Request for Applications

Improving Online CTE Pathways
Grant Program

NOTE: All revisions (as of March 27, 2019) are noted in red text.

February 14, 2019
Revised March 21, 2019
Revised March 27, 2019

TABLE OF CONTENTS

INTRODUCTION

The California Virtual Campus-Online Education Initiative's (CVC-OEI) *Improving Online CTE Pathways* grant program is designed to support online education interventions that California Community Colleges (CCC) and/or districts expect to produce meaningful improvements in online student education outcomes.

Using one-time funding of $35 million in the 2018-2019 budget, the CVC-OEI will award competitive grants to community college districts to develop online programs and courses that support either of the following:

- Lead to short-term, industry-valued certificates or credentials, or programs; or

- Enable a student in a pathway developed by the California Online Community College to continue his or her education in a career pathway offered by an existing community college.

Grants may range in size from tens of thousands of dollars to several hundred thousand dollars, however, they may not exceed $500,000 per college/district. Projects are to be implemented within the one-year funding timeframe. Additionally, grants may be awarded to individual colleges or districts, or multiple colleges and/or districts working together as partners. Grants will be administered by the Foothill-De Anza Community College District, serving as the fiscal agent for the CVC-OEI.

Depending on total funds awarded, CVC-OEI may issue additional calls for participation.

Program Goal

The *Improving Online CTE Pathways* program was designed to leverage existing capabilities within the CCC system, while also integrating together with the CVC-OEI's objectives.

Grant applications must fall within one of the three approved tracks:

- **TRACK 1: Improve access to and quality of existing online programs**: We can achieve maximum impact not just by creating new online courses or programs, but more importantly by expanding access to existing but locally or regionally-siloed online CTE-oriented programs or certifications — e.g., increase capacity or frequency of sections not available anytime / anywhere; and supporting colleges to improve the quality, accessibility, and equity of existing offerings.

  o *Increase access to existing online certificates, credentials or programs.*

  o *Increase visibility of existing online certificates, credentials or programs.*

  o *Improve quality of existing online certificates, credentials or programs.*

- o *Expand availability of C-ID designators for CTE courses.*

- **TRACK 2: Increase the number of online programs that meet workforce needs** by filling in gaps within programs – missing content, missing courses; leveraging industry partnerships to create or expand access to online programs; and encourage collaboration between colleges to offer joint programs.

  - o *Fill gaps in existing on-ground certificates, credentials or programs.*

  - o *Build an online certificate, credential or program that addresses regional workforce needs.*

  - o *Develop a replicable model for advancing credit for prior learning pathways and solutions.*

  - o *Create online programs using industry content, Zero Textbook Cost Materials, and/or Open Educational Resources.*

  - o *Review industry-approved curriculum.*

- **TRACK 3: Support students, faculty, staff and campus leaders** by supporting the student groups that could most benefit from expansion of online; offering targeted support structures; and providing coordinated support for faculty and staff at the colleges as they participate in activities funded by these grants.

  - o *Create a jointly offered program with another college or district in the CCC system.*

  - o *Pilot tools for students to chart and track progress on academic pathways.*

  - o *Support students staying on their existing academic pathways.*

As this augmentation initiative, *Improving Online CTE Pathways*, involves one-time funding over a brief period, these college- and district-level grants are intended to help a CCC campus, district, or partnership to complete short-term projects that:

- can be implemented within one year (July 2019 through June 2020), and

- lead to lasting institutional innovation beyond the one-year grant timeframe.

These college- and district-level grants are not intended to support the purchase of computer hardware or software.

Process Summary

Phase One: Grant Planning & Preparation – February 2019 to June 2019

- *Letters of Intent*: All applicants must submit a Letter of Intent by March 15, 2019, at 5:00 PM PST; and according to the Letter of Intent Format & Instructions (see below).

- *Letter of Intent Notifications:* The CVC-OEI team will send notification messages to all applicants shortly after submission, indicating approval to move forward with application planning and development.

- *Applications*: All applicants must submit an Application by May 01, 2019, at 5:00 PM PST; and according to the Application Format & Instructions (see below).

