Ohio | Department of Education

Grant Information and Guidance for Applicants:

Agriculture Education 5th Quarter
Competitive Grant Application
FY19

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GRANT INFORMATION

AUTHORIZING LEGISLATION

House Bill 49: Of the foregoing appropriation item 200545, Career-Technical Education Enhancements, up to $600,000 in each fiscal year shall be used by the Department to enable students in agricultural programs to enroll in a fifth quarter of instruction based on the agricultural education model of delivering work-based learning through supervised agricultural experience. The Department shall determine eligibility criteria and the reporting process for the Agriculture 5th Quarter Project and shall fund as many programs as possible given the set-aside. The eligibility criteria developed by the Department shall allow these funds to support supervised agricultural experience that occurs anytime outside of the regular school day.

PURPOSE

The purpose of this grant is to support quality agricultural education programs and the students served by addressing the need for year-round application of the knowledge and skills learned in the classroom and laboratory.

ELIGIBILITY

Local education agencies (LEA's) that serve as the fiscal agent for secondary career-technical workforce development programs in the Agricultural and Environmental Systems Career Field.

AWARD AMOUNT

One (1) grant not to exceed $6,000 per Instructor in a local education agency with an approved Agricultural and Environmental Systems Career Field Pathway.

GOALS

- As an integral part of their instruction, all students will conduct an approved Supervised Agricultural Experience (SAE)
- Students will maintain and analyze records for their SAE program and demonstrate a steady increase in knowledge, skills and responsibility. This will include the mandated use of Agricultural Experience Tracker (AET).

REQUIREMENTS

- Complete Ohio's Quality Program Standards for Career-Technical Education Programs. https://education.ohio.gov/Topics/Career-Tech/CTE-Program-Review

- SAE Economic Impact Survey Summary Form (provided by the Agricultural Education Service through AET Tracker) will be submitted following completion of program. **Due June 30, 2018**
- A CTE licensed teacher will be hired for the instructional program.
- Instruction during this Fifth Quarter will be based upon the Agricultural and Environmental Systems Career Field Technical Content Standards.
- Enrolled students will earn credit for their experiences that leads to high school graduation.
- The planned Fifth Quarter has been approved by the school district superintendent.
- The career-tech program was in existence on the effective date of the legislation.
- Grant funds will only be used to support the teacher's contract for extended programming.
- All Instructors will use AET Tracker for their Student SAE Record Keeping System.

FUNDING APPLICATION

There are two interconnecting parts to the Agriculture Education 5th Quarter Competitive Grant Application for FY2019:

- the **Planning Tool (PT) (Must Be Completed)** of the Comprehensive Continuous Improvement Planning (CCIP)
- the Agriculture Education 5th Quarter **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 evaluate the Needs Assessment of the Funding 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 Agriculture Education 5th Quarter 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 “2019” from the drop-down menu. Under “Competitive Funding Application,” click on “Agriculture Education 5th Quarter.” This takes you to the *Sections* page for the Agriculture Education 5th Quarter Funding Application.

Select "Draft Started" at the top of the screen next to *Change Status To* if not done so already. In the drop-down box, select the Building in your District for the grant. If you are applying for multiple Buildings, you will need to complete a Funding Application for each Building. 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 (Must Be Completed)

From the *Sections* page of the Agriculture Education 5th Quarter Funding Application, click on "Budget." Grant Awards are not to exceed $6,000 per teacher.

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:

- Grant funds will not supplant other funds (e.g., contracted extended service days or supplemental contracts).
- All grant funds are for teacher salaries and retirement/fringe benefits related to their extended programming employment supervising Agriculture Experience.

APPLICATION SECTION

From the Sections page of the Agriculture Education 5th Quarter Funding Application, click on "Application."

Guidance for Needs Assessment (different from Needs Assessment in Planning Tool)

Item 1: Type the number of days of extended programming that currently exists in your program per instructor.

