Secondary Career Pathway Funds Overview

2022-2023

**Grant Purpose and Focus**

Career Pathway grant funding is intended to incentivize school districts to develop programs that increase the number and diversity of students who earn three or more credits in a high quality CTE program that is a pathway to high wage and in-demand jobs (HB 3072). Below is a general overview of the purpose and process of this grant. It is recommended that you view information on the [Secondary Career Pathway website](https://www.oregon.gov/ode/learning-options/CTE/FedFund/Pages/Secondary-Career-Pathway.aspx) before applying for these funds.

**Process**

The Secondary Career Pathway Funding is granted to ODE for the biennium, the OAR states the grants will be awarded annually. Therefore, two grants are offered each biennium. Each of those grants will require an application.

Allocations are determined by a “point” system for qualifying programs. To qualify, programs must be approved CTE Programs of Study offering at least 3 credits and lead to high wage and in-demand jobs. Points are awarded by programs as follows:

* 1 point for any student who has earned 3 or more credits in a high wage and high   
   demand CTE Program of Study
* 1 point if that student is historically underserved (an English language learner, a student of color, an economically disadvantaged student or a student with disabilities--OAR 581-017-0287)1 point if a student has earned an approved Industry Recognized Credential--this data is derived from CTE reporting of the year prior to the award

Each qualifying program will receive notice of their preliminary award. To receive funds there is an application process and expectation that the districts maintain and report expenditures for each program receiving funds.

Allocation calculation: Per point award value will fluctuate year to year as the number of qualifying programs and student numbers change.

Award amount:

-$2,000.00 minimum (To incentivize growing programs there is a floor award amount of $2,000 for any program earning at least one point.)

-$45,000.00 maximum

**Timeline**

May-July:

* CTE Student and Course Collections submitted by districts

September-November:

* Credentials are submitted in the CTE Student Collection [Industry Recognized Credential   
   IRC)](https://www.oregon.gov/ode/learning-options/CTE/resources/Pages/Industry-Recognized-Credentials.aspx) fields
  + Submitted to the [Career Pathways email](mailto:career.pathways@ode.oregon.gov)

November-January:

* Allocations are generated, approved, then are posted on the ODE website and sent to procurement.

December-January:

* Career Pathway grants in place from the 2021-2022 school year will be supplemented; new grants will be generated. Awarded will be made to districts through EGMS

June 30, 2023:

* All funds need to be spent and items received

August 14 2023:

* All claims must be submitted

September 30, 2023:

* Final report due on expenditure of funds for both years of funding (if applicable). There will be a process for this and guidance will be provided at that time.

**Application: Recommended Steps**

Using this [22-23 Career Pathway Budget Worksheet](https://docs.google.com/spreadsheets/d/e/2PACX-1vQRhd62Bn6d9s8hjHuSwPVrvY7Dlw86iCPkAhyIso-fv-qXdNW7PntRDPgQYLwypg/pubhtml?gid=962397456&single=true)[,](https://docs.google.com/spreadsheets/d/175EGlhaphULXEJbBlg5akGptDdIi1Xdg/edit#gid=747988912) gather the necessary information for the application. Required participants include the CTE teacher, an administrator and the CTE Regional Coordinator. Including input from students, post-secondary partners, business and industry advisory members, school counselors, and others is a best practice.

The worksheet is provided as a tool for you to gather the information that will be required in the online application. Please consider sending a copy of the final budget to the business manager in your district so they are aware of what has been submitted. You **do not** need to send this to ODE.

General Information:

The top section of this worksheet includes general information to create the grant shell. The online tool has a link to the InstID website so you can look that up.

Budget:

Please do not change or add to object codes. If an item does not fit directly into one of these, please use your professional judgment to assign it into one of the codes provided.

1XX (Salaries)

2XX (Benefits)

3XX (Instructional, Professional and Technical Services including Travel)

4XX (Supplies and Materials including Computer software and hardware)

550 (Capital Outlay)

690 (Administrative cost)

Narrative, including allowable expenses:

The first narrative response describes who was brought together to make the decision on how to spend the grant funds. **There are three required participants**:

* The teacher of the program
* The school or district administrator
* The CTE Regional Coordinator

Best practice is that the work of career pathways is connected to post-secondary partners, Business and Industry Advisories, involves recommendations from the community including students, and focuses on building equitable practices.

List one to four priority areas for spending. Below is a list of the top investments we have seen over the years to help generate ideas. Remember you will be required to keep records and show that the funds were spent in accordance with the grant guidelines.

* Enhance CTE equipment/facilities based on industry recommendations
* Focus on recruitment into program (middle school)
* Focus on recruitment into program (high school: special populations outreach)
* Work-based learning experiences
* Curriculum enhancement beyond school district support
* Supplies and materials
* Student CTSO participation
* Student participation in enrichment
* Teacher - staff professional learning
* Student participation in learning beyond the classroom
* Business-industry alignment
* Postsecondary partner alignment
* Other: list

Please keep narratives short. You do not need to submit a list of everything that you are spending the funds on or detailed plans. Below is an example:

You plan to spend funds on enhancing the programs’ equipment and building a pipeline to your middle school:

1. Enhance CTE Equipment/Facilities based on Industry Recommendations
2. Focus on Recruitment into Program by reaching down to the middle school

[School District Assurances](https://drive.google.com/file/d/1ylHG3qEZ8WBslijVWPM8g0p5aHARi255/view?usp=share_link) are required. Only one assurance form is needed **for each district** - you do not need to get a signed assurance for each program. Please have those signed by the superintendent and upload into the online application. Funds can only be released upon receipt of the Assurances.

If your CTE Regional Coordinator (RC) has asked for your planning worksheet, please submit to your CTE RC, unless they provide you with a link to submit your application online. The online application is identical to the worksheet.

CTE Regional Coordinators will verify their approval of each submitted application on the [Secondary Career Pathways Funding Application](https://app.smartsheet.com/b/form/808e443d34c14c7a814dd6b0144483e2) form.

Email [Career Pathways at ODE](mailto:career.pathways@ode.oregon.gov) for more information (career.pathways@ode.oregon.gov).