

E. PROPOSAL FORMS

**IMPROVING TEACHER QUALITY State Grant Program Proposal
FY 2015 Phase 13 - Sub-Grant from CFDA# 84.367**

Email in entire proposal in pdf. format to aaugins@mhec.state.md.us on or before October 6, 2014 by 4:00 pm.

Lead Applicant Institution: _____

Lead Applicant Institution DUNS #: _____

Title of Project: _____

Partnership Members: IHE (division preparing educators): _____

IHE (school of arts & sciences): _____

HIGH NEED LEA(S) _____

Other partnership members: _____

Content Area(s) of Project: _____

Funds Requested: \$ _____

Value of Match Provided (Funds, In-Kind, etc.): \$ _____

Project Director(s): _____

Campus Telephone: _____ FAX Number: _____

E-mail: _____

Campus Mailing Address: _____

Grants Office Contact, Name & Title (post award):

E-mail address: _____ Phone number: _____

Campus Mailing Address: _____

Finance or Business Office Contact, Name & Title (post
award): _____

E-mail address: _____ Phone number: _____

Campus Mailing Address: _____

Certification by Authorizing Official (V.P. level or above):

Name: _____ Title: _____

Signature:

ABSTRACT
Improving Teacher Quality State Grant Program
FY 2015 Phase 13

Email in MS word document form to aaugins@mhec.state.md.us on or before October 6, 2014 by 4:00 pm.

Lead Institution: _____

Project Title: _____

In 250 words or less, describe (for an “educated general audience”) your project activities: (This may be reproduced as is or edited by the Maryland Higher Education Commission staff for inclusion in FFATA reporting, press releases and other publications describing the grant program).

BUDGET REQUEST SUMMARY
Improving Teacher Quality State Grant Program

FY 2015 Phase 13

Email in MS excel format to aaugins@mhec.state.md.us on or before October 6, 2014 by 4:00 pm.

Project Title: _____

Lead Institution Name: _____

Reporting Period xx/xx/xx – yy/yy/yy

| | Column 1 | Column 2 | Column 3 |
|--|------------------------------|--------------------------------|-----------------------|
| | SOURCE OF FUNDS | | |
| | Grant Funds Requested | Institution Match Funds | Other Funds ** |
| A. Salaries & Wages | | | |
| Professional Personnel | | | |
| List each by name and title | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Other Personnel (job type & # of each) | | | |
| 6 | | | |
| 7 | | | |
| Total Salaries & Wages | 0 | 0 | 0 |
| B. Fringe Benefits | | | |
| C. Travel | | | |
| D. Participant Support Costs | | | |
| 1. Stipends | | | |
| 2. Tuition | | | |
| 3. Subsistence*** | | | |
| 4. Other (specify) | | | |
| Total Participant Costs | 0 | 0 | 0 |
| E. Other Costs | | | |
| 1. Materials and Supplies | | | |
| 2. Consultant Services | | | |
| 3. Computer Services | | | |
| 4. Other (specify) | | | |
| Total Other Costs | 0 | 0 | 0 |
| F. Total Direct Costs (A thru E) | 0 | 0 | 0 |
| G. Indirect Costs (cannot exceed 8% of F) | 0 | 0 | 0 |
| H. Total (F & G) | 0 | 0 | 0 |

*Include all grant-funded expenses, including for sub-contracts, in this column. Identify cooperating organizations, agencies, institutions, LEAs etc., and funds requested for them (through project sub-contracts) on separate page(s); use the column 1 for requested ITQ funds, use column 2 for your institutional match funds, if any and use 3 column for any outside funds from a partner, community organization, etc.

** If any of these parties, or another agency, is committing funds or in-kind donations for this project, indicate the specific breakdown and explanation of such funds for each on a separate sheet, while putting the totals for appropriate categories here.

***Refer to USDoE Memo (Appendix F)

BUDGET NARRATIVE and JUSTIFICATION
Improving Teacher Quality State Grant Program
FY 2015 Phase 13

Lead Institution: _____

Project Title: _____

(These partial examples are provided only to demonstrate the format for the budget narrative. Provide as many sheets of paper as needed to provide justification for each line item of the budget summary.)

