



COLORADO
Department of Education

Funding Opportunity

Applications Due: Thursday, May 18, 2017 by 11:59 p.m.

Application Information Webinar: Thursday, February 23, 2017, 10:00-11:00 a.m.

Letter of Intent Due: Wednesday, March 1, 2017 by 11:59 p.m.

Quality Teacher Recruitment Program

Pursuant to: 22-94-102, C.R.S.

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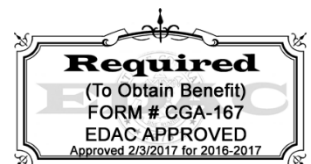


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Quality Teacher Recruitment Program

Applications Due: Thursday, May 18, 2017 by 11:59 p.m.

Introduction

The Quality Teacher Recruitment Program supports efforts to recruit, select, train, and retain highly qualified teachers to teach in Colorado public schools, including charter schools, and school districts. Funding is available for providers to partner with one or more school districts and Board of Cooperative Services (BOCES)* over a two-year period to place and support highly qualified teachers in areas of the state that demonstrate historic difficulty in recruiting and retaining highly qualified teachers (as defined by the No Child Left Behind Act). A third-party evaluator will also be selected to evaluate these efforts.

Purpose

Providers that are selected to receive funding will use grant funding to recruit, select, train, place, and retain highly qualified teachers to be placed in one or more districts or BOCES by the beginning of the 2017-18 school year.

Eligible Applicants

Applicants must apply in partnership with a single school district, multiple school districts, or a BOCES. Each applicant must meet the following eligibility requirements:

- Have a documented history of successfully recruiting, training, placing, and retaining highly qualified teachers in areas of Colorado and other states that have had historic difficulty in recruiting and retaining highly qualified teachers;
- Demonstrate that the teachers it has placed in public schools and districts in the past, either in Colorado or in other states, achieve high academic growth from their students based on state achievement data or independent studies; and
- Have a documented history of providing professional development for teachers, including induction, training, on-going support, and evaluations.

Note: If the applicant intends to recruit individuals who are not yet highly qualified, the applicant must demonstrate that it has been approved as an educator preparation provider or must submit a plan for partnering with an educator preparation provider.

Each applicant also must provide the following assurances:

- Commit to working with one or more school districts or BOCES for at least two years to recruit and place highly qualified teachers;
- Commit to placing only teachers who are deemed highly qualified (i.e., the placed teachers must have a bachelor's degree, be fully licensed, and demonstrate subject matter competency); and
- Commit to matching no less than 100 percent of any grant funds awarded through the Quality Teacher Recruitment Program.*

*The applicant must provide an award letter or award letters from one or more private or corporate donors that pledge to make gifts, grants, or donations to the applicant that, in total, equal at least the same amount that the applicant has requested from CDE in its budget proposal. Said award letter(s) must include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions.

Available Funds

A total of \$2,960,000 is available for this grant program, contingent on appropriation of funds for FY2017-18.

CDE anticipates that it will select multiple grant recipients. Applicants may apply for a minimum award amount of \$25,000 and must commit to matching no less than 100 percent of any grant funds awarded through the Quality Teacher Recruitment Program. In the event that multiple grant recipients are selected, CDE may ask for grant recipients to make adjustments to their budgets in order to ensure an equitable distribution of funding. CDE maintains discretion on award amounts and may not award the full amount available.

Funds will be disbursed in two equal payments in years 1 and 2 of this grant program. Receipt of the second payment is contingent upon:

- demonstration of meeting targets identified in the contract between CDE and grant recipients; and
- documentation of matching funds for year 2 payment.

In the event that grant recipients are not able to substantially meet the targets and reporting obligations agreed to in the contract between CDE and the grant recipient, a portion or all of the funding may need to be repaid to CDE.

Duration of Grant and Required Activities

This grant covers two years of program costs for use in recruitment, selection, placement, training and retention of highly qualified teachers over the 2017-18 and 2018-19 academic years. Funding may be used for salaries of program staff, but grant recipients may not use any grant funding for administrative services to operate their program.

