Arkansas Professional Educator Pathway (ArPEP)

Program Delivery Discretionary Grant

Request for Proposals

2023-2027 FY

Division of Educator Effectiveness and Licensure

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Submission Guidelines

NOTE: Applicants must submit the completed request for proposal to Danielle Jackson at danielle.jackson@ade.arkansas.gov. Submissions must be received no later than 11:59 p.m. **Friday, January 21, 2022.**

Submission Guidelines:

- Subject of Email: ArPEP Request for Proposal
- Single PDF Document Titled: ArPEP Request for Proposal (Name of IHE, Cooperative, Vendor)
- Applications that do not meet the specifications listed in this Request for Proposals (RFP) may not be reviewed.
- Incomplete proposals will not be reviewed.
- Applications should be double-spaced and in 10- or 12-point Arial, Tahoma, or Times New Roman font.

Partnership Guidelines

For Institutions of Higher Education (IHE) to be eligible, the applicant must form a partnership with local Arkansas Education Service Cooperative(s) and submit a Memorandum of Agreement (MOA) signed by all partners and initialed on every page by each partner. The IHE partner must serve as the applicant/fiscal agent for this grant program.

For Arkansas Education Service Cooperatives (ESC) to be eligible, the applicant must form a partnership with local school district(s) and submit a MOA signed by all partners and initialed on every page by each partner. The Arkansas Education Service Cooperative applicant must serve as the applicant/fiscal agent for this grant program.

For approved vendors to be eligible, the applicant must form a partnership with a local Arkansas ESC and submit a MOA signed by all partners and initialed on every page by each partner. The Arkansas Education Service Cooperative applicant must serve as the applicant/fiscal agent for this grant program.

Applicants must submit a Memorandum of Agreement (MOA) signed by all required partners and initialed on every page by each partner in order to be funded. The MOA must specify the role of each partner and detail all services each partner commits to provide and when they are expected to do it. Letters of support will not be accepted in lieu of a required partner's signature on the MOA.

Partnership MOA's must be attached in Appendix G.

Funding Opportunity Description Purpose

This notice is being issued to solicit applications to host one or more Instructional Module delivery sites for the Arkansas Department of Education (ADE) Arkansas Professional Educator Pathway (ArPEP) Program (**formerly known as Arkansas Professional Pathway to Educator Licensure-APPEL).**

Program Goals and Objectives

The Arkansas Professional Educator Pathway (ArPEP) is an affordable two-year, work-based training, alternative preparation route to obtaining an Arkansas standard teaching license for college graduates or career changers holding at least a bachelor's degree. ArPEP's goal is to prepare learner-ready teachers to meet the growing demand of the teacher pipeline in Arkansas. The primary objective of ArPEP is to train future educators on how to build classroom communities, design effective lesson plans, implement evidence-based instructional strategies, and use assessments to facilitate student learning.

Program/Statutory Authority and Regulations

Ark. Code Ann. **§** 6-17-409 (2016) established that the State Board of Education may offer and operate a nontraditional licensure program. The program is administered under the auspices of the Arkansas Department of Education (ADE) Division of Elementary and Secondary Education (DESE) and is monitored by the Office of Teacher Recruitment and Retention (TR&R).

Award Information

This is a competitive grant process. The total amount of grant funding is $1,300 per candidate per site. The grant award period of performance is from July 1 to June 30.

Awarded applicants must submit the grant in the DESE Grants Management System (GMS) as laid out in Sections I-V. Please note there must be signatures on all documents and assurances associated with this grant. The completed signed documents must be uploaded as Other Documents in the DESE GMS. All grantees must have a designated fiscal manager who has completed the mandatory training on how to make formal application through the DESE Grants Management System (GMS). Designated fiscal managers who have not completed the mandatory training may contact Grant Coordinator Danielle Jackson at danielle.jackson@ade.arkansas.gov.

