



Non-Exclusionary Discipline Training and Support Grants—Federal and State Funds – FY22

Instructions Section

TO: School Districts, Charter Schools, Intermediate School Districts, and Cooperative Units

FROM: Craig Wethington, School Climate Center Supervisor

ACTION: Signed and submitted applications must be received by (not postmarked by): April 15, 2022, 3:30 PM Central Time

Purpose and Outcome of the Grant Opportunity

The Minnesota Department of Education (MDE) makes funding available to provide grants to develop training and to work with schools to train staff on nonexclusionary disciplinary practices that maintain the respect, trust, and attention of students and help keep students in classrooms. These funds may be used for planning and implementing a professional learning plan around non-exclusionary discipline practices.

Eligibility Criteria

Eligible grantees include school districts, charter schools, intermediate school districts, and cooperative units as defined in Minnesota Statutes, section 123A.24, subdivision 2.

Funding Available

Funding is made through American Rescue Plan (ARP) State Fiscal Recovery Funds and Minnesota Session Laws – 2021, 1st Special Session, Chapter 13, Article 3, Section 7, Subdivision 5.

This grant opportunity estimates that \$800,000 in federal funds and \$1,750,000 in state funds is available to fund approximately 24 grants. The maximum grant award may not exceed \$150,000 for the entire life of the grant.

The state reserves the right to offer grant amounts that differ than the applicant’s request or the maximum identified above.

Grant Period

The term of the initial grant period is **anticipated** to be from late April 2022 through September 2024.

State's Right to Cancel

This grant opportunity does not obligate the state to award a contract and the state reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

General Information Section

Project Information and Background

The Legislature allocated funding for grants to school districts and charter schools to provide training for school staff on anti-bias and trauma-informed principles and practices. MDE has allocated some of the ARP federal dollars to provide staff support and additional grant funds.

Sample Activities That Align With Purpose of Funding

Funds can be used for substitute staff pay, staff stipends, off-contract work, employees on special assignment, contracts to trainers and/or planning time to develop a professional learning plan around non-exclusionary discipline.

Priority Points

We will give 5 priority points to the 42 districts who previously entered into a settlement agreement with the Minnesota Department of Human Rights related to racial discipline disparities.

- Bemidji PS
- Best Academy
- Bloomington School District
- Brooklyn Center, ISD No. 286
- Cass Lake-Bena School District
- Cloquet Public Schools
- Columbia Heights
- Dugsi Academy
- Duluth Public Schools
- Eden Prairie Public Schools
- Edina Public Schools
- Fridley Public Schools
- Global Academy
- Hinckley-Finlayson Public Schools

- Hopkins Public Schools
- Kipp Charter
- Mankato Area Public Schools
- Mastery Academy
- Minneapolis Public Schools
- Minnesota Transitions Charter School
- Moorhead Public Schools
- Mounds View Public Schools
- North St.Paul-Maplewood-Oakdale School District 622
- Onamia Public Schools
- Osseo Area Schools
- Prairie Seeds Academy
- Prodeo Academy
- Red Lake Public Schools
- Richfield Public Schools
- Robbinsdale School District
- Rochester PS
- Rosemount, Apple Valley, Eagan School District 196
- South St. Paul Public Schools
- St. Cloud Public Schools
- St. Francis Public Schools ISD 15
- St. Louis Park ISD 283
- St. Paul City Charter
- St. Paul Public Schools
- Wayzata Public Schools
- Willmar Public Schools
- Winona Area Public Schools

Specific Program Expectations

Grantees will be expected to participate in mandatory training sessions with MDE staff quarterly during the grant period.

Grantees will only be allowed to select non-exclusionary discipline trainings and practices from the following evidence-based list:

- Restorative Practices in Schools
- Social Emotional Learning
- Trauma-Informed Schools / Trauma-Sensitive Schools
- Discipline Policy and Code of Conduct Review and Revision
- Training and Coaching
 - Anti-bias, Anti-racist practices

- Supportive and engaging classroom management
- Culturally responsive discipline strategies

General Expectations of Grantees

Submit financial reporting forms and progress reports by the dates indicated in the Official Grant Award Notification.

Maintain a ledger to track the grant budget expenditures and payment reimbursements, plus documentation that supports your budget line item expenses.

