

##### Funding Opportunity

Applications Due: **Thursday, September 12, 2019, 11:59 pm**

Application Information Webinar: **Thursday, August 15, 2019, 2:00 pm**

Letter of Intent Due: **Thursday, August 22, 2019, by 11:59 pm**

|  |
| --- |
| Retaining Teachers Grant ProgramPursuant to: Teacher Retention in Public Schools 22-98-101 to 22-98-106 C.R.S. |

**For Program Questions:**

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# Retaining Teachers Grant Program

**Due by: Thursday, September 12, 2019 by 11:59 pm**

# Introduction

This application is designed to distribute funds for local education providers to assist in retaining teachers by implementing one or more of the following initiatives:

* Job sharing for teachers;
* Providing on-site early childhood care services for family members of educators;
* Robust teacher induction programs for new teachers;
* Peer review and mentorship programs and other career development and advancement strategies;
* Programs to provide professional development for the creation and implementation of career advancement pathways for master teacher and teacher leadership positions for effective teachers;
* Incentive programs to recognize and retain highly effective teachers;
* Increased planning, mentoring, and collaboration time for new teachers and mentor teachers that reduces teacher-student contact hours for teachers but does not result in reduced instruction time for students; and
* Increased use of technology in blended learning initiatives to create opportunities and financial incentives for teacher development and career advancement and cost savings to support salary increases, including but not limited to providing support to teachers to enroll in higher education courses to become qualified to teach concurrent enrollment courses.

See **Attachment A** for the Rules for Administration of this program.

# Eligible Applicants

Local education providers are eligible to apply for this opportunity. An eligible local education provider is:

* A School District;
* A Board of Cooperative Services (BOCES) that operates a public school;
* A Charter School authorized by a School District; or
* A Charter School authorized by the Charter School Institute.

Note: a charter school’s authorizer will be the fiscal agent, if funded.

Priority will be given to applicants who demonstrate a high number of positions for which an applicant is unable to retain teachers and who provide evidence of a high rate of teacher turnover if the applicant is a low performing school or within the low performing schools operated by the applicant.

# Available Funds

Approximately $2.87 million is available to be awarded for use in the 2019-20 and 2020-21 school years. CDE will award funds in the following tiers:

|  |  |
| --- | --- |
| Program Focus\* | Maximum funding per grant per year |
| * Single schools
 | $50,000 |
| * Single school partnering with an institute of higher education (IHE)
 | $75,000 |
| * Single districts
* Consortiums of schools
 | $125,000 |
| * Consortiums of schools partnering with an IHE
* Single districts partnering with an IHE
 | $150,000 |
| * Single BOCES
* Consortiums of districts
 | $175,000 |
| * Consortiums of districts partnering with an IHE
* Single BOCES partnering with an IHE
 | $200,000 |
| * Consortiums of BOCES
 | $225,000 |
| * Consortiums of BOCES partnering with an IHE
 | $250,000 |

\*Note that the authorizer (district or CSI) will be the fiscal agent for all programs in charter schools.

# Duration of Grant

Grants will be awarded for a two-year term beginning in the 2019-2020 fiscal year. Funds for the 2020-21 school year are contingent upon meeting reporting requirements in Year 1. Year 1 funds must be expended by June 30, 2020.

# Allowable Use of Funds

Allowable services or activities include:

* Job sharing for teachers;
* Providing on-site early childhood care services for family members of educators;
* Robust teacher induction programs for new teachers;
* Peer review and mentorship programs and other career development and advancement strategies;
* Programs to provide professional development for the creation and implementation of career advancement pathways for master teacher and teacher leadership positions for effective teachers;
* Incentive programs to recognize and retain highly effective teachers;
* Increased planning, mentoring, and collaboration time for new teachers and mentor teachers that reduces teacher-student contact hours for teachers but does not result in reduced instruction time for students; and
* Increased use of technology in blended learning initiatives to create opportunities and financial incentives for teacher development and career advancement and cost savings to support salary increases, including but not limited to providing support to teachers to enroll in higher education courses to become qualified to teach concurrent enrollment courses.

