

**Preparing, Training, and Recruiting
High Quality Teachers & Principals
Title IIA Supporting Effective Instruction**

**Request for Applications**

Essential information guiding application for and award of this
grant is contained in this Request for Applications (RFA).

**Applications are due at the
Department of Education & Early Development
on November 22, 2021 no later than 4:00pm**

**For additional information about this RFA or this grant contact:**

**Cecilia Miller, Education Specialist**

**E-mail: Cecilia.miller@alaska.gov**

**Voice: (907) 465-8703**

**Copies of this RFA are available electronically at**

https://education.alaska.gov/forms

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# Program Overview

The purpose of this title is to provide grants to State educational agencies and subgrants to local educational agencies to—

1. increase student achievement consistent with the challenging State academic standards;
2. improve the quality and effectiveness of teachers, principals, and other school leaders;
3. increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
4. provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

The Alaska Department of Education & Early Development (DEED) is responsible for the administration and supervision of the Title II, Part A program. Each state is allowed to retain funds for state level activities. DEED has determined that an application process will be used to distribute some of these funds.

# Grant Focus

**INTENSIVE TEACHER PROFESSIONAL DEVELOPMENT IN READING**

The focus of this grant is to support short, intensive instructor professional development in reading. The professional development must be focused on the Science of Reading. It would be delivered virtually between January 2022 and May 2022 to educators throughout Alaska. The intent of the grant is to provide professional development for educators that will in turn beneficially affect their students.

Examples of potentially acceptable training modules include (but are not limited to):

* Consortium on Reaching Excellence in Education (CORE) Online Elementary Reading Academy + Language Conventions & Writing Fundamentals
* LETRS Language Essentials for Teachers of Reading and Spelling 3rd Edition, Units 1-8

# Project Design

Projects should be designed to:

* Be content rich, model standards-based curricula and instructional and assessment practices in keeping with state and national standards and research, and broaden and deepen the pedagogical and content knowledge of the participants; and
* Equip participants with the knowledge and skills to improve the performance of all students.

Projects must clearly address all of the following items:

* Science of Reading course description
* A timeline of proposed events
* Biographical sketches of all involved personnel

Funds available under this RFA may be used to offer reading professional development institutes and learning opportunities for up to 100 Alaskan educators, during the Spring of 2022. All proposals must include a plan for at least 40 hours of progressive professional development over the grant period. Proposals shall include an option for participants to earn postsecondary credit either as 600-level content coursework or 500-level professional development credit. Providing CEU credit to participants is also acceptable.

Proposals must include:

* 1. 1. A description of the science of reading course to be offered.
	2. 2. A description of how teachers from throughout Alaska be solicited for participation.
	3. 3. Number of postsecondary credits teachers will earn through participation.
	4. 4. A timeline of proposed events including per event contact hours and total contact hours.

# Eligible Recipients

Education-related non-profit organizations are eligible recipients for this grant.

# Federal Compliance Requirements (DUNS, SAM)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and must also be registered with the federal System for Award Management (SAM) database, the successor to the federal Central Contractor Registration (CCR) database. DUNS numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA.

* To obtain a DUNS number, go to <http://fedgov.dnb.com/webform/>
* To register with the SAM database, go to [www.sam.gov](http://www.sam.gov)

Applicants are required to provide their DUNS number and certify that they are registered with the SAM database as part of the application. No award will be made to an applicant not in compliance with FFATA.

# Available Funding and Award Considerations

1. **Projected Total Amount Available for Awards**

Approximately $390,000 is the available funding amount for Title II, Part A grant program during FY22. The state anticipates awarding one grant. *The state reserves the right to award a smaller or larger amount of grant funds than requested based upon available funding and the recommendations of the review panel.*

1. **Grant Amounts**

The maximum amount of an award is **$390,000** for the duration of the grant period.

1. **Grant Period**

Duration of this competitive grant period will be January 1, 2022 to June 30, 2022.

1. **Grant Expenditures**

There are no obligation requirements for this grant.

# Application Review Process

A panel of reviewers composed of a minimum of three department staff and/or other educators will read all grants submitted and received by the deadline. Applications will be scored independently using the scoring form and rubric included in this RFA. Reviewers will then conference to clarify the accuracy of reviewers’ understanding. Each reviewer will assign a rating to each of the components published in this RFA. The reviewer may, for each section, use the entire range of scores including zero. The reviewers’ total scores will be averaged to determine the order by which applications will be considered for funding; funds will be awarded to the highest average scoring application(s).

Review Panelists will be asked for recommendations for improving the application and commenting on the feasibility of the budget. These comments may form the basis for adjustments negotiated to the application prior to issuance of the grant award.

