REQUEST FOR PROPOSALS

UTAH SYSTEM OF HIGHER EDUCATION

INTRODUCTION

The most effective college readiness efforts come as a result of strong partnerships between higher education and public education. Collaboration between K-12 and higher education institutions continually demonstrate positive outcomes. In supporting Utah's 66% by 2020 goal, the Utah System of Higher Education (USHE) invites grant applications from partnerships between school districts/local education authorities (LEAs) and Utah not-for-profit higher education institutions in an effort to increase the number of Utah's public high school students who graduate college-ready and enroll in a post-secondary institution.

Utilizing objectives that have been shown to increase college readiness and success, USHE will make a total of $600,000 in grants up to $50,000 available to school districts/LEAs that partner with Utah not-for-profit higher education institutions.

All grants require a robust partnership between the LEAs and the not-for profit higher education institution to ensure effective and intentional efforts surrounding college preparation, enrollment, and first-year transition. After submission, prospective grant applicants will engage in a two month "discussion period" with USHE to align grant goals, objectives, and outcomes.

GRANT OVERVIEW

- $600,000 total monies available*
- Grants may be up to $50,000
- All grantees agree to enter into a data-use agreement with USHE
- Grants require a 50% match
- Proposal review to be completed by a committee appointed by the Commissioner of Higher Education
- K-16 Alliances are eligible to apply
- Renewal invitations may be extended based on performance outcomes

    *For the inaugural year (2014) additional funds up to $25,000 per grant will be available through the College Access Challenge Grant (CACG). These additional funds will be available to LEAs and USHE institutions whose programs focus on under-represented students. This may include first-generation, low-income, or other under-represented students, including women in STEM.

GRANT TIMELINE

RFP Available	June 23, 2014
Technical Assistance Call	August 19, 2014
Application Due	September 8, 2014
Consultation Period	September–October 2014
Selection Announcement	November 3, 2014
Grant Monies Released	January 2015
Implementation	January–December 2015
First Interim Report Due	June 2015
Second Interim Report Due	January 2016
Data Analysis and Final Report	April 2016

DATA USE AGREEMENTS

Grantees agree to enter into a data use agreement with USHE, with the understanding that results and outcomes will be compared to similar groups and control groups, using longitudinal data available under federal and state statutory requirements. Only aggregate data will be released for reporting purposes: no identifiable student data will be shared. Districts agree to participate in USHE High School Feedback reports, which will show districts and individual schools how many of their graduating seniors enroll within USHE, where they attend, their first-year performance, need for remediation, and other outcome data.

Data may also be used for additional analysis, identification of "Projects of Promise," and dissemination of best practices to better serve students. All activities will be within federal and state statutory requirements. Data will not be sold to private third parties.

GRANTEE REQUIREMENTS

In addition to the data agreement, grantees agree to:
- Submit three reports: two interim and one final report with data analysis;
- Participate in an annual grantee sharing meeting;
- Acknowledge StepUP READY and USHE on any reports or printed materials created as a result of this grant;
- Explore and identify ways to sustain your programs/initiatives beyond the one year of grant funding.

FUNDING LEVEL

Grants of up to $50,000 are available and require a 50% match. This match may come in the form of cash, in-kind contributions, or a combination of both. This may be in the form of salaries/benefits, travel, training, office supplies, materials, etc. Funds may be used only for items submitted in the approved budget. Grants may not be used for full-time permanent personnel, but may be used to hire students or those engaged in direct service, keeping in mind that these are one-time awards.

Grants will be awarded for one year of funding; especially successful grantees may be asked to re-apply for additional year(s) of funding, but grantees should not submit proposals that exceed the grant timeline above.

Please note that because of such short turn-around time and to ensure timely distribution of funds, applicants are to secure the payment process on their campus with their grants office, office of sponsored projects, and/or any other office deemed necessary, **prior** to submitting their application. Funds will be distributed according to how this is communicated on your cover page. It is the applicant's responsibility to work with these offices at the institution to make sure all appropriate documentation is provided in the order needed to ensure seamless transferring of funds.