**Note:** Grant funds must be used to supplement, not supplant, resources that the grantee applies to teacher retention initiatives before receiving the grant. Administrative cost expenditures are limited to 2% of grant funds received. No indirect costs may be charged to the grant.

# Application Timeline

|  |  |
| --- | --- |
| **August 15, 2019** | Application Webinar (register [here](https://educatoreffectiveness.wufoo.com/forms/z1uqpiwf1vajk2d/)) |
| **August 22, 2019** | LEAs interested in applying must submit an intent to apply form  |
| **September 12, 2019** | Applications due to CDE |
| **September 27, 2019** | Applicants will be notified of award recommendations to be made to Colorado State Board of Education |
| **October 10-11, 2019** | State Board of Education votes on award recommendations |
| **June 30, 2020** | Year 1 grant funds must be expended  |
| **September 30, 2020** | LEAs receiving grants must submit a report detailing their use of grant funds, their progress towards identified goals, and updates to goals based on progress made.  |
| **June 30, 2021** | Year 2 grant funds must be expended |
| **September 30, 2021** | LEAs receiving grants must submit a report detailing their use of grant funds, their progress towards identified goals, and updates to goals based on progress made.  |

# Evaluation and Reporting

Each Education Provider that receives a grant through the Retaining Teachers Grant Program is required to report, at a minimum, the following information to the Department on or before **September 30th of each year that they receive funding**:

* How the grant money was used to fund the teacher retention initiative(s);
* Narrative explanation and evidence of grant outcomes against the goals set in the grant proposal (year 1 and 2 goals); and
* Updates to the goals set in the grant proposal based on the progress made.

See **Attachment B** for the Retaining Teachers Grant End-of Year Program Report template that grant recipients will use to report the aforementioned information to the CDE.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the Retaining Teachers Grant Program. 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.

Please note: Documents submitted 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 16 for students or 5 for educators.

# Technical Assistance

RFP Webinar: An application training webinar will be held on **August 15, 2019, at 2:00 pm.** Register for this technical assistance via WuFoo at **https://educatoreffectiveness.wufoo.com/forms/z1uqpiwf1vajk2d/**. If you have questions or issues regarding registration, please email simons\_j@cde.state.co.us.

For questions related to the grant writing or program design process, applicants may contact Jennifer Simons via e-mail at simons\_j@cde.state.co.us or phone at 303.866.6793.

Letter of Intent: If interested in applying for this funding opportunity, please submit the Letter of Intent (see **Attachment C**) via SurveyMonkey at<https://www.surveymonkey.com/r/rtgfall2019> by **Thursday, August 22, 2019, by 11:59 pm.** This allows CDE to plan for the review process and communicate with prospective applicants should a need arise.

Assistance from BOCES: In addition to the available assistance mentioned above, BOCES serving member districts with less than 4,000 students annually receive a share of state education program funding specifically to assist those districts with applying for grants. Please contact your local BOCES for additional information.

# Review Process and Timeline

Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award recommendations no later than **September 27, 2019.** The State Board of Education must approve award recommendations before funds can be released.

**Note:** This is a competitive process – applicants must score at least 63 points out of the 78 possible points to be approved for funding. Applicants that score below 63 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

An electronic copy of the application (in PDF format) and electronic budget (in Excel format) must be submitted to CompetitiveGrants@cde.state.co.us by **September 12, 2019 at 11:59 p.m**. The electronic version should include all required components of the application as one document. Please attach the electronic budget workbook in Excel format as a separate document. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your application within 24 hours of the deadline, please email CompetitiveGrants@cde.state.co.us. Application materials and budget are available for download on the CDE website at <http://www.cde.state.co.us/educatortalent/retainingteachersgrant>.

Submit the electronic copy of the application and electronic budget to: CompetitiveGrants@cde.state.co.us

By: **September 12, 2019 at 11:59 p.m.**

# Application Format

* The total narrative (Sections A-E) of the application cannot exceed 10 pages. Please see below for the required elements of the application. Note: Applications that exceed 10 pages will not be reviewed.
* All pages must be standard letter size, 8-1/2” x 11” using 12-point font and single-spaced with 1-inch margins and numbered pages.
* The signature page must include original signatures of the lead organization/fiscal agent.

# Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II (pages 11-15).

