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

RFP Application Instructions

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

**COMPETITIVE
GRANT APPLICATION
for
2017-2018**

**Applications Due:
Friday, February 17th, 2017 by 5:00 p.m.**

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

**Utah State Board of Education
Sydnee Dickson
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, 2017.

DEADLINE: All applications (digital copy) must be delivered by email to Ricky Scott at the Utah State Board of Education by 5:00 p.m. on Friday, February 17th, 2017. **Faxed applications will not be accepted.**

REQUIREMENTS: To be considered, the Utah State Board of Education (USBE) must receive one electronic copy by the date specified above. **E-mail the electronic copy** to richard.scott@schools.utah.gov and joleigh.honey@schools.utah.gov with “[LEA] USTAR Application” in the subject line (for example: District 123 USTAR Application).

Listed below are the required components of an acceptable application. The narrative sections of the proposal should be written in a word document and Programming Descriptions Attachment should be completed in Excel Spreadsheet (templates for both are available for download on USBE Science and Secondary Mathematics websites). Please be clear and concise with the application, providing only necessary details as described in the application. Applications must not include additional material beyond that allowed in the following list:

1. Cover/Assurances Pages
2. Abstract
3. Project Narrative
4. Completion of *Programming Descriptions Excel Spreadsheet* (Attached separately)

EMAIL TO: richard.scott@schools.utah.gov and joleigh.honey@schools.utah.gov
Ricky Scott and Joleigh Honey, Utah State Board of Education
With Subject Line: [LEA] USTAR Application
Attach Completed Programming Description Excel Spreadsheet

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

Contact: Ricky Scott
K-12 Science Specialist
Utah State Board of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114 - 4200
Phone: (801) 538-7808
richard.scott@schools.utah.gov

Joleigh Honey
STEM Coordinator, Secondary Math Specialist
Utah State Board of Education
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114 - 4200
Phone: (801) 538-7794
joleigh.honey@schools.utah.gov

Utah Science Technology and Research (USTAR) Centers Initiative

PROGRAM TIMELINE

2017-2018 Competition

February 17, 2017	All applications must be RECEIVED by 5:00 p.m.
February 28 – March 17, 2017	Grants reviewed and given preliminary rank by review committee. Documents Provided: <ul style="list-style-type: none"> -Review Instructions -Grant Program Overview For Reviewers -Scoring Guide
March 17, 2017	USBE Staff <ul style="list-style-type: none"> • Review applications and budgets for adherence to state requirements • Seek clarification from applicants regarding intended USTAR programming • Negotiate budgets with recommended applicants • Finalize recommendations for grant awards
March 17, 2017	Utah State Board of Education will finalize & act on Review Committee's recommendations for funding.
July 1, 2017	Newly funded USTAR Grant Projects begin
July 15, 2018	Year One Annual Report due to USBE 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 Board of Education (USBE) is responsible for the administration of this program. Funds available for the USTAR Centers Initiative competitive grant program are awarded by the USBE 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 of the grant 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. Purpose of the program as 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 in mathematics and science 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.
6. Opportunities to coordinate high school and post-secondary mathematics and science education.
7. The creation or improvement of Science, Technology, Engineering, and Math centers (STEM Centers) that include financial and volunteer-time contributions from businesses and higher education.
8. Other potential benefits not specifically named by statute:

C. **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 improvement of STEM education.

A LEA **shall not** use more than 5% funds for the following activities:

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

A LEA **shall not** use any funds for the following activities:

- Compensation for elementary (K-6) or CTE teacher salaries
- Compensation for personnel to administer the USTAR grant
- Indirect costs associated with USTAR programming

D. **Duration of Grants:** Grant proposals will be approved for a three year period. Funds will be awarded annually on the USBE Fiscal Year calendar of July 1st to June 30th. Grants may be renewed or adjusted 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: Any funds not submitted for reimbursement by June 30th of each grant year will be forfeited and rolled back into the USTAR account for distribution to new programs.

