

Request for Application July 2022

Equity for Each Competitive Grant



**OFFICE OF CAREER-TECHNICAL EDUCATION IN COLLABORATION WITH
OHIO DEPARTMENT OF HIGHER EDUCATION**

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Request for Application

Equity for Each: Advanced Approaches for Improving Equity in Career-Technical Education Programs

Introduction

Equity in education achievement for each student is Ohio's greatest challenge. The State is committed to improving equitable access, engagement and outcomes for all career-technical education students with an intentional focus on students included in Perkins V's defined special populations.

- Economically disadvantaged students
- Students with a disability
- Nontraditional students
- English learners
- Students experiencing homelessness
- Youth who are in, or aged out of, the foster care system
- Youth with a parent in the armed forces and actively deployed
- Students who are single parents (including single pregnant students)
- Out-of-workforce individuals (applicable to postsecondary only)

Ohio Perkins V Equity Labs annually assist local recipients in identifying equity gaps in their local enrollment and performance data, performing a root cause analysis on the gaps and brainstorming plans to improve these gaps. This data is made available to districts through the Secure Data Center Career-Technical Education Data Dashboard and through the Career-Technical Planning District's annual Equity Data Report. All Superintendents, State-Support Team staff and Tech Prep staff have access to the Equity Data Reports. To foster and incentivize innovative, advanced approaches to address these data-identified equity gaps, Ohio allocates funds via a competitive grant using the Perkins V Reserve Funds.

This competitive grant assists recipients and the Department in identifying and promoting promising practices for improving equity in career-technical education delivery.

The grant prioritizes applications that:

- emphasize collaboration between secondary and postsecondary schools, with,
- employed strategies that focus promotion or expansion of programs of study aligned with state-identified high-skill, high-wage or in-demand occupations.

Additionally, the grant will support recipients in the ongoing development and alignment of local data collection systems to improve data-driven decision-making and strategic planning.

PERKINS V LEGISLATION

The Perkins V law section 112 (c) allows the state of Ohio to award \$1.5 million in grants made available from the Perkins V Reserve Funds to local recipients under the following parameters:

An eligible agency may award grants to eligible recipients for career and technical education activities described in sections 135—

- (1) in –
- a. rural areas;
 - b. areas with a high percentage of CTE concentrators or CTE participants;
 - c. areas with a high number of CTE concentrators or CTE participants; and

- d. areas with disparities or gaps in performance as described in section 113(b) (3)(C)(ii)(II); and,
- (2) in order to:
- a. foster innovation through the identification and promotion of promising and proven career and technical education programs, practices and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or
 - b. promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.

CONFLICTS OF INTEREST

As a nonprofit or public benefit entity receiving public funds, recipients must avoid conflicts of interest when administering grants and entering into contracts for equipment and services. State law regarding conflicts of interest is very strict. It is the responsibility of the recipients to be in compliance with [Ohio Ethics Law, Ohio Revised Code Chapter 102](#), regarding conflicts of interest.

General Information

ELIGIBLE APPLICANTS

An eligible applicant is defined as any local education agency, including any city, local or exempted village school district, community school, STEM school, joint vocational school district or postsecondary institution and all other entities that are eligible to receive Perkins V funds or a collaborative of such entities. Eligible applicants may apply for more than one grant but must submit individual grant applications for each.

APPLICATION AND FUNDING TIMELINE

The Equity for Each grant application window opens **April 1** and closes **May 31, 2022**. Recipients will be notified by **June 27, 2022**, and grant funds substantially approved date of **July 1, 2022**. Applications, budget and supporting documentation are submitted through the Department's e-grant application system, the Comprehensive Continuous Improvement Plan (CCIP).

Expenditures must be committed by **June 30, 2023**, and fully claimed by **September 30, 2023**. Rollover is allowed for 12 months, until **June 30, 2024**. If awarded funds are not claimed by June 30, 2024, the Ohio Department of Education reserves the right to request the recipient return the balance of awarded funds.

TOTAL FUNDING AMOUNT

\$1.5 million is available for the Equity for Each competitive grant. The Ohio Department of Education's Office of Career-Technical Education plans to allocate between \$25,000 to \$200,000 to a minimum of eight applicants. The amount requested may not equal the total amount of the grant awarded.

