



REQUEST FOR PROPOSAL: 20-003 Grant: Teacher Residency and Planning Grants

Overview

The 2019 General Assembly created the Teacher Residency Pilot Program with \$1M in funding to assist in the development and implementation of teacher residency programs. This Request for Proposals (RFP) includes two types of Indiana Teacher Residency Pilot Grants: *Teacher Residency Grants* (Residency Grants) and *Teacher Residency Planning Grants* (Planning Grants). Both Residency and Planning Grants run for two years with funding available during the 2020-21 and 2021-22 academic years.

Residency Grants award \$15,000 annually per teacher residency position to support a collaborative teacher residency program partnership between a school corporation or charter school and an approved postsecondary educational institution. The funding may be used to support and sustain in-development or existing teacher residency opportunities.

Planning Grants award \$1,000 per school corporation or charter school to develop or expand a collaborative teacher residency program partnership with an approved postsecondary educational institution. The funding may be used to assist in the development of a Residency Grant Proposal which is due January 31, 2021. If the submitted Residency Grant Proposal is approved, recipients will be eligible for \$15,000 in funding for the 2021-22 academic year.

Eligibility

Applicants must be school corporations or charter schools who have an existing teacher residency program or are interested in establishing a teacher residency program in partnership with an approved postsecondary educational institution. Applicants should note, although there are no minimum fund matching requirements, additional funds may be needed to effectively operate a teacher residency program. Further, funds awarded through this RFP are intended to supplement and not supplant any existing teacher residency program funding.

Project Period

Up to two years, from July 1, 2020 through June 30, 2022

Deadline

Proposals are due to the Commission by:
Friday, February 28, 2020 by 5 p.m. EST

**Teacher Residency Grant Pilot Program
Request for Proposals (RFP)**

I. BACKGROUND	3
II. RESIDENCY GRANTS	4
A. Overview	4
B. Use of Residency Grant Funds	4
C. Evaluation Rubric and Metrics	5
III. PLANNING GRANTS	7
A. Overview	7
B. Use of Planning Grant Funds	7
C. Evaluation Rubric and Metrics	7
IV. APPROVED POSTSECONDARY EDUCATIONAL INSTITUTION	9
V. PROPOSAL SUBMISSION AND REVIEW PROCESS	10
APPENDIX	11

I. BACKGROUND

Teacher residency programs offer full-year paid teaching experience to student educators. During the residency program, students teach alongside an experienced mentor teacher, preparing them for the classroom post-graduation. Modeled after medical residency and apprenticeship programs, teacher residents have the opportunity to put pedagogy and theory into practice in the classroom under the guidance of a mentor teacher.

Residency models can be implemented at undergraduate, graduate or nontraditional educator preparation program levels. When implemented with fidelity, teacher residency programs produce educators who are prepared for the challenges they can face in the classroom. Further, teacher residency programs provide mentor teachers the opportunity for increased responsibility and pay without leaving the classroom.

To encourage the expansion of teacher residency programs, the General Assembly passed [House Enrolled Act 1449-2017](#), now codified at [IC 20-20-44](#), which charged the Indiana Department of Education with implementing the Indiana Educator Residency Pilot Program. The Department convened education leaders from throughout the state to provide [guidance](#) to educator preparation programs and local education agencies interested in establishing a teacher residency model.

In 2019, the General Assembly passed [House Enrolled Act 1009-2019](#), now codified at [IC 21-18-15.1](#), which established the Teacher Residency Grant Pilot Program to provide funds for the development and implementation of teacher residency programs. The General Assembly charged the Indiana Commission for Higher Education with awarding grants to school corporations and charter schools¹ who submit a plan to:

1. Partner with one (1) approved postsecondary educational institution to establish and implement a teacher residency program;
2. Provide program participants training under the teacher residency program for a one (1) year period; and
3. Provide program participants and mentor teachers stipends;

The General Assembly provided \$1M over the biennium for the Teacher Residency Grant Pilot Program. Those funds will be awarded through the two grant funding options outlined in this RFP.

¹ “School corporations and charters schools”, and “approved postsecondary educational institution” are used throughout this RFP to mirror HEA 1009 - 2019

II. RESIDENCY GRANTS

A. Overview

Residency Grants provide \$15,000 per teacher residency position to support the implementation of a collaborative teacher residency program partnership. The partnership must be between a school corporation or charter school and an approved postsecondary educational institution. The Commission will award up to 20 Residency Grants based on the criteria outlined in section C. Proposals may request funding for multiple teacher residency positions, however the Commission may approve proposals at a reduced number of residencies.

Residency Grants may be used to support current or in-development teacher residency opportunities which will start no later than the 2020-21 academic year. Initial grant recipients will be eligible for renewal of the grant for the 2021-22 academic year.

