Governor's Emergency Education Relief Fund (GEER)

Component 2.1: Request for Applications

Essential information guiding application for and award of this grant is contained in this Request for Applications (RFA).

Applications are due to the Iowa Department of Education no later than **April 16.**

Contact

Division of Community Colleges and Workforce Preparation
Iowa Department of Education
400 E 14th Street
Des Moines, IA 50319-0146

Kelly Friesleben
Education Program Consultant
kelly.friesleben@iowa.gov

Contents

Section I: Description of the Project

Introduction

The Governor's Emergency Education Relief Fund (GEER) was established in the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The U.S. Department of Education (US ED) awarded grants to Governors for the purpose of providing education-related entities with emergency assistance as a result of the Novel Coronavirus Disease 2019 (COVID-19).

This document is an invitation for applications to increase capacity for online learning and professional development as identified in Component 2.

Overview of Component 2:

To support capacity-building and professional development: Competitive grants to eligible institutions, or a consortium of eligible institutions, to be used to ensure equitable access to quality online courses and curriculum in postsecondary education. Funds will be distributed on a reimbursement basis. Recipients will have until **June 30, 2022** to claim reimbursement for eligible expenses.

The project and major activities should address at least one of the following areas for component 2:

1. Promote best practices and strategies for effective online and remote instruction in postsecondary education, which may include high school teachers qualified to teach concurrent enrollment coursework, non-credit and adult basic education instructors;

2. Support and train students and families, which may include credit, non-credit, adult and nontraditional students, to be successful in college/university virtual learning environments, e.g., advising, mentoring, tutoring and other support and retention strategies; and/or,

3. Develop, curate, and support the adoption of open educational resources.

Individual institutions are encouraged to apply, and preference will be given to applications that demonstrate consortia-based systemic approaches or the ability to expand and share best practices with other institutions.

Eligible Recipients

Only an eligible recipient may apply under Component 2, either for itself, or on behalf of a consortia. Eligible recipients are defined as:

- Regionally accredited, undergraduate public and private not-for-profit colleges and universities eligible for title IV funding and domiciled in Iowa.

General Applicant Information

<div style="border:1px solid black; text-align:center;">

COMPLETED GRANT APPLICATIONS
MUST BE RECEIVED NO LATER THAN **5:00 p.m.**
April 16, 2021

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Grant Application Submission Information

Applications shall be submitted electronically via email. Electronic submissions must be received no later than 5:00 p.m. on **April 16, 2021**. Completed applications should be sent to:

Electronically: Email the application with any additional documentation to Kelly Friesleben at kelly.friesleben@iowa.gov.

- Subject line for submission: **GEER Component 2.1 Application**
- Do not attach any additional support materials beyond what is identified as acceptable appendices.
- Please submit all application materials at the same time.

Submission of a grant application indicates acceptance by the applicant of the appropriate federal and state administrative conditions. All applicants submitting applications in a timely manner will receive an acknowledgement of receipt by email.

Please direct questions to:

Kelly Friesleben
Education Program Consultant
kelly.friesleben@iowa.gov

Section II: General Grant Information

Available Funding and Related Conditions

1. **Funding Period**

   Grants will be awarded for use between (June 1, 2021 through June 30, 2022).

2. **Continuation Funding**

   These funds originate from the CARES Act to address the unique challenges of the COVID-19 pandemic. Continuation funding will not be available.

Grant Application Process Timelines

Component 2 Application Released:	March 2021
Component 2 Application Due:	**April 16, 2021**
Component 2 Review Period:	**May 2021**
Notice of Intent to Award:	**June 2021**
Grant Award Issuance:	June 2021
Funding Period:	June 1, 2021 – June 30, 2022

Application

The application provides the opportunity to outline activities and a timeline for the proposed project. Each subgrantee will describe the activities that will be used to address strategies and programs that align with Component 2 of the GEER Fund for higher education.

Complete applications must contain the following:

   A. Governor's Emergency Education Relief Fund (GEER) Application Cover Page
   B. Narrative of program goals and details with project budget and, if applicable, consortia or shared knowledge information

Application Review Process

The review panel will review the information provided by the applicant. Applications will be scored independently using the scoring form and scoring guide included in this RFA. Reviewers will then meet to clarify the accuracy of reviewers' understanding. Each reviewer will assign a rating to each letter/number subsection published in the scoring guide. The entire range of scores, including 0, may be used by the reviewer for each subsection. The reviewers' total scores will be averaged to determine the order by which applications will be considered for funding.

Section III: Grant Application

<table>
<tr>
<td></td>
<td>Governor's Emergency Education Relief Fund
(GEER)
Competitive Application
COVER PAGE

Due Date: April 16, 2021</td>
<td>Division of Community Colleges
and Workforce Preparation
Iowa Department of Education
400 E 14th Street
Des Moines, IA 50319-0146</td>
</tr>
</table>

Subgrantee Data

Name and institution of individual submitting application:	
Mailing address:	
Phone number:	
Email:	
Name of authorized representative*:	
Name and institution of fiscal agent (if different from above):	
Phone and email:	
Amount of funding requested:	
Name of authorized representative*:	

*An institution's authorized representative must approve the submission of the application. Typically, that person is the institution's president, chancellor or Chief Executive Officer (CEO) or their delegated representative.

