



# Teacher Quality Partnership (TQP) Grant Program

## FY 2024 TQP Competition Overview

**APPLICATION CLOSING DATE:**

JUNE 3, 2024

(11:59:59 PM Eastern Time)

# Getting Started!

- Applicants should review the **FY 2024 TQP Notice Inviting Applications (NIA)** published in the Federal Register on April 4, 2024.
- Applicants should review and download the **TQP Application Instructions Package** from the TQP webpage.
- The **TQP Application Instructions Package** provides additional instructions and guidance when applying for the 2024 TQP grant.
- This slide deck is **4** of 4 pre-application slide decks. See the program website for all four slide decks.

**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*.

# REQUIRED TQP Program Checklists and Budget Worksheet

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

All checklists and Budget Worksheet are found on the TQP program website and must be submitted at the time of application.

# TQP Competition Resources

- TQP Program Website: <https://oese.ed.gov/offices/office-of-discretionary-grants-support-services/effective-educator-development-programs/teacher-quality-partnership/>
  - FY 2024 TQP Notice Inviting Applications (NIA)
  - FY 2024 TQP Application Instructions Package
  - FY 2024 TQP FAQ Documents (2)
  - FY 2024 TQP Informational Webinars (4)
  - **Required TQP Program Checklists (2)**
  - **Required Effective Educator Development (EED) Applicant/Grantee Budget Worksheet**
- Send all competition questions to the TQP Inbox at: [TQPartnership@ed.gov](mailto:TQPartnership@ed.gov)

# TQP Slide Deck #4 Agenda

- I. TQP Program Costs Principles
- II. Notable Unallowable TQP Costs
- III. Preparing the TQP Budget and Budget Narrative
  - I. EED Applicant/Grantee Budget Worksheet
- IV. Budget Line-Item Guidance
  - I. General Budget Tips
- V. 2% Administrative Cost Cap
- VI. TQP Competition Reminders

# TQP Program Cost Principles

# Grant Funds = Grant Activities

Each Federal dollar that is awarded to a TQP grantee is inextricably linked to TQP activities or TQP actions.

Funding spent (or unspent) directly affects outcomes for educators and students.

# All Program Costs Must Be...

Allowable	Allocable	Reasonable/Necessary
All costs must be allowed by the TQP program statute, the Department's regulations (EDGAR), and the Uniform Guidance (2 CFR Part 200).	Costs incurred must be specifically for the operation of the TQP award and not for the IHE or Local Education Agency (LEA).	All costs must be comparable to market prices or established rates for similar types of work and necessary to implement project.
<b>ASK:</b> Are allowances for the project costs listed in the TQP program statute, the Department's regulations (EDGAR), and the Uniform Guidance listed above.	<b>ASK:</b> Are all project costs directly linked to a specific goal or objectives found in the proposed TQP project?	<b>ASK:</b> Are all project costs needed for the implementation of an effective TQP project?
<b>Ex:</b> Resources for teachers are allowable but tuition and tuition reduction are not allowable costs under the TQP grant.	<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.	<b>Ex:</b> Travel for 2-3 staff to attend the EED Summit is reasonable; however, sending 10 staff to the same meeting is not reasonable or necessary.

**All program costs should be justified and linked to project goals and objectives**



# Supplement Not Supplant

(Section 202(k) of the HEA)

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

If goods, services, or personnel exist or are covered without TQP program funds, 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 partner district would be responsible to cover teacher salaries with or without a TQP grant.

# Notable Unallowable TQP Costs

Budget Item	Explanation
Tuition and tuition reductions	Tuition and tuition reduction for project participants or project staff is <u>not</u> allowable under the TQP program.
Excessive or Unexplained Technology Purchases	All technology purchases must be clearly justified and itemized in the budget narrative. Technology purchased must be used to help meet the proposed project goals. Technology purchases may not be given to project participants to own, only to use while in the TQP program. Projects may <b>not</b> hard wire school buildings for broadband use.
Excessive or Unexplained Travel Costs	Travel should be limited to 2-3 staff persons for each conference. Conference attendance should be justified and linked to project goals and objectives. Travel for board members, large numbers of project staff or project participants are excessive and unallowable.
Licensing or Examination Fees	TQP project may pay to train project participants on how to pass state licensure test; however, may not pay the fees associated with taking the actual state licensure test.

