

**Pathways in Technology Early College High School (P-TECH) Supplemental School System Grant FY23**

**Maryland State Department of Education**200 West Baltimore Street

Baltimore, Maryland 21211

**Deadline**August 1, 2022

No later than 5:00 p.m. EST

**APPLICATION FOR PARTICIPATION**

MARYLAND STATE DEPARTMENT OF EDUCATION

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Secretary-Treasurer, Maryland State Board of Education

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MARYLAND STATE BOARD OF EDUCATION

Table of Contents

[Instructions 3](#_Toc103777195)

[Proposal Cover Page (1 page) 4](#_Toc103777196)

[Project Abstract (1 page) 5](#_Toc103777197)

[Project Narrative (10-page limit) 5](#_Toc103777198)

[Budget and Budget Narrative (no page limit) 8](#_Toc103777203)

[Appendices 10](#_Toc103777206)

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# Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a pdf to your computer and obtain appropriate signatures. The completed Application should be saved as a pdf an emailed to:

Kellise Williamson, Career Programs and Early College Specialist

Division of Career and College Readiness

Maryland State Department of Education

Phone: 410-767-0319

Email: [Kellise.Williamson@maryland.gov](mailto:Kellise.Williamson@maryland.gov)

# Proposal Cover Page (1 page)

Program Title: Click or tap here to enter text.

Project/Program Director: Click or tap here to enter text.

Director Phone: enter numer. Director email: Click or tap here to enter text.

Institution/Agency Name: Click or tap here to enter text.

Institution/Agency Address: Click or tap here to enter text.

Identify the P-TECH Core Principle Selected: Select Priority Area.

**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: Workplace Literacy**

**P-TECH Principle 6: Marketing P-TECH**

Amount of request for grant period (July 1, 2022 – June 30, 2023): $ Click here to enter amount.

Estimated Annual Cost of Program/Project and Type of Funds Federal $ enter amount.

(Should agree with Proposed Budget) State/Local $ enter amount.

Other $ enter amount.

|  |  |
| --- | --- |
| Signature of P-TECH Coordinator/Director |  |
| Signature of Local Education Agency Representative |  |

# Project Abstract (1 page)

Summarize the project for the reader in one page. Refer to the Grant Information Guide (GIG) for further guidance. Include the identification of the Priority Area selected and focus areas for implementation. Confirm the specific strategies address under the selected Priority, such as the development of the CTE Pathway and/or Apprenticeship program and the collaboration between secondary, postsecondary and business partner(s).

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# Project Narrative (10-page limit)

## Extent of Need

Listed below are P-TECH’s six (6) core principles, and with each principle is a Maryland focus area. Please review the principles and focus areas, and only check those that will be supported in this grant application. It is not necessary to address every principle. For the principles that you do select, please provide data in the space below the principle to justify your selection.

**P-TECH Principle 1: Open Enrollment**

P-TECH schools are open to all students, with no grade or testing requirements. Regardless of students’ prior academic performance, the curriculum sequencing and instructional supports ensure that all students develop the skills and knowledge they need to graduate within six years.

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

The P-TECH Model is grounded in a commitment to partnerships and shared decision-making. A P-TECH school relies on developing and sustaining healthy partnerships with and among the school system, community college, and one or more local industry partners. Successful partnerships are characterized by shared responsibility and decision-making, close collaboration and honest communication.

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**P-TECH Principal 3: Integrated High School and College Course Work**

A P-TECH school provides the opportunity for students to advance through their high school and college courses in an integrated fashion.

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**P-Tech Principle 4: Cost-Free**

P-TECH, and in particular the associate degree, is provided at no cost to students and their families. Because P-TECH schools serve students from historically underrepresented backgrounds, access to a no-cost postsecondary degree removes a critical financial stumbling block and helps students focus solely on learning.

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**P-TECH Principle 5: Workplace Learning**

The true innovation of the P-TECH Model is its comprehensive focus on careers. Industry representatives are integral partners in the development of P-TECH schools. Their involvement helps students understand how their coursework, field experiences, and the “real world” expectations of the workplace are connected.

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**P-TECH Principle 6: Marketing P-TECH**

Families must receive recruitment information that fully explains the academic expectations, the extended time commitment, the specific associate degrees offered, and details on the career options open to P-TECH graduates.

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* **Evidence of Impact**

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact.

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| Enter text here. |

## 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 Principles. Refer to the Grant Information Guide for further guidance on this section.

