

District of Columbia

Office of the State Superintendent of Education (OSSE)

Division of Postsecondary & Career Education



DC Career Academy Network (DC CAN) Continuation

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Part 1. Overview Information

Funding Opportunity Title: DC Career Academy Network (DC CAN)

Announcement Type: Continuation

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 continued funding for career-themed academies that are currently a part of the DC Career Academy Network (DC CAN). The DC CAN vision is to create one cohesive network of career academies within all public high schools in the District of Columbia. Its mission is to reshape Washington, DC's workforce by effectively preparing District students for college and careers through the use of the NAF educational design, i.e. academy development & structure; curriculum & instruction; advisory board, and work-based learning.

Funding Opportunity Purpose: The purpose of this grant is to provide continued funds to support the ongoing operation of academies within the DC CAN.

Ultimately, this funding will support strategies identified within the District of Columbia's Career and Technical Education (CTE) Strategic Plan by preparing students to succeed in college and the District's most promising career sectors (<http://osse.dc.gov/publication/career-and-technical-education-cte-strategic-plan>).

Key Dates

Grant Announcement	June 18, 2018
RSVP Due Date to Pre-application Conference	June 22, 2018
Mandatory Pre-application Conference	June 26, 2018
Letter of Intent Due Date	June 29, 2018
Application Due Date	Aug. 6, 2018
Award Announcement	Sept. 10, 2018
Grant Period	Oct. 1, 2018 – Sept. 30, 2019
Reimbursement Requests	Every month beginning Nov. 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

The authorized contact person for this grant opportunity is:

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Part 2. Full Text of the Announcement

Section I. Funding Opportunity Description

Overview

The District of Columbia Office of the State Superintendent of Education (OSSE) is pleased to announce the availability of continued funding for academies that are currently a part of the DC Career Academy Network (DC CAN). The DC CAN vision is to create one cohesive network of career academies within all public high schools in the District of Columbia. Its mission is to reshape Washington, DC's workforce by effectively preparing District students for college and career through the use of the NAF educational design.

The DC CAN is comprised of career academies within Washington, DC that are supported by educators, business partners, city administrators, and NAF. Our partners work diligently to develop stellar career academies which create a pipeline of college and career students in Washington, DC. Since 2013, sixteen (16) DC CAN academies have been successfully established in the District within five career sectors: engineering, finance, health sciences, hospitality & tourism, and information technology. OSSE has contracted with NAF, to aid in the transformation of the high school experience for students and teachers. The NAF educational design is a proven strategy for engaging students, increasing high school graduation rates, effectively connecting students to college and careers, and subsequently improving labor market outcomes. Its emphasis includes rigorous, industry-focused curricula, integrated industry partnerships, and work-based learning experiences. In addition to supports received by NAF, the DC CAN also enhances school-to-career opportunities through its executive and industry advisory boards.

The purpose of this grant is to provide continued funding for the existing career academies within the DC CAN.

Section II. Award Information

This grant award is being made pursuant to D.C. Act §22-0130 (enacted July 31, 2017). This grant shall be supplemental to federal, local or other funds received by a school for career and technical education. The 2019 DC CAN Continuation grant has two funding tiers: academies that have completed its Year of Planning (YOP) and are entering its Year of Implementation will receive funds to support the staffing structure that was established in the Year of Planning, i.e. if only a full-time academy director was hired, then that sole position will be supported in the Year of Implementation. All expenditures associated with this grant award will be paid as a cost reimbursement. OSSE intends to request DC CAN funds for Fiscal Year (FY) 2020. If FY20 funds are successfully secured, OSSE will award continuation grant funds to support all academies that continue to meet the terms and conditions of the grant.

The total available funding for this grant opportunity is \$1,330,000. Academies that are in the Year of Implementation shall receive up to \$280,000 (personnel costs, plus \$55K for academy activities); all other continuing academies will receive \$45,000 to support academy activities. The duration of this

grant is for a period from October 1, 2018 through September 30, 2019. The last date to obligate academy activity funds is June 30, 2019.

Additionally, OSSE has contracted with NAF to provide continued technical assistance to the LEAs, academies, and District industry leaders within the respective themes who will be providing supports to the academy and their students, at no additional charge to the local education agency (LEA), school or academy.

Section III. Eligibility Information

This RFA is open to all high schools that are currently a part of the DC CAN. Each LEA must apply on behalf of the participating campus.

Section IV. Permissible Use of Funds

The budget for the DC CAN is site-based. An LEA completing multiple applications must correctly enter the code and school name for the campus where the academy is located. The LEA must provide a detailed list of all planned expenditures.