Reimbursement Guidelines: Proposals that are selected for funding will receive an award letter with the amount granted and the amount will be available for reimbursement starting July 1st. Reimbursement should be submitted on no less than a quarterly basis and based on one of the following two schedules:

Full Summer Reimbursement	
Programming Time	Reimbursements Due
All Summer programming	September 15 th - <i>All LEA Payments must be posted after July 1st</i>
Fall Programming (Sept 1 – Nov 30)	December 15 th
Winter Programming (Dec 1 – Feb 28/29)	March 15 th
Spring Programming (Mar 1 – End of school year)	June 30 th

Split Summer Reimbursement	
Programming Time	Reimbursements Due
End Summer programming (July 1 – August 31)	September 15 th
Fall Programming (Sept. 1 – Nov. 30)	December 15 th
Winter Programming (Dec. 1 – Feb. 28/29)	March 15 th
Spring and Start of Summer Programming (Mar 1 – June 30 th)	July 5th - USBE End of Fiscal Year Deadline

Funding Adjustment Guidelines: It is understood that the initial planning for narrative sections II-B-2-I through II-B-2-IV represents best intentions for a three year period and changes may be necessary. Adjustments of budget items within each section are flexible in subsequent years based on LEA’s defined goals. Shifting of allotted funding between sections in subsequent years may not exceed 10% and must be based on LEA’s defined goals.

3. **State Reporting Requirements:** Each eligible district or charter school receiving a grant must report annually to USBE regarding the grant’s progress in meeting the LEA’s objectives and annual targets described in the accountability plan. The Grantee will use the reporting procedures established by the Utah State Board of Education. Completed reports are required before funding for subsequent years will be released.
4. **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.

5. 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 USBE or a subsequent records appeal not "protected" becomes public information, upon request.

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 (8 page limit, excluding the Budget Justification)

Section A: LEA Needs, Goals, Purpose, and Evaluation

Section B: Use of USTAR Funds

1. LEA Compensation Determination
2. Description of Proposed USTAR Programming
 - I: Expanded Year (Summer)
 - IIa: Productivity: Additional Courses
 - IIb: Productivity: Additional Sections
 - IIc: Productivity: Supplemental Courses
 - III: Extended Day (School year)
 - IV: Other

Section C: Budget Justification

PART III: ATTACHMENTS

Attachment A: *Programming Description Excel Spreadsheet*

GRANT APPLICATION INSTRUCTIONS, CRITERIA, AND SUPPORTING FORMS

(Label and Number each Part and Section as noted)

PART I: PROPOSAL INTRODUCTION

NO POINTS

Cover/Assurances Pages (See Pages 19-21)

This form will be first in your application however should be filled out and signed by the LEA Authorized or Institutional Official after the proposal has been completed. The “Cover Assurance” tab in the *Programming Descriptions Excel Spreadsheet* is designed to help with calculations for this document.

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.

PART II: NARRATIVE

100 POINTS

Section A: LEA Needs, Goals, and Purpose

30 Pts.

- 1. LEA Needs and special circumstances** – Clearly describe the needs of the LEA (district or charter school) providing any information that describes unique and special circumstances. Examples include high poverty, rapid growth, or rural needs.
- 2. Goals** – Describe goals to address the identified LEA needs in relationship to the proposed USTAR programming. Number, prioritize, list the goals in this section so they can be referred to specifically in this proposal and later in annual reporting. Appropriate goals may include the following in grades 7-12 mathematics and science:
 - 1) Improvement in student test scores.
 - 2) Satisfaction of specific academic goals for all students or various groups of students.
 - 3) Increased retention of licensed educators in specific areas.
 - 4) Improved school climate.
 - 5) Increased opportunities for students to take remedial or college preparation courses.
 - 6) Increased student enrollment in identified courses.
 - 7) Additional opportunities for students to learn about specific or general higher education or career opportunities in mathematics or science fields.
 - 8) Other purposes consistent with Section 53A-17a-159-1 (*clear goals and descriptions must be provided if an LEA chooses this option*).
- 3. Purpose** - Clearly describe the purpose of each goal selected in Section II-A-2 and how it will help the LEA to meet and improve their needs described in Section II-A-1.

