ARKANSAS COLLEGE AND CAREER COACH PROGRAM –

GRANT APPLICATION GUIDELINES

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ARKANSAS DEPARTMENT OF CAREER EDUCATION

DIVISION OF CAREER AND TECHNICAL EDUCATION

OFFICE OF SPECIAL PROJECTS

Invitation to Applicants, Grant Information and Narrative Instructions

Overview Information:

Arkansas College and Career Coach Program; Notice inviting applications for continuing and new awards for fiscal year (FY) 2018.

Dates:

- Applications Available: March 13, 2017

- Question and Answer Begins: March 14, 2017

- Grant Technical Assistance Webinars – Wednesday, March 15 (1:00pm – 2:30pm) and Thursday, March 16 (1:00pm – 2:30pm)

- Question and Answer Period Ends: March 31, 2017

- **Deadline for Transmittal of Applications: April 14, 2017 by 4:00pm**

- Deadline for Interagency Review: April 28, 2017

- Notification of Grant Awards: May 15, 2017

- Grant Recipients Notify Agency of Acceptance or Denial: May 19, 2017

- Second Cycle (if funding is available) Grant Recipients Notified: May 23, 2017

- Grant Recipient must return signed MOU: June 1, 2017

- Grant Recipient will receive fully executed MOU: June 16, 2017

I. Funding Opportunity Description

Purpose of Program: The College and Career Coach Component program is designed to motivate and support Arkansas students and adults achieve their goals as it relates to college and career planning. Students in the 8th – 12th grade and Adults will be served by Career Coaches. The Arkansas College and Career Coaches program provides assistance and information for resources in the areas of: academic tutoring, career counseling, mentoring, financial guidance, and other supports necessary for postsecondary education/training access, retention, and success.

Structure of Program: The College and Career Coaches are co-located at an institution of higher education, education cooperative or non-profit organization. They provide their services directly to students in middle and high school through their on-campus placement.

<u>Qualifications of Career Coach</u>: Individuals, who hold a least a bachelor's degree and Career Development Facilitator (CDF) credential, may be employed as a Career Coach. If the desired individual does not hold a CDF credential they may be employed under condition of obtaining certification within a year of employment.

<u>Note</u>: The Department is not bound by any estimates in this notice.

<u>Funding Period</u>: Up to 12 months (July 1, 2017 – June 30, 2018)

All funding amounts requested in grant applications are contingent upon availability and appropriation funds.

II. Applicant Information

1. <u>Eligible Applicant</u>: The institution of higher education; education cooperative; or non-profit organization should submit one grant request to include all desired school districts to be served. The applicant will be considered the host site and responsible for local management, in partnership with the school district administration, of the Career Coach program.

III. Submission Information

1. <u>Submission Dates and Times</u>:

   Applications Available: March 13, 2017

   Deadline for Transmittal of Applications: April 14, 2017 by 4:00pm

   We will not consider an application that does not comply with the deadline requirements.

2. <u>Required Documents</u>:

   - Program Identification Form (Cover Page)

   - Proposal Narrative

   - Budget Form

   - Letters of Support

3. <u>Submission Method</u>:

   - Applications for grants under this program must be submitted electronically. For questions (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please contact our office at 501-683-4432 during the hours of 8:00am – 4:00pm.

   - <u>Electronic Submission of Applications</u>.

o Applications received electronically are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the electronic system no later than 4:00:00 p.m., on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the electronic system--after 4:00:00 p.m., on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application, we will notify you if we are rejecting your application because it was date and time stamped by the electronic system after 4:00:00 p.m., on the application deadline date.

o The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through the electronic system.

o You will not receive additional point value because your application is submitted electronically, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

o You must submit all documents electronically, including letters of support.

o You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) read-only, non-modifiable format. If you upload a file type other than a read-only, non-modifiable .PDF or submit a password-protected file, we will not review that material.

o Your electronic application must comply with any page-limit requirements described in this notice.

o After you electronically submit your application, you will receive an automatic notification of receipt. (This notification indicates receipt by the electronic system, not receipt by the Department.) The Department then will retrieve your application and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a processing number.

o We may request that you provide us original signatures on forms at a later date.

o <u>Application Deadline Date Extension in Case of Technical Issues with the System</u>: If you are experiencing problems submitting your application through the electronic system, please contact our office. You must obtain a response in regards to your issue and must keep a record of it.

