

**FY 2022**

U.S. Department  
of Education  
Office of  
Elementary and  
Secondary  
Education  
Washington, DC  
20202-5900



# **APPLICATION INSTRUCTIONS FOR GRANTS UNDER THE TEACHER QUALITY PARTNERSHIP GRANT PROGRAM**

ALN: **84.336S**

Form Approved

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Closing Date: **April 26, 2022**

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## ARE YOU READY to APPLY?

Before you begin completing your FY 2022 Teacher Quality Partnership (TQP) application, we recommend that all applicants answer the following questions:

Question	Yes or No
Have you reviewed the FY 2022 TQP Notice Inviting Applications? <a href="https://www.federalregister.gov/documents/2022/02/25/2022-03889/applications-for-new-awards-teacher-quality-partnership-grant-program">https://www.federalregister.gov/documents/2022/02/25/2022-03889/applications-for-new-awards-teacher-quality-partnership-grant-program</a>	
Have you reviewed the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on February 13, 2019 (84 FR 3768) or at <a href="http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf">www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf</a>	
Have you completely reviewed the contents of this FY 2022 TQP Application Instructions Package?	
Have you reviewed the FY 2022 TQP Frequently Asked Questions (FAQs) found on the TQP program webpage? <i>(TQP FAQs will be uploaded to the program webpage as soon as they are available.)</i>	
Have you reviewed the FY 2022 TQP Pre-Application Information webinars found on the TQP program webpage? <i>(Pre-Application Information webinars will be uploaded to the program webpage as soon as they are available.)</i>	
Have you reviewed the instructions for electronic submission of your application found in this FY 2022 TQP Application Instructions Package?	
Have you reviewed the <b>REQUIRED</b> TQP Program Checklists and <b>REQUIRED</b> EED Applicant/Grantee Budget Worksheet found on the TQP program webpage?	
Have you secured funds, from nonfederal sources, to meet the 100 percent nonfederal match requirement?	

If you answered “**YES**” to each of the above questions, you are likely ready to begin submitting your application in Grants.gov. If you answered “**No**” to any of these questions, you may want to revisit the areas where you answered “No.” If any of the above questions spark additional questions, please contact the TQP program staff at [TQPartnership@ed.gov](mailto:TQPartnership@ed.gov).

## I. Program Overview

**Program Office:** Office of Elementary and Secondary Education (OESE)

**Grant Name:** Teacher Quality Partnership (TQP)

**ALN:** 84.336S

**Grant Type:** Discretionary/Competitive Grant

### **Purpose of Program:**

The purposes of the TQP program are to improve student achievement; improve the quality of prospective and new teachers by improving the preparation of prospective teachers and enhancing professional development activities for new teachers; hold teacher preparation programs at institutions of higher education (IHEs) accountable for preparing teachers who meet applicable State certification and licensure requirements; and recruit highly qualified individuals, including minorities and individuals from other occupations, into the teaching force.

### **Eligible Applicants:**

An eligible applicant must be an "**eligible partnership**" as defined in Section 200(6) of the Higher Education Act of 1965, as amended (HEA). The eligible partnership must include all of the following:

- One or more high-need local educational agencies (LEAs);
- One or more high-need schools or consortium of high-need schools served by the high-need LEAs;
- A partner institution;
- A school, department, or program of education within such partner institution; and
- A school or department of arts and sciences within such partner institution.

In addition, the "eligible partnership" may include one or more of the entities listed in Section 200(6)(B) of the HEA.

### **TQP Program Webpage:**

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

### **TQP Program Email:**

[TQPartnership@ed.gov](mailto:TQPartnership@ed.gov)

### **FY 2022 TQP FAQs:**

FAQs will be available on the TQP program webpage at <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-quality-partnership/applicant-info-and-eligibility>.

