



**REQUEST FOR
COMPETITIVE GRANT PROPOSALS FOR GRANT
FUNDING FOR A TEACHER RESIDENCY
PARTNERSHIP**

DUE: AUGUST 1, 2024

*Department of Teacher Education and Licensure
Virginia Department of Education
PO Box 2120
Richmond, Virginia 23218-2120*

COMPETITIVE GRANT APPLICATION

Grant Funding for a Teacher Residency Partnership Between University Teacher Preparation Programs at Public Institutions of Higher Education and the Petersburg, Norfolk, and Richmond City School Divisions and any Other University Teacher Preparation Programs and Hard-To-Staff Divisions to Help Improve New Teacher Training and Retention for Hard-To-Staff Schools

Issue Date: May 30, 2024

Title: Teacher Residency Partnership

Issuing Agency: Virginia Department of Education

Agency Contact: Shawna LeBlond, Director
Office of Apprenticeships
Virginia Department of Education
PO Box 2120
Richmond, Virginia 23218-2120

Issued to: Virginia Public School Divisions

Funding Authority: Virginia General Assembly

Grant Period: July 1, 2024 to June 30, 2025

Application Due: By 4p.m on August 1, 2024

Interested applicants are requested to electronically submit a grant application no later than 4 p.m. on August 1, 2024, to Ms. Shawna LeBlond at Shawna.LeBlond@doe.virginia.gov.

Please direct all inquiries, questions, and requests for information to: Ms. Shawna LeBlond, Director, Virginia Department of Education, either by email to Shawna.LeBlond@doe.virginia.gov or phone (804) 750-8594.

All of the conditions imposed herein, the undersigned offers and agrees to operate a grant program in accordance with the attached signed grant application or as mutually agreed upon through subsequent negotiation.

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

APPLICATION PROCEDURES

Listed below are the general directions in completing the application. In order to be considered, a complete application must be submitted. The application must be emailed in pdf. format to Shawna.LeBlond@doe.virginia.gov.

1. Use the Application Cover Page form. The form must be signed by the dean of the school of education or chair of the department of education.
2. The narrative sections of the application must be single-spaced (double spaced between paragraphs) with one-inch margins (8-1/2 by 11-inch paper), and the font used must be 12-point Times New Roman.
3. A form is not provided for the narrative; however, please use the section numbers and topics as headers in the narrative section.
4. Pages within the application are to be front side of the page only and numbered, beginning with page one. Applications should be organized in the order in which the requirements are presented in the application, beginning with the cover page. Number all the pages consecutively throughout the document. Reliance on the use of and reference to appended materials is discouraged. If appended materials are required, these should be kept to a minimum.
5. Each paragraph in the proposal should reference the number of the corresponding section of the application. Information which the applicant desires to present that does not fall within any of the requirements of the application should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional materials. Proposals that are not organized in this manner risk elimination from consideration if reviewers are unable to find where the application requirements are specifically addressed.
6. A budget must be submitted on the form provided. A budget narrative also is required.
7. Proposals should be as thorough and detailed as possible so that the Virginia Department of Education may properly evaluate the applicant's capabilities to meet the requirements of the grant.
8. Signed letters of support from the partner division superintendents must be included.
9. Ownership of all data, materials, and documentation originated and prepared for the Virginia Department of Education pursuant to the application shall belong exclusively to the Virginia Department of Education and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*.
10. The electronic copy in pdf. format must be sent to Shawna.LeBlond@doe.virginia.gov. The subject line of the email should read: Grant Proposal for Teacher Residency Partnership FY25. The application, copies, and electronic copy must be received no later than **August 1, 2024**.

INTRODUCTION

The General Assembly Special Session I appropriated fiscal year 2025 state funding for a teacher residency partnership between university teacher preparation programs and the Petersburg, Norfolk, and Richmond City school divisions and any other university teacher preparation programs and hard-to-staff school divisions to help improve new teacher training and retention for hard-to-staff schools. Virginia public institutions of higher education with teacher preparation programs may apply for the grant funds. A public institution of higher education may partner with a teacher educator preparation program in a private institution of higher education, following necessary grant making or procurement processes.

