Teacher Quality Partnership (TQP) Grant Program

FY 2022 TQP Competition Overview
Closing Date: April 26, 2022
11:59:59 PM Washington, DC Time

Note About These Slides

- Applicants are strongly encouraged to review **the FY 2022 TQP NIA** that was published in the Federal Register on February 25, 2022, 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*.

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 22 TQP Notice Inviting Applications (NIA)

2. FY 22 TQP Application Instructions Package

3. FY 22 TQP FAQs Document

4. FY 22 TQP Informational Webinars

5. **Required** TQP Program Checklists

6. **Required** Effective Educator Development (EED) Applicant/Grantee Budget Worksheet

7. 2% Administrative Cost Cap Provision.

TQP REQUIRED Program Checklists

1. TQP Eligibility Checklist

2. TQP Application and General Program Requirements Checklist

3. Absolute Priority Checklists

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.

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.

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

Agenda for This Webinar

I.   Program Costs

II.   Preparing your TQP Budget and Budget Narrative

III. Competition Reminders

TQP Program Costs

All Program Costs Must Be…

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

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
Tuition and tuition reductions	Tuition payments and tuition reduction for project participants are **not** allowable under the TQP program. The only allowable funds to project participants is the Living Wage Stipend/Salary under the Residency Model
Excessive or Unexplained Technology Purchases	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 **not** purchase laptops/iPads for participants to **own**. They must remain property of the grant. Projects may **not** hard wire school buildings for broadband use.
Excessive or Unexplained Travel Costs	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.
Licensing or Examination Fees	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
Excessive Honoraria and Food Costs	Food is **generally not** 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 **not** allowable. 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.
Mentor Teacher Salaries	Grant funds may provide a stipend for mentor teachers but may **not** pay their full salary. (Supplement not Supplant)
Budgets that Exceed $2M per Year	The NIA states that TQP awards **must not** exceed $2M per year. If your annual budget request exceeds $2M, it will be reduced.

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 **ALL**TQP 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.

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.

Preparing your TQP Budget and Budget Narrative

Required EED Applicant/Grantee Budget Worksheet

- Applicants **must** use the *Required EED Applicant/Grantee Budget Worksheet to request and report* federal and nonfederal funds for <u>all five years</u> 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** 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	**Section A: Budget Summary** - U.S. Department of Education Funds						
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	**9. Total Direct Costs: (lines 1-8)**	$ -	$ -	$ -	$ -	$ -	$ -

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.

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.

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

	Source of Matching Funds	Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Total
Section C: Sources of Matching Funds							
1. Cash donations from partner IHE							
2. Cash donations from partner LEA							
3. In-kind Donations from partner LEA							
4. In-kind Donations from partner IHE							
5. State or Local Grants							
6. Private Grants/gifts							$ -
7. Endowment Contributions							$ -
8. Cash donations from other grant partners							$ -
9. In-kind donations from other grant partners							$ -
10. Other							$ -
10. Total Matching Funds (lines 1-9)	$ -	$ -	$ -	$ -	$ -	$ -
ALL FUNDS IN SECTION B INCLUDED	CHECK	CHECK	CHECK	CHECK	CHECK	CHECK
REQUIRED MATCH	$ -	$ -	$ -	$ -	$ -	$ -

| Section A | Section B | **Section C** | Section D | Section E | Program | ⊕ |

TQP Competition Reminders

TQP REQUIRED Program Checklists

1. TQP Eligibility Checklist

2. TQP Application and General Program Requirements Checklist

3. Absolute Priority Checklists

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.

TQP COMPETITION REMINDERS

Date	Event
April 26, 2022	Closing Date
March 28, 2022	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

- 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: April 26, 2022
11:59:59 PM Washington DC Time