A. Salaries & Wages

Professional Personnel:

- a. Column 1: Dr. Jill Smith, the project director, will spend 12.5% of her time in project activities during the 2015-2016 academic year. Maryland State University requests for this time only the amount it will cost the university to pay an adjunct to replace Dr. Smith in one course. Request = \$5,000
- b. Column 2: The University will contribute the difference between the \$5,000 requested and 12.5% of Dr. Smith's 10-month annual salary as in-kind cost share valued at \$7,500.
Match = \$2,500

Other Personnel:

- a. Administrative Assistant (1): Request = \$1.00/hour x 5 hours/week x 78 weeks = \$4,680
(Assistant's time not included as an indirect cost; time is scheduled for grant work)
Column 2: Assistant's fringe benefits contributed as match:
5 hrs./wk. x 78 weeks x 33% benefits rate x \$12/hr. = \$1,544.40
- b. Database programmer (1); no request;
Column 2: Maryland State Univ., the lead institution, will provide release time for a database programmer to help develop and maintain a database for the project:
Match = \$29/hr. x 2 hrs./wk. x 26 wks. = \$1,404

B. Fringe Benefits

Fringe benefits for the project manager's spring semester release time are calculated at 33% of prorated salary. Request = $\$12,250 \times .335 = \$4,103.75$

C. Travel

Travel for project director to three cooperating LEAs for outreach and recruitment. Request = 56.5 cents per mile x 10 trips x 60 miles/trip = \$339

D. Participant Support Costs

1. Stipends:

50 in-service teacher participants @ \$100/day for 10-day summer seminar
Request = $\$50 \times 10 \text{ days} \times 50 \text{ participants} = \$25,000$
LEA Match = $\$50 \times 10 \text{ days} \times 50 \text{ participants} = \$25,000$

2. Tuition:

The LEA partner will pay tuition reimbursement costs for each participant

Column 3, Other funds = $\$193/\text{credit} \times 6 \text{ credits} \times 60 \text{ participants} = \$69,480$

E. Other Costs

Other: Materials and Supplies for 6 Saturday workshops

Request = $\$10 \text{ per participant} \times 6 \text{ days} \times 40 \text{ participants} = \$2,400$

SPECIAL RULE (50% RULE) -BUDGET REQUEST
Improving Teacher Quality State Grant Program
FY 2015 Phase 13

Project Title _____
Lead Institution _____
Grant Period _____
Project Director _____
Grant Budget Amount _____

| Partner | Budget Item Benefiting Partner | Dollar Value | % Benefit | How the Item Benefits the Partner |
|--|---|-------------------------|----------------------|--|
| | | | | |
| Arts & Sciences | | | | |
| --list budget items, add as many rows as needed | | | | |
| High Need LEA | | | | |
| --list budget items, add as many rows as needed | | | | |
| Teacher Preparation | | | | |
| --list budget items, add as many rows as needed | | | | |
| TOTAL (= total requested funds) | | | | |

* If there are additional partners (e.g. other LEAS), please add rows to table as needed.

STATEMENT OF ASSURANCES

The Applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements as they relate to the proposal, acceptance, and use of federal funds for this federally assisted project. Also, the Applicant assures and certifies:

1. It possesses legal authority to apply for the grant; an official act of the applicant's governing body has been duly adopted or passed, authorizing filing of the proposal, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the proposal and to provide such additional information as may be required.
2. It will provide equal access to its programs of pre-service, in-service, and other professional development for all eligible program participants, taking into account barriers that may exist based on gender, race, ethnicity, national origin, disability, or age. (See Guidance on Section 427 of GEPA in Appendix G of the Improving Teacher Quality FY 2015 Phase13 RFA.)
3. It will 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.
4. It will enter into formalized agreement(s) with the local education agency or agencies (LEAs) named in the proposal in the area(s) of proposed service, as well as with other partners.
5. It will give the Maryland Higher Education Commission (MHEC), the Federal sponsoring agency, or the legislative auditor through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by MHEC and the Federal sponsoring agency concerning special requirements of law and other administrative requirements.
7. If a high-need LEA is not already a partner in this proposed project, the applicant will consent to work with a high-need LEA for the purposes of this grant project if a grant is awarded based on this proposal. This may consist of working with a high-need LEA, in conjunction with MHEC, to accept participants into project activities; the specifics of the services to be provided in cooperation with the high-need LEA will be articulated and budgeted in writing as an attachment to this proposal and submitted for applicant approval prior to the formal awarding of the grant.
8. It will expend funds to supplement and not supplant non-federal funds.
9. It will participate in any statewide needs assessment or evaluation as required by P.L. 107-110.

