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# **Utah Science Technology and Research (USTAR) Centers Initiative Application**

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*The funding of all USTAR grants is contingent on continued  
funding from the Utah State Legislature*

## **COMPETITIVE GRANT APPLICATION for 2014-2015**

**Applications Due:  
Friday, May 9, 2014, 5:00 p.m.**

Copies of this application and support materials are on the Utah State Office of Education secondary mathematics and science websites.

**Utah State Office of Education  
Martell Menlove  
State Superintendent of Public Instruction  
250 East 500 South  
P.O. Box 144200  
Salt Lake City, UT 84114-4200**

# FAST FACTS FOR SUBMITTING A COMPETITIVE GRANT APPLICATION

## Utah Science Technology and Research (USTAR) Centers Initiative: Competitive Grant

**AWARDS:** Grant activities may begin only after receipt of the grant approval notice. This is anticipated to be by July 1, 2014.

**DEADLINE:** All applications (digital copy) must be delivered to Sarah Young at the Utah State Office of Education by 5:00 p.m. on Friday, May 9, 2014. **Faxed applications will not be accepted.**

**REQUIREMENTS:** To be considered, the Utah State Office of Education (USOE) must receive one electronic copy by the date specified above. **E-mail the electronic copy** to [sarah.young@schools.utah.gov](mailto:sarah.young@schools.utah.gov).

Listed below are the required components of an acceptable application in the order they should appear. The narrative sections of the proposal must be double-spaced, Arial font and not smaller than 12-point. The narrative is limited to 10 pages. Applications must adhere to the page limitations on the narrative sections. See the guidance in this application packet for complete information. Applications must not include additional material beyond that allowed in the following list:

1. Cover/Assurances Pages
2. Partnership Participants Form
3. Abstract
4. Table of Contents
5. Project Narrative
6. Attachments

**EMAIL TO:** [sarah.young@schools.utah.gov](mailto:sarah.young@schools.utah.gov)  
Sarah Young, Utah State Office of Education  
(801) 538-7808 (office)  
(801) 824-3013 (cell)

### QUESTIONS REGARDING THE GRANT PROGRAM/APPLICATION MAY BE DIRECTED TO:

Contact: Sarah Young Science Specialist Utah State Office of Education 250 East 500 South PO Box 144200 Salt Lake City, UT 84114 - 4200 Phone: (801) 538-7808 <a href="mailto:sarah.young@schools.utah.gov">sarah.young@schools.utah.gov</a>	Diana Suddreth STEM Coordinator, Secondary Math Specialist Utah State Office of Education 250 East 500 South PO Box 144200 Salt Lake City, UT 84114 - 4200 Phone: (801) 538-7794 <a href="mailto:diana.suddreth@schools.utah.gov">diana.suddreth@schools.utah.gov</a>
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# Utah Science Technology and Research (USTAR) Centers Initiative

## PROGRAM TIMELINE

### 2014-2015 Competition

<b>May 9, 2014</b>	All applications must be RECEIVED by Friday, May 9, 2013, 5:00 p.m.
<b>May 19, 2014</b>	Grants reviewed and given preliminary rank by review committee. Documents Provided: <ul style="list-style-type: none"> <li>-Review Instructions</li> <li>-Grant Program Overview For Reviewers</li> <li>-Scoring Guide</li> </ul>
<b>May 20, 2014 – May 30, 2014</b>	USOE Staff <ul style="list-style-type: none"> <li>• Review applications and budgets for adherence to state requirements</li> <li>• Seek clarification from applicants regarding intended USTAR programming</li> <li>• Negotiate budgets with recommended applicants</li> <li>• Finalize recommendations for grant awards</li> </ul>
<b>June 13, 2014</b>	Utah State Office of Education will finalize & act on Review Committee's recommendations for funding.
<b>July 1, 2014</b>	Newly funded USTAR Grant Projects begin
<b>September 2015</b>	Year One Annual Report due to USOE for review.

