



**21<sup>ST</sup> CCLC**  
**OUT-OF-SCHOOL TIME CAREER PATHWAY PROGRAM**  
**OSTCP**  
**2020 COMPETITION**  
**PRE-APPLICATION SLIDE DECK**  
**POSTED JUNE 2020**

# 2020 COMPETITION TEAM

- Erin Shackel, Evidence-Based Policy, OESE
- Miriam Lund, Group Leader, 21<sup>st</sup> CCLC Team, OESE
- Julie Coplin, 21<sup>st</sup> CCLC Team, OESE
- Patrick Rooney, Director, School Support and Accountability, OESE
- Victoria Hammer, Director, Evidence-Based Policy, OESE
- Cynthia Wright, Evidence-Based Policy, OESE



# AGENDA FOR WEBINAR

- Overview of Grant
- Eligibility Requirements – SEA
- Absolute Priority
- Competitive Preference Priorities (two)
- Budget Narratives
- Grantee Responsibilities – Record keeping, budget, monitoring, performance reports, closeout
- Criteria and Scoring
- Documents to include in application – Page limits
- Applying to Grants.gov
- Resources – NIA, grants.gov weblinks, ED weblinks



# **Out-of-School Time Career Pathway Program Grant Overview**

## **Notice Inviting Applications**

**[https://www.federalregister.gov/docu-  
ments/2020/06/22/2020-  
13304/applications-for-new-awards-out-  
of-school-time-career-pathway-program](https://www.federalregister.gov/documents/2020/06/22/2020-13304/applications-for-new-awards-out-of-school-time-career-pathway-program)**

**Deadline September 21, 2020 11:59 p.m. EST**

# OSTCP GRANT COMPETITION 2020

## PURPOSE

Consistent with the purposes of the 21st CCLC program, the Out-of-School Time Career Pathway program will make grants to SEAs that, in **partnership** with eligible entities (as defined in section 4201(b)(3) of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESEA)) in the State, will provide students expanded options to participate in a **career pathway** (as defined in the NIA) program, **outside regular school hours or as part of an expanded learning program**, that leads to a **recognized postsecondary credential**, such as an industry-recognized certification or a certification of completion of an apprenticeship in an in-demand industry sector or occupation.



# OSTCP GRANT COMPETITION 2020

Type of Award: Discretionary grants

Estimated Available Funds: \$1.5 million each year for five years for a total investment of \$7.5 million

Estimated Range of Awards: \$375,000 - \$625,000 per year for five years

Estimated Average Size of Awards: \$500,000 per year for five years

Estimated Number of Awards: 2-4



# OSTCP GRANT COMPETITION 2020

Eligible Applicants: SEAs in partnership (as described in this notice) with, at a minimum, an existing 21st CCLC subgrantee and an employer in an in-demand industry sector or occupation, as determined by the State.

- Note: For purposes of this program, the **Bureau of Indian Education (BIE)** is considered to be an SEA, and the **outlying areas** (American Samoa, the Commonwealth of Northern Mariana Islands, Guam, and the Virgin Islands) are eligible only to the extent that they are using funds from the **Consolidated Grants to Insular Areas** to implement a 21st CCLC program under Title IV, Part B of the ESEA and have current 21st CCLC subgrantees.



# OSTCP GRANT COMPETITION 2020

## Eligible Applicants

An SEA may submit more than one application; each application must propose to build or expand one project only, though one project may serve multiple sites.

# NOTE ON EXPANDED LEARNING PROGRAM

An Out-of-School Time Career Pathway program may operate during the regular school day as part of an expanded learning program if the State determines that the statutory requirements in ESEA section 4204(a)(2) for 21st CCLC expanded learning program activities are met, including the requirement that such activities supplement but do not supplant regular school day requirements.