# Award Process

The state retains the right to refrain from making any awards if it determines that to be in its best interest. This RFA does not, by itself, obligate the state. The state reserves the right to add terms and conditions during grant negotiations. These terms and conditions will be within the scope of the RFA and will not affect the application reviews.

By December 1, 2021 the state will issue a written Notice of Intent to Award (NIA) and send copies to all applicants. The NIA will identify the application(s) selected for award. The NIA will be followed by intent to award letter with any changes recommended by the review panel.

# Appeals Process

[4 AAC 40.010 - 4 AAC 40.050](http://www.akleg.gov/basis/aac.asp%22%20%5Cl%20%224.40.010) governs the process of appeals. This regulation in its entirety is available on the [Alaska Legislative website](http://www.legis.state.ak.us/basis/aac.asp) (http://www.legis.state.ak.us/basis/aac.asp).

# Assurances and Required Forms

Each of the assurances and forms referenced in this application must be completed. The cover page and the assurances specific to this grant must be signed by the project’s fiscal agent.

All applicants need to take the necessary actions for this grant application to complete

1. **Certifications Regarding Debarment and Suspension** (page 16)
2. **GEPA 427 Statement** (page 19)

# Continuation of Funding

In awarding the grant, the state expects the grantees to conduct all activities and evaluation measures as written or negotiated in the approved grant application. Failure to provide the requested performance reports; report and evaluate on all activities as proposed; and implement the grant as written, could result in the loss of funding. Any changes to the original funded application must receive prior approval by the state.

The state reserves the rights to withhold funding, reduce funding, or terminate funding if the application is not meeting program reporting requirements, performance goals, and measures. This includes access to carry over (unexpended funds at the end of the fiscal year) funds.

After it has been awarded, the Alaska Department of Education & Early Development may terminate a grant by giving the grantee written notice of termination. In the event of termination after award, the Alaska Department of Education & Early Development shall reimburse the grantee for approved grant expenses incurred up to the notification of termination. This grant is subject to federal appropriations and may be reduced or terminated based on federal appropriated funds in any given fiscal year.

# Timeline

|  |  |
| --- | --- |
| RFA released: | November 1, 2021 |
| Application received by DEED: | November 22, 2021 |
| Notice of intent to award: | December 1, 2021 |
| Appeal period ends: | January 1, 2022 |
| Grant periods: | January 1 – June 30, 2022 |

# Technical Assistance

DEED personnel are available to provide technical assistance and answer questions about the Title II, Part A program and the competitive grant application. Please contact Cecilia Miller (907) 465-8703 or Cecilia.Miller@alaska.gov.

# Assurance of Nondiscrimination

The Alaska Department of Education & Early Development is an equal opportunity employer and will not discriminate in the department employment, supervision, practices, services, or educational programs on the basis of race, religion, color, national origin, age, sex, handicap, marital status, changes in marital status, pregnancy, parenthood, veteran’s status, veteran’s disability, or political affiliation.

# Other Considerations

1. **Fiscal Procedures**

All federal funds for the Title IIA grants must be assigned to individual accounts that can be readily identified and verified.

All payments will be made on a reimbursement basis for expenditures incurred by the grantee. Reimbursement requests must be submitted to the department at least quarterly and be listed on a form 165d (supplied by the Department of Education) and a computer printout indicating the date of obligation, vendor name, accounting object code, and exact amount of the transaction. Form 165b may be used for reporting transactions instead of computer printouts. The final payment will not be made until after the grant activity has been concluded and the required end-of-year report has been submitted to the department. Expenditures in excess of approved budget amounts will be the responsibility of the grantee.

Eligible expenditures will be limited to those directly necessary and essential to the accomplishment of the proposed grant activity. These will customarily include personnel salaries, benefits, consultant fees, materials and supplies, travel, telephone and postage. Indirect expenses may be charged only by the fiscal agent provided the applicant has a state approved indirect cost rate. The eligibility of any disputed item shall be determined by the State Department of Education, and the sponsoring school district or agency shall be responsible for any disputed expenditure. Changes in budgets for approved grant applications shall be conditional on written approval from the department.

The authorization to encumber grant monies will expire at the scheduled conclusion of the approved grant. The final financial statement should be submitted not later than 60 days after the grant expiration date.

School district and Nonprofit subgrantees are responsible for ensuring that audit and accounting procedures are in compliance with OMB Circular A133. Nonprofit agencies’ and school districts’ regular audit must include a separate schedule of receipts and expenditures by expense object codes for each grant.