# Notable Unallowable TQP Costs

Budget Item	Explanation
Excessive Honoraria and Conferences	Grant funds may not be used to host large conferences and/or pay for costly conference speakers. Grantees may host a smaller regional conference, but it must be included in the original application and must be linked to meeting goals and objectives of the proposed project.
Mentor Teacher Salaries	TQP grant funds may provide a stipend to mentor teachers and coaches who work on the TQP grant; however, grant funds may <b>not cover</b> the full salary of mentors and coaches (Supplement not Supplant)
Food	Food is not an allowable cost with Federal funds under the TQP program. Limited food costs for working participant meals/snacks may be covered with matching funds if linked to project goals and objectives and approved by the TQP program office.

# Notable Unallowable TQP Costs

Budget Item	Explanation
Stipends for Pre-bac Model participants (teacher candidates)	Stipends for Pre-bac Model project participants (teacher candidates) are not allowed under the TQP program.
Parking, mileage, and textbook stipends	Stipends for project participants are not approved under the TQP program. The only approved stipend for project participants is the Living Wage Stipend for Teacher Residents in AP 2, AP 3(Leadership only) or AP 4.
K-12 Student Stipends	Stipends for K-12 students are not allowable under the TQP program.
Fringe Benefits for Teacher Residents	Teacher Residents may receive a Living Wage Stipend during the one-year clinical experience. However, residents are not employed by the TQP grant.

# Preparing the TQP Budget Summary and Budget Narrative

# EED Applicant/Grantee Budget Worksheet

- Eligible Applicants must use the *Required EED Applicant/Grantee Budget Worksheet* to request Federal funds and report non-Federal funds for all five years of the proposed project.
- The *Required EED Applicant/Grantee Budget Worksheet* is used to provide the budget summary and budget narrative for all five years of the proposed project. This worksheet replaces the ED 524 Budget Summary Form for Federal and non-Federal funds.
- Eligible Applicants should work with their institution's Budget office to complete the *Required EED Applicant/Grantee Budget Worksheet*.

# EED Applicant/Grantee Budget Worksheet

Budget Categories	Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Total
1. Personnel						\$ -
2. Fringe Benefits						\$ -
3. Travel						\$ -
4. Equipment						\$ -
5. Supplies						\$ -
6. Contractual						\$ -
7. Performance Based Compensation (if applicable)						\$ -
8. Other						\$ -
9. Total Direct Costs: (lines 1-8)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10. Indirect Costs						\$ -
11. Training Stipends						\$ -

Section A | Section B | Section C | Section D1 | Section D2 | Section E1 | Section E2

- This budget worksheet has seven tabs A-E:
  - **Section A:** Budget Summary for Federal funds
  - **Section B:** Budget Summary for non-Federal funds.
  - **Section C:** Document Match Fund and Sources
  - **Section D1:** Federal Funds Breakdown
  - **Section D2:** Non-Federal Funds Breakdown
  - **Section E1:** Federal Funds Narrative
  - **Section E2:** Non-Federal Funds Narrative
- This budget worksheet has the same line items as the standard ED 524 budget summary form and should be used in the same way.
- Entries on this worksheet should be itemized and well explained.

# Document Match Funds and Sources

Section C: Sources of Matching Funds						
100 % Non-Federal Match Requirement						
Source of Matching Funds	Project Year 1	Project Year 2	Project Year 3	Project Year 4	Project Year 5	Total
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						\$ -
<b>10. Total Matching Funds (lines 1-9)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section A | Section B | **Section C** | Section D1 | Section D2 | Section E1 | Section E2

- Eligible Applicants will use **Section C** to document secured match funds and the donation source.
- Only include match funds that have already been secured and will be available immediately if the proposed project is funded.
- Actual letters of support are not necessary at the time of application; however, applicants should maintain those letters as part of internal records.



# Examples of Uses for Match Funds from Non-Federal Sources

- ✓ Personnel costs associated with the management or implementation of 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.
- ✓ Facilities needed for project implementation
- ✓ 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.

