



Special Education Teacher Shortage Grant

Exceptional Student Services Unit
Office of Special Education



Introduction and Purpose

The Office of Special Education is offering 2024-2025 IDEA grant funding to administrative units and local education agencies to reduce the critical shortage of special education teachers.



Introduction and Purpose

Local Education Agencies (LEAs) and Administrative Units (AUs) will be the lead fiscal agents in partnership with university educator preparation programs to recruit, employ, and support teacher candidates from preservice to induction.



Eligible Applicants and Priority Criteria

- LEA / AUs are fiscal agents working with IHEs to recruit, train, and retain certified special education teachers. Suggestion: include an MOU between partners (i.e., LEA and IHE).
- To recruit special education teachers in rural districts
- Commitment by LEA / AU to sustain a cohort of teacher candidates through induction.
- Special Education Director should agree to the project.



Available Funds and Duration of Grant

- Awards range between \$10,000 - \$60,000 in \$10,000 increments.
- Awards are for tuition costs for Special Education Teacher Candidates
- Effective for winter semester of SY 2024-25.
- Disbursements- occur at end-of-year.
- Final payment of expenditures by June 15, 2025.

Allowable Uses of Funds

Purchase contract with University program may include:

- Tuition and fees related to special education certification programs
- Educational materials: books, supplies, travel expenses for in-person or course related activities
- field placement expenses
- Teacher candidate mentors, coaches, & field supervisors

Ineligible Expense

- Expenses not directly related to the project
- Food items
- Furniture (desks and chairs)
- Childcare
- Out-of-state conferences (neither as a presenter nor as a participant)
- Basic computer hardware and software
- Equipment or materials not associated with instruction
- Hiring consultants or coaches to support educational program navigation of teacher candidates
- Hiring for district positions

Evaluation and Reporting

- Strength of Partnership
- Budget Justification
- Recruitment and Retention Reporting
- Support mechanisms for teacher candidates
- Commitment to teaching by teacher candidates

Intent to Apply

- Link on front page of RFA
- Completed by December 6, 11:59 pm
- Identify LEA/AU Name
- Indicate name of Higher Education Partner
- Does the LEA/AU have an established partnership with the IHE?
 - We suggest enclosing an MOU

Submission Process and Deadline

- Applications for the Special Education Teacher Shortage RFA must be submitted through [GAINS](#)
- Application window: November 8- December 13
- The **Intent to Apply** - must be completed by December 6

Review Process and Timeline

- Presently, CDE reviewers are being recruited.
- Application window: November 8- December 13
- Intent to Apply - must be completed by December 6
- Applications are reviewed- December 18- January 10
- Approvals, and Approvals with Changes



Required Elements

Part I: Applicant Information and Program Assurances

- Confirm you have read and agree to assurances

Part II: Narrative and Budget

- Provide a response to questions regarding four areas: Needs Assessment; Program Description; Program Goals and Evaluation; and Program Budget.

Uploads: A letter from the AU/LEA Special Education Supervisor (i.e., district administrator / special education director).



Narrative Questions: Section A

Section A. Needs Assessment:

- What is the primary need for this project?
- What are the current workforce hiring conditions?
- What are the specific objectives of the project to address staffing shortages

Narrative Questions: Section A, Cont.

4. How will financial incentives and support be provided to increase the number of qualified special education teachers?
5. How will these strategies address current and future staffing shortages?
6. How will the project be implemented?
7. Identify in-kind matching funds from the LEA/ AU, EPP and other sources that equal 50% or more of the amount of the award from the CDE?

Narrative Questions: Section B

Section B: Program Description

1. What strategies will be used to recruit special education teacher candidates to participate in this grant opportunity?
2. What current partnerships exist with local colleges and universities (IHEs) that have a successful history of attracting potential candidates from rural or small rural communities?

Narrative Questions: Section B, Cont.

3. What existing mentoring programs will be provided to support teacher candidates in navigating barriers and challenges that threaten the successful completion of their special education endorsement?
4. What is the plan or current process to formalize commitments from teacher candidates to teach in a “hard-to-fill” special education program/classroom for three years after completing certification?

Narrative Questions: Section C.

Section C: Program Goals and Evaluation

1. How will the selection process identify potential special education teacher candidates through university partnerships and outreach efforts, given the grant's objective to support candidates from bachelor's degree to master's degree?

Narrative Questions: Section C, Cont.

2. What evidence will be provided to show potential candidates' commitment to teach in a hard-to-fill special education position for three years post-certification?
3. Describe how the district/AU will clarify how the grant will incentivize teachers to pursue their special education teacher certification without incurring long-term and debilitating debt?

Narrative Questions: Section D

Section D: Program Budget

- 1) What is the process for teacher candidates to access grant funding for tuition reimbursement and related educational expenses?
- 2) What is the total amount of matching funds from the LEA, EPP, and other sources to supplement grant funds, and how are these funds distributed?

Narrative Questions: Section D, Cont.

3) How are funds used in accordance with grant objectives and the approved application budget?

Narrative Questions: Uploads

Upload: A letter from the AU / LEA Special Education Supervisor

- Applications for the Special Education Teacher shortage RFA will be submitted by a district administrator or the special education director.