Institution

Signature of Authorized Institutional Authority

Name and Title, Printed

Date

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying." This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement. The text of TITLE 34—Education Subtitle A--PART 82--NEW RESTRICTIONS ON LOBBYING is located at:

http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title34/34cfr82_main_02.tpl

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a Federal contract, grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including sub grants and contracts under grants and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

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

| | |
|---|--------------------------|
| NAME OF APPLICANT PROJECT NAME | PR/AWARD NUMBER AND / OR |
| PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | |
| SIGNATURE | DATE |

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this proposal.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C., 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
(a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as

amended (20 U.S.C., 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C., 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C., 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C., 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C., 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which proposal for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the proposal.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C., 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C., 276a to 276a7), the Copeland Act (40 U.S.C., 276c and 18 U.S.C., 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C., 327333), regarding labor standards for federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C., 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C., 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of

endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C., 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C., 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C., 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C., 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C., 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

| | |
|---|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE |
| APPLICANT ORGANIZATION | DATE SUBMITTED |

Cooperative Planning Agreement

Between (Name of institution submitting proposal) and the participating partners in the Improving Teacher Quality (ITQ) Grant Program sponsored by the Maryland Higher Education Commission. This cooperative planning agreement reflects the commitment of each partner to the grant project, including the specific responsibilities and roles each one bears if the grant is awarded. The undersigned agree to abide by the conditions of the proposal. Partners may also add information that describes what they will receive from the grant project if it is awarded funds, but partners must summarize here their responsibilities to the project.

Required Partners for Eligibility:

(1) IHE and its division that prepares teachers & principals: _____

This partner's responsibilities to this project are / this partner will provide to the project:

- 1.
- 2.
- 3.
- 4.
- 5.

Name & Title (print): _____

Signature: _____ Date: _____

(2) IHE School of Arts and Sciences: _____

This partner's responsibilities to this project are / this partner will provide to the project:

- 1.
- 2.
- 3.
- 4.
- 5.

Name & Title (print): _____

Signature _____ Date: _____

Page 2

Cooperative Planning Agreement

(3) High-need LEA: _____

This partner's responsibilities to the project are / this partner will provide to the project:

- 1.
- 2.
- 3.
- 4.
- 5.

Name (print): _____

Title (print): _____

(School District CEO or Superintendent)

Signature: _____ Date: _____

Other Partners (name each, summarize each one's role, and obtain the appropriate authorized signature from each entity):

(These pages may be duplicated or reproduced; all signatures do not have to be on the same page if each partner's role is summarized on the form prior to signature. Additional pages should be added to include additional partners.)

**Improving Teacher Quality State Grant Program
FY 2015 Phase 13**

Participant Contact Hours by School Level

Note: Contact hours are calculated based on participant time, not project staff time; contact hours are per participant (do not multiply by the total number of participants).

Table 1: Participant Contact Hours by School Level

| Type of Participants | Elementary | | | Middle | | | High | | | Total Participants |
|--|------------|------------------------------|-----------------------------|--------|------------------------------|----------------------------|------|------------------------------|----------------------------|--------------------|
| | # | Contact Hrs. Per Participant | Credits Earned by # & Type) | # | Contact Hrs. Per Participant | Credits Earned: # and Type | # | Contact Hrs. Per Participant | Credits Earned by # & Type | |
| Principals | | | | | | | | | | |
| In-service teachers: | | | | | | | | | | |
| Out-of-field | | | | | | | | | | |
| Provisional/ Conditional Certification | | | | | | | | | | |
| Other: _____ | | | | | | | | | | |
| | | | | | | | | | | |
| Highly qualified Paraprofessionals) | | | | | | | | | | |
| Other: _____ | | | | | | | | | | |
| Total Participants by School Level (Elem, MS, HS) | | | | | | | | | | |

TABLE KEY: G = Graduate semester credit hours;
U = Undergraduate semester credit hours;
C = MSDE continuing professional development credit
O = Other (explain)

See the section on Grant Management under “Records” and “Reporting Requirements” for a discussion of all information that must be recorded and reported regarding participants.