**Part I: Application Introduction (not scored):**

Part IA: Cover Page – Applicant Information

Part IB: Program Assurances Form

Executive Summary

**Part II: Narrative:**

Section A: Needs Assessment and Readiness

Section B: Program Development

Section C: Sustainability of Program

Section D: Budget Narrative

Section E: Evaluation and Reporting

# Retaining Teachers Grant Program

**Due by: Thursday, September 12, 2019 by 11:59 pm**

# Part IA: Cover Page – Applicant Information

|  |
| --- |
| **Lead Local Education Agency (LEA)/BOCES Information** |
| **LEA/BOCES Name:** |  | **LEA/BOCES Code:** |  |
| **Mailing Address:** |  | **DUNS** #: |  |
| **Type of Education Provider**(check box below that best describes your organization or authorizer) |
| **☐** School District **☐** BOCES **☐** Charter School Authorized by a District  **☐** Charter School Authorized by CSI |
| **Region**(indicate region of Colorado this program will directly impact) |
| **☐** Metro **☐** Pikes Peak **☐** North Central **☐** Northwest**☐** West Central **☐** Southwest **☐** Southeast **☐** Northeast |
| **Educator Provider Information** |
| **District Performance Framework:** |  |
| **District/BOCES/Charter School Mission or Vision:**  |  |
| Authorized Representative Information |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Program Contact Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Fiscal Manager Information** |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Signature:** |  |

|  |
| --- |
| Amount of Funding Requested |
| **Year 1:** | **$** | **Year 2:** | **$** | **2 Year Total:** | **$** |

|  |
| --- |
| **Recipient School**(complete this section for each school impacted by this funding – additional sections may be added) |
| **School Name:** |  |
| **School Performance Framework:** |  |
| **Grade Levels Served:** |  |
| **Number of Teachers:** |  | **Number of Students:** |  |
| **Student Demographics**(please include both percentages and raw numbers) |
| **Free or Reduced Lunch eligible:** |  | **English Language Learners:** |  | **Special Needs:** |  |
| **Hispanic or Latino** |  | **Asian** |  |
| **American Indian or Alaskan Native** |  | **Black or African American** |  |
| **White** |  | **Native Hawaiian or Other Pacific Islander** |  |

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

Complete and attach after Cover Page. If needed, additional copies of this page should be attached in order to include each participating school.

# Part IB: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application Retaining Teachers Grant Program, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2019, the Board of | (district) |

hereby agrees to the following assurances:

1. The grantee will annually provide the Colorado Department of Education the evaluation information required in the End-of-Year Report (**Attachment B**) of the Request for Proposal.
2. The grantee will work with and provide requested data to CDE within the time frames specified.
3. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funds will be used to supplement and not supplant any funds currently being used to for teacher retention initiatives and grant dollars will be administered by the appropriate fiscal agent.
5. Funded projects will maintain appropriate fiscal and program records and fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
6. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
7. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

The Colorado Department of Education may terminate a grant award upon thirty (30) 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. Please contact Marti Rodriguez (rodriguez\_m@cde.state.co.us| 303.866.6769) and Jennifer Simons (simons\_j@cde.state.co.us | 303.866.6793) for any modifications.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of School Board President/BOCES President(if applicable) |  | Signature |
|  |  |  |
| Name of District Superintendent orCharter School/BOCES Executive Director (if applicable) |  | Signature |
|  |  |  |
| Name of Charter School Board President(if applicable) |  | Signature |
|  |  |  |
| Name of Charter School Institute Authorized Representative(if applicable) |  | Signature |

# Retaining Teachers Grant Program

**Due by: Thursday, September 12, 2019 by 11:59 pm**

# Application Scoring

CDE Use Only

|  |  |  |
| --- | --- | --- |
| **Part I:** | **Application Introduction** | No Points |
| **Part II:** | **Narrative** |  |
|  | Section A: | Needs Assessment and Readiness | /24 |
|  | Section B: | Program Development | /29 |
|  | Section C: | Sustainability of Program | /9 |
|  | Section D: | Budget Narrative | /7 |
|  | Section E: | Evaluation and Reporting | /9 |
| **Sub-total:** | **/78** |
| **Bonus Points:** | **/10** |
| **Total:** | **/88** |