Highly qualified teachers must be placed in one or more districts or BOCES by the beginning of the 2018-19 academic school year. Continued funding in future years is contingent upon meeting all specified reporting requirements as outlined in the following section.

Evaluation and Reporting

CDE contracts with an external evaluator to meet the evaluation and reporting requirements of this grant program. Grant recipients must provide data, including the information specified below, to the third-party evaluator, contracted by CDE pursuant to C.R.S. 22-94-103(2), to evaluate the progress of the grant recipient in its teacher recruitment, selection, training, placement, and retention efforts. Data collection by the evaluator may include participation in interviews and/or surveys. Grant recipients are responsible for working with their partner districts to ensure that the data is collected and reported.

Annually, each grant recipient must ensure submission of information concerning deliverables and performance outcomes agreed to in the contract between the contracted evaluator and the grant recipient regarding recruitment, selection, placement, and training. This information will include the following:

- Information regarding the qualifications of the recruited, selected, and placed teachers;
- Information regarding the process used to select teachers;
- Information regarding the structure and general content of the training provided to selected teachers;
- Information regarding the number of teachers recruited and selected by the grant recipient;
- Information related to the satisfaction of partner districts or BOCES;
- The names of the public schools and districts or BOCES in which teachers are placed;
- The subjects and grade levels taught by the teachers who are placed through the grant recipient's program;
- The number of students who are taught by teachers who are placed in public schools and districts through the grant recipient's program;
- The effectiveness ratings of each of the teachers who are placed through the grant recipient's program; and
- Retention information on participating teachers who remain within school, district, and profession.

All information shared for the purpose of grant evaluation must adhere to standard data privacy guidelines. CDE is required to share the annual report with the Colorado Governor's Office, the State Board of Education and the members

of the education committees of the House of Representatives and the Senate. This annual reports includes the data and performance metrics described above.

Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. Therefore, CDE provides a secure system to collect information, survey responses, and PII for this grant program. PII will be collected, used, shared, and stored in compliance with CDE's privacy and security policies and procedures.

Please note: Documents submitted in support of the application must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under 15 for students or 5 for educators.

Technical Assistance

An application training webinar will be held on **Thursday, February 23, 2017, 10:00 am-11:00 am**. Register for this technical assistance via Eventbrite at: <https://qtr2017.eventbrite.com>. If you have questions or issues regarding registration, please email CompetitiveGrants@cde.state.co.us.

If interested in applying for this opportunity, please submit the Letter of Intent by **Wednesday, March 1, 2017** via SurveyMonkey at: https://www.surveymonkey.com/r/qtr2017_loi (See Attachment A).

Review Process and Timeline

This funding opportunity is a competitive process – applicants must score at least 88 points out of the possible 110 points (80% of total points) to be approved for funding. Applications that score below 88 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting a proposal will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications will be notified and may reapply for future funding opportunities.

Applications will be reviewed by CDE staff to ensure they contain all required components. Applicants will be notified of final award status no later than Friday, June 9, 2017.

Submission Process and Deadline

An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to CompetitiveGrants@cde.state.co.us by **Thursday, May 18, 2017 by 11:59 p.m.** The electronic version should include all required components of the application as one document. Please attach the electronic budget workbook in Excel format as a separate document. Faxes will not be accepted. Incomplete or late applications will not be considered.

If you do not receive an email confirmation of receipt of your application within 24 hours of the deadline, please email CompetitiveGrants@cde.state.co.us.

Application materials and budget are available for download on the CDE website at <http://www.cde.state.co.us/educatoreffectiveness/qualityteacherrecruitmentgrantprogram>.