Section B: Use of USTAR Funds

50 Pts.

Introduction: 95% of USTAR funds must be used for licensed 7th through 12th grade mathematics and science teacher salaries (including possible increased insurance and benefits costs, if appropriate) when working with students in any of the following ways:

- I. **Expanded Year (Summer)**
 - Credit recovery
 - Initial credit course
 - Science/Math organizations
 - Boot camp
 - Other

- II. **Productivity – Teaching during Preparation Period**
 - a. Additional Courses
 - Courses that would not otherwise be offered due to low enrollment.
 - For example: AP or elective math/science course
 - b. Additional Sections
 - Reduce class size in math/science courses
 - For example: add a Secondary Math II course to reduce class size in all Math II courses.
 - Schedule created, then courses are added. Additional courses should reduce class size in Math or Science course added, not reduce class size in other content areas.
 - c. Supplemental Courses
 - Intervention elective course or enhanced elective course

- III. **Extended Day (School year)**
 - Tutoring
 - Science/Math organizations (MathCounts, Science Olympiad, MESA, etc.)

- IV. **Other (cannot be more than 20% of total Salary and Employee Benefits in budget)**

1. LEA Compensation Rate Determination

Increased compensation **must be at the teacher's hourly rate** (increased FTE) to attract and retain talented and highly qualified mathematics and science teachers. There are two ways that average teacher salaries are used in planning for the grant:

- a. Average Hourly Rate – Describe how the LEA will determine the average hourly rate and the average hourly benefit amount that will be used by the LEA to determine the budget for programming in sections II-B-2-I, II-B-2-III, and possibly II-B-2-IV.
- b. Average Contract Extension Rate – Describe how the LEA will determine the average contract extension rate and the average contract extension benefit amount that will be used by the LEA to determine the budget for programming where teachers use productivity (add extra course(s) during their preparation period(s)) in sections II-B-2-II and possibly II-B-2-IV.
- c. After determining the LEA's Hourly and Contract Extension rates use the *Programming Descriptions Excel Spreadsheet* to complete the "Compensation Rate" tab that will help to calculate the budget totals for all LEA USTAR Programming.

2. Description of Proposed USTAR Programming

Depending on LEA's proposed USTAR programming, complete the appropriate sections II-B-2-I through II-B-2-IV. LEAs may complete as many sections as appropriate in their grant application. Use the prepared *Programming Descriptions Excel Spreadsheet* to provide the details for Section A: Proposed Programming. Be sure to offer clear and concise details in sections B and C of narrative to describe how the proposed programming will meet the goals and purpose defined in sections II-A-2 and II-A-3.

I. **Expanded year: Any hours that occur during the summer (non-contract year)**

A. Proposed Programming: Using the Programming Descriptions Excel Spreadsheet, complete tab II-B-2-I showing how Expanded Year (Summer) Programming will be used to meet the LEA goals identified in Section II-A-2.

- **Priority**: List the programs in the order of LEA priority for funding
- **District or School Activity**: Put “District” if program is districts wide or put a school name if the program is only open to one school
- **Summer Program Title**: Provide a descriptive title for the program
- **Program Type**: Describe the type of program it will be (e.g. Credit recovery, Initial credit course, Science/Math organizations, Boot camp, Other)
- **Goal Alignment(s)**: List the LEA Goal number(s) from Section II-A-2 that each program is expected to support
- **Estimated Total Hours**: Provide the total hours each program is estimated to take
- **Total Estimated Cost**: Total estimated cost for each program (including benefits) will be calculated automatically in the spreadsheet.

Priority	District or School	Summer Program Title	Program Type	Goal Alignment(s)	Estimated Total Hours	Total Est. Cost
1						
2						
3						
4	<i>This box is for an example only. Please use Programming Descriptions Excel Spreadsheet to complete section A</i>					
5						
...						

