

TEXAS HIGHER EDUCATION COORDINATING BOARD

REQUEST FOR APPLICATIONS

Texas Teacher Residency Program

2014

NOTICE OF INTENT DEADLINE: Friday, October 25, 2013, 5 p.m. C.T.

INQUIRY DEADLINE: Thursday, October 31, 2013, 5 p.m. C.T.

APPLICATION DEADLINE: Thursday, January 2, 2014, 12 p.m. C.T. (noon)

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1. OVERVIEW OF FUNDING OPPORTUNITY

1.1 Program Title

Texas Teacher Residency Program

1.2 Program Background

In 2013, the 83rd Texas Legislature passed HB 1752 codified as Texas Education Code, Chapter 21, Subchapter Q, Sections 21.801-21.80 to address the state's need to elevate the significance and professional nature of teaching at the primary and secondary levels.

1.3 Program Authority and Available Funding

The Texas Teacher Residency Program is funded from the General Appropriations Act for the 2014-2015 biennium, and the program authority is found in Texas Education Code, Section 21, Subchapter Q, Texas Teacher Residency Program. THECB will provide a grant award ("Grant" or "Award") to one qualified and selected Texas Public institution of higher education beginning in 2014, as funds are available. The total award amount available for funding a grant to a selected public university will be \$1.29 million for the biennium.

1.4 Program Description

The THECB is seeking to award a Grant to establish a Texas Teacher Residency Program designed to award teaching residents participating in the program a master's degree and lead to certification for participating teaching residents who are not already certified teachers. The public institution selected would form a partnership with an area school district or open-enrollment charter school to provide employment to residents in the program. Specific components for the teacher residency program include rewarding teachers that participate in the program, providing a livable stipend for the teaching residents and requiring a monetary or in-kind contributions provided by the public institution of higher education, partner area school district, or open-enrollment charter school to demonstrate that the program may be sustained in the absence of grant funds or state appropriations.

This RFA is seeking Applications from eligible Texas Public Colleges or Universities that offer State Board for Educator Certification (SBEC)-approved educator preparation programs (Definitions, Appendix A) and that have developed a commitment to investing in teacher education by preparing significant numbers of teachers. The program must be designed to award teaching residents a master's degree and lead to teacher certification as recognized by the State Board for Educator Certification.

1.5 THECB Point of Contact

Jerel Booker

Email: jerel.booker@thecb.state.tx.us

Phone: 512.427.6247

2. AWARD SUMMARY

2.1 Allocation of Funding

The funding available to support selected grantees will be allocated among one (1) selected Applicant and will be commensurate with the approved scope of work as determined by reviewers, THECB program staff and the capacity of the Applicant.

2.2 Cost-Sharing or Matching Funds Requirements

Cost-sharing or matching funds are required. An eligible Applicant must obtain commitments for cost-sharing or matching funds for at least 25% of the total award. Cost sharing may include Awarded Applicant or grant partner in-kind or monetary contribution. An Eligible Applicant should document any anticipated cost sharing or matching funds that would support the Texas Teacher Residency Program.

2.3 Grant Term

This RFA Grant Term is from February 1, 2014 through August 31, 2015. All expenditures and encumbrances of expenditures must be made before August 15, 2015.

3. ELIGIBILITY INFORMATION

3.1 Eligible Applicants

An Eligible Applicant Institution (Applicant) is a Texas Public College or University that offers SBEC-approved and accredited educator preparation programs successful in preparing significant numbers of teachers.

Community colleges, private colleges or universities, independent colleges or universities, or other private or for-profit entities are <u>not</u> eligible to submit an application or be funded as a grantee.

3.2 Eligible Principal Investigator

Each Project (Definitions, Appendix A) must have a principal investigator who is responsible for some aspect of the preparation of teachers. The project director submitting an Application under this RFA must be regular faculty in a college, school, or department of education at an Eligible Applicant Institution.

3.3 Eligible Partners

Eligible Partners could include an area school district or open-enrollment charter school to employ residents in the residency program and the collaboration with one or more regional education service centers or local nonprofit education organizations to provide professional development or other structured learning experiences for teaching residents.

3.4 Eligible Program Participants

Requires the teaching residency program to establish criteria for selection of individuals to participate in the program. Requires that the selection criteria include:

- (1) a demonstration of comprehensive subject area knowledge or a record of accomplishment in the field or subject area to be taught;
- (2) strong verbal and written communication skills, which may be demonstrated by performance on appropriate tests; and
- (3) attributes linked to effective teaching, which may be determined by interviews or performance assessments.

PROGRAM ELIGIBILITY. Requires an individual, to be eligible to be admitted and hired as a teaching resident under the program, to:

- (1) have received the individual's initial teaching certificate not more than two years before applying for a residency and to have less than 18 months of full-time equivalency teaching experience as a certified teacher; or
- (2) hold a bachelor's degree and be a mid-career professional from outside the field of education, and have strong content knowledge or a record of achievement or be a noncertified educator such as a substitute teacher or teaching assistant.

4. TEXAS TEACHER RESIDENCY PROGRAM REQUIREMENTS

4.1 PROGRAM COMPONENTS.

Teacher Residency Program must include:

- (1) competitive admission requirements with multiple criteria;
- (2) integration of pedagogy and classroom practice;
- (3) rigorous master's level course work, while undertaking a guided apprenticeship at the partner area school district or open-enrollment charter school;
- (4) a team mentorship approach to expose teaching residents to a variety of teaching methods, philosophies, and classroom environments;
- (5) clear criteria for the selection of mentor teachers based on measures of teacher effectiveness and the appropriate subject area knowledge;
- (6) measures of appropriate progress through the program;
- (7) the collaboration with one or more regional education service centers or local nonprofit education organizations to provide professional development or other structured learning experiences for teaching residents;
- (8) a livable stipend for teaching residents;
- (9) a post-completion commitment by teaching residents to serve four years at schools that are difficult to staff;
- (10) job placement assistance for teaching residents;
- (11) support for teaching residents for not less than one year following the resident's completion of the program through the provision of mentoring, professional development, and networking opportunities;
- (12) demonstration of the integral role and responsibilities of the partner area school district or openenrollment charter school in fulfilling the purpose of the program; and
- (13) monetary or in-kind contributions provided by the public institution of higher education, partner area school district, or open-enrollment charter school to demonstrate that the program may be sustained in the absence of grant funds or state appropriations.

