

Pathways in Technology (P-TECH) Early   
College High School Supplemental   
School System Grant   
Fiscal Year 2024

**APPLICATION FOR PARTICIPATION**

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

Deadline  
August 24, 2023  
No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools   
Secretary-Treasurer, Maryland State Board of Education

**Deann Collins, Ed.D.**Deputy Superintendent of Teaching and Learning

**Wes Moore**Governor

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Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

[Instructions 3](#_Toc141105984)

[Proposal Cover Page 4](#_Toc141105985)

[Project Narrative 5](#_Toc141105986)

[General Education Provisions Act (GEPA) 12](#_Toc141105987)

[Appendices 14](#_Toc141105988)

# Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The completed application should be saved as a pdf and uploaded to the P-TECH Docushare portal (all P-TECH Coordinators have access) on August 24, 2023 by 5:00 p.m.

# Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone:

Director email:

Institution/Agency Name:

Institution/Agency Address:

Identify the P-TECH Principle(s). More than one principle may be identified.

☐ P-TECH Principle 1: Open Enrollment

☐ P-TECH Principle 2: Public-Private Partnerships and First In-Line Consideration for Jobs

☐ P-TECH Principle 3: Integrated High School and College Course Work

☐ P-TECH Principle 4: Cost-Free

☐ P-TECH Principle 5: Work-based Learning

☐ P-TECH Principle 6: Marketing P-TECH

Amount of the request for grant period (July 1, 2023 – June 30, 2024):

$

Estimated Annual Cost of Program/Project and Type of Funds

Federal $

State/Local $

Other $

(Should agree with Proposed Budget)

Signature of CTE Local Director (Secondary)

# Project Narrative

## PROJECT ABSTRACT (250 WORDS)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization’s efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

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## EXTENT OF NEED

Address the questions for each strategy that you identified on the cover page. Refer to the Grant Information Guide for a full description of each strategy.

### P-TECH Principle 1: Open Enrollment

* Based on the most recent submission of P-TECH data, describe plans, services, and activities that will increase the number of students completing the P-TECH program in four years.
* If applicable, describe any programmatic changes to the P-TECH program and the reasons for the changes.
* Describe if any of the services and activities that were previously implemented, and state what their overall impact was and describe any new plans that will be implemented and include the reasons why.
* Identify the metrics that will be used to determine whether the plans, services, and activities are successful.
* Describe the continuous improvement model to implement P-TECH.

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**P-TECH Principle 2: Public-Private Partnerships and First-In-Line Consideration for Jobs**

* Describe the plan to coordinate with P-TECH partners, to include a robust registered youth apprenticeship program as part of the P-TECH model.
* Describe the current level of involvement of P-TECH business partners in providing academic and career development support to P-TECH students.
* Describe how business partners are helping students connect what they are learning in their   
  P-TECH program and the application to the career field for which the students are preparing.

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### P-TECH Principle 3: Integrated High School and College Course Work

* Describe the dual enrollment options available to students to increase the opportunity for students to complete in four years.
* Describe the supports students receive to be successful in their postsecondary coursework.
* Describe the college’s policy related to removing barriers to ensure that P-TECH students can access the college courses needed to complete the program in four years.
* Describe the industry-recognized credentials, if any, that the students can obtain as a result of participating and/or completing the CTE pathway. Include a plan to help students achieve those credentials.
* Describe the process for assisting students in using the college’s learning management system (e.g., Blackboard, Canvas, etc.) to access lessons and submit assignments.

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### P-TECH Principle 4: Cost-Free

* Prior to completing the table below, think about the success of past practices and/or activities and whether the activity met its intended results.
* In the table below, list the P-TECH principle number (1-6) that grant funds will support. For each principle, list the activities to be implemented, the cost\*\* associated with each activity, the person(s) responsible for carrying out the activity, and the anticipated benefit. Not every principle needs to be addressed in this grant application. Please note that not every activity may not have an output associated with it.

**Note**: Remember that the P-TECH school’s supplemental school grant budget is based on the calculation of the number of enrolled P-TECH students multiplied by $750.