If you are a Minnesota public school district or charter school, you must use the Uniform Financial Accounting and Reporting Standards (UFARS) and any other financial reporting forms provided by the department.

If subcontracting is an allowable expenditure in your budget, follow applicable state and federal procurement laws and select responsible vendors who are not debarred or suspended, not engaged in unlawful practices and who are qualified.

Prior to executing the award document and if the grant award is over \$25,000, the Minnesota Department of Education (MDE) will need to conduct a pre-award risk assessment to consider the applicant's financial capacity.

For a grant award over \$50,000, we are required to monitor your grant once during the grant period. If your grant amount is over \$250,000, we are required to monitor your grant annually.

Resources for Applicants

UFARS Reporting

Minnesota school districts and charter schools must report their expenditures under the guidelines in the [Uniform Financial Accounting and Reporting System](https://education.state.mn.us/MDE/dse/schfin/fin/UFARS) (<https://education.state.mn.us/MDE/dse/schfin/fin/UFARS>).

Capital Assets

[Read the Capital Assets Guide](https://www.osa.state.mn.us/media/wz4bnkvm/capital_asset_guide.pdf) (https://www.osa.state.mn.us/media/wz4bnkvm/capital_asset_guide.pdf)

State Travel Plan

[Commissioner's Travel Reimbursement Plan](http://www.mmd.admin.state.mn.us/commissionersplan.htm) (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>).

State Grant Management Policies

[The Minnesota Office of Grant Management Policies](http://mn.gov/admin/government/grants/policies-statutes-forms) (<http://mn.gov/admin/government/grants/policies-statutes-forms>).

Federally Funded Grants Resources

Federal Guidance

Please refer to Code of Federal Regulations (CFR) Title 2, Part 200, for uniform guidance, crosswalks and cost principles for state, local, Indian Tribes, institutions of higher education, and nonprofit organizations. You can access the information at [electronic code of federal regulations](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) (http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl).

Indirect Rates for Minnesota Public Schools plus Charter Schools and Education Cooperatives

For information on school district and local educational agency (LEA) current fiscal year federal indirect cost rates are available on MDE's [Indirect Cost Rates webpage](https://public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=45) (<https://public.education.mn.gov/MDEAnalytics/DataTopic.jsp?TOPICID=45>).

Grant Application Components

Application Coversheet

The coversheet must include:

1. An original signature from the identified official with authority (IoWA) to sign on behalf of the applicant. If a fiscal agent is representing another organization, both the fiscal agent applicant and a representative of the organization represented must sign. The fiscal agent and the organization represented should have a letter of agreement on file.
2. Contact information for the agency, agency head, the program contact and the accounting or business office manager.

You must provide your organizations complete ZIP code. Refer to the [United States Postal Service](https://tools.usps.com/go/ZipLookupAction!input.action) (<https://tools.usps.com/go/ZipLookupAction!input.action>) website for information to look up the ZIP code.

Required Identification Numbers

It is likely your organization already has these numbers; check with your business office.

1. Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number (*required for all applicants*).
 - If you are a fiscal agent applicant, the SWIFT vendor number included must be for the fiscal agent who will be receiving and administering the grant funds.
 - Get a [SWIFT Vendor Number](https://supplier.systems.state.mn.us/psp/fmssupap/?cmd=login&languageCd=ENG) (<https://supplier.systems.state.mn.us/psp/fmssupap/?cmd=login&languageCd=ENG>).
2. Unique Entity Identifier (UEI).
 - All organizations applying for federal funding must have a Unique Entity Identifier (UEI). A UEI is a unique twelve-character ID number that is used to track how the federal grant is allocated. This number is replacing the Data Universal Numbering System—DUNS Number.

- All entity/organizations that receive federal funds should be registered in SAM.gov. If the entity is registered in sam.gov they have already been assigned a Unique Entity Identifier (UEI).
3. MDE Organization Site Number (required for school districts and charter schools. Not required for private, nonprofit, or nongovernmental).
- Obtain an [MDE organization number](https://education.mn.gov/MDE/dse/datasub/SiteVerif/) (https://education.mn.gov/MDE/dse/datasub/SiteVerif/).

Assurances – Standard and Program-Specific

When you sign the application, you certify that you have read the application and that you will comply with the approved application, the assurances here and in the Official Grant Award Notification (OGAN), and all other applicable federal regulations, state statutes, and local policies.