5. NOTICE OF INTENT

5.1 Notice of Intent Submission

A Notice of Intent email must be completed and submitted by the Applicant to the Point of Contact (Section 1.5) through email no later than 5 p.m. Central Time, Friday, October 25, 2013. Applications for which a Notice of Intent has not been submitted will not be considered for a Grant Award. After receipt of the electronic Notice of Intent submission, THECB will email confirmation of receipt to Applicant with instructions on electronic Application submission to THECB.

5.2 Notice of Intent Format and Content

The Notice of Intent must include:

- the email subject line "Texas Teacher Residency Program,"
- a statement indicating the intent to submit an application under this RFA to create a Texas Teacher Residency Program
- the name of the Applicant institution,
- the name, address, telephone number, and email address of individuals authorized to submit an application, and
- the departmental affiliation(s) and faculty status of the individuals authorized to submit an application.

6. APPLICATION SUBMISSION GUIDELINES AND DEADLINES

6.1 Application Format and Contents

An application must include the elements detailed in Sections 8 and 9. Applications should be formatted as follows:

- Text-based application pages should be double-spaced in 11 point Times New Roman or Cambria.
- Pages should have 1 inch margins on all sides.
- Page limitations are provided in each section of the application instructions.
- Application sections and all required attachments must be converted and combined into a single PDF document for transmission to THECB.
- Every effort should be made to provide page numbers for the complete PDF including the attachments, rather than numbering each section separately.
- The Eligible Applicant name (Section 3.1) and "THECB Texas Teacher Residency Program, 2014-2015" must be typed at the bottom right corner of each page.

6.2 Mode of Submission

Applicants must submit Applications including required and optional attachments to THECB in electronic format (Section 6.1) by the deadline noted (Section 6.4). Instructions on how to electronically submit an Application will be provided in the response email to each Applicant's Notice of Intent (Section 5).

6.3 Maximum Number of Applications

Each Applicant may submit only one (1) Application in response to this RFA. Applications in partnership may be submitted; however, one fiscal agent must be identified.

6.4 Application Deadline

The application deadline is 12 p.m. (noon) Central Time on Thursday, January 2, 2014.

7. INQUIRIES

All inquiries shall be directed to the THECB Point of Contact (Section 1.5).

Applicants and prospective Applicants must not discuss an Application with any other THECB employee unless authorized by the THECB Point of Contact. Questions must be submitted in writing via email to jerel.booker@thecb.state.tx.us no later than 5 p.m. Central Time on October 31, 2013.

All responses by THECB must be submitted in writing to be binding.

Any information deemed by THECB to be important and of general interest or which modifies requirements of the RFA shall be sent in the form of an addendum to the RFA to all Applicants that have submitted a Notice of Intent or an Application. All Applicants must acknowledge receipt of all addenda, if any, to this RFA by sending such acknowledgement via email to THECB Point of Contact.

8. APPLICATION ELEMENTS

8.1 Cover Page

The cover page should include the following elements:

- Name of RFA Program
- Date of Application submission
- General Applicant information:
 - o name of Applicant IHE (s)
 - proposed Principal Investigator
 - o Investigators' email addresses and phone numbers
 - o total proposed program costs
 - signature of Applicant

8.2 Transmittal Letter

The letter should identify the person or entity submitting the Application and include a commitment by that person or entity to provide the services required by THECB. The transmittal letter should be signed by the person at the institution who is legally authorized to enter into a binding agreement on behalf of the institution. The transmittal letter should be written on institution letterhead and addressed to Jerel Booker, Senior Director, Texas Higher Education Coordinating Board.

The letter must specifically identify that the Application is in reference to the "Texas Teacher Residency Program" RFA. The letter must include "full acceptance of the terms and conditions described in this Request for Applications." Any exceptions must be specifically noted in the letter and the Applicant's proposed alternative must also be provided in the Application. Applicants cannot take a "blanket exception" to this entire RFA. Applicants are strongly encouraged to submit written questions during the official inquiry period regarding any term or condition of this RFA. However, any exceptions may disqualify the Application from further consideration. The letter must state, "The Application enclosed is binding and valid at the discretion of THECB."

The letter should also include:

- the name of the proposed project,
- the name of the individuals who will manage the proposed project,
- the name of the individual authorized to negotiate and sign a contract,
- the name of the individual who should be contacted with any questions that may arise during review of the application, and
- certification of the Application information by the Applicant's Program Director or Chief Academic Officer. The Application must be signed by an institutional official who is legally authorized to submit the Application on behalf of the Applicant.

8.3 Executive Summary

The Application summary should include information on all components of the proposed project, goals and objectives proposed by the Applicant; key project partners and a brief overview of proposed program activities. Do not include budget information in this section.

This section of the application should not exceed 2 pages of double-spaced type.

8.4 Table of Contents and Page Formatting

Include a Table of Contents that lists major application headings and all attachments. This section of the Application should not exceed 2 pages.

8.5 Project Narrative

8.5.1 Statement of Need

Provide a needs assessment for each component of the project. This section of the Application should not exceed 6 pages of double-spaced type.

Applicant should provide baseline data relative to the areas identified as targets for improvement. Identify problems or conditions that need to be addressed/changed and the magnitude of those problems as they relate to student achievement, teacher preparation and performance, teacher shortage, and other weaknesses that need to be addressed. Describe the aspects of teacher effectiveness that have been identified as most important in improving student achievement and document the areas where teachers are not adequately prepared.

Include a <u>summary</u> of supporting documentation. Supporting data and documentation can be included as an optional attachment.

8.5.2 Design of Teacher Residency Program

This section of the Application should not exceed 3 pages of double-spaced type.

Applicant should provide information about how the Teacher Residency Program would be organized to carry out all proposed activities. Applicant should describe how the Teacher Residency Program will be organized to support strong communication among key personnel. Applicant should demonstrate a cohesive approach.

- Describe the design of the school year-long residency
- Describe how the residency will be innovative and different than the current required student teaching.
- How will the residency incorporate teacher practice rubrics, used in partnering LEAs as part of their teacher evaluation system, into the preparation program and incorporate formative assessment of teacher candidates using these rubrics
- Describe program expectations for experiences candidates will have during their residencies and what specific responsibilities the mentor-teachers will have. What opportunities will candidates have for increasing their responsibility over the residency period for lesson leadership? What expectations does the program have for the role of the principal and other staff in the residency school to support and develop the candidates?
- Describe how the collaboration between IHE and Residency Schools will provide clinically rich teaching experiences while connecting theory and practice
- Describe support of candidates for the first years upon the successful completion of the program.

