REQUEST FOR PROPOSAL: 21-003

2021 Indiana STEM Teacher Recruitment Fund Grant

PURSUANT TO INDIANA CODE 21-13-11

Administered by:

Indiana Commission for Higher Education

101 West Ohio Street, Suite 300

Indianapolis, IN 46204

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I.   2021 STEM Teacher Recruitment Fund Grant Application Timeline

Week of May 24, 2021	Application posted on Indiana Commission for Higher Education (CHE) website at www.in.gov/che
Friday, July 9, 2021	Applications due to CHE by 5pm (Eastern)
Week of July 12, 2021	Application review period
Week of July 19, 2021	Applicants notified of award status

The Grant Period is July 1, 2021 thru June 30, 2023. If a grant recipient's award agreement is executed after July 1, 2021, costs incurred from July 1, 2021 until the date of grant awarding may be invoiced. Prior to July 1, 2022, CHE will pay no more than 50% of a grant recipients' total award as listed in the 'Grant Award Information' section of the executed Grant Award Agreement.

Applications must be submitted by email in .pdf format. Please email your application to sche2@che.in.gov or STEMTeach@che.in.gov with the title '**2021 STEM Teacher Recruitment Fund Grant application'**

Questions about the STEM Teacher Recruitment Fund Grant program and application can be submitted to the program contact.

Program Contact:

Eugene Johnson, Assistant Commissioner
Indiana Commission for Higher Education
101 West Ohio, Suite 300
Indianapolis, IN 46204

Contact Email:	ejohnson@che.in.gov
Program Email:	sche2@che.in.gov or STEMTeach@che.in.gov
Phone:	(317) 232-2368

II. Background

The Indiana STEM Teacher Recruitment Fund was initially established by the Indiana General Assembly during the 2013 Legislative Session. The fund was established to:

- Encourage the growth of existing organizations that recruit science, technology, engineering, and mathematics (STEM) teachers in eligible school corporations[1]. Growth of existing organizations includes, but is not limited to, organizations that:
    - Recruit and retain high-quality STEM teachers
    - Provide professional development opportunities for STEM teachers in eligible Indiana school corporations[2]
    - Provide STEM program content and learning opportunities that teachers can utilize to teach STEM coursework in grades K-12

- Support the establishment of programs that increase the pool of high-quality STEM teachers in in eligible school corporations[3] in Indiana. Increasing the pool of high-quality STEM teachers includes, but is not limited to, programs that:
    - Recruit and retain high-quality STEM teachers
    - Increase the pool of secondary school teachers eligible to teach dual-credit and other college-level STEM subjects

- Identify recruiting organizations and programs that:
    - Show documented production of high student achievement and effective and highly effective teachers
    - Match science, technology, engineering, and mathematics teachers with eligible school corporations[4] that are encountering shortages of qualified teachers
    - Place new science, technology, engineering, and math teachers in schools located in underserved areas

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[1] As described in IC 20-18-2-16.
[2] See 1
[3] See 1
[4] See 1

III.   Objectives

To provide grants to Indiana non-profit organizations[5] and programs[6] that: a) recruit and place science, technology, engineering, and mathematics teachers in Indiana school corporations located in underserved areas or that are encountering a shortage of qualified teachers and/or b) establish programs that increase the pool of high-quality science, technology, engineering, and mathematics teachers in Indiana.

To be considered for a grant, organizations and programs must demonstrate prior success in recruitment, development, licensure or permitting of highly effective STEM teachers and high student achievement or must provide a plan/framework that will accomplish these goals. Organizations and programs must match STEM teachers with eligible Indiana school corporations that would otherwise encounter a shortage of qualified teachers in K-12 science, technology, engineering, and mathematics. Grants may be used to recruit, train and place new STEM teachers; to provide pre-service and in-service teachers with skills to teach new or additional STEM coursework, and to ensure STEM teachers have the necessary qualifications to teach current and future school STEM dual-credit and college-level coursework.

"New STEM teacher" means an individual who meets at least one of the following definitions:

- Has at least a baccalaureate degree from a regionally-accredited institution in a STEM field but who has not previously been granted a license or permit to teach a STEM subject or content area in an Indiana public school;

- Is completing a baccalaureate degree from a regionally-accredited institution in a STEM field and who also is completing teacher licensing requirements in a STEM subject or content area;

- Has work experience in a STEM field but who has not previously been licensed to teach a STEM subject or content area in an Indiana public school;

- Is licensed to teach in an Indiana public school and becomes licensed to teach a STEM subject or content area.

