



CTE DUAL CREDIT - BIG BLUR INITIATIVE

2025-26 GRANT GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
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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

Milestone	Dates (subject to change)
Applications available in OGMS	October 16, 2025
Application webinar	October 22, 2025
Applications due in OGMS	November 20, 2025
Grant Start Date	January 1, 2026
Final Budget Revision Deadline	June 15, 2026
Final Invoicing Date	July 15, 2026

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Overview

This multi-year project is a partnership between the State Board for Community and Technical Colleges (SBCTC), Office of Superintendent of Public Instruction (OSPI), and Jobs for the Future (JFF). It will advance a “Big Blur” vision for seamless education to career pathways in Washington state, building on the state’s CTE Dual Credit proviso funded by the Washington State Legislature in FY23 and renewed in FY25.

The project, led by JFF, builds on and supports the Career and Technical Education (CTE) Dual Credit pilot program, a proviso (ESSB 5187) funded by the Washington Legislature with an intent to increase CTE dual credit participation and credential attainment. The proposed project activities are informed by the successes and lessons learned in the first two years of the proviso and are designed to support and accelerate identified next steps, such as the development of pathway maps and regional strategic implementation plans.

The project will provide financial support to three additional regions, in addition to the NW Washington proviso. Each region will be eligible for up to \$150,000 (over three-years), technical assistance, and access to a dedicated community of practice facilitated by JFF.

More about The Big Blur

JFF is leading a national effort to reimagine the traditional boundaries between high school, higher education, and careers. The vision, articulated in [The Big Blur](#), is an integrated education-to-career system that prepares all young people for productive adulthood. By eliminating systemic silos and creating equitable, learner-centered pathways, the proposed work will streamline the transition from high school to postsecondary education and careers, ensuring economic mobility and lifelong learning for underserved populations in Washington. More specifically, the initiative will:

- Support state leaders in the design and implementation of a more equitable statewide system for dual credit and pathways, with a focus on CTE Dual Credit.
- Strengthen and expand opportunities for thousands of Washington’s secondary students to access high-quality, in-demand postsecondary credentials, accelerating movement towards the state’s goal that 70% of adults complete a degree or credential.
- Intentionally integrate existing statewide initiatives.
- Strengthen regional ecosystems to address labor market demands and drive economic growth.
- Build a replicable model for regions in Washington that are committed to advancing The Big Blur.

To accomplish these goals, JFF will lead the key elements of the project which include the completion of a Washington state landscape analysis, development of four state-level pathway and competency maps, development of regional asset maps, and development of regional strategic action plans for regions participating in this initiative. SBCTC, OSPI, and participating colleges and partners will collaborate with JFF on these key project activities.

What Institutions May Apply

This grant is open to all Washington State Community and Technical Colleges, as defined under [RCW 28B.50.030](#).

Applications focus on a regional approach to expanding opportunities and require named partnerships. Required regional partnerships must include participation by the regional educational services district, workforce development council, and at least one partner CTC. Project resources will be awarded to the lead college. The application must identify the lead college and the additional partners, including statements of support from the required partners. Project funding for partner activities and engagement is managed by the lead college through interagency agreements or contracts, as appropriate.

Only successful applicants in FY26 will be eligible for continued funding in FY27 and FY28.

How Does the College Apply

Access the 2025-26 CTE Dual Credit-Big Blur Application through the Online Grant Management System ([OGMS](#)).

If you do not have an account, contact your organization's [Security Contact](#) for access; you will also need your Security Contact to give you permission for FY26.

Submit completed grant applications, including attachments, to the SBCTC through OGMS no later than November 20, 2025, at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on November 20, 2025.

Application Process

We suggest writing applications in a word processing program and pasting the application content into OGMS. This will help ensure you do not lose any content if the OGMS application times out.

Application Review

All proposals meeting the minimum criteria will be evaluated by a review panel, which will assess applications based on the guidelines and recommend funding decisions to SBCTC agency leadership. Colleges will be notified of their application status by **December 15, 2025**.

Late submissions will only be reviewed if sufficient applications are not received by the priority deadline.

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds, but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

Administering the Grant

If at any time throughout the execution of the grant uncertainties, questions, or difficulties in administering the grant arise, contact the identified Policy Associate at the State Board for support.

Responsibilities of the College

Colleges are responsible for utilizing awarded resources to build strong regional partnerships to carry out the identified activities. Named regional partnerships must include the regional educational services district, workforce development council, and a partner CTC. The strength of each application will be partially assessed on effective inclusion of the following: local educational partners, dual credit partners and industry representatives specific to key industry areas. The partnership team will look slightly different for each region based on local needs; however, each team will support critical aspects of assessing local needs, engaging appropriate partners, developing and strengthening K12 to post-secondary pathways, training and professional development, and establishing a structure for both scale and sustainability of the pathways and programming.

