

Request for Proposals
Ohio Appalachian Center for Higher Education
(OACHE)

Program Year 2010-11

Eligible High Schools in
Athens, Meigs, Monroe, Morgan, Pike and Vinton Counties

RFP Release date: August 24, 2010

RFP Proposals due (postmarked): September 7, 2010

Awards Announced: September 20, 2010 (via OACHE website)

Overview

The mission of the OACHE is to increase the educational attainment of the citizens of the 32 counties of Appalachian Ohio. In pursuit of this mission, the OACHE offers competitive grants to schools, provides technical assistance and training to school grantees, and serves as a resource center for information and data related to activities that improve higher-education access in Appalachian Ohio. OACHE programs especially target those individuals who have some academic ability but do not consider college to be an option.

With budget approval from the Governor's Office of Appalachia and the Appalachian Regional Commission, the OACHE will have funds available to award several grants for the 2010-11 academic year. The grants *are funded 80%* with a *20% in-kind and/or cash match needed* from the participating schools (cannot be federal funds). The award amount should range from *\$5000 to \$8000 dollars requested*. The OACHE *Rural STEM* Project will target the middle and/or high schools currently serving students within the six ARC-designated Distressed Counties in Ohio (**Monroe, Pike, Vinton, Athens, Morgan and Meigs**). The OACHE project will allow individual high schools within these six counties to apply for funding to implement a college-access program specifically addressing STEM (Science, Technology, Engineering, Math and Medical Related) areas.

Program Criteria

The *OACHE Rural STEM Project* funded projects must include exploration of student career interest (Ohio Career Information System or other systems), use of pre and post surveys of students (provided by the OACHE), career and/or college fairs, speakers or STEM presentations in person or via video conferencing, campus and business visits, informing students on steps to select and apply to college and financial aid and parental involvement. The access activities should help to eliminate the gaps in expectations between high-school and post-secondary curricula and the workforce.

The project will also foster a collaborative dialogue between the high schools, career centers, higher-education institutions, and businesses about ways to better prepare students to succeed in and be prepared for the workforce, with emphasis on STEM post-secondary education opportunities and career options.

The project will pursue the following crucial objectives in creating clear pathways to postsecondary education:

1. Clearly convey the academic skills needed for first-year post-secondary education work to students and high school personnel in Ohio's Distressed Counties;
2. Provide awareness of the availability of STEM careers and coursework in postsecondary education.
3. Through collaborations between high schools and postsecondary education institutions, provide meaningful learning experiences and support that will help students prepare for success, especially in the STEM area, and ultimately help them succeed in college and/or the world of work.

The OACHE will require grantees to collaborate with one or more of the post-secondary institutions within their regions. The following crucial areas are to be addressed in the grant application:

- **Collaborate with a higher-education institution to connect the students with the STEM coursework offered.**
- **High-school counselors and/or school contact** will use the results of the fall pre survey (administered by the OACHE) to use in planning their advisement process to help students determine where they need to improve their skills and plan their course schedules for the remainder of their high-school careers accordingly. The spring post survey will be used for program evaluation.
- **High School grantees will purchase and utilize the National Student Clearinghouse Student Tracker.** Student Tracker for High Schools is a unique program designed to help high school districts more accurately gauge the college success of their graduates by answering such key questions as:

How many of my high school graduates enroll in college?

Do they persist and graduate from college?
How long does it take for them to get their degree?
Do they go in-state or out-of-state and do they attend a 4-year or 2-year school?
Which colleges do they most commonly attend?
Did any students go on to college who started 9th grade in my high school but did not graduate?
Website: <http://www.studentclearinghouse.org/highschools/default.htm>

