



# Teacher Quality Partnership (TQP) Grant Program

FY 2020 TQP Competition Overview

**Closing Date: July 2, 2020**

**11:59:59 PM Washington, DC Time**

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# Note About These Slides

- Applicants are strongly encouraged to review **the FY 2020 TQP NIA** that was published in the Federal Register on May 18, 2020, in its entirety.
- The slides presented on this webinar are available for download on the TQP webpage.
- Applicants are strongly encouraged to download the **TQP Application Instructions Package** from the TQP webpage and review it in its entirety.
- The TQP Application Instructions Package provides instructions needed to apply for this TQP grant.

**Note:** These slides are intended as technical assistance and do not impose any requirements beyond those included in the program statute, the TQP NIA, or other applicable regulations. For more information, please refer to the official documents published in the *Federal Register*.

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# TQP Competition Resources

TQP Program Webpage:

<https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-quality-partnership/>

1. FY 20 TQP Notice Inviting Applications (NIA)
  2. FY 20 TQP Application Instructions Package
  3. FY 20 TQP FAQs Document
  4. FY 20 TQP Informational Webinars
  5. **Newly Required** TQP Program Checklists
  6. **Newly Required** Effective Educator Development (EED) Applicant/Grantee Budget Worksheet
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# TQP Newly REQUIRED Program Checklists

1. TQP Eligibility Checklist
2. TQP Application and General Program Requirements Checklist
3. Absolute Priority Checklist
4. EED Applicant/Grantee Budget Worksheet

**Checklists and Budget Worksheet are found on the TQP program webpage and MUST be uploaded at the time of application.**

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# General TQP Competition Q&A

- Applicants are strongly encouraged to review the TQP Notice Inviting Applications (NIA) in its entirety.
- Applicants are strongly encouraged to review the TQP Frequently Asked Questions (FAQs) document in its entirety.
- Applicants are strongly encouraged to review the TQP Application Instructions Package document in its entirety.
- If your question(s) are not answered in any of the above listed TQP documents, you may email the question(s) to the TQP program inbox at [TQPartnership@ed.gov](mailto:TQPartnership@ed.gov).

\*Responses can take up to 24 hours, so please plan accordingly to meet competition deadlines.

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# Agenda for This Webinar

- I. Program Costs
- II. Preparing your TQP Budget and Budget Narrative
- III. Competition Reminders





# **TQP Program Costs**



# TQP Total Project Costs

- **Total project cost** is the full amount that is needed to operate your proposed TQP project each year.
- The **total project cost** should include costs that will be covered with federal funds AND cost covered will be covered with nonfederal funds.
- Once the **total project cost** amount has been established for each year of the TQP grant, the applicant should request **HALF** that amount in federal funds for each year of the grant.
- The applicant must provide the other **HALF** with nonfederal funds to meet the TQP 100% nonfederal match requirement.

# All Program Costs Must Be...

Allowable	Allocable	Reasonable/Necessary
<p>All costs must be allowed by the TQP program statute and OMB circulars.</p>	<p>Costs incurred must be specifically for the operation of the TQP award and not for the IHE or Local Education Agency (LEA) as whole.</p>	<p>All costs must be comparable to market prices or established rates for similar types of work and necessary to implement project.</p>
<p><b>ASK:</b> If the applicant is an Institution of Higher Ed (IHE), can your project costs be found in OMB Circular A-21?</p> <p><b>ASK:</b> If the applicant is a non-profit, can your project costs be found in OMB Circular A-122?</p>	<p><b>ASK:</b> Are all project costs directly linked to specific goals and objectives found in the proposed TQP project?</p>	<p><b>ASK:</b> Are all project costs needed for the implementation of an effective TQP?</p>
<p><b>Ex:</b> Resources for teachers are allowable but tuition and tuition reduction are not allowable costs under the TQP grant.</p>	<p><b>Ex:</b> A staff person will work 20% FTE on the TQP grant, therefore, only 20% of their salary may be charged to the TQP budget.</p>	<p><b>Ex:</b> Travel for 2-3 staff to attend an annual EED Summit in Washington D.C. is reasonable; however, sending 10 staff to the same meeting is not reasonable or necessary.</p>



# Supplement Not Supplant

(Section 202(k) of the HEA)

## What Does this Mean?:

Applicants may not use grant funds to cover goods or services that would normally be covered by the eligible entity in the absence of TQP grant funds.