# Line-Item Guidance For Preparing aTQP Budget Narrative

# Budget Line-Item Guidance

Line Item	Guidance
<b>Personnel</b>	<ul style="list-style-type: none"><li>• Personnel costs should only include KEY personnel who oversee the day-to-day operations of the TQP grant and are employed by the fiscal agent.</li><li>• Personnel should not include partner staff or contracted positions.</li><li>• All salaries should be commensurate with job position, FTE on grant and locality.</li><li>• All positions listed must be justified in the budget narrative.</li><li>• Personnel salaries may include an annual cost of living increase.</li></ul>
<b>Fringe Benefits</b>	<ul style="list-style-type: none"><li>• Fringe Benefits should be paid only for those positions listed in the Personnel line.</li><li>• Percentage of fringe benefits being paid for each position should be explicitly listed.</li><li>• Teacher Residents (AP 2 and AP4) are not employees of the TQP grant and <u>cannot</u> receive employee fringe benefits.</li></ul>

# Budget Line-Item Guidance

Line Item	Guidance
<b>Travel</b>	<ul style="list-style-type: none"><li>• International travel is NOT allowable, US travel only.</li><li>• Travel must include the annual EED Summit for up to 3 persons.</li><li>• Travel may include regional meetings and national education conferences that help achieve the goals and objectives of the proposed project.</li><li>• Travel may include staff mileage for site visits.</li><li>• All travel must be itemized and justified in the budget narrative.</li></ul>
<b>Equipment</b>	<ul style="list-style-type: none"><li>• Equipment is any item with a value of \$5K or more per unit price.</li><li>• Most TQP grants do not have equipment, however, if equipment is necessary the cost must be itemized and justified in the budget narrative.</li></ul>
<b>Supplies</b>	<ul style="list-style-type: none"><li>• Technology purchases with a value less than \$5K per unit price (i.e., computers, tablets, printers). These are Supplies, not Equipment.</li><li>• Technology purchases should be itemized and justified in the budget narrative.</li><li>• Technology purchases must remain property of the grant, not owned by the staff or project participants.</li><li>• Books, office supplies and other administrative needs are considered supplies as well.</li></ul>

# Budget Line-Item Guidance

Line Item	Guidance
<b>Contractual</b>	<ul style="list-style-type: none"><li>• Contractual costs should include services and salaries for Project Evaluator, Professional Development providers, partner staff, consultants, mentor/coach stipends, etc.</li><li>• Auditing costs may be included under Contractual if <u>required</u> by the grant.</li><li>• Costs for rental space and may be included in Contractual or Other lines, but <u>not in both</u>.<ul style="list-style-type: none"><li>• These rental costs may be included under indirect cost, but not under both indirect and contractual/other. This would be double dipping.</li></ul></li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Any cost that do not neatly fit in any other line-item category likely belongs in “Other”.</li><li>• Costs for rental space and may be included in Contractual or Other lines, but <u>not in both</u>.<ul style="list-style-type: none"><li>• These rental costs may be included under indirect cost, but not under both indirect and contractual/other. This would be double dipping.</li></ul></li></ul>

# Budget Line-Item Guidance

Line Item	Guidance
Training Stipends	<ul style="list-style-type: none"><li>• Training Stipends must only include Living Wage Stipends for Teacher/Leadership Residents who are part of a TQP project that addressed AP2 and AP4 (AP 3 Leadership Only).</li><li>• This line should not include stipends for mentor teachers/coaches (Contractual or Other)</li><li>• All training stipends must be itemized with the specific stipend amount and the specific number of residents allotted to receive that amount.</li><li>• To the extent possible, all training stipend payments should be paid in the same budget period (October -September).</li></ul>

# TQP Indirect Cost Rates (ICR)

- The TQP program uses a training indirect cost rate of up to 8% MTDC as described in [34 CFR § 75.562](#).
- If an applicant has a negotiated indirect rate that is lower than 8% MTDC, they must use the lower rate [34 CFR 75.562\(c\)\(1\)](#).
- The training indirect cost rate does not apply to agencies of Indian tribal governments, local governments, and States as required by and those applicants must instead use their approved [34 CFR § 75.562\(c\)\(4\)](#), 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 [34 CFR §75.562\(c\)\(5\)](#).