All expenditure of the DC CAN grant funds shall be consistent with the DC CAN Budget and Expenditure Policy, available on OSSE's website. The 2019 DC CAN continuation grant specifies the following for academies in its Year of Implementation: up to \$125,000 toward the Academy Director position; up to \$100,000 toward the College & Career Coordinator position, and \$55,000 toward academy activities. Academies beyond the Year of Implementation will each receive \$45,000 toward academy activities.

The funds designated for academy activities shall be utilized in accordance with the following budget categories:

- Professional Services
- Equipment
- Supplies and Materials
- Other Objects

Section V. Measurable Goals, Objectives and Timeframes

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

- Maintain academies within the prescribed theme of the respective award;
- Retain the Academic Director and College & Career Coordinator personnel, as established in the Year of Planning and sustain these **full-time** positions beyond the Year of Implementation (i.e., the third year of initial award and onward);
- Ensure that the Academy staff (Academy Director, College & Career Coordinator (if part of staffing structure), and core theme teacher work with the NAF Consultant to receive technical assistance and adhere to deliverable timelines to maintain the highest standards of the NAF educational design (academy development and structure; advisory board; curriculum & instruction; and, work-based learning);

- Complete the required NAF assessments and maintain a digital evidence folder comprised of evidence to support all responses within the assessment;
- Update and utilize curricula (inclusive of work-based learning calendar – by grade and month) to include industry-recognized sequence of courses for academy programs of study, selected from NAF-approved courses;
- Academy Director, College & Career Coordinator (if part of staffing structure) and core theme teacher must collaborate with the IAB to plan and incorporate work-based learning and industry experience models into the curricula;
- Offer industry and pedagogically focused professional development to academy faculty, including externship opportunities;
- Effectively promote the DC CAN brand to all stakeholders utilizing the DC CAN logo on all campus materials associated with the marketing and branding of the academy;
- Employ marketing strategies to enroll a cohort of at least 50-75 students (20 students for schools with a student population of less than 1,000 enrolled) per grade level within the academy;
- Utilize monitoring tools that track student performance indicators and implement a process which promotes student persistence;
- Ensure that the academy is represented at the annual NAF conference (recommended attendees are: the Academy Director, College & Career Coordinator (if part of staffing structure), theme teacher, and campus administrator);
- Adhere to the DC CAN structure;
- Ensure that principals or assistant principals and academy staff (Academy Director and College & Career Coordinator (if position is staffed), participate in Industry Advisory Board meetings;
- Utilize all DC CAN tools or resources that would benefit all DC CAN students irrespective of LEA designation;
- Academy Director, College & Career Coordinator (if part of staffing structure) and core theme teacher must collaborate with the DC CAN Industry Advisory Board Chairs on the establishment of the academy activity expenditures to support greater efficiency in the allocation of DC CAN funds for theme-specific resources and activities;
- Utilize funds designated for academy activities in accordance with the DC CAN budget and expenditure policy to maintain the requisite theme classroom(s) and to ensure that all theme-specific tools and resources are in place for the academy students;
- Submit monthly reimbursement requests beginning November 2018, which includes vendor invoices or receipts or additional documentation as requested by OSSE;
- Maintain an evidence binder with vendor invoices and all other documentation that support all expenditures for the grant; and
- Submit monthly site-based IAB status reports as well as semi-annual and annual reports, based on OSSE-generated templates, providing accurate feedback regarding program structure and operation, student enrollment and activities, and program outcomes.

Section VII. Plan of Formal Evaluation

In addition to NAF assessments, 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 at least 30 days prior to the start of the onsite monitoring. Once the date of the on-site monitoring visits and/or NAF assessments have been finalized, the visit must be honored, i.e. all required staff must avail themselves and, all requested materials be presented.

Section VIII. Important Dates and Submission Requirements

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

Application Release Date: The release date is June 18, 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.

Pre-Application Conference: Applicants are required to attend a mandatory pre-application conference prior to grant submission. The pre-application conference will be held at OSSE. Absence from this conference may impact the applicant's eligibility to apply.

Mandatory Pre-Application Conference

When: Tuesday, June 26, 2018

Time: 11 a.m. – 12:30 p.m.

Where: OSSE – 1050 First Street, NE, Mary Church Terrell (Room 324), Washington, DC 20002

To ensure that all parties understand the terms and conditions of the grant, the pre-application conference for DC CAN Continuation will be merged into a professional development session. The following individuals are required: the individual completing the application; the academy staff; the individual responsible for submitting reimbursement requests.

RSVPs to the pre-application conference are due by 3 p.m. on Friday, June 22, 2018. Participants should confirm their attendance by selecting this link: [RSVP here](#)

Letter of Intent: All eligible applicants seeking to receive funding under this grant must submit the "Intent to Apply" form to OSSE by 3 p.m. on Friday, June 29, 2018. 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: DC CAN Continuation_ Intent to Apply).

