Ohio | Department of Education

Grant Information and Guidance for Applicants:

FY2010 Dual Credit
Competitive Grant Application

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GRANT INFORMATION

AUTHORIZING LEGISLATION

Proposed in the FY2010-FY2011 State Biennium Budget: Under the joint collaboration of the Department of Education and the Board of Regents, funds will be distributed to school districts that will obtain higher education contracted instructional agreements in advanced mathematics, laboratory-based science or foreign language resulting in dual high school and college credit for high school students.

PURPOSE

Increase the number of high school students earning dual credit in the high school setting and build statewide capacity to deliver high quality coursework and instruction in mathematics, science and foreign language.

ELIGIBILITY

16 Regional Awards to either a Public School District or an Educational Service Center

AWARD AMOUNT

Grant awards will not exceed $225,000 per recipient

GOAL

Create a regional collaborative partnership in which two or more entities can build statewide capacity to deliver high-quality coursework and instruction in mathematics, science and foreign language by offering dual credit.

CONDITIONS

- Funds must be used for contracted instruction that results in high school students earning dual credit (high school and college)
- Courses must be offered in advanced mathematics, laboratory-based science and/or foreign language
- One of the partner entities must be either a two-year or four-year institution of higher education. Other members of the partnership may include, but not be limited to, public schools districts, joint vocational school districts and/or educational service centers

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FUNDING APPLICATION

There are two interconnecting parts to the Dual Credit Competitive Grant Application for FY2010:

- the **Planning Tool (PT)** of the Comprehensive Continuous Improvement Planning (CCIP)
- the Dual Credit **Funding Application (FA)**

Applicants should pay attention to the locations for particular information as described under each subtopic below. Be particularly aware that (1) the Needs Assessment in the Funding Application differs from the Needs Assessment in the Planning Tool. Only the Needs Assessment of the Funding Application will be used in evaluating this grant application. (2) At times while writing in the Planning Tool side of the application, the applicant must designate to which competitive grant program the information links (i.e., Fiscal Resource, Grant Relationship).

NOTE: To log in to the CCIP system, you must have a SAFE account that is associated with a CCIP role in OEDS-R.

In order to access the Dual Credit Funding Application, log into the CCIP system, go to "Search" in the left-hand menu and select "Organizations." Enter district name or IRN in the search box, click "Search" and select district from the results. This takes you to the *CCIP Home* page. Go to "Funding" in the left-hand menu and select "Funding Application." Select "2010" from the drop-down menu. Under "Competitive Funding Application," click on "Dual Credit." This takes you to the *Sections* page for the Dual Credit Funding Application. Select "Draft Started" at the top of the screen next to *Change Status To* if not done so already. To work on a Section of the Funding Application (Budget, Application, Contacts), click on the name of the page. To navigate between sections of the application, use the "Go To" button and select the page you wish to view.

BUDGET SECTION

From the *Sections* page of the Dual Credit Funding Application, click on "Budget." Grant Awards are not to exceed $225,000.

Enter the proposed expenditures in the cells of the budget grid under the appropriate purpose and object codes found in the Uniform School Accounting System Manual located at http://www.auditor.state.oh.us (search for the words *Uniform School Accounting System Manual* and click on the link to the PDF document).

Allowable Expenditures

The following list identifies key allowable costs:

- These grant funds may not be used to supplant other funds.
- Summer 2010 expenses must be obligated prior to June 30, 2010.
- Administrative charges may be used for governance/administration of the program not to exceed 8% of total award.
- Funds are intended to be used for tuition for participating students; additional costs associated with providing postsecondary coursework beyond the traditional high school costs, i.e., college textbook and other instructional materials; non-capital expenditures for instructional equipment not to exceed $300 per student.
- Teacher substitute costs may be paid from these funds.
- Planning costs may not exceed 10% of the grant.
- Grant funds may be used for staff travel to: provide linkages to school districts, partners and higher education, ODE-sponsored events and other events related to the grant goals.
- Costs related to local and regional business and industry, community, postsecondary and grant-related partnerships are allowable.
- Teacher training/professional development costs are allowable.
- Expenses, not otherwise mentioned, related to the development or implementation of the program (model) may be allowable as determined at the time of the grant award.
- No costs for food or beverage are allowed, unless such costs are included in an allowable travel reimbursement.

APPLICATION SECTION

From the Sections page of the Dual Credit Funding Application, click on "Application."

Guidance for <u>Needs Assessment</u> (different than Needs Assessment in Planning Tool)

Item 1: Enter the proposed total number of participating students in this program.

Item 2: Enter the number of teachers currently trained as adjunct professors.

Item 3: Enter the proposed number of additional teachers to be trained as adjunct professors.

Item 4: Enter the number of school districts participating in this program.

Items 5-7: Check the boxes next to all applicable statements. *NOTE: Each statement represents a required condition of the grant award*

Guidance for Dual Credit's <u>Integration into the Continuous Improvement Plan</u>

How does is this grant supported by your Local Educational Agency(ies) and how did joint planning occur? Describe how this proposal is aligned to the district's CIP.

Guidance for <u>Capacity to Implement</u>

Specifically describe the capacity for implementation, for example, oversight, data collection and professional development.

Guidance for <u>Partnership Commitment: Stakeholder Involvement/Collaboration</u>

List and describe each partner and their specific commitment to this proposal. One of the partner entities must be either a two-year or four-year institution of higher education. Other members of the partnership may include, but not be limited to, public schools districts, joint vocational school districts and/or educational service centers

Guidance for <u>Goals and Strategies</u> (This section will also include Action Steps)

<u>IMPORTANT BACKGROUND INFORMATION</u>: Districts/agencies who receive funding from ODE should have goals, strategies, and action steps recorded in the Planning Tool portion of the Comprehensive Continuous Improvement Plan (CCIP). Each goal in the CCIP is connected to a fiscal resource(s) to support the achievement of academic success of children served by the district/agency.

