

Funding Opportunity

Applications Due: **Thursday, June 8, 2023, by 11:59 pm**

[Intent to Apply](https://app.smartsheet.com/b/form/aa044f9887fd4d7bbae51276a00e0306) Due: **Wednesday, May 31, 2023, by 11:59 pm**

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| Mentor Grant ProgramPursuant to the [American Rescue Plan Act of 2021](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__www.whitehouse.gov_american-2Drescue-2Dplan_%26d%3DDwMFAw%26c%3DeuGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM%26r%3DmTRbUtf1C1kCU3xXx6NaXwqBD_GmpdPlpkKhZy6SZbw%26m%3D9Uspyoiw1fBGIo0-sn_En-cYmZtqkk_7M2jKy7UQNcU%26s%3DQdWKEoMRWTWKYGHjb6a0_UPeLhhlHB9CNR369A8Lip8%26e%3D&data=04%7C01%7Cjamie.rife%40MDHI.ORG%7Ccf7c4b8959a344212edf08d90fd3fb83%7C8131b7e5d9ef4fe2a244c0c620d8eaa0%7C1%7C1%7C637558225417674580%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=VnRKbxYNI8D4gMvfG2uumLnsFVBF9lRxBvcQHpPa%2BJ0%3D&reserved=0) Elementary and Secondary School Emergency Relief (ARP ESSER III) |

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| Approved by EDAC at 05/05/23 meeting |

**Program Questions:**

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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the Mentor Grant Program must be submitted through the** [**online application form**](https://app.smartsheet.com/b/form/fcf4b0ef2329461c81c15643b5783fe8)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**Mentor Grant Program**

**Applications Due: Thursday, June 8, 2023, by 11:59 pm**

# Introduction

The COVID-19 pandemic has impacted education across our country. Like the learning disruption for students, beginning teachers have also been impacted by inconsistencies in learning environments and meaningful feedback. Just as students may have a "learning gap," our teacher candidates and early educators have their own "learning gap." Some preservice educators were unable to have adequate clinical residency experiences because of quarantine rules or impacts. New to the profession (probationary) teachers may have been completing their student teaching experience in the spring of 2020 when it was cut short by the initial COVID closings. Then those same preservice teachers were hired for the first time in the 2020-21 school year and did not have quality mentorship, instructional modeling, additional professional learning, or feedback and support on their instruction.

To ensure the pipeline of educators stays stable and continues to grow, strong mentorship and coaching supports must be put in place. Our preservice and new to the profession teachers must have high quality and talented mentors they can turn to as they grow and develop. According to the 2020 NEA Policy Playbook, there are “numerous studies [that] demonstrate that the implementation of comprehensive induction cuts new teacher turnover rates in half…Comprehensive induction is a sound investment to address teacher recruitment and retention.” Researchers Richard Ingersoll and Michael Strong state that “support and assistance for beginning teachers [has] a positive impact on three sets of outcomes: teacher commitment and retention, teacher classroom instructional practices, and student achievement.” Research shows that high-quality mentor programs include training and support for mentor teachers, intentional policies and practices for identification and placement with mentors and aligned practices /standards for the mentoring content.

This grant will serve as an opportunity for education providers to build, enhance, and strengthen mentoring programs to ensure beginning teachers have all the support necessary to build instructional capacity and effectiveness in the classroom.

# Purpose

This grant program exists to:

* Deepen mentoring programs at the local level, specifically targeting pre-service mentoring programs for student teachers/clinical residencies and new to the profession (probationary) teachers in their first 3 years of teaching, including educators working under initial, alternative, and/or emergency licensure.
* Broaden the skills of mentor teachers to maximize mentor/mentee relationships and build instructional capacity.

Only applicants that specifically address both purposes identified for funding will be considered.

# Eligible Applicants

Local Education Providers (LEPs) are eligible to apply for this opportunity. An eligible LEP is:

* A School District;
* A Board of Cooperative Educational Services (BOCES);
* The Charter School Institute (CSI);
* A Charter School authorized by a School District; or
* A Charter School authorized by the Charter School Institute.

**Note:** Applications will not be accepted from individual non-charter schools and must be authorized and submitted through the LEP.