8.5.3 Project Design, Program Components:

Selection of teacher candidates:

- Describe how the admission requirements, standards and process will lead to recruitment and rigorous selection of a high-caliber, diverse group of candidates.
- Describe how program will ensure that candidates are committed to completing the program and teaching in high-need schools.

Selection of Residency Schools and mentor-teachers, and training of mentor-teachers

- For each designated Residency School, submit evidence of improving student performance.
- For each designated Residency School, describe the principal's demonstrated committed to supporting the preparation of new teachers.
- Describe the recruitment and selection of mentor-teachers including assessing their teaching practice
 and ensuring that mentor-teachers have demonstrated positive impact on student achievement
 results in their own classrooms.
- Describe the initial training program of the mentor-teacher and tools used to ensure mentor-teachers improve their abilities to coach and develop other teachers. Include the roles of LEA and IHE and any other partners if applicable in this training program.
- Describe the on-going professional development that will be offered through the partnerships to mentor-teachers.
- In describing selection, training, and professional development of mentor-teachers, address the each of the following:
 - How will the IHE and LEA ensure that mentor-teachers are skilled in using multiple forms of student assessment data to inform their lesson planning, and daily instruction?
 - How will the IHE and LEA ensure that the mentor-teachers are skilled in special knowledge and skills for the targeted certification areas addressed by this program?

Goals and Measurable Objectives

Provide goals and objectives for this Component of the proposed Project that are measurable and will be included in the Program Evaluation.

Sustainability Plan. Awarded Applicant shall create a Sustainability Plan for the Texas Teacher Residency Program. The Sustainability Plan should include concrete provisions for managing and sustaining the Texas Teacher Residency Program after the Grant term through at least 2017. Development of the Final Sustainability Plan should begin no later than six months after Awarded Applicant is awarded the Grant and be completed and accepted by THECB before the end of the Grant term.

This section of the Application should not exceed 18 pages of double-spaced type.

Project Components

- Applicant should include information on how the demonstrated need is addressed in this component of the Project work.
- The Texas Teacher Residency Program applicant would identify and provide the necessary tools and support for other IHEs to plan and implement an effective and rigorous Teacher Residency Program curriculum.
- Explain how the collected information will be organized and disseminated to be most useful to other IHEs with a teacher residency program.
- Describe the partnerships that are pertinent to this component of the proposed Texas Teacher Residency Program.
- In the Attachments, include letters of commitment from any partners who will play a key role in this Component of the Project.

8.5.4 Demonstrated Success in Similar Programs

This section of the Application should not exceed 2 pages of double-spaced type.

Application must include an overview of similar programs that the Applicant has undertaken related to the components of the Texas Teacher Residency Program RFA. Provide the major goals and objectives of these programs and the outcomes data measuring the success of the activities or programs.

8.5.5 Project Management

Describe the management plan to carry out the required activities for all components of the proposed Project. Summarize evidence of capacity at the school and institutional level, and at the personnel level to carry out the proposed project. This should demonstrate a high quality plan for using resources and qualified personnel to achieve each objective.

This section should not exceed 5 double-spaced pages, excluding vitae, a management schedule and any letters of commitment that are required as Application Attachments (Section 8.5.9).

- Include information on key personnel roles and responsibilities.
- Include information on supporting staff and their role in supporting Center activities and management.
- Describe the partnership plan with other IHEs, content experts, and schools including information on how the Applicant intends to work with partners in developing and implementing the program.
- Describe the process for identifying Texas Teacher Residency Program instructional faculty and other key personnel including faculty at other IHEs and any sub-contractors.
- In the Attachments (Section 8.5.9), provide a management schedule that captures Project planning, implementation activities, and deadlines including dates, major management tasks and person assigned to carry out tasks.
- In the Attachments (Section 8.5.9), Include a 4-page vita for any key personnel who have already been selected. If personnel have not yet been selected for key positions, include position descriptions.
- In the Attachments (Section 8.5.9), include letters of commitment from any partners who will play a key role in the management of the project.

8.5.6 Program Evaluation and Follow-Up Services

The Applicant shall provide a description of how the Texas Teacher Residency Program goals and objectives as required under this RFA will be evaluated. This section of the Application should not exceed 3 pages of double-spaced type.

In the format provided in Appendix C, Template – Project Evaluation, indicate the following and include this as an attachment to the Application:

- Key goals and objectives Applicant will address;
- Anticipated activities/strategies the Applicant plans to develop to reach those goals and objectives;
- Anticipated short- and long-term outcomes;
- Measures that Applicant will use to evaluate the success of each strategy's ability to meet the proposed outcome(s);
- Stakeholders impacted by these goals and objectives; and
- Methods used to gather the data.

Evaluation activities should be included in the project timeline. The methods used should be both qualitative and quantitative, and all stakeholders should be included. Applicant should include a short description of individuals responsible for conducting the evaluation and their qualifications.

Applicant agrees to participate in the THECB cross-site evaluation. Applicants must have authority to gather, review, and report to THECB appropriate data from all partners. The THECB evaluator will send standard data entry and transmission instructions and program evaluation reporting templates to Awarded Applicant. Applicant must designate an individual who will be responsible for generating these data and reports, and submitting them to the THECB.

Applicant shall indicate if there will be any follow up activities with the Participants, the nature of those activities, and how activities will be evaluated.

8.5.7 Application Attachments

Attachments should be included in the Application in the order in which they are listed below.

Required Attachments:

- Budget
- Budget Narrative
- Management Schedule
- Vitae for Key Personnel
- Professional Learning Timeline
- Project Evaluation Plan
- Letters of commitment

Optional Attachments:

- Participant Application Form
- Course syllabi
- References

9. PROJECT BUDGET AND BUDGET NARRATIVE

9.1 Budget Contents and Format

The Project Budget must include amounts and allowable program expenditures over the grant period and should follow the guidelines in this section. Budget must be prepared using the categories in the template provided in Appendix B.