Chapter 2, Item 124, Q., of the Appropriation Act states:

Q. Out of this appropriation, \$2,850,000 the first year and \$2,850,000 the second year from the general fund is provided for grants for teacher residency partnerships between university teacher preparation programs and the Petersburg, Norfolk, and Richmond City school divisions and any other university teacher preparation programs and hard-to-staff school divisions to help improve new teacher training and retention for hard-to-staff schools. The grants will support a site-specific residency model program for preparation, planning, development and implementation, including possible stipends in the program to attract qualified candidates and mentors. Applications must be submitted to the Department of Education by August 1 each year.

1. Of this amount, \$1,100,000 the first year and \$1,100,000 the second year is provided for Virginia Commonwealth University to establish a pilot program to support 20 special education residents and 20 elementary school residents in partnership with the Richmond Teacher Residency Program. Virginia Commonwealth University shall include this pilot program in its annual report to the Department of Education, pursuant to paragraph Q.2 of this Item.

2. Partner school divisions shall provide at least one-third of the cost of each program and shall provide data requested by the university partner in order to evaluate program effectiveness by the mutually agreed upon timelines. Each university partner shall report annually, no later than June 30, to the Department of Education on available outcome measures, including student performance indicators, as well as additional data needs requested by the Department of Education. The Department of Education shall provide, directly to the university partners, relevant longitudinal data that may be shared. The Department of Education shall consolidate all submissions from the participating university partners and school divisions and submit such consolidated annual report to the Chairmen of the House Appropriations and Senate Finance Committees no later than November 1 each year

STATEMENT OF NEEDS

The application must include each of the following components of the program.

1. Program Overview, Goals, Objectives, and Outcomes

Provide a detailed description of the teacher residency program. The grants will support a site-specific residency model program for preparation, planning, development and implementation, including possible stipends in the program to attract qualified candidates and mentors.

Describe the goals, objectives, and expected outcomes of the teacher residency program. Highlight opportunities for the program to build skills and experiences needed to effectively serve diverse learners in PreK-12, including students with disabilities, English learners, and students with low literacy levels. Proposals should also highlight how they will incorporate the requirements of the [Virginia Literacy Act](#).

All proposals should include a course sequence as an appendix item. It is encouraged for teacher residency programs to ensure that each course is efficient and effective to guarantee all residents are successful upon program completion.

For more information on effective residency programs consider reviewing the following resource: <https://practices.learningaccelerator.org/artifacts/setting-up-a-residency-program-the-what-where-and-how-to-make-it-work-for-your-system>.

2. Teacher Resident Selection

Describe the requirements and selection process for the teacher residents to participate in this selective program in FY2025, including the requirements for applying for participation in the residency program. Also, describe the process with the school division partners in determining what areas of endorsements, such as critical shortage areas, will be targeted for the residency program and any required commitment for employment at the completion of the program.

3. Incentives and Supports

Describe the incentives and supports, such as tuition, fees paid for the training, stipends, mentoring, etc., provided to the teacher residents or division mentors/coaches. Provide programmatic strategies to ensure residents will be successfully prepared to receive degree and meet all licensure requirements upon completion of the program. Include training or support provided to the partner school division educators or principals involved in the program.

Funding for tuition shall not exceed \$12,500 per resident per academic year OR requested funding for tuition shall be discounted 35% per resident per academic year.

For example, if tuition is normally \$500 per credit hour, teacher residents should be charged \$325 per credit hour ($\$500 \times 35\% = \175 ; $\$500 - \$175 = \$325$).