### **Authorizing Legislation:**

The Teacher Quality Partnership program statute is within Title II of the HEA. Definitions for the program (including those for components of an eligible partnership) are contained in Section 200 of the HEA, as amended, while the program authority itself is in Title II, Part A of that Act (Sections 201-204). You may view the full version of the HEA at:

<https://www.govinfo.gov/content/pkg/USCODE-2018-title20/html/USCODE-2018-title20-chap28-subchapII.htm>

## II. Notice Inviting Applications

### Teacher Quality Partnership (84.336S)

**Application available:** February 25, 2022

**Pre-Application Information Webinars:** Pre-recorded informational webinars can be found on the TQP program Website at <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-quality-partnership/>

**Deadline for submitting Intent to Apply:** March 28, 2022

**Deadline for transmitting applications:** April 26, 2022

**Estimated Award Announcement:** October 1, 2022

**FY 2022 TQP Notice Inviting Applications:** The full text of the Notice Inviting Applications (NIA) for the FY 2022 TQP grant competition can be found on the Federal Register Website at:

<https://www.federalregister.gov/documents/2022/02/25/2022-03889/applications-for-new-awards-teacher-quality-partnership-grant-program>

All TQP applications must be received on or before 11:59:59 p.m. Washington, DC Time, on **April 26, 2022**. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. The Department strongly encourages applicants to submit their applications well before the application deadline, as the Grants.gov system may take up to several hours to process and time and date stamp the application. No changes or additions to an application will be accepted after the deadline date and time.

After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted Workspace.

### **FY 2022 TQP Application Instructions Package:**

Please note that the TQP Application Instructions Package is for applicants to download and use as a guide only. Unless the applicant qualifies for an exception to the electronic submission requirement, all TQP grant applications must be submitted online using Workspace in Grants.gov.

### **Intent to Apply:**

The Department strongly encourages each potential applicant to notify the Department of its intent to submit an application for TQP funding by sending an email to [TQPartnership@ed.gov](mailto:TQPartnership@ed.gov) by March 28, 2022. Applicants that do not indicate their intent to apply may still apply for funding.

### **How to Apply:**

A Grants.gov applicant must apply online using Workspace. Instructions on getting started on your Workspace Application can be found on the Grants.gov website here: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>. For access to complete instructions on how to apply, refer to: [www.grants.gov/web/grants/applicants/apply-for-grants.html](https://www.grants.gov/web/grants/applicants/apply-for-grants.html).

### **Funding Opportunity Number:** ED-GRANTS-022522-001

Each application will be reviewed under the competition for which it was submitted in the Grants.gov system, and only applications that are successfully submitted by the established deadline will be reviewed.

### III. Grants.gov Submission Procedures

## IMPORTANT – PLEASE READ FIRST

### U.S. Department of Education

### *Grants.gov Submission Procedures and Tips for Applicants*

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department.

#### **Browser Support:**

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>.

#### **ATTENTION – Workspace, Adobe Forms and PDF Files:**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- 1) **Create a Workspace:** Creating a workspace allows you to complete the application online and route it through your organization for review before submitting.
- 2) **Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. **Adobe Reader:** If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

b. **Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. **Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

- 3) **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- 4) **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

#### Helpful Reminders:

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM ([www.sam.gov](http://www.sam.gov)) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html>

**Note:** Grants.gov has relaxed the requirement for applicants to have an active registration in the System for Award Management (SAM) in order to apply for funding during the COVID-19 pandemic. An applicant that does not have an active SAM registration can still register with Grants.gov, but must contact the Grants.gov Support Desk, toll-free, at 1-800-518-4726, in order to take advantage of this flexibility.

Primary information about SAM is available at [www.sam.gov](http://www.sam.gov). However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department has prepared a SAM.gov Tip Sheet: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the application deadline to submit your application. Grants.gov will put a date/time stamp on your application and then process it only after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov on or before 11:59:59 p.m. Washington, DC Time on the deadline date.

**Note:** If you registered in SAM prior to April 4, 2022, and submit your application before April 4, 2022, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered in SAM. If you do not include the same DUNS number assigned by SAM on your application as the DUNS you registered with, Grants.gov will reject your application.

To submit successfully beginning on April 4, 2022, you must provide the UEI on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM, when that registration occurs

**after April 4, 2022. If you do not enter the UEI assigned by SAM on your application, Grants.gov will reject your application.**

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be on or before 11:59:59 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on the Grants.gov Track My Application link.

If the date/time received is later than 11:59:59 p.m. Washington, DC Time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### **Submission Problems – What should you do?**

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: [support@grants.gov](mailto:support@grants.gov) or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>.

If electronic submission is required, you must submit an electronic application before 11:59:59 p.m. Washington, DC Time, unless you follow the procedures in the NIA and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the NIA and get a hard copy application postmarked by midnight on the deadline date. (See the NIA for detailed instructions.)