The budget may include salaries projected for the managing director, other professional staff, and support staff, as well as fringe benefits as required. Travel costs can be included for participants or Project principals to carry out each component of the proposed plan. The budget can also include fees to consultants, interns or other non-staff persons to provide appropriate services for the Project. Applicants may include other direct costs to implement the Program including faculty or student materials, supplies, and non-capital expenses necessary for successful project implementation.

9.1.1 Budget Distribution

The budget should reflect support efforts for all components of the project.

9.1.2 Indirect Costs

Applicant may include an indirect cost calculated not to exceed 8 percent of the modified direct costs. Modified direct costs are defined as the total direct costs, minus any tuition or tuition-related fees.

Applicant, by submission of its completed application to THECB, certifies the following with respect to indirect costs, if any:

- (1) All costs included in this budget to establish billing or final indirect costs rates are allowable in accordance with the state awards to which they apply and OMB Circular A-21, "Cost Principles for Educational Institutions."
- (2) All costs included in this proposal are properly allocable to the state awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements.
- (3) The same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and THECB will be notified of any accounting changes that would affect the predetermined rate.

9.1.3 Prohibited Costs

Programs are prohibited from expending Texas Teacher Residency funds on the following:

- Salaries or other stipends that are calculated at a higher pay rate than that which an individual (or similar position) normally receives at the public IHE. Costs for faculty and staff funded under "Texas Teacher Residency Program" must reflect salaries appropriate to the tasks that will be performed, and the length of time spent on "Texas Teacher Residency Program"-related activities.
- Construction or remodeling of facilities, architect's fees and feasibility studies.
- Costs incurred prior to the Grant Award.

9.2 Budget Narrative

The budget narrative should be a text justification for the proposed amounts in each budgeted category. The budget justification should include information explaining how the proposed expenditures will allow Applicant to meet the goals and objectives of the project. In each category of the budget narrative, indicate how the funds are distributed.

9.3 Use of Awarded Funds

THECB shall negotiate a final budget with each Awarded Applicant. Funds awarded under Texas Teacher Residency Program must be expended only for the costs related to the administration of the program and to provide support for eligible participants. All reasonable costs in the categories below are allowable, except for those expressly prohibited in Subsection 9.4.

9.4 Budget Changes

Transfer of approved budgeted funds across budget categories requires prior THECB staff approval. In addition, any change in the use of funds within a budget category greater than 10 percent requires prior THECB staff approval. Any budget changes related to major changes in scope of work require THECB staff approval.

10. APPLICATION REVIEW AND AWARD

10.1 Conforming to Requirements

THECB staff shall evaluate all Applications to determine if they conform to the requirements of the RFA. Those that do not conform will be eliminated from further consideration and Applicant shall be notified of that fact.

10.2 Expert Evaluators

THECB shall engage expert evaluators and THECB staff in the evaluation of all conforming Applications. The Application Review Form included as Appendix D shall be used by the reviewers, although the reviewers will be empowered to consider other factors they deem appropriate.

10.3 Contract Negotiation

THECB intends to negotiate a contract with the Applicant that is determined by THECB through the evaluation process to have submitted a successful Application. THECB will negotiate with the successful Applicant to

develop the Contract/Agreement that address the items included in this RFA.

10.4 Inadequate Applications

THECB makes no assurances that any Application will be accepted. If Applications are deemed to be of inadequate quality or if negotiators find it impossible to develop a Contract that serves the State's interests, no projects will be selected.

11. PAYMENT

11.1 Distribution of Funding

Funding will be provided to each Awarded Applicant according the schedule outlined below.

The Texas Teacher Residency Program is funded by state appropriation or equivalent (Section 2.1). An initial payment not to exceed 35% of the original grant award shall be disbursed upon receipt and execution of the institution's signed Notice of Grant Award by the THECB.

A payment shall be disbursed upon receipt, review, and approval of the first year interim program and financial reports by the THECB, which shall be due to the THECB on or about June 30, 2014. The total of this payment plus previous payments shall not exceed 50% of the grant award amount.

A payment shall be disbursed upon receipt, review, and approval of the end of first year program and financial reports by the THECB, which shall be due to the THECB on or about September 30, 2014. The total of this payment plus previous payments shall not exceed 75% of the grant award amount.

A payment shall be disbursed upon receipt, review, and approval of the second year interim program and financial reports by the THECB, which shall be due to the THECB on or about June 30, 2015. The total of this payment plus previous payments shall not exceed 87% of the grant award amount.

A payment for any additional actual, allowable costs incurred by the grantee under this agreement, up to the remainder of the award, shall be disbursed upon receipt, review, and approval of the grantee's final program and financial reports, and of the evaluator's report by the THECB, which shall be due to the THECB on or about September 30, 2015.

The obligation of grantee to provide the final program and financial reports and evaluator's report shall survive the termination of this grant agreement.

THECB, in its sole discretion, may reduce the total grant funds to be disbursed to the grantee if the grantee's interim program and financial reports do not demonstrate adequate expenditure of grant funds.

The THECB is not bound by any award estimates in the RFA. Funding may be reduced or terminated if funds allocated to THECB should become reduced, depleted, or unavailable during the Contract Term. After making a finding that an Awarded Applicant has failed to perform or failed to conform to Grant Conditions, THECB may retract or reduce the Grant Amount of the Awarded Applicant's award.

11.2 Deadline for Grant-Related Expenditures

All expenditures and encumbrances of expenditures must be made before August 15, 2015.

11.3 Return of Unexpended Funds

The THECB requires Awarded Applicants to return any unexpended or unused funds by September 30, 2015.

12. PROGRAM REPORTING REQUIREMENTS

Program and financial reports must be submitted on a semi-annual basis each year. Additional interim reports or white papers demonstrating development of Texas Teacher Residency Program materials may also be required. Report requirements, forms and submission dates will be provided to each funded Applicant. Required reports for each reporting period include a program report and a financial report with required and requested supporting documentation.

12.1 Program Report

The Texas Teacher Residency Program Project Director is required to follow the instructions for the program reports which will be provided by the THECB. The Project Director will provide the completed and signed report using the electronic form requested by THECB and will include requested and required program support documentation. The completed report and supporting documents will be attached to an email to the THECB staff person responsible for program management.

12.2 Financial Report

The Texas Teacher Residency Program Project Director or their fiscal offices are required to follow the instructions for the program reports which will be provided by the THECB. The Project Director will provide the completed and signed report using the electronic form requested by THECB and will include requested and required program support documentation. The completed report and supporting documents will be attached to an email to the THECB staff person responsible for program management.

