Please refer to the Application Checklist on page 9 of the application for a full description of the required elements. Responses may be typed immediately following each question. Responses should be double-spaced, 12-point font.

IHE Name:

**Goals and Objectives Questions (total should not exceed three pages):**

*The Goals and Objectives section is where applicants describe how (a) the program design will increase student access to dual enrollment opportunities in the District; and (b) estimate the number of dually enrolled students served and number of courses taken by students.*

1. Describe in detail how your program design will increase student access to dual enrollment opportunities in the District. Provide an estimate of the number of students served, including special populations and number of courses taken by students.

**Project Narrative Questions (total should not exceed five pages):**

*The Project Narrative section is where applicants identify all partners, including IHEs, LEAs and high schools, and describe their programmatic and fiscal responsibilities. Applicants also provide a detailed plan of how they will target and enroll students and ensure attendance in the program. Information needs to describe how the applicant will offer dual enrollment to participating students, as well as a description of student supports.*

1. Describe all partner organizations and their programmatic and fiscal responsibilities.
2. Provide a detailed plan of how you will target and enroll students and ensure attendance in your program. Include an outline of the applicants’ student outreach and implementation plans, such as:
	1. Recruitment strategy including at minimum information on student recruitment, GPA requirement (if any), and program specifics;
	2. Registration timelines;
	3. Availability of ongoing support for students; and
	4. Dates and details of all dual enrolment orientations for students and parents.

**Evaluation and Budget Questions (total should not exceed three pages, not including the Budget Proposal Excel Template):**

*The Evaluation and Budget Section is where applicants provide the yearly estimated budget with estimated cost per course, adhering to the allowable costs permitted by OSSE—tuition, textbooks, and fees (including supplementary fees such as laboratory/activity fees) and transportation. In addition, applicants must include a detailed plan to collect, maintain, and report on dual enrollment data, as described in Section 2, as well as describe the plan to measure student-level program outcomes over the course of the proposed program.*

1. Describe your detailed plan to collect, maintain, and report on dual credit data.
2. Describe how you will measure student-level program outcomes over the course of the proposed program.
3. Provide the budget with the estimated costs per student, adhering to the allowable costs permitted. (See Budget Proposal Excel Template Provided)

**Priority Focus Questions (total should not exceed one page):**

*Above and beyond OSSE’s focus on all students, OSSE focuses on the opportunities available to District of Columbia special populations including students with disabilities, English learners (ELs), foster care and homeless youth, and students eligible for the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF).*

*OSSE will prioritize applications that present robust recruitment strategies for students with disabilities, ELs, foster care and homeless youth, and students eligible for SNAP or TANF.*

1. Please describe your IHE’s robust recruitment strategies (if any) for students with disabilities, ELs, foster care and homeless youth, and students eligible for SNAP or TANF.

**Required Attachments:**

1. Letter of support from partner LEA(s)
2. Signed Partnership Agreement
3. Budget Proposal Excel Template