System Training

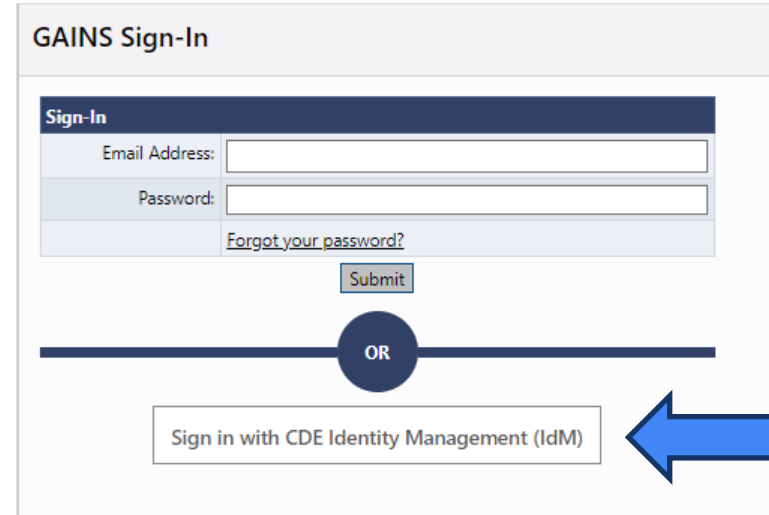


Reminder!

- Please be sure to complete the [Intent to Apply](#). CDE will review the Intent to Apply and provide access based on the eligibility of the organization!
 - You will **not** be able to view or access the application until your eligibility is verified through the Intent to Apply!

Access GAINS- IdM Users

- **Step 1 (IdM users):** Find the [login button](#) on the top right of your screen. Login to the GAINS through the Identity Management System.



The screenshot shows the 'GAINS Sign-In' interface. At the top, it says 'GAINS Sign-In'. Below that is a 'Sign-In' section with a dark blue header. It contains two input fields: 'Email Address:' and 'Password:'. Below the password field is a link that says 'Forgot your password?'. A 'Submit' button is located below the input fields. A horizontal line with a dark blue circle in the center containing the word 'OR' separates the standard sign-in from the IdM option. Below the line is a button that says 'Sign in with CDE Identity Management (IdM)'. A large blue arrow points to this button from the right side of the screen.

Logging In- IdM

- **Step 1a:** The next page you will see is where you enter your Single Sign-on credentials. The username will be your full email, and the password will align to other CDE logins (i.e. Data Pipeline, the UIP System, ESSER)



WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring.

Do not bookmark this login page!



Welcome

Enter your Single Sign-On credentials below

Username:

Password:

If your IdM login doesn't work

- Contact your district Local Access Manager (LAM) to make sure you have access to the Identity Management System (IdM)
- Try the [CDE IdM Password Reset](#)
- Submit a [GAINS Help Desk Ticket](#)

Navigate to Funding Applications

- **Step 2:** Select your Organization's name on the Home page.

Grant Administration Implementation and Navigation System Home

Adams 12 Five Star Schools (0020) District

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Oct 30 2024 2:31PM.

Associated Organizations

Organization Number	Organization Name
0020	Adams 12 Five Star Schools

Find the Special Education Teacher Shortage

- **Step 3:** Select "Special Education Teacher Shortage" grant which can be found under the Competitive Funding Application chart.
 - Again, you won't see the Special Education Teacher Shortage grant on the list if you haven't completed the Intent to Apply and your eligibility hasn't been approved by CDE.

Competitive Funding Application

21st Century Community Learning Centers	
Automatic Enrollment in Advanced Courses	
Building Excellent Schools Today	
Bullying Prevention and Education Grant	
Comprehensive Early Literacy Grant Program	
Computer Science Education Grants for Teachers Program	
Concurrent Enrollment Expansion and Innovation Grant	
Early Literacy Grant Program: Professional Development	
EASI Diagnostic Review and Targeted Grant	
Empowering Action for School Improvement (EASI)	
ESSER III: Rapid Request	
Expelled and At-Risk Student Services System Development Grant	
Local Accountability System Grant	
Local Food Program	
Menstrual Hygiene Products Accessibility Grant	
Preventing School Violence Grant Program	
School Counselor Corps Grant Program	
School Nurse Workforce Retention Grant	
Special Education Teacher Shortage	

Draft Started

- **Step 4:** Once on the Sections page of the application, be sure to change the application status to **“DRAFT STARTED”**
 - **Note:** *Only certain roles can change the application status. You can hover over the "Draft Started" link to see the individuals and roles in your organization with these permissions. More on roles later.*

Please note: The pages won't be editable until the status changes to Draft Started!

Sections

Adams 12 Five Star Schools (0020) District - FY 2025 - Special Education Teacher Shortage - Rev 0

This is the GAINS TEST site. Please be sure to complete your work in the LIVE site. Test Da

Application Status: Not Started

Change Status To: [Draft Started](#)

[View Change Log](#)

GAINS Small Bites

- The Grants Program Administration Office offers a [GAINS Small Bites](#) series. These are short videos that users can watch to learn about various aspects of GAINS!
 - [Requesting Access to GAINS \(CDE IdM\)](#)
 - [Logging into GAINS with CDE IdM](#)
 - [Starting an Application and Section Navigation](#)
 - [Completing a Budget in GAINS](#)
- We also have a [GAINS Roles resource](#) which may be helpful to users who need access to the GAINS platform.

Additional System Support

Office Hours for the System

- Every other Tuesday from 12:30pm to 1:00 pm, hosted by CDE's GAINS Team - [Register for Office Hours!](#)

One on One Support

- Please fill out the [Help Desk Ticket](#) for assistance!
- In addition, you can always reach out to DeLilah Collins at collins_d@cde.state.co.us and Michelle Prael at prael_m@cde.state.co.us.

Please note: These support opportunities are specific to the system itself and not the programming. The GPA team will be unable to answer programmatic questions.

Learn More

[Special Education Teacher Shortage Grant](#)

Contact Information

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