Academic Year	Residency Grant Activities
2020-21	<ul style="list-style-type: none">• Up to 20 Residency Grants worth \$15,000 per residency position• Residencies must start by AY 2020-21• Recipients must indicate their wish to renew for AY 2021-22 by January 31, 2021
2021-22	<ul style="list-style-type: none">• Initial recipients must submit an Outcomes Report for AY 2020-21 by August 31, 2021• Recipients must indicate their wish to renew for AY 2022-23 by January 31, 2022• Renewal for AY 2022-23 is contingent on continued funding and initial outcomes

B. Use of Residency Grant Funds

Residency Grant funds shall be used to provide stipends to resident and mentor teachers **with the majority of funds applied toward resident teacher stipends**. The funds may also be used to cover administrative costs to the postsecondary educational institution incurred implementing the teacher residency program. All expenditures must be agreed upon between the school corporation or charter school and their partner institution. Residency Grant funds may not be enough to effectively operate a teacher residency program and the applicant may need to identify additional funding sources.

C. Evaluation Rubric and Metrics

Residency Grant proposals will be evaluated based on three criteria: *Teacher Residency Partnership Plan, Mentorship Plan and Proposed Budget*. Applicants should provide narrative responses on each to substantiate how the applicant's current or proposed teacher residency program addresses the specified criteria.

1. Teacher Residency Partnership Plan

The Teacher Residency Partnership plan should be an overview of the current or proposed teacher residency program. The plan should address the following elements:

- Background on the development of the teacher residency program, including any outcomes to date for existing programs
- Responsibilities of the applicant and the postsecondary educational institution
- Organizational chart for the partnership which identifies the staff and the role each staff member will serve in the administration of the program
- Information on professional development opportunities which program participants will engage in during their residency
- Any other information which shows the partnership will lead to a successful teacher residency program

2. Mentorship Plan

The Mentorship Plan should be an overview of the applicant's current or proposed mentorship model for resident and mentor teachers. The plan should address the following elements:

- Mentor teacher selection process and how resident teachers are paired with mentor teachers
- Details about the expectations of resident and mentor teachers
- Training provided to prepare the mentor teachers
- Information on the support the applicant and the postsecondary educational institution will provide resident and mentor teachers

3. Proposed Budget

The Proposed Budget should outline all funding sources and costs of administering the current or proposed teacher residency program. The budget should address the following elements:

- Costs for the applicant and the postsecondary educational institution to implement the teacher residency program
- Amount of the stipends to be paid to resident and mentor teachers
- Details on how costs were determined
- Additional sources of funding to ensure efficacy and sustainability of the teacher resident program

Each proposal will be scored based on a 100-point scale. The scoring rubric for Residency Grant proposal is below:

RESIDENCY GRANT SCORING	
Criteria	Maximum Points
Teacher Residency Partnership Plan	40
Mentorship Plan	30
Proposed Budget	30
TOTAL POINTS	100

III. PLANNING GRANTS

A. Overview

Planning Grants award \$1,000 per grant to support the development or expansion of a collaborative teacher residency program partnership. The partnership must be between a school corporation or charter school and an approved postsecondary educational institution. The Commission will award up to 20 Planning Grants based on the criteria outlined in section C.

Planning Grant recipients who decide to move forward with a teacher residency program must apply for a Residency Grant no later than January 31, 2021. If the submitted proposal is approved, recipients will be eligible for \$15,000 in Residency Grant funding for the 2021-22 academic year.

Academic Year	Planning Grant Activities
2020-21	<ul style="list-style-type: none">• Up to 20 Planning Grants worth \$1,000• Must submit residency grant proposal by January 31, 2021, if moving forward with residency program
2021-22	<ul style="list-style-type: none">• Approved proposals will receive a \$15,000 Residency Grant per approved residency slot• Residencies must start by AY 2021-22

B. Use of Planning Grant Funds

Planning Grant funds shall be used by school corporations and charter schools to cover the administrative cost of developing or expanding teacher residency programs. Funds may be used to cover travel, substitute teacher costs, meeting space, etc. Planning Grant funds may not cover the cost of salaries for the applicant or the postsecondary educational institution.

C. Evaluation Rubric and Metrics

Planning Grant proposals will be evaluated based on two criteria: *Rationale for Exploring Development of a Teacher Residency Program* and *Letter(s) of Interest in Exploring Development of a Teacher Residency Program*. Applicants should provide narrative responses on each to substantiate why the applicant has interest in exploring development of a teacher residency program in their school corporation or charter school.