Submit the electronic copy of the application and electronic budget to:

CompetitiveGrants@cde.state.co.us

By: **Thursday, May 18, 2017 by 11:59 p.m.**

Application Format

- The total narrative (Part III) of the application cannot exceed 20 pages. Please see below for the required elements of the application. Note: Applications that exceed 20 pages will not be reviewed.
- All pages must be standard letter size, 8-1/2" x 11" using 12-point font and single-spaced with 1-inch margins and numbered pages.
- The signature page must include original signatures of the lead organization/fiscal agent.

Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II (pages 11-14).

A complete application includes the following documents:

Part I: Application Introduction (not scored)

Part IA: Cover Page - Applicant Information
Part IB: Partner Information and Assurances Page(s)
Part IC: Program Assurances Form
Executive Summary
Table of Contents

Part II: Application Narrative (scored)

Section I: Vision, mission, and overall goals of organization
Section II: Success in regions with historic difficulty
Section III: Selection of partner district(s) and/or BOCES
Section IV: Plan to recruit and place teachers
Section V: Plan to support and retain teachers
Section VI: Plan for progress monitoring and evaluation
Section VII: Excel Budget Workbook and Budget Narrative

Part III: Award letter from each donor that has committed to provide matching funding for this grant program. The award letter should include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions.

QUALITY TEACHER RECRUITMENT PROGRAM

Part IA: Cover Page – Applicant Information

| Lead Applicant Information | | | |
|---------------------------------------|--------------------|------------------------|--|
| Applicant Name: | | | |
| Mailing Address: | | DUNS #: | |
| Authorized Representative Information | | | |
| Name: | | Title: | |
| Telephone: | | E-mail: | |
| Signature: | | | |
| Program Contact Information | | | |
| Name: | | Title: | |
| Telephone: | | E-mail: | |
| Signature: | | | |
| Fiscal Manager Information | | | |
| Name: | | | |
| Telephone: | | E-mail: | |
| Signature: | | | |
| Funding Requested | | | |
| Year 1 (2017-2018) | Year 2 (2018-2019) | Total Amount Requested | |
| \$ | \$ | \$ | |

Note: If grant is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

Part IB: Partnership Information and Assurances Page

For each school district or BOCES that will partner with the applicant, please provide the information requested in the boxes below. (Copies of this page may be made if the applicant intends to partner with more than one school district or BOCES.) If the partner is a district, after careful review of each of the requisite assurances listed below, both the district's superintendent and local school board chair should place a check next to each assurance and sign and date the bottom of the document. If the partner is a BOCES, only the signature of the BOCES president is required.

| Partner Information | | | |
|-------------------------------------|--|---------|--|
| Agency Name: | | | |
| Mailing Address: | | | |
| Partner's Authorized Representative | | | |
| Name: | | | |
| Telephone: | | E-mail: | |
| Signature: | | | |

In collaboration with the applicant, _____, the partner,
_____, hereby accepts the conditions of the Quality Teacher Recruitment Program and agrees to the following assurances:

- _____ The partner is committed to working with the applicant for at least two years to recruit and place highly qualified teachers;
- _____ The partner is committed to placing teachers from the applicant's program only if they are deemed highly qualified, as that term is defined by the federal Elementary and Secondary Education Act (i.e., teachers must have a bachelor's degree, be fully licensed, and demonstrate subject matter competency) and if the receiving school principal has consented to their placement; and
- _____ The partner agrees to provide all data to the grant recipient that is necessary to comply with the reporting requirements and deadlines for this grant program.

Name of School District Superintendent
or BOCES President

Signature

Date

Name of Local School Board Chair

Signature

Date

Part IC: Program Assurances Form

Please provide the applicant information requested in the boxes below. After careful review of each of the requisite assurances listed below, the applicant's authorized representative should place a check next to each assurance and sign and date the bottom of the document.