B. Alignment to goals: Explain how the LEA’s selected goals (from section II-A-2) will be reached through the proposed Expanded Year (Summer) Programs.

C. Evaluation: Explain how the LEA will determine the effectiveness of Expanded Year (Summer) Programming and how effectiveness will be measured and described in the end of year reporting.

IIa. Productivity: Additional Courses

A. Proposed Programming: Using the Programming Descriptions Excel Spreadsheet, complete tab II-B-2-IIa showing how each proposed **additional course** added during productivity (preparation period) time that wouldn't carry without USTAR funding that support the LEA goals identified in Section II-A-2. If more than one section of an additional course is required in a single school the request should be placed in section II-B-2-IIb (Additional Sections).

- **Priority**: List the additional courses in the order of LEA priority for funding
- **School Name**: List the school name where the additional course will be held
- **Additional Course Title (and code)**: Provide the Course title and code
- **Class Type**: Describe the type of class that will be offered (AP, elective, etc.)
- **Goal Alignment(s)**: List the LEA Goal number(s) from Section II-A-2 that each additional course is expected to support
- **Estimated Cost per Year**: Total estimated cost of a teacher to provide each course (including benefits) will be calculated automatically in the spreadsheet

Priority	School Name	Additional Course Title (and Code)	Class Type	Goal Alignment(s)	Est. Cost per Year
1					
2					
3					
4	This box is for an example only. Please use Programming Descriptions Excel Spreadsheet to complete section A				
5					
...					

B. Alignment to goals: Explain how the LEA's selected goals (from section II-A-2) will be reached through the addition of the courses listed. Also, provide assurance that the FTE's that will teach the additional mathematics and/or science courses are in addition to school's general allocations. (FTE's should not be moved to other subject areas, as this would constitute supplanting.)

C. Evaluation: Explain how the LEA will determine the effectiveness of Productivity: Additional Course Programming and how effectiveness will be measured and described in the end of year reporting.

IIb. Productivity: Additional Sections

A. Proposed Programming: Using the Programming Descriptions Excel Spreadsheet, complete tab II-B-2-IIb showing how **additional sections** will be added during productivity (preparation period) time in schools to decrease class size and other LEA goals identified in Section II-A-2 (each line represents a course in a school that is being affected by additional sections)

- **Priority**: List the additional courses in the order of LEA priority for funding
- **School Name**: List each school where the additional sections will be held
- **Course Title**: Name the course that additional sections will be added in the school
- **Goal Alignment(s)**: List the LEA Goal number(s) from Section II-A-2 that each additional section is expected to support
- **# Additional Sections**: Describe how many additional sections of the course will be added in the listed school
- **Estimated cost per year**: The total estimated cost of additional sections (including benefits) will be calculated automatically in the spreadsheet

Priority	School Name	Course Title	Goal Alignment(s)	# Additional Sections	Est. Cost per year
1					
2					
3					
4	<i>This box is for an example only. Please use Programming Descriptions Excel Spreadsheet to complete section A</i>				
5					
...					

B. Alignment to goals: Explain how only the LEA’s Mathematics and Science classroom sizes will be decreased through the addition of the proposed sections. Describe how other LEA goals (from section II-A-2) may be reached through adding these sections. Also, provide assurance that the FTE’s that will teach the proposed additional mathematics and/or science courses will be in addition to school’s general allocations. (FTE’s should not be moved to other subject areas, as this would constitute supplanting.)

C. Evaluation: Explain how the LEA will determine the effectiveness of Productivity: Additional Section Programming and how effectiveness will be measured and described in the end of year reporting.

