**Responses to questions for the** [**Emergency License Educator Preparation Partnership Grant**](https://www.doe.mass.edu/grants/2023/162/) **– Questions due 6/8**

1. Are school districts or collaboratives, when partnering with educator preparation sponsoring organizations, able to submit the grant as the lead agency?  Or is the educator preparation sponsoring organization the only agency that can submit a proposal as the lead agency?

**Response:** Educator preparation sponsoring organizations are the only organization that can submit a proposal for this grant opportunity. School districts and collaboratives that are not approved educator preparation program providers are not eligible to apply as the lead.

1. Can you confirm one way or the other whether we would be eligible for this grant opportunity based on our probationary approval status?

**Response:** Organizations with probationary approval status are not eligible to apply for this grant opportunity.

1. Can we hyperlink to documents that provide more details about our existing program?

**Response:** Yes, hyperlinks are fine to include in the response and will not count towards the word count.

1. For Section 3e (Demographic Information), do you want the information (enrolled, completers, faculty/staff) over that 3-year period for all of our approved teacher prep programs (Bac and Post-Bac)?  Or just Post-Baccalaureate?  If you want overall (ALL), is it acceptable to put both overall and the Post-Bac programs involved in this proposal in a Table in the document?

 **Response:** Yes, please include overall and then the individual programs included in the proposal. A table format is acceptable.

1. If we are hiring personnel with grant funds, should we include a job description for the position along with CVs?

**Response:** Yes, please include a brief description of the role the individual will play in the program along with CVs from key personnel.

1. Is it an allowable expense to provide stipends to teachers so they can pay for child care in order to be able to participate in workshops/after school affinity groups?
**Response:** Yes.
2. I noticed that we cannot request funding for contract buyouts. Does that mean that we cannot ask for funding to allow a faculty member to have a course release? I just want to be sure about that. Some of our faculty would prefer to have the time rather than a stipend.
**Response:** Funds can be used to support faculty with a course release.
3. Would hiring a contractor to coordinate the program be an acceptable use of the funds?
**Response:** Yes, hiring a contractor to coordinate the program is an acceptable use of funds.
4. Is the $125,000 for each year or is it for a total over two years?

**Response:** The $125,000 spans two fiscal years: FY23: 07/01/22 through 06/30/23 and FY24: 07/01/23 to 8/30/23.

1. Can we collaborate and submit proposals for more than one partnership?

**Response:** Yes.

1. Will DESE be providing any MTEL vouchers or financial support for candidates?

**Response:** DESE issued a letter to emergency license holders working in 2020-21 and/or 2021-22. This letter included resources to earn a provisional and/or initial license and an application for MTEL voucher.

1. Looking at the budget template - what does the acronym MTRS stand for and how is it defined?

 **Response:** MRTS is the Massachusetts Teacher Retirement System.

1. Why is the FTE column in red?

 **Response:** This was done in error, please disregard the red.

1. Is there a percentage of time limit on one person's role?

 **Response:** No, there is not a time limit.

1. Is the indirect rate set by DESE? Or do we, as a higher education institution, use our own indirect rate?

**Response:** Indirect cost rates are approved by DESE each fiscal year.  For grants that start on 7/1/2022 (FY23) the vendor will have to submit a new indirect cost rate application for approval. The applications are handled/processed by the audit and compliance office. Please see the link [here](https://www.doe.mass.edu/grants/IndirectCost/2022app.html) on the DESE website for directions on getting an indirect rate approved. Please also see link [here](https://www.doe.mass.edu/grants/essential.html) for additional information on the DESE website on indirect rates.

1. Is the evaluator, listed in the "Additional Information" section of the website a state hired/provided evaluator? Or should we include budgeting for our own outside evaluator?

**Response:** The state will be contracting with a vendor to conduct an evaluation of the emergency license grant work. Grantees will need to submit data to the selected vendor/evaluator but do not need to include a budget for the evaluation.

1. Can more than one person be listed as the Program Coordinator?

 **Response:** Yes.

1. Does the "Grant Business Officer" equate to our Grants Officer in our internal Research Office?

**Response:** The “Grant Business Officer” is the staff who works in the Business Office and is responsible for handling the fiscal aspects of the grant, i.e., request for grant funds, monitors spenddown of grant funds. The grant contact listed in Part III – program information normally handles the programmatic portion of the grant and is not necessarily familiar with the fiscal aspects of the grant.

1. For authorized signatory - is our internal Grants Officer serve as the signatory?

**Response:** Individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf.

1. Can the grant funds be used to purchase MTEL vouchers for candidates?

**Response:** Yes.

1. When will SOs be notified of Grant Approval?

**Response**: Proposals are due on 6/21. We expect to notify SOs by 6/30.

1. Can grant funds be used to pay for curriculum designers and/or instructors for our current MTEL preparation workshops and our upcoming MTEL-Flex advisement workshop?

**Response:** Yes.

1. Can grant funds be used to pay for curriculum designers and/or instructors for a new Moderate Disabilities accelerated licensure pathway that would offer the initial license with fewer credits than our existing M.Ed. program?

**Response:** Funds cannot be used for new programs but can be used to adapt existing programs to make them more accessible. If the proposal includes a different delivery of an existing approved program or includes limited changes to an existing approved program, that is allowable with these funds. Funds may not be used to make substantive changes to core content of an approved program.

1. While we understand that grant funds cannot be used to offset tuition costs, can we give "stipends" (for "cost of living") to the students who participate in the workshops with grant funding? Can we give "stipends" to students who enroll in our pathway programs, such as Teach Next Year (for math and elementary teacher candidates) and our Dual Language Certificate program (for ESL teacher candidates)?

**Response:** Yes, grants funds can be used to provide stipends to candidates in the program.

1. Do our current programs that offer accelerated opportunities to either increase subject matter knowledge (ESL Dual Language Certificate) OR gain elementary or middle/secondary initial licensure (TNY) count as "licensure pathway/pipeline" programs, in your definition?

**Response:** The requirements would be fulfilled as long as the lead applicant is an approved sponsoring organization and the pathway or pipeline results in a provisional or initial license.

1. Can grant funds be used to pay for curriculum designers and/or instructors for new online or hybrid programs?

**Response:** Funds can be used to support flexibility in delivering existing programs, but cannot be used for developing new programs. Please also see response to question #23.

1. Does DESE have any plans to assist SOs in the recruitment of candidates for these programs, such as contacting the emergency-licensed teachers via email with lists of programs that have been approved for the grant, etc...? Are you planning to work with SOs in other ways to ensure that potential candidates are aware of the programs that are available to them in their area(s)?

**Response:**  DESE has previously shared a list of educators employed on an Emergency license for the 20-21 and 21-22 school years with all Sponsoring Organizations. Outreach and recruitment will be the responsibility of the grant recipients in collaboration with their partner district(s).

1. Can we propose partnering with school districts outside of your list of priority districts (Boston, Brockton, Chelsea, Fall River, Holyoke, Lawrence, Lynn, New Bedford, Springfield, Worcester)? As an example, the Everett Public School system has close to 50 emergency licensed teachers, and they are seeking our support.

**Response:** Yes.

1. What is the maximum indirect cost rate for this grant?

**Response:** The maximum amount recovered on indirect costs is limited to 8%.   Please also see response to question #15.