

Funding Opportunity

Applications Due: **Friday, June 30, 2023, by 11:59pm MDT**

[Intent to Apply Due:](https://app.smartsheet.com/b/form/871cecd2e8594158a50b99b2daa026cc) Friday, June 23, 2023, by 11:59pm MDT

|  |
| --- |
| Supporting Colorado Teachers Program Pursuant to the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 |

**Program Questions:**

Matt Koziol, ESSER Strategic Recovery Office Supervisor

303-409-9796 | Koziol\_M@cde.state.co.us

Budget/Fiscal Questions:

Steven Kaleda, Grants Fiscal Management Unit Analyst

(303) 866-6724 |Kaleda\_S@cde.state.co.us

Application Process Questions:

DeLilah Collins, Director Grants Program Administration

(720) 537-9882| [collins\_d@cde.state.co.us](mailto:collins_d@cde.state.co.us)

**Table of Contents**

[Introduction 3](#_Toc995571445)

[Purpose and Program Activities 3](#_Toc2069035059)

[Eligible Applicants 3](#_Toc931655204)

[Available Funds and Duration of Grant 3](#_Toc887720353)

[Allowable Use of Funds 3](#_Toc541320423)

[Evaluation and Reporting 4](#_Toc94010756)

[Data Privacy 4](#_Toc1155885771)

[Application Assistance and Intent to Apply 4](#_Toc1991007726)

[Review Process and Notification 4](#_Toc770056367)

[Submission Process and Deadline 5](#_Toc339125562)

[Application Format 5](#_Toc1947394283)

[Required Elements 5](#_Toc219557211)

[Part I: Applicant Information 7](#_Toc2113239103)

[Part II: Program Assurances Form 8](#_Toc150996034)

[Part III: Application Narrative Criteria and Evaluation Rubric 11](#_Toc300270955)

[Section A: Narrative 12](#_Toc501325784)

[Section B: Budget and Financial Management 12](#_Toc116409041)

[Application Scoring 14](#_Toc532496888)

[Attachment XX 14](#_Toc772717808)

[Attachment A: Financial Management Risk Assessment 15](#_Toc924122826)

[Attachment B: Budget Planning Document 18](#_Toc1607622477)

[Appendix A: Allowable Teacher Requests 19](#_Toc413272077)

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

**Applications for the (Grant Name) must be submitted through the** [**online application form**](https://app.smartsheet.com/b/form/d3bf764f4d7c4ba78c0586c18bebecaf)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**Supporting Colorado Teachers Program**

**Applications Due: Friday, June 30, by 11:59 pm**

# Introduction

The COVID-19 pandemic forced teachers to work longer hours to support in-class and remote learning and meet increased administrative tasks. Teachers are not only required to carry on with the execution of the prescribed curriculum but also engage in combating the loss of learning caused by disruptions due to COVID-19. Additionally, teachers were required to shift resources (including their own personal resources) to adapt to a new teaching environment that left classrooms without the resources needed to execute daily teaching tasks successfully. Along with increasing burn-out, many abandoned their teaching careers.

In this regard, easy access to resources to support innovative, small-dollar value projects designed by teachers at the classroom level and addressing the pandemic-related needs of their classrooms is a priority for the CDE to maintain teaching quality in the State and retain teachers in their profession. To provide help to mitigate student learning loss and stymy the decline in teacher supply, CDE is seeking to engage with an entity or entities that have a recognized brand in the State and the logistical ability to fulfill teachers’ demands quickly.

# Purpose and Program Activities

The purpose of this grant is to partner with a provider to quickly expand opportunities for teachers to secure materials and equipment for designing customized learning experiences. Funding for this initiative to assist teachers is approximately $11 million, which comes from the Elementary and Secondary School Emergency Relief Fund as part of the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSA ESSER II).

# Eligible Applicants

All providers with a recognized brand in the State and the logistical ability to provide a system of teacher applications and fulfillment of teacher requests for small-dollar amounts of materials and equipment within the parameters of ESSER funding are eligible to apply.

\*Applicants that have not done business with CDE will need to complete and submit a [W-9](http://www.irs.gov). If completing the W-9 with a SSN, please contact DeLilah Collins [collins\_d@cde.state.co.us](mailto:collins_d@cde.state.co.us) for instructions on how to submit the document securely.

# Available Funds and Duration of Grant

Approximately $11 million will be made available for this grant program. Requests from teachers must be granted and fulfilled with all grant funds expended no later than **September 30, 2023**. There will be no carryover of funds. Additional funding for this program may be available in the future and this grant competition will cover any such funding that might be available through September 30, 2024.

# Allowable Use of Funds

A Provider that receives a grant under the program shall use the monies for fulfilling requests of Colorado teachers for materials and equipment for addressing the COVID-19 pandemic-related academic needs of their classrooms and students including the efforts to address the lost and unfinished learning related to the pandemic.