13. PROVISIONS AND ASSURANCES

13.1 Cost of Application Preparation

All costs associated with the preparation and submission of an Application for this RFA are the responsibility of Applicant. These costs shall not be chargeable to THECB by any successful or unsuccessful Applicant.

13.2 Application Delivery and Late Applications

Applications must be submitted by an authorized agent of the Applicant.

Applications shall be considered to be "on time" if they are received on or before the date and time of established deadlines. Applicant shall be solely responsible for ensuring that Application is received by THECB prior to the deadlines outlined in Section 2. THECB shall not be responsible for failure of electrical or mechanical equipment, operator error, or inability of an electronic delivery agent to deliver an Application prior to the deadline. Failure to respond in a timely manner to this RFA shall result in Applicant losing the opportunity to receive a Grant under this program. A late Application, regardless of circumstances, shall not be evaluated or considered for award.

13.3 Conflict of Interest

Applicants must disclose any existing or potential conflicts of interest relative to the performance of the requirements of this RFA. Failure to disclose a conflict of interest may be cause for disqualification of an Application or termination of a Contract resulting from this RFA. If, following a review of this information, it is determined by THECB that a conflict of interest exists, Applicants may be disqualified from further consideration.

13.4 Contract

Submission of an Application confers no rights of Applicant to an award or to a subsequent Contract, if there is one. The issuance of this RFA does not guarantee that a Contract will ever be awarded. THECB reserves the right to amend the terms and provisions of the RFA, negotiate with Applicant, add, delete, or modify the Contract and/or the terms of Application submitted, extend the deadline for submission of Application, or withdraw the RFA entirely for any reason solely at THECB's discretion. An individual Application may be rejected if it fails to meet any requirement of this RFA. THECB may seek clarification and additional documentation from Applicant at any time, and failure to respond within a reasonable time frame is cause for rejection of an Application.

Upon execution of a Contract resulting from this RFA, the term 'Applicant' shall have the same meaning as 'Awarded Applicant' or 'Grantee'. Likewise, the terms 'Request for Applications' and 'Application' shall have the same meaning as the terms 'Contract.'

13.5 Proprietary Information

During the performance of a project implemented under a Contract resulting from this RFA, Awarded Applicant may have access to data, information, files, and/or materials (collectively referred to as "data"), which are the property of THECB. These data shall be handled in a method that concurs with the Family Educational Rights and Privacy Act (FERPA) regulations and guidelines.

Applicant agrees to comply with FERPA, 20 U.S.C. Section 1232g, and the implementing federal regulations, 34 CFR Part 99. Applicant agrees (1) to protect any confidential student information it receives or accesses that could make a student's identity traceable, and (2) any confidential data analysis or report shall not be disclosed to any third party without THECB's prior written consent.

Awarded Applicant shall have a system in effect to protect all data received or maintained in connection with the activities of this RFA. Awarded Applicant agrees to use its best efforts to preserve the safety, security, and integrity of the data, and to ensure the privacy and confidentiality of all data. Any disclosure or transfer of proprietary information by Awarded Applicant shall be in accordance with applicable federal or Texas law.

13.6 Release of Information by Awarded Applicant

Awarded Applicant shall NOT release any data that is not FERPA compliant. Failure to follow the guidelines established may result in immediate termination of the Contract.

Awarded Applicant agrees to notify THECB Point of Contact of any information released to the news media regarding the activities being conducted under any Contract resulting from this RFA.

Public Disclosure: The Grantee may publish or otherwise make publicly available the results of the work conducted under the Grant. Publication in popular media as well as scholarly journals is encouraged. One reprint of any publication should be made available electronically to the Division of Workforce, Academic Affairs and Research of the THECB on request.

Acknowledgment of Support: An acknowledgment of THECB support must appear in any publication of any material based on this Grant in terms such as the following:

"This material is based in part upon work supported by the Texas Higher Education Coordinating Board's TEXAS TEACHER RESIDENCY PROGRAM."

13.7 Release of Application Information by THECB

Public Information Act: Awarded Applicant understands and acknowledges that as a Texas state agency, THECB is subject to the provisions of the Texas Public Information Act, Government Code, Chapter 552 as interpreted by judicial opinions and the opinion of the Attorney General of the State of Texas. Awarded Applicant will cooperate with THECB in the production of documents responsive to any such requests under

the Public Information Act. THECB will make a determination whether to submit a Public Information Act request to the Attorney General.

All submitted Applications become the property of THECB after the RFA submittal deadline date. Upon acceptance of the Contract, all information submitted with Applicant's Application becomes public record and all information submitted with Awarded Applicant's Application becomes part of the Contract. Therefore, such information is subject to disclosure under the Texas Public Information Act, unless an exception under the Texas Public Information Act is applicable.

Any proprietary information included in Applicant's Application shall be subject to disclosure unless such proprietary information was clearly identified by Applicant, and such identification was submitted concurrently with the original submission of the proprietary information. Such identification of proprietary information shall be clearly marked in the Application at each page it appears. Such markings shall be in **boldface** type at least 14 point font. Additionally, Applicant shall state the specific reason(s) an exception from the Texas Public Information Act is being claimed concurrently with the original submission of the proprietary information.

If Awarded Applicant fails to clearly identify proprietary information with the original submission of the proprietary information, then those Sections will be deemed non-proprietary and made available upon public request after the Contract is awarded. The production of any material under the Contract shall not have the effect of violating or causing THECB to violate any law, including the Texas Public Information Act.

13.8 Amendment and Termination

Amendment: Any amendment or change to the Grant which becomes necessary shall be accomplished by a formal Contract amendment signed and approved by duly authorized representatives of Awarded Applicant and THECB. None of the parties to the Contract will be bound by any oral statements, agreements, or representations contrary to the written Contract requirements and terms and conditions.

THECB Right to Terminate for Cause: As consistent with applicable law, THECB may terminate the Contract, in whole or in part, immediately upon notice to Awarded Applicant, or at such later date as THECB may establish in such notice, upon the occurrence of any material breach, including, but not necessarily limited to, non-compliance with requirements and assurances outlined in the RFA or its Section 16 "Provisions and Assurances," failure to provide accurate, timely, and complete information as required by THECB to evaluate the effectiveness of the Texas Teacher Residency Program, or a failure to perform any of the work under the Contract to THECB's satisfaction within the time specified herein or any extension thereof. Any instance of non-compliance shall constitute a material breach. THECB may, in its sole discretion, provide Awarded Applicant with an opportunity for consultation with THECB prior to termination. If Awarded Applicant fails or refuses to perform its obligations under the Contract, THECB may exercise any and all rights as may be available to it by law or in equity.