### **Helpful Hints When Working with Grants.gov**

Please visit <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs at: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>. Additional information is available on Workspace at: <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

### **Dial-Up Internet Connections**

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Common Instructions for Applicants to Department of Education Discretionary Grant Programs to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.**



**Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we **recommend** applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

**Grants.gov System Maintenance**

Please be reminded that the Grants.gov system will not be available for use during the times listed below.

Date	Scope	Details
March 19-21, 2022	Server Maintenance	<p><b>Scheduled Maintenance Outage:</b>            Production System will go <b>Offline</b> Saturday March 19, 2022 at 12:01 AM ET.            Production System will go <b>Online</b> Monday March 21, 2022 at 6:00 AM ET.</p>
April 16-18, 2022		<p>Production System will go <b>Offline</b> Saturday April 16, 2022 at 12:01 AM ET.            Production System will go <b>Online</b> Monday April 18, 2022 at 6:00 AM ET.</p>

## D-U-N-S Number Instructions

Please note that the Common Instructions above supersede the version published on February 13, 2019, and, in part, describe the transition from the requirement to register in SAM.gov a Data Universal Numbering System (DUNS) number to the implementation of the Unique Entity Identifier (UEI). More information on the phase-out of DUNS numbers is available at <https://www2.ed.gov/about/offices/list/fo/docs/unique-entity-identifier-transition-fact-sheet.pdf>.

If you plan to submit your application prior to April 4, 2022, you will need to provide the applicant's D U N S Number. Check with your fiscal office to see if your institution has an assigned D-U-N-S before contacting Dun & Bradstreet.

You can obtain your D U N S Number at no charge by calling 1 800 333 0505 or by completing a D U N S Number Request Form. The form can be obtained via the Internet at the following URL:

[http://www.dnb.com/US/duns\\_update/index.html](http://www.dnb.com/US/duns_update/index.html)

The D U N S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D U N S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D U N S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D U N S numbers to over 43 million companies worldwide. Live help Monday-Friday 8am-6pm (EST) Dial 1-888-814-1435.

## IV. Instructions for Completing an Application

Please carefully read the entire application instructions package, the NIA, and the TQP program statute before submitting your TQP application.

### INSTRUCTIONS FOR APPLICATION

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Applicants applying for the TQP program will use the following Grants.gov and ED narrative forms:

ED Abstract Narrative Attachment Form

Project Narrative Attachment Form

Budget Narrative Attachment Form

Other Attachments Form

ED and TQP Required forms, found on page 16 of this document, should also be uploaded into Grants.gov

The ED Abstract Narrative Attachment Form is where the applicant will attach the one-page project abstract.

The Project Narrative Attachment Form is where the applicant will attach the narrative sections addressing the Selection Criteria, the Absolute Priority and, if relevant, the Competitive Preference Priority(ies) and Invitational Priority.

The Budget Narrative Attachment Form is where the applicant must upload the **Required EED Applicant/Grantee Budget Worksheet** to provide a budget summary and budget narrative for federal and nonfederal funds. Please note this form replaces the ED 524 Form for the TQP program. Applicants are encouraged to review the Budget and Match pre-application webinar for instructions on how to use this new budget form.

The Other Attachments Form is where the applicant will attach proposal appendices. This is where the applicant will include information such as REQUIRED TQP Program Checklists, resumes/curriculum vitae of key personnel, letters of support, waiver request form, etc. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section.

Please complete the Standard Form (SF) 424 first. Grants.gov will automatically insert the correct CFDA (84.336s) and program name wherever needed thereafter.

NOTE: Please do not attach any narratives, supporting files, or application components to the SF 424.

### INSTRUCTIONS FOR ED ABSTRACT NARRATIVE

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The abstract narrative may not exceed one page and should use language that will be understood by a range of audiences. The abstract should include the following items: all priorities being addressed in the application, project goals and expected outcomes, brief project description, target number of project participants to be served each year, and members of the eligible partnership and any other key partner organizations. It is a summary of your project.

## INSTRUCTIONS FOR PROJECT NARRATIVE

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The Project Narrative should describe the project that an applicant would carry out if funded and include the eligible applicant's response to the selection criteria since the application will be evaluated and scored against these criteria.

The NIA provides applicants with instructions for preparing and submitting the application, information describing the absolute priorities and competitive preference priorities that have been established for this competition, the selection criteria that will be used to evaluate the application, and other pertinent information concerning the competition for awards.