Applicants that have received funds from the Mentor Grant Program may apply for this current funding opportunity but in their narrative responses must describe current grant activities and services and demonstrate how, if awarded, capacity to provide activities and services will be expanded, augmented, or sustained. Past expenditure of funds, responsiveness to reporting requirements, and quality of program implementation will also be considered.

**Charter Schools:**

Pursuant to [C.R.S. 22-30.5-104 (11)](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=f793ddcd-a668-40c2-88c9-13152b4e624f&nodeid=AAWAAEAACAACAAE&nodepath=%2FROOT%2FAAW%2FAAWAAE%2FAAWAAEAAC%2FAAWAAEAACAAC%2FAAWAAEAACAACAAE&level=5&haschildren=&populated=false&title=22-30.5-104.+Charter+school+-+requirements+-+authority+-+rules+-+definitions.&config=014FJAAyNGJkY2Y4Zi1mNjgyLTRkN2YtYmE4OS03NTYzNzYzOTg0OGEKAFBvZENhdGFsb2d592qv2Kywlf8caKqYROP5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A65MT-X293-CGX8-0095-00008-00&ecomp=8gf59kk&prid=b437b07b-e138-4d15-acfc-74ff860597f5), a charter school may choose to apply apart from their authorizer for a competitive grant program created by a federal or state statute or program. The charter school is considered the LEP only for the purposes of applying and determining eligibility. A charter school’s authorizer will be the fiscal agent, if funded.

* A charter school that applies for a grant shall provide to its authorizing district:
	+ A copy of the grant application at the time the application is submitted to CDE; and
	+ If the charter school receives the grant monies, a summary of the grant requirements, a summary of how the charter school is using the grant monies, and periodic reports on the charter school’s progress in meeting the goals of the grant as stated in its application.
* If a charter school intends to apply for a grant that the school’s authorizing school district is also intending to apply for, the charter school shall seek to collaborate with the school district in the application and to submit the application jointly. If the charter school and the school district are unable to agree to collaborate in applying for the grant, the charter school may apply for the grant independently or in collaboration with other charter schools.

# Available Funds and Duration of Grant

Approximately $1 million is available for the 2023-2024 school year. Grants will be awarded for a one-year term beginning in the 2023-2024 fiscal year. Awards will be limited to no more than $150,000 per grant recipient. Funded applicants for the 2023-2024 school year are not guaranteed any additional funding beyond the 2023-2024 year at this time. All funds must be expended by **August 31, 2024**, and reimbursement requests must be submitted no later than **September 30, 2024**. There will be no carryover of funds.

# Allowable Use of Funds

A Local Education Provider that receives a grant under the program shall use the monies to

* Serve preservice educators through clinical residencies or student teaching AND/OR serve educators in their first 3 years of teaching (probationary teachers);
* Develop, implement, and/or expand a mentoring program;
* Select and develop mentors.

Allowable services or activities include:

* Beginning teacher workshops, training, and professional development opportunities that are specifically designed for beginning teachers during their first years in the classroom
* Workshops and training for mentors on the skills of effective mentoring and/or instructional strategies
* Opportunities for mentors to meet with one another to share successes and trouble-shooting strategies to continue mentor's professional development

Funding should be used for:

* Expenses incurred in creating and managing the mentorship program
* Mentor stipends
* Mentee stipends, including stipends for pre-service and in-service educators in the program
* Substitute costs for classroom leave time for mentors and mentees
* Materials/supplies necessary for mentor program content delivery
* FTE to develop and facilitate mentor program

**Note:** Funding may not be used for food.

Indirect cost recovery is allowed under this grant. An awardee may use its restricted or unrestricted indirect cost rate. If an awardee does not have a negotiated indirect cost rate it may use the de minimis indirect cost rate of 10%. All indirect costs charged must be in compliance with federal grant guidance 2 CFR 200.411-412.

# Evaluation and Reporting

Each Education Provider that receives a grant through the Mentor Grant Program is required to report, at a minimum, the following information to the Department on or before **October 15, 2023**:

* Email addresses for participating mentors and mentees (for purposes of distributing a survey twice a year to measure grant impact)
* EDIDs for participating mentors and mentees (for purposes of tracking grant impact on retention)

This information will be collected via a secure system and, if reported, only reported in the aggregate.