ALLOWABLE EXPENSES

The Perkins V Reserve Funds are federal funds that only may be used toward [Perkins V allowable expenses](#).

DATA SOURCES

Each application must include an equity gap that is identified through a data source that is either hyperlinked in the application or cited and attached. Sources can include Ohio Department of Education data including Career-Technical Education Equity Data Report, the Secure Data Center Career-Technical Education Data Dashboard Reports, Report Card data, CTE-26 data, any data available through the Ohio Department of Education website, or any local, national data that is applicable. State Support Team Career-Technical

Planning District Consultants and Tech Prep Regional Center Staff may assist applicants in accessing Career-Technical Planning District and State Equity Data Reports.

Monitoring and Reporting

Recipients must comply with reporting requirements, due dates and all applicable laws and rules.

MONITORING

The Equity for Each competitive grant administrators and other staff from the Department's Office of Career-Technical Education and the Ohio Department of Higher Education will monitor and provide oversight of the grant, including technical assistance to all grant recipients.

As a condition of this grant, the Department is responsible for evaluating and monitoring recipients. Recipients will be evaluated and monitored in accomplishing the performance goals set forth below:

Goal 1: The recipient will demonstrate measurable growth in improving the identified equity gap as documented in the final Grant Activity Reports.

Goal 2: The recipient will provide details to support strategy replication, including any artifacts of implementation such as toolkits, manuals, forms, policies or accompanying documentation through the Narrative Report.

Goal 3: The recipient will fully commit all grant funds by **June 30, 2023**, and claim all grant funds by **September 30, 2023**, the recipient will submit a final grant activities report through the Department's Data Submission Forms application in [OHID portal](#) by **June 30, 2023**. Rollover is allowed until **June 30, 2024**. The Department will assist the recipient in a timeline for the final expenditure report if rollover option is required.

REPORTING

To evaluate the effectiveness of the proposed strategy each recipient will be required to submit a final grant activity report and narrative report, by **June 30, 2023**, and Final Expenditure Report (FER) by **Sept. 30, 2023**. The grant activity report will be submitted through the Department's Data Submission Forms application in [OHID portal](#). The narrative report will be submitted to Rebecca Crance through email at Rebecca.Crance@education.ohio.gov. The narrative report must contain a detailed summary of the current status of each performance goal or how the approach has accomplished each performance goal. The FER will be submitted through CCIP. The Department reserves the right to reject the report and request revisions for clarity or ask for additional information to be provided.

Evaluation of Applications

INITIAL REVIEW

The Equity for Each competitive grant administrators will review all applications for completeness, eligibility and budget submission. If the applicant meets the mandatory requirements listed herein, the Ohio Department of Education and Ohio Department of Higher Education will continue to evaluate the application. If the applicant does not meet the formatting or mandatory requirements listed herein, the applicant will be notified by the Ohio Department of Education and allowed to submit a correction within two weeks from initial submission.

APPLICATION EVALUATION

Each qualifying application will be evaluated by no less than three Ohio Department of Education Office of Career-Technical Education and/or Ohio Department of Higher Education staff members using the Grant Scoring Rubric ([Appendix D](#)). An average of the three scores from each scoring rubric will become the grant application's final score. The top scoring applications will be approved for grant funds until all eligible funds are exhausted.

COMPETITIVE PREFERENCE PRIORITIES

The Departments shall prioritize Equity for Each competitive grant applications that emphasize collaborations between secondary and postsecondary institutions, with strategies that focus on the promotion or expansion of programs of study that align with local or state high-wage, high-skill or in-demand occupations. Please see the Grant Scoring Rubric for more information ([Appendix D](#)).

Application Submission Directions

Applicants will complete and upload the official Equity for Each competitive grant application, Budget Worksheet, Budget Narrative and supporting documents into the Comprehensive Continuous Improvement Plan (CCIP) electronic system. For the application to be considered complete, the following documents are required:

- Completed Grant Application ([Appendix A](#));
- Signed Statement of Grant-Specific Assurances ([Appendix B](#));
- Completed Budget Worksheet with expenditure narrative ([Appendix C](#)).