Interpretation: As consistent with applicable law, the Contract may be terminated in the event that federal or state laws or other requirements or a judicial interpretation renders continued fulfillment of the Contract on the part of either party unreasonable or impossible. If the parties hereto should be unable to agree upon amendment which would thereafter be needed to enable the substantial continuation of the services contemplated herein, then, upon written notification by THECB to Awarded Applicant, the parties shall be discharged from any further obligations created under the terms of the Contract, except for the equitable settlement of the respective accrued interests or obligations incurred up to the date of termination. THECB reserves the right, at its sole discretion, to unilaterally amend the Contract throughout the Contract Term to incorporate any modifications necessary for THECB's compliance, as an agency of the State of Texas, with all applicable state and federal laws, rules, regulations, requirements, and guidelines.

Termination for Convenience: As consistent with applicable law, THECB may terminate the Contract, either in whole or in part, with a sixty (60) day written notice.

Effect of Termination: As consistent with applicable law, upon receipt of written notice to terminate, Awarded Applicant shall promptly discontinue all Services affected (unless the notice directs otherwise), refund partially or fully all Grant proceeds in accordance with written notice, and shall deliver or otherwise make available to THECB, a summary of work products developed by Awarded Applicant under the Contract, whether completed or in process. Upon any termination, all indemnities, including without limitation those set forth in the Contract, as well as Contract provisions regarding confidentiality, records retention, right to audit, and dispute resolution, shall survive the termination of the Contract for any reason whatsoever and shall remain in full force and effect. THECB shall be liable to Awarded Applicant for that portion of the Services authorized by THECB and which have been completed prior to the effective date of termination, provided that THECB shall not be liable for any work performed that is not acceptable to THECB and/or does not meet Contract requirements.

In the event of termination, THECB reserves the right to negotiate a Contract based on another Applicant's submission if it is in the state's best interest.

13.9 Notice

Any notice or written communication between the parties shall be considered delivered when postmarked, except that such notice or written communications sent by certified mail, return receipt requested, or delivered in person to the authorized representative of the party designated in accordance with the Contract shall be considered to be delivered when received.

13.10 Assignment or Subcontracting

No rights, interest, or obligations in a Contract resulting from this RFA shall be assigned, delegated, or subcontracted by Awarded Applicant without prior written permission of THECB Point of Contact at THECB. Any attempted assignment, delegation, or subcontract by Awarded Applicant shall be wholly void and totally ineffective for all purposes unless made in conformity with this Paragraph. No delegation, assignment, or subcontract shall relieve Awarded Applicant of any responsibility under this RFA.

13.11 Liability and Indemnification

13.11.1 Liability

Neither THECB's review, approval, or acceptance of, nor payment for any of the services provided hereunder shall be construed to operate as a waiver of any rights under the Contract, or of any cause of action arising out of the performance of the work required by the Contract.

THECB shall have no liability except as specifically provided by law.

13.12 License

Awarded Applicant grants a non-exclusive license to THECB to use the funded project's work products under this Grant Award for purposes consistent with THECB's mission.

13.13 Severability and Strict Performance

The invalidity, illegality, or unenforceability of any provisions of the Contract shall in no way affect the validity, legality, or enforceability of any other provisions.

Each and every right granted to THECB and Awarded Applicant hereunder or under any other document delivered hereunder or in connection herewith, or allowed them by law or equity, shall be cumulative and

may be exercised from time to time. Failure by THECB or Awarded Applicant at any time to require strict performance of any contractual provision or obligation contained herein shall not constitute a waiver or diminish the rights of either party thereafter to demand strict compliance. THECB's review, approval, acceptance of, or payment for any of the services provided in the Contract shall not be construed to operate as a waiver of any of its rights under the Contract, or of any cause of action arising out of the performance of the services required by the Contract.

13.14 Conflicting RFA Language

In the event that language contained in a particular Section of the RFA is found to be in conflict with language in another Section, the most stringent requirement(s) shall prevail.

13.15 Inspections/ Site Visits

Throughout the Contract Term, THECB and/or its representatives shall have the right to make site visits to review partnership program operations and accomplishments.

13.16 Audit and Access to Records

Pursuant to Texas Government Code 2262.003, Awarded Applicant acknowledges that acceptance of funds under the Contract acts as acceptance of the authority of (1) the Texas State Auditor's Office, or any successor agency, (2) the Texas State Auditor's Office or any successor agency, under the direction of the Texas Legislative Audit Committee, (3) THECB's Internal Auditor, and (4) any external auditors selected by THECB, the State Auditor's Office, or by the United States (collectively referred to as "Audit Entities"), to conduct an audit or investigation in connection with those funds. Awarded Applicant further agrees to cooperate fully with Audit Entities in the conduct of the audit or investigation, including providing all records requested. Awarded Applicant shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Awarded Applicant and the requirement to cooperate is included in any subcontract Awarded Applicant awards.

Awarded Applicant shall maintain its records and accounts in a manner which shall assure a full accounting for all funds received and expended by Awarded Applicant in connection with the Contract. These records and accounts (which includes all receipts of expenses incurred by Awarded Applicant) shall be retained by Awarded Applicant and made available for inspecting, monitoring, programmatic or financial auditing, or evaluation by THECB and by others authorized by law or regulation to do so for a period of not less than five (5) years from the date of completion of the Contract or the date of the receipt by THECB of Awarded Applicant's final claim for payment or final expenditure report or until a resolution of all billing questions in connection with the Contract, whichever is later. If an audit has been announced, the records shall be retained until such audit has been completed. Awarded Applicant shall make available at reasonable times and upon reasonable notice, and for reasonable periods, all documents and other information related to the Contract. Awarded Applicant and any subcontractors shall provide any Audit Entities with any information the entity deems relevant to any monitoring, investigation, evaluation, or audit.

Each Grantee institution shall have a system established in writing to ensure that appropriate officials provide all necessary organizational reviews and approvals for the expenditure of funds and for monitoring project performance and adherence to Grant terms and conditions under the Contract.