> **PROPOSALS ARE DUE SEPTEMBER 8, 2014.**

POST-AWARD CHANGES

The grant recipient shall obtain prior written approval for any change to the scope or objectives of the approved project. This includes:

1. Any changes resulting in additions or deletions of staff and consultants: i.e. to replace the project coordinator (or any other persons named and expressly identified as a key project person in the RFP) or to permit any such person to devote substantially less effort to the project than was anticipated when the grant was awarded.
2. Budgetary changes of any kind: i.e. to move $1,000.00 of dedicated funds in the Materials & Supplies category to the Consultants category.
3. If project activity dates change significantly after the application submission, you must submit a revised calendar of activity dates as well.

The grant recipient shall obtain prior written approval from USHE, preferably via email. **If prior written approval is not obtained, the grant recipient/institution may be responsible for reimbursing any funding allocated to non-approved staff, consultants, materials and supplies, etc**.

GRANT APPLICATION OBJECTIVES—to be cited in grant application

Grantees must choose at least one of the following objectives, which are grouped into four categories of college-readiness: preparation, enrollment, transition, and professional development.

Preparation

1. Increase number of students who achieve ACT college-readiness benchmarks through targeted interventions and support.
   a. This is assumed to include correct placement in math and English as a result of the junior-year ACT exam.
   b. Schools to increase the numbers of students meeting these benchmarks by senior year.
   c. Current ACT benchmarks:
      i. ENGLISH 18
      ii. MATH 22
      iii. READING 22
      iv. SCIENCE 23
2. Increase number of students completing concurrent English 1010 and/or Math 1030/1040/1050 with a grade of "B" or higher.
3. Increase the number of students taking STEM-related courses in senior year.
   a. Increase the percentage of students taking 4 years of math and/or 4 years of lab-based science.
4. Increase the percentage of students taking AP/IB/CE courses in grades 11 and 12.
5. Increase the number of students who apply for the Regents' or New Century Scholarships or who achieve Utah Scholars distinction.
   a. Applicants may target this to focus on students who will qualify for the Base Award, or increase the number of students qualifying for the UESP (Utah Educational Savings Plan) match.
   b. Districts and schools may avail themselves of the "transcript mapping" available through the Regents' Scholarship staff.
6. Increase the number of students who receive targeted information about college readiness through the Utah Scholars Program in 8th and 10th grade. This may be achieved by:
   a. adding the Utah Scholars Initiative (USI) to your district;
   b. expanding the number of Utah Scholars partner schools in your district;
   c. adding USI 10th grade outreach;
   d. mailing USI college-ready packets to the homes of all 11th graders.

7. A percentage of targeted students create a high school graduation plan by end of 8th grade that outlines courses for next four years to enable students to meet college goals.
8. Deepen elementary students' understanding of college opportunities.
9. Increase parental engagement related to college preparation and attainment.
10. Increase students' reading proficiency through a targeted reading intervention and motivational messaging.

Enrollment
1. Increase number of first-generation high school seniors who apply to one or more colleges/universities.
   a. This may be achieved by participating in Utah College Application Week.
2. Implement or expand college advisors available in the district high schools through the Utah College Advising Corps.
3. Increase the number of high school seniors to complete the FAFSA, working in partnership with UHEAA (the Utah Higher Education Assistance Authority).
4. Decease summer "melt," the phenomenon of students who are accepted to college but never complete the necessary steps to enroll, and thus do not attend college.

Transition
1. Create or expand the number of support or outreach services for low-income, first-generation, and under-represented students, beginning in high school and extending through the first year of college.
2. Impact students' tenacity through motivational speaker messaging and follow up programs.
3. Engage under-represented students in intentional summer programming to ease transition (note: this refers to "bridge" programs, not orientation or first-year experience).
4. Increase the number of first-year students from a particular high school or district to complete at least 30 credit hours.

Professional Development
1. Improve school counselors' knowledge base and skill set in college readiness through participation in the Collaborative Counselor Training Initiative (CCTI).
   a. The CCTI course is offered through the University of Utah and Utah State University.
   b. Proof of course completion will be required.
2. Engage teachers and administrators in college readiness training.

       a. This may be achieved through participation in the Collaborative Counselor Training Initiative.

3. Increase the number of counselors participating in the annual USHE Counselor Conference **and** follow-up district-wide training seminars with higher education partners, such as UHEAA, the USHE Office of Outreach and Access, and the higher education institutions.