- **Provide access to Ohio Career Information Center for the students.** The Ohio Career Information System (OCIS) is an Internet-based delivery system for accurate, comprehensive, current, and relevant occupational, post-secondary school and financial aid information. OCIS contains the latest national, Ohio and local labor market data and projections. OCIS also includes information on: Job interview preparation, Resume and cover letter creation, How to keep a job, Self-employment and Military occupations. Ordering information can be found at: <http://www.ocis.org/materials/orderforms.htm>
- **Work with a higher-education institution to provide information on the curriculum offerings at their level and help students understand the STEMM skills they will need to succeed in college and/or the workplace.** The National Center for Public Policy and Higher Education reports that only 47 percent of Ohio's students in grades 9–12 take at least one upper-level mathematics course, compared to 59 percent in the top-performing states; and only 23 percent of Ohio's students in grades 9–12 take at least one upper-level science course, versus 41 percent in the top-performing states. *OACHE Rural STEMM project* schools will communicate to their students, families and community the need for all students to complete a rigorous math and science curriculum.
- **Provide students and their families with information on what it takes to fulfill their aspirations and to succeed beyond high school.** The grantees will provide information for local and regional media distribution (e.g., information on college access activities involving individual, small or large group student meetings on college awareness and access will be distributed regionally to the newspapers, radio, business alliance groups, parent meetings, OACHE website) of the current realities of their community and region.
- **School Board Awareness** The grantee school agrees to present their funded grant project at their local school board of education meeting.
- **Network with other grantee schools to share success and support each other's efforts.** The grantees will attend on-site and on-line professional development and grant overview throughout the process for implementation support and celebration of success. The school leaders will be aware and supportive of the access activities.
- **Attendance at the Appalachian bus tour** to visit successful high school access projects in other states is strongly encouraged (OACHE will have limited spaces and the tour will be of no-cost to the grantee school).
- **Provide the OACHE with performance data on all activities,** to facilitate assessment and evaluation of the individual grants and the overall project. All necessary paperwork for the grant must be submitted in a timely manner to the OACHE and compiled for submittal to the ARC. Additionally, grantee schools must agree to document their post-grant college-going rates from June 2011 and three future years for project evaluation. The grantee schools will use grant funds to purchase the National Student Clearinghouse to track the graduating seniors.

Proposal Instructions

Entities eligible to participate in this grant competition include high schools within the ARC-designated six Distressed Counties of Appalachian Ohio: **Athens, Meigs, Pike, Morgan, Monroe and Vinton**. Grant recipients are eligible to receive awards between **\$5000 and \$8000 per site**. Awards must be used to implement the proposed college-access activities. A review panel will select proposals for awards based on applicants' demonstrated ability to meet the criteria outlined in this RFP.

Each proposal must include the following parts. The review process will consider the quality with which each part is addressed using the point system identified with each part.

- **Cover sheet** (attached): **Must** be completed and signed by the chief operating officer or other appropriate individual with authority to submit proposals on behalf of the applicant school.
- **Abstract**: A brief narrative of the entity submitting the proposal and its ability to implement the proposal. Applicants must include a description of the need of the target population (grade levels and number to be served) and surrounding community. The school should indicate their ability to implement the proposal (**10 points; maximum one page**)
- **Need for project**. Identify the project focus on first generation students and/or families who are at risk for or have a history of low college attendance. Include past efforts to increase postsecondary awareness and college access. Include past documentation on college going percentages. (**25 points; one to two pages**) Please cite your source (school records, Census, Educational Needs Index, etc.)
- **Narrative**: Address the grant criteria previously listed and any innovative access programming for your individual school site. Please consider the following points to be included in your proposal (**40 points; three to five pages**):
 - Proposed activities with timelines should be included. In addition, identify the staff members, advisors, counselors, or others responsible for each activity.
 - How will the school collaborate with higher education?
 - How will the information be disseminated to the parents and community on STEMM awareness and postsecondary educational opportunities for student access? What value will your proposed project provide to the region? What communication dissemination will be used? Newsletters, public meetings, websites?
- **Budget form** (attached) must be completed. A 20% match (may be in-kind and/or cash match) must be included. No federal funding can be used for the match. No indirect may be charged on the funding.
- **Budget narrative**: Briefly explain each line item in the budget to help reviewers more fully understand the planned use of the requested funds. (**20 points**)
- **District commitment letter**: Letter of commitment from school district superintendent of their support and knowledge of the proposed project and needs for implementation. The commitment letter must acknowledge the district will provide 20% **in-kind and/or cash match** for the project.