THECB reserves the right to require the reimbursement of any over-payments determined as a result of any audit or inspection of records kept by Awarded Applicant on work performed under the Contract. Awarded Applicant shall reimburse THECB within 30 calendar days of receipt of notice from THECB of overpayment. Awarded Applicant's failure to comply with this "Audit and Access to Records" subsection shall constitute a material breach of the Contract.

13.17 Accounting System

Awarded Applicant shall have an accounting system that accounts for cost in accordance with generally accepted accounting principles. Awarded Applicant's accounting system must include an accurate and organized file/records system for accounting and financial purposes for providing backup materials for billings.

13.18 Non-Appropriation of Funds

The Contract may be terminated if funds allocated to THECB should become reduced, depleted, or unavailable during the Contract period, and to the extent that THECB is unable to obtain additional funds for such purposes. THECB shall negotiate efforts as first consideration and if such efforts fail, then THECB shall immediately provide written notification to the Awarded Applicant of such fact and the Contract shall be deemed terminated upon receipt of the notification, and neither party shall have any further rights or obligations hereunder. Awarded Applicant shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as reasonably practicable. THECB shall be liable for costs incurred up to the time of such termination. Under no circumstances shall this RFA or any provisions herein be construed to extend the duties, responsibilities, obligations, or liabilities of the State of Texas or THECB beyond the then existing biennium.

13.19 State Fiscal Compliance Guidelines

The standard financial management conditions and uniform assurances set out in the RFA are applicable to all grants, cooperative agreements, contracts and other financial assistance arrangements executed between state agencies, local governments and any other sub-recipient not specifically excluded by state or federal law. All applicable conditions and uniform assurances can be found at http://governor.state.tx.us/files/state-grants/UGMS062004.doc.

13.20 Applicable Law and Venue

The Contract and any incorporated documents shall be governed by and construed in accordance with the laws of the State of Texas. The exclusive venue of any suit brought concerning the Contract and any incorporated documents is fixed in any Court of competent jurisdiction in Travis County, Texas, and all payments under the Contract shall be due and payable in Travis County, Texas.

13.21 Applicant Responsibilities

Applicant shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the Contract, including, if applicable, workers compensation laws, compensation statutes and regulations, and licensing laws and regulations. When requested to do so by THECB, Applicant shall furnish THECB with satisfactory proof of its compliance.

13.22 Key Personnel

Awarded Applicant, in its reasonable discretion, reserves the right to substitute appropriate key personnel to accomplish its duties so long as the substituted personnel are equally qualified and skilled in the tasks necessary to meet Texas Teacher Residency Program requirements and outcomes. Awarded Applicant shall provide to THECB prior written notice of any proposed change in key personnel involved in accomplishing ETEP requirements and outcomes. No substitutions of key personnel will be made without the prior written consent of THECB. All requested substitutes must be submitted to THECB.

13.23 Eligibility/ Authorization to Work in the United States

Awarded Applicant shall ensure that all personnel provided to perform work under the Contract possess proof of eligibility/authorization to work in the United States in compliance with the Immigration Reform and Control Act of 1986, the Immigration Act of 1990, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. Awarded Applicant shall maintain written records on all personnel provided under the Contract and shall provide such records to THECB upon request. Failure to maintain and provide records upon request

shall represent a material breach of this Contract and THECB shall have the right to terminate the Contract for cause. Awarded Applicant shall ensure this section is included in all subcontracts it is authorized by THECB to enter.

13.24 Supplanting Prohibition

A Grant Award may not be used to replace federal, state, or local funds.

13.25 Carryover Funds

At the THECB's discretion, unencumbered funds may carry over from each year of the grant period.

13.26 Time and Effort Recordkeeping

For those personnel whose salaries are prorated between or among different funding sources, time and effort records will be maintained by Awarded Applicant that confirm the project work provided within each funding source. Awarded Applicant must adjust payroll records and expenditures based on this documentation. This requirement applies to all projects, regardless of funding source, unless otherwise specified.

13.27 Forms, Assurances, and Reports

Awarded Applicant shall timely file with the proper authorities all forms, assurances and reports required by state laws and regulations. THECB shall be responsible for reporting to the proper authorities any failure by Awarded Applicant to comply with the foregoing laws and regulations coming to THECB's attention, and may deny reimbursements or recover payments made by THECB to Awarded Applicant in the event of Awarded Applicant's failure to so comply.

13.28 Family Code Applicability

By accepting the Grant Award, Awarded Applicant, if other than a state agency or a non-profit, certifies that under Section 231.006, Family Code, that Awarded Applicant is not ineligible to receive payment under this Grant and acknowledges that this Grant Award may be terminated (consistent with applicable law) and reimbursement may be withheld if this certification is inaccurate. THECB reserves the right to terminate this Grant if Awarded Applicant is found to be ineligible to receive payment. If Awarded Applicant is found to be ineligible to receive payment and the Grant is terminated, Awarded Applicant is liable to the THECB for attorney's fees, the costs necessary to complete the Grant, including the cost of advertising and awarding a second Grant, and any other damages or relief provided by law or equity.

13.29 Affirmation Clauses

Applicant has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, travel, favor, or service to a THECB public servant, including employees, in connection with the submitted response.

Neither Applicant nor the firm, corporation, partnership, entity, or institution represented by Applicant or anyone acting for such firm, corporation, partnership, entity, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws, or (2) communicated the contents of this Application either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFA.

If applicable, the Texas business address shown herein is, in fact, the legal business address of Applicant and Applicant qualifies as a Texas Resident Bidder under Texas Government Code Chapter 2252.

Under Texas Government Code § 2155.004, no person who was compensated by the THECB to assist in preparing the RFA specifications or this RFA has any financial interest in Applicant's Application. If Applicant is not eligible, then any contract resulting from this RFA shall be immediately terminated. Further, under

Section 2155.004, Texas Government Code, Applicant certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

THECB is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Applicants with the Federal General Services Administration's Excluded Parties List System (EPLS, http://www.epls.gov), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list. Applicant is not so prohibited from entering into this contract. Moreover, Applicant further certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Applicant is in compliance with the State of Texas statutes and rules relating to procurement and that Applicant is not listed on the federal government's terrorism watch list as described in Executive Order 13224. (Entities ineligible for federal procurement are listed at http://www.epls.gov.)