**TIP:** If a good and/or service would likely exist without the TQP program, it is likely supplanting.

**Example:** TQP project proposes to pay for mentor teacher salaries for staff who will work with TQP project participants. This is supplanting because the district would be responsible to cover teacher salaries with or without a TQP grant.



# TQP Unallowable Costs

Budget Line Item Issues	Tips to Avoid Possible Budget Reductions
<b>Resident tuition and tuition reductions</b>	Tuition payments and tuition reduction for project participants are <b>not</b> allowable under the TQP program. The only allowable funds to project participants is the Living Wage Stipend/Salary.
<b>Excessive or Unexplained Technology Purchases</b>	Applicants must clearly justify all technology expenses in the budget narrative with an explanation of how these costs are linked to project goals and objectives. Projects may <b>not</b> purchase laptops/iPads for participants to <u>own</u> . They must remain property of the grant. Projects may <b>not</b> hard wire school buildings for broadband use.
<b>Excessive or Unexplained Travel Costs</b>	Travel costs should be limited to essential personnel with an explanation of how costs are linked to project goals and objectives. Travel for board members and large numbers of project staff or project participants are excessive and unallowable.
<b>Licensing or Examination Fees</b>	TQP programs may train participants on how to pass state teaching test but may not pay the fees associated with taking the actual test.

# TQP Unallowable Costs

Budget Line Item Issues	Tips to Avoid Possible Budget Reductions
<b>Excessive Honoraria and Food Costs</b>	<p>Food is <b>generally not</b> an allowable cost for the TQP program. However, we do allow limited food costs to cover working meals to help avoid continuity of program services and with an explanation of how these costs are linked to project goals and objectives. An occasional working lunch is allowable, but an end of year banquet is <b>not</b> allowable.</p> <p>Grant funds may not be used to host entire conferences and/or pay for excessively conference speakers. As an example, Paying LeBron James for a motivational speech is not an allowable cost.</p>
<b>Mentor Teacher Salaries</b>	<p>Grant funds may provide a stipend for mentor teachers but may <b>not</b> pay their full salary. (Supplement not Supplant)</p>
<b>Budgets that Exceed \$1.5 M per Year</b>	<p>The NIA states that TQP awards <b>must not</b> exceed \$1.5M per year. If your annual budget request exceeds \$1.5M, it will be reduced.</p>



# TQP Indirect Cost Rates (ICR)

- The TQP program uses a training indirect cost rate of up to 8% as described in 34 CFR § 75.562.
- If an applicant has a negotiated indirect rate that is lower than 8%, they must use the lower rate.
- The training indirect cost rate does not apply to agencies of Indian tribal governments, local governments, and States as required by 34 CFR § 75.562(c)(4), and those applicants must instead use their approved restricted indirect cost rate.
- The difference between training rate and negotiated indirect cost rate (unrecovered cost) may not be counted toward meeting the cost share requirement.
- TQP also follows the 2% Administrative Cost Cap which may result in your indirect cost rate being reduced to a rate lower than the Training Rate of 8 percent.