The applicant, _____, hereby accepts the conditions of the Quality Teacher Recruitment Program and agrees to the following assurances:

- _____ The applicant is committed to working with one or more school districts or a BOCES for at least two years to recruit and place highly qualified teachers;
- _____ The applicant is committed to placing only teachers who are deemed highly qualified, as that term is defined by the federal Elementary and Secondary Education Act (i.e., teachers must have a bachelor's degree, be fully licensed, and demonstrate subject matter competency) and whom the receiving school principal has consented to place;
- _____ The applicant agrees to comply with the reporting requirements and deadlines for this grant program;
- _____ The applicant is committed to matching no less than 100 percent of any funds awarded through the Quality Teacher Recruitment Grant Program, as demonstrated by the attached award letter(s) from one or more private or corporate donors that pledge to make gifts, grants, or donations to the applicant that, in total, equal to at least the same amount that the applicant has requested from CDE in its budget proposal. These award letters also include the date(s) by which the applicant will receive donor funding; and
- _____ In the event that the applicant is not able to substantially meet the targets and reporting requirements agreed to in the contract between CDE and the applicant, a portion or all of the funding may need to be repaid to CDE.

Name of Applicant's Authorized Representative

Signature of Applicant's Authorized Representative

Date

Quality Teacher Recruitment Program

Application Scoring (CDE Use Only)

| | | |
|------------------|---|---|
| Part I: | Application Introduction | No Points |
| Part II: | Application Narrative | |
| | Section I: Vision, mission, and overall goals of organization | /5 |
| | Section II: Success in regions with historic difficulty | /20 |
| | Section III: Selection of partner district(s) and/or BOCES | /15 |
| | Section IV: Plan to recruit and place teachers | /25 |
| | Section V: Plan to support and retain teachers | /20 |
| | Section VI: Plan for progress monitoring and evaluation | /10 |
| | Section VII: Budget Form and Budget Narrative | /10 |
| Part III: | Award letter | No Points |
| | | <hr/> |
| | | Subtotal <u> /105 </u> |
| | | Bonus Points <u> /5 </u> |
| | | Total <u> /110 </u> |

GENERAL COMMENTS: Please indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

Strengths:

-
-

Weaknesses:

-
-

Required Changes:

-
-

RECOMMENDATION: Funded _____ Funded with Changes _____ Not Funded _____

Selection Criteria and Evaluation Rubric

Part I: Application Introduction (No Points)

- Cover Page and Assurances: Complete applicant information, partner information, and program assurances and include as the first pages of the application.
- Executive Summary: Provide a brief description (no more than one page) of the applicant's program to be funded by the Quality Teacher Recruitment Program. This summary does not count toward the 20-page narrative page limit.
- Table of Contents: Please provide a table of contents after the Executive Summary. This does not count toward the 20-page limit for the narrative.

Part II: Narrative (110 Points)

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 88 points out of the 110 possible points (80% of total points) and all required elements must be addressed. An application that receives a score of 0 on any required elements will not be funded.

For those applicants that have previously received funding from the Quality Teacher Recruitment Program, the expectation is that the narrative will include references to that award, where applicable. For example, discuss how the funds contributed to the program and what still needs to be accomplished. In particular, applicants should demonstrate ongoing and improved capacity in the program and a well-developed plan for sustainability.

Part III: Award Letter (No Points)

Award Letters from partners are required but are not included in the 20-page limit for the narrative.

| Part II, Section I: Vision, mission, and overall goals of organization | Not Addressed or Met No Criteria (information not provided) | Met One Criterion (requires additional clarification) | Met All Criteria (concise and thoroughly developed, high quality response) |
|--|--|--|---|
| 1) Describe the organization's vision and mission. Clearly describe how your organization's overall goals align with the goals of this grant program to recruit and retain highly qualified teachers in regions with historic difficulty recruiting and retaining highly qualified teachers. | 0 | 3 | 5 |
| Reviewer Comments: | | | |
| Total: | | | /5 |