Priority will be given to applicants who demonstrate evidence of a high rate of teacher turnover and/or include low performing schools in the proposal. Low performing schools are defined as those assigned a [School Performance Framework](http://www.cde.state.co.us/schoolview/performance) rating of Priority Improvement or Turnaround or identified for [Comprehensive or Targeted Improvement under ESSA](http://www.cde.state.co.us/fedprograms/essa_csi_tsi). Bonus points will be assigned as follows:

|  |  |
| --- | --- |
| **Criteria** | **Bonus Points** |
| Staff Turnover rate of 20% or higher | 5 points | ☐ |
| Low performing school(s) | 5 points | ☐ |

**GENERAL COMMENTS:** Please 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 |  |

# Selection Criteria and Evaluation Rubric

**Part I: Application Introduction (No Points)**

Cover Pages and Assurances

Complete applicant information and program assurances and include as the first pages of the application.

Executive Summary

Provide a brief description (no more than one page) of the applicant’s program to be funded by the Retaining Teachers Grant. This summary does not count toward the 10-page narrative page limit.

**Part II: Narrative (78 Points)**

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 63 points out of the 78 possible points and all required elements must be addressed. An application that receives a score of 0 on any required elements will not be funded.

|  |
| --- |
| Executive Summary |
| Provide a brief description (no more than 500 words) outlining the proposed Retaining Teachers Grant Program, highlighting current teacher retention challenges, the type of retention initiative selected from the provided list, a description of the initiative the grant funding will be used for, the specific, measurable goals for the initiative, and how the grant will be used to meet those goals. If funded, this summary may be posted on CDE’s Website for inclusion in an overview of funded Retaining Teachers Grant programs. The executive summary does not count in total page limit. |
| Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Section A: Needs Assessment and Readiness | **Not Addressed/ Met No Criteria***(information not provided)* | **Met One or More Criteria***(requires additional clarification or development)* | **Met All Criteria***(concise, thoroughly developed, high quality, well written response)* |
| 1. Identify the specific subjects and grade levels for which you are unable to retain teachers that you plan to address using this grant. Explain why you prioritized those specific subjects and grade levels.

Note: You must identify grade levels (early childhood, elementary, middle, high, K-8, secondary: middle/high, or K-12) for EACH subject that you plan to address using this grant. See the survey for a full list of subjects.  | 0 | 3 | 7 |
| 1. For the specific subjects and grade levels you plan to address using this grant, document the teacher shortage areas you are experiencing.

Note: To complete this step, you will complete a survey through Survey Monkey. The link to the survey will be sent directly to you after you have completed the Letter of Intent to apply. | 0 | 3 | 7 |
| 1. Explain the extent of the difficulty encountered in retaining teachers and the specific reasons for the difficulty.
 | 0 | 3 | 7 |
| 4) Describe the existing monetary or other resources available to the district/BOCES/school(s) to use in implementing initiatives to retain teachers. Include brief descriptions of any relevant initiatives already in place. | 0 | 1 | 3 |
| Reviewer Comments: |
| Total |  /24 |

|  |  |  |  |
| --- | --- | --- | --- |
| Section B: Program Development | **Not Addressed/ Met No Criteria***(information not provided)* | **Met One or More Criteria***(requires additional clarification or development)* | **Met All Criteria***(concise, thoroughly developed, high quality, well written response)* |
| 1. Identify which of the allowable teacher retention initiatives you are pursuing.

Note: You may pursue more than one type of initiative.  | 0 | 1 | 3 |
| 1. Describe the teacher retention initiative(s) you intend to implement using the grant, including how the initiative falls within the identified category of allowable initiatives.
 | 0 | 6 | 10 |
| 1. Explain how the initiative is designed to address the specific issues causing the difficulty retaining teachers described in Section A for each subject and grade level for which you are experiencing difficulty in retaining teachers. This explanation should include evidence demonstrating the effectiveness of the proposed initiative in similar contexts.
 | 0 | 4 | 8 |
| 1. Demonstrate your capacity to implement the proposed initiative by creating an implementation plan and timeline. A template has been provided below for this purpose.
 | 0 | 4 | 8 |
| **For example:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiative/Activity** | **Interim Benchmarks** | **Timeline** | **Person(s) Responsible** |
| Recruit mentor teachers | * Develop candidate profiles
* Identify 8 mentor teachers
 | Profiles complete by October 2019Mentor teachers identified by January 2020 | Mentor Coordinator school principals |
| Train mentor teachers | * Conduct needs assessment
* Develop PD schedule
* Deliver PD
 | Needs assessment complete by February 2020PD schedule complete by April 2020PD delivery begins monthly in June 2020 | Mentor CoordinatorDirector of Professional Learning |