<https://www.ecfr.gov/cgi-bin/text-idx?node=34:1.1.1.1.22&rgn=div5>



**2% Administrative Cost Cap**

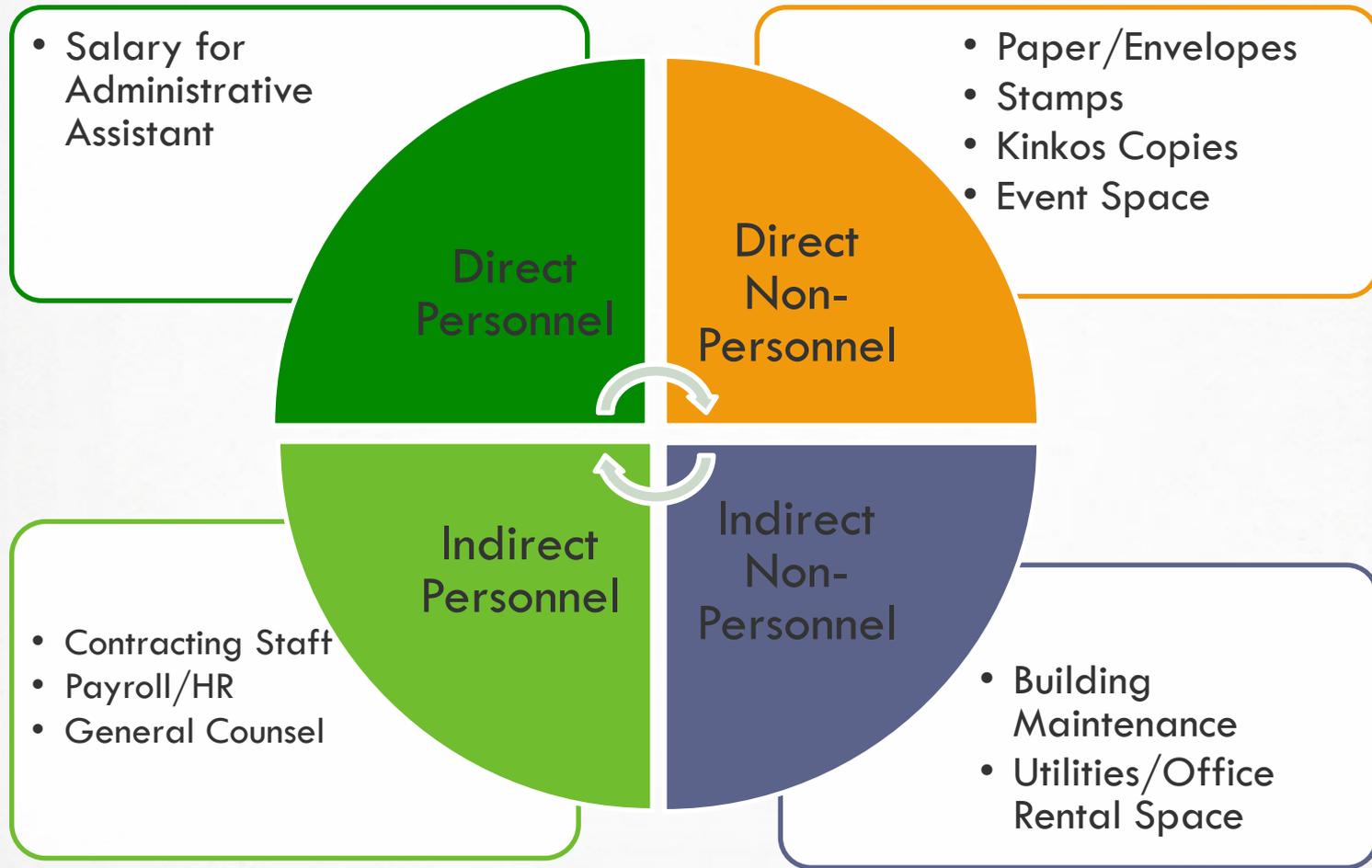
# What is the 2% Admin Cost Cap?

## What are Admin Costs?

- **Section 203(d) of the HEA** requires that an eligible partnership that receives a TQP grant may not use more than two percent of the funds provided to administer the grant (administrative costs).
- This requirement is called the **2% Admin Cost Cap** and **ALLTQP** grantees are required to comply.
- **Administrative costs** are grant expenses associated with implementation of the TQP grant.
- Administrative costs can be:
  - Personnel or Non-personnel
  - Direct or Indirect
- Generally, direct administrative costs differ from indirect administrative costs in that the latter are considered organization-wide costs.



# Examples of Administrative Costs





# Indirect Cost Rate vs. Admin Cost Cap

- TQP is a training grant which means it has a restricted ICR of 8%. TQP grantees may not charge more than 8% for indirect costs.
- HOWEVER, the 2% Administrative Costs Cap may supersede the 8% restricted rate.
- In order to determine whether a grantee can charge the full 8%, you must review your specific ICR agreement.
- Grantees with restricted rates less than 8% may not charge more than their negotiated rate.





# How to Read your ICR Agreement?

**TQP grantees have one of FOUR types of rates:**

- Combined F&A Rate
- Separated F&A Rate
- De Minimis Rate
- LEA Restricted Rate

# Combined F&A Rate Agreement

## EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2016	06/30/2020	58.50	On-Campus	Organized Research
PRED.	07/01/2016	06/30/2017	58.00	On-Campus	Instruction
PRED.	07/01/2017	06/30/2020	58.50	On-Campus	Instruction
PRED.	07/01/2016	06/30/2017	41.00	On-Campus	Other Sponsored Activities
PRED.	07/01/2017	06/30/2020	39.40	On-Campus	Other Sponsored Activities
PRED.	07/01/2016	06/30/2020	26.00	Off-Campus	All Programs
PROV.	07/01/2020	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2020.

➤ Make sure the effective period is current at the time of use.