Eligibility

All Arkansas Educational Service Cooperatives, two or four-year colleges/universities, and approved vendors in partnership with Arkansas Educational Service Cooperatives are eligible to apply for funding.

Selection Criteria

Site selection will be awarded primarily based on a point system (See Appendix A). However, geographic location will be a consideration when necessary. ArPEP will award grants for Year One and Two ArPEP Summer Academy (June or July) and continue with monthly module sites throughout the year (September-April). ArPEP will also award sites to offer a Late Cohort and continuing with monthly modules throughout the school year (October-June) based on need. Points will be awarded in the following categories:

a. Needs Assessment
b. Teacher Recruitment
c. Teacher Preparation and Instructional Delivery
d. Monitoring and Evaluation
e. Administration and Fiscal Oversight

Statement of Assurances, MOA's and letters of support are required **(Appendix G).**

Application Process

Section I: Program Description/Proposal Narrative

All grant proposals must provide a narrative regarding the description of the program to be funded with the grant. The proposal narrative must explain and describe how the following components will be addressed in program delivery.

A. **Needs Assessment** to address the following:
   a. Provide a brief statement of the program's purpose, mission, and/or goals.
   b. Explain the need for the program delivery site and support with data, such as data from supply and demand research, local district and school surveys, or institutional studies.
   c. Provide estimates of the number of candidates expected to enter and complete the proposed program each year.
   d. Late Cohort consideration will be based on data-driven needs. Must complete twenty-one (21) days of face to face and asynchronous instruction.
B. **Teacher Recruitment** A detailed plan for recruiting high-quality, diverse pool of applicants to include:
   a. Partnerships with Arkansas Education Service Cooperatives or local districts must provide a detailed needs survey with stated goals for the number of ArPEP participants serving high poverty and high-minority students and/or in critical shortage areas.
   b. An explanation of how the proposed delivery site will assist both participants and districts in securing appropriate candidates to fill teaching positions.
   c. An estimated demographic breakdown of ArPEP participants.
C. **Teacher Preparation and Instructional Delivery**: Explain how the proposed ArPEP site will assure the **required** modules are presented.

a. **Science of Reading Instruction**: All Arkansas educators must demonstrate proficiency or awareness in the Science of Reading as legislated by under, Ark. Code Ann. § 6-17-402 and 6-17-429. **(Required texts located in Appendix F)**.

- All teachers employed in a teaching position that requires an elementary education (K-6) license shall demonstrate proficiency in knowledge and practices of scientific reading instruction; Modules for Year 1 and Year 2 will be taught via distance learning by RISE certified Trainer of Trainers (TOT) and facilitated in person by site facilitators. K-6 teachers must take and pass Foundations of Reading before obtaining a standard teaching license.

- All Middle Childhood (4-8), Secondary (7-12), (4-12), and Broad Range (K-12) teachers must demonstrate Awareness in Science of Reading through a Facilitated Arkansas IDEAS Awareness Pathway.

b. **Professional Learning Communities,** under A.C.A. § 6-20-230. Members of Professional Learning Communities use results-oriented action steps to clarify exactly what each student must learn, monitor each student's learning on a timely basis, provide systematic interventions, and use collective inquiry/feedback to create a collaborative atmosphere of continual improvement. Content will outline the parameters of Professional Learning Communities and the importance of educator essential learning on student achievement.
Recommended text:

- *Revisiting Professional Learning Communities at Work.* 2nd Edition. Authors: Richard DuFour, Rebecca DuFour, Robert Eaker, Mike Mattos, Anthony Muhummand.

c. **Classroom Environment:** ArPEP participants' preparation will focus on best practices for social-emotional learning, creating a trauma-sensitive classroom, developing a culture for learning, and managing classroom procedures. All ArPEP participants will be prepared as Day One Ready teachers for Arkansas classrooms. Teachers will create a Day One Ready Plan for the first day of school.
Recommended texts/resources:

- *Fostering Resilient Learners-Strategies for Creating a Trauma-Sensitive Classroom.* Authors: Kristin Souers with Pete Hall.
- *Behavior: The Forgotten Curriculum.* Author: Chris Weber.
- *Social-Emotional Resource Guide:* Division of Elementary and Secondary Education - Offices - Learning Services - GUIDE for Life.

d. **Arkansas Math Quest (ARMQ)**: All Elementary K-6, Middle School (4-8), and Secondary (7-12) Mathematics content must be presented by someone who is well-versed in AR Math Quest and can differentiate for the three grade bands.