Grantee will work with CDE to determine the scope and parameters of the program. Allowable services or activities include reasonable expenses associated with classroom instruction and materials for student and teacher use.

Funding should be used for:

* Fulfilling allowable teacher resource requests for classroom items up to $1,000 per teacher. (See Appendix A for allowable teacher resource requests.)
* Costs associated with reviewing and fulfilling teacher requests (Note: Administrative costs cannot exceed 10% of total funding.)

**Note:** Funding may not be used for food, staff stipends, hiring for district positions, purchased services, or capital equipment.

Items must be delivered to the school or district address and cannot be shipped to an educator's home.

If the awardee has an approved, active indirect cost rate, the ICR Agreement must be submitted along with the application. Indirect or Admin Rate are capped at 10%, and if an Indirect Cost Rate is presented, the lesser of the Awardee’s Indirect Cost Rate OR the 10% de minimums rate will be utilized for administrative costs subject the U.S. Department of Education Cost Allocation Guide.

# Evaluation and Reporting

Each contractor that receives funds under ESSER is required to report, at a minimum, the following information to the Department on or before **December 1, 2023**:

* Regular reporting on the number of funded projects, associated dollar amounts for each request, and a description of what is being purchased;
* The number of schools with funded projects, the number of teachers with funded projects; and
* Details related to qualitative impact on teachers and schools.

Fiscal Requirements

* Grantee must have an active UEI number
* Grantee must complete a Vendor ID with state of Colorado
* Ability to supply supporting purchase documentation with all reimbursements. Supporting documentation needs to include, at a minimum:
  + Information on funded items, to include, at a minimum: the name of the teacher requesting funding, the teacher’s school name and school district, purchased items, dollar amounts and quantity of purchased items, and documentation of when the purchased items were shipped by the grantee and received by the requesting teacher, with proof of receipt by teacher.

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 PII or confidential information.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted as part 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 n=16 for students or n=5 for educators.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Awarded grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information.

# Application Assistance and Intent to Apply

If interested in applying for this funding opportunity, submit the [Intent to Apply](https://app.smartsheet.com/b/form/871cecd2e8594158a50b99b2daa026cc) by **Friday June 23, 2023, at 11:59pmMDT**. 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 **Friday** **July 21, 2023**.

**Note:** This is a competitive process – applicants must score at least 42 points out of the 60 possible narrative points to be approved for funding. Applications that score below 42 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/d3bf764f4d7c4ba78c0586c18bebecaf) by **Friday, June 30, 2023, by 11:59pm**.

Within the online application, applicants will complete Part I with their applicant information and upload attachments as described in the Required Elements section below.

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](mailto:CompetitiveGrants@cde.state.co.us).

Application materials and budget are available for download on [CDE’s Supporting Colorado Teachers Grant webpage](http://www.cde.state.co.us/caresact/esser-supportingcoloradoteachersprogram).

# Application Format

* The application will be submitted online. Each narrative section can contain no more than 500 words. The only attachments allowed are the items named below.

**Note:** Apart from the items noted below, attachments or addendums cannot be utilized to address the required elements or be factored into the scoring and are therefore discouraged.

# Required Elements

|  |  |
| --- | --- |
| **Complete responses in the** [**online application form**](https://app.smartsheet.com/b/form/d3bf764f4d7c4ba78c0586c18bebecaf)**:** | **Part I: Applicant Information** |
| **Upload these documents in the** [**online application form**](https://app.smartsheet.com/b/form/d3bf764f4d7c4ba78c0586c18bebecaf)**:** | **Part II: Program Assurances Form** |
| **Attachment A: Financial Risk Management Assessment**  **Attachment B: Budget Planning Document** |
| **Please ensure that the applicant's name is present in the title of all documents to be uploaded into the online form.**  For example: “DistrictName\_Narrative”. | |

**Supporting Colorado Teachers Program**

**Applications Due: Friday June 30, 2023, by 11:59 pm**

# Part I: Applicant Information

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/d3bf764f4d7c4ba78c0586c18bebecaf)**.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead Local Education Provider (LEP)/BOCES Information**  For Charter School applicants, please enter the authorizing district’s or CSI’s details in the LEP/BOCES Information section.  Specific school information will be captured below. | | | | | | | | | | | | | |
| **Applicant Name:** | | |  | | | | | | | | | | |
| **Mailing Address:** | | |  | | | | | | | | [**UEI #**](https://sam.gov/content/duns-uei)**:** |  | |
| **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) | | | | | | | |
| **UEI # Expiration:** | | |  | | If UEI is expired, funds cannot be awarded until UEI is brought to current status. If UEI is restricted from view in [SAM.gov](https://sam.gov/content/home), include a screenshot of UEI registration, showing no exclusions. | | | | | | | | |
| **Requested Funding**  Ensure that these amounts match the submitted Budget Workbook. | | | | | | | | | | | | | |
| **Is the applicant requesting indirect costs based on their Federally Negotiated Indirect Cost Rate?** | | | | | | | | | | | | | Yes  No |
| **Year 1**  [07/01/23 – 10/31/23] | | | | $ | | | | | | | | | |
| Authorized Representative Information For 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 10-page limit for narrative responses. The Executive Summary is not a scored component of the application.] | | | | | | | | | | | | | |
| Previous Grant Information The following information will be verified by CDE and considered in the funding decision. | | | | | | | | | | | | | |
| **Has the applicant previously received Colorado ESSER State Set-Aside Grant 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 **Supporting Colorado Teachers Program**, and the receipt of program funds.