 |
| Reviewer Comments: |
| Total | /29 |

|  |  |  |  |
| --- | --- | --- | --- |
| Section C: Sustainability of Program | **Not Addressed/ Met No Criteria***(information not provided)* | **Met One or More Criteria***(requires additional clarification or development)* | **Met All Criteria***(concise, thoroughly developed, high quality, well written response)* |
| 1. Provide a description of the plan for sustaining the initiative beyond the life of the grant, including a cost-benefit analysis if money saved in retaining teachers is going to be used to maintain the initiative once grant funding is gone.
 | 0 | 5 | 9 |
| Reviewer Comments: |
| Total | /9 |

|  |  |  |  |
| --- | --- | --- | --- |
| Section D: Budget Narrative | **Not Addressed/ Met No Criteria***(information not provided)* | **Met One or More Criteria***(requires additional clarification or development)* | **Met All Criteria***(concise, thoroughly developed, high quality, well written response)* |
| 1. Provide a description of the proposed expenditures, including how activities supplement existing resources.
 | 0 | 3 | 7 |
| Reviewer Comments: |
| Total | /7 |

|  |  |  |  |
| --- | --- | --- | --- |
| Section E: Evaluation and Reporting | **Not Addressed/ Met No Criteria***(information not provided)* | **Met One or More Criteria***(requires additional clarification or development)* | **Met All Criteria***(concise, thoroughly developed, high quality, well written response)* |
| 1. For each subject and grade level the initiative intends to address, develop specific, measurable goals for each year of the grant (two total). A template with examples has been provided below for this purpose.

Note: If you have information regarding number of positions filled using a shortage mechanism (long-term substitute, emergency candidate, alternative candidate, retired educator), you may use that information to identify current retention/shortage areas and set corresponding goals.  | 0 | 5 | 9 |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subject and Grade Level(s)** | **Current Retention/****Shortage** | **Year 1 Goal** | **Year 2 Goal** | **Measures** |
| *Mathematics, secondary* | *25% turnover rate (25/100 teachers)* | *Reduce turnover rate to 20%* *Retain 10 new hires* | *Reduce turnover rate to 15%* *Retain all new hires* | *-Number of positions to hire**-Number of new hires retained**-Internal survey on satisfaction with position and intention to stay* |
| *Science, middle school* | *2 positions filled by emergency candidates* | *0 positions filled by emergency candidates* | *0 positions filled by emergency candidates, long-term subs, retired educators, or alternative candidates* | *-Number of positions filled by emergency candidates, long term subs, retired educators, and alternative candidates**-Number of positions to hire*  |
| *1 position unfilled* | *0 unfilled positions* | *0 unfilled positions* | *-Number of unfilled positions**-Internal survey on satisfaction with position and intention to stay* |

**For example:** |
| Reviewer Comments: |
| Total | /9 |

# Attachment A: Program Rules

**DEPARTMENT OF EDUCATION**

**Colorado State Board of Education**

**RULES FOR THE ADMINISTRATION OF THE RETAINING TEACHERS GRANT PROGRAM**

**1 CCR 301-102**

*[Editor’s Notes follow the text of the rules at the end of this CCR Document.]*

**AUTHORITY:** ARTICLE IX, SECTION 1, COLORADO CONSTITUTION. 22-98-101 ET SEQ. OF THE COLORADO REVISED STATUTES (C.R.S.).

**0.0 STATEMENT OF BASIS AND PURPOSE**

The Retaining Teachers Grant Program, 22-98-101 et seq., C.R.S., requires the State Board of Education to promulgate rules as necessary to implement the program. At a minimum, the rules must include: the application process, including requirements; criteria for the award of grants, including award priorities; the duration of the grants; and the approved uses of the grant.