ARMQ Overview access link
https://drive.google.com/file/d/1rwdzs2QxktkwTWyHb5RRdWNYgFdFR S5O/view

e. High Quality Instructional Materials (HQIM)-ArPEP participants' preparation will include training in the importance of recognizing and selecting HQIM to ensure all students have access to rigorous, grade appropriate instructional materials.

HQIM Overview access link:
https://dese.ade.arkansas.gov/Files/AIIM_Slide_Deck_7_8_21_20210708084647. pdf

f. **Educative Teacher Performance Assessment (edTPA)** is a nationally recognized, valid, and reliable performance assessment for teachers in education preparation programs. edTPA represents the best practices in teaching in planning, instruction, and assessment. The process places an emphasis on reflective teaching and data driven instruction.

  i. All ArPEP teachers are required to submit a scoreable portfolio submission to edTPA.

  ii. ArPEP teachers conditionally enrolled in ArPEP under an Alternate Assessment Plan (AAP) must obtain a passing score to meet the pedagogical content requirement for program completion.

Recommended text:

- *Cliff Notes Guide to edTPA Assessment: Navigating the edTPA Process* Author: Jane R. Burnstein.

g. Describe the additional coursework that will prepare beginning teacher with Day One Ready competencies: **The following coursework topics are suggested and not required:** *Use of Technology to Serve Learning, Responsive Teaching, Lesson Planning and Preparation, Build Successful Relationships with Learners, and Inclusive Practices.*

h. Describe how the proposed ArPEP site will support candidates with an evidence-based coaching model.

i. Provide all syllabi that include dates, module topics, module descriptions, and mode of delivery for all modules prescribed in the proposed program.

  i. Sites can offer Face-to-Face Module Delivery or Hybrid Module Delivery. Hybrid Module Delivery must offer at minimum fourteen (14) face-to-face sessions and seven (7) virtual sessions.

j. Describe the process for meeting the pedagogical needs of Elementary (K-6), Middle Childhood (4-8), and Secondary (7-12) participants for appropriate modules (separate presenters. breakout sessions, training, etc.)

k. Describe the process for meeting the needs of participants for content specific instruction (content expert presenters, breakout sessions, training, etc.).

l. Plan for providing ongoing Internet-accessibility for participants throughout the year.

m. Identify proposed ArPEP Site Facilitators. Include vitae and credentials.

n. Provide documentation that the program includes curriculum that addresses requirements established by Arkansas statutes governing educator preparation and the DESE Rules Governing Educator Licensure, including without limitation, instruction in:

1. The Code of Ethics for Arkansas Educators: Preservice teachers are held to the Code of Ethics for Arkansas Educators. For preservice teachers to receive a Provisional License, documentation of the successful completion of the professional educator ethics training identified by rules of the state board must be provided, under Ark. Code Ann. § 6-17-409.

2. Training on the state-approved Arkansas Teaching Standards (ATS).

3. Training on the Teacher Excellence and Support System (TESS).

4. Child maltreatment, under Ark. Code Ann. § 6-61-133.

5. Parental involvement, under Ark. Code Ann. §6-15-1705.

6. Teen suicide awareness and prevention, under Ark. Code Ann. §6-17-708.

7. Information on the identification of students at risk for dyslexia and related disorders, under Ark. Code Ann. § 6-41-609

8. Human trafficking awareness, under Ark. Code Ann. § 6-17-710

9. 45-hour professional development in Arkansas History offered through Arkansas IDEAS (only for proposals for K-6, middle childhood social studies (4- 8), or secondary social studies (7-12). The Arkansas History course may also be completed as a three-hour college course. Ark. Code. Ann. §6-17- 418.