Each Education Provider that receives a grant through the Mentor Grant Program is required to report, at a minimum, the following information to the Department on or before **June 30, 2024**:

* Numbers and information of educators participating in grant programming (i.e., numbers of educators being trained, attending workshops, receiving stipends, grade-level/content area, etc.); and
* Implementation level and reflection.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information. If CDE requires the submission of any PII for evaluation or monitoring purposes, this information will be collected via a secure system and, if reported, only reported in the aggregate.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. Any year-end reports submitted as part of requirements for this grant should not contain student or educator PII as these reports are subject to public information requests. All data referenced in these reports should be referenced/included in the aggregate, where aggregate is defined as a group of 16 or more students or 5 or more educators. If CDE requires the submission of any PII for evaluation or monitoring purposes, this information will be collected via a secure system and, if reported, only reported in the aggregate.

# Application Assistance and Intent to Apply

An application help video can be found on the Mentor Grant Program Webpage. Questions can be sent to Kristin Kipp (Kipp\_K@cde.state.co.us).

If interested in applying for this funding opportunity, submit the [Intent to Apply](https://app.smartsheet.com/b/form/aa044f9887fd4d7bbae51276a00e0306) by **Wednesday, May 31, 2023, by 11:59 pm**. Although strongly encouraged, completion of the Intent to Apply is not a required component of the application process.

# Review Process and Notification

Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award status no later than **August 15, 2023**.

**Note:** This is a competitive process – applicants must score at least 70 points out of the 100 possible narrative points to be approved for funding. Applications that score below 70 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

Completed applications (including all required elements outlined below) must be submitted through the [online application form](https://app.smartsheet.com/b/form/fcf4b0ef2329461c81c15643b5783fe8) by **Thursday, June 8, 2023, by 11:59 pm**. The Excel Budget Workbook and Program Assurances Form must also be uploaded to the Smartsheet form at the time of submission.

Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your submission from the application system within 24 hours after the deadline, e-mail CompetitiveGrants@cde.state.co.us.

Application materials and budget are available for download on [CDE’s Mentor Grant Program webpage](https://www.cde.state.co.us/educatortalent/mentorgrant).

# Required Elements

The Mentor Grant Program [**online application**](https://app.smartsheet.com/b/form/fcf4b0ef2329461c81c15643b5783fe8) includes the following elements, all of which must be completed.

**Part I: Applicant Information and Executive Summary**

Complete responses in online form.

**Part II: Program Assurances Form**

Upload the Program Assurances Form (PDF or Word file) within the [**online application**](https://app.smartsheet.com/b/form/fcf4b0ef2329461c81c15643b5783fe8). Funding will not be awarded until all signatures are in place. Applications may be submitted without signatures; however, please attempt to obtain all signatures before submitting the application.

**Part III: Application Narrative**

Complete responses in online form.

 **Attachments:**

Upload the following files in the online form:

 **Budget Workbook** (can be downloaded from CDE’s [Mentor Grant webpage](https://www.cde.state.co.us/educatortalent/mentorgrant))

**Financial Management Risk Assessment** (Attachment A)

**Mentor Grant Program**

**Applications Due: Thursday, June 8, 2023, by 11:59 pm**

# Part I: Applicant Information and Executive Summary

All elements of Part I will be completed in the online application form. The online system does not save works in progress so applicants may wish to complete their information in this document and copy responses into the online application.

**Submit all application materials through the** [**online application form**](https://app.smartsheet.com/b/form/fcf4b0ef2329461c81c15643b5783fe8)**.**