# Application Instructions for Utah School Districts and Charter Schools Seeking Funding for Utah Science Technology and Research (USTAR) Centers Initiative

## 1. Introduction/Background

On July 1, 2008, 53A-17a-159 became law. This law created an optional competitive grant program to provide an extended contract year for mathematics and science teachers through the creation of Utah Science Technology and Research (USTAR) Centers.

The Utah State Office of Education (USOE) is responsible for the administration of this program. Funds available for the USTAR Centers Initiative competitive grant program are awarded by the USOE to support successful proposals submitted by Utah school districts or charter schools focused on increasing compensation for mathematics and science teachers by providing opportunities for extended contracts.

## 2. Program Description

### A. *Goal*

The overall goal is to create USTAR Centers that will enhance the ability of districts and charter schools to attract and retain mathematics and science teachers while simultaneously offering more opportunities for students and more effectively using the capacity of capital facilities.

### B. *Use of Funds:*

Except as indicated below, funds must be used only to provide contract extensions for mathematics and science teachers. Specifically, this includes full year teacher contract extensions, part-time teacher contract extensions, or combinations of both. Contract extensions may be used for extended student learning time, additional course offerings, professional development directly associated with student learning, or other activities that support the establishment of USTAR centers and the improvement of STEM education.

A charter school or district **shall not** use more than 5% funds for the following activities:

- Mathematics and science field trips, textbooks, and supplies.

A charter school or district **shall not** use funds for the following activities:

- Compensation for elementary or CTE teacher salaries
- Compensation for personnel to administer the USTAR grant
- Indirect costs associated with USTAR programming

- C. **Duration of Grants:** Grant proposals will be approved for a three year period. Funds will be awarded annually. Grants may be renewed subject to: (1) future budget constraints, (2) yearly evaluation results, and (3) compliance with the stated terms of the grant.

Fiscal Year Carry-Over Guidelines:

Each district or charter school receiving a grant or sub-grant must report annually to the Utah State Office of Education with an annual report that provides metrics and a narrative for how the project is meeting the objectives and annual targets described in the accountability plan.

Proposals that are selected for funding will receive an award letter with the amount granted. That amount will be available for reimbursement immediately, and through September 30, of each year. Any funds not claimed by September 30, each year will be rolled back into the USTAR account for distribution to new programs.

D. **State Reporting Requirements:**

Each eligible district or charter school receiving a grant must report annually to USOE regarding the grant's progress in meeting the objectives and annual targets described in the accountability plan. The Grantee will use the reporting procedures established by the Utah State Office of Education. Completed reports are required before funding for subsequent years will be released.

3. **Priorities for Funding**

- A. Priority will be given to USTAR proposals that follow the intent of section 53A-17a-159.
- B. To ensure representation of projects from a variety of educational settings, awarded proposals will include representation from urban, rural, large, small, growing, and declining charter schools and school districts.

4. **Protected Information:**

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, provides in part that:

*The following records are protected if properly classified by a government entity:*

- (1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);*

*(2) Commercial information or non-individual financial information obtained from a person if:*

*(a) Disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;*

*(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and*

*(c) the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;*

*\* \* \* \* \**

*(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed; ....*

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

All materials submitted become the property of the state of Utah. Materials may be evaluated by anyone designated by the state as part of the proposal evaluation committee. Materials submitted may be returned only at the State's option.

All information submitted in an RFP (following the final selection) that is determined by the USOE or a subsequent records appeal not "protected" becomes public information, upon request.

## **V. Required Components of Application**

Listed below are the required components, in the order that they should appear, of an acceptable grant application. The Project Narrative sections (excluding the attachments) of the proposal must be double-spaced, Arial font, and cannot be smaller than 12-point. Applicants must adhere to the page limitations on the Project Narrative sections and may not include additional material beyond that allowed in the following list:

### **PART I: PROPOSAL INTRODUCTION**

Cover/Assurances Pages

Abstract

Table of Contents

### **PART II: NARRATIVE (10 page limit, excluding the Budget Justification)**

Section A: Goals

Section B: Financial Incentives for Qualified Mathematics and Science Teachers

Section C: Projected USTAR Program Benefits

Section D: Three-Year Work Plan

Section E: Evaluation of the USTAR Project

Section F: Budget Justification

### **PART III: ATTACHMENTS**

Attachment A: Budget Form

# GRANT APPLICATION INSTRUCTIONS, CRITERIA, AND SUPPORTING FORMS

(Label and Number each Part and Section.)