**Goals, Measurable Outcomes, and Milestones:**

|  |
| --- |
| Goal #1: By Click or tap to enter a date., Click or tap here to enter text. |
| Outcomes: Click or tap here to enter text. |
| Milestone: Click or tap here to enter text. |

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| --- |
| Goal #2: By Click or tap to enter a date., Click or tap here to enter text. |
| Outcomes: Click or tap here to enter text. |
| Milestone: Click or tap here to enter text. |

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| Goal #3: By Click or tap to enter a date., Click or tap here to enter text. |
| Outcomes: Click or tap here to enter text. |
| Milestone: Click or tap here to enter text. |

*\*Add more rows if necessary*

*To add more rows, put the cursor in the last cell in the right-hand column, and hit the “enter” key.*

## Plan of Operation, Key Personnel, and Project Timeline (20 points)

The Plan of Operation includes the strategies, activities, and timeline that will be implemented to achieve your goals, outcomes, and milestones. Prior to completing the below table, think about the success of past practices and/or activities and whether or not the activity met its intended results.

|  |  |  |  |
| --- | --- | --- | --- |
| **Timeline** | **Strategy/Activities** | **Person Responsible** | **Partner Organization** |
| Click here to enter time | Click here to enter title. | Click here to enter name and title. | Click here to enter organization. |
| Click here to enter time | Click here to enter title. | Click here to enter name and title. | Click here to enter organization. |
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| Click here to enter time | Click here to enter title. | Click here to enter name and title. | Click here to enter organization. |

*\*Add more rows if necessary*

## Evaluation And Dessemination

1. What evidence will be used to determine if the goals and milestones were achieved, and how will it be measured?

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| Click or tap here to enter text. |

1. Describe the monitoring processes, including measurable improvements from previous years. What data will be reviewed to indicate that P-TECH has had the intended effects at your high school?

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1. Describe what strategies will be used to increase student retention and completion rates, based on the selected P-TECH principle.

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| Click or tap here to enter text. |

# Budget and Budget Narrative (no page limit)

In the following table, provide a detailed description of the requested funds that will be spent by using the list of allowable expenditures. Add more rows if needed. An MSDE [Grant Budget C-125](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form (including Appendixes A and A1) must also be completed, signed and submitted as an appendix.

Requested Grant Funds and Required 100% LEA Match

* 1. Using the table titled *P-TECH Supplemental School Grant Budget,* develop a budget narrative to support the implementation of proposed activities. Clearly describe each budget item and include how calculations were determined for the total cost. Use the formula of $750/enrolled P-TECH student to determine the total budget request. Additional rows may be added if needed.
  2. Using the table titled *School System Match Budget,* provide a detailed description of how the school system will meet the requirement for a 100% match of P-TECH Supplemental School Grant Funds. Matching funds may be in-kind. Additional rows may be added if needed.

### P-TECH Supplemental School Grant Budget

School Year 2022-2023 P-TECH Enrollment\*: enter amount.

\*SY 2022/2023 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 17, 2022*. MSDE will award a portion of the FY 2023 P-TECH Supplemental School Grant on July 1, 2022 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.

|  |  |  |  |
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| Allowable Expenditures | Unit Cost | Quantity | Total |
|  |  |  |  |
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Provide a description of each budget category in the spaces below. For example, under Instructional Support Services, describe the number of staff attend trainings. If funds are used to hire substitute staff, include amounts. Include FICA/Benefits if applicable. Administrative costs not to exceed 5% of the total grant, including indirect costs.

1. Instructional Support Services

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| --- |
| Click or tap here to enter text. |

2. Student Support Services, Extended Day and Year Programs

|  |
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| Click or tap here to enter text. |

3. Student textbooks, materials, or technology required for CTE Pathway

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| Click or tap here to enter text. |

4. Transportation Services

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| Click or tap here to enter text. |

5. Reimbursement for travel expenses

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| Click or tap here to enter text. |

6. Administrative costs (not to exceed 5% of total grant, including indirect costs)

|  |
| --- |
| Click or tap here to enter text. |

### School System Match Budget

Add up the cost in your table $   enter amount.

|  |  |  |  |
| --- | --- | --- | --- |
| Allowable Expenditures | Unit Cost | Quantity | Total |
|  |  |  |  |
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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.

* [Budget (Appendices A and A1) C-125 forms](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx). Please be sure all budget forms are signed in blue ink by the financial officer and Superintendent:
  + Budget A: Must include the requested budget amount (state funds)
  + Budget A1: Must include the school system match (local and/or Perkins funds)
* A [signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)
* Grant Information Survey Form (attached)