IIc. Productivity: Supplemental Courses

A. Proposed Programming: Using the Programming Descriptions Excel Spreadsheet, complete tab II-B-2-IIc showing how each proposed **supplemental course** added during productivity (preparation period) time will be used to meet the LEA goals identified in Section II-A-2:

- **Priority**: List the supplemental courses in the order of LEA priority for funding
- **School Name**: List the school name where the additional course will be held
- **Supplemental Course Title (and Code)**: Provide the Supplemental Course title and course code that will be used
- **Class type**: Describe the type of class that will be offered (remediate, extension, laboratory experience, etc.)
- **Goal Alignment(s)**: List the LEA Goal number(s) from Section II-A-2 that each supplemental course is expected to support
- **# Sections**: List how many sections of each Supplemental course will be used in the school
- **Estimated Cost per Year**: The estimated cost of adding supplemental courses (including benefits) will be calculated automatically in the spreadsheet

Priority	School Name	Supplemental Course Title (Code)	Class Type	Goal Alignment(s)	# Sections	Est. Cost per year
1						
2						
3						
4	<i>This box is for an example only. Please use Programming Descriptions Excel Spreadsheet to complete section A</i>					
5						
...						

B. Alignment to goals: Explain how the LEA’s selected goals (from section II-A-2) will be reached through the addition of the proposed supplemental courses. Provide assurance that the FTE’s that will teach the supplemental mathematics and/or science courses will be in addition to school’s general allocations. (FTE’s should not be moved to other subject areas, as this would constitute supplanting.)

C. Evaluation: Explain how the LEA will determine the effectiveness of Productivity: Supplemental Course Programming and how effectiveness will be measured and described in the end of year reporting.

III. Extended Day: Hours during school year that go beyond regular contract time (includes before school, after school, and weekends)

- A. Proposed Programming: Using the Programming Descriptions Excel Spreadsheet, complete tab II-B-2-III showing how Extended Day Programming will be used to meet the LEA goals identified in Section II-A-2.
- **Priority**: List the programs in the order of LEA priority for funding
 - **District or School Activity**: Put “District” if program is district wide or put a school name if the program is only open to one school
 - **Extended Day Program Title**: Provide a descriptive title for the program
 - **Program Type**: Describe the type of program it will be (e.g. Tutoring, Science/Math organizations or experiences, Other)
 - **Goal Alignment(s)**: List the LEA Goal number(s) from Section II-A-2 that each project is expected to support
 - **Estimated Total Hours**: Provide the total hours this program is estimated to take
 - **Total Estimated Cost**: The total estimated cost for each program (including benefits) will be calculated automatically in the spreadsheet

Priority	District or School	Extended Day Program Title	Program Type	Goal Alignment(s)	Estimated Total Hours	Total Est. Cost
1						
2						
3						
4	<i>This box is for an example only. Please use Programming Descriptions Excel Spreadsheet to complete section A</i>					
5						
...						

- B. Alignment to goals: Explain how the LEA’s selected goals (from section II-A-2) will be reached through the proposed Extended Day Programs. Provide assurance that the hours provided for the additional mathematics and/or science programming will be in addition to school’s general allocations. (Time compensation should not be moved to other or new programming, as this would constitute supplanting.)

- C. Evaluation: Explain how the LEA will determine the effectiveness of Extended Day Programming and how effectiveness will be measured and described in the end of year reporting.

IV. Other (cannot be more than 20% of total Salary and Employee Benefits budget)

- A. Proposed Programming: Using the Programming Descriptions Excel Spreadsheet, complete tab II-B-2-IV showing how you will incorporate this additional Programming in your LEA to support the LEA goals identified in section II-A-2:
- Priority**: List the programs in the order of LEA priority for funding
 - District or School Activity**: Put "District" if program is districts wide or put a school name if the program is only open to one school
 - Program Title**: Provide a descriptive title for the program
 - Brief Program Description**: Provide a brief description of the program
 - Goal Alignment(s)**: List the LEA Goal number(s) from Section II-A-2 that each project is expected to support
 - H or C**: List if the teachers participating in this program will be paid Hourly (H) or by Contract Extension (C)
 - (For H) Estimated Total Hours**: If (H) is selected, provide the total hours this program is estimated to take for all participating teachers.
 - (For C) Estimated # Teachers**: If (C) is selected, provide the total number of teachers that will received contract extensions with the program.
 - Total Estimated Cost**: The total estimated cost for each program (including benefits) will be calculated automatically in the spreadsheet