1. Rationale for Exploring Development of a Teacher Residency Program

The Rationale for Exploring Development of a Teacher Residency should provide details on why the applicant has interest in exploring development or expansion of a teacher residency program. The narrative should address the following elements:

- Reason why the applicant is interested in the development or expansion of a teacher residency program
- Staff who will participate in the development of the Residency Grant proposal
- External stakeholders, if any, who will participate and partner with the applicant

- Outcomes, if any, from current teacher residency programs administered by the applicant

2. Letter(s) of Interest in Exploring Development of a Teacher Residency Program

The letter(s) of interest should confirm the applicant is committed to exploring development of a teacher residency program. The letter(s) should address the following elements:

- Letter from the applicant’s executive leadership confirming the applicant is committed to developing or expanding a teacher residency program
- Letter of interest from at least one approved postsecondary educational institution confirmed in developing or expanding a teacher residency program
- Letters of support from external stakeholders who will support the development or expansion of a teacher residency program

Each proposal will be scored based on a 100-point scale. The scoring rubric for Residency Grant proposal is below:

PLANNING GRANT SCORING	
Criteria	Maximum Points
Rationale for Exploring Development of a Teacher Residency Program	50
Letter(s) of Interest in Exploring Development of a Teacher Residency Program (maximum 5 letters)	50
TOTAL POINTS	100

IV. APPROVED POSTSECONDARY EDUCATIONAL INSTITUTION

Per [IC 21-18-15.1-6](#), applicants are required to, “partner with one (1) approved postsecondary educational institution to establish and implement a teacher residency program.” Below are the approved postsecondary educational institutions for the purposes of this RFP. All approved postsecondary educational institutions must meet the requirements outlined in [IC 21-7-13-6](#).

- [American College of Education](#)
- [Anderson University](#)
- [Ball State University](#)
- [Bethel University](#)
- [Butler University](#)
- [Calumet College of Saint Joseph](#)
- [DePauw University](#)
- [Earlham College](#)
- [Franklin College](#)
- [Goshen College](#)
- [Grace College](#)
- [Hanover College](#)
- [Holy Cross College](#)
- [Huntington University](#)
- [Indiana State University](#)
- [Indiana University - Bloomington](#)
- [Indiana University - East](#)
- [Indiana University - Kokomo](#)
- [Indiana University - Northwest](#)
- [Indiana University - South Bend](#)
- [Indiana University - Southeast](#)
- [Indiana University-Purdue University Columbus](#)
- [Indiana University-Purdue University Indianapolis](#)
- [Indiana Wesleyan University](#)
- [Manchester University](#)
- [Marian University](#)
- [Martin University](#)
- [Oakland City University](#)
- [Olivet Nazarene University](#)
- [Purdue University - West Lafayette](#)
- [Purdue University - Fort Wayne](#)
- [Purdue University - Northwest](#)
- [Relay Graduate School of Education](#)
- [Saint Mary's College](#)
- [Saint Mary-of-the-Woods College](#)
- [Taylor University](#)
- [Trine University](#)
- [University of Evansville](#)
- [University of Indianapolis](#)
- [University of Notre Dame](#)
- [University of Saint Francis](#)
- [University of Southern Indiana](#)
- [Valparaiso University](#)
- [Vincennes University](#)
- [Wabash College](#)
- [Western Governors University Indiana](#)

V. PROPOSAL SUBMISSION AND REVIEW PROCESS

Residency Grant and Planning Grant proposals may be submitted via email or traditional mail at the Indiana Commission for Higher Education office. Email submissions are strongly preferred to ensure receipt by the submission deadline.

Proposals must be received by **5:00pm Eastern Standard Time (EST) on Friday, February 28, 2020**. The submission deadline will not be extended.

EMAIL SUBMISSION:

Eugene Johnson
Assistant Commissioner for Program Development and Management
ejohnson@che.in.gov

TRADITION MAIL SUBMISSION:

Indiana Commission for Higher Education
ATTN: Teacher Residency Grant
101 West Ohio Street, Suite 300
Indianapolis, In 46204

Proposals must not exceed 20 pages in 11 point font. All proposals received by the submission deadline will be reviewed by the Commission and scored based on the evaluation rubric and metrics. Residency and Planning Grants will be awarded based on the score of each proposal. In the event of tied scores, the Commission will use geographic and content area diversity as tiebreakers.

Notification of award status will sent by email to the point of contact listed in the proposal by **Monday, March 30, 2020**. Applicants who accept a grant award must provide notification of acceptance to the Commission within 15 business days of receipt of notification of award.

To receive grant award funds, grantees must enter into a Grant Award Agreement with the Commission outlining the terms and conditions of the award. The Commission will provide a Grant Award Agreement to the grantee for review and execution.

APPENDIX

First Regular Session of the 121st General Assembly (2019)

PRINTING CODE. Amendments: Whenever an existing statute (or a section of the Indiana Constitution) is being amended, the text of the existing provision will appear in this style type, additions will appear in **this style type**, and deletions will appear in ~~this style type~~.