## PART I: PROPOSAL INTRODUCTION

NO POINTS

**Cover/Assurances Pages** (See Pages 12-14)

### Abstract

Provide a brief narrative description (250 words or less) of the proposed USTAR program. This abstract does **not** count toward the 10-page narrative limit.

### Table of Contents

Place a table of contents that references the page numbers of all of the required components of the application after the abstract.

## PART II: NARRATIVE

100 POINTS

### Note:

- **The Narrative Part must have the same headings and numbering as given below.**
- **The Narrative is limited to 10-pages, excluding the Budget Justification pages.**
- **All sources referenced in the Narrative need to have a full citation in the Reference Attachment B.**

### Section A: Goals

15 Pts.

1. **Goals** - Write goals to address the identified needs in relationship to the proposed USTAR programming. Appropriate purposes may include the following in grades 7-12 mathematics and science:
  - a) Improvement in student test scores.
  - b) Satisfaction of specific academic goals for all students or various groups of students.
  - c) Increased retention of licensed educators in specific areas.
  - d) Improved school climate.
  - e) Increased opportunities for students to take remedial or college preparation courses.
  - f) Increased student enrollment in identified courses.
  - g) Additional opportunities for students to learn about specific or general higher education or career opportunities in mathematics or science fields.
  - h) Other purposes consistent with Section 53A-17a-159
2. **Special Circumstances** - Provide any information that describes unique and special circumstances. Examples include high poverty, rapid growth, or rural needs.

**Section B: Financial Incentives for Qualified Mathematics and Science Teachers**  
**15 Pts.**

**Describe how you will provide financial incentives to qualified mathematics and science teachers as outlined in section 53A-17a-159.**

1. Increased compensation **at the teacher's hourly wage** (increased FTE) for mathematics and science teachers by providing opportunities for an expanded contract year which will enhance school districts' and charter schools' ability to attract and retain talented and highly qualified mathematics and science teachers.
  - a) Describe how your proposal will impact the ability to attract and retain qualified mathematics and science teachers in your district or charter school.
    - i) Outline your plan for compensating qualified mathematics and science teachers.
    - ii) Describe how you will ensure that the teachers included in your program will be highly qualified mathematics and science teachers.
  - b) Explain your plan to extend the school year or provide increased time for student learning.
  - c) Include a schedule showing how the USTAR proposal will extend hours of the school day or days of the school year to maximize employee and facility resources.

**Section C: Projected USTAR Program Benefits** **20 Pts.**

**Describe the potential benefits of your program, which may include one or more of those outlined in section 53A-17a-159.**

1. Increased capacity of school buildings by using buildings more hours of the day or more days of the year, resulting in reduced capital facilities costs.
2. Decreased class sizes created by expanding the number of instructional opportunities in a year.
3. Opportunities for earlier high school graduation.
4. Improved student college preparation.
5. Increased opportunities to offer additional remedial and advanced courses in mathematics and science.
  - a) Describe how you will provide expanded opportunities for remedial learning in mathematics and science.
  - b) Describe how you will provide expanded opportunities for advanced learning in mathematics and science.
  - c) Provide assurance that the FTE's provided for the additional mathematics and/or science courses will be in addition to previous allocations. (FTE's should not be moved to other subject areas, as this would constitute supplanting.)
6. Opportunities to coordinate high school and post-secondary mathematics and science education.
  - a) Describe strategies for collaboration with higher education including distance education links where appropriate.