  - o NOTE: The grant process will be competitive, but equitable. Recognizing that colleges and districts throughout the CCC system vary in distance education expertise and staffing, the CVC-OEI will support all institutions applying for grants. Planning and Development Reimbursements (up to $15,000 per Application) will be provided to fund one or more faculty and/or staff members to prepare an Application. Reimbursements will be issued upon receipt of the Application and an invoice.

- *Award Notifications*: The CVC-OEI will send notification messages to all applicants and announce the *Improving Online CTE Pathways* grant awards (up to $500,000) no later than May 31, 2019.

- *Preparation*: After receiving an award notification, awardees will assemble their project teams and prepare to begin their projects by July 01, 2019.

Phase Two: Grant Implementation – July 2019 to June 2020

- *Project Implementation Begins*: Awardees will begin project work on July 01, 2019.

- *Quarterly Reporting*: Awardees will submit quarterly progress reports and invoices on October 15, 2019, January 15, 2020, April 15, 2020, and July 15, 2020.

- *Project Implementation Ends*: Awardees will complete project work on June 30, 2020.

  - o The CVC-OEI intends that *Improving Online CTE Pathways* projects disseminate their results to the practitioner community, the academic community, and the general public. To this end, applicants are required to discuss the dissemination of their findings in their applications, including oral briefings and release of publicly available written brief(s) at the end of the grant.

The CVC-OEI will consider only applications that are responsive and compliant to the requirements described in this Request for Applications (RFA) and submitted electronically via the CVC-OEI website (www.cvc.edu/pathwaysgrant).

APPLICANT REQUIREMENTS

Applications under the *Improving Online CTE Pathways* grant program must meet the requirements set out under (1) Eligibility, (2) Principal Investigator(s), and (3) Authorized Organization Representative in order to be responsive and sent forward for review.

Eligibility

Qualified Applicants/Fiscal Agents include a California Community College, a California Community College District, or an entity operating under a Joint Powers Authority. Applicants may propose but are not limited to one of the following partnership models:

- Single college/district develops RFA response and submits as a single college or district responsible for *Improving Online CTE Pathways* project.

- Two or more colleges/districts develop the RFA response and clearly define the roles and responsibilities required to satisfy the *Improving Online CTE Pathways* project objectives.

  o To help demonstrate a working partnership, the CVC-OEI strongly encourages institution(s) forming the partnership to submit a joint Letter of Agreement, rather than separate letters, documenting their participation and cooperation in the partnership and clearly setting out their expected roles and responsibilities in the partnership.

The CCCCO reserves the right to make the final selection of the projects. This RFA may be reissued until all funds are allocated.

Principal Investigator(s)

Applications must include at least one Principal Investigator (PI) from each institution submitting the application. When discussing the PIs in the application, it is helpful to the reviewers to identify which institution they represent.

- CCC Partnerships must choose one PI to have overall responsibility for the administration of the award and interactions with the CVC-OEI. The PI is the individual who has the authority and responsibility for the project, including the appropriate use of grant funds and the submission of

required progress reports. This person should be identified on the application as the Project Director/Principal Investigator. All other PIs should be listed as Co-Principal Investigators (Co-PIs).

The CVC-OEI recommends that the person chosen as PI has the qualifications and experience to manage the grant and that the PI's organization has the capacity to fulfill the administrative, financial, and reporting requirements of the grant.

The CVC-OEI team may convene one or more in-person or virtual meetings with other grantees and CVC-OEI staff. Should the PI (or Co-PI) not be able to attend a meeting, he/she may designate another key person on the project team to attend.

Authorized Organization Representative

The Authorized Organization Representative (AOR) for the institution is the official who has the authority to legally commit the institution to (1) accept federal funding and (2) execute the proposed project. When your application is submitted, the AOR automatically signs the cover sheet of the application, and in doing so, assures compliance with any policies and/or regulations governing grant awards. In most cases, this individual would be the College President, District Chancellor, and/or Chief Business Officer.

APPLICATION CLARIFICATION

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify CVC-OEI of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA and will be posted on the CVC-OEI website (www.cvc.edu/pathwaysgrant). The CVC-OEI shall not be responsible for failure of an applicant not having the most current information.