Send reimbursement requests to Kristina Monson, Grants Manager. Use the procedure outlined in [05-21-014](https://education.alaska.gov/forms/05-21-014.docx) (https://education.alaska.gov/forms/05-21-014.docx). Request for Reimbursement and Budget Revision Procedures. Final payment will be withheld until all reports, including project, have been submitted.

1. **Disallowable Costs**

The following are costs not allowed under OMB Circular A-87. Bad debts, contingencies, contributions and donations, entertainment costs, fines and penalties, interest and other financial costs, expenses of local governmental bodies such as school boards and city councils, undercover of costs under grant agreements, and/or application preparation costs.

Items that may be considered to be educational incentives for students or staff are assumed to be extraneous to the conduct of a federally funded program. If an applicant plans to use these federal funds for items such as t-shirts, banners, stickers, pencils, pizza parties, gift certificates, or other similar purposes, a written justification must be filed with DEED program manager and approved prior to reimbursement.

1. **Subcontracts**

The Department of Education & Early Development retains the right to establish the following procedures for subcontracting within a project resulting from this RFA.

A grantee may sub-contract for services up to $5,000 without prior approval from DEED. A copy of sub-contracts of $5,000 or more must be sent to the DEED Program Manager.

1. **Ownership of Copyright and Patents**

Ownership of any copyrights, patents, or other proprietary interests that may result from grant activities shall be governed by applicable federal regulations. The department retains the rights for no-cost use or replication of any materials, designs, or programs developed through the use of these funds.

1. **News Releases and Publications**

The State of Alaska encourages agencies to publicize approval of these projects and their activities. Every local recipient of funds under this RFA must, in any publication or public announcement, clearly identify any program assisted under this title as a federally funded program under the No Child Left Behind Act, Title II funded through a grant from the Alaska Department of Education & Early Development. All press releases concerning this project must be approved by the DEED Program Manager prior to release.

The following disclaimer must be printed on materials resulting from work supported by the grant:

*"The contents of this publication (or book, report, film, etc.) were developed with the assistance of Title II, Part A federal funds from the Alaska Department of Education & Early Development. However, these contents do not necessarily represent the policy of the Department of Education & Early Development, nor endorsement by the Federal Government."*

1. **Indemnification**

Any contractor shall indemnify, save harmless and defend the state, its officers, agents and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the contractor, subcontractor or anyone directly employed by them in the performance of this contract.

All actions or claims including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the contractor’s performance of this contract, which are caused by the joint negligence of the state and the contractor, shall be apportioned on a comparative fault basis. Any such joint negligence on the part of the state must be a direct result of active involvement by the state.

1. **Insurance**

During the life of this grant, any contractor shall purchase and maintain insurance with a carrier or carriers satisfactory to the Department of Administration, Division of Risk Management, covering injury to persons or property suffered by the State of Alaska or a third party, as a result of errors or omissions or operations which arise both out of and during the sub-contractor engaged in work under this grant. A 30-day prior notice to the Contracting Officer is required before cancellation, non-renewal or breach and ground for termination of the contractor’s services.

1. **Required Reporting**

All grantees will be required to submit a final report will be due to DEED no later than July 15, 2022.

Send narrative reports digitally as a PDF file to Cecilia Miller at Cecilia.Miller@alaska.gov.

1. **Cancellation**

The Alaska Department of Education & Early Development reserves the right to cancel any grant awarded as a result of the RFA for any of the following reasons:

1. if the subgrantee demonstrates fiscal irresponsibility,
2. if the subgrantee fails to perform in accordance with the conditions of this RFA,
3. if the subgrantee fails to perform in accordance with the application and any negotiated modifications,
4. if the state no longer has funds available for the project resulting from this RFA, or
5. if the subgrantee included misleading or faulty information in the application.
6. **Evaluation of Grantee Performance / Continuation of Funding**

Entities receiving state funds are required to meet all necessary reporting requirements of the subgrant. In awarding the subgrant, the state expects the subgrantees to conduct all activities and evaluation measures as stated in the RFA that are written or negotiated in the approved grant application. Failure to provide the requested performance reports and evaluations on all activities as proposed and to implement the subgrant as approved could result in the loss of funding. Any changes to the original approved application (including modifications to goals and/or objectives) must receive prior approval by DEED.

The state reserves the rights to withhold funding, reduce funding, or terminate funding if the subgrantee is not meeting program reporting requirements, making substantial progress toward meeting identified performance goals and measures, or does not demonstrate a clear need for the allotted level of subgrant support. This includes access to unexpended funds at the end of each fiscal year.