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| **Lead Local Education Provider (LEP) Information**For Charter School applicants, please enter both the authorizing district’s or CSI’s details in the LEP/BOCES Information section.For example “District Name – Charter School Name”, and for the LEP code enter “district code-school code”.The mailing address and UEI information should be the authorizer’s. |
| **LEP Name:** |  | [**Four-Digit LEP Code**](https://www.cde.state.co.us/datapipeline/org_orgcodes)**:** |  |
| **Mailing Address:** |  | [**UEI #**](https://sam.gov/content/duns-uei)**:** |  |
| **UEI # Expiration:** |  | **Are there** [**exclusions**](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a98eb3091bf111540944ece0f54bcbfe) **associated with this UEI?** | [ ]  No [ ]  Yes (please provide details) |
| **Type of Education Provider**[check box below that best describes your organization or authorizer] |
| [ ]  School District [ ]  BOCES [ ]  Charter School Institute |
| **Region**[indicate region of Colorado this program will directly impact] |
| [ ]  Metro [ ]  Pikes Peak [ ]  North Central [ ]  Northwest[ ]  West Central [ ]  Southwest [ ]  Southeast [ ]  Northeast |
| **Requested Funding**Ensure that this amount matches the submitted Budget Workbook. |
| **Is applicant requesting indirect costs based on their Federally Negotiated Indirect Cost Rate?** | [ ]  Yes [ ]  No |
| **Year 1**[07/01/23 – 09/30/24] | $ |
| Authorized Representative InformationFor Charter School applicants, the Authorized Representative and Fiscal Manager will be contacts from your authorizing district/CSI. |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Program Contact Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Fiscal Manager Information** |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Executive Summary** |
| [Provide a brief description of the program to be supported by this funding. May not exceed 500 words. Does not count towards 8-page limit for narrative responses. The Executive Summary is not a scored component of the application.] |
| Previous Grant InformationThe following information will be verified by CDE and considered in the funding decision. |
| **Has the applicant previously received Mentor Grant Program funds?** | [ ]  Yes [ ]  No |
| If previously funded, were funds expended in a timely manner? | [ ]  Yes [ ]  No |
| If previously funded, were any unspent funds reverted back to CDE? | [ ]  Yes [ ]  No |
| **If unspent funds were reverted, enter the year(s) and amount(s) of those reversions below:** |
| **Year(s):** |  | **Amount(s):** |  |

# Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the **Mentor Grant Program**, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2023, the Board of | (applicant) |

hereby agrees to the following assurances:

1. The grantee will ensure that funds expended under this grant will be administered in accordance with all applicable statutes, regulations, program plans, and requirements delineated in this application.
2. The grantee will ensure that the funds awarded for this program will only be used to meet the goals of the Mentor Grant Program.
3. The grantee will ensure that all necessary district and school leadership (including the superintendent and principal(s)) are aware of the application and willing to support the implementation of the program(s).
4. The grantee will ensure that the ARP - ESSER III funds will only be used for activities allowable under section 2001(d)(2)(e) of the American Rescue Plan Act of 2021.
5. The grantee will ensure that the ARP - ESSER III funds will not be used for 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the SEA or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.
6. The grantee will ensure that ARP - ESSER III funds will be used for purposes that are reasonable, necessary, and allocable under the ARP Act.
7. The grantee will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with section 2001(d)(2)(e) of the American Rescue Plan Act of 2021. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. Similarly to the CARES Act and CRRSA, ARP funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
8. The grantee will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.
9. The grantee will meet the requirements of section 442 and section 427 of the General Education Provisions Act (GEPA, 20 U.S.C. 1232(e)- & 1228(a)), meaning that during the entire duration of time that the entity is receiving funding under ARP - ESSER III, the LEA will, where applicable:
	* Ensure that it has taken steps to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs;
	* Ensure that each program will be administered in accordance with applicable statutes, regulations, program plans, and applications;
	* Ensure that control of funds and property acquired using ARP ESSER III program funds will be maintained and administered by the appropriate public agency;
	* Ensure that fiscal control and fund accounting procedures will be used to ensure proper disbursement of, and accounting for, federal funds;
	* Report to the state agency or board and to the Secretary as may be needed for the state agency or board and the Secretary to perform their duties under each program, and each grantee will maintain records (as required in Section 443 of the General Education Provisions Act (GEPA)) and provide access to those records as the state board, state agency, or Secretary deems necessary to carry out their responsibilities;
	* Provide opportunities for the participation in, planning for, and operation of each program by teachers, parents, and other interested agencies, organizations, and individuals;
	* Ensure that applications, evaluations, plans, or reports related to each program will be made available to parents and the public;
	* The grantee has adopted effective procedures for acquiring and disseminating information and research regarding the programs and for adopting, where appropriate, promising educational practices to teachers and administrators participating in each program; and
	* Ensure that none of the funds expended under any applicable program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.
10. The grantee agrees to review the GEPA statement submitted as part of their ESSER I, II, or III online application and confirm that the statement describes the steps the LEA will take to permit students, teachers, and other program beneficiaries to overcome barriers that impede equal access to, or participation in, programs funded in this application for federal funds. Should changes need to be made to the GEPA statement specific to this application, the grantee must describe the steps the grantee will take to permit students, teachers, and other program beneficiaries to overcome barriers that impede equal access to, or participation in, programs funded in this application with federal funds (add GEPA statement to the section provided).
* GEPA Statement:
1. The grantee will annually provide the Colorado Department of Education the evaluation information required in the Evaluation and Reporting section of the Request for Applications, including the End-of-Year Report.
2. The grantee ensures that it will work with and provide requested data to CDE for the Mentor Grant Program within the time frames specified and containing such information as the Secretary may reasonably require.
3. The grantee ensures that it will participate in and comply with the CDE’s monitoring process and protocols.
4. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
5. The grantee cannot receive funding from any other source for the same activity, over and above the total cost of that activity (duplication of benefits).
6. The grantee will be in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in 2 CFR, including Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR§§200.400-475).
7. The grantee will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
8. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
9. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
10. The grantee ensures that it will, if applicable, comply with the maintenance of equity provisions in section 2004(c) of the ARP.
11. All organizations and staff associated with this technical assistance program shall comply with all state and federal laws relating to health, safety and anti-discrimination, including but not limited to Titles VI and VII of the federal "Civil Rights Act of 1964", pub. l. 88-352, as amended; the federal "Americans with Disabilities Act of 1990", 42 U.S.C. sec. 1201 et seq., as amended; Section 504 0f the federal "Rehabilitation Act of 1973", 29 U.S.C. sec. 794, as amended; and Title IX of the federal "Education Amendments of 1972", 20 U.S.C. secs. 1681 to 1688, as amended.

