



Northeastern Pennsylvania STEM Initiative

Request for Proposals

**STEM Professional Development and
STEM Curriculum Development Grants**

Deadline for Applications: 10 AM, June 5, 2009

APPLICATION INSTRUCTIONS

I. Introduction/Background

The NEPASTEM (Northeast PA Science, Technology, Engineering, and Mathematics) Initiative has received funds from Wall Street West (WSW), as part of a larger US Department of Labor grant to Wall Street West. This money is being made available to non-profit and educational organizations in Berks, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, and Wayne counties as WSW sub-award grants for the period July 1, 2009 – December 31, 2009, administered by the NEPASTEM Initiative.

More information about the Wall Street West initiative can be found at www.wallstreetwest.org. To learn more about WIRED visit www.doleta.gov.

The Ben Franklin Technology Partners of Northeastern Pennsylvania is the project and fiscal manager of Wall Street West.

II. Program Description

Purpose: This grant program is intended to fund short-term project that will improve STEM achievement and STEM workforce readiness of NEPA Pre K – undergraduate students through focused, high-quality teacher professional development or curriculum improvement activities. In addition to building STEM literacy and skills, we seek to develop, strengthen, or expand partnerships among organizations in the region in order to further develop the region's capacity to provide high quality STEM education to all students.

Because of Wall Street West funding requirements, NEPASTEM funded programs should only affect students ages 16 and over. If a portion of a program involves students below age 16, this portion can be counted towards matching funding which is required of each program.

Uses of Funds: Projects shall use funds provided for one or more of the following activities:

1. Creating opportunities for enhanced and sustained professional development of teachers that in turn increase students STEM literacy and 21st Century workforce skills.
2. Engage in the revision, enhancement, development, or dissemination of curriculum that specifically and measurably increases students' STEM literacy or STEM workforce skills.
3. Engage in the development of infrastructure to enhance the region's ability to engage in STEM education improvement projects.
4. Increase awareness of the importance or characteristics of high-quality STEM education in broad regional audiences.

Importance of Impact on Instruction: All proposed projects are encouraged to describe how they will result in improved classroom instruction.

Importance of Community Engagement: All proposed projects are encouraged to describe how they will engage the broader community (employers, parents, community leaders) into their project.

Duration of Grants: Grants will be awarded for the period July 1, 2009 through December 31, 2009. All grant-funded portions of the proposed activities must be completed within that time frame. Projects may continue past December 31, 2009, but these activities must be funded from other sources. These activities may be counted towards matching funding requirements.

Eligible Organizations: Eligible organizations include:

- a. Pennsylvania Local Education Agencies (LEAs) in Berks, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill and Wayne counties;
- b. Pennsylvania higher education institutions that serve LEAs in the regions in (a); or
- c. Other organizations that serve LEAs in the regions in (a)

Organizations which have not yet received WSW funding may not be vetted in time to receive this funding since it must be expended in 2009. Such organizations should consider partnerships with organizations which have received WSW funding. As noted above, partnerships of organizations within or across these groups are particularly encouraged.

Lead Applicant:

- Will serve as the fiscal agent
- Is responsible for all timely reporting
- Ensures utilization of funds in accordance with federal, state, and fiscal agent guidelines

General Administrative and Fiscal Requirements: WSW Investments are federal funds to which a number of rules and conditions of use apply. Specific details of these rules differ by the type of grantee (state or local government, educational institution, non-profit institution, for-profit commercial organizations, entities involved in administering the workforce investment system and economic development agencies)

Investments may not be used for construction, capital improvements, redistribution of funds, or incentives.

The U.S. Department of Labor requires in 20CFR667.200 that recipients follow OMB Circulars that define procurement requirements, eligible expenses or other administrative and audit compliance regulations. Commercial for-profit contractors who become WIRED grantees are governed by requirements published at 48 CFR Chapter 1 for cost principles and 29 CFR, Parts 95 and 96 regarding administrative and audit requirements. It is the grantee's responsibility to comply with all applicable requirements listed above in 20 CFR 667,200 referenced below:

States, local governments and Indian Tribes follow:

- A-87 for cost principles
- A-102 for administrative requirements (29 CFR, Part 97)
- A-133 for audit requirements

Educational Institutions (even if part of state/local government) follow:

- A-21 for cost principles
- A-110 for administrative requirements (29 CFR, Part 95)
- A-133 for audit requirements

Non-Profit Organizations follow:

- A-122 for cost principles
- A-110 for administrative requirements (29 CFR, Part 95)
- A-133 for audit requirements

For-profit Commercial Organizations follow:

- 48 CFR, Chapter, 1 Part 31 for cost principles
- 29 CFR, Part 95 for administrative requirements
- 29 CFR, Part 96 for audit requirements

Circulars and complete versions of the CFRs that apply can be found at these sites:

OMB Circulars: www.whitehouse.gov/omb/circulars/index.html.

