

NEW MEXICO HIGHER EDUCATION DEPARTMENT



SUSANA MARTINEZ
NEW MEXICO GOVERNOR

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CABINET SECRETARY

Title II – A: Preparing, Training and Recruiting
Highly Quality Teachers, Principals and Other Leaders

Funded through the
Every Student Succeeds Act (ESSA) of 2015

Administered by the
New Mexico Higher Education Department

FFY16 Request for Applications

Funding Period
July 1, 2017 – September 30, 2018

Deadline for Submittal

March 17, 2017 not later than 5:00 p.m.MDT
(Via electronic email)

Dr. Viola M. López-Herrera
New Mexico Title II State Director
New Mexico Higher Education Department
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Santa Fe, NM 87505-2100
Phone: 505 476-8433
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Email: viola.lopez@state.nm.us.

General Information about the Grant

The purpose of this FFY 16 *Title II- A: The Every Student Succeeds Act (ESSA)* of 2015, is to provide grants to New Mexico institutions of higher education for the following purposes:

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 New Mexico Higher Education Department (NMHED) administers a portion of the state grant program, which has been established by the newly enacted *Every Student Succeeds Act (ESSA)* of 2015.

Under this grant, NMHED awards competitive sub grants to successful applicants. The total amount available for grant awards for 2017-2018 is **\$441,065**. The number of grants awarded will depend on the number of eligible applications received.

Eligible Applications

Minimum eligibility is limited to partnerships comprised of the following:

1. A private or state-supported Institute of Higher Education (IHE), the Division of the IHE that prepare paraprofessionals, teachers and principals and other leaders, and the Arts and Sciences Division.
2. A high-need Local Educational Agency (LEA) (Title I), which is defined by the federal government as an LEA that serves not fewer than 10,000 children from families with incomes below the poverty line; **OR** in which no less than 20% of the children served by the agency are from families with incomes below poverty line; **OR** in which there is a high percentage of the teachers not teaching in the academic subjects or at the grade levels for which they are trained.

Current poverty information required for identification of a high-need LEA can be found on the Census Bureau website: <http://www.census.gov/did/www/saibe/district.html> "Saibe" refers to the Small Area Income and Poverty Estimates program created by the U.S. Census Bureau.

An eligible partnership may also include another LEA, a public charter school, an elementary or secondary school, an educational service agency, a nonprofit educational organization, another IHE, a nonprofit cultural organization, a pre-kindergarten program, a teacher organization, a principal organization or a business.

NMHED Priorities for the FFY 16 Award

The NMHED *Title II - A: Every Student Succeeds Act (ESSA)* of 2015, will give preference to projects related to one or more of the items listed below. For each of the listed items below, applicants must provide evidence of research based approaches closing the achievement gaps. A listing of scholarly sources addressing the planned approaches must be included. Provide a description of professional Development and/or College Credit Courses as related to the items blow.

- 1 Activities in core academic subjects to ensure highly qualified paraprofessionals, teachers, principals and other leaders acquire enhanced knowledge of the academic subjects taught in the schools; become proficient in the pedagogical requirements of the Common Core State Standards, and explain how the knowledge acquired closes student achievement gaps.
- 2 Activities that will ensure state content standards, student academic achievement standards, and state assessment results used to improve instructional practices, enhance student academic achievement, and close student achievement gaps.
- 3 A plan of study for highly qualified paraprofessionals leading to the BA degree and their goal to obtain a teaching license. This approach will assist in improving the teacher shortage in New Mexico.

Process for Awarding Grants

Notification of this Request for Applications (RFA) will be sent via electronic mail to Presidents of New Mexico Institutions of Higher Education and will be published on the New Mexico Higher Education Department (NMHED) website available to interested parties located at: <http://www.hed.state.nm.us/>

The deadline for submission of applications is **Friday, March 17, 2017 not later than 5:00 p.m. MDT.**

Applications will be reviewed and scored by a selection committee whose evaluations will be based on the following seven (7) weighted factors:

<u>Weighted Factor</u>	<u>Points available out of 100</u>
Project plan and timeline	15 points available
Measurable goals and objectives	15 points available
Staff experience	10 points available
Demonstrated use of best practices in closing achievement gaps with emphasis on selected project.	20 points available
Plan for pre-testing and post-testing of student outcomes	10 points available
Partnerships	5 points available
Cost effectiveness of budget	24 points available
	100 Points Available

Awards will be announced on or about April 21, 2017. Projects shall commence on **July 1, 2017**. Funds are paid on a reimbursement basis at the end of each month.

