1. **GENERAL INFORMATION**

**Background and Legislative Intent:**

During the 2017 Legislative Session, $260,000 was appropriated to support the implementation and enhancement of the accelerated college credit programs within Oregon’s educational system as part of the Student Success Grants. This grant will support the education and/or training of teachers who will provide or are providing instruction in accelerated college credit programs – up to one-third of the total cost of the training. Funds may also be used to assist students in paying for books, materials, and costs, other than test fees, related to accelerated college credit programs, and provide classroom supplies for accelerated college credit programs.

**Eligibility:**

The following organizations are able to apply for the **Accelerated College Credit Program Grants**:

* Oregon public school districts
* Oregon Education Service Districts (as a pass-through to school districts)
* Regional consortiums
* Oregon public post-secondary institutions

Preference will be given to those regions with high poverty rates and large underrepresented student populations, and which include schools that received less than a $350,000 allocation for the High School College and Career Readiness Act of 2016, referred to as the HSCCR Act.

These funds may be used to support a number of different accelerated learning options that include, but are not limited to: Advance Placement (AP), Dual Credit (DC), Sponsored Dual Credit (SDC), Assessment Based Learning (ABL), International Baccalaureate (IB), and other partnership programs.

**Use of Funds:**

Grant funds are available up to $40,000 to encourage, support, and facilitate accelerated learning options in regions of Oregon with the highest need. Funds may be used for teacher training, instructional materials for accelerated courses, and student expenses related to accelerated learning options (other than test fees).

Grantees must be able to spend funds according to acceptable accounting procedures and be able to provide evidence of such procedures. All funds will be provided through the Electronic Grants Management System (EGMS).

Costs must be necessary and reasonable to complete the project and be authorized and not prohibited under State or local laws. Reasonable costs will not exceed that which would be incurred by a prudent person, are ordinary and necessary for the operation of the program, and represent sound business practices. Lack of documentation is a primary reason for auditing programs. Documentation must be available to support all expenditures and may be requested by the Oregon Department of Education at any time.

Funds will be available upon official notification and support work through June 30, 2019. Grant funds may not be used outside of the award period.

**Use of funds may include the following:**

* Providing education or training to teachers who will provide or are providing instruction in accelerated college credit programs (*The funds from the grant may not exceed one-third of the total cost of the education or training).*
* Assisting students in paying for books, materials, and costs, other than test fees, related to accelerated college credit programs.
* Providing classroom supplies for accelerated college credit programs, including instructional materials.

**Reporting and Assurances:**

To facilitate evaluation of the grant by ODE, recipients will provide data related to the impact of the project on students, teachers, and community partners.

These data may include, but are not limited to, the following:

* The number of students served by various aspects of the grant. Programs should be able to break down the number of students by Race/Ethnicity, Gender, LEP Status, Special Education Status, and Economically Disadvantaged Status.
* The number of teachers served by various aspects of the grant. Programs should be able to break down the number of teachers by Race/Ethnicity.
* The number of and types of courses served through various aspects of the grant.

A final grant report is due August 31, 2019.

**III. Application Process**

**Application process:**

* Eligible recipients may complete the application individually or jointly (see included application).
	+ Joint application should be included within a single application form with assurance signatures from the respective eligible recipients. Additionally, within the application, the fiscal agent needs to be identified.
* Submit application(s) and signed assurances electronically only (PDF or Word) by **January 12, 2018**, at 5:00 pm Pacific Standard Time. Acknowledgement of receipt of the application will be provided at the time of successful submission.
* Acknowledgement of grant award disbursement will occur approximately two weeks following application submission due date.

**Successful applications will:**

* Identify how the proposed program will ensure that historically underrepresented student populations will receive priority status in receiving support for taking college courses while in high school.
* Target the specific needs of the accelerated college credit programs within the eligible recipient’s region or district.
* Identify how the proposed program will improve the quality and capacity of the accelerated college credit programs in the region served and how these funds will build upon or enhance programs supported through the HSCCR Act.

**Timeline and Important Dates**

|  |  |
| --- | --- |
| **Completion Dates** | **Activities** |
| December 12, 2017 | Request for Applications (RFA) available online – Announcement via email, web, etc. |
| December 18, 2017 | Technical Assistance Webinar – Additional Clarifications of the RFA and Q&A  |
| January 12, 2018 | RFA due to ODE by 5:00 PM PST |
| June 30, 2019 | Last day to spend funds (unless summer extension granted) |
| August 31, 2019 | Final Grant Report Due |

An **electronic version of the completed application including a scanned copy of the signed Statement of Assurances and Statement of Commitment** in Word (.doc or .docx) or PDF format must be received by 5:00 pm PST on January 12, 2018. Please use the Secure File Transfer Process outlined below to submit the electronic version of the grant application.

**Secure File Transfer Process** – An electronic version of the complete application must be submitted to linda.simeone@state.or.us using the Secure File Transfer system available on the ODE district website: <https://district.ode.state.or.us/apps/xfers/>. Follow the instructions provided on the secure file transfer website. Multiple files must be compressed (zipped) into a single folder for submission.

Please name the files as follows: the agency it is being submitted from, underscore, and AcceleratedCollegeCreditGrant (ex. OregonESD\_ AcceleratedCollegeCreditGrant). Only complete applications submitted by the due date will be scored. Contact the ODE helpdesk at 503-947-5715 if you need assistance with the Secure File Transfer Process.