10. Science of reading instruction, Ark. Code Ann. § 6-17-402 and 6-17-429.

o. **Instructional and Technical Support-** All ArPEP sites must utilize the Canvas Learning Management System and ensure content aligns with ArPEP's goals and required components. Awarded applicants are required to attend training on Canvas Learning Management System (virtual options).

> i. All facilitators/faculty and support staff will be trained on how to utilize and navigate the platform for online content delivery through the completion of a 6 hour asynchronous training course, Growing with Canvas, within the Canvas platform. Additional training on how to use Canvas can be found online in the Canvas Commons.

Section III: Program Evaluation-This section should include details for monitoring and reporting of instructional effectiveness and grant funds.

    A.   Monitoring and Evaluation of Modules and Site

        a. The grant applicant must complete the Grant Performance section in GMS entering the grant goals and objectives provided in Appendix. The applicant should enter the Target Level of Performance for each of the measures. Applicants should provide a Date of Completion for each measure.

        b. The grant applicant must submit a Project Narrative Summary in GMS under the Grant Performance Report section. This narrative must include the activities of the grant that will be implemented to meet these goals for the grant performance period of July 1-June 30.

        c. The grant applicant must submit a final Program Performance report at the end of the grant period. The applicant will submit the final Project Narrative Summary in GMS under the Grant Performance section. The applicant will enter the Actual Performance Program performance reports and adjust any Date of Achievement as necessary. This final report must be submitted within 30 days after the end of the grant award performance period.

        d. All sites must submit a monthly report to the DESE-ArPEP Program Advisor (See Appendix).

        e. To continue state approval all ArPEP sites must meet all requirements of the state review process as required in the Rules for Governing Educator Licensure.

    The DESE reserves the right to conduct desk and/or monitoring reviews on grant recipients as deemed necessary. The DESE will use program performance reports as a monitoring tool for all grant recipients.

Section IV: Program Budget- This section should explain in detail what will be purchased with grant funds. This section will be completed inside of the GMS by the Designated Fiscal Administrator.

    A. **ADE Grant Budget and Budget Narrative:** Complete the Grant Budget and Budget Narrative. Applicant budgets must provide sufficient detail for the DESE program staff to a cost analysis of the applicant's budget.

    B. **Grant Budget Requirements-** This describes budget categories and monitoring and reporting requirements associated with the grant.

        a. Salaries and Fringe Benefits and Contracts:

            i. Presenters hired to instruct the ArPEP modules must submit the entity's original, signed completed invoice based on the negotiated contract (including properly completed W-9 form) to the ArPEP Site Facilitator. The Site Facilitator will submit the invoice to the grant's Designated Fiscal Manager for payment.

ii. Operating Expenses-The site will be responsible for the following operating expenses and in the grant budget:
1. All required books for ArPEP participants (see Appendix G)
2. Supplies
3. edTPA vouchers for Year One and Year Two participants.
4. Canvas LMS accounts for online instruction.
5. Contracting with any necessary entity to provide disability services for any participant who requires such services.
6. Facility charges.
7. Travel Expenses

iii. The completed and signed TR-1 or other appropriate travel documents to the site facilitator to be processed by the Designated Fiscal Administrator for reimbursement. Travel will be calculated based on the current State rate. These expenses are in addition to the presenter fee.

iv. Site Facilitators can be reimbursed through the grant for travel expenses related to any required ArPEP meetings or training. Travel will be calculated based on the current State rate for food, lodging and mileage.

v. Sites may also budget up to five percent (5%) for indirect costs.

Section V: Financial Management System-This section describes the grantee's accounting system and financial management system.