Item 2: Type the proposed number of teachers participating in this project.

Item 3: Type the Names of participating teachers for this grant.

Item 4: Type the Number of impacted students by this grant.

Guidance for <u>Integration into the Continuous Improvement Plan</u>

Participating in a Quality Program Standards (QPS) review provides excellent data for assembling a continuous improvement plan when properly used. It is also a great tool to use when preparing CCIP information.

- Did the instructor(s) complete a detailed QPS instrument?
- Complete the QPS instrument during an advisory committee meeting.
- Did committee members fill out the instrument?
- From this input, developing a continuous improvement plan and/or program goals package.
- What specific recommendations suggested from standards 1, 5, and 8?
- How will the 5th Quarter meet these recommendations?

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

Address how the instructor(s) will commit to delivering 5th Quarter instruction. Address where instructional activities will take place (classroom, lab, job site, business/industry venue, other).

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

Address the following questions:

- Will other school departments or personnel be involved with 5th quarter delivery? If so, what groups or individuals?
- What agricultural business/industry partners will be engaged in planning and executing this 5th Quarter grant?
- How will parents be involved?

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

Follow the steps outlined below to complete this section. Consider the following when writing goals, strategies and action steps:

- What are your specific goals for teaching and learning via 5th Quarter?
- How will 5th Quarter enhance these goals?
- Emphasizing SAE. Data from SAE's should be a goal for this program.

<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 connects 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 Agriculture Education 5th Quarter, the applicant must use the Planning Tool of the CCIP. **Follow the steps below to access the Planning Tool (PT) and to enter required goals, strategies, and action steps that will link to the Agriculture Education 5th Quarter Funding Application (FA).**

NOTE: The Goal, Strategy, and Action Step information in the Planning Tool side of the application to evaluate the program-specific Funding Application is used. If the following steps are correct, all Goals, Strategies and Action Steps related to Agriculture Education 5th Quarter at the District/Agency Level and at the Building Level will appear in the Funding Application and seen when the Funding Application is printed. Since Agriculture Education 5th Quarter grants awarded at the Building Level, the Planning Tool section needs addressed in both the District/Agency Plan and the School Building Plan.

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 "2019" from the drop-down list. If the 2019 Plan's not created, click the link "Create a copy of your 2018 District/Agency Plan for "2019" 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 Agriculture Education 5th Quarter-specific items.**

STEP 3: To review the Goals (G), Strategies (S) and Action Steps (AS) already in the District/Agency plan, click on the plus-sign boxes next to each item to expand that item. Applicants should look in the Planning Tool for existing Goals, Strategies and Action Steps that align with the Agriculture Education 5th Quarter grant or create new ones by selecting "Create Goal," "Create Strategy," or "Create Action Step" as appropriate and complete the relevant information. When creating a new Action Step, check the "Add to Action Step Bank" box. This will allow you to select the Action Step in the Building Plan.

NOTE Goals (G), Strategies (S) and Action Steps (AS) for the Agriculture Education 5th Quarter Grant should have been created for the 2018 application; therefore, they should already exist in the plan.

STEP 4: Identified or created Goals link to the Agriculture Education 5th Quarter 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 "Agriculture Education 5th Quarter" from the Grant drop-down, and enter the grant amount in the 2019 text box. Click "Save" to return to the Plan.

NOTE: The Agriculture Education 5th Quarter Funding Application will not appear in the drop-down box if added as a Fiscal Resource for the 2018 application. To enter the amount for 2019, return to the Plan and click on the Funding Application name under the Fiscal Resources heading. The grant amount entered should be the total of all the Building applications for the "Agriculture Education 5th Quarter" Funding Application for your District.

STEP 5: Identified or created Action Steps links to the Agriculture Education 5th Quarter 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 "Agriculture Education 5th Quarter" from the Grant drop-down. Click "Save" to return to the Plan.