COMPREHENSIVE CONTINUOUS IMPROVEMENT PLAN

The [Comprehensive Continuous Improvement Plan](#) (CCIP) is a unified grants application and verification system that consists of two parts: the Planning Tool and the Funding Application. For the purposes of the Equity for Each competitive grant application, applicants will only use the funding application that contains the budget page, assurances and budget upload sections.

A grant applicant must have an OH|ID portal account, Information Retrieval Number, and designated roles in the Ohio Educational Directory System to access CCIP. The following technical assistance will aid the applicant in obtaining the access needed for the CCIP.

- To determine the Information Retrieval Number, click [here](#).
- To assign roles in the Ohio Educational Directory System, click [here](#). Please make sure members of the grant application team are assigned the roles "Data Entry Funding-CCIP," "CCIP Fiscal Representative" and "CCIP Authorized Representative."

BUDGET WORKSHEET

Applicants must transfer the information contained in the Budget Worksheet ([Appendix C](#)) into the CCIP system, including the total sum requested for the grant. The Budget Worksheet and Budget Narrative that provides an itemized list of proposed expenditures, with cost, the applicant plans to incur and a timeline for exhausting the proposed funding must also be attached in CCIP when submitting application.

Appendix A

Equity for Each Competitive Grant Application

Contact Information

Project Title		Date
Amount of Grant		
Applying Institution Information		
Name of Institution		
County	IRN	
Responsible Lead	Job Title	
Address		
Telephone Number	Fax Number	E-mail Address
Responsible Lead #2	Job Title	
Address		
Telephone Number	Fax Number	E-mail Address
Fiscal Agent Information		
Fiscal Officer		
County	IRN	
Address		
Telephone Number	E-mail Address	

Applicant Demographic

- LEA *or*
 CTPD *or*
 Postsecondary Institution *or*
 Collaborative Partnership (please list additional entities collaborating as part of this application)
-

Description of the Advanced Approach to Address the Data-Identified Equity Gap

Describe the strategy that will be implemented using grant funds to address the identified “equity gap”.

Project Title	
Equity Gap Current Status & Data Source <i>The equity gap should be a statement supported by cited data demonstrating an inequity for a specific special population group when comparing to all students or the same group on a state or national level.</i> <i>For example: According to the 2020 ODE CTE Equity Data Reports, students with disabilities in <the CTPD> graduated from the culinary program at a rate of 64%. All students in the culinary pathway graduate at a rate of 86%. (Data Source must be linked or cited to the statement. If cited, the data source must be attached to the application when submitting.)</i>	
Approved CTE-26 Pathway of Focus	
How will the strategy be implemented? <i>If this strategy includes funding for an industry recognized credential, it must be tied to an approved career-technical education pathway or program.</i> <ul style="list-style-type: none"> • <i>Where will the strategy be implemented?</i> • <i>What is the proposed timeline for implementation?</i> • <i>Who will have a key part in implementation and what are their roles?</i> 	
What are the anticipated measurable goals from implementation? Please use S.M.A.R.T. goal format. <i>(S- Specific, M- Measurable, A- Attainable, R- Reasonable, T-Timely)</i>	
How does the strategy demonstrate partnership with a secondary/postsecondary education partner?	

Measurement of Progress and Action Plan

Complete the Measurement of Progress and Action Plan table located below. The Measurement of Progress will explain the process that will be used to measure progress toward and achievement of anticipated outcome(s), which include benchmarks and type of evidence collected. The Action Plan will include the steps needed for completion of the strategy. The type of evidence collected must include types of data that can be used to identify meaningful growth.

Measurement of Progress

Anticipated Outcome <i>(As described above; use one row per outcome, add more rows as needed.)</i>	Benchmarks for Progress		Type of Evidence Collected
	Date	Projected Improvement	
	Date	Projected Improvement	
	Date	Projected Improvement	
	Date	Projected Improvement	
	Date	Projected Improvement	
	Date	Projected Improvement	

Action Plan *(Use as many rows as needed; Add more as needed.)*

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	

Sustainability Plan

Describe how the strategy will be sustained after the funding cycle is complete. Include the practices and resources (**human and fiscal**) that are in place currently that will support implementation and overall sustainability of the strategy.