To complete the Funding Application's "Goals and Strategies" section for Dual Credit, the applicant <u>must use the Planning Tool of the CCIP</u>. **Follow the steps below to <u>access the Planning Tool (PT)</u> and to enter required goals, strategies, and action steps <u>that will link to the Dual Credit Funding Application (FA)</u>.**

NOTE: The Goal, Strategy, and Action Step information is written in the Planning Tool side of the application but will be used to evaluate the program-specific Funding Application. If the following steps are done correctly, all Goals, Strategies and Action Steps related to Dual Credit will appear in the Funding Application and will be seen when the Funding Application is printed.

Writing Goals, Strategies, and Action Steps

STEP 1: After logging into the CCIP system, go to "Search" in the left-hand menu and select "Organizations." Enter district name or IRN in the search box, click "Search" and select district from the results. This takes you to the *CCIP Home* page. Go to "Planning" in the left-hand menu and select "Planning Tool." This takes you to the *Planning Tool*

page. Select "2010" from the drop down list. If a 2010 Plan has not yet been created, click the link "Create a copy of your 2009 District/Agency Plan for 2010" and select "Confirm."

STEP 2: Click on "District/Agency" to go to the *Plan Overview* page. Once on this page, the applicant can review and/or enter information related to goals, strategies and action steps. **Do not erase or change other programs' work within the Planning Tool. Work only with Dual Credit-specific items.**

STEP 3: To review the Goals (G), Strategies (S) and Action Steps (AS) already in the plan, click on the plus-sign boxes next to each item in order to expand that item. Applicants should look in the Planning Tool for existing Goals, Strategies and Action Steps that align with the Dual Credit grant or create new ones by selecting "Create Goal," "Create Strategy," or "Create Action Step" as appropriate and complete the relevant information.

Guidance for Goals: Describe the overall goals of this program and how they will be achieved.

Guidance for Strategies: Describe how the specific goal will be reached through a strategy that is related to this program. Include evidence of achievement.

Guidance for Action Steps: Specifically describe how the strategies will be met.

STEP 4: Identified or created Goals must be linked to the Dual Credit Funding Application as Fiscal Resources. Expand the Fiscal Resource item under the identified Goal and click on "Create Fiscal Resource." Select "Competitive" from the Funding Application drop-down, select "Dual Credit" from the Grant drop-down, and enter the grant amount in the 2010 text box. Click "Save" to return to the Plan.

NOTE: If the Dual Credit Funding Application does not appear in the drop-down box, then it has already been added as a Fiscal Resource. Return to the Plan and click on the Funding Application name under the Fiscal Resources heading to modify amounts as needed.

STEP 5: Identified or created Action Steps must be linked to the Dual Credit Funding Application through Grant Relationships. Expand the identified Action Step and select "Create Grant Relationship." Select "Competitive" from the Funding Application drop-down and select "Dual Credit" from the Grant drop-down. Click "Save" to return to the Plan.

NOTE: If the Dual Credit Funding Application does not appear in the drop-down box, then it has already been added as a Grant Relationship.

Guidance for <u>Scientifically Based Research</u>

How is Scientifically Based Research (SBR) integrated into this proposal? Cite the specific references to SBR that this proposal is based on.

Guidance for <u>Professional Development</u>

Specifically describe the professional development plan for all individuals connected to this proposal.

Guidance for <u>Program Evaluation</u>

Describe how this program will be evaluated and the evidence of success for achieving goals and objectives.

Guidance for <u>Budget/Allocation of Resources/Costs/Budget Integration</u>

Provide a brief breakdown of specific expenditures using purpose and object codes. Describe how the expenditure aligns with the program goals. See the *Budget Section* of this document for detailed expenditure guidance.

Guidance for <u>Timeline</u>

Describe activities and accomplishments according to a timeline for the fiscal year.

Guidance for the <u>Continuation Plan</u>

Describe how this initiative will be sustained when funding is reduced or ended.

Guidance for <u>Dual Credit Gant Specific Questions</u>

Answer each question in the space provided. Provide sufficient detail in order to describe how grant goals will be achieved.

CONTACTS SECTION

From the *Sections* page of the Dual Credit Funding Application, click on "Contacts." Select a contact for the Dual Credit Funding Application from the drop-down menu.

NOTE: Contact information in the CCIP is from the Ohio Educational Directory System Redesign (OEDS-R). Make sure contact information for the selected contact is accurate in OEDS-R. In order for a contact to appear in the drop-down box, that contact must have a SAFE account that is linked to a CCIP role in OEDS-R.

SUBMISSION

Once all sections of the Dual Credit Funding Application are complete, change the status to "Draft Completed." In order for the funding application to be considered, the status must be changed to "Fiscal Representative Approved" and finally to "Authorized Representative Approved" by the close date of the Competitive Grant Application.

ADDITIONAL INFORMATION

RESOURCES

For additional information on the CCIP, go to the "Competitive Funding Application" section of the Document Library and expand the "Using the CCIP Site (Navigating, Passwords, and Help)" option to see a list of documents.

OHIO DEPARTMENT OF EDUCATION CONTACTS

For questions regarding the Dual Credit program (goals, eligibility, activities, expenditures), please contact Lynn Wallich, Associate Director, at 614-728-6698 or lynn.wallich@ode.state.oh.us.

For questions and/or assistance in completing the FY2010 Dual Credit Competitive Grant Application in the CCIP, please contact Katie Beard at 614-466-2902 or kathleen.beard@ode.state.oh.us.