

**District of Columbia**

**Office of the State Superintendent of Education (OSSE)**



**CTE Certification Program**

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## Part 1. Overview Information

**Funding Opportunity Title:** CTE Certification Program

**Announcement Type:** New

**Funding Opportunity Purpose:** The Office of the State Superintendent of Education (OSSE), Postsecondary & 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 DC Public Schools (DCPS), public charter schools (PCS), and the University of the District of Columbia Community College (UDC CC) with full or subsidized payments of certification exam fees or the purchase of licenses within Priority Career Sectors in the District of Columbia, as identified in the Career and Technical Education (CTE) Strategic Plan. (<http://osse.dc.gov/publication/career-and-technical-education-cte-strategic-plan>).

### Key Dates

RSVP Due Date to Pre-application Conference	July 25, 2018
Mandatory Pre-application Conference	July 27, 2018
Letter of Intent Due Date	July 31, 2018
Open Date	Aug. 6, 2018
Application Due Date	Sept. 7, 2018
Award Announcement	Sept. 24, 2018
Grant Period	Oct. 1, 2018 – Sept. 30, 2019
Reimbursement Requests	Every month beginning November 2018
Semi-annual Report Disseminated	April 1, 2019
Semi-annual Report Due	April 30, 2019
Last Date to Obligate Funds	June 30, 2019
Annual Report Disseminated	Sept. 1, 2019
Annual Report Due	Sept. 30, 2019
Final Reimbursement Request Due	Sept. 30, 2019

### Agency Contact

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## **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. 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. As a component of the District's CTE Strategic Plan, the CTE Certification Program promotes the District's mission to strengthen the pipeline to college and careers.

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. 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. Specifically, the fund will be used to support 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**

This grant award is being made pursuant to Postsecondary and Career Grant-Making Authority Amendment Act of 2017 (D.C. Act 22-0130, Section 4052) (enacted July 31, 2017). Grants awarded shall be supplemental to federal, local or other funds received by a school for career and technical education. The CTE Certification Program is non-competitive and will support the purchase of licenses to administer multiple exams and/or also provide full or subsidized payment of individual certification exams within the Priority Career Sectors as outlined in the EGMS application). Additionally, funds may be utilized for the purchase of the corresponding textbooks and practice exams that are recommended by the licensing vendor. The distribution is subject to a 70/30 split; 30 percent of the total funding will be awarded to the University of the District of Columbia Community College (UDC CC). The remaining 70 percent of the total funding will be awarded to DC Public Schools and public charter schools. Awards to each entity will be capped at \$5,000 per school based on the projected student need to take certification exams. The distribution of excess funds, if any, will be based upon need; however, previous years' performance i.e. student outcomes as well as utilization of funds, will heavily impact the decision to provide additional funding to any applicant. Funds will be distributed as a cost reimbursement.

A total of \$140,000 is available for awards through this opportunity. The duration of this grant is for a period from Oct. 1, 2018 through Sept. 30, 2019.

### **Section III. Eligibility Information**

The CTE Certification Program grant application is open to all DC Public Schools, public charter schools, and the University of the District of Columbia Community College. To accommodate student need, if the

school is scheduled to close or the program offerings will be discontinued after the academic year (i.e. June 30, 2019), OSSE will work with entities 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 take certification exams within a Priority Career Sector.
- A description of the approved program(s) of study for the exam(s) and the program curriculum to be administered.
- The number and unit cost for exam(s) by program of study.
- The unit cost of license(s) by program of study and the projected number of students that will benefit from the purchase of this license to administer multiple certification exams.
- The unit cost of each practice exam and the projected number of practice exams to be purchased.
- A description of the licensing vendor's recommended textbook, the unit cost of the textbook, and the projected number of textbooks to be purchased.
- Recipient must submit a plan which describes the marketing strategy that would be implemented to promote participation in certification exams. Additionally, recipient must include a description of the efforts that would be implemented to ensure successful outcomes, such as: the number of instruction hours to be provided to each student, the availability of practice exams, the tools and resources that will be used to prepare students and, the indicators that will determine a student's readiness to take the certification exam.
- 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, by school, who took the exams and the overall pass rate and (2) indicate the previous award amount, by school, and the total funds expended.