A. **Financial Narrative-** The applicant may provide their existing written financial management policies and procedures to meet this requirement.
   a. All applicants must provide a narrative describing the grantee's accounting system and financial management system. Applicants must have a financial management system in place that allows them to properly administer grant funds. Applicants will be reviewed to determine that the grantee's financial management system provides for the following:
      i. Identification in the grantee's accounting system of the grant award received and expended under which they were received.
      ii. Accurate, current, and complete disclosure of the financial results of each grant award or program.
      iii. Records that identify adequately the source and application of grant funds.
      iv. These records must contain information regarding the obligation of funds, unobligated balances, asset, expenditures, income, and interest and be supported by source documentation.
      v. Effective control, over and accountability for all funds, property, and other assets.
      vi. Comparison of expenditures with budget amounts for each grant award.

B. **Designated Fiscal Administrator-** The applicant must designate a specific fiscal administrator for grant funds assurances.
   a. The designated fiscal administrator is required to attend any training to this grant.
   b. The fiscal administrator will be responsible for fulfilling the requirements of the grant application.

VI. **Institutional and Site Facilitator Assurances-**This section guarantees certain Institutional and Site Facilitator Assurances and requires proper signatures on the Statement of Assurances documents.

Appendices

Appendix A-Grant Proposal Score Sheet
Appendix B-DESE Protocol for Evaluation of ArPEP Grant Application
Appendix C-ArPEP Instructional Module Descriptions and Timelines (Year One), ArPEP Instructional Module Descriptions and Timelines (Year Two), Late Cohort
Appendix D-ArPEP Monthly Report Template
Appendix E-Science of Reading Required Texts
Appendix F-Program Performance Report Indicators
Appendix G-Statement of Assurances, MOA's and Letters of Support

![Division of Elementary & Secondary Education logo]

Appendix A
Grant Proposal Score Sheet

This is the form used to score your proposal. Please make note of the number of points attached to each category and plan your responses accordingly. Assume the person scoring has no experience with the ArPEP Program.

Evaluator: _____

Applicant: _____

Criteria	Points Possible	Points Awarded	Justification/Comments
Needs Summary	**20**		
Mission/Purpose/Goals	**5**		
Supporting data from district to support need	**5**		
Number of Candidates	**5**		
Late Cohort	**5**		
Average Criteria Score			
Teacher Recruitment	**15**		
Goals for Partner Districts	**5**		
Recruitment plan for diversity and critical shortage areas	**5**		
Teaching positions and placement of applicants	**5**		
Average Criteria Score			
Preparation & Instructional Delivery	**50**		
Science of Reading	**5**		
Professional Learning Communities	**5**		
Classroom Environment	**5**		
Math Quest	**5**		
HQIM	**5**		

edTPA	**5**		
Additional Day One Ready Supplemental Instruction	**5**		
Differentiation for grade bands and content areas	**5**		
State Requirements for Licensure: Ethics, Child Maltreatment, Parental Engagement, Suicide Awareness, Dyslexia, Human Trafficking, Arkansas History, Clearance of Background Checks	**5**		
Syllabi includes twenty-one instructional dates, module topics, descriptions, and a minimum of fourteen Face-to-Face instructional days for each cohort.	**5**		
Average Criteria Score			
Program Budget	**10**		
Presenters/Operating Expenses/Travel	**5**		
Designated Fiscal Administrator	**5**		
Average Criteria Score			
Fiscal Management System	**5**		
Control/Accountability/Disclosure	**5**		
Average Criteria Score			

Division of Elementary & Secondary Education for Evaluation of ArPEP Grant Applications

DEADLINE FOR SUBMISSION: Friday, January 21, 2022, by 11:59 p.m.