- If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the system, we will grant you an extension until 4:00:00 p.m., the following business day to enable you to transmit your application electronically or by hand delivery.
- If you submit an application after 4:00:00 p.m., on the application deadline date, please contact our office and provide an explanation of the technical problem you experienced with the system. We will accept your application if we can confirm that a technical problem occurred with the electric submission system and that the problem affected your ability to submit your application by 4:00:00 p.m., on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.
- Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the electronic system. We will not grant you an extension if you failed to fully register to submit your application to the electronic system before the application deadline date and time or if the technical problem you experienced is unrelated to the electronic system.

  o Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the electronic submission system because—
     o You do not have access to the Internet; or
     o You do not have the capacity to upload large documents to the electronic submission system

Request for Exception to Submit Application by Electronic Format
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a State/Federal holiday, the next business day following the State/Federal holiday), please mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.
- If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.
- Address and mail or fax your statement to: Sonja Wright-McMurray, Arkansas Department of Career Education, #3 Capitol Mall; Little Rock, AR 72201. FAX: 501-682-1509.

Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original, two copies of your application, and an electronic copy saved as a PDF document on compact disk/USB flash drive, on or before the application deadline date, to the Department at the following address:

Arkansas Department of Career Education
Sonja Wright McMurray, Associate Director for CTE Special Projects

#3 Capitol Mall, Suite 200
Little Rock, AR 72201

Submission of Paper Applications by Hand Delivery.
If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must mail the original, two copies of your application, and an electronic copy saved as a PDF document on compact disk/USB flash drive, on or before the application deadline date, to the Department at the following address:

Arkansas Department of Career Education
#3 Capitol Mall
Little Rock, AR 72201

The Arkansas Department of Career Education accepts hand deliveries daily between 8:00 a.m. and 4:00:00 p.m., except Saturdays, Sundays, and Federal holidays.

4. Content and Format of Application Submission:
   - Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to no more than 20 pages. Partial pages will count as a full page toward the page limit. For purpose of determining compliance with the page limit, each page on which there are words will be counted as one full page. Applicants must use the following standards:
     - A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
     - Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
     - Use a font that is either 12 point or larger.
     - Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted.

   - The page limits do not apply to the required Title Page, Table of Contents, Letters of Support, or Budget Form. If you include any attachments or appendices, these items will be counted as part of the narrative, for purposes of the page-limit requirement. You must include your complete response to the selection criteria, which also includes the budget narrative.
   - Applications that do not meet the page limit with not be accepted.

5. Other Submission Information (Special Accommodations)

   Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact our office. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

6. <u>Review and Selection Process</u>: A panel of non-Federal readers will review each application in accordance with the selection criteria and the competitive preference priorities, pursuant to Act 1285 of the 2013 General Legislative Session, Act 960 of the 2015 General Legislative Session, and Act 128 of the 2017 General Legislative Session. Readers will be trained by the Department and given guidance on how to evaluate applications in a method that is both uniform and rigorous. The individual scores of the readers will be added and the sum divided by the number of readers to determine the reader score received in the review process. The Associate Director for CTE Special Projects will evaluate the Prior Experience (PE) of applicants that received an Arkansas College and Career Coach Program grant for the prior project year. Prior Experience points will be determined through evaluation of the past performance of the program. Based upon that evaluation, the Associate Director will add PE points earned to the application's averaged reader score to determine the total score for each application. The Associate Director, along with the Deputy Director for Career Technical Education and Director of Career Education, makes new grants in rank order on the basis of the total scores of the reader scores and PE points awarded to each application. If there are insufficient funds for all applications with the same total score, the Associate Director for CTE Special Projects, along with the Deputy Director for Career Technical Education and Director of Career Education will choose among the tied applications so as to serve geographical areas that have been previously served by the Arkansas College and Career Coach Program. The Associate Director will not make a new grant to an applicant if the applicant's prior project involved the fraudulent use of program funds.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Associate Director may consider the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Associate Director may also consider whether the applicant failed to submit a timely performance reports or submitted a report of unacceptable quality.