- b) Describe strategies for systemic change targeted towards meeting the needs of mathematics and science students 7-12 and increasing student interest in pursuing STEM studies.
7. The creation or improvement of Science, Technology, Engineering, and Math centers (STEM Centers).
    - a) Describe strategies for collaboration with businesses and higher education designed to increase student enthusiasm for and involvement in mathematics and science.
    - b) Describe strategies for collaboration with higher education including distance education links where appropriate.
    - c) Include financial and volunteer-time contributions from businesses and higher education.
  8. Other potential benefits not specifically named by statute:
    - a) Describe other benefits for student learning.
    - b) Describe other benefits that will enhance the ability to attract and retain talented and highly qualified mathematics and science teachers.

#### **Section D: Three-Year Work Plan**

**20 Pts.**

1. **Activities** - Write a description of the activities to be carried out by the district or charter school for three years and how these activities will address the mathematics and science needs of the community, as specified in the project goals. Include how these activities will be aligned with challenging state academic content and student academic achievement standards in mathematics and science and with other educational reform activities that promote student academic achievement and closing achievement gaps in mathematics and science.
  - Please note, that no more than 20% of the extended contract hours may be used to support professional learning activities. At least 80% of the FTE's need to support face-to-face engagement with 7-12 mathematics and science students.
  - If professional learning is included in the proposed activities, it needs to directly relate and support the USTAR programming and additional courses provided to students.
2. **Timeline** - Provide a detailed timeline for the intended activities of the first year, with general activities outlined for year two and three.
3. **Material Development and Publication** – If available, provide a specific website address where any new materials (video instruction, lesson plans, online courses, benchmarks, crosswalks, etc.) that are being designed as part of the USTAR plan will be shared. *(NOTE: This link will be shared by the Utah State Office of Education with the full community, and all items must be Creative Commons licensed.)*

#### **Section E: Evaluation of the USTAR Project**

**20 Pts.**

1. **Evaluation Design** - Provide a description of the evaluation you will use to determine the effectiveness of the program. Identify how licensed educators will be evaluated for the extended hours or expanded days worked. Include in the evaluation design opportunities for parent and student feedback.

## **Section F: Budget Justification**

**10 Pts.**

(The Budget Justification is not counted as part of the 10-page narrative.)

In addition to completing the Budget Form (Attachment A), provide a narrative description of the budget. The narrative clearly describes the proposed expenditures for each of the three years of the proposed project.

- Provide sufficient **details** in the budget to clarify intended expenditures associated with the project budget.
- Provide a justification for each budget category.
- Provide the average number of students expected to participate in each proposed program.
- Describe any other non-grant funds that will be used to help support this project. (This is not required, but helps demonstrate commitment.)
- Demonstrate in the budget that 95% of the funds will be used for increased compensation for mathematics and science teachers.
- Demonstrate in the budget that no more than 5% of the monies will be spent for mathematics and science field trips, textbooks or supplies.
- Demonstrate that no more than 20% of the extended contract hours will be used to support professional learning activities. At least 80% of the FTE's need to support face-to-face engagement with 7-12 mathematics and science students.

**NOTE:** The following may not be submitted as part of the budget for USTAR Initiative Center funding:

- i) Administrative and indirect costs
- ii) Facilities
- iii) Maintenance
- iv) UT Standards Academy participation
- v) Funding that supplants current district programming

### **PART III: ATTACHMENTS**

**NO POINTS**

Attachment A: Budget Form

**Utah State Office of Education**

250 East 500 South

P.O. Box 144200

Salt Lake City, Utah 84114-4200

**Application for 2014-2015  
Utah Science Technology and Research Centers**

**Applying District or Charter School:**

**Program Director**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Chief Financial Officer:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

<b>Amount of USTAR Funding Requested:</b>	\$ _____	<b>Year One</b>
	\$ _____	<b>Year Two</b>
	\$ _____	<b>Year Three</b>
	\$ _____	<b>TOTAL</b>

<b>Number of Students to Be Served Directly</b> (students may be counted each year they are involved):	_____	<b>Year One</b>
	_____	<b>Year Two</b>
	_____	<b>Year Three</b>