How will the district/institution and/or implementation teams be given time and ongoing training to continue their activities?
How will the district/institution and/or implementation teams be developed and supported?
How will supports be developed to support district/institution and implementation teams?
How will grant activities be incorporated into current district/institution initiatives, programs, strategies, action plans, etc., to support continued implementation?

Appendix B

Equity for Each Grant-Specific Assurances

Statement of Grant-Specific Assurances

If awarded a grant, the recipient assures that:

1	The grant recipient will implement the proposed strategy for improving the identified equity gap according to the approved plan as described in the application.
2	The grant recipient will report the improvement progress or current status of the identified equity gap to the Ohio Department of Education in a final grant activity report through the Data Submission Forms application on OHID portal and email a narrative report to Rebecca.Crance@education.ohio.gov by June 30, 2023 .
3	The grant recipient will enact a Sustainability Plan as approved in the grant application for continued implementation of the strategy and continuous improvement of the identified equity gap after the exhaustion of the grant funds.
4	Expenditures will be committed by June 30, 2023 . If awarded funds are not claimed by September 30, 2023 , recipients may request rollover until June 30, 2024 . If rollover has not been requested, the Ohio Department of Education reserves the right to request the recipient return the remaining balance of awarded funds.
5	The Department may terminate the grant award upon 30 days written notice if it is determined the recipient, recipient's staff or any individuals have used grant funds for personal gain, performed criminal activities or broken any of the agreed upon assurances listed in the grant application. If it is determined that any grant funds have been misused, the Department reserves the right to request the recipient return the full amount of awarded funds.
6	The grant recipient will maintain records of all funds used including, but not limited to, invoices, Purchase Order requests, requisition orders, receipts and related documentation according to Perkins V allowable expenses guidelines.
7	The grant recipient will provide the Ohio Department of Education access to those records in the conduct of audits or supporting budget documentation. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining and replicating relevant information and strategies.

Certification

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for an Advanced Approaches for Improving Equity Grant for the purpose of improving an identified equity gap and acknowledges to all Statement of Grant-Specific Assurances.

The undersigned certify that the information in this application is correct and complete, that the assurances to the Ohio Department of Education will be executed and the operation will comply with the current federal and state law and regulations and the provisions of this application as approved.

Signature of Fiscal Officer: _____ Date: _____

Printed Name of Fiscal Officer: _____

Appendix C

Budget Worksheet

Applicant Name		Applicant IRN					
Applicants must upload the Budget Worksheet into the Comprehensive Continuous Improvement Plan (CCIP) that includes the total sum requested for the award as well as a narrative that provides an itemized list of expenditures, with costs, the applicant plans to incur using grant funds.							
Proposed Budget (submitted with grant application)	Salaries 100	Retirement Fringe Benefits 200	Purchase d Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Instruction							\$ -
Support Services							\$ -
Governance/Admin							\$ -
Prof Development							\$ -
Family/Community							\$ -
Safety							\$ -
Facilities							\$ -
Transportation							\$ -
Nonpublic							\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
The final expenditure report is the final Budget Worksheet and Budget Narrative listing expenditures. The ending balance as of Sept. 30, 2022 , shall be provided in addition to one of the following types of documentation attached for each expenditure: canceled check, receipt, or bank statement. Documents will be uploaded into Ohio Department of Education Compliance system.							
Final Expenditure Report (submitted by Sept. 30, 2022)	Salaries 100	Retirement Fringe Benefits 200	Purchase d Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Instruction							\$ -
Support Services							\$ -
Governance/Admin							\$ -
Prof Development							\$ -

Family/Community							\$
Safety							\$
Facilities							\$
Transportation							\$
Nonpublic							\$
Total	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-

Budget Narrative

Item/Service to Purchase	Intended Use	Projected Allocated Amount for Purchase	Projected Date of Purchase

Item/Service Purchased	Documented Use	Actual Amount for Purchase	Actual Date of Purchase

Appendix D

Equity for Each Grant Application Scoring Rubric

Reviewer:		Total Amount Requested:	\$
Applicant: <i>(Include all collaborators)</i>			

- Is all Contact Information complete and accurate? YES NO
- Is at least one of the identified entities an eligible applicant? YES NO
- Is the Statement of Grant Specific Assurances signed? YES NO

Criteria	Weight	Rating (1-4)	Extended Score
Identification of Equity Gap	15		
Description of Advanced Approach	50		
Measurement of Progress/Action Plan	25		
Sustainability Plan	10		
Total Application Score			
Demonstration of Partnership	1 2 3	Total Multiplier (2x-6x)	
Alignment to HS/HW/ID	1 2 3		
FINAL SCORE			

Equity Gap: Has the applicant stated an equity gap that is supported by linked or attached cited data which compares at least one student special population group to another student population in the category of enrollment, performance, graduation, or post-placement outcomes?