Applications Due: Applicants must submit the application through EGMS by **3 p.m. on Monday, Aug. 6, 2018**. OSSE will not accept or review applications submitted at or after 3:01 p.m. on Aug. 6, 2018.

Section IX. Application Review Information/Process

This DC CAN continuation grant application is formula. OSSE staff will review each application for completeness.

Section X. Award Administration Information

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

Section XI. Application

- I. The DC CAN grant requires that the DC CAN NAF academy maintain a cohort size of at least 50-75 students (20 students for schools with a student population of less than 1,000 enrolled) per grade level.**
 - a) Provide confirmation that the DC CAN NAF academy students are assigned to a cohort of their peers. (Response: statement and uploaded signed letter from campus administrator)
 - b) Indicate the number of students that are currently enrolled within each cohort. (Response: numeric)
 - c) Describe the efforts taken to ensure student persistence and indicate reasons for student separation from the program. (Response: statement)

- II. Commitment to using the NAF educational design:**
 - a) Describe how the NAF education design has been integrated into the existing learning community to improve student achievement. (Response: statement and uploaded evidence)
 - b) Describe methods utilized as well as lessons learned regarding marketing efforts to promote student enrollment to the academy. (Response: statement)
 - c) Provide evidence of past and continued collaboration with Industry Advisory Board members to improve career-themed curriculum to ensure lessons have real-world application to the industry. (Response: statement and uploaded executed memorandum of understanding between LEA and IAB co-chairs)
 - d) Upload the customized SY18-19 work-based learning (WBL) plan. This WBL plan must illustrate all projected activities by month and grade level, beginning with career awareness activities, progressing to career exploration activities, and culminating in career preparation activities, including completion of internship hours. (Response: Uploaded WBL calendar for SY 18-19, by month and grade)

- III. Commitment to sustain academy staff:**
 - a) The LEA and school administrator commits to collaborating with the two designated DC CAN Industry Advisory Board Chairs to assess candidates for vacant Academy Director positions. The LEA must further commit to sustaining the Academy Director position. (Response: Yes/No. If response is affirmative, upload executed memorandum of understanding between LEA and IAB co-chairs)
 - b) The LEA and school administrator commits to collaborating with the two designated DC CAN Industry Advisory Board Chairs to assess candidates for vacant College & Career Coordinator positions (if this position was established during the year of planning (YOP)). The LEA must further commit to sustaining the College & Career Coordinator position. (Response: Yes/No. If response is affirmative, upload executed memorandum of understanding between LEA and IAB co-chairs)
 - c) The LEA and school administrator commits to ensuring that, in addition to the academy staff, a core theme teacher is on staff to work with the student cohort. (Response: Yes/No)

- IV. Commitment to professional development to ensure the successful implementation and delivery of the NAF educational design:**

- a) Describe tool(s) utilized to determine gaps in industry knowledge with core theme teachers. (Response: statement)
- b) Describe tool(s) and resources which support professional development related to project-based learning for the Academy Director, College & Career Coordinator (if this position was established during the year of planning (YOP), and the core theme teacher. (Response: statement)
- c) Provide a plan which will incorporate externships for core teachers to enhance content knowledge. (Response: statement)
- d) Describe tool(s) and resource(s) utilized to promote core teacher and industry networking. (Response: statement)

V. Commitment to prudent management of DC CAN funds:

- a) The LEA, school administrator and academy staff commits to adhere to the DC CAN Budget and Expenditure Policy, intends to exercise good fiscal judgment and to disclose accurate information regarding budget; i.e. academy staff salaries and fringe benefits, and projected academy activity expenditures. (NOTE: receipts for purchases must be uploaded with ALL reimbursement requests). (Response: Yes/No)
- b) The LEA, school administrator and academy staff commits to collaborate with DC CAN Industry Advisory Board Chairs on the establishment of the academy activity expenditures to support greater efficiency in the allocation of DC CAN funds for theme-specific resources and activities. (Response: Yes/No)

VI. Commitment to the DC CAN vision and mission:

- a) The LEA, school administrator and academy staff commits to the DC CAN brand components (i.e. brand identity, brand communication, and brand awareness) to attain brand prestige. (Response: Yes/No)
- b) The LEA, school administrator and academy staff commits to adhere to the DC CAN structure, which promotes a culture of open communication and collaboration amongst OSSE and all participating LEAs, to demonstrate a cohesive network of all stakeholders. (Response: Yes/No)
- c) The LEA, school administrator and academy staff commits to the overarching mission of the DC CAN to work collaboratively with the DC CAN sub-committees on all strategic goals established by the Executive Advisory Board (EAB); specifically, to utilize tools or resources approved by the network governance committee that would benefit all DC CAN students irrespective of LEA designation. (Response: Yes/No)