Application Narrative Components and Budget

In the application section, develop your narrative responses to the following components. Label each narrative component with a header in the application. Total points possible is 100.

Executive Summary

This component of the application should **briefly** describe the project as it aligns with the purpose of this funding. The summary should identify the following:

- Need for the funding
- Primary project goals and activities that are measurable and attainable and align with the purpose of funding
- Expected outcomes/products/outputs/benefits

Points Possible: 5

Statement of Need

Describe the need for this project and identify the targeted group who will benefit from the project. Provide data that supports how the need was determined. Include the following:

- Describe the need.
- Provide data and other information that supports your determination of the need.
- Describe barriers that present challenges for this group and support the need for this type of grant funding.
- Provide other supporting information.

Points Possible: 15

Diversity and Equity

Describe your agency's diversity and equity inclusion efforts. Include the following:

- Describe how this program will center diversity, equity and inclusion in your professional development planning and implementation.
- Describe how your district provides training on diversity, equity and inclusion currently.
- Describe how this program will be used to address and advance a culturally responsive environment that brings anti-bias and trauma-informed principles and practices to life, include how this will address disparities in race, disability status and sexual identity in student discipline and achievement.

Points Possible: 25

Capacity of the Applicant Agency

Describe your agency’s capacity for and commitment to administering the project successfully. Identify the following:

- Primary project staff (employees) funded with the grant and their role in this project.
- Describe your approach to providing high-quality training, coaching support and follow-up to staff.
- Indicate your intent to subcontract with any outside professionals using the grant funds, rather than your employees. Identify the services to be performed and the qualifications expected of the subcontractors. How will you document the selection process used and follow applicable procurement practices?
- Identify any external partners (not subcontractors that are paid) that may contribute to the project to enhance the project and identify their contribution.

Points Possible: 15

Project Goals, Activities, Strategies, Outcomes, and Estimated Timelines

Outline the goals with activities and strategies that work to achieve the expected outcomes and that align with the purpose of this grant opportunity for the targeted population(s) expected to benefit from the project.

You should refer to the sample activities that we identified in the general information instructions section. You will use the format below in the application, by copying and pasting this template as many times a needed. Make sure goals and activities are specific, measurable, attainable, relevant, and time bound (SMART). Provide estimated timelines

Goal 1:

Activity 1:

Expected Outcome and Benefiting Party:

Person Responsible for Activity:

Estimated Timeline:

Points Possible: 30

Excel Budget with Descriptions

Complete the Excel budget. Specify the grant amount requested. Detail all **necessary and reasonable** expenditures anticipated during the project period that align with the project goals and activities, using the budget codes available.

Necessary means it is important to the success of the project. **Reasonable** means you are paying fair market price for the item or services.

The narrative must address the following:

- Provide sufficient narrative description for budget line item entries.
- Reviewers should be able to determine if the budget aligns with the project activities and primary purpose of the funding.
- Budget estimates for employee and proposed contractor services appear to correspond with reasonable approximations of the activities to be performed.
- Determine if the budget planned expenses appear **necessary and reasonable** for the success and purpose of the project.

Points Possible: 10

UFARS 01F499 and 01S370

Unallowable Expenditures, although not limited to: indirect costs

Applicant Questions

The following program representative is available to provide additional information or answer questions.

Heather Hirsch, School Climate Center Supervisor

heather.hirsch@state.mn.us or 651-582-8628

Questions must be emailed to the program contact by April 5, 2022. A question and answer document will be published on the grant opportunity site after April 8, 2022. The document will be published on the grant announcement page.

Questions related to the grant opportunity may be answered **only** by MDE's program representative identified above or his/her successor. Information received from an unauthorized source is not binding and could result in misinformation.

Application Signature and Submission Instructions

Electronic Signature

We prefer that you sign the application with the Adobe Digital signature. Once the application is complete and ready to be signed by the IOWA, follow these instructions.

New digital signature

1. Right-click on the signature box.
2. Select Configure Digital ID.
3. Choose a new Digital ID and Save to File.
4. Enter the appropriate information, including your name, agency, and email information, click continue.
5. Enter a password and click save.
6. Save completed document to prepare it to be sent to MDE.

Existing digital signature

1. Right-click on the area of the signature.
2. Choose Sign Document.
3. In the new window, choose the correct Digital ID file and press continue.
4. Review the information to insure it is correct, enter your password and click continue.
5. Save completed document to prepare it to be sent to MDE.