"Pre-service teacher" means an individual who:

- Is engaged in training designed to become an effective STEM teacher; and
- Plans to teach STEM coursework in an Indiana school corporation.

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[5] Entities must be registered as a non-profit domestic or foreign corporation with the Indiana Secretary of State.
[6] Same as 5

"In-service teacher" means an individual who:

- Is currently licensed to teach in an Indiana public school; and
- Is looking to obtain training to teach in a STEM subject or content area different than their current position or to teach advanced subject or content area within their current position

The term "licensure" includes receiving the following licenses:

- Workplace Specialist license
- Transition to Teaching license
- Charter school license
- Initial, proficient, or accomplished practitioner license and the equivalent under prior administrative rules

The term "permit" includes:

- Emergency permit
- Transition to Teaching permit
- An individual eligible to teach in a charter school pursuant to IC 20-24-6-5
- Career Specialist permit

The term "completes training" includes:

- Training provided by organizations specializing in the development of K-12 STEM curricula and courses, including dual credit courses
- Training for online K-12 STEM curricula and courses that utilize a blended instructional model

STEM subjects: Individuals recruited and trained by organizations and programs to be STEM teachers must seek licensure or training in K-12 science, technology, engineering or math subjects or content areas approved by the Indiana State Board of Education. Examples include:

- Elementary science and math
- Middle school science, technology, engineering, or math
- High school science, technology, engineering, or math
- Advanced Placement and International Baccalaureate science, technology, engineering, or math courses and other similar advanced courses
- Dual credit science, technology, engineering, or math courses listed on the Indiana Core Transfer Library
- Certain career and technical education courses in STEM fields

A school corporation "encountering a shortage of qualified teachers" must:

- Certify that the school corporation has determined the need to seek an emergency permit for a teacher of a STEM subject or course; or
- Have a shortage of teachers of a STEM subject or course as determined by the State Board of Education or the school corporation; or
- Have no current employee eligible to teach the STEM subject or course

An "underserved" Indiana school corporation must:

- Have a complexity index determined by IC 20-43-13 greater than the state average; or
- Must employ a program participant or contract for the services of a program participant to serve predominantly in a Title I school(s).

IV.   Eligibility to Apply

New and existing organizations or programs may apply for grant consideration. Consideration for a grant will be given to applicants that:

- Operate programs that successfully recruit, train and place new STEM teachers in grades K-12 in underserved Indiana school corporations or corporations experiencing a shortage of qualified STEM teachers; or
- Operate programs which enhance the ability of in-service teachers currently employed in Indiana school corporations to teach STEM-specific coursework; or
- Plan to develop and operate new programs designed to place STEM teachers in grades K-12 in underserved Indiana school corporations or school corporations experiencing a shortage of qualified STEM teachers; or
- Focus on at least one of the following:
    - Recruitment and retention of STEM teachers who will be employed in school corporations; or
    - Providing training necessary for pre- and in-service teachers who teach or who will teach in Indiana school corporations to become eligible to, or maintain eligibility to teach secondary dual-credit and college-level coursework; or
    - Providing in-service STEM professional development to teacher in Indiana school corporations

New[7] organizations or programs are those that have not been prior recipients of the STEM Teacher Recruitment Fund Grant that will establish programs that will increase the pool of high-quality science, technology, engineering, and mathematics teachers in Indiana.

Existing[8] organizations or programs are those that previously received and utilized a STEM Teacher Recruitment Fund Grant and that will continue to recruit and train eligible, new pre-service or in-service science, technology, engineering, and mathematics teachers.

Entities must be registered as a non-profit domestic or foreign corporation with the Indiana Secretary of State. Please include a copy of the entity's most current organizational chart with all applications.

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[7] Indiana Code 21-13-11-9(2)
[8] Indiana Code 21-13-11-9(1)

V.   Authorized Activities and Use of Funds

Grant recipients are responsible for complying with Indiana teacher licensure and permit requirements.

Program participants must be employed or seek employment in an Indiana public school corporation, including charter schools. Current employment or seeking employment in a non-public school or a non-Indiana school corporation does not qualify the program participant to receive program support.

Conditions:

1. Individuals who accept program financial support to become licensed or trained to teach science, technology, engineering, or math subjects or content areas must apply to teach in Indiana public school corporations (including charter schools) and must accept employment or a contract for services if offered.

2. Individuals who accept program financial support and who do not apply, do not accept employment, do not accept a contract to offer services in an eligible Indiana school corporation or charter school, or who do not complete an employment contract or a contract to offer services will be expected to repay the amount of financial support received from the program, absent exigent circumstances.

3. Employment or contracting for services in a non-public school is not a permissible program outcome.

4. Employment or contracting for services with a non-Indiana school is not a permissible program outcome.

5. Training provided and skills learned cannot be restricted to use for specific employers or providers.

VI.   Mandatory and Preferred Activities

Mandatory:

1. Licensure: the program must result in individuals becoming licensed or trained
   to teach in Indiana public school K-12 science, technology, engineering, or math subjects
   or content areas for which they were not previously eligible to teach or that they will
   become ineligible to teach in the future.
2. As a condition of receiving program support, organizations must ensure pre-service or
   new in-service teachers seek employment in an eligible Indiana public school
   corporation or charter school.

Preferred:

1. Alignment with initiatives that expand STEM learning activities or enhance STEM
   student academic achievement, such as:
   - Math-Science Partnerships
   - 21St Century Learning Community Center grants
   - National Math & Science Initiatives
   - Indiana Works Councils Innovative Career and Technical Education (CTE) grants[9]
   - STEM learning activities in addition to the required instructional time
   - Local school STEM activities

2. Connections to initiatives that improve STEM learning and work outcomes in which
   students complete:
   - Diplomas or certificates of achievement with a STEM emphasis
   - Industry certifications in a STEM occupation
   - Dual credit or advanced placement courses in a STEM subject
   - Internships, apprenticeships, or other STEM work-based learning activities

3. Connections to Indiana STEM economic growth opportunities, such as:
   - Life sciences, including medical and health technologies
   - Advanced manufacturing
   - Engineering and engineering technologies
   - Computer and information sciences
   - Agriculture and agriscience
   - Energy, including renewable energy

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[9] Please reference www.in.gov/gwc/cte/grants-administration-and-compliance for more information on CTE grants.

- Other Indiana STEM growth areas (please specify)

4. Alignment with state and federal incentives that might be applicable to STEM teachers, including:
   - William A Crawford Minority Teacher Scholarship
   - Earline S. Rogers Student Teaching Stipend for Minorities
   - Student Teaching Stipend for High-Need Fields
   - Next Generation Hoosier Educator Scholarship
   - Federal, State and/or teacher loan forgiveness or cancellation programs

VII.   Grant Application Evaluation and Funding Priorities; Recipients, Award Amounts and Budget; Indirect Costs

1. Applications will be evaluated based on the classification of the applicants as stated in Section IV. and utilizing the scoring rubrics located in Section XI. of the application.

2. Funding priority will be given to applicants who demonstrate:
   - Filling immediate needs in STEM Teacher recruitment, training, and placement in eligible Indiana K-12 schools
   - Providing resources to assist STEM teachers in meeting standards for teaching secondary dual-credit and other secondary education college-level coursework
   - Expanding STEM training and professional development opportunities
   - Expanding Indiana's STEM teacher pipeline

3. Grant recipients and award amounts will be determined by the Commission. Awards will be based on review of the application for funding, including the scope of work, the amount of funding requested, the anticipated outcomes of the project, meeting priority STEM teaching and training needs, the applicant's total score based on rubric described in Section XI. and available grant funds.

4. A budget narrative must be included as part of the application and descriptions of all line-item expenses listed in the budget worksheet must be included.

5. The amount of funding requested should be reasonable and in line with the scope of work the applicant will conduct during the grant award period. Funding requests and expenses that are deemed excessive may require the applicant to provide the Commission with additional details concerning the request.

6. The Commission and the program applicant may mutually agree to modify the requested budget.

7. Personnel and financial resource contributions by the applicant and partners will be considered as a stronger commitment to the proposal.

Indirect Costs

The Commission may allow indirect cost recovery for grant recipients if they have an approved negotiated indirect cost rate with their cognizant federal agency. If requesting indirect cost recovery, supporting documentation must be included with the grant application as an attachment, including the negotiated indirect cost rate agreement. Grant recipients who do not have an approved negotiated indirect cost rate are not eligible to recover those costs, and indirect costs should not be included in their budget.

VIII.   Invoicing

Invoices should be submitted to finance@che.in.gov monthly, with the final invoice being submitted no later than 60 days after the end of the project term. Invoices should include all categories listed in the budget included as part of a fully executed Grant Award Agreement, and must list the following categories:

- Expenditures
  - Current
  - Cumulative
- Total amount budgeted per category
- Budget amount remaining per category

Public College and University Foundation Invoicing

Invoices for grants awarded to Indiana public college and university foundations must be submitted by the foundation, and all award funds will be paid to the foundation. Please let CHE know if the Foundation's invoicing is handled by other departments or offices.