2014 StepUP READY Grant Application

Please submit the enclosed StepUP READY Grant Proposal Cover Sheet with your application. This ensures that we have the correct information needed to disburse funds. Grant applications must include the following elements, in order:

1. Highlight or indicate the area of emphasis targeted in your grant application and indicate which objective(s) you are choosing from the list above.

    Preparation   *Transition*

    Enrollment   *Professional development*

2. Executive Summary
   Provide a title and brief (100 words or fewer) summary of the project.

3. Briefly describe the problem your programming will be addressing and provide a brief statement of need, supported by data. (250 words)

    a. Baseline data (500 words)
    Please include a more thorough summary of your baseline data here, including the data source(s). You may use attachments, if necessary. Please note that if chosen, you will receive a data dictionary from USHE with instructions on how to submit your data files.

4. Scope and approach of the intervention (1000 words)
   Describe the intervention you will engage in to reach the objective. Describe the scope and approach of the intervention, as well as your ultimate goal and any benchmarks you hope to reach (i.e., increase the number of students achieving ACT benchmarks by 20%). If you are already engaged in this work, show how this grant will enable you to take a new approach or change your interventions, based on feedback and data. *This should be a narrative description of exactly what you will do with the grant and the results you expect to achieve.*

5. Describe the history of collaboration between the grant partners. How have you worked together in the past, on what initiatives, with what results? (250 words)

6. Timeline (500 words max)
    Provide a timeline of events for your work, including at least 2-3 benchmarks that you hope to meet with specific date(s).

7. Assuming that your interventions are successful, what avenues, partnerships, and/or revenue sources might be used to sustain this work?

8. Budget narrative (500-1000 words)
    Provide a detailed explanation of how you will use the funds. This should include an explanation of each expense listed in the budget outline and specific information about your match (including the sources of matching funds and what process you used to generate estimates). If you are in the process of securing the additional funding, provide the strategies and timeline for that funding.

9. Budget outline
    Please complete the following budget outline as a line-item budget. Add fields as necessary. Note that grantees are required to provide a 50% match. The matching funds may be cash, in-kind contributions, or a combination of both. This may be in the form of salaries/benefits, travel, training, office supplies, materials, etc.

Expenses	Funds Requested	Grantee Match*	TOTAL
Salary & Benefits			
Travel			
Materials & Supplies			
Consultants & Contracts			
Other			
Total:			

SUBMISSION PROCEDURES

- Complete this application fully and do not exceed 7 pages. Incomplete and/or excessively long proposals will not be reviewed.
- Save your proposal in Microsoft Word using the lead project coordinator's last name (ex: Fox_Proposal.doc).
- Submit your proposal electronically by emailing the document to Maria Martinez, mmartinez@ushe.edu.
- The Cover Sheet with both signatures must be submitted either by fax to 801-321-7256, scanned and emailed to mmartinez@ushe.edu, or mailed to:

  > Utah System of Higher Education
  > Attn: Maria Martinez
  > Board of Regents Building, The Gateway
  > 60 South 400 West
  > SLC UT 84101

FOR QUESTIONS, CONTACT:

Christie Fox, PhD
Office of Outreach and Access
Utah System of Higher Education
801-366-8498
cfox@ushe.edu

2014 STEPUP READY GRANT PROPOSAL COVER SHEET

Institution:	Department:
Lead Project Coordinator Name:	**Co-Project Coordinator Name:**
Title/Position:	**Title/Position:**
Address: (Street, City, State, Zip)	**Address:** (Street, City, State, Zip)

Telephone:	Fax:	Telephone:	Fax:

Email:	Email:

Information for Funding – Please complete accurately as this is where checks will be sent.

Please list the contact you worked with in the Office of Sponsored Projects/Grants Office:

Name:		Phone:	
Email:			

Any special instructions for USHE when sending the check.	
Make Check Payable to:	
Mailing Address with who the *Attention To* should be:	
Total Grant Funds Requested from USHE:	$

I, the Project Coordinator or Co-Project Coordinator agree to complete all activities as outlined in the proposal and reporting requirements as identified in this RFP.

Signature of Lead Project Coordinator	**Signature of Co-Project Coordinator**

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