# DEFINITIONS

* 1. “Board of Cooperative Services" means a board of cooperative services created pursuant to article 5 of this title 22.

* 1. “Department” means the department of education created and existing pursuant to section 24-1- 115, C.R.S.
	2. “Fund” means the retaining teachers fund created in section 22-98-104.
	3. “Grant Program” means the retaining teachers grant program created in section 22-98-103.
	4. “Local Education Provider" means a school district, a board of cooperative services that operates a public school, a charter school that is authorized by a school district pursuant to part 1 of article 30.5 of this title 22, or an institute charter school that is authorized pursuant to part 5 of article 30.5 of this title 22.
	5. “Postsecondary Institution" means an area technical college, a local district college, or a state institution of higher education, as defined in section 23-18-102.
	6. “School District" means a school district in Colorado that is organized and existing pursuant to law but does not include a local college district.
	7. “State Board” means the state board of education created pursuant to section 1 of article IX of the state constitution.
	8. “Teacher” means any person employed to instruct students in any school in the state, including licensed special service providers.

# RETAINING TEACHERS GRANT PROGRAM

* 1. The department shall create and administer the retaining teachers grant program to assist local education providers in retaining teachers by implementing one or more of the following initiatives designed to improve the ability of a local education provider to retain teachers.
		1. Job-sharing for teachers;
		2. Providing on-site early childhood care services for family members of educators;
		3. Robust multi-year teacher induction and mentoring programs for new teachers;
		4. Peer review and mentorship programs and other career development and advancement strategies;
		5. Programs to provide professional development for the creation and implementation of career advancement pathways for master teacher and teacher leadership positions for effective teachers;
		6. Incentive programs to recognize and retain highly effective teachers;
		7. Increased planning, mentoring, and collaboration time for new teachers and mentor teachers that reduces teacher-student contact hours for teachers but does not result in reduced instruction time for students; and
		8. Increased use of technology in blended learning initiatives to create opportunities and financial incentives for teacher development and career advancement and cost savings to support salary increases, including but not limited to:
			1. Providing support to teachers to enroll in higher education courses to become qualified to teach concurrent enrollment courses.

# APPLICATION PROCESS AND REQUIREMENTS

* 1. The department shall provide information to the local education providers concerning the grant program, the requirements for applying for a grant, the initiatives that local education providers may implement using grant money, and the availability of assistance in writing grant applications.
	2. On an annual basis on a date determined by the department, local education providers interested in obtaining funding shall submit a retaining teachers grant application electronically to the department, using the application form provided by the department.
	3. Local education providers must assure that grant funds are used to supplement local education provider funding and is not used to supplant funding.
	4. Each application submitted shall include, but need not be limited to the following:
		1. Evidence describing the level of difficulty that the applicant encounters in retaining teachers, including teacher turnover and retention rates, the specific reasons for the difficulty, and a specific accounting of the grade levels and subjects for which the applicant is unable to retain teachers;
		2. An accounting of the existing monetary or other resources available to the applicant to use in implementing initiatives to retain teachers;
		3. A description of the initiative to retain teachers that the applicant intends to implement using the grant, how the initiative is designed to address the specific issues causing the difficulty with retaining teachers, and the applicant’s strategy to build capacity;
		4. The specific, measurable goals that the applicant expects to achieve in implementing the initiative, an explanation of the applicant’s capacity to achieve the goals, and how the applicant expects to measure attainment of the goals; and
		5. The cost, including cost-effectiveness, of implementing the initiative and the applicant’s plan for sustaining the initiative after the grant money is no longer available
	5. Local education providers are encouraged to partner with other local education providers, nonprofit entities, or postsecondary institutions to apply for a grant.
	6. Upon request, the department shall provide technical assistance in writing the grant application described above and in complying with the annual review requirements described in section 6.0.