Additions: Whenever a new statutory provision is being enacted (or a new constitutional provision adopted), the text of the new provision will appear in **this style type**. Also, the word **NEW** will appear in that style type in the introductory clause of each SECTION that adds a new provision to the Indiana Code or the Indiana Constitution.

Conflict reconciliation: Text in a statute in *this style type* or ~~this style type~~ reconciles conflicts between statutes enacted by the 2018 Regular and Special Session of the General Assembly.

HOUSE ENROLLED ACT No. 1009

AN ACT to amend the Indiana Code concerning higher education.

Be it enacted by the General Assembly of the State of Indiana:

SECTION 1. IC 21-18-15.1 IS ADDED TO THE INDIANA CODE AS A **NEW** CHAPTER TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2019]:

Chapter 15.1. Teacher Residency Grant Pilot Program

Sec. 1. As used in this chapter, "fund" refers to the teacher residency grant pilot program fund established by section 5 of this chapter.

Sec. 2. As used in this chapter, "pilot program" refers to the teacher residency grant pilot program established by section 4 of this chapter.

Sec. 3. As used in this chapter, "program participant" means an individual who is selected to receive training under a teacher residency program described in section 6 of this chapter.

Sec. 4. (a) The teacher residency grant pilot program is established.

(b) The commission shall administer the pilot program.

Sec. 5. (a) The teacher residency grant pilot program fund is established for the purpose of providing funds to school corporations and charter schools for the development and implementation of teacher residency programs as described in section 6 of this chapter.

(b) The fund consists of the following:

HEA 1009 — Concur



- (1) Appropriations made by the general assembly.
- (2) Gifts, grants, devises, or bequests made to the commission to achieve the purposes of the fund.
- (c) The commission shall administer the fund.
- (d) The expenses of administering the fund shall be paid from money in the fund.
- (e) The treasurer of state shall invest the money in the fund not currently needed to meet the obligations of the fund in the same manner as other public funds may be invested. Interest that accrues from these investments shall be deposited in the fund.
- (f) Money in the fund at the end of a state fiscal year does not revert to the state general fund but remains available to be used for the purposes of this chapter.

Sec. 6. The commission may award grants under the pilot program to an applicant that meets the following requirements:

- (1) The applicant is a school corporation or charter school that has partnered with one (1) approved postsecondary educational institution to establish and implement a teacher residency program.
- (2) The applicant submits a teacher residency plan that:
 - (A) establishes a teacher residency program in which:
 - (i) program participants receive teacher training under the teacher residency program for a one (1) year period; and
 - (ii) program participants and teachers who act as mentors to program participants under the teacher residency program receive stipends;
 - (B) includes the name and contact information of the approved postsecondary educational institution with which the school corporation or charter school has partnered; and
 - (C) includes any other information regarding the teacher residency program that is required by the commission.
- (3) Any other requirements established by the commission.

Sec. 7. A school corporation or charter school that is awarded a grant under section 6 of this chapter:

- (1) shall provide stipends to:
 - (A) program participants; and
 - (B) teachers who act as mentors to program participants under the teacher residency program; and
- (2) may use money from the grant award to pay the approved postsecondary educational institution with which the school



corporation or charter school has partnered for administrative costs incurred by the approved postsecondary educational institution in developing and implementing the teacher residency program.

Sec. 8. The commission shall, upon request, provide technical assistance to school corporations, charter schools, and approved postsecondary educational institutions participating in the pilot program in the development of competency based curriculum and support systems for program participants.

Sec. 9. (a) The commission shall annually prepare a report that includes the following:

- (1) Information regarding school corporations and charter schools that participate in the pilot program.
- (2) The annual retention rate of teachers employed by a school corporation or charter school who completed the school corporation's or charter school's teacher residency program within the immediately preceding five (5) years.
- (3) The number of program participants who were not employed by a school corporation or charter school after completing the school corporation's or charter school's teacher residency program.
- (4) The number of teachers who completed a teacher residency program under this chapter in the immediately preceding five (5) years and received, based on a staff performance evaluation for the year, a rating of:
 - (A) highly effective;
 - (B) effective;
 - (C) improvement necessary; or
 - (D) ineffective.

The commission shall provide the total number of teachers described in this subdivision who received each rating listed in clauses (A) through (D).

- (5) The number of teachers who:
 - (A) completed a teacher residency program under this chapter in the immediately preceding five (5) years; and
 - (B) took leadership roles, as determined by the commission, during their employment with a school corporation or charter school in Indiana.

(b) Not later than July 1 of each year, the commission shall submit the report described in subsection (a) to the following:

- (1) The governor.
- (2) The general assembly in an electronic format under



IC 5-14-6.

Sec. 10. The commission may adopt rules under IC 4-22-2 necessary to implement this chapter.



Speaker of the House of Representatives

President of the Senate

President Pro Tempore

Governor of the State of Indiana

Date: _____ Time: _____

HEA 1009 — Concur