> Contact for this Application:
>
> Justin Schultz, *Director, Planning & Grants Administration,* 650.949.7939, jschultz@cvc.edu

LETTER OF INTENT FORMAT & INSTRUCTIONS

The CVC-OEI asks potential applicants to submit a Letter of Intent prior to the Letter of Intent submission deadline of March 15, 2019. Letters of Intent are required. College/districts that submit a Letter of Intent may be contacted regarding the proposed project. NOTE: If college/district's Letter of Intent is accepted and that college/district is invited to submit an Application, the CVC-OEI team understands that there may be a need or want to modify some details after further local discussion.

The Letter of Intent should be uploaded as a PDF to the CVC-OEI website (www.cvc.edu/pathwaysgrant).

No later than March 15, 2019, at 5:00 PM PST, applicants should submit the following information:

1. Community college or district name, address, and phone number

2. Community college or district Authorized Organization Representative (name, title, phone, email, signature)

3. Project Director/Principal Investigator information for this application (name, title, phone, and email, signature)

4. Proposed Project Title (max: 15 words)

5. Proposed Project Summary (max: 500 words)

6. Proposed Total Budget Request (select one)

   - *$001-100K*

   - *$100-250K*

   - *$250-500K*

7. Primary goal of proposed project (select one)

   - *Improve existing online certificates, credentials or programs (Track 1)*

   - *Build new online certificates, credentials or programs (Track 2)*

   - *Support success for online students and/or faculty (Track 3)*

8. Please describe the areas with which your proposed project best aligns (select no more than three)

   - *to increase access to existing online certificates, credentials or programs*

   - *to increase visibility of existing online certificates, credentials or programs*

   - *to improve quality of existing online certificates, credentials or programs*

   - *to expand availability of C-ID designators for CTE courses*

   - *to fill gaps in existing on-ground certificates, credentials or programs*

   - *to build an online certificate, credential or program that addresses regional workforce needs*

   - *to develop a replicable model for advancing credit for prior learning pathways and solutions*

   - *to create online programs using industry content, Zero Textbook Cost Materials, and/or Open Educational Resources*

- *to review industry-approved curriculum*

- *to create a jointly offered program with another college or district in the CCC*

- *to pilot tools for students to chart and track progress on academic pathways*

- *to support students staying on their existing academic pathways*

9. Describe your level of certainty — i.e., outline what might change between submitting this letter of intent and submitting your application.

APPLICATION FORMAT & INSTRUCTIONS

As this augmentation initiative, *Improving Online CTE Pathways*, involves one-time funding over a brief period, these college- and district-level grants are intended to help a CCC campus, district, or partnership to complete short-term projects that:

- can be implemented within one year (June 2019 through June 2020), and

- lead to lasting institutional innovation beyond the one-year grant timeframe.

These college- and district-level grants are not intended to support the purchase of computer hardware or software.

NOTE: Planning and Development Reimbursements (up to $15,000) are designed to fund one or more faculty and/or staff members to prepare this Application. Please submit with the Application an invoice that includes a) details of what is being reimbursed and b) the total reimbursement amount (up to $15,000). A reimbursement will be issued for each Application that includes this invoice, whether or not it is awarded.

The following instructions prescribe the format and sequence for the development and presentation of the Application. All questions must be answered, and all requested data must be supplied. The Grant Application can be a maximum of 18 pages total, including the budget table and institutional support cover sheet. All narrative portions of the Application should be in 11-point, Arial font, single-spaced, and with minimum 1" margins. A separate cover page with project title and college name may be included (and will not count against the overall page count). Letters of support from industry partners may also be included (and will not count against the overall page count). The Application should be uploaded as a PDF to the CVC-OEI website (www.cvc.edu/pathwaysgrant).

No later than May 01, 2019, at 5:00 PM PST, applicants should submit the following information:

1. Institutional Support Cover Sheet (1 Page Maximum)

The Institutional Support Cover Sheet should indicate institutional support for the proposed project. Submissions should include signatures from the following individuals: (a) President / Superintendent, (b) Chief Instructional Officer, (c) Chief Student Services Officer, (d) Chief Business Officer, (e) Faculty Senate President [or designee], and (f) Project Director / Principal Investigator.

2. Table of Contents (1 Page Maximum)

The Table of Contents should be on a separate page, with each component of the application's narrative listed and page numbers indicated.