➤ Unless your agreement **EXPLICITLY** identifies separate Administrative rates, you have a combined F&A rate

➤ This means your total indirect costs cannot exceed 2% of the total award.

➤ 90% of all TQP grants have a Combined F&A ICR agreement.

# Local Education Agency Negotiated Restricted Rates

Corporation Number	Corporation Name	Restricted Rate	Unrestricted Rate
0015	Adams Central Community Schools	1.22%	16.12%
5265	Alexandria Com School Corp	1.25%	16.96%
5275	Anderson Community School Corp	3.17%	20.72%
9750	Anderson Excel Center	0.01%	17.74%
9615	Andrew J Brown Academy	1.14%	0.00%
9685	Aspire Charter Academy	1.46%	3.21%
3315	Avon Community School Corp	1.64%	17.23%
0365	Bartholomew Con School Corp	1.29%	14.72%
6895	Batesville Community Sch Corp	0.79%	16.27%
2260	Baugo Community Schools	1.70%	16.27%
5380	Beech Grove City Schools	0.84%	8.62%
0395	Benton Community School Corp	2.73%	21.07%
0515	Blackford County Schools	2.29%	16.27%
3305	Brownsburg Community Sch Corp	1.46%	14.15%
3455	C A Beard Memorial School Corp	3.27%	16.27%
0750	Carroll Consolidated Sch Corp	1.70%	16.27%
4205	Center Grove Com Sch Corp	2.22%	16.01%

- Make sure the ICR agreement is current at the time of use.
- LEA rates are negotiated by the State educational agency (SEA).
- LEAs must use their own negotiated restricted rate.
- LEA rates are usually lower than 8% but often are lower than 2%.
- 5% of all TQP grants must follow their LEA ICR agreement.

# De Minimus Rate Agreement

## Indirect Rate

Effective January, 2016 a de minimus rate of 10% was assigned to the [REDACTED] [REDACTED] by the U.S. Department of Education. However, we understand that the rate for this TQP application is a restricted rate of 8%.

Signed:

- Certain grantees without a negotiated ICR agreement may use a De Minimis rate of 10% for most programs.
- However, the TQP 8% restricted rate **SUPERSEDES** the De Minimis rate.
- All De Minimis rates are considered combined F&A rates, and therefore all De Minimis rates are subject to the 2% administrative cost cap.
- 4% of all TQP grants have De Minimis ICR agreements.

# Separated F&A Rate Agreement

PRED.	Start Date	End Date	Rate	Activity
PRED.	07/01/2018	06/30/2021	54.50 On-Campus	Organized Research
PRED.	07/01/2018	06/30/2021	26.00 Off-Campus	Organized Research
PRED.	07/01/2018	06/30/2021	56.50 On-Campus	Instruction
PRED.	07/01/2018	06/30/2021	26.00 Off-Campus	Instruction
PRED.	07/01/2018	06/30/2021	37.50 On-Campus	Other Sponsored Activities
PRED.	07/01/2018	06/30/2021	26.00 Off-Campus	Other Sponsored Activities

- Make sure the effective period is current at the time of use. (top image)
- The ICR Agreement explicitly identifies a separate administrative rate. (bottom image)
- The separate rate may appear anywhere in the text of the agreement. IT DOES NOT NEED TO APPEAR ON THE FIRST PAGE.
- 1% of all TQP grants have a Separated ICR agreement.

Type of Rate:

**RATE COMPONENTS:**

Bldg. & Improv - Depr/Use Allow	2.50
Equipment - Depr/Use Allow	1.60
Interest	0.70
Operations & Maintenance	16.60
Library	3.60
Administrative Component	26.00
<b>Total</b>	<b>51.00</b>

Organized Research		
ON FY '17-18	ON FY '19 - '21	OFF FY '18 - '21
2.50	2.70	
1.60	2.20	
0.70	2.00	
16.60	18.60	
3.60	3.00	
26.00	26.00	26.00
<b>51.00</b>	<b>54.50</b>	<b>26.00</b>

Instruction		
ON FY '17-18	ON FY '19 - '21	OFF FY '18 - '21
5.00	2.70	
1.40	1.40	
0.60	0.60	
12.00	12.00	
10.00	13.80	
26.00	26.00	26.00
<b>55.00</b>	<b>56.50</b>	<b>26.00</b>

Other Sponsored Activity		
ON FY '17-18	ON FY '19 - '21	OFF FY '18 - '21
1.70	1.00	
0.30	1.40	
0.10	1.10	
4.10	4.40	
3.80	3.60	
26.00	26.00	26.00
<b>36.00</b>	<b>37.50</b>	<b>26.00</b>

# Indirect Cost Rate RECAP

**Combined  
F&A**

- The entire indirect cost is subject to the 2% cost cap.