4. Partnerships and Employment Agreement

Describe the partnership scope with the public school(s) (*such as selection panel membership, division program coordinators, program evaluation*) and capacity. Priority will be given for innovation in development of new incentives for mentor teachers and models for coaching or apprentices type engagement in support of the resident. *For example, innovation by a division partner could include assigning two residents with two-teacher mentors in each school to allow for exchanges of teacher mentors during residency year.*

The following must be included:

- Description of the core team for each partnership that will be responsible for successful planning and implementation of the program.
- Other program partnerships or stakeholder involvement and collaborations. Include descriptions of the agreements, such as the agreement between the resident, university, and division regarding participation in the program and the residents' commitment to teaching upon completion.
- Describe the employment agreement between partner school divisions and the resident teacher
- Signed letters from division superintendents stating support as a partner and agreement to provide at least one-third cost of the program. The letters should include other supports the division is committed to provide to the program.

How the partner school divisions shall:

- provide at least one-third of the dollar cost of each program; and
- evaluate program effectiveness using quantitative and qualitative data in collaboration with the university partner
- ensure dedicated time for mentorship responsibilities.
- use the new [2021 Guides for Mentor Teacher Programs for Beginning and Experienced Teachers](#).

5. Evaluation and Accountability

Applications must include an evaluation plan that, at a minimum, assesses:

- the effectiveness of the program in meeting the stated goals and objectives.
- the success of identifying and recruiting well qualified candidates to work in an urban or high needs school environment;
- the effectiveness of the partnership; and
- the perceptions of the program success by participants and partners.

Describe how the following requirement will be met: Each university partner shall report annually, **no later than June 27, 2025**, to the Department of Education on available outcome measures, including student performance indicators, as well as additional data needs requested by the Department of Education.

Please include in the evaluation plan how the university and school division collects or plans to collect

information to organize meaningful data to inform the program of its effectiveness and how such information will be used for continuous program improvement.

A program evaluation is due to the Department of Education by **June 27, 2025**.

6. Budget and Budget Narrative

Budget Background Information:

- (1) Grant funds requested may not exceed \$1,750,000.
- (2) Funding used for travel and travel-related expenses must be at state rates and in accordance with state travel regulations.
- (3) Funding for tuition shall not exceed \$12,500 per resident per academic year OR requested funding for tuition shall be discounted 35% per resident per academic year.
- (4) The budget and budget narrative should detail how the partner school divisions shall provide at least one-third of the dollar cost of each program, as required in the Appropriation Act. The local school division *one-third contribution must be a cash match of funding*.
- (5) State funding should have a direct, measurable impact on the resident excluding professional membership and food/beverages.

Budget Narrative:

The budget narrative should clearly describe anticipated expenditures. The narrative should outline the justification for the overall amount requested from grant funding, as well as detail the required one-third cash match by the school division. In addition to the cash match required by the school division, describe in-kind contributions, if any, or other matching funds that may be provided.

Budget Document:

Expenditures should be organized under the following categories on the Budget Form provided in this application, or a reasonable facsimile thereof:

- (1) Personal Services (1000): Include salaries and wages for employees. Entries should identify program staff positions and titles; the appropriate rate of pay per hour, day, week, or month; and the total amount or percent of their work time to be charged to the program.
- (2) Employee Benefits (2000): Include job-related benefits that are provided to employees as part of their total compensation. Fringe benefits (proportioned to the percent of their work time to be charged to the program) include the employer's portion of FICA, retirement, insurance (life, health, disability, etc.).
- (3) Purchased/Contractual Services (3000): Include fees for special professional services to the program by individuals or firms not involved as program staff (employees) of the university. Include name and title of consultant, and the type of consultant services to be provided.
- (4) Internal Services (4000): Include charges from internal services to other functions, activities, or elements of the organization for the use of internal services, such as print shop or central purchasing/central stores.