3. Project Summary (2 Pages Maximum)

- Proposed Project Title (max: 15 words)

- Proposed Project Summary (max: 500 words)

- What is the primary goal of your proposed project?

  o *Improve existing online certificates, credentials or programs (Track 1)*

  o *Build new online certificates, credentials or programs (Track 2)*

  o *Support success for online students and/or faculty (Track 3)*

- What are the areas of emphasis for the project proposed in this application? (select no more than three)

  o *to increase access to existing online certificates, credentials or programs*

  o *to increase visibility of existing online certificates, credentials or programs*

  o *to improve quality of existing online certificates, credentials or programs*

  o *to expand availability of C-ID designators for CTE courses*

  o *to fill gaps in existing on-ground certificates, credentials or programs*

  o *to build an online certificate, credential or program that addresses regional workforce needs*

  o *to develop a replicable model for advancing credit for prior learning pathways and solutions*

- o *to create online programs using industry content, Zero Textbook Cost Materials, and/or Open Educational Resources*

- o *to review industry-approved curriculum*

- o *to create a jointly offered program with another college or district in the CCC*

- o *to pilot tools for students to chart and track progress on academic pathways*

- o *to support students staying on their existing academic pathways*

4. Project Preparation (4 Pages Maximum)

Local Starting Point

- What is the starting point for the proposed project?
    - o Track 1 or Track 2 proposals:
        - What is the certificate, credential or program (please include discipline, number of courses, workforce area supported)?
        - Is the entire certificate, credential or program already fully online?
            - o If yes, have the individual courses been reviewed with the OEI Course Design Rubric?
            - o If no, how many courses are fully online courses?
    - o Track 3 proposals:
        - How do students currently chart their academic pathways and track their progress in completing certificates, credentials or programs?
            - o What support do you already provide for online students?
- Describe Distance Education at your college or district (e.g., what percentage of total enrollments are in online courses?)

Local Preparation

- If you win an award, what is the first date you can give a presentation to the Board of Trustees for your district to get approval?

- Which executive stakeholders from your college or district should be included in this project?

- Who is the fiscal agent from your college or district who will receive the funds?

- What data must you collect before you start, so you can compare pre-award and post-award impact?

5. Project Implementation (6 Pages Maximum)

Project Alignment

- Please describe how your proposed project aligns with one of the two CCCCO goals for this project:
    - CCCCO Goal 1: Lead to short-term, industry-valued certificates or credentials, or programs
    - CCCCO Goal 2: Enable a student in a pathway developed by the California Online Community College to continue his or her education in a career pathway offered by an existing community college.
        - Information Technology
        - Medical Coding
        - Management
- If applicable, please describe how your proposed project aligns with one of the CCCCO system-wide initiatives, such as *CCC Vision for Success* or *Guided Pathways.*

Project Need

- What other specific needs will you meet with this proposed project?

Project Description *(includes timeline and budget)*

- Please describe the proposed project activities.
- Please provide a rough timeline for the grant period with expected deliverables at three-month intervals.
- Please provide a budget summary including the total funding requested and how you plan to use the requested funds.

Project Success

- Please describe the anticipated or desired results of the proposed project — meaningful and practical success metrics related to a) capacity growth and b) student success (e.g., how many students will be served in a 3-5 year timeframe?).

Project Evaluation

- Please describe how you will track progress during the grant.

    - Include how you will collect the data necessary to track progress.

Project Feasibility

- Please describe your college or district's expertise and capacity.

    - How many faculty releases and/or support staff members does your college or district already provide for distance education activities?

    - How do these faculty and/or staff members' skills and technical capabilities align with the overall demands of the proposed work?

    - How much staff time (total FTE) will your college or district be able to devote to this project over the grant period (12 to 18 months)?

6. Project Conclusion and Continuation (3 Pages Maximum)

Project Reporting

- Please describe how you will document what the proposed project has achieved during the grant period (through June 2020).

    - Include how you will synthesize main achievements, remaining or revised work to complete, challenges, and replicable practices.

Post-Grant Commitment

- How will your college or district institutionalize the advancements funded by this CVC-OEI *Improving Online CTE Pathways* grant program (e.g., schedule/offer new certificates, credentials or programs for at least 3-5 years after they have been created; advertise existing certificates, credentials or programs)?

7. Appendix – Grant Budget Table (1 Page Maximum)

The grant budget template should be used to develop and document the proposed grant budget.

