Application for Participation

Pathways in Technology Early College High School (P-TECH) Supplemental School Fiscal Year 2025

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

Deadline
June 20, 2024
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.
State Superintendent of Schools

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

Wes Moore
Governor

MARYLAND STATE BOARD OF EDUCATION

Clarence C. Crawford
President, Maryland State Board of Education

Joshua L. Michael, Ph.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang, MSN, PNP, RN-BC

Susan J. Getty, Ed.D.

Dr. Monica Goldson

Nick Greer

Dr. Irma E. Johnson

Dr. Joan Mele-McCarthy, D.A., CCC-SLP

Rachel L. McCusker

Samir Paul, Esq.

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

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. A signed electronic copy in pdf format must be uploaded to the LEAs P-TECH folder in SharePoint (all P-TECH Coordinators have access) by 5:00 p.m. on June 20, 2024.

Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Identify the P-TECH Principles: More than one principle may be identified:

Agency/Organization Name	Primary Contact	Partner's Project Role

Amount (Should agree with Proposed Budget) of the request for grant period

$

Signature of Contact Person   Date

Printed Name of Contact Person   Title

Signature of Superintendent of Schools   Date

Printed Name of Superintendent   LEA Name

Project Narrative

PROJECT ABSTRACT (100 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.

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.

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.

P-TECH PRINCIPLE 3: INTEGRATED HIGH SCHOOL AND COLLEGE COURS 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.

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.

   1. **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.

Activity	Resources		Output: What evidence will tell you if the activity was implemented successfully?
	Cost	Personnel	

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?

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.

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.

EVIDENCE OF IMPACT

Refer to the grant information guide, page 9, for a full description of what should be included 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 Principle(s). Refer to the Grant Information Guide for further guidance on this section.

Goal 1:	
Outcome(s):	
Milestone(s):	

Goal 2:	
Outcome(s):	
Milestone(s):	

Goal 3:	

| **Outcome(s):** |
| **Milestone(s):** |

Add more tables if including additional goals.

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

Add more rows, if necessary

Key Personnel

Name	Title	Roles and Responsbilities

Partner Plan

Discuss the role(s) of the project partners listed on the cover page. Refer to the grant information guide for additional guidance.

EVALUATION AND EVIDENCE OF IMPACT

Grantees are required to submit an interim progress report that is consistent with the project's goal and objective(s). Keep in mind that the final evaluation summary will consider the entire project, beginning to end it should not be viewed as what is done after the project's completion, but as an integral element in the project's planning, design, and implementation. An effective ongoing plan that evaluates milestones quarterly helps project staff to make informed decisions about needed changes.

Applicants must evaluate the following required measures:

Evaluation Measure	Goal
Evaluation Questions: What questions will the evaluation seek to answer, based on the project's goal and objectives, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, specific efforts, and what is important to evaluate	
Evaluation Strategy: What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in your evaluation?	

Evaluation Measure	Goal
Data: The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques.	
Evaluator(s): Specify the individuals or groups who will conduct the evaluation. What are specific qualifications? What are the responsibilities of key personnel?	
Budgeting of resources and staffing for evaluation: The application's budget should reflect sufficient funds to carry out a thorough and useful evaluation.	
Dissemination: Details on how the project's findings will be disseminated to the major stakeholders, individuals with an interest in the project. Information, requirements and dissemination methods differ from stakeholder to stakeholder. Will there be a presence on the internet and/or attending important national conferences to present lessons from the project? How and when will demonstrations of your project be made available? Also consider including descriptions of the types of reports and other by-products that will be produced during the project.	

Evaluation and quarterly progress reports should be consistent with the project's goals and objectives. An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

BUDGET AND BUDGET NARRATIVE

The project's budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the management plan and the budget line items. Note: When completing this section, refer to Use of Funds and Budget and Budget Narrative sections in the Grant Information Guide.

BUDGET NARRATIVE

ITEMIZED BUDGET

1. What is the Indirect Cost rate?

2. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.

3. Please use the formula functions in the "Table Tools Layout" to calculate your costs. To get your final amount, in the last cell of the "Requested", "In-Kind", and "Total" columns, use the formula: **=SUM(ABOVE).**

4. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C).

Salaries and Wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SALARIES & WAGES:				

Contracted Services

Line item	Calculation	Requested	In-Kind	Total

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR CONTRACTED SERVICES:				

Supplies & Materials

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SUPPLIES & MATERIALS:				

Student Activities

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR OTHER CHARGES:				

Equipment

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR EQUIPMENT:				

P-TECH Supplemental School System Scoring Rubric

PROJECT ABSTRACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The project abstract outlines a concise and comprehensive summary of the target population, goals, strategies, and partnerships.	The project abstract addresses the required components.	The project abstract is missing or does not address the required components.