(5) Other Charges (5000):

- a) Travel expenses should be itemized in this section. Transportation, lodging, and other appropriate travel expenses of program staff and consultants should be budgeted in accordance with the institution's policies and regulations, based on the Commonwealth of Virginia's current travel regulations. All program travel must be directly related to grant activities.
- b) Stipends should be included in this section. Include the number and amount of stipends. Please provide detailed information on the stipends in the narrative.

(6) Supplies and Materials (6000): Include supplies, materials, and services directly used for this program. This category includes the following: office supplies; educational materials for participants; books and audiovisual materials; and postage, printing, publication, and photocopying services.

EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the Virginia Department of Education using the attached criteria. The maximum number of points that an application can receive is 100. Refer to the **Statement of Needs** section for additional detail on which the proposal will be evaluated.

All proposals must include the attached Proposal Cover Page signed by the authorized official at the institution of higher education.

All applicants are considered new applicants for this funding cycle and will be evaluated based on quality, comprehensiveness, completeness, accuracy, and appropriateness of response.

Applications that do not adhere to the required sections of this proposal application will be viewed as incomplete and not be reviewed.

PROPOSAL REVIEW AND AWARD

Applications will be reviewed by a panel convened by the Department of Education. Following the review, the fiscal agent grant contact will be notified to clarify information or to discuss any modifications of the proposal that may be required.

Once a grant award has been issued, funds will be disseminated via lump-sum payment. Funds must be expended during the grant period – July 1, 2024 to June 30, 2025.

A final program evaluation must be submitted to the Virginia Department of Education no later than **June 27, 2025**. The final report is to include the program evaluation. A report format will be provided to the grant recipient.

Appendices



APPLICATION COVER PAGE

Fiscal Year 2025

Application for Grant Funding for a Teacher Residency Partnership Between University Teacher Preparation Programs at Public Virginia Institutions of Higher Education and the Petersburg, Norfolk, and Richmond City School Divisions and any Other University Teacher Preparation Programs and Hard-To-Staff School Divisions to Help Improve New Teacher Training and Retention for Hard-To-Staff Schools

Name of Public Fiscal Agent:	
Address:	Unique Entity Identifier:
Partnering School Division(s) & Superintendent's Region Number and/or Educator Preparation Program:	
Fiscal Agent Name & Title:	
Telephone:	Email:
Project Director Name & Title:	
Telephone:	Email:
Total Grant Funding Amount Requested: \$	
Certification by the Authorized Official:	
<p>The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this institution. By my signature, I assure that the grant funds will be spent in accordance with state laws and regulations and the program will adhere to state and federal laws and regulations governing public institutions of higher education and public schools in the Commonwealth of Virginia.</p>	
Printed Name of Authorized Official	Title
Signature of Authorized Official	Date

**Application for Grant Funding
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Teacher Preparation Programs and Hard-To-Staff School Divisions to Help Improve New Teacher Training and
Retention for Hard-To-Staff Schools**

Grant funds requested may not exceed \$1,750,000.

Period of Award: July 1, 2024 – June 30, 2025								
Applying School Division/Partner EPP								
Personal Services 1000					Source of Funds			Total Cost
Description					Grant Funds Requested	School Division In-Kind	EPP In-Kind	
Job titles of individuals whose salary will be charged to this program	Program Role	% FTE	Salary	Total charged to grant for this individual				
				\$				\$0
				\$0				\$0
				\$0				\$0
				\$0				\$0
				\$0				\$0
				\$0				\$0
				\$0				\$0
Total Personal Services 1000								\$0

Employee Benefits 2000				Source of Funds			Total Cost
Job titles of individuals whose benefits will be charged to this program	% benefits	Salary	Total	Grant Funds Requested	School Division In-Kind	EPP In-Kind	
0		\$0	\$0				\$0
0		\$0	\$0				\$0
0		\$0	\$0				\$0
0		\$0	\$0				\$0
0		\$0	\$0				\$0
0		\$0	\$0				\$0
0		\$0	\$0				\$0
Total Employee Benefits 2000							\$0

