



GRANT INFORMATION GUIDE

Pathways in Technology Early High School (P-TECH) Supplemental College Grant

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21211

Deadline

Fall (10/21/22), Spring (3/3/23) and Summer (6/2/23)
No later than 5:00 pm EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Table of Contents

Program Description.....	4
Name of Grant Program	4
Authorization.....	4
Purpose	4
Dissemination.....	4
Deadline	4
Grant Period.....	4
Funds Available.....	4
Estimated Number of Grants.....	4
Estimated Average Grant Amount.....	4
State Responsibilities	5
Community College Responsibilities.....	5
Program Contact	5
Eligibility.....	5
Use of Funds	5
Program Requirements	5
Application for Funding	5
Proposal Cover Page (1 page).....	5
Project Abstract (1 page).....	6
Project Narrative (10-page limit).....	6
Budget Appendices (no page limit).....	7
The Review Process.....	7
P-TECH Supplemental College Grant Scoring Rubric.....	8
Award Notification.....	8
Reporting Requirements.....	9

The General Education Provisions Act (GEPA), Section 427 9

Non-Discrimination Statement..... 10

Customer Service Support Session..... 10

Grant Timeline 10

Attachments..... 11

Program Description

The Maryland State Department of Education invites Maryland Community Colleges with Pathways in Technology Early College High School (P-TECH) partnerships with Local Education Agencies to apply for annual (targeted, non-competitive) grants. The P-TECH program supports early college access as high school students complete an Applied Associates degree in their chosen career pathway. Maryland currently has 9 P-TECH high schools.

NAME OF GRANT PROGRAM

Pathways in Technology Early College High School (P-TECH) Supplemental College Grant

Authorization

[Pathways in Technology Early College High School Act of 2017 \(Chapter 591, Acts of 2017\)](#)

PURPOSE

The purpose of this supplemental college grant is to support the implementation and growth of P-TECH. The supplemental grant is only for community colleges with eligible P-TECH sites. The grant period for FY 2023 is July 1, 2022 – June 30, 2023. Funds support the cost of tuition, fees, textbooks, and support services for students enrolled in this early college program.

Dissemination

This grant program was released on October 4, 2022.

DEADLINE

Proposals must be submitted via the [DocuShare](#) System, no later than 5pm on October 21, 2022 (fall initial request), March 3, 2023 (spring amendment request) and June 2, 2023 (summer amendment request).

GRANT PERIOD

July 1, 2022 to June 30, 2023.

Funds Available

ESTIMATED NUMBER OF GRANTS

6

ESTIMATED AVERAGE GRANT AMOUNT

The P-TECH Supplemental College Grant is an amount equal to the tuition and mandatory fees that would normally be charged for the college courses in which P-TECH students are enrolled. For FY23, there is \$1,938,661 in state funding available to support both the secondary P-TECH sites and their Community College partners.

STATE RESPONSIBILITIES

The State is responsible for providing required information, data, documentation, and test data to facilitate the grantee's performance of the work and will provide such additional assistance and services as is specifically set forth. MSDE will compile and submit annual reports to the Maryland State Governor and Joint Chairman with P-TECH data collected from local education agencies and community colleges.

COMMUNITY COLLEGE RESPONSIBILITIES

Funding will be awarded directly to community colleges. Community Colleges are awarded a percentage of the total grant request (25% for colleges in counties who **DID NOT** receive the disparity grant in the prior fiscal year or 50% for colleges in counties who **DID** receive the disparity grant in the prior fiscal year).

PROGRAM CONTACT

Kellise Williamson
Career Programs and Early College Specialist
Phone: 410-767-0319
Email: Kellise.Williamson@maryland.gov

Marquita Friday
Director of Career Programs
Phone: 410-767-0183
Email: Marquita.Friday@maryland.gov

Eligibility

This funding opportunity is designed for and open to community colleges with P-TECH partnerships with the local education agency (LEA) in their county. The following colleges are eligible to apply for an FY 2023 P-TECH Supplemental College Grant:

- Allegany College of Maryland*, Baltimore City Community College*, Community College of Baltimore County, Harford Community College, Montgomery College, and Prince George's Community College*

Community colleges listed with an * will receive a grant from the State for 50% of the tuition fees as their county received a Disparity Grant in FY 2022.