**Separated  
F&A**

- The 8% restricted indirect cost rate may be used.

**De Minimis  
Rate**

- The entire indirect cost is subject to the 2% cost cap.

**LEA  
Restricted  
Rate**

- LEA must use its own restricted rate.



# **Preparing your TQP Budget and Budget Narrative**



# Required EED Applicant/Grantee Budget Worksheet

- Applicants **must** use the *new Required EED Applicant/Grantee Budget Worksheet* to request and report federal and nonfederal funds for all five years of the proposed project.
- The *Required EED Applicant/Grantee Budget Worksheet* replaces the ED 524 Budget Form for the TQP Program.
- Applicants should work with their budget office to complete the *Required EED Applicant/Grantee Budget Worksheet* .
- Applicants **must** also use the *Required EED Applicant/Grantee Budget Worksheet* to complete the budget narrative for federal and nonfederal funds for the proposed project.

# EED Applicant/Grantee Budget Worksheet

	A	B	C	D	E	F	G
1	<b>Section A: Budget Summary - U.S. Department of Education Funds</b>						
2							
3	Name of Institution/Organization:						
4	Program:	TQP					
5							
6	Budget Categories	Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Total
7	1. Personnel						\$ -
8	2. Fringe Benefits						\$ -
9	3. Travel						\$ -
10	4. Equipment:						\$ -
11	5. Supplies:						\$ -
12	6. Contractual:						\$ -
13	7. Performance Based Compensations (if applicable)						\$ -
14	8. Other:						\$ -
15	<b>9. Total Direct Costs: (lines 1-8)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section A | Section B | Section C | Section D | Section E | Program | +

Accessibility: Good to go



# TQP Budget Narrative Tips

- Itemize and justify all project costs necessary to implement proposed TQP project.
- Link all project costs to the goals and objectives for the proposed TQP project.
- Project costs for year 1 often include start up and planning activities which may not require as much funding as needed in years 2-5.
- Ensure that all costs are allowable, allocable, and reasonable to implement the proposed TQP project for each year.
- Only request the amount of funds needed to implement the proposed project. This will help avoid large sums of annual carryover that could lead to possible budget reductions in future continuation awards.

# EED Applicant/Grantee Budget Worksheet

1	Section D: Budget Narrative - Part 1							
2								
3	PART I. PERSONNEL							
4	Staff Position/Title		Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Total
5	JOHN SMITH	Base Salary						
6	JOHN SMITH	FTE						
7	JOHN SMITH	Project Salary						\$ -
8	April Miller	Base Salary						
9	April Miller	FTE						
10	April Miller	Project Salary						\$ -
11	Jason Statham	Base Salary						
12	Jason Statham	FTE						
13	Jason Statham	Project Salary						\$ -
14	Joe Blow	Base Salary						
15	Joe Blow	FTE						
16	Joe Blow	Project Salary						\$ -
17	David Johnson	Base Salary						
	David Johnson	FTE						



# **TQP Non-Federal Match/Cost Share Requirement**



# Purpose of the Matching/ Cost Share Requirement

The purpose of the match/cost share is two-fold:

- To share the Federal government's cost for programs with State and local agencies and the private sector; and
- To promote the sustainability of programs past the life of the Federal financial award.

Federal funds should be viewed as “seed money” to fund work that will continue to impact partner districts long after federal funding ends.



# TQP 100% Non-Federal Match/Cost Share Requirement

- **Section 203(c)(1) of HEA**, requires that each grantee provide matching/cost share funds equal to **100%** of the total amount of the TQP grant award.
- Matching/cost share funds must be from non-Federal sources.
  - *Matching funds should come from project partners and other nonfederal contributors. Applicants are strongly encouraged to consider who can contribute to the match requirement when selecting members of the eligible partnership.*
- Applicants **may not** use unrecovered indirect costs towards meeting the match/cost share requirement.
- If a cost is unallowable with Federal funds it is also unallowable with matching funds.
- The TQP Program follows the *Supplement Not Supplant Rule* under Section 202(k) of the HEA. (*reference Slide 10*)



# Match/Cost Share: Cash or In-Kind

**Cash** = Cash contributions, which come from applicant's own funds (general revenue), cash donations from non-Federal third parties (i.e., partner organizations), or from non-Federal grants.