Note: If you change any information in the application after the signature is applied, you will have to have the application signed again.

Submission Instructions

Applications must be received by April 15, 2022, at 3:30 p.m. Central Time to be considered. Late applications will not be accepted.

Include one copy of the signed application coversheet, assurances, and application narrative in one document (in PDF format) and one copy of the completed budget (in Excel format) to mde.compgrants@state.mn.us with the subject line <<**Name of the Grant**>>, **then the name of your organization**. You should title all documents with the name of your organization, then the name of the document. Example: if St. Cloud Public Schools were to submit an application, then the names of the submitted documents should be **St. Cloud Public Schools Application** and **St. Cloud Public Schools Budget**.

We will not accept applications via fax, through the SERVS system, or saved as Google docs.

Costs associated with preparing the application must be borne by the applicant. The burden of proof of timely submission is on the applicant.

Application Screening and Review

Phase 1: Screening

Applications that meet the following criteria will be forwarded for further consideration and review.

1. Received by (not postmarked by) the due date and time.
2. Application includes a narrative and budget.

Phase 2: Application Components Scored

Applications will be reviewed by an equal number of reviewers. Reviewers will apply a score to each component below. Total points possible for this initiative are 100.

- Executive Summary – 5 points
- Statement of Need – 15 points
- Diversity and Equity – 25 points
- Capacity of Applicant – 15 points
- Goals, Activities, Outcomes and Estimated Timelines – 30 points
- Excel Budget with Descriptions – 10 points

Grant Services may contact reviewers to obtain clarification of their feedback, during this phase, after the grant review is complete. This final score will be determined by a combination of the average score of all reviewers involved, with the addition of any priority points as assigned by MDE.

Phase 3: Review of Outcomes and Notifications to Applicants

Grant Services will present agency program staff and management the results from the first two phases of this review. As a standard practice, those applications with the largest score are offered grant awards. Programs may offer grant award amounts that differ than the applicant's grant request or the maximum grant amount identified by the department. During this phase or the next, agency program staff or grant services staff may contact you to obtain clarification for one or more sections of you application. All funding decisions made by MDE are final.

Phase 4: Pre-Award Risk Assessment and Review of Prior Performance

After notifying the applicants of our decisions, but before executing of the OGAN, and if awards exceed \$25,000, MDE will conduct a pre-award risk assessment on the financial capacity of our selected grantees as well as review prior performance in prior grants administered by MDE and/or any other state agency. Further information, such as financial audits, may be requested at this time.

Phase 5: Execution of OGAN or Other Grant Documentation

After the funds are awarded, along with the pre-award risk assessment, additional clarifications and negotiations, your grants specialist will draft an OGAN or other grant documentation to be encumbered and signed by MDE. It is the policy of MDE to reimburse you for any grant-related expenses only after the OGAN or other grant documentation is complete. If selected for a grant and you begin work on the grant prior to the OGAN or other grant documentation's full execution, those expenses will be your sole responsibility to pay. MDE will not reimburse you for those expenses.

Appeals

If we disapprove your application under applicable state statute or federal programs, you may submit an appeal to the state with regard to the disapproval by filing a notice and stating the state or federal statutes violated.

Refer to Title 34 CFR 76.401, for more information. Please remember that this is an appeal of the process; funding decision are not subject to appeal.

You should contact the Grant Services coordinator, Missy Lorey at missy.lorey@state.mn.us, if you have questions about the process or wish to file an appeal.

Delays

The following may result in a delay of preparation of any grant awards.

- Clarifications to the budget or work plan
- Missing or invalid UEI
- Missing ZIP code
- Invalid state Vendor ID Number
- Pre-Award Risk Assessment Review

The agency anticipates the review to be completed by late April 2022. Applicants are expected to be notified within two weeks after the review has been completed. Review feedback is considered public, but not until the competitive grant process is complete, which is upon execution of the OGAN.

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T: (651) 582-8200
TTY: (651) 582-8201

<https://education.mn.gov>

Information on this website can be made available in alternative formats by calling (651) 582-8651. Persons with a hearing or speech disability may contact the Minnesota Relay Service by dialing 711 or (800) 627-3529.

The State of Minnesota is an Equal Opportunity Employer