

PARA-TO-TEACHER PROGRAM APPLICATION

Introduction

This document describes the process and requirements for the invitation for proposals from North Dakota-approved or recognized educator preparation providers (EPPs) to submit a para-to-teacher program application. Prospective applicants must review this information thoroughly to determine whether they can meet the requirements and wish to submit a proposal.

Eligible Applicants

North Dakota approved or recognized EPPs.

Requirements

Proposals must address the following:

- Creates an educator preparation program to address teacher shortages and retention in North Dakota.
- Creates a pipeline for paraprofessionals to become licensed teachers.
- Creates a program where all requirements can be accomplished in a distance learning environment.

Allowable Costs

Funds may only be used for student tuition.

Timelines

Applications Due	Wednesday, September 6, 2023 – 5 p.m. CDT
Awarded Applicants Notified	October 2023
Project Period	November 2023 – June 30, 2025

Proposal Review and Format

Applicants should use the evaluation rubric (Attachment 2) to guide them in writing the proposal. The NDDPI and state partners will use the rubric to evaluate and rate each proposal.

Reporting

The grant recipient must collect data on the number of students supported through this funding and those on track to becoming teachers and provide an annual report to NDDPI.

Contents of Proposal

- 1. Para-to-Teacher Program Application (Attachment 1)**
- 2. Project Narrative (Proposals missing any of the elements below will not be considered)**
 - a. Description of Project and Activities
 - b. Program Eligibility, Admission, & Performance
 - c. Program of Study Timeline
 - d. Goal(s), Strategies & Activities
 - e. Evaluation
 - f. Letter of Support
 - g. Sustainability

Proposal Due Date

Proposals must be submitted to dpiasstsupt@nd.gov on/before Wednesday, September 6, 2023 – 5 p.m. CDT.



PARA-TO-TEACHER PROGRAM APPLICATION
NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION

1. Applicant Organization Name	2. Applicant DUNS Number		
3. Applicant Organization Address	City	State	ZIP Code
4. Project Name			

5. Summarized Project Narrative

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6. Project Period

Beginning Date (MM/DD/YY)	Ending Date (MM/DD/YY)
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7. Terms and Conditions

The grantee agrees to conduct this grant award within the guidelines issued by the North Dakota Department of Public Instruction (NDDPI) and to comply with the North Dakota School District Financial Accounting and Reporting Manual ([NDSDFARM](#)) found on the NDDPI's website. A final invoice and performance report will be submitted within 30 days after the project's end date.

Signature of Authorized Official/Project Director	Typed Name	Date	
Title	Telephone Number		
Signature of Chairperson of Applicant's Governing Board	Typed Name	Date	
Address	City	State	Zip Code

**NDDPI Evaluation Rubric
Para-to-Teacher Program Application**

Project Narrative Components	Possible Points	Points Awarded
<p>Description of Project and Activities The proposal provides a clear and complete description of the program, including research-based solutions to help address the teacher shortage in North Dakota.</p>	1 – 20	
<p>Program Eligibility, Admission, & Performance The proposal includes program eligibility, admission, and performance requirements.</p>	1 – 20	
<p>Program of Study Timeline The proposal addresses the program study timeline.</p>	1 – 10	
<p>Goal(s), Strategies & Activities Goal statement(s) address program performance and is measurable and time-bound.</p>	1 – 10	
<p>Evaluation Measures should be appropriate for collaborative partners to measure growth or success in implementing activities and scheduled often enough to provide those partners with information as to whether improvement is occurring (Formative) or success was achieved (Summative).</p>	1 – 10	
<p>Letter of Support A letter of support from the university president, college, or other teacher preparation program addressing the entity's capacity for having the program.</p>	1 – 10	
<p>Sustainability The proposal must have a sustainability plan. All activities must increase the likelihood that the project could continue once funding is no longer available.</p>	1 – 20	
	Total	