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459(a)(2), Texas Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459(a)(2), Texas Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, Applicant certifies that the individual or business entity named in this Application is not ineligible to receive a contract resulting from this RFA and acknowledges that any contract resulting from this RFA may be terminated and payment withheld if this certification is inaccurate.

APPENDIX A

Definitions

The following definitions shall apply:

- **1. Applicant Project or Program** The Program (Project) proposed to be funded by the Applicant in response to this RFA.
- **2. Application** The final document submitted by an Applicant to THECB in response to and in accordance with the terms of this RFA.
- **3. Contract** The Notice of Grant Award Notice ("NOGA"), which creates a legally binding agreement between the parties. The Program requirements (e.g., objectives, scope, budget, methodology) as stated in (1) the original Request for Application ("RFA") including any addenda issued, (2) addenda to the Grantee's Application (if any), and (3) Grantee's Application shall be incorporated into and made a part of the Notice of Grant Award for all purposes, supersede any prior or contemporaneous understandings between the parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the parties.
- **4. Awarded Applicant** The successful recipient ultimately awarded a Contract by THECB who is responsible for performing all services and activities required to fully comply with Contract performance requirements and all Contract terms and conditions.
- **5. FERPA** The Family Educational Rights and Privacy Act is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.
- **6. Schools** Districts or Campuses where K-12 students are taught.
- **7. SBEC** –State Board for Educator Certification. The Texas State Board for Educator Certification regulates the preparation, certification, continuing education, and standards of conduct for public school educators in Texas. Additional information can be found at the Texas Education Agency website, http://www.tea.state.tx.us
- **8. State of Texas Business Days** Monday through Friday, 8 a.m. to 5 p.m., except for scheduled State of Texas and national holidays.
- 9. THECB The Texas Higher Education Coordinating Board, an agency of the State of Texas.

APPENDIX B

Texas Teacher Residency Program Proposed Budget

University Name:	
Project	
Director(s):	

Proposed Budget Amount by Category

See RFA Section 9.1.

1. Personnel A. Key Personnel (Faculty Administration) (1) Salaries (include person's name and role below) \$0 (2) Fringe Benefits (show percentage used) 0% \$0 \$0 Key Personnel subtotal B. Support Personnel (Clerical, Grad. Assts.)
(1) Salaries (Include person's name and role below) \$0 (2) Fringe Benefits (show percentage used) 0% Support Personnel subtotal Teacher Participant Support
 A. Tuition (Cannot reallocate out of this category) B. Tuition-Related Fees (Cannot reallocate out of this category) D. Materials E. Travel (mileage) \$0 F. Teacher Stipends G. Other Teacher Support H. Other Teacher Support I. Other Teacher Support J. Other Teacher Support K. Other Teacher Support Total Participant Costs 3. Non-Participant Meeting and Travel Costs List conference and location, or type of charge below. \$0 A. D. E. \$0 \$0 Total Other Travel 4. Project Supplies D. 5. Other Management-Related Expenses Total Project Management Expenses 6. Contractual (consultants; other subcontracts) . Include person's name and role В. \$0 G. \$0 Total Contractual Total Indirect Costs \$0 **Total Program Costs**

Project
Director(s):
Project
Project
Signatures:

 $^{* \}textit{If the Project is recommended for funding, negotiations with the Coordinating Board Program Director are required before a final budget is approved.} \\$

APPENDIX C

Texas Teacher Residency Program

PROJECT EVALUATION PLAN

		Expected	Measures of		Methods for
Goal	Activities/Strategies	Outcomes	success	involved	collecting data

APPENDIX D

Proposal Review Form

Applicant:	
Evaluator's Name:	
Evaluator's Agency/Organization:	
Date:	

Component	Comments	Score
Project Design (Total Points: 50)		
 How well does the Application address the following: Does the Applicant convey a clear understanding of the state and local need for improved effectiveness of teachers? This should include information on the teachers' need to be better prepared. Does the Project Design include the required program components? Are the goals, objectives and outcomes clear, measurable and logically linked to the need for each component of the program? Is the plan for providing teacher professional learning supported by research-based approaches and best practices that foster teacher professional growth? Does the Application include a reasonable plan for the establishment of collaborating partners. Does the Application include a realistic, reasonable plan for evaluating the proposed program? Does the Application evaluation plan include formative assessment? To what extent does the plan for teacher professional learning support efforts to improve teaching and learning in ways that address rigorous academic standards for K-12 students? To what extent does the Applicant demonstrate a cohesive approach that integrates all of the program components? 		

Quality of Management Plan and Center Structure (Total Points: 15)	
 How well does the Application address the following: How well does the management plan describe how the Applicant will ensure the objectives are achieved on time and within budget, including clearly defined responsibilities and milestones for project tasks? Are the time commitments of the project director and other key personnel appropriate to the project? Does the management plan include a strong communication plan that includes appropriate and consistent means of keeping all partners, collaborators, and participants informed? Does the management plan include a reasonable schedule that clearly outlines the management tasks and who will complete each task? (Attachment D)? Does the Applicant demonstrate capacity to run the Texas Teacher Residency Program? 	
Quality of Key Personnel (Total Points: 10)	

 How well does the Application address the following: How well do the key personnel curriculum vitae and position descriptions match with the outlined scope of work? If specific personnel are identified, do descriptions of qualifications align with the job responsibilities proposed in Project Design? If not, are there other qualifications that transfer well to the project? Does the Project Director have the capacity to run the Texas Teacher Residency Program? 		
Quality of Evaluation Plan (Total Points: 10)		
 How well does the Application address the following: Are the anticipated activities or strategies aligned to achieve the Texas Teacher Residency Program goals and objectives? Have short- and long-term outcomes been identified and are they appropriate? Have measures been identified that Applicant will use to evaluate the success of each strategy/activity? Have methods been identified for gathering data, with sensitivity to FERPA? Is appropriate information provided on the evaluation design (formative and summative; description of evaluators and qualifications) Are follow-up activities included in the Application? If so, is the nature of those activities and evaluation included? 		
Adequacy of Resources (Total Points: 15)		
 In terms of the financial resources, how well does the Application address the following: Does the budget appear to be reasonable in relation to proposed activities and desired outcomes? Is there some contribution by partners? Are the financial resources described adequate to meet the requirements of the proposed Project? How well are funds distributed across components to ensure that required activities can be carried out? 		
	Total Score:	