## **Section IV. Permissible Use of Funds**

Funds may only be used for the purchase of licenses to administer multiple exams, and/or full or subsidized payment of individual certification exams within the Priority Career Sectors as outlined in the application, corresponding textbooks and practice exams that are recommended by the licensing vendor. There are no indirect costs associated with this award.

Funds expended under this award must be submitted in the "Supplies and Materials" and "Other Objects" categories for reimbursement. No other budget category should be utilized.

## **Section V. Measurable Goals, Objectives, and Timeframes**

All grant recipients are required to adhere to the following terms and conditions during the grant period:

- Design curricula to adequately prepare students for certification exams;
- Employ marketing strategies to promote participation in certification exams;

- Identify students that will benefit from the grant;
- Describe efforts taken to ensure successful student outcomes;
- Implement of a process to provide evidence of student certification exam outcomes;
- Provide evidence of student registrations;
- Evidence that students have taken the certification exams;
- Provide documented outcomes of the exams;
- Submit monthly reimbursement requests beginning 30 days after contract award, which includes vendor invoices or receipts;
- Maintain an evidence binder with the documentation that supports all expenditures for the grant; and
- Submit semi-annual and annual reports to OSSE.

## Section VI. Plan of Formal Evaluation

All grant recipients will be subject to on-site monitoring visits and/or desk reviews. The programmatic/fiscal monitoring visits and/or desk reviews will be scheduled four weeks in advance.

## Section VII. Important Dates and Submission Information

**Application Open Date:** The release date is **Aug. 6, 2018**. This application is available through OSSE’s electronic grants management system (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.

**Letter of Intent:** All eligible applicants seeking to receive funding under this grant must submit the “Intent to Apply” form (provided at the pre-application conference) inclusive of projected funding request (Appendix B) to OSSE by 3 p.m. on **July 31, 2018**. The form should be submitted via email to [OSSE.Cteif@dc.gov](mailto:OSSE.Cteif@dc.gov) with the title, **Intent to Apply-CTE Certification Program** in the subject line of the email.

**Applications Due:** Applicants must submit the application through EGMS by 3 p.m. on **Sept. 7, 2018**. OSSE will not accept or review applications submitted at or after 3:01 p.m. on **Sept. 7, 2018**.

## Section VIII. Application Review Information

Any information and/or updates regarding this grant opportunity will be emailed to those who are listed on the contact page of the application. This CTE Certification Program application is formula. OSSE staff will review each submission 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 2018 CTE Certification Program grant award resulted in less than 80 percent utilization of the awarded funding; or,

- the applicant's performance on the FY 2017 CTE Certification Program grant award resulted in less than 50 percent passing rate.

## **Section IX. Award Administration Information**

Award notifications will be announced via email to each respective applicant on **Sept. 24, 2018**. The grant award notifications will be available for vendor download from EGMS.

## **Section X. Application**

### **I. Statement of Need**

Briefly describe the needs of your institution to fund certification exams for District residents within the twelve Priority Career Sectors. In so doing, (1) Provide student demographic information relative to the justification of need; (2) Identify the Priority Programs of Study currently offered to support the successful student outcomes; and, (3) State the projected number of students that the LEA anticipates will take each exam or benefit from each license.

### **II. Narrative Planned Expenditures**

Indicate the number and unit cost for exam(s) by respective program of study; the number and unit cost of license(s) by program of study and the projected number of students that will benefit from the purchase of this license to administer multiple certification exams. Indicate the cost of each practice exam and the projected number of practice exams to be purchased. Provide a description of the licensing vendor's recommended textbook, the unit cost of the textbook, and the projected number of textbooks to be purchased.

### **III. Program Plan**

Provide a plan which describes the marketing strategy that would be implemented to promote participation in certification exams. Additionally, include a description of the efforts that would be implemented to ensure successful outcomes, such as: the number of instruction hours to be provided to each student, the availability of practice exams, the tools and resources that will be used to prepare students and, the indicators that will determine a student's readiness to take the certification exam. Describe how the identified students were prepared for the each certification exam. State what method(s) will be utilized to ensure that students take the exams and the describe process that will be implemented to track student outcomes. 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.

### **IV. Previous Performance**

If previously awarded a CTE Certification Program grant, (1) provide the number of students, by school, who took the exams and the overall pass rate and (2) indicate the previous award amount, by school, and the total funds expended.

### **V. Budget Detail**

Itemize and explain each expenditure amount within the budget categories provided in EGMS.