48 CFR and 29 CFR: <http://www.access.gpo.gov/bnara/cfr/cfr-table-search.html#page1>

Funding: All Investments will be distributed and administered according to federal, state and fiscal agent guidelines. Distribution of funds will coincide with the reporting timeline and will be based on continued demonstration of progress toward the goals of the specific project. The timeline will be established for each funding cycle and communicated to recipients upon approval for allocation.

Funds are limited by law to the following:

- Provide job training and related activities to assist workers (including unemployed and employed workers) in gaining skills and competencies needed to obtain or upgrade career ladder employment positions in high growth industries and economic sectors
- Assist in the development and implementation of model activities (such as develop curricula to build core competencies and train workers, identify and disseminate career and skill information, and increase the integration of community and technical college activities with activities of business and the public workforce)

Matching and Leveraged Funds: Wall Street West Investment requires a 1:1 match. Aligning resources is a key component to sustainability. Applicants must provide dollars or in-kind resources. Please note that neither prior investments nor Federal resources may be counted as a match.

Reporting/Monitoring: In addition to audits conducted in accordance with federal requirements, the WIRED Initiative may conduct or arrange for monitoring of activities of recipients. Such monitoring may include, but not be limited to on-site visits.

All grant recipients will be required to report on the process and outcomes of the funded project. Measurement will be based on the goals of the project. Monthly progress reports should be submitted on the last day of each month. The final report for the project must be submitted no later than December 31, 2009.

WIRED POLICIES

Secondary Educational Activities: Programs should be developed for age 16 and older.

Outreach/Marketing: Funds can be used for outreach efforts

- All materials must include the Wall Street West logo
- Allowable marketing materials developed must acknowledge the Federal funding source specific verbiage is required
- Any materials developed with grant funds and disseminated to the public must acknowledge the federal funding source. This includes logos, slogans, etc.
- Paid advertising (ie: television, print and computer transmission media) is NOT an allowable cost

Curriculum Development and Intellectual Property: Curriculum developed to provide the foundation of training in new or emerging occupations is an allowable use of the WIRED funds provided that such curriculum is tied to specific identified needs and actual jobs within the regional economy. Materials may be copyrighted and remain the property of the organization that developed the curriculum, but as they have been developed with Federal grant funds, the Federal government retains a nonexclusive irrevocable right to distribute, disseminate and otherwise use the materials. In addition, Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted materials, although they may be used to pay for the costs of obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds these revenues are program income and their use is specified in the Uniform Administrative Requirements 29 CFR 97.25 and 29 CFR 95.24. Program income is added to the grant and must be expended for allowable grant activities.

Consultant Fees: Consultant fees paid for professional consulting services are limited by the special terms and conditions of the grant to a daily rate of \$500.00 per day.

Entrepreneur Programs: The funds may not be used to provide “seed money” or capitalization grants to private employers. Funds may be used to provide training to employees in newly created jobs as well as training and technical assistance to employers (entrepreneurs). Such technical assistance may include activities such as the design of courses to address needs of entrepreneurs, connecting entrepreneurs to capital such as angel networks who investments will result in increasing jobs within the region, developing outreach strategies for engaging entrepreneurs in the WIRED project, etc.

Indirect Costs: Are not allowable costs; everything needs to be trackable and billable

General economic development: Are not allowable costs: ie. Infrastructure investments in businesses, increases in inventory, capital asset purchases and other costs not specifically related to increase in actual job opportunities

Paid employee release time: Are not allowable costs. However, substitute teacher compensation is allowable

Research and Development (R&D): Are not allowable costs

Resolution of Disputes: All parties will exercise best efforts to promptly resolve any disputes arising in connections with this RFP or subsequent contract agreement. If a dispute is not resolved to the satisfaction of a given party, the unsatisfied party must notify the other parties, in writing, of the nature of the dispute and its dissatisfaction with the proposed resolution. Upon receipt of such notice, Subrecipient shall choose one representative, BFTP/NEP shall choose one representative, and Subrecipient and BFTP/NEP representatives shall choose a mutually acceptable third party. The three individuals selected shall then review the dispute and the evidence with respect thereto and resolve the dispute, which resolution shall be final and binding upon the parties.

Signature Authorization: If the proposal is accepted sub-recipients will need to seek authorization for modifications to their Scope of Work and budget.

III. Proposal Requirements

In order to be considered for funding, applicants need to submit a proposal to the NEPASTEM Initiative. The following components must be included in this order for review and ranking of proposals:

- A. Cover Page:** All projects must fill out a Cover Page (Appendix A) providing complete contact and project management information
- B. Proposal Narrative:** A clear description of the need, the theory of action, the plan of action, and the evaluation plan, not to exceed 3 pages total of 12 point font with 1” margins.

C. Budget with Description (1 page): The proposal should include a detailed budget showing the costs of the program broken down by category.