**Assurance/Signature Page**

**2017 - 2019 *Oregon Accelerated College Credit Program Grant Application***

|  |
| --- |
| **Eligible Educational Institution(s):**  |
| Joint Applicants if applicable:  |
| **School(s):**  |
| **Address:**  |
| **City:**  | **Zip:**  |
| **Phone:**  | **Fax:**  |
| **Superintendent/President:**  |
| **Email:**  |
| **Principal/Project Manager:**  |
| **Email:**  | **Phone:**  |
| **Fiscal Manager:** (name / organization) |
| **Email:**  |

**Assurances** (Duplicate this section of the Assurance/Signature page for joint applications).

1. Grantee shall use funds to support activities related to support of implementation and enhancement of new or existing accelerated college credit programs.
2. Grantee agrees to carry out the project as described in the application and program description.
3. Grantee agrees to file a final report to include all eligible reimbursement activities no later than **August 31, 2019.**

**Superintendent/President Name:**

**Superintendent/President Signature:**

**Date:**

**Principal/Project Manager Name:**

**Principal/Project Manager Signature:**

**Date:**

**Grant Application**

**2017 - 2019 *Oregon* *Accelerated College Credit Program***

**Address each section of the grant within the table.** The document table will expand to accommodate the grant narrative. **Narrative and Budget Summary may not exceed 5 pages combined.**

**Applicant(s) contact name and organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| 1. **Proposal Title:**
 |
| 1. **Demographics:**
2. Percent of students on free and reduced lunch at proposed participant schools (you can list as many schools as will benefit from the funds):
3. Number of schools participating in the program that have an allocation of less than $350,000 through the HSCCR Act:
4. Percent of students from historically underrepresented groups:
5. Number of accelerated learning courses offered at schools:
6. Goal of increase in number of historically underrepresented students participating in accelerated learning opportunities as a result of program.
7. Estimated goal of increased number of accelerated learning courses offered:
8. Narrative: if goals are not necessarily about increasing number of students participating or courses offered, discuss the quality improvements that will be made because of receipt of the grant funds.
 |
| 1. **Program** **Activities/Distribution of Funds:** Identify how the funds will be used to purchase instructional materials, train teachers, and/or provide student aid and how these activities supplement the activities of the HSCCR Act.
 |
| 1. **Students’ Benefits**: How will the proposed program increase the number of historically underrepresented students who are or will be participating within the accelerated college credit programs? “Historically Underrepresented Student” means a student (English language learner, student of color, student experiencing poverty, or student with disabilities) who has not historically taken high school accelerated courses and may not have considered enrolling in a post-secondary education program.
 |
| 1. **Evaluation:** Describe the method you will use to determine the success of the project. Grant funds cannot be used specifically for program evaluation.
 |

**2017 - 2019 Oregon *Accelerated College Credit Program Grant Application***

**Budget Summary / Use of Grant Funds**

**Applicant(s) contact name and organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Description of Expected Expense** Describe explicitly how proposed funds are to be utilized  | **Grant Funds** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total:**  | **Total:**  |

Identify the area(s) of focus that the proposed program will address:

[ ]  Providing (related or relevant) education or training to teachers who will provide or are providing instruction in accelerated college credit programs (not to exceed one-third of the total cost of the education or training). \*

[ ]  Assisting students in paying for books, materials, and other costs, **other than test fees,** related to accelerated college credit programs.

[ ]  Providing classroom supplies for accelerated college credit programs.

*\** For the purpose of providing (related or relevant) education or training to teachers, the amount of the grant funds utilized for the specific education or training program may not exceed one-third of the total cost. The teacher, school district, community college district, and/or state institution of higher education may pay the balance of the cost as agreed upon by the teacher, districts, and institution. Additionally, funds may be used only for successful completion of the prescribed education or training program.

**Notice of Nondiscrimination**

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the State Superintendent of Public Instruction at the Oregon Department of Education.

**Accelerated College Credit Grant Scoring Guide**

NOTE: Regions that have not yet received a Regional Promise grant, have high populations of historically underrepresented students, include schools with less than $350,000 allocation through the HSCCR Act, and fulfill all the criteria set forth in this grant will receive first consideration.

|  |
| --- |
| 1. **Proposal Title:**
 |
| 1. **Program Outcomes** – Demographics and Goals of *Accelerated College Credit Program Grant Application*. (14 points)

The proposal lists Demographic data and those data suggest a need for grant funds. **1 4 7**There is a clear achievable goal to increase the historically underrepresented students participating in accelerated learning, or if not applicable, there is a clear and compelling argument for how the funds will be used to improve accelerated learning options. **1 4 7****Comments:** |
| 1. **Program** **Activities/Distribution of Funds –** Is there a clear plan for how the funds will be used in the region? (7 points)

Activities clearly align with providing resources and support to the schools with the most need. The activities make sense in light of the reported demographic data. **1 4 7****Comments:** |
| 1. **Historically Underrepresented Students’ Benefits** – How will the proposed program increase the number of historically underrepresented students who are or will be participating within the accelerated college credit programs? (7 points)

Addresses barriers for this region’s at risk students **1 4 7****Comments:** |
| 1. **Evaluation –** Describe the method you will use to determine the success of the project. Grant funds cannot be used specifically for program evaluation. (7 points)

There is a reasonable plan to track grant activities and outcomes. **1 4 7****Comments:**  |