Applicants must address one of the four Absolute Priorities. Should an applicant choose to apply and meet the requirements of one or more of the competitive preference priorities, the application can potentially earn up to 111 points. After review of the Absolute Priority, only applicants for which competitive preference points could enable them to be funded will have their competitive preference priorities applied to their final score. It is expected that applicants will use the selection criteria to frame their project narratives.

### Formatting

We strongly encourage applicants to limit the project narrative to the equivalent of no more than **50** pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

Furthermore, applicants are strongly encouraged to include a table of contents that specifies where each required part of the application is located.

### Priorities

All applicants are required to address one of the four Absolute Priorities. Applicants that do not address one of the Absolute Priorities will be deemed ineligible. Applicants may also choose to address one or more of the competitive preference priorities and the invitational priority. Clear headings should be provided to indicate an applicant's response to the Absolute Priority, competitive preference priority(ies), and invitational priority under which the application is submitted, as applicable.

**NOTE:** We refer applicants to the TQP NIA for the full language of all priorities.

### Selection Criteria

The selection criteria outlined below will be used to evaluate the quality of applications submitted for funding. The full description of the selection criteria is contained in the NIA. Within each criterion, there are specific factors that will be used in evaluating that criterion. In addition, applicants should keep in mind that there is a lot of overlap between the TQP General Program requirements and the TQP Absolute Priority requirements. For this reason, you may address the TQP general program requirements as part of your project narrative when addressing the selection criteria.

**NOTE:** We refer applicants to the TQP NIA for a full description of each selection criterion and its sub factors. Applicants are strongly encouraged to carefully read each criterion and its sub factors when preparing their applications. These are the criteria that will be used to review and score applications.

## INSTRUCTIONS FOR BUDGET NARRATIVE

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Before preparing the budget narrative, applicants should review the NIA and the program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the NIA.

The budget should include only costs that are allowable, reasonable, and necessary for carrying out the objectives of the TQP project. Rules about allowable costs are set out in the Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards at 2 CFR Part 200<sup>1</sup>, as adopted by the Department at 2 CFR Part 3474 (Uniform Guidance).

Applicants **must** use the EED Applicant/Grantee Budget Worksheet to provide an itemized budget breakdown narrative, for all five years of the proposed project. Applicants must provide a budget narrative for both Federal and Non-Federal costs.

### **Training Indirect Cost Rate**

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.

### **2% Administrative Cost Cap**

Under section 203(d) of the HEA, an eligible partnership that receives a grant under this part may use not more than two percent of the funds provided to administer the grant. Applicants are encouraged to review the TQP budget webinar to ensure they understand how to correctly apply this cost principle to their budgets.

**IMPORTANT NOTE:** This 2% Administrative Cost Cap may result in your indirect cost rate being reduced to a rate lower than the Training Rate of 8 percent. Please refer to the TQP pre-application webinar on budget and match requirement for additional discussion of this administrative cost cap.

### **Non-Federal Cost Share or Match Requirement**

The TQP grant program has a 100% non-Federal cost share or match requirement. Applicants must use the Required TQP Cost Share Worksheet to describe where cost share funds will come from and how they will be used. Cost share funds may be cash or in-kind contributions to carry out the activities supported by the grant. All project costs must be allowable for both federal and nonfederal funds.

### **Supplement-not-Supplant Requirement**

Under section 202(k) of the HEA, the TQP grant program has a Supplement-not-Supplant requirement. This means that costs may not be charged to TQP funds or to cost share funds if, in the absence of TQP funds, these costs would be borne by the applicant anyway. Both Federal and cost share funds must supplement, not supplant, existing funds used to carry out activities supporting the grant.

### **EED Applicant/Grantee Budget Worksheet LINE ITEM DESCRIPTIONS**

This new budget worksheet replaces the ED 524 form for the TQP program. The line items from the ED 524 are the same and the two budget forms look similar. When providing an itemized proposed budget, use the descriptions below to determine which line item will cover each project cost. Applicants should provide a budget summary and a budget narrative for both federal and nonfederal funds using the EED Applicant/Grantee Budget Worksheet.

**Personnel (Line 1):** Provide each project personnel's base salary or wages, as well as the percentage full time equivalency (FTE) each individual is projected to work on the TQP project.

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<sup>1</sup> <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

**Fringe Benefits (Line 2):** The institution's or agency's normal contributions for fringe benefits may be charged to TQP funds or contributed as cost share. If you are including fringe benefits, please explain how the fringe rate was calculated and identify the staff members who would receive the benefits. Leave this line blank if fringe benefits applicable to direct salaries and wages are included in indirect costs.