Use of Funds

The following are allowable expenditures in P-TECH Supplemental College Grants as designated in the P-TECH Act of 2017: **tuition and mandatory fees only**.

Program Requirements

APPLICATION FOR FUNDING

Proposal Cover Page (1 page)

Applications must have a Cover Page provided in the application for participation that includes a project statement. The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do, and how it will be accomplished). Do not exceed the 100-word limit. The Proposal

Cover Page should be printed and signed by the P-TECH Coordinator/Director and appropriate Community College personnel.

Project Abstract (1 page)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization's efforts. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of FY23 goals, the strategies to meet them, and the roles of the partners.

Project Narrative (10-page limit)

The project narrative consists of the following sections:

- List of College Courses

Use the following sample table to list the college courses that P-TECH students will enroll in the identified session (fall, spring, summer). Include dates (month/date/year) courses are offered and align the courses to the specific associate degree pathway of the P-TECH program.

College Course Title and Number	Session (fall, spring, summer) Include the dates that the course was offered (mm/day/yr – mm/day/yr)	Associate degree
Example: English 101	Fall (August 25, 2019 – Dec 20, 2019)	Information Technology

- Course Roster(s) for Each Course

Include a student roster for each college course that includes the list of P-TECH students enrolled. ***Do not include student names.*** Use an alternative identifier such as student identification numbers. All enrolled P-TECH students should be listed on the roster for each course. Rosters must be verified by both the P-TECH College Liaison and the P-TECH School Administrator with both signatures appearing on the document in **blue** ink.

- P-TECH Student Progress Evaluation

To ensure students are receiving appropriate resources to support their P-TECH pathways, community colleges must inform P-TECH high school administrators of student progress on a frequent and consistent basis. In this section, develop a process and timeline to inform the P-TECH high school of student progress in a timely manner.

- P-TECH Student Weekly Progress Report

The P-TECH Student Weekly Progress Report will be the document used by the community college to inform the P-TECH High School of student progress.

In a separate document, develop a form to be used as the **P-TECH Student Weekly Progress Report**, using the sample below. The P-TECH Student Weekly Progress Report should include the course title, course instructor name, semester, week of report, student names (or identifiers),

number of classes missed within the week, currently passing/failing, missing assignments, student progress notes, name/signature of person completing the report, and date of report.

Budget Appendices (no page limit)

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative.

- [Budget \(Appendices A, C, E1 and E2\) C-125 forms](#) Please be sure all required signatures are signed in **blue ink** by the appropriate financial officer and college leader:
 - **Tuition and Fees Calculator Spreadsheet (*Budget Appendix A*)** Use the first tab for the initial Fall grant request; second tab for the Spring amendment request and third tab for [the summer amendment request](#).

Use Appendix A to calculate the tuition and mandatory fees for each college course in which P-TECH students are enrolled or will enroll over the college academic year.
 - **Postsecondary Budget C-1-25 Form (*Budget Appendix C*)** (*only required for initial Fall (October 7, 2022) grant request*).

Be sure Appendix C is signed in **blue ink** by the financial officer.
 - **Postsecondary Grant Change Request Form and Budget Amendment (*Budget Appendices E1 and E2*)**. *Use only for Spring and Summer amendment requests*, and
- **Appendix D:** A [signed recipient assurances page](#)
- **Appendix F:** Grant Information Survey Form (*only required for initial Fall request*)

The State share of a P-TECH Supplemental College Grant shall be calculated and distributed by the State to college partners and equals:

- 50% for counties that received a Disparity Grant in the prior fiscal year; or
- 25% for counties that did not receive a Disparity Grant in the prior fiscal year.

The Review Process

MSDE will review submissions to ensure applications clearly articulate application requirements.

The review of proposals will follow the below process:

1. A preview team, with 2-3 representatives from MSDE, will review applications for completeness and alignment to P-TECH requirements.
2. The Review Team will evaluate applications based on the rubric below. A minimum score of 60 is required for approval.
3. MSDE will issue award letters for eligible approved applications.