After it has been awarded, the Alaska Department of Education & Early Development may terminate a subgrant by giving the subgrantee written notice of termination. In the event of termination after award, the Alaska Department of Education & Early Development shall reimburse the subgrantee for approved subgrant expenses incurred up to the notification of termination.

The state retains the right to refrain from making any awards if it determines that to be in its best interest. This RFA does not, by itself, obligate the state.

The state reserves the right to add terms and conditions during subgrant negotiations. These terms and conditions will be within the scope of the RFA and will not affect the application reviews.

After the completion of subgrant negotiations, the state will issue a written Notice of Intent to Award (NIA) and send copies to all applicants. The NIA will set out the names of all applicants and identify the application(s) selected for award.

The state reserves the right to modify annual awards based on the subgrantee’s performance towards outcomes outlined in the initial application.

**Application Procedures**

Assemble the proposal containing all parts listed below:

1. **Cover Page:** Page 10
2. **Program Abstract:** Page 13
3. **Project Narrative:** Page 14, c**omplete** the Title IIA competitive grant application project narrative form. Not to exceed ten (10) double-spaced, numbered pages with a 12-point serif font (Times New Roman is recommended).
4. **Project Budget and Narrative**:
	* 1. Provide budget and budget narratives for the grant period.

DEED form [05-07-069](https://education.alaska.gov/forms/05-07-069.xlsx) (https://education.alaska.gov/forms/05-07-069.xlsx)

1. **Certification of Assurances**: Page 11
2. **Certifications Regarding Debarment and Suspension**: Page 12

Submit theapplication electronically as an e-mail attachment in PDF format. Electronic applications are due **by 4:00 p.m., Alaska Standard Time, on November 22, 2021**. Send the e-mail with the application attached to Cecilia.miller@alaska.gov.

**Application Cover Page**

|  |  |
| --- | --- |
| **Project Title:** |  |

|  |  |
| --- | --- |
| **Project Director:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Phone:** |  | **Fax:** |  |

|  |  |
| --- | --- |
| **Email:** |  |

|  |  |
| --- | --- |
| **Fiscal Agent for the Partnership:** |  |

|  |  |  |
| --- | --- | --- |
| **Total Funds Requested for this project:** | **$** |  |

**Signatures by Authorizing Officials:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Certificate of Assurances**

The Certificate of Assurances must be completed by the Chief Executive Officer of each member of the partnership applying for the Every Student Succeeds Act.

I hereby provide assurances to the Alaska Department of Education & Early Development (DEED) that if the partnership receives an award under the terms of the Title II, Part A, grant program of the Every Student Succeeds Act, my organization will:

1. Conduct the professional development activities as described in this proposal;
2. Provide institutional/organization funding and resources as stated in this application;
3. Comply with state requirements regarding the audit of a grant-funded program;
4. Keep all records necessary for fiscal and program auditing and give DEED, the Federal Agency, or the State Auditor access to and the right to examine all records, books, papers, or documents, related to this grant;
5. Retain all fiscal records for a period of seven years;
6. Comply with all regulations and requirements of the Every Student Succeeds Act;
7. Comply with the administrative procedures and fiscal guidelines of DEED and the United States Department of Education, including submission of final performance reports;
8. Use grant funds to supplement, and not supplant, funds from non-federal sources;
9. Comply with Title IV of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the grant aided activity; and
10. Ensure equitable participation of personnel from non-public schools to the extent feasible.

|  |
| --- |
|  |
| Name |
|  |
| Title |
|  |  |  |
| Signature |  | Date |

# Certifications Regarding Debarment and Suspension

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of Grantee |  | PR/Award Number and/or Project Name |

|  |
| --- |
|  |
| Printed Name and Title of Authorized Representative |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

ED 80-0013 12/98

**Program Abstract**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Project Director:** |  |
| **Fiscal Agent:** |  |

In one page or less, please state the major activities, the planned participants, and the anticipated outcomes.

**Narrative**

**Application Rating Sheet**

|  |  |
| --- | --- |
| Project Title: |       |
| Applicant: |       |
|  |

|  |  |  |
| --- | --- | --- |
| **Narrative Topics** | **Points Possible** | **Score**(Points) |
| Description of the Science of Reading Course | 20 |       |
| Teacher Recruitment and Selection | 15 |       |
| Post-Secondary Credit | 10 |       |
| Project Timeline | 25 |       |
| Biographical Sketches of Personnel | 10 |       |
| Budget and Budget Narrative | 20 |       |
| **Total**  |  | /100 |

|  |
| --- |
| **For DEED use only:** |
| Reviewer: |       | Total Score: |       |  |
|  |  |  |  |  |

**Comments:**

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| --- |
|  |