# OSTCP ABSOLUTE PRIORITY

The 2020 absolute priority has three parts; each part must be met:

To receive a grant under this competition, an SEA must--

1. Provide evidence (e.g., a memorandum of understanding (MOU) or other written agreement) of a partnership—with the SEA serving as the lead applicant and fiscal agent—that includes at least one employer in an in-demand industry sector or occupation, and one existing 21st CCLC subgrantee;



# OSTCP ABSOLUTE PRIORITY

The 2020 absolute priority has three parts; each part must be met:

To receive a grant under this competition, an SEA must--

2. Provide evidence that the partnership will build or expand options for students to participate in a career pathway program outside regular school hours or as part of an expanded learning program that leads to a recognized postsecondary credential, such as an industry-recognized certification or a certificate of completion of an apprenticeship, in an in-demand industry sector or occupation; and



# OSTCP ABSOLUTE PRIORITY

The 2020 absolute priority has three parts; each part must be met:

To receive a grant under this competition, an SEA must--

3. Assure that it will give priority (e.g., award bonus points) to eligible entities that propose to build or expand career pathway programs, including programs that lead to recognized postsecondary credentials, in each of its competitions under which it awards new subgrants of 21st CCLC funds during the project period of the grant awarded under this competition.



# COMPETITIVE PREFERENCE PRIORITY 1

Competitive Preference Priority 1: Promoting Science, Technology, Engineering, or Math (STEM) Education, with a Particular Focus on Computer Science. (Up to 5 points)

- Projects designed to improve student achievement or other educational outcomes in one or more of the following areas: Science, technology, engineering, math, or computer science (as defined in the NIA). These projects must address supporting programs that lead to recognized postsecondary credentials (as defined in section 3(52) of the Workforce Innovation and Opportunity Act (WIOA)) that align with the needs of industries in the State or regional economy involved for careers in STEM fields, including computer science.



# COMPETITIVE PREFERENCE PRIORITY 2

Competitive Preference Priority 2: Rural Applicants. (0 or 10 points)

- Under this priority, an applicant must demonstrate that it proposes to serve students in a community that is served by one or more LEAs with a locale code of 32, 33, 41, 42, or 43. Note: Applicants are encouraged to retrieve locale codes from the NCES School District search tool (<https://nces.ed.gov/ccd/districtsearch/>), where LEAs can be looked up individually to retrieve locale codes.



# BUDGET NARRATIVES

EACH APPLICATION MUST ALSO PROVIDE A BUDGET NARRATIVE (WHICH SERVES TO MEET THE REQUIREMENTS OF ED FORM 524, SECTION C) FOR REQUESTED FEDERAL FUNDS. THE BUDGET NARRATIVE FOR REQUESTED FEDERAL FUNDS SHOULD PROVIDE A JUSTIFICATION OF HOW THE MONEY REQUESTED FOR EACH BUDGET ITEM WILL BE SPENT.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project (60 months).



# BUDGET NARRATIVE

## CONTINUED

- The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.
- The budget should include only costs that are allowable, reasonable, and necessary for carrying out the objectives of the OSTCP project. Rules about allowable costs are set out in 2 CFR Part 200, as adopted by the Department at 2 CFR Part 3474.



# BUDGET NARRATIVE

## SUGGESTED GUIDELINES FOR THE BUDGET NARRATIVE

In accordance with 34 CFR 75.232, ED staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. We may delete or reduce costs from the budget during this review.



# BUDGET NARRATIVE

EACH APPLICANT SHOULD INCLUDE INFORMATION FOR EACH APPLICABLE CATEGORY FOR EACH YEAR OF THE PROJECT:

1. **Personnel**
2. **Fringe Benefits**
3. **Travel**
4. **Equipment**
5. **Supplies**
6. **Contractual**
7. **Construction** (does not apply to projects funded by this competition)
8. **Other** - major type or category, include cost per item, purpose & estimates
9. **Total Direct Costs**
10. **Indirect Costs** – look at the application for more information (ED524)
11. **Training Stipends**
12. **Total Costs**



# INDIRECT COSTS

REMEMBER TO PROVIDE A COPY OF THE MOST RECENT APPROVED INDIRECT COST AGREEMENT IN THE OTHER ATTACHMENTS FORM SECTION OF THE APPLICATION.