At a minimum, grantees must:

- Implement a project team reflective of the required partners, including student voices.
- Assign a primary point person for communication and coordination of project activities with SBCTC and [Jobs for the Future](#). This individual should have a full understanding of their institution, guided pathways practices, established relationships with regional partners, and a vision for CTE Dual Credit expansion.
- Engage representation from across college functions (i.e. academic advising, career services, transfer, financial aid, academic support, faculty, student services, and/or academic affairs leadership), as necessary to inform this work.
- Engage fully in the key elements of this project including: the state landscape analysis, development of state-level pathway and competency maps, the development of regional asset maps and regional strategic action plans. Specific college actions:
 - Facilitate introductions, engagement, and convenings with partner organizations, supporting the role of JFF as the lead agency in this initiative.
 - Provide feedback on JFF's list of stakeholders to interview, as well as participating in interviews and facilitating introductions to regional stakeholders.
 - Participate in required project activities including in-person and virtual meetings.
 - Engage in exploration and documentation of current/planned pathways, policies, and related efforts to facilitate project outcomes.
 - Contribute to development of a regional asset map and strategic plan, the latter of which will be completed by June 2027.
 - Participate in fall and spring Pathways to Prosperity National Institutes.

- Share basic descriptive data with SBCTC as a member of the project. Provide SBCTC with requested information to support required reporting.
- Maintain accurate grant contact information in OGMS/OBIS and with the State Board.
- Maintain secure records including a copy of all reports, applications, and grant related documentation.

The college will collaborate with SBCTC to facilitate college and regional participation. Project convenings and partner engagement will allow state and college leaders to engage with JFF experts on ways to embrace an iterative approach and to share insights and lessons learned from their respective positions, accelerating statewide application of effective pathway development.

Project resources will be awarded to the lead college. The application must identify the required partners. Project funding to support partner participation is managed by the lead college.

Application Guidelines

Proposal Content

At a minimum, applications should:

- Acknowledge and agree with the Responsibilities of the College outlined in these guidelines by uploading a signed Assurances document.
- Include statements of support from required partners: Educational Services District, Workforce Development Council, and the partner CTC.
- Include a detailed budget with narrative explanations of planned expenditures for FY26 and FY27.
- Outline how partner agencies will be engaged in a meaningful way and how project resources will be utilized to support partner agency participation and project deliverables.
- Upload a completed FY27 Budget Projection Worksheet to the OGMS application. This template can be found in the Grant Info section of OGMS.

Selection Criteria

Successful applicants will demonstrate a commitment to:

- Improving CTE Dual Credit pathways through full engagement in the Big Blur initiative.
- A data-informed strategy, including accelerating efforts in high-wage, high-demand industries.
- Partner involvement in design, implementation, and continuous improvement of CTE Dual Credit pathways.
- Sharing insights and learning with other Washington institutions.

Additional selection consideration will be based on the following:

- Ensuring geographic diversity of regions participating in this initiative.
- Applications that demonstrate existing CTE Dual Credit partnership and strong commitments from existing and new partners to expand this work.

Funding Overview

Each participating region is eligible to receive up to \$150,000 over the three years of this project. The funding is limited to the following amounts per year:

- FY26 – up to \$25,000 to support project deliverables, including:
 - Collaboration with SBCTC and JFF to conduct a Washington state pathways landscape analysis, identifying stakeholders, coordinating participation of regional partners, engaging representative regional voices and perspectives, providing relevant data, and liaising with partners to ensure the state landscape analysis is comprehensive and accurate.
 - Collaboration with SBCTC and JFF to support development of state-level pathway and competency maps for key industries.
- FY27 – up to \$100,000 to support project deliverables, including:
 - Collaboration with JFF to complete a regional asset map and a regional strategic action plan, including engaging with K-12 and industry partners to determine strategies to integrate dual credit, career navigation, and work-based learning.
 - Liaising with partners to support coordination between regional action plans and state level strategies and priorities.
- FY28 – up to \$25,000 to support project deliverables.
 - New commitments are not expected in year three. The focus of the project is to focus on refining and strengthening elements started in years one and two.

Project funds must be expended in the year awarded. Underspending by regions will be reallocated among all regions by a process facilitated by SBCTC.

Reporting and Coding

Reports

The data within ctcLink is used to complete a portion of the reporting by the State Board to the lead project facilitator, Jobs for the Future (JFF).

To collect narrative information or data not available through ctcLink, reports will be due on the following schedule. SBCTC will provide reporting templates after college grant applications are approved. SBCTC reserves the right to adjust information requested on reporting templates quarter-to-quarter.