IV. Award Administration Information

1. <u>Award Notices</u>: If your application is successful, we will send a Grant Award Notification (GAN). We may notify you informally, also. If your application is not evaluated or not selected for funding, we will notify you.

2. <u>Reporting</u>:
   - If you apply for a grant under this competition, you must ensure that you have the necessary processes and systems in place to comply with the reporting requirements.
   - At the end of your project period, you must submit a final performance report, including financial information, as directed by the Associate Director for CTE Special Projects.

INSTRUCTIONS FOR NARRATIVE SECTION

The following information supplements the information provided in the "Notice Inviting Applicants".

Before preparing the *Program Narrative*, applicants should review the Notice and Career Coach Manual for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the regulations which are included in this package.

The *Program Narrative* should provide, in detail, the information that addresses the selection criteria. The maximum possible score for each category of the selection criteria is indicated in parenthesis.

You must limit the *Program Narrative* to 20 pages, double-spaced in 12-point font or larger, and number the pages consecutively. The narrative should be written concisely. Only the required information should be submitted. If appendices or other supplemental materials (other than the Letters of Support) are included, they will count as part of the 20-page limit. Please refer to the notice (see Content and Form of Application Submission) for additional application submission requirements.

To facilitate the review of the application, provide responses to each of the following selection criteria in the following order:

A. Need	(20 points)
B. Goals and Objectives	(10 points)
C. Plan of Operation	(35 points)
D. Applicant and Community Support	(20 points)
E. Budget and cost effectiveness (34 CFR 645.31(f))	(15 points)

Total Maximum Score for Selection Criteria   100 points

Priority and Prior Experience - (PPE)   (10 points)
Total Maximum Score for Selection Criteria and PPE   110points

Formatting

Double space all text in the program narrative, except titles, headings, footnotes, quotations, references, captions, and all text in charts, tables, figures and graphs. Applicants may use one of the following fonts: *Times New Roman, Courier, Courier New* or *Arial*, only. Applications submitted in any other font (including *Times Roman* and *Arial Narrow*) will not be accepted. Applicants must use a size 12 font or larger.

Each page must have footer with applicant's name and page number.

The Program Narrative will include the discussion of the selection criteria. The total page limit for the project narrative portion of the application for the FY 2018 Arkansas College and Career Coach competition is 20 pages.

The page limit does not apply to:

> Title Page
> Table of Contents
> Letters of Support
> Budget Form

The notice contains specific instructions on page limits.

In the Program Narrative, the applicant should address the selection criteria in the order delineated earlier (A - E) because this is the order in which the Technical Review Form is organized. The Technical Review Form is used by the peer reviewers to evaluate applications.

The following guidance may assist you in addressing each of the selection criteria:

High Priority: For this grant competition, applicants must pay particular attention in sections A – E to addressing the needs and providing services to students from special populations. This must include at least one of the following:

 a. Underserved Communities
 b. Ethnic, Racial, and/or Gender Groups
 c. English as a Second Language (ESL)

(A)   Need: Applicant must include justification for <u>each county, school district or target schools (if applicable)</u> identified in the application. The intent of the Arkansas College and Career Coach Program is to provide a comprehensive career guidance system to middle and high school students, who are most in need of this support. Grant applicants should clearly demonstrate the need for the Arkansas College and Career Coach program in their school districts. Applicants should discuss any barriers and deficits preventing their students from adequately preparing for postsecondary and/or training beyond high school. In their response the applicant should include **at least three** of the following barriers:

 • Income level of target area and/or population of students
 • Unemployment rate of target area and/or population of adults
 • Educational attainment of target and/or population of adults
 • College-going rate of target area and/or population of students
 • Technical skill attainment gaps between target population and workforce
 • Access to career planning and preparation resources and experiences
 • School counselor to student ratio for target schools

(B)   Performance Measures: All awarded programs will be evaluated on their success in impacting the college and career readiness culture and performance in their school district and community. Applicants must communicate the local program's overall plan to address improving college and career readiness in their assigned school districts, especially with regard to the following six key performance goals:

 • Increase the percent of students exposed to Work-based Learning Opportunities.
 • Increase the percent of students exposed to CTE non-traditional programs of study.
 • Increase the percent of students who pursue an industry-recognized certification by high school graduation.