- For this grant competition, you may charge indirect costs using the unrestricted negotiated rate. Be sure to include evidence of a Federally negotiated indirect cost rate.
- Identify indirect cost rate (if the applicant will charge indirect costs to the grant).
- If you budget for contractual services, please note that indirect costs may be applied only to the first \$25,000 of each subcontract for each year of the project.
- For more information about indirect cost rates, visit <http://www.ed.gov/about/offices/list/ocfo/intro.html>.



# GRANTEE RESPONSIBILITIES

## REPORTING AND ACCOUNTABILITY

- Grant awardees must submit an **annual performance report** (APR) demonstrating progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project.
- At the end of the project period, applicants will also be required to submit a **final performance report** (FPR) including a final fiscal report.



# GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

## REPORTING AND PROGRAM ACCOUNTABILITY

The following five performance measures have been established to evaluate the effectiveness of the FY2020 OSTCP Program:

- a) The cumulative, unduplicated number of students participating in a program supported by this grant.
- b) The cumulative number of program participants who receive an industry-recognized credential, and the cumulative number of credentials received, as a result of a program supported by this grant.
- c) The cumulative number of program participants who complete an internship as a result of a program supported by this grant.
- d) The cumulative number of program participants who complete an apprenticeship as a result of a program supported by this grant.
- e) The cumulative percentage of program participants that received a credential or completed an internship or apprenticeship.



# CRITERIA AND SCORING

## *SELECTION CRITERIA TO WRITE TO IN NARRATIVE*

The selection criteria for this competition are from the NIA for this competition. These are selected criteria taken from established criteria found in 34 CFR 75.210. We will award up to 100 points to an application based on responses to the selection criteria. Below you will find the break down of points:

<b>Selection Criterion</b>	<b>Up to</b>
a. Significance	15
b. Quality of the Project Design	20
c. Quality of Project Services	30
d. Adequacy of Resources	21
e. Quality of the Management Plan	14



# SCORING RUBRIC

	Max. Points	Weak	Adequate	Strong
a. Significance	15	0-5	6-10	11-15
b. Quality of the Project Design	20	0-6	7-14	15-20
c. Quality of Project Services	30	0-9	10-20	21-30
d. Adequacy of Resources	21	0-6	7-14	15-21
e. Quality of the Management Plan	14	0-5	6-10	11-14
Total Score	100			



# DOCUMENTS FOR APPLICATION

WE RECOMMEND FILE NAMES FOR EACH ATTACHED FILE BE LESS THAN 50 CHARACTERS AND WE RECOMMEND THAT YOU LIMIT THE APPLICATION NARRATIVE TO NO MORE THAN 25 PAGES USING THE STANDARDS OUTLINED IN THE NIA

## **Project Abstract** (please limit to two concise paragraphs)

- Project objectives and activities
- Proposed project outcomes
- Number of participants to be served
- Number and location of proposed sites
- How the absolute priority is addressed by the project
- If applicable, how any competitive preference priorities are being addressed by the project
- If an applicant is seeking points under Competitive Preference Priority 2, the applicant must specify in the project abstract—
  - (a) The name of the rural LEA (or LEAs) the applicant proposes to serve,
  - (b) The National Center for Education Statistics (NCES) LEA identification number of the rural LEA (or LEAs) the applicant proposes to serve, and
  - (c) Each rural LEA's locale code



# DOCUMENTS FOR APPLICATION

WE RECOMMEND 50 CHARACTERS OR LESS FOR FILE NAMES AND LIMIT THE NARRATIVE TO 25 PAGES USING THE STANDARDS OUTLINED IN THE NIA

## ■ **Project Narrative**

- Table of Contents (*not included in suggested 25-page limit*)
- Application Narrative

## ■ **Other Attachment Forms** (*not included in suggested 25-page limit*)

- Appendix A: Evidence of partnership required to meet the Absolute Priority (e.g., a memorandum of understanding (MOU) or other written agreement)
- Appendix B: Individual Resumes for Project Directors and Key Personnel
- Appendix C: Copy of Indirect Cost Rate Agreement
- Appendix D: Letters of Support (not required)
- Appendix E: References/Bibliography