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| **Principle**  **(1,2,3,4,5,6)** | **Activity** | **Resources** | | **Output: What evidence will tell you if the activity was implemented successfully?** |
| **Cost** | **Personnel** |
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*Add more rows, if necessary*

* When combined, several outputs must lead to defined outcomes or intended results. Use the space below to list the outcomes that will be achieved, and show the outputs connected to them. Note, outcomes can be short-term (1-3 years) or long-term (4-6 years).
* When combined, outcomes must have an overall impact on the program. Use the space below to describe the overall impact and state how the outcomes contributed to the change.
* Evaluation: What evidence will be used to determine if outcomes were met?

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### P-TECH Principle 5: Work-based Learning

* Describe the plan to coordinate with P-TECH partners, to include a robust work-based learning experience as part of the P-TECH model.
* Describe plans to elevate current work-based learning options to P-TECH students which prioritize apprenticeship opportunities over internship experiences.
* Describe the range of work-based learning opportunities, including apprenticeship experiences, in which P-TECH students will have the opportunity to engage.
* Describe how work-based learning is integrated into the P-TECH model, using apprenticeship and/or internship as a basis to connect students to industry-led opportunities.

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### P-TECH Principle 6: Marketing P-TECH

* Describe the marketing plan (including the types of media used) that will be implemented to recruit and support students in P-TECH.

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## GOALS, MEASURABLE OUTCOMES AND MILESTONES

Use the table below to state the goals, outcomes, and milestones of the project. The goals should align to the P-TECH Principle(s). Refer to the Grant Information Guide for further guidance on this section.

### Goals

Indicate the overall goal of the project. The goal should address the main problem identified at the beginning of the needs assessment. While there should be at least one goal, it is possible to have multiple goals; however, the more goals established, the more complex the project becomes. Goals must have long-term deadlines. Here are some tips for writing goals:

* The strongest applications will directly connect P-TECH to Pillar 3 of the Blueprint, specifically, as it explicitly connects to the Blueprint’s goal, that 45% of high school graduates will complete the high school level of a registered youth apprenticeship and/or earn an industry recognized credential, and showing how providing students with the needed wrap-around support services clearly align with achieving both Blueprint and P-TECH goals.
* Tie the goals and objectives directly to the need statement.
* Include all relevant groups and individuals in your target population.
* Think about how you will measure the change projected in each objective. If there is no way to measure a goal, it is not measurable and should be rewritten.

### Measurable Outcomes

Measurable outcomes are the anticipated outcomes to be accomplished for each year of the project and must be related to a goal. The results break the long-term goal into steps or address the factors that contribute to the problem addressed by the goal. It is imperative that outcomes are established for every target population that the project is designed to affect. For example, if the project seeks to increase student achievement by training teachers, there must be outcomes for both students and teachers. Here are some tips for writing objectives:

* Describe your outcome(s) in quantifiable terms.
* The outcomes should specify the result of an activity.
* Outcomes should identify the target audience or community being served.
* The objectives must be realistic and capable of being achieved within the grant period.

### Milestones

The ongoing evaluation is essential for the management of P-TECH. Since goals and outcomes are not evaluated until the end of the year, milestones must be established to measure progress during the year. Milestones should be evaluated during the year, either quarterly or semi-annually.

Since milestones are intended to indicate progress towards an outcome, each milestone must be related to a stated outcome. Keep in mind that milestones are indicators of progress and may not use the same measurement tool as the objective to which they are related. A project can take months before there is an impact on clients, or the rate of improvement can stabilize over time. Milestones should anticipate this and be gauged accordingly. Make sure that the milestones are ambitious and yet achievable.

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| **Goal 1:** |
| **Measurable Outcome:** |
| **Milestone:** |

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| **Goal 2:** |
| **Measurable Outcome:** |
| **Milestone:** |

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| **Goal 3:** |
| **Measurable Outcome:** |
| **Milestone:** |

*Add more rows, if necessary*

## Plan of Operation, Key Personnel and Timeline

The Plan of Operation includes the strategies and activities that will be implemented to achieve your goals, outcomes, and milestones. Create a plan of operation in graph or chart form that addresses, at a minimum, the key components of the expansion of P-TECH in the secondary school.

