

REQUEST FOR APPLICATIONS

RFA # GD0—CTEIF—2016-01

District of Columbia

Office of the State Superintendent of Education



2016 CTE Certification Program

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Part 1. Overview Information

Funding Opportunity Title: 2016 CTE Certification Program

Announcement Type: New

Funding Opportunity Purpose: The Office of the State Superintendent of Education (OSSE), Postsecondary and Career Education Division, through its Career Education Development unit, invites the submission of applications for funding for the CTE Certification Program. The purpose of this grant is to support eligible LEAs and the University of the District of Columbia Community College (UDC-CC) with full or subsidized payments for the payment of certification exams within Priority Career Sectors in the District of Columbia as identified in the CTE Strategic Plan. (<http://osse.dc.gov/publication/career-and-technical-education-cte-strategic-plan>).

Key Dates

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| Grant Announcement | June 4, 2015 |
| RSVP to Pre-application Conference Due Date | June 16, 2015 |
| Pre-application Conference Date | June 23, 2015 |
| Letter of Intent Due Date | June 30, 2015 |
| Open Date | June 17, 2015 |
| Application Due Date | July 31, 2015 |
| Award Announcement | August 7, 2015 |
| Grant Period | October 1, 2015 – September 30, 2016 |
| Reimbursement Requests (reimbursements must be requested no less than once every quarter during FY 2016) | December 31, 2015; March 31, 2016; June 30, 2016 |
| Semi-annual Report Disseminated | April 1, 2016 |
| Semi-annual Report Due | April 30, 2016 |
| Annual Report Disseminated | September 1, 2016 |
| Annual Report Due | September 30, 2016 |
| Final Reimbursement Request Due | October 10, 2016 |

Part 2. Full Text of the Announcement

Section I. Funding Opportunity Description

The District of Columbia Office of the State Superintendent of Education (OSSE) is pleased to announce a funding opportunity for Career and Technical Education (CTE) certification. CTE is a proven strategy for engaging students, effectively connecting them to college and careers, increasing high school graduation rates, and improving labor market outcomes for high school graduates. The CTE Innovation Fund, is a locally funded grant which was approved in Fiscal Year 2013 to support the improvement of the quality, structure, and student outcomes of CTE programs administered by Public and Public Charter Schools within the District of Columbia, the University of the District of Columbia Community College, and other institutions receiving local or federal funding for CTE programming. The CTE Certification Program is one component of the Plan, promoting the City's mission to strengthen the pipeline to college and careers.

CTE Certifications are industry-endorsed assessments that are designed to indicate an individual's ability and competence in a given field of work. Many CTE Programs of Study culminate in such a certification exam. Students and their families are expected to cover the cost of exam fees. These associated costs may be a hardship for some families. With the overarching goal to address students' needs, the CTE Certification Program is a critical element to realizing this objective.

The purpose of the CTE Certification Program is to (1) increase the number of students who earn industry certification within high wage and high demand fields and, (2) to provide employers with qualified District resident applicants as vacancies arise. Specifically, the Fund will be used to pay for certification exams for District students who have participated in CTE Priority Programs of Study but fail to take the exam because they cannot afford to do so.

Section II. Award Information

The CTE Certification Program is non-competitive and will support the full or subsidized payment of certification exams within the Priority Career Sectors as outlined in the application (tab 6). The distribution is subject to a 70/30 split; 70% of the total funding will be awarded to LEAs and the remaining 30% will be awarded to the University of the District of Columbia Community College (UDC-CC). Awards to each of the LEAs will be capped at \$3,900 per school based on the projected number of students taking certification exams. Any excess funds will be equitably redistributed to LEAs that projected a greater need. Funds will be distributed as a cost reimbursement.

A total of \$140,000 is available for awards through this RFA. The duration of this grant is for a period from October 1, 2015 through September 30, 2016.

Section III. Eligibility Information

This RFA is open to all LEAs located in the District of Columbia offering Priority Programs of Study. To accommodate student need, OSSE will work with entities that may no longer offer courses beyond June 30, 2016, to determine the procedure for cost reimbursement.

To be eligible for funding the respondent must include the following information in their application:

- ☐ The projected number of students by school that will benefit from this grant;
- ☐ The approved program(s) of study for the exam(s);
- ☐ The cost for exam(s) by program of study;
- ☐ Recipient must include their process for providing evidence of outcomes; and,
- ☐ Recipient must commit to provide OSSE with (1) evidence that students have taken the certification exams and (2) the documented outcomes of the exam i.e. pass/fail.
- ☐ If previously awarded a CTE Certification grant, (1) provide the number of students who took the exams and the overall pass rate and (2) indicate the previous award amount and the total funds expended.

Section IV. Permissible Use of Funds

Funds may only be used for full or partial payment of certification exams for District students within the priority career sectors as listed in appendix A of this application. There are no indirect costs associated with this award.

Section V. Application and Submission Information

Application Release Date: The release date is June 17, 2015. This application is available through EGMS at <http://grants.osse.dc.gov>. All applicants must be a registered vendor of EGMS to access the application. New vendors should allot at least 72 hours for the registration process.

Pre-Application Conference: Applicants are required to attend a mandatory pre-application conference prior to submitting an application for this grant. The pre-application conference will be held at OSSE. Absence from this conference will make an applicant ineligible to apply.

Mandatory Pre-Application Conference

When: Tuesday, June 23, 2015

Time: 9:15 am – 10:15am

Where: OSSE – 810 First Street, NE, Room 4002 (4th floor), Washington, DC 20002

At least one representative from each LEA must be present. Participants should confirm their attendance by emailing the LEA and participant's names to osse.cteif@dc.gov by 5:00pm on Tuesday, June, 16, 2015, with Pre-application Conference Confirmation in the subject line. (Example: GDO-CTEIF_2016_01_LEA_Pre-Application Conference Confirmation)

Letter of Intent: All eligible applicants seeking to receive funding under this grant must submit the "Intent to Apply" form to OSSE by 5:00 pm on Tuesday, June 30, 2015. The form should be submitted via e-mail to osse.cteif@dc.gov with the title, Intent to Apply in the subject line of the e-mail. (Example: GDO-CTEIF_2016_01_LEA_Intent to Apply).

Applications Due: Applicants must submit the application through EGMS by 5:00 p.m. on Friday, July 31, 2015. The Office of the State Superintendent of Education will not accept or review applications submitted at or after 5:01 p.m.

Section VI. Application Review Information

Any information and/or updates regarding this RFA will be e-mailed to those who are listed on the Contact Page of the application.

All grants within this RFA are noncompetitive. OSSE staff will review each application for completeness. Awards may not be granted for any of the following reasons:

- ☐ the applicant has not met the eligibility requirements;
- ☐ the exams offered do not support the Priority Career Sectors (as listed in Appendix A);
- ☐ the applicant has not thoroughly justified their statement of need; projected number students; and, projected costs;
- ☐ the applicant's performance on the FY 2015 CTE Certification Program grant award resulted in less than 80% utilization of the awarded funding; or,
- ☐ the applicant's performance on the FY 2015 CTE Certification Program grant award resulted in less than 50% passing rate.

Section VII. Award Administration Information

Award notifications will be announced via e-mail to each respective LEA on TBD. The grant award notifications will be available for vendor download from EGMS.

Section VIII. Agency Contacts

The authorized contact person for this grant opportunity is:

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