P-TECH SUPPLEMENTAL COLLEGE GRANT SCORING RUBRIC

Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Course Rosters	The Course Rosters are visible, easy to read and error-free. There is only one course per roster that lists all enrolled P-TECH students in the course. Rosters are signed in blue ink by BOTH the P-TECH College Liaison and P-TECH School Administrator.	The Course Rosters are visible with few errors. There is only one course per roster that lists all enrolled P-TECH students in the course. Rosters are not signed in blue ink. Roster is missing at least one signature.	The Course Rosters are not easy to read and have many errors. More than one course is listed on the roster. Roster does not include appropriate signatures.
(10 Points)	10-7	6-3	2-0
P-TECH Student Progress Evaluation	Identifies a detailed and coherent process and timeline to inform P-TECH high school administrators of student progress. Lists appropriate personnel who will collect and receive student data. Discusses detailed intervention strategies to ensure student success.	Identifies a process and timeline to inform P-TECH high school administrators of student progress but lacks specific details. Lists some appropriate personnel who will collect and receive student data. Intervention strategies lack clarity and cohesiveness.	Does not identify a process and timeline to inform P-TECH high school administrators of student progress. Does not list appropriate personnel who will collect and receive student data. Intervention strategies are vague and lack clarity and cohesiveness.
(20 Points)	20-11	10-9	8-0
P-TECH Student Weekly Progress Report	The report includes all required student data collections items. Report is clear, concise, and easy to read. Report does not include excessive or redundant data collection points.	The report includes some required student data collection items but lacks important data collection requirements. Report includes excessive or redundant data collection points.	The report lacks most required student collection items. Report is not clear, concise, and easy.
(20 Points)	20-11	10-9	8-0
Budget Appendices	All required appendices are fully complete and accurate, including correct totals listed on appropriate appendices. Appendices that require signatures list all required signatures in blue ink.	All required appendices are complete with some errors. Totals do not match on appropriate appendices. Appendices that require signatures are missing signatures or are not signed in blue ink.	Required appendices are not complete and have extensive errors. Appendices that require signatures are missing signatures or are not signed in blue ink.
(50 Points)	20-11	10-9	8-0

AWARD NOTIFICATION

Approval letters will be sent to the recipient through email. Processing of the official Notice of Grant Awards (NOGA) will begin on October 10, 2022.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Ongoing	Fiscal and program monitoring
10/7/2022	Summer (after July 1, 2022)/Fall 2022 supplemental grant initial requests due
3/3/2023	Spring 2023 supplemental grant amendment requests due
6/2/2023	Summer 2023 (before June 30, 2023) supplemental grant amendment requests due
7/31/2023	Final Narrative Report- collection captures list of courses offered for FY23, number of students enrolled, withdrawn, passed, and failed for each semester (Fall, Spring or Summer). Report also collects estimated total amount of tuition and fees for FY 25 and FY 26.
9/29/2023	Final Annual Financial Report- collection captures how the grant has achieved its goals and objectives, and whether grant funds have been spent or obligated at the end of the grant period.

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

As per the P-TECH Act of 2017, if the funds distributed to the college from the State are not enough to cover the costs of tuition and fees, then the local share of a P-TECH Supplemental College grant shall be calculated and distributed by a county board, to college partners and equals the amount not paid by the State.

Final invoices must be submitted no later than 60 days after the grant period ends.

The General Education Provisions Act (GEPa), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
 Office of the Deputy State Superintendent for Operations
 Maryland State Department of Education
 200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595
 410-767-0123 - voice
 410-767-0431 - fax
 410-333-6442 - TTY/TDD

Customer Service Support Session

The MSDE will hold virtual technical support sessions for P-TECH program personnel. During this session, MSDE will provide an overview of the program, the requirements, and the proposal. MSDE will notify P-TECH program personnel of session dates through email.

- Thursday, September 8 at 10am
- Tuesday, September 27 at 1pm

Grant Timeline

This funding opportunity, including all attachments and updates, are found on the website.

Date	Program Milestone
9/1/2022	MSDE disseminates the grant information and opens the application submission window
10/7/2022- Fall 3/3/2023- Spring 6/2/2023- Summer	The grant application period closes – Applications for Participation and all appendices are due to MSDE. Only Budget Appendices and course rosters submissions are required for the Spring and Summer grant applications .
Rolling basis	MSDE completes application review and notifies finalists
Ongoing	See Reporting Requirements
6/30/2023	The grant period ends

Attachments

- P-TECH Supplemental College Grant FY23 Application for Participation