Priority	District or School	Program Title	Brief Program Description	Goal Alignment(s)	H or C	(For H) Est. Total Hours	(For C) Est. # Teachers	Total Est. Cost
1								
2								
3								
4	This box is for an example only. Please use Programming Descriptions Excel Spreadsheet to complete section A							
5								
...								

- B. Alignment to goals: Provide an in-depth explanation for each program and explain how the LEA's selected goals (from section II-A-2) will be reached through the programs.
- C. Evaluation: Explain how the LEA will determine the effectiveness of this additional Programming and how effectiveness will be measured and described in the end of year reporting.

Section C: Budget Justification

20 Pts.

In addition to completing the *Programming Descriptions Excel Spreadsheet* (Attachment A) provide a narrative description of the budget. The narrative clearly describes the proposed expenditures planned for one year and repeated over a three-year funding period. The Budget Justification consists of three parts:

1. **Budget Compliance:** Complete the *Programming Descriptions Excel Spreadsheet* including the Budget Totals tab, showing sufficient detail to describe the proposed USTAR Programming and demonstrating that the budget meets the following funding requirements:
 - 95% or more of total USTAR Funding is made up of mathematics and science teacher salary and benefits
 - No more than 20% of the Total of Lines A and B (Teacher Salary and Benefits) come be from section B.2.IV
 - No more than 5% of total budget is being used on supplies, fieldtrips, and textbooks.
2. **Supplies, Fieldtrips, Textbooks:** If the LEA intends to add supplies, fieldtrips, or textbooks to their USTAR programs, be sure that Lines F and G (Travel and Supplies & Materials) are completed in the Budget Totals tab of the *Programming Description Excel Spreadsheet*. Moreover, in the Section C: Budget Justification of the written narrative, provide sufficient details associated with these supplies, fieldtrips, or textbook funds to describe what will be purchased and how it will support USTAR programming.
3. **Non-Grant Funds:** Describe any other non-grant funds that will be used to help support the USTAR Programs. (This is not required, but helps demonstrate commitment.)

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) Compensation for elementary (K-6) or CTE teacher salaries
- vi) Funding that supplants district programming

PART III: ATTACHMENTS

NO POINTS

Attachment A: *Programming Descriptions Excel Spreadsheet*

Note: The *Programming Descriptions Excel Spreadsheet* file **MUST** be completed, saved with a new file name ([LEA] Programming Descriptions, example "District 123 Programming Descriptions), and emailed along with the final LEA USTAR Proposal by the deadline for the application to be considered complete and on-time.

Utah State Board of Education

250 East 500 South

P.O. Box 144200

Salt Lake City, Utah 84114-4200

**Application for 2016-2017
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: _____

Amount of USTAR Funding Requested	\$ _____	TOTAL
Number of 7-12 Students To Be Served Directly	_____	Students
-USTAR Funding Requested per 7-12 Student	\$ _____	/ Student
Number of 7-12 Math and Science Teachers To Be Served Directly	_____	Teachers
-USTAR Funding Requested per 7-12 Math/Science Teacher	\$ _____	/ Teacher

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 USBE that the authorized official will:

1. Upon request, provide the Utah State Board 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 Board 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.

PROPOSAL REVIEW CRITERIA

A. **Review Process**: As proposals are received at USBE, 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 USBE, a proposal is late, significantly incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from consideration.
- The decision of the USBE 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 Board 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: LEA Needs, Goals, Purpose, and Evaluation	30
B: Use of USTAR Funds	50
C. Budget Justification	20
TOTAL	100 points

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 2018, an estimated \$6,200,000 is available for new 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 Board 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 USBE's website.