Reimbursements are based on availability of funds from the U.S. Department of Education (USDOE). Awarded Grantees are required to submit documentation of expenditures with their Request for Reimbursements (RFRs) for the respective month, no later than the 5th of the consecutive month. An “Interim Progress Report” is due by February 20, 2018 and a “Final Report” in December 2018.

Projects funded by the *Title II –A: Every Student Succeeds Act (ESSA)*: “Preparing, Training, and Recruiting High Quality Teachers, Principals, and Other Leaders” grant **MUST** meet the following federal and state level requirements:

1. The application must demonstrate collaboration among all eligible partners in the entire project including design, planning, implementation and evaluation.
2. A high-need LEA is determined only from data included in the U.S. Census Bureau's Small Area Income and Poverty Estimates (swipe) program. Free and Reduced Lunch criteria may **NOT** be used to determine eligibility.
3. Projects that focus on attainment of a Bachelor of Arts Degree should provide a plan of study for the completion of the degree for paraprofessionals/teacher assistants through mentoring and/or professional development. Selection of candidates should be based on motivation, commitment, and potential for academic success. A selection process that includes submission of an application, an essay, and an interview by a screening committee is highly recommended.
4. Projects that focus on the STEM *pre-service* education of math or science teachers should offer a work plan that ensures that teacher candidates will demonstrate New Mexico's entry-level content knowledge of math or science, as well as how such content is related to New Mexico Content Standards.
5. Projects that focus on the STEM *in-service* education of math or science teachers should offer a work plan that ensures that teacher candidates will demonstrate increased content knowledge of math or science and how that knowledge relates to teaching and how the content is related to the New Mexico Content Standards.
6. Under Section 2132(c) Every Student Succeeds Act, "no single participant in an eligible partnership may use more than **50%** of the *Title II – A* funds made available to the partnership."

Consideration for awards may be given to new partnerships and those funded in previous cycles of the *No Child Left Behind (NCLB) Title II Teacher Quality Grant* and/or FFY 15 *Every Student Succeeds Act (ESSA)* of 2015. Previously funded projects must have demonstrated effective and efficient implementation of all funds awarded to them.

Application Requirements

An application must contain the following sections:

1. One-page abstract project description and overview (this will become an integral component of the Agreement);
2. A project narrative of no more than seven (7) double-spaced pages;
3. Listing of key personnel;
4. Full program budget;
5. Budget narrative to reflect the project narrative; and
6. Completed forms, vitae, and a minimum of five (5) letters of support from partnerships (e.g. local educational agencies LEAs).

Adherence to the 50 percent rule -- Under Section 2132(c), "no single participant in an eligible partnership may use more than **50%** of the *Title II – A* funds made available to the partnership." This provision focuses not on which partner receives the funds, but which partner directly benefits from them."

Application Summary

1. Abstract. Project description and overview – Each application must include a one-page project abstract of not more than 250 words that includes basic information about the applicant, project, and amount of funding requested. This will become an integral component of the Agreement.
2. Seven-page narrative – The application must include a description of proposed goals and objectives with activities planned to meet the stated measureable goals. Because the grant is designed to foster collaboration between education and arts and science faculty, applications should describe the nature of IHEs faculty involvement in project activities.
3. Listing of key personnel – Explain the roles of key professional staff in the project.
4. Full Program budget – Each application must include a completed project budget. Funding for indirect costs is limited to eight (8%) percent of direct costs.

5. Budget narrative – Each application must include the proposed budget description explaining how related costs are associated with project objectives and measureable goals and the percentages of funding allocated to each partner. This budget narrative will be approved as a component of the Agreement.
6. Completed Attached Forms – *State and Federal Assurances Form* signed by the chief academic officer of the institution of higher education and the *Contact Information and Certification Form* signed by the chief academic officer of the institution of higher education, project director, and local educational agency (LEA) representative(s). Include a one-page vitae for both the project director and key personnel, and a minimum of five (5) letters of support from the LEAs representatives.

Application Deadline: Monday, March 17, 2017 not later than 5:00 p.m. MDT

Applications must be approved by the IHE's business officer and submitted by the IHE's chief academic officer electronically in Microsoft Word or PDF format to Dr. Viola M. Lopez-Herrera, New Mexico Title II State Director to be received by Monday, March 17, 2017 by 5:00 p.m. MDT. The subject line must include: "ESSA Title II – A FFY 16 Application." Applications shall be sent via electronic mail to: viola.lopez@state.nm.us

The nature and scope of the proposed project *and* the availability of federal funds will determine the size of the award. The NMHED reserves the right to reduce proposed budgets or require additional special conditions to any funded project, or both. The budget limit is not fixed. Applications will also be considered in light of historical funding and whether or not outlined objectives and measureable goals were met.