**Travel (Line 3):** Indicate the proposed travel costs of employees and participants only. Provide a breakdown of the costs associated with each proposed trip and justification for the costs. In addition, applicants should include costs for up to three project staff persons to attend an annual project directors' meeting in Washington, D.C.

**Equipment (Line 4):** Describe all equipment to be purchased for the TQP project, i.e., all tangible, non-expendable personal property that would be purchased to support the TQP project. In this regard, equipment has usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. An applicant may establish a lower limit to maintain consistency with its general policies. Also provide, for each piece of equipment to be purchased, the amount to be purchased, the cost per unit and how this cost was determined, and the justification for these purchases.

**Supplies (Line 5):** Describe all supplies to be purchased for the TQP project, i.e., all tangible, expendable personal property to be purchased to support the TQP project. Supplies (which include materials) differ from equipment in that they are consumable, expendable, and have a unit cost below that of equipment. For each kind of supply, provide the amount to be purchased, the projected cost and how this cost was determined, and a justification for these purchases.

**Contractual (Line 6):** The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract. Identify the contractor, the amount of the contract (this should include a breakdown of the major service components of the contract and the costs of each portion) and an explanation of what the services are being provided by the contractor. In addition, if applicant proposes to select a contractor before receiving a TQP award, please see 34 CFR 75.135(a) - (c) (section 75.135(a) - (c) of EDGAR) on how the requirements for competitive procurements that normally apply may be avoided by naming the contractors in the application.

**Construction (Line 7):** Not applicable.

**Other (Line 8):** Describe all direct costs not covered on lines 1-6. For example describe costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include any costs that are included in calculations of indirect costs.*

**Total Direct Costs (Line 9):** The sum of lines 1-8.

**Indirect Costs (Line 10):** The TQP program requires a Training Rate of 8% per 34 CFR 75.562. If an applicant has a negotiated indirect cost rate that is lower than 8%, they must use the lower indirect cost rate. If the applicant is an agency of Indian tribal governments, local governments, or States, the applicant must use their restricted indirect cost rate. Under section 203(d) of the HEA, an eligible partnership that receives a grant under this program may use not more than two percent of the funds provided to administer the grant. This may result in the applicant's indirect cost rate being reduced to a rate lower than the Training Rate of 8 percent. Please see above for more information on indirect cost rates and the TQP administrative cost cap.

**NOTE:** If you have questions about how to obtain an approved restricted indirect cost rate or how to apply that rate, you may contact a cost negotiator using the information provided at:

<http://www2.ed.gov/about/offices/list/ocfo/fipao/icgreps.html>. If you have further questions about restricted indirect cost rates, please refer to the TQP FAQs. Applicants should also refer to the TQP pre-application webinar on budget and match requirement for additional discussion of the 2% administrative cost cap. Applicants may also contact the Department's Indirect Cost Rate Group at [IndirectCostGroup@ed.gov](mailto:IndirectCostGroup@ed.gov).

**Training Stipends (Line 11):** If your project is to implement a teaching residency program under the Absolute Priority, indicate the amount of the living wage stipend, the number of grant participants to receive the stipends and the justification for the stipend. Please make sure that training stipends are placed under this line item and not under “Personnel” or “Other.” Living Wage stipends are the only allowable participant stipend for this program.

**Total Cost (Line 12):** This should equal to sum of lines 9-11 (total direct costs + indirect + training stipends).

## INSTRUCTIONS FOR OTHER ATTACHMENTS (APPENDICES)

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Applicants will attach any appendices they may have to the Grants.gov Other Attachments Form. Use the outline below to know which document to place in each appendix. Applicant may attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. Applicants may provide all of the required information in a single document, or in multiple documents. Ensure that you only attach the Education approved file types detailed in the common instructions. Also, **do not** upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same file name within a grant submission. When attaching files, applicants should limit the size of their file names. Lengthy file names may result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