NOTE: If the Agriculture Education 5th Quarter Funding Application does not appear in the drop-down box, then the Grant Relationship has been added.

STEP 6: Return to the *Planning Tool* page. In the drop-down box next to "School," select the Building for which you are applying for an Agriculture Education 5th Quarter grant. After selecting the Building in the drop-down box, click on "School." This will take you to the *Plan Overview* page for the specific Building Plan. All Goals, Strategies and Fiscal Resources from the District/Agency Plan will appear in the Building Plan, but Action Steps and Grant Relationships will not. Expand the Goals and Strategies linked to the Agriculture Education 5th Quarter Funding Application in the District/Agency Plan. Under the appropriate Strategies, identify or create new Action Steps that align with the Agriculture Education 5th Quarter Application. To create a new Action Step, click on "Create Action Step." Select Action Steps at the Building Level from a drop-down box of Recommended Action Steps. In order for an Action Step to be in the drop-down box, the "Add to Action Step Bank" box needs checked in the District/Agency Plan when creating the Action Step.

STEP 7: Identified or created Action Steps in the Building Plan links to the Agriculture Education 5th Quarter 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 "Agriculture Education 5th Quarter" from the Grant drop-down. Click

"Save" to return to the Plan. Repeat steps 6 and 7 for each Building in your District that is applying for an Agriculture Education 5th Quarter grant.

NOTE: If the Agriculture Education 5th Quarter Funding Application does not appear in the drop-down box, then the Grant Relationship was added.

Guidance for <u>Professional Development</u>

To expertly deliver 5th Quarter instruction what will the instructor do to enhance his/her own learning (i.e., attend Summer Conference)?

Guidance for <u>Program Evaluation</u>

Program evaluation is a part of the Quality Program Standards process. You will be able to use that instrument to guide program evaluation. It will also be important to evaluate the success of the 5th Quarter program implemented in 2018 and/or 2019.

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

The 5th Quarter budget ensures that each awarded school conducts year-around instruction. Therefore, budget allocation for teacher compensation is paramount. See the *Budget Section* of this document for detailed expenditure guidance.

Guidance for <u>Timeline</u>

Your timeline should include those activities and dates that you will:

- plan the program
- conduct the program
- and evaluate the program

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

How will your 5th Quarter proposal enhance instruction during the regular school year? What will be the focus of future 5th Quarter awards?

Guidance for Agriculture Education 5th Quarter <u>Grant Specific Questions</u>

Item 1: Check the boxes next to all applicable statements. *NOTE: Each statement represents a required condition of the grant award*

Item 2: Provide a brief project summary. Address the following:

- Number of students in program
- Number of students who will be directly served through the 5th Quarter Grant
- Careers in Agricultural and Environmental Systems pathway that students will be introduced to via this 5th quarter grant:
- New and emerging Agricultural career opportunities in your geographic region:

- Content Standards Focus: what standard(s) and benchmarks will the instructional activities focus on?

CONTACTS SECTION

From the *Sections* page of the Agriculture Education 5th Quarter Funding Application, click on "Contacts." Select a contact for the Agriculture Education 5th Quarter 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 linked to a CCIP role in OEDS-R.

SUBMISSION

Once all sections of the Agriculture Education 5th Quarter Funding Application are complete, change the status to "Draft Completed." In order for the Competitive Grant Application to be considered, the status must be changed to "Fiscal Representative Approved" and finally to "Authorized Representative Approved" by the closing date of the Competitive Grant Application.

Upon notice of award. The "Fiscal Representative" shall edit the budget section of the competitive grant application to accurately reflect the allocated funds awarded. The 'Fiscal Representative" and "Authorized Representative" must approve the changes in order to draw down the awarded funds.

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 Agriculture Education 5th Quarter program (goals, eligibility, activities, expenditures), please contact Ryan Curtis at 614-369-4061 or ryan.curtis@education.ohio.gov