## **HOWEVER:**

- TQP has a **2% Administrative Cost Cap** that limits recovery(direct administrative ([2 CFR 200.413\(b\)&\(c\)](#)) + indirect costs [2 CFR 200.414](#)) to 2% of the total federal award which may result in lesser indirect cost recovery than prescribed by the training indirect cost rate.

# General Budget Tips #1

- TQP is a **5-year grant**. All proposed activities must be designed for completion within the 5-year performance period.
- Annual TQP budgets must not exceed **\$2,000,000** per year.
- TQP grantees are expected to spend annually the approved awarded budget amount. If funds are not spent, they must be returned to the Department.
- **To the extent possible** all TQP grant activities should be aligned with the Federal fiscal year (October to September); however, we do recognize this may not always be possible.
- If a cost is unallowable with Federal funds, it is also unallowable with non-Federal (matching) funds.



# General Budget Tips #2

- Eligible Applicants should only request the amount of funds needed to implement the proposed project for the five-year grant cycle. Annual unused funds may be returned to the Department of Education each year.
- Applicants should over itemize and specifically justify all proposed project costs to ensure all costs are necessary for implementation of the proposed TQP project and are clearly understood by the program office.
- Lack of specificity in budget narratives could result in budget cuts during the post panel budget review.
- Project costs for year 1 may include start up and planning activities and may not require as much funding as needed in years 2-5.

# General Budget Tips #3

- TQP grantees only receive one year of funding at a time. Beginning with year 2, TQP grant awards are issued annually as non-competing continuation (NCC) awards. Grantees are not given all five years of funding up front.
- To receive a NCC award: 1) TQP program funds must be available (i.e. appropriated by Congress), and 2) the grantee must make substantial progress toward meeting proposed project goals and objectives.
- All project costs/activities should be linked to the goals and objectives for the proposed TQP project.
- Grant funds that are not spent at the end of each budget year DO NOT EQUAL carryover funds.
- Carryover funds must be requested and approved by the program office each year.

# TQP 2% Administrative Cost Cap (HEA Section 203(d))

# What is the 2% Admin Cost Cap and What are Admin Costs?

- ▶ An eligible partnership that receive a TQP grant may not use more than two percent (2%) of federal funds awarded to administer the grant.
- ▶ ALL TQP grantees are required to comply with the 2% Admin Cost Cap.
- ▶ Administrative costs are grant expenses associated with implementation of the TQP grant.
- ▶ Administrative costs can be:
  - ▶ **Personnel** and/or Non-Personnel
  - ▶ Direct and/or Indirect
  - For personnel positions, fringe benefit must move with the position.

## Example:

- If an admin assistant is listed as direct personnel, their fringe also needs to be itemized as a direct expenditure.
- If an admin assistant is listed as indirect personnel, their fringe needs to be itemized as an indirect expenditure.
- Applicants must charge fringe under the same category where each personnel is listed, (Fringe Benefit or Indirect categories, but not both.)

# What is the 2% Admin Cost Cap and What are Admin Costs?

- ▶ The administrative cap is not the indirect cost rate for the award. Rather, it is a statutory requirement not to exceed administrative cost recovery (indirect (2 CFR 200.414) + direct costs (2 CFR 200.413(b)(c))).
- ▶ Generally, direct administrative costs are different from indirect administrative costs:
  - ▶ Direct administrative costs are allocable 2 CFR 200.405 to the TQP grant.
  - ▶ Indirect administrative costs are considered organization-wide costs like typical accounting, a portion of facilities, payroll, human resources, and procurement.

# How is the 2% Administrative Cost Calculated?

- ▶ The 2% Administrative Cost is calculated on
- ▶ Federal award.
- ▶ Example:

\$1,000,000 TQP federal grant award

(X) .02 =

**\$20,000** Total funds available to pay administrative costs (includes direct and indirect costs).

## Direct Administrative Costs Ex: 2 CFR 200.413(b)(c)

Direct administrative costs benefit TQP program implementation. This is not an exhaustive list, but here are some examples of direct administrative costs.