| Part II, Section II: Success in regions with historic difficulty | Not Addressed or Met No Criteria (information not provided) | Met One Criterion (requires additional clarification) | Met All Criteria (concise and thoroughly developed, high quality response) |
|---|--|--|---|
| 1) Provide evidence of your organization's success in recruiting, training and retaining highly qualified teachers in areas of Colorado and other states that have had historic difficulty in recruiting and retaining highly qualified teachers. | 0 | 5 | 10 |
| 2) Demonstrate how the teachers you have placed in public schools have achieved high academic growth from their students based on state achievement data or independent studies. Be sure to include relevant data. | 0 | 5 | 10 |
| Reviewer Comments: | | | |
| Total: | | | /20 |

| Part II, Section III: Selection of partner district(s) and/or BOCES | Not Addressed or Met No Criteria <i>(information not provided)</i> | Met One Criterion <i>(requires additional clarification)</i> | Met All Criteria <i>(concise and thoroughly developed, high quality response)</i> | | |
|--|---|--|---|--|--|
| 1) Provide a description of the analysis you conducted to identify areas of Colorado that have had historic difficulty in recruiting and retaining highly qualified teachers. This analysis must include, but not be limited to, analysis of the partner's turnover rates, teacher effectiveness data, and capacity for recruitment and teacher support. | 0 | 3 | 5 | | |
| 2) List the districts and/or BOCES with which you will partner. Demonstrate the need of your selected districts and/or BOCES using, at a minimum, the criteria listed above (analysis of the partner's turnover rates, teacher effectiveness data, and capacity for recruitment and teacher support). | 0 | 5 | 10 | | |
| 3) Applicant has provided sufficient documentation (e.g., MOUs, letters of commitment/support) from all partners, including districts, BOCES, and/or other organizations. (Attach any supporting documentation; does not count toward page limit) | Submitted | | Did not Submit | | |
| | <input type="checkbox"/> | | <input type="checkbox"/> | | |
| Reviewer Comments: | | | | | |
| Total: | | | /15 | | |

| Part II, Section IV: Plan to recruit and place teachers | Not Addressed or Met No Criteria <i>(information not provided)</i> | Met One Criterion <i>(requires additional clarification)</i> | Met All Criteria <i>(concise and thoroughly developed, high quality response)</i> |
|---|---|--|---|
| 1) Describe your plan for using these grant funds to recruit and place highly qualified teachers with your partner district(s)/BOCES. Include the timelines that will be followed. | 0 | 3 | 5 |
| 2) Provide measurable benchmarks and interim goals for your recruitment and placement processes. | 0 | 3 | 5 |
| 3) Address how your organization's selection process will allow you to select teachers that can, or are likely to, demonstrate effectiveness in the state's Teacher Quality Standards , including achieving high academic growth for their students. | 0 | 3 | 5 |
| 4) Provide information about the number of teachers that will be placed, the subjects and grade level they will be hired to teach, and the potential number of students that will be taught by these teachers. Explain how you have identified these numbers and subjects/grade levels and how they address a significant need for the partner organization(s). | 0 | 5 | 10 |
| Reviewer Comments: | | | |
| Total: | | | /25 |

| Part II, Section V: Plan to support and retain teachers | Not Addressed or Met No Criteria <i>(information not provided)</i> | Met One Criterion <i>(requires additional clarification)</i> | Met All Criteria <i>(concise and thoroughly developed, high quality response)</i> |
|---|--|--|---|
| 1) Describe your organization's previous experience providing professional development for teachers, including induction, training, on-going support, and evaluations. | 0 | 3 | 5 |
| 2) Describe your plan for supporting all of the teachers that will be placed through this program and activities that are likely to encourage teachers to remain in their placements. Include measurable goals and the timelines that will be followed. | 0 | 5 | 10 |
| 3) Clearly address whether the organization: (1) will recruit only individuals who are already highly qualified; (2) has already been approved as an educator preparation provider; or (3) has a clear plan for partnering with an educator preparation provider. | 0 | 3 | 5 |
| Reviewer Comments: | | | |
| Total: | | | /20 |