The Colorado Department of Education may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. Contact Kristin Kipp, Program Manager, (Kipp\_K@cde.state.co.us) and Tricia Miller, Grants Fiscal, (Miller\_T@Cde.state.co.us) prior to any modifications.

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|  |  |  |  |  |
| Name of Organization Board President |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Organization Authorized Representative |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Program Contact |  | Signature |  | Date |

**Note:** Upload the Program Assurances Form within the online application form. Funding will not be awarded until all signatures are in place. Applications may be submitted without signatures; however, please attempt to obtain all signatures before submitting the application.

# Part III: Application Narrative

Applicants will be asked to complete the following questions in the Mentor Grant Program [online application](https://app.smartsheet.com/b/form/fcf4b0ef2329461c81c15643b5783fe8). The application form does not save works in progress, so applicants may find it useful to complete the application in the tables below and paste the responses into the online application.

For those applicants that have previously received funding from Mentor Grant Program, the expectation is that the narrative responses 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.

* 1. **Current Programming**: Provide a description of the current mentoring program, including strengths and weaknesses. Include a description of mentor selection criteria. (no more than 500 words)

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* 1. **Needs Assessment**: Describe the needs of beginning teachers in the organization and how they are not being adequately met by current mentor programming. Specifically describe any “learning gaps” that have been observed among beginning teachers as a result of the COVID-19 pandemic. (no more than 500 words)

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* 1. **Proposed Programming - Vision**: Describe the vision for the mentor program that will result from this grant and how it will align to the purposes of this grant program—deepening mentoring programs at the local level and broadening the skills of mentor teachers. (no more than 500 words)

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* 1. **Proposed Programming - Plan**: Include a description of the intended audiences for grant activities, the plan to select and train mentors, how mentors will be provided training and support, and structures that will be in place for mentor and mentee interactions. (no more than 500 words)

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* 1. **Progress Monitoring and Evaluation**: Describe how you will evaluate the effectiveness of your program and monitor progress towards the measurable goals for this program, including what processes will be in place for improvement if goals are not being met. (no more than 500 words)

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* 1. **Budget Narrative**: Describe the proposed uses of grant funds and provide an explanation of how the proposed uses of funds align with the purposes of this grant program. (no more than 500 words)

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Complete and upload the Excel Budget Workbook to the [online application](https://app.smartsheet.com/b/form/fcf4b0ef2329461c81c15643b5783fe8). Ensure that all costs included in the budget are explained in the budget narrative above (question 6).