- overall program management, program coordination, and office management functions including salaries and related costs of the executive director, project director and/or project evaluator
- preparing program plans, budgets schedules, and related amendments
- monitoring of programs, projects, subrecipients and related systems and processes
- developing systems and procedures, including management information systems, for assuring compliance with program requirements
- preparing reports and other documents related to the program requirements
- evaluating program results against stated objectives
- divisional level administrative services such as program specific accounting, auditing or legal activities
- costs for goods and services required for administration of the program, including the rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space
- travel costs incurred for official business to carrying out program management

## Indirect Costs Ex: 2 CFR 200.414

Indirect costs are organization wide costs that may not be specific to your TQP program. This is not an exhaustive list, but these are some examples of indirect costs.

- General Administrative labor
- General Fringe benefits associated with administrative employees
- General Professional services
- General Training
- General Travel
- General Legal Expenses
- General Office expenses and supplies
- General Postage/express mail
- General Printing/stationary
- General Occupancy expense
- General Utilities
- General Telephone services
- General Accounting expenses

\*General- involving, applicable to, or affecting the whole; 2) belonging to the common nature of a group



# What does this mean for an applicant and what should they do next?

1. Determine the amount of the requested federal TQP award. (\$1,000,000)
2. Calculate 2% of the federal award. (\$20,000); not the 8% indirect cost.
3. This amount (\$20,000) is the maximum amount of administrative recovery costs.
4. Identify all direct administrative costs and their value.
5. Add values together to determine if this amount is more or less than your admin recovery cost.
  - If administrative recovery cost total is less than direct administrative costs.
    - Applicant may recover allowable indirect costs up to the cap amount.
  - If administrative recovery cost is greater than direct administrative costs.
    - There are no funds available for indirect cost recovery. You're 8% indirect cost has been met with the 2% admin recovery cost total.

# Administrative Cost Limitation and Recovery

\*2% admin cost cap applies to both direct administrative and indirect administrative costs.

<b><u>{a}</u> Federal TQP Award</b>	\$1,000,000
<b><u>{b}</u> Administrative Cost Limitation at 2%</b>	\$20,000
<b><u>{c}</u> Direct Program Administrative Cost Incurred ( <u>2 CFR 200.413(c)</u> )</b>	\$15,000

<b><u>{b}</u> Administrative Cost Limitation at 2%</b>	\$20,000
<b><u>{c}</u> Direct Program Administrative Cost Incurred ( <u>2 CFR 200.413(c)</u> )</b>	\$15,000
<b><u>{d}</u> Administrative Costs eligible for Indirect Costs Recovery ( <u>2 CFR 200.414</u> ) ( {b} - {c} )</b>	\$5,000

<b><u>{i}</u> Direct Program Administrative Cost <u>2 CFR 200.413 (b)(c)</u></b>	\$15,000
<b><u>{j}</u> Indirect Administrative Costs <u>2 CFR 200.414</u></b>	\$5,000
<b><u>{k}</u> Administrative Costs Recovery ( {i} + {j} )</b>	\$20,000



# TQP Competition Reminders

# TQP REQUIRED Program Checklists

- ✓ TQP Eligibility Checklists (2)
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- ✓ EED Applicant/Grantee Budget Worksheet
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- All checklists and Budget Worksheet must be submitted at the time of application.

# IMPORTANT COMPETITION INFORMATION

Date	Event
<b>June 3, 2024</b>	Application Closing Date (Submit via Grant.gov)
<b>May 6, 2024</b>	Intent to Apply Deadline

TQP applications time stamped after **11:59:59 PM, Eastern Time** will be considered **LATE** and **will not** be reviewed.

Send Intents to Apply and any competition questions to:  
[TQPartnership@ed.gov](mailto:TQPartnership@ed.gov)

Grants.gov Helpdesk: 1-800-518-4728

Register and Submit **EARLY** with Grants.gov to avoid missing the deadline and to prepare for any unforeseen technical difficulties.





# Teacher Quality Partnership Grant Program

**APPLICATION CLOSING DATE:**

JUNE 3, 2024

(11:59:59 PM Eastern Time)