Purchased/Contractual Services 3000			Source of Funds		Total Cost
Description (Please provide detailed cost calculations.)	Grant Funds Requested	School Division In-Kind	EPP In-Kind		
				\$0	
				\$0	
				\$0	
				\$0	
				\$0	
				\$0	
Total Purchased Contractual Services 3000					

Internal Services 4000				Source of Funds			
Description (Please provide detailed cost calculations.)	Grant Funds Requested	School Division In-Kind	EPP In-Kind	Total Cost			
				\$0			
				\$0			
				\$0			
				\$0			
				\$0			
Total Internal Services 4000							

Other Charges 5000				Source of Funds			
Description (Please provide detailed cost calculations.)	Grant Funds Requested	School Division In-Kind	EPP In-Kind	Total Cost			
				\$0			
				\$0			
				\$0			
				\$0			
				\$0			
Total Other Charges 5000							

Materials and Supplies 6000				Source of Funds		
Description (Please provide detailed cost calculations.)	Grant Funds Requested	School Division In-Kind	EPP In-Kind	Total Cost		
						\$0
						\$0
						\$0
						\$0
						\$0
Total Materials and Supplies 6000						

Total Program Budget for the Teacher Residency Partnership

Budget Categories and Codes	Source of Funds			Total Cost
	Grant Funds Requested	School Division Funds Provided	EPP Funds Provided	
Personal Services (1000)	\$0	\$0	\$0	\$0
Employee Benefits (2000)	\$0	\$0	\$0	\$0
Purchased/Contractual Services (3000)	\$0	\$0	\$0	\$0
Internal Services (4000)	\$0	\$0	\$0	\$0
Other Charges (5000)	\$0	\$0	\$0	\$0
Material and Supplies (6000)	\$0	\$0	\$0	\$0
Total Program Budget	\$0	\$0	\$0	\$0

The total Grant Funds requested cell must match the number on the Grant Proposal Cover Page. A description of every object code is provided for reference. Any incentive awards or stipends provided are taxable to the recipient. Grantee is responsible for ensuring that all taxes are properly remitted.

Budget Narrative: The budget narrative should clearly describe anticipated expenditures. The narrative should outline the justification for the overall amount requested from grant funding as well as describe in-kind contributions, if any, or other matching funds that may be provided by the division or other partners. A form is not provided so prepare the narrative using the itemized titles and codes shown.

ONLINE MANAGEMENT OF EDUCATION GRANT AWARDS (OMEGA) OBJECT CODE DESCRIPTIONS

Personal Services (1000): Include salaries and wages for employees. Entries should identify program staff positions and titles; the appropriate rate of pay per hour, day, week, or month; and the total amount or percent of their work time to be charged to the program.

Employee Benefits (2000): Include job-related benefits that are provided to employees as part of their total compensation. Fringe benefits (proportioned to the percent of their work time to be charged to the program) include the employer's portion of FICA, retirement, insurance (life, health, disability, etc.).

Purchased/Contractual Services (3000): Include fees for special professional services to the program by individuals or firms not involved as program staff (employees) of the university. Include name and title of consultant, and the type of consultant services to be provided.

Internal Services (4000): Include charges from internal services to other functions, activities, or elements of the organization for the use of internal services, such as print shop or central purchasing/central stores.

Other Charges (5000): a) Travel expenses should be itemized in this section. Transportation, lodging, and other appropriate travel expenses of program staff and consultants should be budgeted in accordance with the institution's policies and regulations, based on the Commonwealth of Virginia's current travel regulations. All program travel must be directly related to grant activities. b) Stipends should be included in this section. Include the number and amount of stipends. Please provide detailed information on the stipends in the narrative.

Supplies and Materials (6000): Include supplies, materials, and services directly used for this program. This category includes the following: office supplies; educational materials for participants; books and audiovisual materials; and postage, printing, publication, and photocopying services.