Request for Proposal Process (RFP)
Notice: The Special Education Section of the Utah State Office of Education is requesting proposals from LEAs interested in Para to Teacher Partnership funds to "grow their own licensed special education teachers" to address the shortage of special education teachers in their community.

Fiscal Year 2013 (2012-13)
PARA TO TEACHER PARTNERSHIP
PERSONNEL PREPARATION Special Education Services, USOE

Timeline
Notification Date: May 31, 2012
Proposal Due to the USOE: by December 15
Notification of Grant Award: Sept. 30, Nov. 30, Dec. 30
Funds Available: September 1, 2012 through June 30, 2013

Eligible Applicants

- Local Education Agency (LEA) Special Education Director (Districts and Charter Schools)
- LEAs that can demonstrate an historic pattern of need – document efforts over time e.g., show need and effort to fill openings in your LEA for the past three to five years
- Have limited access to a university program in their community that addresses the LEA's personnel shortage/s
- Demonstrate that point of contact for inter-university/university advisement has been made www.beckymorgan@usu.edu or individual university advisement center

Awards FY13 (2012-13)
Number of awards anticipated: 8 - 10
Total funds available: $44,300

Final funding amounts will depend on Reviewers' advice and alignment of proposal to intended USOE priority to address shortage of special education teachers through paraeducator to licensed special education teacher.

For additional information contact Peggy Milligan at 801-538-7589 or peggy.milligan@schools.utah.gov.

Request for Proposal Process
Para to Teacher Partnership
Personnel Preparation Grants FY2013 (2012-13)

Step 1: Submit Request for Proposal (RFP) addressing LEA's interested in Para to Teacher Partnership funds to "grow their own licensed special education teachers" to address the shortage of special education teachers in their community at any time up to December 15, 2012. The proposed project must address the following:

1. Demonstrate an historic pattern of need – document efforts over time e.g., show need and effort to fill openings in your LEA for the past three to five years
2. Have limited access to a university program in the LEA's community that addresses the LEA's personnel shortage/s

3. Demonstrate that point of contact for inter-university/university advisement has been made via www.beckymorgan@usu.edu or individual university's advisement center

LEA Responsibilities

Document agreement of the following actions:

1. Determine how the LEA plans to select paraeducators for receipt of financial support to become a licensed special educator
2. Conduct a para recruitment activity (refer to USEAM presentation on May 10, 2012 – archive)
3. LEA will pay tuition up to $2500 and books up to $200 per semester for identified para directly to university where para/student has been accepted and is attending classes
4. Document that the para/student maintains a "C" or better grade plus program requirements of the university program
5. Track students receiving funds and their progress for accountability purposes
6. Agree to collaborate with university requirements on practica and student teaching requirements as well as other field experiences when appropriate
7. Submit reimbursement requests to the USOE-SES
8. Funds may begin January 2013 or before depending on LEA/Para interview determination
9. Submit estimated costs in the proposal

Para/Student Responsibilities

Document agreement from the Para/Student of the following requirements:

1. Participate in LEA directed recruitment activity
2. Provide documentation of university advisement to LEA Special Education Director
3. Be accepted and enrolled at a university program in Utah working toward a special education teaching license

4. Once attending classes maintain a "C" or better grade plus program requirements of the selected university program including coursework and field experiences
5. Document communications with LEA special ed director/supervisor on progress or concerns quarterly
6. Agree to teach in the supporting District/Charter School a minimum of TWO years upon earning a special education license or repay funds to USOE/LEA if leave LEA early - signed agreement with LEA

Send Proposal to: glenna.gallo@schools.utah.gov
cc: peggy.milligan@schools.utah.gov
Confirmation of receipt will be sent via email within 24 hours by the USOE.

Step 2: Proposals will be reviewed by a stakeholder panel by30th of each month, 2012.
The panel will review and recommend one of the following three options:

- **No funding**
- **Conditional funding (additional detail required)**
- **Full funding**

Step 3: Final notification of Grant Award will be sent by first day of month .
Grants will be funded for the period of September 1, 2012 – June 30, 2013.

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