, 2023, through June 30, 2024.

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 GaDOE. Recipients will receive an award notification via email. 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 the 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

Awardees must submit digitally all required completion documentation by **July 15, 2024**. Completion documentation must include the summary of the activities plan, a detailed expenditure report including supporting documentation for goods and services provided or received, and evidence artifacts (i.e., developed, photos, videos, infographics).

GaDOE is responsible for establishing and monitoring the Cultivating Teachers Grant application, scoring applications, distributing funds to awardees, approving plan implementation, monitoring progress toward goals/objectives/intended outcomes, data collection/results, and fiscal responsibilities. This grant award is 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 provide all required assurances that the applicant will comply with all program implementation and reporting requirements established through this RFP.
- appropriately use these funds as described in this application 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 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 the ability to amend the budget and/or implementation plan will be limited.

Awarded funds are specifically designed to further professional development for Teaching as a Profession pathway teachers and provide resources needed. In turn, the Teaching as a Profession teachers need to increase effectiveness in addressing the educator workforce needs and influencing post-secondary selection.

The professional development of these teachers can be implemented using a wide variety of different activities and resources. These activities must align with the Cultivating Teacher categories.

- **Professional Development** – Provide training on the best practice to reach middle and high students to build connection and awareness of the education profession. Training sessions should include the best ways for identifying students with the potential to be effective teachers. In addition, provide professional learning opportunities and resources on engaging learning activities that increase the students’ understanding of the profession of teaching.
- **Recruitment** – In alignment with the professional development support, create or provide recruitment resources that support the teacher’s ability to invite identified students to participate using best practices. Also, this could include, but is not limited to, marketing training and resource development to increase course enrollment and workforce interest.

Unauthorized Activities

Proposals will be screened for unallowable activities using a two-tiered approach. The initial screening will take place 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.

Cultivating Teachers Grant funds may not be used:

- To support out-of-state travel, graduate-level courses, or professional memberships.
- For new/improvement construction or capital improvements to existing structures such as carpet, laminate coverings, renovations.
- To support after-school or summer programs not related to the Cultivating Teachers Grant categories.
- To purchase textbooks, videos, or games not related to the Cultivating Teachers Grant categories.
- To purchase technology infrastructure (computers, charging tables, printers, technology equipment).
- To purchase student supplies and materials.

Reporting Requirements

The Cultivating Teachers Grant funds must be used for the professional development of Teaching as a Profession Pathway Teachers and to address state and regional education workforce needs. Districts receiving the grant must outline the scope of work and include any artifacts created. They must also document how the grant funding

improved student interest in teaching as a profession. The summary could include the following:

- Explanation of how the professional development impacted or improved the professional growth of the teacher.
- Explanation of how students received greater access to effective teachers.
- Impact of grant on the interest of secondary students (middle and high school) pursuing an education career.
- Impact of grant on the Teaching as a Profession Pathway (i.e., enrollment, completion rate).
- The extent to which the goals and objectives were achieved, and strategies implemented.
- The results and findings during the grant period.
- Explanation of how capacity will be built to sustain the Cultivating Teachers activities after funding ends.

Completing Provider Application

Please review the following directions very carefully before submitting the proposal.

PROPOSAL. The deadline for submission is **April 14, 2023**. The proposal must be submitted on or before the deadline.

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 receive/send communication from/to GaDOE regarding the Cultivating Teachers Grant throughout the period of performance.
- Person responsible for ensuring all evidentiary and fiscal documentation will be submitted/mailed/uploaded as per terms of the RFP.

Procedures

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

- *Proposal Portal:* Click [Cultivating Teachers Grant Application Portal](#)
- *Submit Early:* Proposals cannot be accepted after the deadline. Please prepare for possible unexpected delays and/or technical issues. 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 GaDOE.

- *Proposal Information:* Supplemental or revised proposal expectations, 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 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.
- *Signature Page (Appendix B):* Proposals cannot be accepted without the application signature page uploaded to the application portal.

Budget

A narrative of the budget and a calculation of the budget are required components that will be reviewed for unauthorized purchases. Each of these offer a lens for understanding how funds meet the identified need and activities.

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 associated proposed budget narrative must provide clear evidence the expenditures are appropriate and justified to support the proposed programming/activities. Provide a detailed budget projection that describes the activities, goods/services, rationale for purchase, and cost. Total should not exceed requested budget (See APPENDIX A).

Scoring and Funding Recommendations

Scoring

During the review process, each proposal will be reviewed and scored by GaDOE-trained reviewers. The reviewers 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.

Questions regarding the award process or scoring may go to the Project Manager or the Deputy Superintendent.

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 (30)

- Location: District Name, Grant Contact, and Grant Contact email
- Number of middle and high schools identified in education through YouScience or other identified aptitude screening
- Number of TAP courses offered in district
- Number of students enrolled in TAP courses
- Indicate programs or services that will be directly involved in the implementation of the Cultivating Teachers Grant.

Goals/Objectives/Intended Outcomes (40)

- Articulate the goals/objectives/intended outcomes as they align with building capacity of the Teaching as a Profession Pathway. Note that the following activities can contribute to a Cultivating Teachers initiative:
 - **Professional Development-** Provide training on the best practices to reach middle and high students to build connection and awareness of the education profession. Train on the best ways to identify students with the potential to be effective teachers. In addition, provide professional learning opportunities and resources on engaging learning activities that increase students' understanding of the profession of teaching.
 - **Recruitment** – In alignment with the professional development support, create or provide recruitment resources that support the teacher's ability to invite identified students to participate using best practices. Also, this activity could include, but is not limited to, marketing training and resource development to increase course enrollment and workforce interest.

Sustainability/Continuous Cycle of Improvement (30)

- Explain how the activities or outcomes will be continued after the end of the grant period.
- If applicable, annotate additional funding/support that could increase sustainability.

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 nia.thornton@doe.k12.ga.us within five days of receipt of the grant award email.

Grant Award Notices (GANs)

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

APPENDIX A

Example Budget Template

A narrative of the budget and a calculation of the budget are required components that will be reviewed for unauthorized purchases. 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 associated proposed budget narrative must provide clear evidence the expenditures are appropriate and justified to support the proposed programming/activities. Provide a detailed budget projection that describes the activities, goods/services, rationale for purchase, and cost. Total should not exceed requested budget.

	Description of activity	Goods/Services	Explain Rationale for Purchase	Cost Not to exceed requested grant funding amount
Ex				
1.				\$
2.				\$
3.				\$
4.				\$

APPENDIX B

Application Signature Page Cultivating Teachers Grant Request for Proposal (RFP)

<i>Instructions:</i> 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 in 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	
Signature of Grant Coordinator:	Date:
Signature of Superintendent/Superintendent's Designee:	Date: