



Application Instruction Materials for a FY16 Single Source Legislative Grant

DATE: June 26, 2015

TO: Albert Lea Public School District
 Anoka Public School District
 Brooklyn Center Public School District
 Osseo Public School District
 Robbinsdale Public School District
 Rochester Public School District
 South Washington County Public School District

FROM: Greg Keith, Director, Division of School Support
 Tom Gray, Education Specialist, Division of School Support
 Deb Rose, Grants Specialist, Grant Services

ACTION: Prepare, Sign and Submit the Application by: **July 31, 2015**

This application is for a Single Source Legislative grant for the Compensatory Revenue Pilot Project. The primary purpose of the grant is to successfully guide a process of meeting the unique educational needs of students who are achieving below the appropriate level for their age. A pilot program is created to allow eligible districts to allocate this revenue among its school buildings according to each building's school performance measures.

Funding is made available from Laws of Minnesota 2015, Article 2, Sec. 70, Subd. 8. Grant application amounts are:

- \$470,000 in each year is for a grant to Independent School District No. 241, Albert Lea
- \$4,730,000 in each year is for a grant to Independent School District No. 11, Anoka-Hennepin
- \$240,000 in each year is for a grant to Independent School District No. 286, Brooklyn Center
- \$660,000 in each year is for a grant to Independent School District No. 279, Osseo
- \$500,000 in each year is for a grant to Independent School District No. 281, Robbinsdale
- \$520,000 in each year is for a grant to Independent School District No. 535, Rochester
- \$205,000 in each year is for a grant to Independent School District No. 833, South Washington

The proposed grant period is anticipated to be **August 17, 2015 through June 30, 2017**. The start date will be contingent upon receipt and approval of the application and budget prior to the start date. The application must contain all required components including a budget justification worksheet.

NOTE: The application does not obligate the state to award a grant contract or complete the project, and the state reserves the right to cancel this application if it is considered to be in the state's best interest or if funding is terminated from the state source of funds. The application must be reviewed and approved before an award may be made.

FY16 Single Source Legislative Grant

GENERAL INFORMATION

APPLICATION COVERSHEET/SIGNATURE

Applicants must complete the coversheet with the legal name and address of the organization, the contact information for the Identified Official with Authority to sign, and the program/financial staff assigned to the project.

The Identified Official with Authority must sign and date the coversheet certifying they have read the complete application including the assurances, budget and any required supplemental documents.

REQUIRED I.D. NUMBER

Applicants must have or obtain a state vendor number through the Statewide Integrated Financial Tools (SWIFT) system. Check with your business office first to determine if your entity already has this number.

To obtain a SWIFT Vendor Number, [go to Minnesota Management and Budget site](http://www.mn.gov/mmb/) (<http://www.mn.gov/mmb/>) and then the State Systems Portal onto Statewide Financial and Procurement followed by SWIFT.

ASSURANCES – STANDARD AND PROGRAM SPECIFIC

The assurances are integrated into the application section and must be submitted with the completed application and signed coversheet. Applicants are expected to review the application and certify that they will comply with all assurances herein as well as all other applicable federal regulations, state statutes and local policies governing their entity and the funding.

APPLICATION NARRATIVE

Describe the project including specific goals and activities that align with the purpose of the funding, and identify the expected outcomes for the proposed project with estimated timelines. List out each goal and specify the activities that will be carried out under each goal in order to meet the legislative intent of the funding. The grantee must provide an updated work plan and budget with detail, for the second year of the funding (7/1/16-6/30/17).

BUDGET NARRATIVE/JUSTIFICATION WORKSHEET

The budget and budget narrative justification worksheet is attached and must be completed and submitted as part of the signed application. The worksheet should be completed based on the anticipated grant period and award amount.

Please provide clear descriptions for each proposed expenditure amount entered into each budget object code. The budget must align with the work plan activities and reflect necessary and reasonable proposed expenditures. Necessary means it adds value to the project and reasonable means you have done some type of market comparison to determine the cost is reasonable.

Complete the budget for the initial grant period of **August 17, 2015 through June 30, 2016**. Grantee must provide an updated budget with detail, and an updated work plan, for the second year of the funding (7/1/16-6/30/17).

UFARS Finance Code and/or Funding Source Code (for public schools, charter schools, ed. districts and education cooperatives – if no specific finance code, then identify general state code): 01S370

Source of Funding- State: Laws of Minnesota 2015, Article 2, Sec. 70, Subd. 8.

SUBMISSION AND SIGNATURE

Submit a PDF of the signed application cover sheet, assurances, narrative and budget, by email to MDE.

Once your application has been reviewed and approved, you must wait until you receive the signed Official Grant Award Notification (OGAN) **before** providing any services and before incurring any expenditure. **Any expenses incurred prior to the full execution of the OGAN are not reimbursable and are the responsibility of the applicant/grantee.** Following approval, you will be provided financial reporting forms and other information for reporting purposes.

GENERAL EXPECTATIONS OF GRANTEES

Grantees will be required to submit both programmatic and financial progress reports by specific due dates as indicated in the Official Grant Award Notification (OGAN) or other award documentation. An annual program report is the minimum required.

School districts including charter schools are required to report by the Uniform Financial Accounting and Reporting Standards (UFARS). UFARS reporting information will be provided, if applicable. Reporting forms will be provided to you upon execution of your award.

All proposed grantees must be capable of administering a grant successfully. MDE may need to conduct a risk assessment prior to execution of a grant award based on review and consideration of one or more of the following: 1) financial status documentation from proposed grantee 2) grantee's prior project performance, 3) submission of timely program reports 4) submission of timely financial reports, 5) prior monitoring reports or other supporting documentation.

Grantees must have a conflict of interest policy.

Grantee must provide an updated workplan and budget with detail for the second year of the funding (7/1/16-6/30/17).

MONITORING GRANTEES

The Minnesota Office of Grants Management, Policy 08-10, requires at least one monitoring visit during a grant period on all state grants over \$50,000 and one annual monitoring visit on grants over \$250,000. A desk review, onsite review and/or reconciliation must be performed on grants that meet these thresholds at least once during the grant period per the state of Minnesota, Office of Grants Management Policy. Grantees are expected to provide any documentation requested. The desk review may be conducted on at least two budget object code line items for one reimbursement period. If you are contacted for a desk review or reconciliation, you will be sent a MDE Fiscal Monitoring Tool that will need to be completed and returned. A general ledger plus all source documents to support the budget line item expenses may also be provided to the grant specialist.

RESOURCES

The State of Minnesota Guide to Local Government Capital Assets guide may be viewed at [the office of the State Auditor site](http://www.osa.state.mn.us/other/GASBTools/capital_asset_guide.pdf) or at (http://www.osa.state.mn.us/other/GASBTools/capital_asset_guide.pdf).

Commissioner's Travel Expense Reimbursement Plan: The current maximum rates for non-state contractors and grantees (not U of MN grantees) are available at [the Minnesota Office of Management](#)

[and Budget link outlining the current maximum reimbursement rates for meals and mileage or at \(http://www.mmd.admin.state.mn.us/commissionersplan.htm\)](http://www.mmd.admin.state.mn.us/commissionersplan.htm)

UFARS Reporting

The Minnesota Department of Education's Uniform Financial Accounting and Reporting Standards are standards developed to provide guidance on accounting procedures and identify financial reporting requirements for school districts and charter schools in Minnesota.

For more information on UFARS, please refer to the UFARS manual by selecting: [Access to the 2013 UFARS Manual for Accounting \(http://education.state.mn.us/MDE/SchSup/SchFin/FinMgmt/UFARS\)](http://education.state.mn.us/MDE/SchSup/SchFin/FinMgmt/UFARS)

If you have a UFARS or accounting question, please contact mde.ufars-accounting@state.mn.us.

CONTACT FOR QUESTIONS

Please contact the MDE program authorized representative for information on required content. Contact the grant specialist for information or guidance on the budget or grant application submission and signature process.

MDE Authorized Representative: Tom Gray
Email: thomas.gray@state.mn.us
Phone: 651-582-8282

MDE Grant Specialist: Deb Rose
Email: debra.rose@state.mn.us
Phone: 651-582-8853

MDE Program Director: Greg Keith
Email: gregory.keith@state.mn.us
Phone: 651-582-8316

EMAIL THE COMPLETED AND SIGNED APPLICATION TO:

Deb Rose

Email: debra.rose@state.mn.us

The application must be received by **July 31, 2015**. **Delays in submission may result in an extended start date for the grant.**



1500 Highway 36 West
 Roseville, MN 55113-4266

APPLICATION SECTION - COVER SHEET

FY16 SINGLE SOURCE LEGISLATIVE GRANT

ORGANIZATION INFORMATION

Applicant Organization Name (or fiscal agent organization): Rochester Public Schools Name of Applicant Organization Official with Authority to Sign: **Michael Muñoz, Superintendent**

Address with zip code + 4 (9 digit zip is required):

Rochester Public Schools
615 7th Street SW,
Rochester, MN 55902-2052

Primary site of where work will be performed – city, county, 9 digit zip (if other than the address above):

- 1. Friedell District Wide Middle School**
1200 South Broadway
Rochester, MN 55904-3821
Olmsted County
Oscar Uribe – Principal

PRIMARY PROGRAM CONTACT:

Title of Program Contact: Principal - Oscar Uribe -

Address (if different):

1200 South Broadway,
 Rochester, MN 55904-3821

Phone and Email:

507.328.5644

OSURIBEMARDONES@rochester.k12.mn.us

- 2. John Adams Middle School**
1525 31st Street NW
Rochester, MN 55901-3215
Olmsted County
Kim McDonald – Principal

PRIMARY PROGRAM CONTACT:

Title of Program Contact: Principal – Kim McDonald

Address (if different):

1525 31st Street NW
 Rochester, MN 55901-3215

Phone and Email:

1.507.328.5676

kimcdonald@rochester.k12.mn.us

- 3. Kellogg Middle School**
503 17th Street NE
Rochester, MN 55906-4216
Olmsted County
Eric Johnson – Principal

PRIMARY PROGRAM CONTACT:

Title of Program Contact: Principal - Eric Johnson

Address (if different):

503 17th Street NE

Rochester, MN 55906-4216

Phone and Email:

1.507.328.5817

erjohnson1@rochester.k12.mn.us

- 4. Willow Creek Middle School**
2425 11th Avenue
Rochester, MN 55904-5699
Olmsted County
Nancy Denzer – Principal

PRIMARY PROGRAM CONTACT:

Title of Program Contact: Principal – Nancy Denzer

Address (if different):

2425 11th Avenue SE

Rochester, MN 55904-5699

Phone and Email:

1.507.328.5886

nadenzer@rochester.k12.mn.us

If a fiscal host applicant, identify the agency represented by the fiscal agent (***an agreement must be on file between the fiscal host and agency represented and those entities must sign the coversheet:***

Minnesota SWIFT Vendor Number for Grantee (organization receiving grant funds): **Rochester Public Schools - 0000193957**

MDE Organization Site Number (not necessary if private nonprofit unless application is submitted in SERVS): **0535-01**

GRANT AMOUNT REQUESTED: \$520,000 for the Rochester Public Schools total

Each site allocation:

- 1. Friedell District Wide Middle School - \$70,000.**
- 2. John Adams Middle School – \$171,000.**
- 3. Kellogg Middle School – \$121,000.**
- 4. Willow Creek Middle School - \$158,000.**

IDENTIFIED OFFICIAL WITH AUTHORITY TO SIGN APPLICANT

Name and Title of Official with Authority to Sign (superintendent, if school): **Michael Muñoz**

Address of Official with Authority to Sign:

**615 7th Street SW,
Rochester, MN 55902-2052**

Phone and Email:

**507.328.3000
mimuno@rochester.k12.mn.us**

SIGNATURE OF IDENTIFIED OFFICIAL WITH AUTHORITY TO SIGN:

I certify I have read all components of this application and will comply with assurances herein and all other federal, state and local laws and regulations applicable to my organization.

Signature: 

Date Signed: 7/31/2015

SECOND SIGNATURE, if necessary:

I certify I have read all components of this application and will comply with assurances herein and all other federal, state and local laws and regulations applicable to my organization.

Signature:

Date Signed:

PRIMARY PROGRAM CONTACT:

Title of Program Contact: Principal – Nancy Denzer

Address (if different):

**2425 11th Avenue SE
Rochester, MN 55904-5699**

PRIMARY PROGRAM CONTACT:

Title of Program Contact: Principal – Kim McDonald

Address (if different):

1525 31st Street NW
Rochester, MN 55901-3215

Phone and Email:

1.507.328.5676

BUSINESS MANAGER OR ACCOUNTANT: [Larry Smith](#)

Address (if different):

[615 7th Street SW,
Rochester, MN 55902-2052](#)

Phone and Email:

[1.507.328.4210](#)lasmith@rochester.k12.mn.us**ASSURANCES**

The applicant by signing the coversheet to the application submitted to the state, certifies they have read all application documents including any revised documents and agree to comply with all applicable federal, state and local laws, ordinances, rules and regulations, public policies herein and all others applicable.

1. Survival of Terms

The following clauses survive the expiration or cancellation of this award: 4) State and Federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the state) or for payments to vendors displaying exhibits for their profit. Funds may not be used to pay for or support other projects that are not identified in this application. Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state within the times required by it. The state shall withhold funding if reporting requirements are not met in a complete, accurate and timely manner. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a accepted financial report to the State due at grant closeout.

B. The grantee shall present reports to the Commissioner of the Department of Education (COMMISSIONER) or state's Authorized Representative. At the COMMISSIONER'S discretion, the reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and to respond to questions.

C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's

Plan,” promulgated by the Commissioner of Minnesota Management & Budget (MMB), and grantee will only be reimbursed for travel and subsistence outside the state of Minnesota if it has received prior written approval for such out-of-state travel from the State. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota. The current Commissioner’s Plan can be viewed: [Access this link to obtain current maximum expense reimbursement rates or at \(http://www.mmd.admin.state.mn.us/commissionersplan.htm\)](http://www.mmd.admin.state.mn.us/commissionersplan.htm)

3. Equipment

Upon termination of the award, the state shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

4. Financial and Administrative Provisions

A. Allowability of Costs. The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars relocated to 2 CFR, Part 200.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state unless approved in writing by the state. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish legitimate meeting, conference business or approved grant activities. Budget allocations for food must be approved by MDE. Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principle information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U S Department of Education conference.

Per Minnesota Statutes, section 471.345, grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more.

- A. Records. The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

- 1) The six-year retention period shall commence from the date of submission of the final expenditure report.
- 2) If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- 3) The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

B. Examination. The state or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

C. State and Federal Audits. Under Minnesota Statutes, section 16B.98, Subdivision 8, the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the state and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

5. Liability

Grantee agrees to indemnify and save and hold the state, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the state's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Ownership of Materials and Intellectual Property Rights

A. Intellectual Property Rights:

The state shall own all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the

grantee, its employees, agents or subcontractors in the performance of this award. The documents will be the exclusive property of the state and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be “works for hire.” The grantee assigns all right, title and interest it may have in the works and the documents to the state. The grantee, at the request of the state, shall execute all papers and perform all other acts necessary to transfer or record the state’s ownership interest in the works and documents.

B. Obligations:

Notification: Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the state’s authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

Representation: The grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities. Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state, at the grantee’s expense, from any action or claim brought against the state to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee’s or the state’s opinion is likely to arise, the grantee, must at the state’s discretion, either procure for the state the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state will be in addition and not exclusive of other remedies provided by law.

7. Publicity

Any publicity given to the program, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall identify the state as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the state’s authorized representative.

The applicant/awardee must **not** claim that the state **or** the federal Department of Education **endorses** its products or services. See a sample statement below:

Example: The contents of this publication, film or conference do not necessarily represent the policy of the federal Department of Education or the state Department of Education and you should not assume endorsement by the federal or state government.

See the sample publicity statement below for citing the funding source below:

For example: This training is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.027A, Special Education - Grants to States.

8. Government Data Practices and Disclosure of Breach in Security

The grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the state under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this paragraph by either the grantee or the state.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state. The state will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

Effective August 1, 2014, the 2014 Laws of Minnesota, Charter 284, amends Minnesota Statutes, section 13.055, to apply to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

9. Data Disclosure

Under Minnesota Statutes, section 270C.65, and other applicable laws, the grantee consents to disclosure of its SWIFT Vendor ID Number, Social Security number, DUNS number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the state's obligation or responsibility. (Exemption/Waiver as allowed under law.)

11. Antitrust

Grantee hereby assigns to the state of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the state of Minnesota.

12. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 CFR, Part 200, the grantee when signing the application, certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal award.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal award, the grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

14. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

- A. The grantee when signing this application certifies that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - 2) Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
 - 4) Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

15. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200,

- A. The grantee certifies that it will continue to provide a drug-free workplace by:

- 1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- 2) Establishing an on-going drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 3) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);
- 4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
 - (a) Abide by the terms of the statement; and,
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- 5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
- 6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
- 7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state. It is understood, however, that grantee remains solely responsible to the state for providing the products and services described.

17. Time

The grantee must comply with the time requirements described in the application and award, in the performance of this award and if inform the grantor of any potential long term delays or changes affecting those timelines.

18. Nondiscrimination

The grantee will comply with nondiscrimination statutes

- A. Grantees will follow the Civil Rights Act of 1964 and amendments thereto which prohibits discrimination on the basis of race, color, or national origin
- B. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination on the basis of disability
- C. Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex in education programs
- D. Age Discrimination in Employment Act of 1975 and amendments.
- E. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin.

19. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notification (OGAN) has been issued or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee. If an exception to this is determined necessary by MDE, the grantee would be informed in writing or email by the state's program authorized representative or designee.

20. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state.

21. Delinquent State or Federal Debt

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under Minnesota Statutes, section 270C.65, Subdivision 3.

22. Cancellation With or Without Cause

An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

23. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.

24. Cancellation Due to Failure to Comply

The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

25. Salaries - Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE) except in certain situations. The grantee may allow staff to work on extended day assignments such as after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

26. Conflict of Interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain.

27. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to Minnesota Statutes, section 201.162, Duties of State Agencies for the complete statute.

28. Other Provisions

- A. Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.
- B. When a grant includes the production of a report or other publication and this publication may be posted on the MDE Website, that document must adhere to all MDE Communication's policies, available upon request from the Communication's Division.
- C. The grantee assures that if the award involves federal funding the reimbursement of expenditures is in compliance with all program provisions, relevant provisions of the Cash Management Improvement Act of 1990 (Public Law 101-453) as amended by the CMIA of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503; all current Office of Management and Budget circulars and cost principles, with the current Federal Education Department General Uniform Administrative Regulations, Part 200 or other applicable code of federal regulations applicable to this federal reimbursement request.
- D. Grantee if a political subdivision of the state and funded with federal dollars, will consider the federal Resource Conservation and Recovery Act of 1976 in all procurement transactions. The objectives of the Resource Conservation and Recovery Act (RCRA) are to protect human health and the environment from the potential hazards of waste disposal, to conserve energy and natural resources, to reduce the amount of waste generated, and to ensure that wastes are managed in an environmentally sound manner.
- E. Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", October 1, 2009.
- F. The grantee shall also cooperate with the state when the state is enforcing applicable Minnesota Office of Grants Management policies. Policies are available [to view](#) or (<http://mn.gov/admin/government/grants/policies-statutes-forms>).
- G. Grantees funded with federal funding must follow 200.308, Revision of Budget and Program or as approved in the Official Grant Award Notification (OGAN).
- H. Non-federal entities with federal grants must implement internal control processes as referenced in CFR 200.61 and 200.62.
- I. Non-federal entities with federal grants will take reasonable measures to safeguard protected personally identifiable information as well as any information that the federal awarding agency or pass-through designates as sensitive. Refer to federal regulation 200.303, Protected Personally Identifiable Information means as individual's first name or first initial and last name in combination with any one or more types of information such as social security number, credit card numbers, place of birth.

- J. The non-federal entity using federal funding when contracting must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Refer to 200.321 for more information.
- K. Grantee and their subrecipients of federal grant funds will adopt the requirements in the Code of Federal Regulations at, CFR 175.15 (b) pertaining to Trafficking in Persons. These requirements are incorporated into this grant award. A grant may be terminated for any violation of these provisions by the grantee, its employees or its subrecipients.
- L. Grantees and subcontractors receiving federal grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- M. The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 200.338 Remedies for noncompliance, including suspension and debarment.
- N. If the initiative is federally funded with an award from the federal Office of Education, grantees must follow all other applicable uniform guidance under 2 CFR, Part 200 as applicable and 76.500 – 76.910.
- O. The grantee must promptly return to the state any unexpended funds that have not been accounted for in a financial report to the state due at grant closeout.
- P. The grantee shall comply with any and all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- Q. Grantees will provide information to MDE, upon request and in a timely fashion to accommodate MDE's reporting under the Federal Funding Accountability and Transparency Act. Prior to an award, propose grantees must provide, upon request any documentation necessary for MDE to conduct their risk assessment.

R. Program Specific Assurances

- i. Recipients of Compensatory Revenue Pilot Project funds must submit an application and budget in the form and manner specified by the Commissioner of Education.
- ii. Recipients of Compensatory Revenue Pilot Project funds must allocate this revenue among its school buildings according to each building's school performance measures.
- iii. Recipients of Compensatory Revenue Pilot Project funds must focus interventions (e.g., practices, strategies) and initiatives toward the specific educational needs of students who are achieving below the appropriate achievement level for their age.

- iv. Recipients of Compensatory Revenue Pilot Project funds must provide evaluation procedures that the district will use to determine if the redistribution of Pilot funds improves overall student performance.
- v. Recipients of Compensatory Revenue Pilot Project funds must post their plans, accountability measures and data to their district websites which may appear as part of the posting requirements of MS, section 120.B11, subdivision 5. If plans, accountability measures and data are not posted within (90) days to the district website as prescribed, funding will be suspended. If refusal for this provision, funding will be terminated; remaining participating districts will receive increased aid amounts.
- vi. Recipient of Compensatory Revenue Pilot Project funds must provide timely program reports as required by MDE, School Improvement Division.

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SINGLE SOURCE LEGISLATIVE GRANT COMPENSATORY REVENUE PILOT PROJECT

APPLICATION NARRATIVE SECTION

PROGRAM PURPOSE

Grant dollars are appropriated for the purpose of successfully guiding a process of meeting the unique educational needs of students who are achieving below the appropriate level for their age. A pilot program is created to allow eligible districts to allocate this revenue among its school buildings according to each building's school performance measures.

DISTRICT PROGRAM SUMMARY

- Provide a brief overview of the Compensatory Revenue Pilot Project. Identify any significant changes to the support model for this grant period.

Narrative:

Rochester Public Schools is the seventh largest district in Minnesota. Our school district serves over 17,000 students at our elementary, middle schools, high schools and alternative learning center. 38.9% of students that attend Rochester Public Schools qualify for reduced price lunch. 12% of the students who attend Rochester Public Schools speak other languages.

The CEPP funds will help schools in our district implement reading and math strategies and interventions targeted at improving our math and reading proficiency on statewide assessments. We are also aiming for medium to high growth on the NWEA assessment. Teachers, instructional coaches, and paraprofessional supports will be used to offer students more individualized instruction in reading and mathematics. Focused areas are targeted re-teaching and more frequent use of formative assessments to drive instruction. The CEPP funds will also be used to fund learning opportunities both during the school day and after school to support academic growth and targeted re-teaching.

In math, our 2014 data shows that 59.5% of our students were on track for success in mathematics. This was an increase of 7% from the previous year. For this reason, we are continuing to work on individualized instruction and strategic re-teaching in mathematics. We are also working to strengthen our core instruction. In mathematics, many of our school sites have scheduled additional sections of extended mathematics. These sections give students who have not yet mastered mathematical concepts a second experience of instruction each day that is targeted to their academic area of need. Our middle school are also implementing a response to intervention time during their school day where students are able to get support and re-teaching in concepts that they have not mastered.

In reading, 58.6% of our students were on track for success in 2014. We are continuing our work with effective implementation of the reading workshop model and the focus is on individual conferencing, small group instruction and effective vocabulary instruction. Staff will continue to receive job-embedded staff development from site instructional coaches, district literacy coordinator, and American Reading Company executive coach on elements of reading workshop and conferring. Our study of relevant research shows that staff development that is focused; job embedded, and supported on a regular basis is more effective in changing instruction and

impacting successful outcomes in student growth. We will continue offering extended English opportunities for students who have not yet mastered the English/language arts standards. These students receive their regular English class and an additional class period where they receive individualized instruction and reading practice at their independent reading level.

Our district continues to use the CLASS tool (Classroom Assessment Scoring System) for teacher observations. All administrators and instructional coaches are trained in the dimensions of the CLASS tool as part of their professional development. The coaches offer staff an opportunity to be given feedback regarding the dimensions of CLASS. Coaches also facilitate short staff development sessions and model classroom practices for staff on incorporating the CLASS tool concepts into their daily lesson planning and delivery.

DISTRICT NEEDS ASSESSMENT

- Provide a statement of need based on an in-depth analysis of data for each of the targeted schools (and students) that will benefit from this pilot project. Summarize the needs, provide data and indicate how the data was analyzed. Identify the barriers and challenges that these schools and students below grade level face which contribute to the need.

Narrative: Based upon trend proficiency and growth data on both statewide and NWEA assessments we have determined that CEPP funds will be used by our schools to implement reading and math strategies and interventions targeted at improving student math and reading proficiency. We will also be focusing on medium to high growth on these assessments.

John Adams Middle School

MCA Proficiency

<u>Math</u>		<u>Reading</u>	
2010	66.1%	2010	71.5%
2011	51.4%	2011	72.4%
2012	62.9%	2012	71.8%
2013	52.9%	2013	51.0%
2014	47.3%	2014	53.2%

2013 to 2014 MCA Growth

<u>Math</u>		<u>Reading</u>	
High Growth	27.6%	High Growth	29.3%
Medium Growth	44.5%	Medium Growth	40.5%
Low Growth	27.9%	Low Growth	30.2%

2014-2015 NWEA MAP Growth (Fall to Spring) vs Proficiency (Spring)

	<u>Math</u>	<u>Reading</u>
Met Growth/Proficient	44.5%	43.7%
Met Growth/Not Proficient	8.2%	8.5%
Below Growth/Proficient	29.9%	30.1%
Below Growth/Not Proficient	17.3%	17.7%

Demographics

<u>Ethnicity</u>	<u>Free & Reduced</u>	<u>LEP</u>	<u>Special Ed</u>
White 60.4%	No 54.4%	No 89.2%	No 85.4%
Black 18.0%	Free 35.9%	Yes 10.8%	Yes 14.6%
Asian 13.6%	Reduced 9.7%		
Hispanic 7.4%			
Am. Indian 0.6%			

Willow Creek Middle School

MCA Proficiency

<u>Math</u>		<u>Reading</u>	
2010	67.2%	2010	71.9%
2011	59.0%	2011	73.5%
2012	64.3%	2012	70.1%
2013	48.6%	2013	50.8%
2014	50.0%	2014	50.9%

2013 to 2014 MCA Growth

<u>Math</u>		<u>Reading</u>	
High Growth	29.5%	High Growth	27.6%
Medium Growth	44.7%	Medium Growth	43.5%
Low Growth	25.7%	Low Growth	28.9%

2014-2015 NWEA MAP Growth (Fall to Spring) vs Proficiency (Spring)

	<u>Math</u>	<u>Reading</u>
Met Growth/Proficient	48.3%	43.2%
Met Growth/Not Proficient	9.8%	7.8%
Below Growth/Proficient	24.9%	28.1%
Below Growth/Not Proficient	17.0%	20.9%

Demographics

<u>Ethnicity</u>	<u>Free & Reduced</u>	<u>LEP</u>	<u>Special Ed</u>
White 61.6%	No 53.9%	No 86.3%	No 82.9%
Black 14.2%	Free 39.3%	Yes 13.7%	Yes 17.1%
Asian 8.3%	Reduced 6.7%		
Hispanic 15.6%			
Am. Indian 0.3%			

Kellogg Middle School

MCA Proficiency

<u>Math</u>		<u>Reading</u>	
2010	75.9%	2010	77.4%
2011	63.9%	2011	76.8%
2012	67.1%	2012	76.2%
2013	55.7%	2013	55.2%

2014 56.1% 2014 58.8%

2013 to 2014 MCA Growth

<u>Math</u>		<u>Reading</u>	
High Growth	30.5%	High Growth	34.5%
Medium Growth	43.8%	Medium Growth	36.8%
Low Growth	25.7%	Low Growth	28.7%

Demographics

<u>Ethnicity</u>	<u>Free & Reduced</u>	<u>LEP</u>	<u>Special Ed</u>
White 69.1%	No 63.8%	No 87.5%	No 85.1%
Black 14.4%	Free 29.7%	Yes 12.5%	Yes 14.9%
Asian 10.6%	Reduced 6.5%		
Hispanic 5.3%			
Am. Indian 0.5%			

Friedell Middle School

MCA Proficiency

<u>Math</u>		<u>Reading</u>	
2010	71.9%	2010	80.3%
2011	67.0%	2011	85.0%
2012	79.0%	2012	84.9%
2013	76.9%	2013	75.8%
2014	76.4%	2014	81.5%

2013 to 2014 MCA Growth

<u>Math</u>		<u>Reading</u>	
High Growth	44.3%	High Growth	45.7%
Medium Growth	38.4%	Medium Growth	37.2%
Low Growth	17.2%	Low Growth	17.2%

2014-2015 NWEA MAP Growth (Fall to Winter) vs Proficiency (Winter)

	<u>Math</u>	<u>Reading</u>
Met Growth/Proficient	54.1%	49.0%
Met Growth/Not Proficient	2.5%	4.3%
Below Growth/Proficient	38.2%	41.0%
Below Growth/Not Proficient	5.2%	5.7%

Demographics

<u>Ethnicity</u>	<u>Free & Reduced</u>	<u>LEP</u>	<u>Special Ed</u>
White 64.8%	No 78.3%	No 96.2%	No 90.8%
Black 9.6%	Free 16.2%	Yes 3.8%	Yes 9.2%
Asian 19.4%	Reduced 5.5%		
Hispanic 6.2%			

Based on the above data, growth needs to be made in both math and reading proficiency rates. Students who have not yet mastered math and reading concepts need targeted interventions and high quality instruction to increase proficiency levels.

The barriers and challenges the district faces include the diversity of learning needs and readiness levels. Our challenge is to provide instruction at the zone of proximal development for each individual learner. A barrier that exists is how to provide intensive support while maintaining a comprehensive program that all students can access equitably. An additional barrier that exists for our district is being able to provide programming during the school day so that all students have an equal opportunity to access instructional supports. Providing parents and/or guardians with clear, understandable information about learning progress and how ideas about how to best partner to accelerate achievement continues to be a growth area for the district.

- Recipients of Compensatory Revenue Pilot Project funds must allocate this revenue among their school buildings according to each building's school performance measures. Describe how funds will be allocated based on school and student needs.

Narrative:

Rochester Public Schools allocation of funds is based on the proficiency rates of students at four middle schools. Allocations were determined based on the total number of students at each of the four sites and the number of students who are achieving below the appropriate level for their age.

DISTRICT EVALUATION

- The state is committed to funding projects that produce a measurable result for the targeted schools and student populations below grade level that were identified in the Compensatory Revenue Pilot Project application. Identify the evidence indicators the district will use to measure the success and effectiveness of the pilot project.

Narrative:

1. 2015 MCA scores in both reading and math will be used to determine individual student growth at each site. Disaggregated data will be evaluated at each site to determine whether adequate growth is being made by each student population group in math and reading.
2. We will examine NWEA MAP growth and will track data to see a higher percentage of students making medium and high growth.
3. We will share the NWEA MAP results with students and assist them with setting goals and determining progress being made throughout the school year.
4. We will target populations at each site specifically looking at students who receive free and reduced priced lunch, are limited English proficient learners and students with special education needs. We will look for accelerated areas of growth in each of these student groups.
5. In administrative and coaching classroom visits we will observe for effective use of formative assessments to guide instruction. This data will be shared with classroom teachers to assist in increasing their use of formative data to guide instruction.

6. Parents will be provided with ongoing communication about student progress through various methods including parent-teacher conferences, individual conferencing, mid-quarter progress reports, quarterly and semester grading and district generated reports.

An annual evaluation of funded schools under the Compensatory Revenue Pilot Project will be required. ***The evaluation will be due 30 days after the end of a given fiscal year (July 30th).*** For eligible districts and their schools, this future evaluation request may be important in how school action plans are developed and implemented. MDE will request the following end of year evaluation:

Executive Summary:

- Identify the instructional interventions and initiatives implemented with the Pilot funds.
- Summarize what factors had the greatest impact on increasing student achievement.
- Summarize what factors had the greatest impact on improving teacher quality
- Summarize the challenges your district/school faces implementing and sustaining this work.

What changes have your schools observed in student achievement because of the implementation of CRPP?

- Describe the research base for the instructional interventions and initiatives implemented with the CRPP funds and the impact on student achievement.
- Include a table of student achievement data collected over time to show how your schools monitored progress toward CRPP goals/performance targets.
- Describe how the student achievement data was linked to the decision-making used to monitor and adjust the instructional interventions implemented throughout the CRPP.

What changes has your district/school observed in teacher quality as a result of professional development identified to support CRPP implementation?

- Provide summary evidence of the effectiveness of job-embedded professional development.
- Describe the specific professional learning expected during CRPP professional development and its research base for impacting student achievement in funded schools.
- Describe the structure eligible schools have implemented to assure professional learning funded by CRPP has been applied in the teaching and learning process (classroom) to impact student achievement.

What services had the greatest cost benefit in your CRPP implementation?

- Provide evidence of how CRPP work was coordinated with other school (district) interventions to leverage the use of funds to impact student achievement.
- Analyze the cost of different CRPP services to the impact they had on improving teacher quality or increasing student achievement to determine what provided your schools the greatest benefit.