| Part II, Section VI: Plan for progress monitoring and evaluation | Not Addressed or Met No Criteria <i>(information not provided)</i> | Met One Criterion <i>(requires additional clarification)</i> | Met All Criteria <i>(concise and thoroughly developed, high quality response)</i> |
|---|--|--|---|
| 1) Describe how you will evaluate the effectiveness of your program and monitor progress towards the measurable goals for this program. | 0 | 3 | 5 |
| 2) Describe how the organization will implement improvements in process if goals are not being met. | 0 | 3 | 5 |
| Reviewer Comments: | | | |
| Total: | | | /10 |

| Part II, Section VII: Budget Narrative and Electronic Budget <i>(Electronic Budget Form does not count toward page limit; Budget Narrative included in the 20-page limit)</i> | Not Addressed or Met No Criteria <i>(information not provided)</i> | Met One Criterion <i>(requires additional clarification)</i> | Met All Criteria <i>(concise and thoroughly developed, high quality response)</i> |
|--|--|--|---|
| 1) Complete and attach the Budget Spreadsheet (Excel file) . List costs of the proposed project as presented that are reasonable, necessary and are calculated to show how amounts are determined. The budget should be sufficient in relation to the objectives, design, scope and sustainability of project activities and demonstrate how funds will be used for supplementary services. | 0 | 3 | 5 |
| Item Description Example: .X FTE for [role or title] at \$xxxxx per [hour or month or year] times [x per hours or months or year] | | | |

| | | | |
|--|---|---|------------------|
| 2) In addition to submitting the electronic budget, include a Budget Narrative (included in the 20-page limit) in a narrative format that addresses the following criteria: <ul style="list-style-type: none"> Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the Proposed Project Description (Section B). Include the cost of the instructional and student support program that the applicant plans to implement using the grant funds. | 0 | 3 | 5 |
| Reviewer Comments: | | | |
| | | | Total /10 |

| Bonus: Sustaining Efforts (Optional) | Not Addressed or Met No Criteria <i>(information not provided)</i> | Met One Criterion <i>(requires additional clarification)</i> | Met All Criteria <i>(concise and thoroughly developed, high quality response)</i> |
|---|--|--|---|
| Provide a clear plan for supporting your partners to sustain improvements in recruiting, training and retaining highly qualified teachers beyond the terms of this grant project. | 0 | 3 | 5 |
| Reviewer Comments: | | | |
| | | | Total: /5 |

| Part III: Award Letter | Submitted | Did not Submit |
|--|--------------------------|--------------------------|
| The applicant provided an award letter or award letters from one or more private or corporate donors that pledge to make gifts, grants, or donations to the applicant that, in total, equal at least the same amount that the applicant has requested from CDE in its budget proposal. Said award letter(s) must include the amount of funding, date of distribution, terms and conditions tied to the funding, and consequences for any failure to meet those terms and conditions. Award Letters from partners are required. | <input type="checkbox"/> | <input type="checkbox"/> |
| Reviewer Comments: | | |

Attachment A: Intent to Apply

The Letter of Intent to apply for the Quality Teacher Recruitment Program is due **Wednesday, March 1, 2017**. Please submit via SurveyMonkey at: https://www.surveymonkey.com/r/qtr2017_loi.

Below is a screenshot of the information requested in the Letter of Intent.

Quality Teacher Recruitment Program 2017-2018 - Letter of Intent

Letters of Intent due Wednesday, March 1, 2017 by 11:59 pm.

- 1 Please complete the information requested below to indicate your intention to apply for the **Quality Teacher Recruitment Program**.

Name of Organization (Lead Applicant):

Name of Proposed Partner(s):

Name of Lead Applicant Authorized Representative:

Name of Contact for the Proposal:

Contact Telephone Number:

Contact E-mail Address:

- 2 I affirm that I am the named authorized representative from the lead applicant, or that the named authorized representative is aware and has approved of the intent to apply for the grant opportunity.