In consideration of the receipt of these grant funds, the applicant agrees to comply with the certifications, assurances and provisions included here and in the Grant Award Letter (GAL). The applicant also certifies that they will meet all program and pertinent administrative requirements, including the Education Department General Administrative Regulations (EDGAR), 2 CFR Part 200 (Uniform Grants Guidance) Accounting Circulars, and the U.S. Department of Education’s General Education Provisions Act (GEPA) requirements. The applicant must agree to all assurances understanding that if certain requirements don't apply to the applicant's current context, that the applicant would meet the requirements if the situation were to become applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2023, | (applicant name) |

hereby agrees to the following assurances:

1. The grantee will ensure that the program(s) funded by 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/these program(s) will only be used to meet the goals of the **Supporting Colorado Teachers Program**.
3. 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.
4. 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 grantee, or
   2. Expenditures related to state or local teacher or faculty unions or associations.
5. The grantee will ensure that ARP - ESSER III funds will be used for purposes that are reasonable, necessary, and allocable under the ARP Act.
6. 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.
7. 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.
8. 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:
   1. 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;
   2. Ensure that each program will be administered in accordance with applicable statutes, regulations, program plans, and applications;
   3. Ensure that control of funds and property acquired using ARP ESSER III program funds will be maintained and administered by the appropriate public agency;
   4. Ensure that fiscal control and fund accounting procedures will be used to ensure proper disbursement of, and accounting for, federal funds;
   5. 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;
   6. Provide opportunities for the participation in, planning for, and operation of each program by teachers, parents, and other interested agencies, organizations, and individuals;
   7. Ensure that applications, evaluations, plans, or reports related to each program will be made available to parents and the public;
   8. 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
   9. 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.
9. The grantee agrees to review any previously submitted GEPA statement 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. If the grantee has never submitted a GEPA statement or 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 RFA.
2. The grantee ensures that it will work with and provide requested data to CDE for the program(s) funded by these funds 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 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).
6. The LEA 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.
7. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
8. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
9. The grantee ensures that it will, if applicable, comply with the maintenance of equity provisions in section 2004(c) of the ARP.
10. 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.
11. In addition, the applicant(s) certify that:
    1. the Financial Management Risk Assessment has been accurately completed by the appropriate Finance/Budget/Business manager for the lead applicant;
    2. data shall be made available to the lead applicant in order to meet the requirements outlined in the request for applications (RFA) of this program, the GAL, and any other reporting required by the U.S. Department of Education;
    3. the applicant(s) are in compliance with the requirements of the federal Children's Internet Protection Act; and
    4. no policy of the applicant(s) prevents, or otherwise denies, participation in constitutionally protected prayer in public elementary and secondary schools.

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 Steven Kaleda (Kaleda\_S@cde.state.co.us | (303) 866-6724) and Matt Koziol (Koziol\_M@cde.state.co.us | 303-409-9796) for any modifications.

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

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

# Part III: Application Narrative Criteria and Evaluation Rubric

Parts I-II: Application Introduction [Not Scored]