* Include a timeline and the key personnel associated with each component of the operation plan. For key personnel, include the program instructor(s) (if known), the program contacts for the school system, the principal of the school where the program will be implemented, and any other personnel who will be involved. Indicate names, titles, affiliations, roles, and responsibilities.
* Convene the Program Advisory Committee (PAC) and describe the extent to which the PAC will be involved in the expansion or improvement of P-TECH.

| **Timeline** | **Strategy/Activity** | **Person Responsible** | **Partner Organization** |
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### Key Personnel

| **Name** | **Title** | **Roles and Responsibilities** |
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## Evaluation and Evidence of Impact

Impact evidence identifies the consequences of actions taken and the extent to which the program or project goals were achieved. Evidence of impact is made clear through outcome evaluation and includes being clear about evaluation standards and identifying improvement.

* How will this project assist the Local Education Agency in reaching the goal that by 2030, 45% of high school graduates will have obtained an industry-recognized credential or completed the high school level of a registered apprenticeship program?
* What other measurable improvements are expected to occur to expand the P-TECH program?
* What data will be collected to prove that the program/activity has had the intended effects?
* How will these data be collected?
* What is the plan for disseminating formative and summative results to stakeholders?

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## BUDGET AND BUDGET NARRATIVE

In the tables, provide a detailed description of the requested funds that will be spent by using the list of allowable expenditures. Please use the formula functions in the “Table Tools Layout” to calculate your costs. In the “Total” column, use this formula to multiply each row: =PRODUCT(LEFT). To get your final amount, in the last cell of the “Total” column, use this formula: =SUM(ABOVE).

### P-TECH Supplemental School Grant Budget

* School Year 2023-2024 P-TECH Enrollment\*: enter amount.
* \*School Year 2023-2024 P-TECH enrollment may be an estimate for the purpose of submitting the grant request. However, it must be confirmed via the *P-TECH Fall Enrollment Validation File submitted to MSDE no later than October 29, 2023*. MSDE will award a portion of the Fiscal Year 2024 P-TECH Supplemental School Grant on July 1, 2023 provided that all required grant documents are submitted to MSDE in an approvable form. The additional grant funds will be awarded upon the submission of the P-TECH Fall Enrollment Validation File.
* Add up the cost in your table $ enter amount.

| **Allowable Item** | **Quantity** | **Unit Cost** | **Total** |
| --- | --- | --- | --- |
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*Add more rows, if necessary*

### School System Match Budget:

* Add up the cost in your table $ enter amount.

| **Allowable Item** | **Quantity** | **Unit Cost** | **Total** |
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*Add more rows, if necessary*

The following are allowable expenditures as designated in the P-TECH Act of 2017:

* Teacher planning and coordination for work performed outside of the regular workday. Teacher stipends, paid at the current local negotiated contract rate, are not to exceed the current school system’s daily rate. (Stipends are only allowable for work performed outside the regular workday).
* Substitute teacher fees to support P-TECH teachers participating in P-TECH activities.
* Materials needed for college courses and related instruction (such as textbooks and/or lab fees).
* Tutoring services for students, in addition to current school-based services. These may be through extended-day or extended-year services.
* Light refreshments for P-TECH students participating in extended day and/or extended-year P-TECH activities.
* Enrichment activities (e.g., field trips) for P-TECH students and staff.
* Student textbooks, materials, or technology required as part of the CTE Pathway Sequence
* Materials and supplies to support curriculum development, program outreach, and professional development. This may include materials for the Steering Committee and partnership meetings.
* Transportation as needed for additional services, such as work-based learning, work site visits, and coordination with the college program.
* Reimbursement for travel expenses cannot exceed local per diem rates, which are:

Mileage: $0.655/mile

Breakfast: $15

Lunch: $18

Dinner: $30

* Administrative costs not to exceed 5% of the total grant, including indirect costs.

**An MSDE** [**C-1-25**](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) **Budget Form must also be completed, signed, and submitted as Appendix C.**

# General Education Provisions Act (GEPA)

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the [GEPA](https://oese.ed.gov/gepa/) (gender, race, national origin, color, disability, and age).

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# Appendices

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

Appendix A: A signed [Recipient Assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: [The Grant Information Survey Form](https://msde.instructure.com/courses/396/pages/module-4-addenda-materials?module_item_id=81057)

Appendix C: A completed and signed MSDE [C-1-25 Budget Form](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)