## ■ **Assurances and Certifications** (*not included in suggested 25-page limit*)

- Disclosure of Lobbying Activities (SF LLL Form)
- Grants.Gov Lobbying Form – “Certification Regarding Lobbying” (ED 80-013 Form)
- General Education Provisions Act (GEPA) Requirements Section 427



# APPLYING TO GRANTS.GOV

## RESOURCES AND ASSISTANCE

### ■ Online Resources

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications which consists of step-by-step explanations of particular applicant tasks to help applicants get started using Grants.gov. It provides access to online training resources and the video series to help you with the grant application process.

### ■ Grants.gov Training resources page at:

- <https://www.grants.gov/web/grants/applicants/applicant-training.html>



# APPLYING TO GRANTS.GOV

## RESOURCES AND ASSISTANCE

- **For Technical Difficulties**

Grants.gov Customer Support at 1-800-518-4726 or email at: support@grants.gov or access the Grants.gov Self-Service Knowledge Base web portal at:

<https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

- You must obtain a Grants.gov Help Desk Case Number and keep track of your progress to resolve the issue
- Additional submission instructions are found in the OSTCP Application Package.



# GRANTS.GOV SUBMISSION TIPS

- SEA staff should identify who at their SEA has the System for Award Management (SAM) registration information to facilitate their application. Please ensure that your SEA's SAM information is active.
- ~~Grants.gov has relaxed the requirement for applicants to have an active registration in the System for Award Management (SAM) in order to apply for funding during the COVID-19 pandemic.~~
- An applicant that does not have an active SAM registration can still register with Grants.gov, ~~but must contact the Grants.gov Support Desk, toll-free, at 1-800-518-4726, in order to take advantage of this flexibility.~~



# GRANTS.GOV SUBMISSION TIPS

- SEA staff should identify who at their SEA has the ability to enable them to create their application in Grants.gov well in advance of the submission deadline.
- We advise that SEAs **SUBMIT EARLY.**
- Depending on the size of the file, transmittal may take **SEVERAL MINUTES to HOURS.**
- Don't wait until the deadline date to submit. The system will be slow due to last minute submissions.

## **LATE APPLICATIONS WILL NOT BE READ!**

- Applications that are time/date stamped after 11:59:59 p.m. Eastern Time on September 21, 2020 will be marked late **and will not be read.**



# INFORMATION TO KNOW

## TIMELINES

- **OSTCP Intent to apply by July 22, 2020**
  - Not mandatory but preferred
- **OSTCP Submission deadline – September 21 | 11:59pm EST**
  - If you are awarded an OSTCP grant, you will receive information soon after the award is announced for a post-Award webinar
- **Post Award webinar/conference call in January 2021**
- **Announcements as early as possible**
  - Funds estimated to be awarded in December 2020

# RESOURCES

## ACCESS, DOWNLOAD

- Notice Inviting Applications

<https://www.federalregister.gov/documents/2020/06/22/2020-13304/applications-for-new-awards-out-of-school-time-career-pathway-program>

- Grants.gov

<https://www.grants.gov/web/grants> for general info,

OSTCP link <https://www.grants.gov/web/grants/view-opportunity.html?oppld=326586>

- Out-of-School Time Career Pathway Program Page

<https://oese.ed.gov/offices/office-of-formula-grants/school-support-and-accountability/school-time-career-pathway-program/>



# QUESTIONS?

BEST WISHES TO YOU ON YOUR APPLICATION PROCESS...



For technical questions please reach out to  
Erin Shackel and the 21<sup>st</sup> CCLC team - Miriam Lund & Julie Coplin at  
[21stCCLCcompetition@ed.gov](mailto:21stCCLCcompetition@ed.gov)

Please note because this is a competitive process, questions specific to the circumstances in the design of your submission may not be answered by ED staff members. Please reach out to us but note our response most often will point back to the language in the published NIA.

