I-BEST Development and Expansion Allocation Request for Applications

2017-20 Allocation Guidelines

State Board for Community and Technical Colleges
Basic Education for Adults Office
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<tr>
<th>Milestones</th>
<th>Dates (subject to change)</th>
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<td>Applications available in OGMS</td>
<td>July 14, 2017</td>
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<td>Applications due in OGMS</td>
<td>August 10, 2017</td>
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<tr>
<td>Allocations Begin</td>
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<td>Interim Reports Due</td>
<td>September 15, 2018, 2019</td>
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<td>Final Report Due</td>
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*SBCTC staff accepts questions throughout the request for application (RFA) process. In order to ensure clarity and equal access to information questions must be submitted via email to Christy Lowder at clowder@sbctc.edu. Questions and answers will be processed and provided on the SBCTC Website daily. Please allow two business days for responses. The last date that questions and answers will be posted online is August 8, 2017.*
Application Guidelines

Who May Apply
The 2017-2020 Integrated Basic Education and Skills Training (I-BEST) Development and Expansion Allocation is open to all 34 Washington State Community and Technical Colleges. This is a competitive application and funding will be allocated to colleges based on outlined criteria.

Purpose of Funding
The purpose of the 2017-2020 I-BEST Development and Expansion Allocation is to increase I-BEST enrollments system-wide by 120 full-time equivalent students (FTES) annually over the next three years (3-yr. total 360 FTES) through development, implementation, and expansion of new and existing Professional Technical, Professional Technical Expansion, and Academic I-BEST programs in Washington State Community and Technical College System. SBCTC will award funding annually for all three years of the funding cycle (FY18 through FY20) to selected colleges. SBCTC anticipates conducting another RFA for the next three-year funding cycle (FY21 through FY23) at which time all colleges will be invited to apply again. Colleges selected for the first funding cycle must reapply if they wish to be considered to receive funding for additional I-BEST expansion.

Use of Funding
Funding is to be used for I-BEST expansion, and may include the following:

- Increasing access to I-BEST programming for underrepresented populations in high-demand occupations or academic transfer degree pathways.
- Team teaching training and faculty planning and development.
- Development of integrated/contextualized basic skills/developmental education and content area outcomes.
- Recruitment and navigational support to students.
- Faculty salary and benefits.
- Activities related to research, data collection, and effective educational practice.

Application Process

How to Apply
- By accessing the 2017-2020 I-BEST Development and Expansion Allocation application through the Online Grant Management System [OGMS]
- Your college OGMS security contact can give you permission to the allocation application.
Application Approval Criteria
This is a competitive funding process. Applications must meet the following minimum criteria to be considered:

- Targets a strategic increase in I-BEST enrollments (FTES) through development, implementation, and expansion of new and existing Professional Technical, Professional Technical Expansion, and/or Academic I-BEST programs targeting underrepresented populations
- Details a sustainability plan to maintain programming expanded or implemented under the allocation once funding has ended
- Demonstrates innovative practices that accelerates student transition and completion
- Has measureable outcomes that identify evidence/data that will be tracked and analyzed
- Insures all I-BEST faculty are trained in integrated outcomes and team teaching
- Complies with fiscal guidelines

Scoring Rubric
Application questions and scoring criteria are as follows:

1A and 1B: Describe the I-BEST development, implementation, and scaling pathways to be supported with allocated funds. How will it support the implementation of the college-wide guided pathways initiative? What is the area of focus, target population, number of increased FTES to be served annually (allocations are based on $6,250/FTES), and plan for sustainability of the program(s) after the three-years of allocated funds are exhausted? (40pts)

| Weak 0-20 pts. | Does not clearly describe I-BEST pathway development, implementation, or expansion and/or application is confusing and unclear |
| Weak or no existing plan to train faculty and staff |
| Application does not provide a viable plan for sustainability |
| Weak evidence of college’s ability to carry out the proposal |

| Average 21-30 pts. | Application has a plan to implement or expand approved I-BEST pathway(s) |
| Plan identified for training faculty and staff |
| Application has a sustainability plan |
| Application provides adequate evidence of organization's ability to carry out proposal |

| Excellent 31-40 pts. | Application clearly describes development, implementation, and/or scaling of I-BEST approved pathway(s), outcomes integration, contextualization of basic and developmental education content, and target populations |
| Well-defined plan for training of faculty and staff |
| Application details clear plan for sustainability of programming post three-year allocation |
| Application provides clear evidence of organization's ability to carry out the proposal |
1C: Detail the implementation timeline and the actionable items for each stage of execution for the three year duration of funding (20pts)

| Weak 0-5 pts. | Application does not identify a timeline  
|               | Timeline is not compatible with the scope of work  
|               | Actionable items do not match plan  
|               | Stages of execution are not defined |

| Average 6-13 pts. | Application has a timeline  
|                   | Timeline is realistic for scope of work  
|                   | Actionable items match the plan  
|                   | Stages of execution are defined |

| Excellent 14-20 pts. | Well-defined and detailed timeline  
|                      | Timeline is specific and realistic for the scope of work  
|                      | Actionable items clearly link to the plan and are realistic  
|                      | Stages of execution are detailed and well defined |

1D: What data will be tracked, analyzed, and used as the basis for assessment of the project? What will be the means of tracking progress and evidence of meeting proposed FTE targets annually? (20pts)

| Weak 0-5 pts. | Data to be tracked is not identified  
|              | No evidence of analysis in the assessment  
|              | No means of collecting or tracking data |

| Average 6-13 pts. | Data to be tracked is identified  
|                  | Minimal program analysis and assessment  
|                  | Evidence that data will be collected and tracked |

| Excellent 14-20 pts. | Data to be tracked is clearly identified  
|                     | Clear evidence that the program has analyzed and assessed their program to determine their plan of implementation  
|                     | Application has a clear plan for collection and tracking of data for assessment |

**Funding Information**

For applications approved, funding is determined based on proposed and approved annual FTES (annual FTES x $6,250 = annual allocation). SBCTC will allocate these funds annually to approved colleges in FY18, FY19, and FY20.

If your college will use these funds as match for your BEDA Master or IELCE grant, please follow BEDA Master & IELCE Fiscal Guidelines. If your college will not use these funds as match, you just need to be sure to follow state and local college funding rules.

**Reporting**

Selected colleges must complete interim reports in FY18 and FY19 (see dates on page 2) detailing credits earned, credentials completed, Student Achievement Initiative points generated, number of students served and FTES generated. Final reports are due no later than September 15, 2020. All reports will be made on the provided report template and uploaded to approved applications in OGMS.