# Evaluation Rubric

**Part I: Applicant Information** [Not Scored]

**Part II: Program Assurances** [Not Scored]

**Part III: Narrative, Budget, and Financial Management Risk Assessment** [100 Points]

The following criteria will be used by reviewers to evaluate the application. For the application to be recommended for funding, it must receive at least 70 points out of the 100 possible narrative points and all required elements must be addressed. An application that scores below 70 points may be asked to submit revisions that would bring the application up to a fundable level. An application that receives a score of zero on any required elements will not be funded without revisions.

**Scoring Definitions**

Minimally Addressed or Does Not Meet Criteria - information not provided

Met Some but Not All Identified Criteria - requires additional clarification

Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response

Met All Criteria with High Quality - clear, concise, and well thought out response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A: Current Programming** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the current programming for mentors. Include successes and challenges of current programming.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe the mentor selection criteria that are in place.
 | 0 | 1 | 3 | 5 |  |
| **Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section B: Needs Assessment** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the needs of beginning teachers in the district(s) and how they are not being adequately met by current mentor programming.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe any “learning gaps” that have been observed among beginning teachers as a result of the COVID-19 pandemic.
 | 0 | 1 | 3 | 5 |  |
| **Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section C: Proposed Programming** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the vision for the mentor program that will result from this grant and how it will align to the purposes of this grant program—deepening mentoring programs at the local level and broadening the skills of mentor teachers.
 | 0 | 6 | 14 | 20 |  |
| 1. Describe the intended audience for grant activities (student teachers, teachers in their first three years, and/or alternatively licensed teachers) and why this audience is targeted in the grant proposal.
 | 0 | 3 | 7 | 10 |  |
| 1. Describe the plan to select and train mentors prior to their assignment to a beginning teacher and how mentors will be provided ongoing training and support.
 | 0 | 3 | 7 | 10 |  |
| 1. Describe the formal structures/activities for mentor and mentee interactions, including how often they will meet.
 | 0 | 3 | 7 | 10 |  |
| **Total** | **/50** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section D: Progress Monitoring and Evaluation** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe how you will evaluate the effectiveness of your program and monitor progress towards the measurable goals for this program.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe how the organization will implement improvements in process if goals are not being met.
 | 0 | 1 | 3 | 5 |  |
| **Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section E: Budget Narrative and Budget Workbook** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Provide a **Budget Narrative** that addresses the following criteria:
* Provide an explanation that summarizes the proposed uses of grant funds.
* Provide an explanation of how the proposed uses of funds align with the purposes of this grant program.
 | 0 | 3 | 7 | 10 |  |
| 1. Complete and attach the **Budget Workbook (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.

**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] | 0 | 3 | 7 | 10 |  |
| 1. **Financial Management Risk Assessment (Attachment A)**

**High Risk** – More than 20 points**Medium Risk** – 8-20 points**Low Risk** – Below 8 points | Not Provided /Incomplete /High Risk Score[ ]  | Complete /Information Provided /Low-Medium Risk Score[ ]  |
| **Total** | **/20** |

**Mentor Grant Program**

# Application Scoring

CDE Use Only

|  |  |  |
| --- | --- | --- |
| **Parts I-II:** | **Application Introduction** | Not Scored |
| **Part III:** | **Narrative** |  |
|  | Section A: | Current Programming | /10 |
|  | Section B: | Needs Assessment | /10 |
|  | Section C: | Training and Supports | /50 |
|  | Section D: | Progress Monitoring and Evaluation | /10 |
|  | Section E: | Budget Narrative and Budget Workbook | /20 |
|  |  |  |  |
| **Total:** | **/100** |

**GENERAL COMMENTS:** 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 |  |

# Attachment A: Financial Management Risk Assessment

|  |
| --- |
| **Financial Management Risk Assessment****All applicants applying for the Mentor Grant Program must fill out the following assessment.** These questions are intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds. Applicants are advised to make sure that the person(s) completing these questions are those responsible for and knowledgeable about the Fiscal Agent’s financial management functions. Scores from this section will determine if the organization’s level of risk to manage federal grant funds is high, medium, or low, and these scores will be utilized in determining potential grant awards.**High Risk** – More than 20 points**Medium Risk** – 8-20 points**Low Risk** – Below 8 points |
| 1. Is the applicant on the Federal or State Debarment List? (If yes, no need to complete the rest of this form.)
 | **Yes** | **No** |
| 25 | 0 |
| 1. Is the applicant in good standing on the Secretary of State registration?

