



Supporting Effective Educator Development (SEED)

FY 2022 SEED Competition Overview

Closing Date: June 3, 2022

11:59:59 PM Washington DC Time

Note About These Slides

- Applicants are strongly encouraged to review **the FY 2022 SEED NIA** that was published in the Federal Register on April 4, 2022, in its entirety.
- The slides presented on this webinar are available for download on the SEED webpage.
- Applicants are strongly encouraged to download the **SEED Application Instructions Package** from the SEED webpage and review it in its entirety.
- The SEED Application Instructions Package provides instructions needed to apply for this SEED grant.

Note: These slides are intended as guidance only and do not impose any requirements beyond those included in the NIA, and any other applicable provisions established in rules for this competition. Please refer to the official documents published in the *Federal Register*.

SEED Competition Resources

SEED Program Webpage:

<https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/supporting-effective-educator-development-grant-program/>

1. FY 2022 SEED Notice Inviting Applications (NIA)
2. FY 2022 SEED Application Instructions Package
3. FY 2022 SEED FAQs Document
4. FY 2022 SEED Informational Webinars
5. EED Applicant/Grantee Budget Worksheet (REQUIRED)
6. Evidence and Evaluation Resources

General SEED Competition Q&A

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

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

AGENDA FOR THIS WEBINAR

- SEED Program Costs
- Preparing your SEED budget summary and budget narrative
- SEED Non-Federal Match/Cost Share Requirement
- SEED Competition Reminders





SEED Program Costs

All Program Costs Must Be...

Allowable	Allocable	Reasonable/Necessary
<p>All costs must be allowed by the SEED program statute and the Uniform Guidance OMB circulars.</p>	<p>Costs incurred must be specifically for the operation of the SEED 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>ASK: Can your project costs be found in Subpart E of 2 CFR Part 200.</p>	<p>ASK: Are all project costs directly linked to specific goals and objectives found in the proposed SEED project?</p>	<p>ASK: Are all project costs needed for the implementation of an effective SEED?</p>
<p>Ex: Resources for teachers are allowable but student tuition, fees, and resources for K-12 students are not allowable costs under the SEED grant.</p>	<p>Ex: A staff person will work 20% FTE on the SEED grant, therefore, only 20% of their salary may be charged to the SEED budget.</p>	<p>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.</p>

Supplement Not Supplant

(Section 2242 of ESSA)

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 SEED grant funds.

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

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

SEED Unallowable Costs

Budget Line-Item Issues	Tips to Avoid Possible Budget Reductions
Excessive or Unexplained Technology Purchases	<p>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.</p> <p>Example 1: Projects may not purchase laptops/iPads for participants to own.</p> <p>Example 2: Projects may not hard wire school buildings for broadband use.</p>
Excessive or Unexplained Travel Costs	<p>Travel costs should be limited to essential personnel with an explanation of how costs are linked to project goals and objectives.</p> <p>Example: Travel for board members and large numbers of project staff or project participants are excessive and unallowable.</p>

SEED Unallowable Costs

Budget Line Item Issues	Tips to Avoid Possible Budget Reductions
Excessive Honorarium and Food Costs	<p>Limited food costs are allowable to cover working meals to avoid continuity of program services with an explanation of how these costs are linked to project goals and objectives.</p> <p>Example 1: An occasional working lunch is allowable, but an end of year banquet is not allowable.</p> <p>Grant funds may not be used to host entire conferences and/or pay for excessively conference speakers.</p> <p>Example 2: Paying a celebrity or well known athlete for a motivational speech is not an allowable cost.</p>
Mentor Teacher Salaries	Grant funds may provide a stipend for mentor teachers but may not pay their full salary. (<i>Supplement not Supplant</i>)



Preparing your SEED Budget and Budget Narrative

SEED Budget Tips

- Applicants must use the **EED Applicant/Grantee Budget Worksheet** for federal and nonfederal funds. This replaces the ED524B budget form.
- Applicants should submit a **budget summary** request **for all three years** of the proposed project.
- Applicants should work with their budget office to complete the **EED Applicant/Grantee Budget Worksheet**.