	WIRED Funding Request	Matching/Leveraged Funds	Total
SALARIES/WAGES/BENEFITS (List names and % effort)			
Supervisory Personnel			
Faculty (Schools Only)			
Other Professionals			
Tuition (Schools Only)			
Stipend (Allowable for Match only)			
Secretarial/Clerical			
Benefits			
Other (specify)			
Sub-Total			

Insert Cells as needed

	Previous Budget	Increase or Decrease	Revised Budget
EQUIPMENT (Allowable for Match Only)			
List each piece or attach list			
Sub-Total			

Insert Cells as needed

	Previous Budget	Increase or Decrease	Revised Budget
CONSULTANTS & SUBCONTRACTORS			
Name each person or company; what they'll do, hourly rate and anticipated hours. Consultant fees paid for professional consulting services are limited by the special terms and conditions of the grant to a daily rate of \$500.00 per day. 3 bids must be obtained for all work performed.			
Sub-Total			

Insert Cells as needed

	Previous Budget	Increase or Decrease	Revised Budget
OTHER DIRECT COSTS			
Materials & Supplies Attach Itemized List			
Travel Attach Itemized List (food is an unallowable cost under the grant)			
Publications			
Lab Charges Allowable as match only			

Computer Time Allowable as match only			
Other (please specify)			
Project Administration and Overhead- WIRED funding does not support costs associated with project administration			
Sub-Total			

TOTAL EXPENDITURES

- D. Letters of Commitment: Letters of commitment should be available from an official within each partner organization who is authorized to commit the organization to the specified work. These letters need not be submitted with the application but should be available if funding is awarded. Given the short time frame, all commitments necessary to complete the work should be in place at the time of application. These letters should specify the obligations of the partner within the project and the willingness of the partner to provide resources needed to meet those obligations. Generic letters of “support” should not be included.

- E. Curriculum vitae: Current 1-2 page curriculum vitae should be provided for up to 3 key project personnel demonstrating the ability of the senior staff to plan and carry out the proposed project. Please include only most recent/most relevant publications and grants. These vitae need not be submitted with the application but should be available if funding is awarded.

IV. Proposal Submission and Review

Submission: Applicants must submit an electronic document in either Portable Document Format (PDF) or Microsoft Word (.doc, *not* .docx) format to Dr. N. Paul Schembari, East Stroudsburg University at schembari@po-box.esu.edu with the following requirements:

- The cover page must be a scan of a completed form from Appendix A with the original signature of the authorized institutional official. If necessary, the cover page may be submitted as a separate, clearly identified PDF document.
- Please name the submitted electronic files using the name of the organization requesting funding, for example ABC_College.pdf.
- To be considered for funding, proposals must be received by 10:00 am on June 5, 2009.

Incomplete applications will not be considered. Questions regarding the submission of the proposal should be directed to Dr. Schembari at his email address.

Review Process: As proposals are received by the NEPASTEM Initiative, they will be reviewed by staff for completeness and eligibility. A review panel will evaluate eligible proposals in light of the required application components and the established criteria. The panel will review each eligible application, evaluate the proposal against the criteria in this

RFP, and make recommendations to the NEPASTEM Governing Board. The review panel's recommendations will be the primary determinant of successful proposals and will form the basis for negotiation and final selection.

Following the review, programs will be notified of their status no later than June 19, 2009. In order to maximize the effects of limited funds, applicants may receive awards of less than the amount requested and may be asked to revise the project budget and/or scope of work.

Review Criteria:

Criteria	Points
Needs Assessment and Research Base	20
Suitability of Organization/Partnership and Suitability of Budget	30
Project Goals and Objectives and Project Plan	30
Evaluation and Sustainability	20

V. Award Administration

- A. Notification of the Award: After the completion of the review process, the project will be notified on the status of their proposal by June 19, 2009.
- B. Award Conditions: For the 2009 competition, approximately \$ 180,000 is available overall. It is anticipated that awards will be on the order of \$15,000 to \$30,000. Larger awards may be made, but such proposals should carefully demonstrate both the need and the capacity to disburse such large amounts in so short a time

All WSW opportunities require one-one matching funding. That is, organizations must provide dollars or in-kind resources which match this funding.

Because of WSW funding requirements, these awards will be made on a “draw-down” basis. That is, organizations will receive their funding only after expenses are incurred and invoices are submitted to WSW. The final 25% of awarded funding will only be provided after the Reporting Requirements are complete – see below.

All invoices must be submitted by December 31, 2009.

- C. Reporting Requirements: Each project will be required to submit monthly reports along with the final financial and program reports documenting expenditure of grant funds and providing evidence of the degree to which program objectives were achieved by December 31, 2009.

In addition, each project will be expected to provide a short description of their project for the NEPASTEM website. Projects will also be expected to present a poster describing

their project and progress toward meeting goals at the NE PA STEM regional meeting on October 1, 2009.

VIII. Application For 2009 STEM Development Grant Cover Page

See next page.

NEPASTEM Initiative

Wall Street West

Application For 2009 STEM Development Grant Cover Page

Applicant Organization: _____

Partner Organization(s): _____

Program Title: _____

Program Director

Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E- Mail: _____

Funds Requested: _____ \$ _____

Is this program supported by other funders, such as Wall Street West? ___ Yes ___ No

If yes, please list source(s) and amount(s):

Certification by Authorized Official of Applicant Organization:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the governing body of this organization duly authorizes the filing of this application.

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date