Review Criteria: Information and linked and/or attached cited data provided identifies a need or "equity gap" is evident within the Current Status.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information, documentation of data or otherwise raises substantial concerns about the need for the advanced approach.	1
Marginally Developed	The response meets some of the established criteria but substantially lacks information or data required to clearly identify the need.	2
Adequately Developed	The response meets the established criteria, but would benefit from additional information, explanation or detail in one or more areas.	3
Well Developed	The response meets the established criteria and demonstrates a thorough understanding of the current status with specific data as evidence, and a strong alignment to the identified goal.	4

Reviewer Comments:

Description of Advanced Approach: Do the proposed strategy and anticipated outcomes logically align to the identified equity gap?

Review Criteria: The described approach is aligned to and has the potential for improving the identified equity gap; there is a clear vision for implementing the strategy. Anticipated outcomes are clear and aligned to the identified equity gap. S.M.A.R.T. outcome goals meet specific, measurable, achievable, relevant, and timely criteria; S.M.A.R.T. goal is logically aligned to need as described in Current Status. If the strategy includes adding an industry recognized credential, is the credential tied to an approved career-technical education pathway of study?

Rating	Description	Score

Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about the implementation or outcomes of the strategy.	1
Marginally Developed	The response meets some of the established criteria but substantially lacks a clear vision for improving the identified equity gap.	2
Adequately Developed	The response meets the established criteria, but would benefit from additional information, explanation, or detail in one or more areas.	3
Well Developed	The response meets the established criteria and demonstrates a thorough understanding of how to implement the strategy to improve the identified equity gap. The applicant provides a clear and realistic picture of anticipated outcomes.	4

Reviewer Comments:

Measurement of Progress and Action Plan: Does the Measurement of Progress demonstrate benchmarks for progress and evidence as aligned to anticipated outcomes? Are the Action Plan steps logical and descript?

Review Criteria: The evidence listed would effectively demonstrate progress in the Anticipated Outcomes and the Benchmarks for Progress are timely and would have reasonable impact for all identified outcomes and goals. The Action Plan steps are clearly understood and are logical to the strategy.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about the implementation or outcomes of the strategy.	1
Marginally Developed	The response meets some of the established criteria but substantially lacks a clear plan for monitoring and achieving progress.	2
Adequately Developed	The response meets the established criteria, but would benefit from additional information, explanation or detail in one or more areas.	3
Well Developed	The response meets the established criteria and demonstrates a thorough connection between the strategy, benchmarks for progress, and action steps.	4

Reviewer Comments:

Sustainability Plan: Has the applicant provided a sustainability plan for continuing grant activities after the funding cycle is completed?

Review Criteria: The narrative thoroughly addresses the applicants plan for long-term implementation, including human and fiscal resources, scheduled time to complete activities, and integration with other initiatives.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about sustainability of the strategy after the funding cycle ends.	1
Marginally Developed	The response meets some of the established criteria but is missing considerations for one or more areas.	2
Adequately Developed	The response meets the established criteria, but would benefit from additional information, explanation or detail in one or more areas.	3
Well Developed	The response meets the established criteria and demonstrates the applicant's thorough understanding of how the strategy will be sustained beyond the lifetime of the grant.	4

Reviewer Comments:

Is there demonstrated collaboration with a secondary or postsecondary education partner?	1	2	3
	Little to No Demonstration	Moderate Demonstration	Significant Demonstration
	1	2	3

Does the strategy focus on the promotion or expansion of programs of study that align with state-identified high-skill, high-wage or in-demand occupations?	Little to No Alignment	Moderate Alignment	Significant Alignment
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