EXTENT OF NEED

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The main problem and contributing factors are clear, concise, and demonstrate considerable understanding of the issues. The proposal details who is affected by the problem, and when and where the problem exists, including historical impacts on the target population(s). Current qualitative and quantitative data is cited to clearly illustrate the problem. Data is derived from a variety of sources, including state and local data references. Applicant demonstrates extensive history of expertise and aligns to evidence-based practices specific to the population they intend to serve that illustrate progress in the addressing the identified problems.	The main problem is clear and concise. The proposal identifies who is affected by the problem and when the problem exists. Data supports the identified problem. Local data is referenced to document the problem and includes demographic and other statistics. Applicant identifies demographics or other statistics relevant for the population(s) intended to be served. Applicant provides an example of their history of expertise or aligns to evidence-based practices specific to the population they intend to serve.	The main problem is missing or is not clear. The proposal does not accurately identify the target population(s). Data has not identified or does not support the problem stated. Applicant does not identify demographics or other statistics of the population(s) intended to be served. No citations or research included in proposal, The proposal lacks details of how the funds will address the problem.

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change. Realistic and attainable outcomes illustrate a distinguishable effort to significant progress. Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets.	The goal(s) are measurable and aligned to the extent of need. Outcomes are realistic and attainable. Milestones are provided for measuring progress of each intended outcome.	The goal(s) are not measurable are not clearly aligned to the extent of need. Outcomes are not realistic or attainable. Milestones are not provided or do not align to outcomes.

PLAN OF OPERATION, KEY PERSONNEL AND TIMELINE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The proposal includes proposed activities that are innovative, evidence-based, and likely to transform P-TECH for students. There is a timeline established for each phase of the program and lists the individuals responsible. A detailed plan of operation and timeline that addresses all program requirements. Detailed description of personnel responsibilities and timeline.	The proposal includes proposed activities that are evidence-based and meet the requirements for the selected strategy. There is a timeline for all key activities. Key personnel are selected that have relevant experience in the field. The names and titles of personnel are provided and the percentage of time they will dedicate to this program.	The proposal includes proposed activities that are listed and may not be clearly aligned to a strategy. There is no clear plan of operation. The timeline is either missing or does not include dates for all activities. Key personnel information is incomplete.

EVIDENCE OF IMPACT

| Level 3
Exceeds Criteria | Level 2
Meets Criteria | Level 1
Does Not Meet Criteria |
| --- | --- | --- |
| The proposal provides two or more examples that explain the history of impact on the target population including discussion of past efforts, failures, and successes toward influencing change.

The proposal clearly explains future impacts of the proposed activity/project and how the target population is expected to be influenced by the efforts of specific to implementing this grant. | The proposal provides at least one example that explains the history of impact on the target population.

The proposal describes the future impact of the activity/project and how the target population will be influenced by change. | No examples that explain the history of impact on the target population.

The proposal does not describe the future impact of the activity/project. |

EVALUATION AND DISSEMINATION

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Evaluation questions are included for each goal with considerable guidance toward implementation of aligned strategies and can be effectively and meaningfully evaluated. Clear evaluation strategy that includes alternative scenarios and criteria to ensure comprehensive evaluation. Multiple relevant, logical data types and collection methods are identified. Evaluators and their qualifications are indicated. Detailed dissemination plan on how the project findings will be shared to stakeholders, committee members, and the public including examples of how, when and through what methods.	Evaluations questions are based around the goal(s) and outcomes, provide guidance on the implementation, and can be evaluated. Clear evaluation strategy Clear data type(s) and collection method(s) are identified. Evaluator is identified. The dissemination plan includes how the findings will be shared to stakeholders, committee members, and the public.	Limited or no examples of evaluation questions. No evidence of evaluation strategy The data type and collection method are unclear. Evaluator is not identified. The dissemination plan does not clearly identify how findings will be shared.

BUDGET AND BUDGET NARRATIVE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The budget narrative is detailed and comprehensive of all activities necessary for successful implementation of proposal. The budget aligns directly to the proposal and does not rely entirely on grant funds for successful implementation. There are no mathematical errors, and all expenses are cost effective and appear necessary.	The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.	Budget does not align with the proposal, includes cost that are not reasonable or allowable, or has several mathematical errors.

Appendices

The following appendices must be included but not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

Appendix A: A signed recipient assurances page

Appendix B: The Grant Information Survey Form

Appendix C: A signed C-1-25 MSDE budget form

Appendix D: Updated scope and sequence for each program of study