APPENDIX A: GRANT TIMELINE

Phase One: Grant Planning & Preparation
February 2019 to June 2019

February 14, 2019   Call for Letters of Intent & Release of RFA

March 15, 2019   Submission Deadline for Letters of Intent

May 01, 2019   Submission Deadline for Applications & Planning Invoices

May 31, 2019   *Notification of Grant Awardees (by CVC-OEI)*

Phase Two: Grant Implementation
July 2019 to June 2020

July 01, 2019   Start of Grant Implementation Period

October 15, 2019   Submission Deadline for Quarter 1 Report & Invoicing

January 15, 2020   Submission Deadline for Quarter 2 Report & Invoicing

January 15, 2020   *Start of Progress Payment Dispersal Period (by CVC-OEI)*

April 15, 2020   Submission Deadline for Quarter 3 Report & Invoicing

July 15, 2020   Submission Deadline for Quarter 4 Report & Invoicing

July 15, 2020   *Submission Deadline for Legislative Report (by CVC-OEI)*

July 31, 2020   End of Grant Implementation Period

Post-Implementation
July 2020 to June 2021

September 30, 2020   Submission Deadline for Final Report & Invoicing

APPENDIX B: RUBRIC FOR EVALUATING GRANT APPLICATIONS

Criteria	Value	Exceeds	Meets	Does Not Meet
BEFORE – PROJECT PREPARATION				
Local Starting Point	5	Proposal clearly defines the applicant's starting point for the project and outlines how proposed activities will build on current status.	Proposal clearly defines the applicant's starting point for the project.	Proposal does not clearly define the applicant's starting point for the project.
Local Preparation	10	Proposal identifies all preparatory activities the applicant must complete before it can begin implementation.	Proposal identifies the key preparatory activities the applicant must complete before it can begin implementation.	Proposal does not identify any activities the applicant must complete before it can begin implementation.
DURING – PROJECT IMPLEMENTATION				
Project Alignment	5	Proposal shows clear alignment with a) a CCCCO goal for this grant funding and b) a CCCCO initiative (*CCC Vision for Success* or *Guided Pathways*).	Proposal shows clear alignment with a CCCCO goal for this grant funding.	Proposal does not show alignment with CCCCO goals for this grant funding.
Project Need	10	Proposal defines more than one clear need that the applicant intends to meet through project activities.	Proposal defines at least one clear need that the applicant intends to meet through project activities.	Proposal does not define specific needs that the applicant intends to meet through project activities.
Project Description	20	Proposal describes project activities that match augmentation priorities; and includes a detailed timeline and budget summary.	Proposal describes project activities clearly and includes a timeline and budget summary.	Proposal does not describe project activities clearly, and/or does not include a timeline or budget summary.

Project Success	10	Proposal describes in detail how the applicant will measure success—meaningful and practical success metrics related to a) capacity growth and b) student success.	Proposal describes how the applicant will measure success.	Proposal does not describe clearly how the applicant will measure success.
Project Evaluation	10	Proposal describes in detail workable methods for collecting the data necessary to track progress toward reaching success metrics.	Proposal describes how the applicant will track progress.	Proposal does not describe clearly how the applicant will track progress.
Project Feasibility	15	Proposal demonstrates that applicant has exceptional expertise and capacity to complete the project; and a strong understanding of what the project will take to complete.	Proposal demonstrates that applicant has sufficient expertise and capacity to complete the project; and a reasonable understanding of what the project will take to complete.	Proposal does not demonstrate that applicant has sufficient expertise and capacity to complete the project; nor a reasonable understanding of what the project will take to complete.
AFTER – PROJECT CONCLUSION & CONTINUATION				
Project Reporting	5	Proposal describes in detail how applicant will evaluate and report overall success and impact.	Proposal describes how applicant will evaluate and report overall success and impact.	Proposal does not describe how applicant will evaluate and report overall success and impact.
Post-Grant Commitment	10	Proposal outlines clearly how the applicant will institutionalize the advancements funded by this initiative for over 3 years.	Proposal outlines how the applicant will institutionalize the advancements funded by this initiative for at least 3 years.	Proposal does not outline how the applicant will institutionalize the advancements funded by this initiative.
Total Points	100			