IX.   Changes to Fully Executed Grant Award Agreements, Award Agreement Extensions

Changes or updates to a grant award agreement must be submitted to CHE for review. Approved changes require an amendment to the initial agreement. Prior to approval of the requested changes or updates and a fully executed amendment to the Agreement being active, no funds should be expended, as CHE is not contractually obligated to make payment until the Agreement has been agreed upon and signed by both parties. Changes and updates should be requested only as required to meet project needs.

Award Agreement Extensions

CHE recognizes that, during the project term, grant-supported programs and projects can have changes that will require a request to extend the term. Approved extensions to the project term will be granted no more than one time during the 2021 STEM Teacher Recruitment Fund Grant award period for a maximum of 12 months.

To ensure sufficient time for review and processing, please submit extension requests no later than **March 30, 2023**. All 2021 STEM Teacher Recruitment Fund Grant-supported activities must conclude by **June 30, 2024.** Funds unexpended must be returned to CHE.

X.   Required Reporting

Indiana Code 21-13-11-12 requires that a recipient of a grant under this chapter submit to the Commission a written report concerning the recipient's compliance with the program evaluation standards by the following dates:

- **December 1** of each grant award year[10]
- **July 1** of each award year[11]

Reports are due no later than the dates listed above. The Commission may withhold payment of invoices until the report has been submitted. Reports may be submitted by postal mail or by email to the contact listed on page one.

Reports must include (as applicable):
1) For new STEM teachers receiving support through grants funds: the duration of service in an Indiana school corporation or the length of time committed to teaching in an Indiana school corporation;
2) For pre-service or in-service teachers: average length of service for teachers supported; skills enhanced, or new skills attained as part of participation in program using grant funds;
3) The effectiveness of the program, including:
   - Number of individuals licensed or trained to teach science, technology, engineering, or math K-12 subjects and content areas, including dual credit courses in Indiana public schools
   - Teacher ratings according to IC 20-28-11.5, aggregated for the program's participants

4) Student academic achievement improvements in the following areas, as available:
   - ISTEP [math and science]
   - Algebra I end-of-course exam
   - Biology I end-of-course exam
   - Dual credit or advanced placement exams in STEM subjects
   - Industry certification exams in STEM fields
   - Locally-adopted STEM assessments [Acuity, NWEA, etc.]
   - STEM classes or courses added to the school schedule:
   - Increase in number of classes or enrollment in courses already offered
   - New STEM classes added to school's curriculum offerings

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[10] Pursuant to IC 21-13-11-13, these reports must be considered in any review of a subsequent grant application from the registered non-profit domestic or foreign corporation.
[11] Same as 10

5) Effective use of funds:
   a) Cost per participant
   b) Number of individuals who become STEM teachers
   c) Length of service expected of program participants
   d) New pre-service or in-service teachers supported
   e) Number of schools supported (names and grade levels of schools should be included)

6) Partnerships utilized to support student and teacher achievement in STEM-related fields
   a) Outcomes of partnerships
   b) Number of partnerships created or enhanced utilizing grant funds (names of partners should be included)

XI. Objectives and Scoring of Application

Existing Organizations and Programs

Objective	Points
Strategies to: • Recruit, train, and place new STEM teachers in grant-eligible locations • Enhance the ability of pre-service and in-service teachers to teach new or additional STEM-related secondary dual-credit and college-level coursework, • Provide STEM teachers with professional development and STEM education programming Outcomes of 2019 STEM Teacher Recruitment Fund Grant-supported activities based on goals and expected outcomes listed in 2019 grant application and required reports; compliance with evaluation standards [12]	45
Cost effectiveness of proposal including, but not limited to: • Training cost per teacher • New pre-service or in-service teachers supported • Number of K-12 public schools supported through programs utilizing grant funds	25
STEM teacher retention strategies	20
Current or proposed partnerships with STEM-based industries, organizations, and service providers	10
Total	100

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[12] Pursuant to IC 21-13-11-13, the reports required by IC 21-13-11-12 must be considered in any review of a subsequent grant application from an eligible registered non-profit domestic or foreign corporation.