By submitting this cover sheet and application, I agree, upon the approval of the project application by the Iowa Department of Education, to accept and comply with the following requirements: Institutions of higher education and other related entities will comply with the provisions of all applicable acts, regulations and assurances; the provisions of the Education Department General Administrative Regulations in 34 CFR parts 75, 76, 77, 81, 82, 84, 86, 97, 98 and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

The state reserves the right to revoke this Notice of Intent to Award if it is subsequently found to be in error, or made on the basis of inaccurate information, or is otherwise in the best interest of the state to do so.

Application Guidelines

> **Note to Applicant**: The point value assigned for each question is listed in the header of each section. The Application Review Panel will use these point values during the application review process. Scores between 0 and the maximum identified points may be given. Funds will be awarded among the eligible recipients on a competitive basis based on the quality of planning and program evaluation described in the responses to these questions. See the **Criteria for Review and Scoring Guide** in Appendix A to help guide your responses.

Application Format

The entire application must total no more than 10 pages, double-spaced with no smaller than 12-point font. Make sure to clearly label all parts and subparts to sequentially follow the application questions. Appendices (budget spreadsheet, letter of support from consortia partners) may exceed the page limit, but reviewers will only be required to read those appendices required by this grant. Applicants are encouraged to format their work in ways that assist the reviewers to clearly understand the applicant's intent.

Part A: Project Goals and Program Details (50 Points)

1. **Project Summary (5 points)**
   Provide a brief summary (no more than one doubled-spaced page) of the proposed project. A reader should be able to gain a clear picture of the project from reading the summary. What would a visitor see if he/she came to observe your project, and how will it be different from current programming?

2. **Major Activities (30 points)**
   Describe the major activities this project will address. Successful applicants will include innovative strategies to address these components.
   The description of each activity should include:

   - Which area of Component 2 the activities will address (it may be more than one).

     1. Promote best practices and strategies for effective online and remote instruction in postsecondary education, which may include high school teachers qualified to teach concurrent enrollment coursework, non-credit and adult basic education instructors;

     2. Support and train students and families, which may include credit, non-credit, adult and nontraditional students, to be successful in college/university virtual learning environments, e.g., advising, mentoring, tutoring and other support and retention strategies; and/or,

     3. Develop, curate, and support the adoption of open educational resources.

   - A detailed description of the activity. The description should provide enough high-level detail for the evaluation committee to be able to get a clear picture of the project, and should seek to answer the following questions:
     - What problem are you trying to solve?
     - What goals are you trying to achieve? How will the activities target your goals?
     - How will this money help solve the problem?
     - How will success be defined, and what information and data will be gathered to demonstrate that success?

3. **Support and Commitment (10 points)**
   Describe how the applicant will provide ongoing leadership and support regarding the activities listed in this proposal. Consortia applicants should include documentation of each institution's support and commitment.

   - Leadership
   - Resources
   - Capacity

4. **Removing Barriers (5 points)**
   The purpose of this section is to ensure equal access by:
   - Ensuring equal opportunities to participate to all eligible students, teachers and other program beneficiaries in any project or activity carried out under this grant,
   - Promoting the ability of students, teachers and beneficiaries to meet high standards.

   What steps will the applicant(s) take to ensure equal access to the project and to remove barriers to equitable participation?

Part B: Budget Summary (10 Points)

Please provide a budget summary describing the following items:

- Fiscal agent's ability to provide sufficient fiscal oversight for the allocation of funds in an effective and equitable manner.
- The fiscal agent's methods of assuring all expenditures for grant and other initiatives are clearly connected to both the need and the intended results.

Include a budget spreadsheet that clearly indicates how funds may be allocated to meet the goals of the project. Within the total requested funding, indicate both the minimum amount needed to make an impact on the project, and the maximum amount it would take to complete the project. The spreadsheet may be included as an appendix to the application.

Part C: Preference: Consortia or Shared Knowledge Applicants (15 Points)

The proposal includes and encourages consortia-based projects that provide either a systemic approach on either a multi-institution and/or statewide basis to support capacity building and professional development for long-term sustainability, or the ability for the outcomes or best practices of the project to be shared with multiple institutions.

If applicable, describe the nature of the consortia, or the ability for the outcomes of the project to be shared with other institutions. Potential questions to consider and address:

- How many, and which institutions/educational entities are included in this consortium?
- Are advisory groups/stakeholders utilized?
- What external partners are included in the proposal? How does the inclusion of these partnerships enhance the project?
- If applicable, describe how the GEER Fund Component 2 grant will help build a system that is sustainable after the life of the grant or how the outcomes and best practices will be shared with other institutions.