Selection Process

Selection criteria used to evaluate proposals include the quality of the written proposal and the likelihood of the activities selected will lead to achievement of the objective of increasing the college-going rate of students at the school and awareness and access into STEMM coursework at the postsecondary level. Also considered are issues of need, current college-going rates, unemployment and poverty, as well as **documented commitment** (total school buy-in) of the school coordinator, staff, school and district administrators, students and community.

Proposals will be evaluated and approved in early fall of 2010 by evaluators located outside the funded region. The OACHE executive director will immediately notify successful applicants so activities can begin as soon as the proposal evaluations are complete. The OACHE will provide implementation support (visitations, workshops and professional development opportunities) and oversight to all *funded* schools as they fulfill their grant activities. **The grant period will end June 1, 2011 *(final project budget and narrative of grant expenditures due in the OACHE office on or before June 15, 2011)**

Proposal Submission Process

The complete grant proposal is to be **double-spaced** with a font size of **no less than 12 points**. One original copy with signatures must be submitted to the OACHE office, prior to awarding of the grant. **Proposals may be faxed or emailed to the OACHE executive director (deadline of 5 pm on Tuesday, September 7, 2010. Email to SScott2@shawnee.edu; fax to 740-351-3186. Questions call 866-466-2243**

Proposal package with original signature page are to be mailed to:

**Brenda S. Haas, Executive Director
Ohio Appalachian Center for Higher Education
c/o Shawnee State University
940 Second Street
Portsmouth, Ohio 45662-4344**

For more information, contact OACHE at 866-GO-OACHE (toll-free), 740-351-3289 or email bhaas@oache.org.

Awards will be announced on or before Monday, September 202010. List of awards will be posted on the OACHE website Sept. 17th.

Grant Sections

Cover Page: Must be complete with signatures of person submitting the grant, project coordinator and district administrator. Cover page is provided in Word for your use

Abstract: A brief narrative of the entity submitting the proposal and its ability to implement the proposal. Applicants must include a description of the need of the target population (grade levels and number to be served) and surrounding community. The school should indicate their ability to implement the proposal (**10 points; maximum one page**)

Need for project. Identify the project focus on first generation students and/or families who are at risk for or have a history of low college attendance. Community and school demographics should be part of your need statement. Include past efforts/activities/programs to increase postsecondary awareness and college access and the college going rate percentages for your building.. Additional information on ACT (number of students assessed and ACT average score) should also be included. (**25 points; one to two pages**) Please cite your source (school or ODE records, Census, Educational Needs Index, etc.)

Project narrative: Address the grant criteria listed beginning on page 1 of the Request for Proposals (**40 points; three to five pages**):

- Proposed activities with timelines should be included. In addition, identify the staff members, advisors, counselors, or others responsible for each activity.
- How will the school collaborate with higher education?
- How will the information be disseminated to the parents and community on STEMM awareness and postsecondary educational opportunities for student access? What value will your proposed project provide to the region? What communication dissemination will be used? Newsletters, public meetings, websites?

Proposed Budget (Sample attached) and Budget Narrative. Budget form in Word for school completion. **Budget narrative:** Briefly explain each line item in the budget to help reviewers more fully understand the planned use of the requested funds. (**20 points**)

District commitment letter on letterhead with signature: Letter of commitment from school district superintendent of their support and knowledge of the proposed project and needs for implementation. The commitment letter must acknowledge the district will provide 20% in-kind and/or cash match for the project. (**5 points**)

Cover Page
OACHE Rural STEMM Project Proposal
Grant Period: September 2010-June 15, 2011

School Building: _____

School District: _____

County (circle one): **Athens** **Meigs** **Pike** **Monroe** **Morgan** **Vinton**

FY 2010-11 funding requested: \$_____ (amount should range from \$5000 to \$8000)

Approximate number of students who will be served by the program: _____

Contact information for *School Person submitting the grant*:

Name: _____

Title: _____

Department: _____

School Address: _____

Phone: _____ Email: _____

Certification and Signatures: *To the best of my knowledge, the information contained in this application is accurate. I understand that our school is expected to meet all requirements delineated in the Overview and Requirements sections of the OACHE Rural STEMM Project Request for Proposals, including the 20% in-kind and/or cash match (cannot be federal funds).*

Name of School Program Coordinator: (printed): _____

Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

Name of School District Administrator: (printed): _____

Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____

An original signed complete grant application must be postmarked by **5 p.m., September 7, 2010** to:

Brenda S. Haas, Executive Director
Ohio Appalachian Center for Higher Education
c/o Shawnee State University
940 Second Street
Portsmouth, Ohio 45662-4344

For more information, contact OACHE Executive Director Brenda S. Haas at 1-866-GO-OACHE or director@oache.org.

SAMPLE Budget Form
OACHE Rural STEMM Project Proposal
 Grant Period: September 2010-June 1, 2011

Budget Item	Requested	Match
College Visits (Total Requested)	\$ 1250	
▪ Bus driver costs		
▪ Bus mileage costs		
Substitute Teachers Cost (Total Requested)	\$ 800	
▪ Replace regular teachers who accompany students on college visits		
▪ Provide release time for in-service meeting/workshops and/or trainings		
Access Programming Support Materials (Total Requested)	\$1350	
▪ Ohio Career Information System site license (<i>mandatory</i>)	\$ 450	
▪ National Student Clearinghouse Student Tracker for High Schools (<i>mandatory</i>)	\$425	
▪ Other	\$475	
Postage (Total Requested)	\$ 200	
▪ Informational material mailed to parents, community	\$ 200	
Travel (Total Requested)	\$ 400	
▪ Participation in OACHE sponsored workshops or regional PD opportunities	\$400	
Grant Activities (Total Requested)	\$ 4000	
▪ List activities and budgeted amount. Each site will have specific grant activities outlined in the proposals to increase college access, early awareness of value of educational attainment and economic value of increased education to the community. Activities will target increasing student awareness of the link between education attainment and career choices (specifically targeting STEMM course pathways and careers). Activities may include college and career fairs.		
TOTAL	\$ 8,000*	\$ 1,600*

* *The grantee is responsible for a 20% in-kind and/or cash match.*

Budget Form
OACHE Rural STEMM Project Proposal
Grant Period: September 2010-June 1, 2011

Budget Item	Requested	Match
College Visits		
<ul style="list-style-type: none"> ▪ Bus driver costs 		
<ul style="list-style-type: none"> ▪ Bus mileage costs 		
Substitute Teachers		
<ul style="list-style-type: none"> ▪ Replace regular teachers who accompany students on college visits 		
<ul style="list-style-type: none"> ▪ Provide release time for in-service meeting/workshops and/or trainings 		
Access Programming Support Materials		
<ul style="list-style-type: none"> ▪ Ohio Career Information System site license (<i>mandatory</i>) 		
<ul style="list-style-type: none"> ▪ National Student Clearinghouse Student Tracker for High Schools (<i>mandatory</i>) 		
<ul style="list-style-type: none"> ▪ Other 		
<ul style="list-style-type: none"> ▪ Other 		
Postage		
<ul style="list-style-type: none"> ▪ Informational material mailed to parents, community 		
Travel		
<ul style="list-style-type: none"> ▪ Participation in OACHE sponsored workshops or regional PD opportunities 		
Grant Activities (Bullet activities and give detail in Budget Narrative)		
<ul style="list-style-type: none"> ▪ List activities and budgeted amount. Each site will have specific grant activities outlined in the proposals to increase college access and early awareness of value of educational attainment and economic value of increased education to the community. Activities will target increasing student awareness of the link between education attainment and career choices (specifically targeting STEMM course pathways and careers). Activities may include video-conferencing programming, college and career fairs, campus and business visits, etc. 		
TOTAL <i>* The grantee is responsible for a 20% in-kind and/or cash match</i>		