**In-Kind** = Non-cash contributions of value provided by the applicant or by non-Federal third parties. In-kind match is typically the calculated value of personnel, goods, and services, including direct and indirect costs.

*\*Match/Cost Share funds should be incorporated into the total cost of your proposed project, not added on top of cost of the proposed project.*

# Match vs. Cost Share Concept

## OLD Concept: Match

- Applicant proposed the amount needed to implement a TQP project.
- ED provided that amount as a federal TQP award.
- Applicant provided that same amount in nonfederal funds in order to meet the 100% match requirement.

## NEW Concept: Cost Share

- Applicant proposes the **total project cost** to implement the proposed TQP project.
- ED will provide HALF the TQP total project cost as a federal TQP award.
- Applicants will provide the other HALF of the **total project cost** in nonfederal funds in order to meet the 100% match/cost share requirement.





# Examples of Match/Cost Share Uses

- Personnel costs associated with the management or implementation of the project.
- Personnel costs associated with the time that project participants engage in project activities, including, but not limited to:
  - Professional Development
  - Mentoring, coaching, or teacher leadership.
  - Resident Living Wage Stipends
  - Project planning activities, including participation in professional learning communities.
- Non-personnel costs relating to the implementation of the project that are discounted or provided, including, but not limited to:
  - Training-related supplies.
  - Project-related communications.
  - Technology integral to the project.
  - Purchases, upgrades, or licensing fees needed for project data management systems.
  - Facilities need for project implementation



# Documenting the Match/Cost Share Requirement

- Applicants will use **Section C** of the *EED Applicant/Grantee Budget Worksheet* to document the matching funds.
- Entered amount into **Section C** is the only match/cost share documentation needed at the time of application.
- Applicants are strongly encouraged maintain more detailed donor letters for their own records.

# Documenting the Match/Cost Share Requirement

1	<b>Section C: Sources of Matching Funds</b>						
2							
3							
4	Source of Matching Funds	Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Total
5	1. Cash donations from partner IHE						
6	2. Cash donations from partner LEA						
7	3. In-kind Donations from partner LEA						
8	4. In-kind Donations from partner IHE						
9	5. State or Local Grants						
10	6. Private Grants/gifts						\$ -
11	7. Endowment Contributions						\$ -
12	8. Cash donations from other grant partners						\$ -
13	9. In-kind donations from other grant partners						\$ -
14	10. Other						\$ -
15	<b>10. Total Matching Funds (lines 1-9)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16							
17	<b>ALL FUNDS IN SECTION B INCLUDED</b>	CHECK	CHECK	CHECK	CHECK	CHECK	CHECK
18	<b>REQUIRED MATCH</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19							
20							
21							
22							
23							
24							



# Waiver of the Non-Federal Match/Cost Share

- We understand that due to the COVID-19 pandemic, many entities are experiencing fiscal hardship and may not be able to provide match/cost share funds.
- If you believe you are unable to meet the full TQP 100% nonfederal match/cost share requirement, please submit a waiver request at the time of application using **Appendix G**.
- The waiver request must provide a legally sound justification that supports a serious hardship or an inability to carryout the proposed project activities.
- Waiver requests will be reviewed on a case by case basis.



# **TQP Competition Reminders**



# TQP Newly REQUIRED Program Checklists

1. TQP Eligibility Checklist
2. TQP Application and General Program Requirements Checklist
3. Absolute Priority Checklist
4. EED Applicant/Grantee Budget Worksheet

**Checklists and Budget Worksheet are found on the TQP program webpage and MUST be uploaded at the time of application.**

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# TQP COMPETITION REMINDERS

Date	Event
July 2, 2020	Closing Date
June 17, 2020	Intent to Apply Deadline

- TQP applications time stamped after **11:59:59 PM Washington, DC Time** will be considered **LATE** and **will not** be reviewed.
- Intent to Apply: [TQPartnership@ed.gov](mailto:TQPartnership@ed.gov)
- Submit applications via Grants.gov
- Grants.gov Helpdesk: 1-800-518-4728
- Register and Submit **EARLY** with Grants.gov to avoid missing the deadline and any unforeseen technical difficulties.





# Teacher Quality Partnership Grant Program

Best wishes on a successful TQP application  
submission!

**CLOSING DATE:** July 2, 2020  
11:59:59 PM Washington DC Time

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