- Appendix A:**      **Required TQP Program Checklists**
- **Required** TQP Absolute Priority Checklist
  - **Required** TQP Application and General Program Requirements Checklist
  - **Required** TQP Eligibility Checklists
- Appendix B:**      **Required Needs Assessment** (Application and General Program Requirement)
- Appendix C:**      **Demonstrates a Rationale:** (Logic Model)
- Appendix D:**      **Resumes of Key Personnel**
- Appendix E:**      **Letters of Support and Memorandum of Understanding from TQP project partners**
- Appendix F:**      **Current Approved Indirect Cost Rate Agreement, as applicable**
- Appendix G:**      **TQP Waiver Request of 100% Cost Share or Match Requirement, if applicable**  
*Applicants should include a written request and justification in order to be considered for a waiver from the cost share requirement, if applicable.*
- Appendix H:**      **Other documents, as applicable**
- Appendix I:**      **Proprietary Information**  
*Eligible Applicants should identify any specific proprietary information and page numbers in the application where it can be found*

## A. ED Forms AND TQP Required Checklists

- I. Applicants must submit along with their project narratives the ED required standard forms, assurances, and certifications. Below is a list of the standard forms, assurances, and certifications that are required.
- SF 424 Application Form for Federal Assistance
  - ED Supplemental Form for SF 424
  - Grant Application Form for Project Objectives and Performance Measures
  - SF-LLL Disclosure of Lobbying Activities (optional)
  - General Education Provisions Act (GEPA) Requirements - Section 427
  - Grants.gov Certification Regarding Lobbying (formerly ED 80-0013)

Electronic copies of the required forms can be found at <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>; on the Grants.gov website at <https://www.grants.gov/web/grants/forms.html>; and in the Grants.gov submission package.

- II. Applicants **MUST** also submit the **REQUIRED** TQP Program Checklists and **REQUIRED** EED Applicant/Grantee Budget Worksheet. If the applicant does not submit these required TQP program checklists at the time of application, the application will be considered incomplete and may not be reviewed. The three TQP program checklists must be uploaded in Appendix A. The EED Applicant/Grantee Budget Worksheet must be uploaded as part of the Budget Narrative Attachment. Below is a list of the Required TQP Program Checklists.
- **Required** TQP Absolute Priority Checklist
  - **Required** TQP Application and General Program Requirements Checklists
  - **Required** TQP Eligibility Checklist
  - **Required** EED Applicant/Grantee Budget Worksheet (replaces the ED 524)

The Required TQP Program Checklists are found on the TQP program webpage, the link is below. These completed checklists must be uploaded into Appendix A of the application narrative at the time of application. <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-quality-partnership/>.



## B. FY 2022 Application Checklist

This FY 2022 Application Checklist is tool for applicants to use to help ensure all parts of the TQP application have been uploaded. This checklist contains all mandatory parts of the application. This FY 2022 Application Checklist should not be uploaded and is not required for use. It is only a tool to help applicants.

### ED Standard Forms

- Application for Federal Assistance (SF 424)
- Department of Education Supplemental Information for SF 424
- Grant Application Form for Project Objectives and Performance Measures
- Disclosure of Lobbying Activities (SF-LLL) (optional)

### Assurances and Certifications

- GEPA Section 427
- Grants.gov Lobby form (formerly ED 80-0013 form)

### Required TQP Program Checklists and TQP Budget Worksheet.

- Required** TQP Absolute Priority Checklist (Appendix A)
- Required** TQP Application and General Program Requirements Checklist (Appendix A)
- Required** TQP Eligibility Checklists (Appendix A)
- Required** EED Applicant/Grantee Budget Worksheet (Budget Narrative Form)  
(Replaces the ED 524 Budget Summary Sheet)

### Application Narrative

- ED Abstract Narrative Form
- Project Narrative Form
- Budget Narrative Form
- Other Attachments Form (Upload Appendices here)

**NOTE:** Eligible applicants should attach all appendices to the Other Attachments Form. The Grants.gov system will allow applicants to attach up to ten separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries.

- Appendix A:** **Required** TQP Program Checklists (3 listed above)
- Appendix B:** **Required** Needs Assessment (Application and General Program Requirement)
- Appendix C:** Demonstrates Rationale: (Logic Model)
- Appendix D:** Resumes of Key Personnel
- Appendix E:** Letters of Support and Memorandum of Understanding from TQP project partners
- Appendix F:** Current Indirect Cost Rate Agreement
- Appendix G:** TQP Waiver Request of 100% Cost Share or Match Requirement, if applicable
- Appendix H:** Other documents, as applicable
- Appendix I:** Proprietary Information

**TQP Closing Date: April 26, 2022**

## V. Additional Information

### PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 87 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit and voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0006.

**Note:** Please do not return the completed 1894-0006 TQP application to this address.