DESE PRIORITIES FOR ArPEP SITE GRANTS:

1. "Day One Ready" teacher candidates who are prepared to meet the emotional and academic learning needs of Arkansas' diverse student populations.
2. Licensed teachers who are prepared and willing to teach in high poverty, high minority districts and/or in critical shortage areas.
3. A fiscally attractive alternative to traditional Educator Preparation Programs.
4. Geographic locales that provide equitable access for the greatest number of applicants.

PANEL OF REVIEWERS-A panel of 3 cross-departmental evaluators from DESE units will review applications and evaluate their strengths in meeting DESE's grant priorities.

EVALUATION RUBRIC-Based on DESE's grant priorities, evaluators will score applications using the following rubric and criterion statements to quantify the strength of each application using a 1-5 scale:

5=exceptional, contains compelling evidence
4=very good, contains convincing evidence
3=good, but only some compelling evidence
2=adequate, but lacks convincing evidence
1=weak, incomplete, or no convincing evidence

Each application receives an average score obtained by dividing the sum of the scores by the number of criteria. Reviewers will include notes to capture questions about the application or explain the rationale for their scores.

Applicant: _____

Amount Requested: $1,300 X _____

Needs Summary The application narrative demonstrates a thorough understanding of the critical needs districts face in hiring qualified teachers and proposes viable options to create a more robust teacher pipeline.	
Teacher Recruitment The application narrative provides a thorough explanation of how the applicant plans to recruit a diverse and highly qualified talent pool for the ArPEP program.	
Preparation and Instructional Delivery The application narrative provides a clear outline that delineates how applications will receive instruction and practice in state initiatives, evidence-based instructional practices, and DESE's rules governing licensure.	
Program Budget The project narrative summary establishes all grant activities necessary to meet program goals and objectives, and the criteria the applicant will use to determine and monitor program effectiveness.	
Fiscal Management System The budget narrative provides a detailed account of all grant expenditures for the two-year grant period and a thorough description of the applicant's financial management system, policies, and procedures.	
Total	

Appendix C
Insert rows as needed.
Year One Teacher Preparation Instructional Modules Description and Timeline

Year One ArPEP Summer Academy			
Date	**Instructional Module Topic**	**Instructional Module Description**	**Mode of Delivery**
Year One ArPEP Monthly Sessions			
Date	**Instructional Module Topic**	**Instructional Module Description**	**Mode of Delivery**

Year Two Teacher Preparation Instructional Modules Description and Timeline

Year Two ArPEP Summer Academy			
Date	**Instructional Module Topic**	**Instructional Module Description**	**Mode of Delivery**
Year Two ArPEP Monthly Sessions			
Date	**Instructional Module Topic**	**Instructional Module Description**	**Mode of Delivery**

Late Cohort Teacher Preparation Instructional Modules Description and Timeline

Late Cohort ArPEP Summer Academy			
Date	**Instructional Module Topic**	**Instructional Module Description**	**Mode of Delivery**
Late Cohort ArPEP Monthly Sessions			
Date	**Instructional Module Topic**	**Instructional Module Description**	**Mode of Delivery**

ArPEP Site Monthly Report As of 00/00/00				
Enrollment				
Withdrew				
Resigned				
Removed				
Hold Status				
One-year Provisional License Holders				
Two-year Provisional License Holders				

Grade Band	Number of Teachers	Paired w/ Master or Lead Teacher in Local District		
Elementary K-6				
Middle School 4-8				
Secondary 7-12, 4-12				
Broad Range Specialty K-12				

Monthly Attendance & Enrollment				
Month	**Attendance**	**Withdrawals**	**Resignations**	**Removals**	**Hold Status**
June					
July					
August (Late Cohort)					
September					
October					
November					
December					
January					
February					
March					
April					
May (Late Cohort)					
June (Late Cohort)					

Appendix E

Required Science of Reading Textbooks for Year One and Late Cohort ArPEP Participants