- Increase the percent of eligible high school seniors who complete a financial aid application through YOUniversal.
- Increase the percent of students placed in postsecondary education or workforce (includes military) by the end of the 2nd quarter immediately following their high school graduation.
- Increase the percent of students enrolled in a program of postsecondary education by the fall semester immediately following high school graduation, who successfully complete the first academic year and enroll for the fall term of the second academic year or successfully completes a certificate degree.

(C) **Plan of Operation**: This part of the application should provide information on who, what, when and how the project will provide services. Applicants must also provide information on how it will ensure that sufficient resources are available to effectively and efficiently serve the proposed number of target schools and students.

The information provided in this section of the application will be assessed based on the quality of the applicant's response for addressing the identified needs as related to the identified issues outlined in the Need section. All of the proposed services and activities should be clearly aligned with the identified needs of the participants to be served in the targeted areas and proposed target schools with inclusion and consideration of the Performance Measures. In addition, applicants must clearly outline the following components:

a. Marketing of program to students, faculty, staff and community

b. Programs, services, and activities for students (must address each identified performance measure in Need Section; include strategies to impact Performance Measures; and include timeline for delivery of services)

c. Plan to ensure effective and efficient administration of the project including but not limited to financial management, student record management, and personnel management.

d. Plan to use resources and personnel to achieve objectives and to coordinate the Arkansas College and Career Coach with other college and career planning programs located within the college, school district, and community.

e. Inclusion of parents and guardians in the college and career planning process

f. Plan for following-up with students through their first year post-graduation

(D) **Applicant and Community Support**: Applicants should not submit floor plans in the application—this information can be described or summarized as narrative, or in a list, or in a chart. If submitted, these items will count towards the 20-page limit. Applicants must provide information on the tangible commitments and resources to be provided by the applicant and by community partners and should demonstrate in this section how the proposed commitments and support will enable the proposed project to carry out the proposed project plan in the most cost-effective manner possible. The applicant must include letters of support from host site, participating school districts, and at least one business/industry partner.

Each school district included in the grant application must provide a letter of support outlining their willingness to administratively and financially support the project, which must include contribution of at

least 50% of the Career Coach's salary and benefits or a shared portion of the 50% match in partnership with other participating school districts. Applications not including letters of support with specified administrative and financial support from their desired school districts will be considered incomplete and will not be reviewed.

The <u>host site</u> must provide a letter of support outlining their willingness to administratively and financially support the project, which must include financial contributions to support cost associated with the Career Coach's travel, supplies, and communication. Applications not including letters of support with specified administrative and financial support from the host site will be considered incomplete and will not be reviewed.

Letter from the <u>business/industry partner</u> must include specific services and/or resources committed.

(E)   **<u>Budget and Cost Effectiveness</u>**: Applicants should include costs that are related to the [approved] activities proposed in the Plan of Operation section, to the extent in which funds are available. All costs should be necessary to accomplish the proposed project activities, reasonable and allowable, as discussed in the Arkansas College and Career Coach Manual. Applicants must submit a complete budget form. Applicants should include in budget form funds available from school districts, host site, Arkansas Department of Career Education, and any other available funding sources. The maximum allowable amounts for funding requests from the Arkansas Department of Career Education are as follows:

½ Career Coach: up to $51,000
1 Career Coach: up to $76,500
2 Career Coach: up to 102,000
3 – 4 Career Coach: up to $127,500
5 or more Career Coach: up to $178,500

Funds requested may be applied to following approved major categories:

Career Coach Salary and Benefits
Career Exploration Camps
Arkansas College Application Campaign
ACT Academy
Computers
Career Coach and Supervisor Travel (only for AR Career Education sponsored <u>and</u> approved activities)
Student Travel and Meals

Request for Career Exploration Camps, Arkansas College Application Campaign, and ACT Academies must be specified in the budget.

Budgets must include expected contributions from school districts and host site. Applications not including contributions from school districts and host site will be considered incomplete and will not be reviewed.