Applicant Information, Executive Summary, and Program Assurances Form

**Part III: Narrative** [60 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 41 points out of the 60 possible narrative points and all required elements must be addressed. An application that scores below 41 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 Not with 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: Narrative** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Not with Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| **Narrative Questions** | | | | | | |
| 1. Describe your organization’s history and experience in receiving and fulfilling requests for small-dollar items from educators. | 0 | 3 | 7 | 10 | |  |
| 1. Provide examples of prior experiences working with state agencies to successfully complete projects similar to the Supporting Colorado Teachers Program. Please include examples of outreach and information disseminated to teachers to explain how they access this grant opportunity. Please also provide example timelines for processing requests for other state agencies. | 0 | 3 | 7 | 10 | |  |
| 1. Explain how your intended approach to working with CDE to receive, review, and fulfill teacher classroom materials requests is reasonable and appropriate. In the plan, please describe how applications/requests will be collected in a secure manner and the timeline for processing and fulfilling requests. | 0 | 3 | 7 | 10 | |  |
| 1. Explain your footprint within Colorado and experience engaging with and supporting Colorado teachers. | 0 | 3 | 7 | 10 | |  |
| **Section A Total:** | | | | | **/ 40** | |
| **Section B: Budget and Financial Management** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Not with Thorough Detail** | **Met All Criteria with High Quality** | | **TOTAL** |
| 1. Complete the budget table provided and include an explanation for how awarded funds will be used (attach Attachment B to your application). | 0 | 3 | 7 | 10 | |  |
| 1. Applicant completed the Financial Management Risk Assessment. This assessment is intended to collect information about the capacity and ability of the applicant to manage federal and/or state grant funds.   [See **Attachment A** for Assessment form.]  Risk Assessment Results for RFA Rubric Scoring:  Low Risk Score = 10 points  Medium Risk Score = 7 points  High Risk Score = 3 points  Risk Assessment not fully completed, scored, and/or signed = 0 points | 0 | 3 | 7 | 10 | |  |
| **Section B Total:** | | | | | **/ 20** | |

**Supporting Colorado Teachers Program**

# Application Scoring

CDE Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| **Parts I-II:** | **Application Introduction** | | Not Scored |
| **Part III:** | **Section A: Narrative Responses** | | **/ 40** |
|  | Question 1 |  | / 10 |
|  | Question 2 |  | / 10 |
|  | Question 3 |  | / 10 |
|  | Question 4 |  | / 10 |
|  |  |  |  |
|  | **Section B: Budget and Financial Management**  5. Question 5 (with attached Budget Table) |  | / 10 |
|  | 6. Financial Management Risk Assessment |  | / 10 |
| **Total:** | | | **/60** |

**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 Supporting Colorado Teachers Program must fill out the following assessment.** These questions are intended to collect information about the applicant's capacity and ability 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 the 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 | | |  |  |

# Attachment B: Budget Planning Document

**Supplement to Application Question #5:**

Please complete the following planning document to outline your anticipated expenses associated with this grant award. Attach the completed document to your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | | **Estimated Amount ($)** | **Estimated Percentage of Total** |
| **Teacher Request Fulfillment** | | | |
|  | Materials/Supplies |  |  |
|  | Shipping/Freight |  |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_ [*Other*] |  |  |
| **Administrative Costs\*** | | | |
|  | Administrative Fees |  |  |

\*Administrative Fees are required to support the administration of this award and are capped at 10% of ACTUAL costs and consist of administrative costs, labor, supplies etc. These costs cannot be applied against capital equipment. All costs except materials requested and shipping/freight should be included as an administrative cost; all labor costs to manage the award, fulfillment, overhead, etc. should be included here. Capital expenditures, salary and labor costs are not allowed.

# Appendix A: Allowable Teacher Requests

Allowable requests for teachers up to $1,000 may include the following from the list below:

|  |  |
| --- | --- |
| Any allowable activity under ESEA, IDEA, Adult Education, Perkins CTE Coordination of COVID preparedness and response, numerous specific COVID response activities Addressing learning loss, including through assessment, evidence-based activities, parent engagement, tracking attendance, and improving student engagement\* School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs; improve indoor air quality\* Other activities that are necessary to maintain the operation of and continuity of services in LEAs. | |
|  |  |
| Summer School: supplies and other costs/materials | Supplies and materials required for summer school activities addressing learning loss, or planning and implementing activities related to summer learning. All ESSER-funded activities must be necessary to prevent, prepare for, or respond to COVID-19. |
| After School: supplies and other costs/materials | Supplies and materials required for after school activities, addressing learning loss, or planning and implementing activities related to after school learning. All ESSER-funded activities must be necessary to prevent, prepare for, or respond to COVID-19. |
| Academic intervention:  subscriptions, supplies | Supplies and materials required for academic intervention activities addressing learning loss, or planning and implementing activities related to academic interventions, facilitates distance learning for students and educators.  If a subscription, the term of that subscription allowable to ESSER funding will only be through 9/30/2023. All ESSER-funded activities must be necessary to prevent, prepare for, or respond to COVID-19. |
| Student-facing devices (iPads, Chromebooks, laptops, cameras, microphones, etc.) | Purchasing educational technology for students, including hardware, software, and connectivity, facilitates distance learning for students and educators.  Devices purchased for the benefit of private school students under equitable services must be owned and tracked by the LEA.  All ESSER-funded activities must be necessary to prevent, prepare for, or respond to COVID-19. |
| Staff-facing devices (iPads, Chromebooks, laptops, smartboards, cameras, microphones, security | Purchasing educational technology for educators, including hardware, software, and connectivity, facilitates distance learning for educators and/or compliance with local  public health orders, i.e., physical distancing  Devices purchased must be owned and tracked by the LEA.  All ESSER-funded activities must be necessary to prevent, prepare for, or respond to COVID-19. |