<b>Number of Math and Science 7-12 Teachers to Be Served Directly</b> (teachers may be counted each year they are involved):	_____	<b>Year One</b>
	_____	<b>Year Two</b>
	_____	<b>Year Three</b>

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official Grants Officer or Superintendent of Fiscal Agent	Title
Signature of Authorized Official	Date

## STATEMENT OF ASSURANCES

Should an award of funds from a Utah Science Technology and Research Initiative Center be made to the applicant in support of the activities proposed in this application, the authorized signatures on the cover page of this application certify to the USOE that the authorized official will:

1. Upon request, provide the Utah State Office of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate state laws and regulations.
2. Conduct educational activities funded by this project in compliance with applicable state law.
3. Ensure that all teachers participating in the USTAR program are evaluated on a yearly basis and have a valid and current Utah educator license.
4. Take into account, during the development of programming, the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups.
5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the Utah State Office of Education.
6. The applicant will retain records of the program for five years and will allow access to those records for purposes of review and audit.

## Budget

### USTAR Funding Request

<b>Part 3: BUDGET</b>				
<b>Applicant:</b>				
Description	Funding Requested – Year One	Funding Requested – Year Two	Funding Requested – Year Three	TOTAL FUNDING REQUEST
A. (100) Salaries				
B. (200) Employee Benefits				
C. (300) Purchased Professional & Technical Services				
D. (400) Purchased Property Service				
E. (500) Other Purchased Service				
F. (580) Travel				
G. (600) Supplies & Materials				
H. (800) Other (Exclude Audit Costs)				
I. TOTAL DIRECT COSTS (Lines A through H)				

This form is a required element of the grant application. Justification for each of the categories shall be included in the budget narrative portion of the application. Modifications to the grant must be reflected over the three years of the grant and included as part of the annual reporting. For reporting, it must include an itemized breakdown of these budget categories and a budget narrative explaining how you calculated each line item and the actual total project cost share.

Amounts on lines A and B must be 95% of the requested amount.

# PROPOSAL REVIEW CRITERIA

A. **Review Process**: As proposals are received at USOE, the following procedures will be applied.

- All proposals will be reviewed for completeness and compliance with the requirements set forth in 53A-17a-159 to determine applicant eligibility. Any questions about significant omissions from a proposal or about applicant eligibility will be referred to the proposing organization.
- If, in the judgment of the USOE, a proposal is late, significantly incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from consideration.
- The decision of the USOE is final.
- Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

An expert review panel that may consist of representatives from the Governor’s Office, the Utah State Legislature, the Utah State Office of Education, and the Coalition of Minorities Advisory Committee will evaluate eligible applications in light of the required application components and the established criteria. Proposals will be ranked by the review panel and selected for funding consideration based upon the rubric provided below. The review panel may

- recommend full funding, or
- recommend funding at a reduced amount, or
- recommend funding with modifications, or
- not recommend funding.

B. **Review Criteria**

Narrative Section	Points
A: Goals	<b>15</b>
B: Financial Incentives for Qualified Mathematics and Science Teachers	<b>15</b>
C: Projected USTAR Program Benefits	<b>20</b>
D: Three-Year Work Plan	<b>20</b>
E: Evaluation of the USTAR Program	<b>20</b>
F. Budget Justification	<b>10</b>
<b>TOTAL</b>	<b>100 points</b>

### **C. Award Administration**

- (1) Notification of the Award: Within thirty days of completion of the review process, the project director and chief financial officer will be notified of the status of their proposal.
- (2) Award Conditions: For FY 2014, an estimated \$4,000,000 is available for USTAR grants; however, funding is at the discretion of legislative appropriation and cannot be guaranteed. Funds are renewable based on future budget constraints, yearly evaluation results, and compliance with the stated terms of the grant.
- (3) Reporting Requirements: Each school district or charter school receiving a grant or sub-grant must report annually to the Utah State Office of Education regarding progress in meeting the objectives and annual targets described in the proposal. Further information regarding reporting requirements and forms will be made available on the USOE's website.