New Organizations and Programs

Objective	Points
Strategies to: • Recruit, train, and place STEM teachers in grant-eligible locations • Enhance the ability of pre-service and in-service teachers to teach new or additional STEM-related secondary dual-credit and college-level coursework • Provide STEM teachers with professional development and STEM education programming	45
Cost effectiveness of proposal including, but not limited to: • Training cost per teacher • New pre-service or in-service teachers supported • Number of K-12 public schools supported through programs utilizing grant funds	25
STEM teacher retention strategies	20
Current or proposed partnerships with STEM-based industries, organizations, and service providers	10
Total	100

Appendices

Appendix A
Application Evaluation - Existing Organizations and Programs

Strategies:

1) To recruit, train, and place during the grant award period new STEM teachers in underserved locations
   a. Recruitment of and outreach to individuals who will teacher STEM subject and content matter
   b. Activities related to preparing STEM teachers for placement in eligible school corporations statewide
2) To enhance the ability of pre-service and in-service teachers to teach new or additional STEM-related secondary dual-credit and college-level coursework
   a. Providing training opportunities for teachers to meet accreditation standards necessary to teach dual-credit, advanced placement, international baccalaureate, or similar secondary school college-level coursework
   b. Assist teachers with resources necessary to teach additional STEM coursework beyond their primary subject
3) To provide STEM teachers with professional development and STEM education programming
   a. Partnerships with eligible school corporations to STEM programming and curriculum that provide professional development for teachers and additional STEM content for students, including work and project-based learning activities

Prior Outcomes:

1) Organization's outcomes, based on information in 2019 STEM Teacher Recruitment Fund Grant ("2019 Grant") award agreement and activity reports, in meeting or exceeding the goals listed, including amendments to the award agreement
2) Prior history working with Indiana school corporations in increasing positive STEM teaching, coaching, and training outcomes

   Maximum Pages: 8   Maximum Points: 45

Cost-effectiveness of the activities proposed:

1) Training cost per teacher, including tuition or scholarship support provided
2) Number of teachers to be supported
3) Number of K-12 public schools to be supported
4) Fund usage as stated in budget worksheet; particular emphasis will be placed on percentage of funding going to staffing, travel and related costs as a percent of total fund usage

   Maximum Pages: 4   Maximum Points: 25

STEM teacher retention strategies and outcomes:

1) Methods used to retain new STEM teachers and to support the growth of in-service teachers
2) Quantitative data showing retention achieved thru the organization or program

Maximum Pages: 4   Maximum Points: 20

Current or proposed partnerships with STEM-based industries, organizations, and service providers

1) Relationships with entities supporting student and teacher achievement in STEM-related fields

Maximum Pages: 4   Maximum Points: 10

Total Maximum Pages: 20   Total Maximum Points: 100

Appendix B

Application Evaluation - New Organizations and Programs

<u>Strategies to:</u>

1) Recruit, train, and place during the grant award period new STEM teachers in underserved locations
   a. Recruitment of and outreach to individuals who will teacher STEM subject and content matter
   b. Activities related to preparing STEM teachers for placement in eligible school corporations statewide
2) Enhance the ability of pre-service and in-service teachers to teach new or additional STEM-related secondary dual-credit and college-level coursework
   a. Providing training opportunities for teachers to meet accreditation standards necessary to teach dual-credit, advanced placement, international baccalaureate, or similar secondary school college-level coursework
   b. Assist teachers with resources necessary to teach additional STEM coursework beyond their primary subject
3) Provide STEM teachers with professional development and STEM education programming
   a. Partnerships with eligible school corporations to STEM programming and curriculum that provide professional development for teachers and additional STEM content for students, including work and project-based learning activities.

   Maximum Pages: 8   Maximum Points: 45

<u>Cost effectiveness of proposal including, but not limited to:</u>

a. Training cost per teacher, including tuition or scholarship support provided
b. New pre-service or in-service teachers supported
c. Number of K-12 public schools supported through programs utilizing grant funds
d. Fund usage as stated in budget worksheet; particular emphasis will be placed on percentage of funding going to staffing, travel and related costs as a percent of total fund usage

   Maximum Pages: 4   Maximum Points: 25

STEM teacher retention strategies:

    a. Methods used to retain new STEM teachers and to support the growth of in-service teachers

    b. Quantitative data showing retention achieved thru the organization or program

        Maximum Pages: 4   Maximum Points: 20

Current or proposed partnerships with STEM-based industries, organizations, and service providers:

    a. Relationships with entities supporting student and teacher achievement in STEM-related fields

        Maximum Pages: 4   Maximum Points: 10

Total Maximum Pages: **20**   **Total Maximum Points:**   **100**

Appendix C
Budget Worksheet

Please refer to the 2021 STEM Teacher Recruitment Fund Grant Microsoft Excel budget spreadsheet posted in the 'Requests for Proposal -Open Requests' section at www.in.gov/che/requests-for-proposal