# APPLICATION EVALUATION

* 1. In reviewing grant applications to determine which applicants should receive grant funding, the department and the state board shall prioritize applicants meeting the following criteria:
		1. A high number of positions for which an applicant is unable to retain teachers; and
		2. Evidence of a high rate of teacher turnover if the applicant is a low-performing school or within the low-performing schools operated by the applicant.
	2. In addition, the department and the state board shall consider:
		1. The applicant's capacity to successfully implement the proposed initiative and the likelihood that the proposed initiative will increase the applicant's ability to retain teachers;
		2. The cost-effectiveness and quality of the proposed initiative; and

* + 1. The applicant's plan for sustaining implementation of the initiative after the grant money is no longer available.

# AWARD PROCESS

# On an annual basis, the department shall make recommendations for grant awards to the state board.

# Subject to available appropriations, the state board, taking into account the recommendations of the department, shall award the grants from money appropriated to the fund.

# Each grant awarded through the grant program continues for three budget years, subject to annual review by the department and renewal by the state board as described in section 6.0.

# ANNUAL REVIEW AND REPORTING

# The department shall annually review the progress achieved by each grant recipient in attaining the goals of the initiative funded by the grant and recommend to the state board that the grant be extended or revoked.

* 1. For the annual review, grant recipients shall submit, at a minimum, the following information to the department:
		1. How the grant money was used to fund the initiative;
		2. Narrative explanation and evidence of grant outcomes against the goals set in the beginning of the year and in the grant proposal; and
		3. Updates to the goals set in the grant proposal based on the progress made.
	2. Taking into consideration the recommendations of the department, the state board shall extend the grant only if it is determined that the grand recipient is making adequate progress toward achieving the goals of the initiative.
	3. On or before January 15, 2019, and each year thereafter, the department shall submit annually to the state board, the joint budget committee, and the education committees of the senate and house of representatives, or any successor committees, a report concerning the implementation of the grant program, including, at a minimum, the following information:
		1. The name of each grant recipient and the amount of each grant;
		2. A description of the initiative to be implemented with each grant and a report of the progress made by each grant recipient in achieving the goals of the initiative;
		3. For the reports submitted in 2021 and 2022, an evaluation of the effect of the grant program in improving teacher retention by local education providers and in reducing the overall teacher shortage in the state;
		4. Any recommendations for legislative changes to improve the effectiveness of the grant program; and
		5. For the report submitted in 2022, a recommendation concerning whether to continue the grant program.

# Attachment B: End-of-Year Report

**Retaining Teachers Grant Program**

**End-of-Year Report**

Completed EOY Reports are due to CDE by September 30th of each year that funding is received. In addition to the following two sections, a copy of the completed budget template with actual expenditure information must be submitted. **Email both the completed EOY Report and budget template** to Molly Gold at gold\_m@cde.state.co.us.

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| --- |
| **Section 1: Program Information** |
| **Grant Recipient Name:** |  |
| **This form completed by:****(include job title and email address)** |  |
| **Amount of Funding Received for the Current School Year:** |  |
| **Total Amount of Funding Received to date:** |  |
| Briefly describe your teacher retention initiative **as it was implemented**. Please identify any differences or changes from the description submitted as a part of the application and/or prior years’ end-of-year reports.  |
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| --- |
| **Section 2: Goals and Outcomes**(Note: Complete this section for each goal you set in your application. Copy and paste this section as needed.) |
| **Subject and Grade Level:** |  |
| **Initial Retention/Shortage Information:**(note: this must be *exactly* what you put in your application and/or the prior year’s report |  |
| **Goal for this year:** (note: this must be *exactly* what you put in your application and/or the prior year’s report) |  |
| **Measures used to Evaluate Progress towards your Goal:** |  |
| **Outcomes/Progress towards Goal (e.g. new retention/shortage information):** |  |
| **Goal Met?**  |  |
| **Updates to goal based on progress made:**(note: if you are updating/changing your goals, specifically identify the new goal you are setting) |  |
| **Narrative Explanation:** Provide a narrative explanation of the outcomes of implementing the teacher retention initiative(s) for which you used grant funding. Include why you were either able or unable to reach your goal and an explanation of why you did or did not update your goal.  |
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# Attachment C: Letter of Intent

The Letter of Intent to apply for Retaining Teachers Grant Program is due **Thursday, August 22, 2019.** Submit online at <https://www.surveymonkey.com/r/rtgfall2019>. Below is a screenshot of the information requested in the Letter of Intent.