SEED Budget Narrative Tips

- Itemize and justify all project costs necessary to implement proposed SEED project.
- Link all project costs to the goals and objectives for the proposed SEED project.
- Project costs for year 1 often include start up and planning activities which may not require as much funding as needed in years 2-3.
- Only request funds for costs that are allowable, allocable, and reasonable to implement the proposed SEED project for each year.
- Only request the amount of funds needed to implement the proposed project. This will help avoid large sums of carryover that could lead to possible budget reductions in future continuation awards.

EED Budget Narrative Template (REQUIRED)

	A	B	C	D	E	F	G	I	J	K	L	M
1	SEED Optional Budget Narrative Template											
2	A: Personnel <i>(These personnel should include anyone being paid from SEED grant funds.)</i>											
3				Annual Salary			FTE			Year 1	Year 2	Year 3
4	<p>Insert Position Title – Insert Staff Name, if available: Insert a brief position description to support salary. Explain why this position is necessary to support the goals and objectives of the proposed SEED project. Link this position to specific project goals and/or objectives. Insert as many position lines as needed to adequately represent staff positions in the proposed project.</p>			\$			%	\$		\$		\$
5				<p>Insert Position Title – Insert Staff Name, if available: Insert a brief position description to support salary. Explain why this position is necessary to support the goals and objectives of the proposed SEED project. Link this position to specific project goals and/or objectives. Insert as many position lines as needed to adequately represent staff positions in the proposed project.</p>			\$			%	\$	
6	Total Salary Personnel										\$	
7												
8	B: Fringe Benefits <i>(Budget narrative should include the fringe rates. Use an asterisk in the Personnel boxes to identify all staff who will receive fringe benefits. This is a standard list but you may make adjustments according to your organization or locality.)</i>											



SEED Non-Federal Match/Cost Share Requirement

SEED 25% Non-Federal Match/Cost Share Requirement

- Section 2242(c) of ESSA, requires that each grantee provide matching/cost Share funds equal to **25%** of the total amount of the SEED grant award per year of the grant.
- Matching/cost share funds must be from non-Federal sources.
- Matching/cost share funds may be provided in cash or as in-kind donations.
- 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 SEED Program follows the *Supplement Not Supplant Rule* under Section 2301 of ESSA. (*reference Slide 8*)

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.

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.

Examples of Match/Cost Share Uses

- Personnel costs associated with the management or administration of the project.
- Personnel costs associated with the time that project participants engage in project activities, including, but not limited to:
 - Professional Development (see the definition of “professional development” in section 8101(42) of the ESEA).
 - Mentoring, coaching, or teacher leadership.
 - Classroom instruction time implementing new strategies or activities stemming from the results of the educator evaluations and support system.
 - Project planning activities, including participation in professional learning communities.
 - Evaluation activities including costs of reviewing Evidence-based practices relating to the project.
- Non-personnel costs relating to the implementation, management, or administration 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.

Documenting the Match/Cost Share Requirement

- Applicants should provide letters of commitment, on letter head, from the donor.
- Letters of commitment, on letter head, should include the following:
 - **Amount of donation:** Cash amount or cash value
 - **Type of donation:** Cash or In-kind
 - **How will this donation be used?**
 - **When will this donation be used?**



SEED Competition Reminders

SEED COMPETITION REMINDERS

Date	Event
June 3, 2022	Closing Date
May 4, 2022	Intent to Apply Deadline

- SEED applications time stamped after **11:59:59 PM Washington, DC Time** will be considered **LATE** and **will not** be reviewed.
- All SEED applications must be submitted 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.





Supporting Effective Educator Development

Best wishes on a successful SEED application
submission!

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