I-BEST DEVELOPMENT AND EXPANSION ALLOCATION APPLICATION

2020-23 ALLOCATION GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
PO Box 42495
Olympia, WA 98504
SBCTC.edu
The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

# Deadlines and Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Dates (subject to change)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications available in OGMS</td>
<td>June 25, 2020</td>
</tr>
<tr>
<td>Applications due in OGMS</td>
<td>August 7, 2020</td>
</tr>
<tr>
<td>Allocations begins</td>
<td>August 31, 2020</td>
</tr>
<tr>
<td>Interim reports due</td>
<td>August 31, 2021, 2022</td>
</tr>
<tr>
<td>Final report due</td>
<td>August 31, 2023</td>
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</tbody>
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# Program Contacts

**Program Oversight Questions**

William Durden  
Policy Associate  
wdurden@sbctc.edu  
(360) 704-4368

**Program Oversight Questions**

Kari Kauffman  
Program Assistant  
kkeuffman@sbctc.edu  
360-704-1021

**Fiscal Questions**

Karl Ludeman  
Policy Associate  
kludeman@sbctc.edu  
(360) 704-4344

**Fiscal Questions**

Michele Rockwell  
Contracts Specialist  
mrockwell@sbctc.edu  
(360) 704-4343
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Application Guidelines

Who May Apply

The 2020-2023 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 2020-23 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 (FY21 through FY23) to selected colleges. SBCTC anticipates conducting another RFA for the next three-year funding cycle (FY24 through FY26) 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 2020-2023 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 measurable 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)

<table>
<thead>
<tr>
<th>Weak 0-20 pts</th>
<th>Does not clearly describe I-BEST pathway development, implementation, or expansion and/or application is confusing and unclear</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Weak or no existing plan to train faculty and staff</td>
</tr>
<tr>
<td></td>
<td>Application does not provide a viable plan for sustainability</td>
</tr>
<tr>
<td></td>
<td>Weak evidence of college’s ability to carry out the proposal</td>
</tr>
<tr>
<td>Average 21-30 pts</td>
<td>Application has a plan to implement or expand approved I-BEST pathway(s)</td>
</tr>
<tr>
<td></td>
<td>Plan identified for training faculty and staff</td>
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<tr>
<td></td>
<td>Application has a sustainability plan</td>
</tr>
<tr>
<td></td>
<td>Application provides adequate evidence of organization’s ability to carry out proposal</td>
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</tbody>
</table>
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 |

| Average 6-13 pts | • Well-defined and detailed timeline  
|                 | • Timeline is specific and realistic for 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 |

| Average 6-13 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 FY21, FY22, and FY23.
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 FY21 and FY22 (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 August 31, 2023. All reports will be made on the provided report template and uploaded to approved applications in OGMS.