(CBO or Non-Profit) | **Yes (or N/A)** | **No** |
| 0 | 5 |
| 1. Does the applicant have an active [UEI Number](https://sam.gov/content/duns-uei) with no [exclusions](https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=a98eb3091bf111540944ece0f54bcbfe)?UEI#: UEI Expiration Date:
 | **Yes** | **No** |
| 0 | 5 |
| 1. Has the applicant ever had a government contract, project, or agreement terminated?
 | **Yes** | **No** |
| 5 | 0 |
| 1. Has there been changes in the applicant’s fiscal and/or program personnel in the previous year?
 | **Yes** | **No** |
| 5 | 0 |
| 1. Does the applicant use a commercial/licensed financial software system? If yes, what system?
 | **Yes** | **No** |
| 0 | 5 |
| 1. Does the applicant’s financial software system ensure that grant funds are not comingled with general operating funds?
 | **Yes** | **No** |
| 0 | 5 |
| 1. Has the applicant received federal or state awards from the Colorado Department of Education in the past four years? If yes, which program(s) and year(s)?
 | **Yes** | **No** |
| 0 | 1 |
| 1. Does the applicant have written procedures for procurement, time and effort (federal), and fiscal management (to include internal control procedures) of Federal or State grant funding that specifically comply with the Uniform Grants Guidance?
 | **Yes** | **No** |
| 0 | 5 |
| 1. How many years has the applicant been in existence?
 | **<2 years** | **2-5 years** | **6-10 years** | **11-14 years** | **15 years or more** |
| 4 | 3 | 2 | 1 | 0 |
| 1. Does the applicant have experience managing other federal, state, local and/or private funds?
 | **<1 year** | **2-4 years** | **5-7 years** | **8-10 years** | **More than 10 years** |
| 4 | 3 | 2 | 1 | 0 |
| 1. Does the applicant have experience administering federal funds or other grants that provide funds for services to a comparable target population?
 | **<1 year** | **2-4 years** | **5-7 years** | **8-10 years** | **More than 10 years** |
| 4 | 3 | 2 | 1 | 0 |
| 1. Number of years that the applicant’s primary fiscal contact has been in the position (or a similar position) as of the application date?
 | **<1 year** | **1-2 years** | **3-5 years** | **6-9 years** | **More than 10 years** |
| 4 | 3 | 2 | 1 | 0 |
| 1. Amount of grant funding requested for this project: $
 | **More than $300,000** | **$200,000 - $299,999** | **$100,000 - $199,999** | **< $99,999** |
| 4 | 3 | 2 | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Single Audit Status (answer only if applicant receives *more than* $750,000 in federal funding from other resources). Finding refers to a material weakness, significant deficiency, or questioned costs. To be reviewed in the Audit Clearing House.
 | **No single audit performed** | **Received a Program AND Fiscal audit finding** | **Received a Fiscal OR Program audit finding** | **No findings were received OR N/A** |
| 4 | 3 | 2 | 0 |
| 1. Financial Audit Status (answer if NOT required to have a Single Audit, but instead a standard financial audit).
 | **No audit performed for prior year** | **Financial Audit completed for prior year** | **IRS 990 Form** |
| 5 | 0 | 0 |
| 1. Submit a copy of most recent Financial Audit. Based on this submission, indicate the percentage of the proposed grant budget being applied for as compared to total operating budget (i.e., grant budget divided by total operating budget).
 | **40% or greater** | **31% - 39%** | **20%- 30%** | **6%-19%** | **<5%** |
| 4 | 3 | 2 | 1 | 0 |
| **CDE Comments:** |
| **Total Points:** |  |
| **Risk Designation:** |  |

**High Risk** – More than 20 points

**Medium Risk** – 8-20 points

**Low Risk** – Below 8 points

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject this entity to immediate termination of a grant award agreement up to and including return of any disbursed funds.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Preparer - Typed Name and Title |  | Signature |  | Date |
|  |  |  |
| Entity Name |  |  |