All communication and correspondence regarding the application shall be sent electronically to:

Dr. Viola M. López-Herrera
New Mexico Title II State Director
New Mexico Higher Education Department
Phone: 505-476-8433
Fax: 505-476-8453
Email: viola.lopez@state.nm.us

Appendix A
STATE AND FEDERAL ASSURANCES FORM

I, _____ Chief Executive Officer of _____

(Name of the New Mexico Higher
Education Institution)

Hereby provide assurances to the New Mexico Higher Education Department (NMHED) that if this institution receives a grant under the terms of the Every Student Succeeds Act (ESSA) of 2015, it will:

- 1) Provide equal access and treatment to all eligible program participants, including those who are members of groups historically under-represented in higher education.
- 2) Comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
- 3) Enter into collaborative agreement(s) with local education agency (LEAs) such as schools or school districts as one requirement of the planning and conduct of this grant-aided activity.
- 4) Comply with any state or federal request to audit the grant-funded program in accordance with OMB Circular A-128 or A-110 or subsequent applicable requirements as appropriate and will submit the findings of the auditor's report (management letter) to the New Mexico Higher Education Department or to the U.S. Department of Education within 60 days of a request, following completion of any such audit.
- 5) Give the New Mexico Higher Education Department or the U.S. Department of Education, or the New Mexico State Auditor through an authorized representative access to and the right to examine all records, books, papers, documents or other materials related to this grant-aided activity.
- 6) Comply with all requirements imposed by the New Mexico Higher Education Department and the U.S. Department of Education concerning the content and performance of this activity, as specified in the corresponding request for applications.
- 7) Comply with all provisions of the Every Student Succeeds Act (ESSA) of 2015 program as provided in Title II of Public Law 107-110.

Signature (Chief Executive Officer)

Date

Appendix B
CONTACT INFORMATION AND CERTIFICATION

Name of Institution

Project Director (s)

Telephone Number (s)

Email Address (es)

Title of Project

Local Educational Agencies to be Served (LEAs) Districts: (add additional pages as needed)

Names of Schools within the Districts to be served (add additional pages as needed)

Amount of Budget Request for FYY 16 (July 1, 2017 to September 30, 2018)

Certification:

To the best of my knowledge, information in this application is true and correct. If assistance is provided under this program, those responsible for conducting the activities are requisitely responsible and capable, the document has been duly authorized by the governing body of the applicant's institution and the applicant will comply with the required assurances.

Signatures:

Project Director (s) Name (s) and Title (s) Date

IHE Chief Academic Officer Name and Title Date

LEA Representative (s) Name (s) and Title(s) Date

(Please use additional sheet(s) if the Request for Application (RFA) has more than one LEA that will be participating in this project.)

No single participant in an eligible partnership may use more than 50% of the awarded Title II funds. Special Rule F-29 in Improving Teacher Quality State Grant Non-Regulatory Guidance states the following: "Section 2132(c) of the law requires that no single participation in an eligible partnership, (e.g., no single high-need LEA, no single IHE and its division that prepares teachers and principals, no single school of arts and sciences, and no other single partner) may "use" more than 50% of the sub-grant. This provision focuses not on which partner receives the funds, but which partner directly benefits from them."

Application Checklist

_____ An application should include an eligible partnership between a New Mexico institution of higher education (IHE) and a high-need local educational agency (LEA). At a minimum, all partnerships must include authorized teacher and/or principal preparation programs, a high-need (LEA), and a school or college of arts and sciences.

_____ An application should contain the following sections: 1) one-page abstract, project description and overview as this will become an integral component of the Agreement 2) seven-page project narrative; 3) listing of key personnel; 4) full program budget; 5) budget narrative; and 6) completed forms, vitae, and letters of support.

_____ No single participant in an eligible partnership may use more than 50 percent of the sub grant. For example, no single high-need LEA, no single IHE and its teacher and principal preparation division, no single school of arts and sciences, and no single other partner may use more than 50 percent of the sub-grant.

_____ *State and Federal Assurances Form (see Appendix A)*

_____ *The Contact Information and Certification form (see Appendix B)*