Grade Band	Textbook	Author
All	*Essentials of Assessing, Preventing, and Overcoming Reading Difficulties*	David A. Kilpatrick
All	*Equipped for Reading Success*	David A. Kilpatrick
K-6 and 4-8	*Speech to Print: Language Essentials for Teachers, Third Edition*	Louisa Cook Moats Ed.D. and Dr. Susan Brady Ph.D.
K-6 and 4-8	*Fundamentals of Literacy Instruction and Assessment, Second Edition*	Martha Hougen Ph.D., Susan Smartt Ph.D., et al.
K-6 and 4-8	*Unlocking Literacy: Effective Decoding and Spelling Instruction, Second Edition*	Marcia K. Henry Ph.D. and Maryanne Wolf

Appendix F

ArPEP PROGRAM PERFORMANCE REPORT INDICATORS

Site Location: Reviewed by: _____ **Performance Level: Unsatisfactory (U) Meets (M) Exceeds (E)** **Performance Indicators**			
Teacher Recruitment	U	M	E
Met or exceeded goal for number of participants assigned/recruited to site.			
If goal not met, stated reason and any other pertinent information.			
Met or exceeded goal of participants finding appropriate teaching positions in schools within the site region.			
If goal not met, stated reason and any other pertinent information.			
Met or exceeded goal of recruiting a diverse and highly qualified talent pool.			
If goal not met, stated reason and any other pertinent information.			
Preparation and Instructional Delivery			
Met or exceeded goal of process for meeting the needs of Elementary, Middle Childhood and Secondary participants.			
If goal not met, stated reason and any other pertinent information.			
Met or exceeded goal of process for meeting the needs of participants for content specific instruction.			
If goal not met, stated reason and any other pertinent information.			
Met or exceeded goal of providing instruction and practice in state initiatives, evidence-based instructional practices, and DESE's rules governing licensure.			
If goal not met, stated reason and any other pertinent information.			
Program Reporting Requirements			
Met or exceeded goal of timely submission of the required financial reports as described in the Grant Application Notice.			
If goal not met, stated reason and any other pertinent information.			
Met or exceeded goal or timely submission of the required program performance report as described in the Grant Application Notice.			
If goal not met, stated reason and any other pertinent information.			
Program Budget and Finance Requirements			
Met or exceeded goal of charging only allowable costs necessary to the performance of the grant.			
Goal not met, stated reason and any other pertinent information.			
Met or exceeded goal of being in accordance with generally accepted accounting principles (GAAP) and staying within budget parameters.			
If goal not met, stated reason and any other pertinent information.			
Met or exceeded goal of tracing of funds to a level of expenditure to establish fund were used in accordance with grant award.			
If goal not met, stated reason and any other pertinent information.			

Met or exceeded goal of maintaining financial records and supporting documents pertinent to grant award (must be retained for four years following end of grant period).			
If goal not met, stated reason and any other pertinent information.			
Met or exceeded goal of expending funds on or between the beginning and ending dates of the Grant Award Performance Period, if recipient did not expend all funds, any unexpended funds were returned to the ADE			
If goal not met, stated reason and any other pertinent information.			

NOTE: Scoring unsatisfactory on three or more measures will result in internal review and might cause a site to become high risk for future grant awards. Any performance measure indicated as unsatisfactory.

Appendix G

Assurances, Letters of Support, and MOA's (required)

Assurances and Letters of Support must be uploaded in GMS under Other Documents

<u>Statement of Assurances</u>

1. The applicant assures it has the necessary legal authority to apply for and receive the grant.

2. The applicant assures that the ArPEP site will be of sufficient duration and size, scope, and quality to carry out the purpose of the project as outlined in the grant application.

3. The applicant assures provision for proper fiscal control and accounting procedures as may be required by fiscal audit.

4. The applicant assures the ArPEP site will implement an accountability system for monitoring instructional effectiveness.

_____
Institution

_____
Site Facilitator Name (please print clearly)

_____   _____
Site Facilitator Signature   Date

_____
Site Facilitator Name (please print clearly)

_____   _____
Site Facilitator Signature   Date