Section IV: Appendices

Appendix A: Criteria for Review & Scoring Guide

Governor's Emergency Education Relief Fund (GEER)
Competitive RFA
Criteria for Review

Applicant: _____

Total points awarded: _____

Recommended for funding: ☐ Yes ☐ No

Required Information	Yes	No	Reviewer's Comments
COVER PAGE/ASSURANCES: Completed	☐	☐	
Program Goals and Details (PART A): Provides a summary of the project, details major activities and processes for implementation and professional development as well as capacity to carry out the project.	☐	☐	
Budget, Narrative & Summary (PART B): Completed and included	☐	☐	
Competitive Preference – Consortia Applicants (PART C): Completed and included	☐	☐	

Section Part	Maximum Score	Reviewer's Score
Part A: Program Details	**50 Points**	
Part B: Budget, Budget Narrative	**10 Points**	
Total	**60 Points**	
Part C: Competitive Preference - Partnerships	**15 points**	
Total	**75 Points**	

Reviewer's name: _____

Reviewer's signature: _____ **Date:** _____

GEER Component 2.1
Iowa Department of Education
02.23.2021

Governor's Emergency Education Relief Fund (GEER)
Competitive RFA
Scoring Guide

Applicant: _____

Rating Scale: Criteria are to be rated according to the scale shown below.

	0	1	2	3	4	5
5 pt questions	0	1	2	3	4	5
10 pt questions	0	1-2	3-4	5-6	7-8	9-10
15 pt questions	0	1-7	8-12	13-18	19-24	25-30
30 pt questions	0	1-6	7-12	13-18	19-26	25-30
Rating	Not Provided	Poor	Fair	Average	Good	Excellent

Part A

Program Summary 5 Points	Reviewer's Score	Reviewer's Comments
Provide a brief summary (no more than one doubled-spaced page) of the proposed project. A reader should be able to gain a clear picture of the project from reading the summary. What would a visitor see if he/she came to observe your project, and how will it be different from current programming?		

Major Activities 30 Points	Reviewer's Score	Reviewer's Comments

Describe the major activities this project will address. Successful applicants will include innovative strategies to address these components.
 	
The description of each activity should include:
 	
• Which area of Component 2 the activities will address (it may be more than one).
 	
    1. Promote best practices and strategies for effective online and remote instruction in postsecondary education, which may include high school teachers qualified to teach concurrent enrollment coursework, non-credit and adult basic education instructors;
 	
    2. Support and train students and families, which may include credit, non-credit, adult and nontraditional students, to be successful in college/university virtual learning environments, e.g., advising, mentoring, tutoring and other support and retention strategies; and/or,
 	
    3. Develop, curate, and support the adoption of open educational resources.
 	
• A detailed description of the activity. The description should provide enough high-level detail for the evaluation committee to be able to get a clear picture of the project, and should seek to answer the following questions:
    o What problem are you trying to solve?
    o What goals are you trying to achieve? How will the activities target your goals?
    o How will this money help solve the problem?
    o How will success be defined, and what information and data will be gathered to demonstrate that success?		

Support and Commitment 10 Points	Reviewer's Score	Reviewer's Comments
Describe how the applicant will provide ongoing leadership and support regarding the activities listed in this proposal. Consortia applicants should include documentation of each institution's support and commitment. • Leadership • Resources • Capacity		

Removing Barriers 5 Points	Reviewer's Score	Reviewer's Comments
The purpose of this section is to ensure equal access by: • Ensuring equal opportunities to participate to all eligible students, teachers, and other program beneficiaries in any project or activity carried out under this grant, • Promoting the ability of students, teacher, and beneficiaries to meet high standards. What steps will the applicant(s) take to ensure equal access to the project and to remove barriers to equitable participation?		

Part B

Budget, Narrative & Summary 10 Points	Reviewer's Score	Reviewer's Comments
Please provide a budget summary describing the following items: • Fiscal agent's ability to provide sufficient fiscal oversight for the allocation of funds in an effective and equitable manner. • The fiscal agent's methods of assuring all expenditures for grant and other initiatives are clearly connected to both the need and the intended results. Include a budget spreadsheet that clearly indicates how funds may be allocated to meet the goals of the project. Within the total requested funding, indicate both the minimum amount needed to make an impact on the project, and the maximum amount it would take to complete the project. The spreadsheet may be included as an appendix to the application.		

Part C

Competitive Preference: Consortia Applicants 15 Points	Reviewer's Score	Reviewer's Comments
The proposal includes and encourages consortia-based projects that provide either a systemic approach on either a multi-institution and/or statewide basis to support capacity building and professional development for long-term sustainability, or the ability for the outcomes or best practices of the project to be shared with multiple institutions. If applicable, describe the nature of the consortia, or the ability for the outcomes of the project to be shared with other institutions. Potential questions to consider and address: • How many, and which institutions/educational entities are included in this consortium? • Are advisory groups/stakeholders utilized? • What external partners are included in the proposal? How does the inclusion of these partnerships enhance the project? • If applicable, describe how the GEER Fund Component 2 grant will help build a system that is sustainable after the life of the grant or how the outcomes and best practices will be shared with other institutions.		