FY26

- July 31, 2026 (Annual)

FY27

- January 31, 2027 (Mid-Year)
- July 31, 2027 (Annual)

FY28

- January 31, 2028 (Mid-Year)
- July 31, 2028 (Annual)

Budget & Invoicing Guidance

Budget Activities

The following list identifies all eligible program components by activity (also known as a budget line or line item).

Program Management

Necessary and reasonable costs for managing the program directly tied to meeting the deliverables and fulfilling the grant objectives.

Administration

Administration is defined as activities necessary for the proper and efficient performance of eligible recipient's duties under the program, including supervision, but does not include curriculum development activities, personnel development, or research activities.

Budget Categories

Based on the budget activities above, you must determine how much of each activity will be budgeted in each budget category (also known as a budget column). The following is an overview of each budget category.

Expenses charged to the grant must be in accordance with the budget approved by the awarding agency. The Project Director should maintain records sufficient to identify project expenses in relation to the approved budget.

Salaries, Wages, and Benefits

Salaries, wages, and benefits associated with staff directly involved in grant activities and paid in full or in part from this grant.

In your budget narrative, please be sure to include all positions to be funded by the grant, percentages of effort/FTEF, salary, and/or hourly wage information, benefits, and a brief description of duties by position as they relate to the grant. Please refer to [Appendix A](#) for guidance on determining the FTE/FTEF percentages and salary/wage allocations.

Please put each employee position on a new line of text.

Examples:

- CTE Dual Credit Administrator: 25% FTE = Salary: \$25,000, Benefits: \$11,250. Serves as a

liaison between program leads and industry partners, faculty, and education partners.

- 10 faculty stipends at \$500 each for curriculum development = \$5,000
- CTE Faculty for 20 hours at \$35/hour = Salary: \$700 total, Benefits: \$280. Participation in dual credit professional development experience.

Goods and Services

Goods: Items with an individual acquisition cost of less than \$10,000 or a useful life of less than one year necessary to carry out grant activities.

Examples: *office supplies, postage, printing, meals with meetings in line with [SAAM 70.15](#)*

Services: Services of a routine nature necessary for carrying out grant activities.

Examples: *interpreter services, interagency agreements (contracts between two or more state agencies)*

The cost of any items purchased that will not be used exclusively for grant purposes must be split amongst other funding sources.

Note: Interagency agreements (contracts between two or more public entities) are considered services and should be budgeted and invoiced in the “goods and services” category.

Travel

Expenditures for transportation, meals, hotel, and other expenses associated with traveling related to allowable grant activities. Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual ([SAAM](#)), [Chapter 10.90](#). Please note, when the grant recipient (the college or CBO) reimburses travel under this grant using state funds, the same OFM travel rates and regulations must be applied.

Example: *\$100 in mileage reimbursements for travel to off-campus meetings*

Contracts

Professional or technical services provided by a consultant (contractor) to accomplish a specific study, project, task, or other work statement. Rules that apply to the grant recipient (the college) under this grant must also be applied to the contractor.

Note: Interagency agreements (contracts between two or more public entities) are considered services and should be budgeted and invoiced in the “goods and services” category.

Example: *200 hours of translation services from Company ABC for a contract total of \$5,000*

Budget Revisions

SBCTC approval of a revised budget is required if there is more than 10% variation in expenditure levels for any individual budget cell.

Budget revisions must be submitted to SBCTC via the Online Budget & Invoicing System ([OBIS](#)).

Final budget revision deadline: June 15, 2026

See the OBIS user manual (available in the Resources section of OBIS) for information on how to create and submit a budget revision. Be sure to update budget narrative answers as applicable.

Invoicing

Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant shall be requested or paid. All costs must be reported for the period incurred.

Reimbursement requests must be submitted quarterly via [OBIS](#). All costs must be submitted for reimbursement in accordance with the schedule shown below.

For expenses incurred	Invoice no later than
FY26	
January through March	April 30, 2026
April through June	July 15, 2026
FY27	
July through September	October 31, 2026
October through December	January 31, 2027
January through March	April 30, 2027
April through June	July 15, 2027

Funding Surveys

SBCTC staff may conduct funding surveys throughout the year to monitor actual and obligated expenditures and to ensure applicants are spending down their contracts. These surveys must be completed and submitted to SBCTC by the deadlines provided.

Grant Terms & Information

General

State funds for these grants are provided to the State Board of Community and Technical Colleges (SBCTC) from Jobs for the Future (JFF).

Allowable Costs

All expenditures submitted for reimbursement under this grant must be necessary and reasonable for proper and efficient administration of the CTE Dual Credit – Big Blur program. They must also follow SBCTC and JFF guidance.

The following state and federal regulations must be followed:

Applicable Washington State Regulations

The State Administrative and Accounting Manual ([SAAM](#)) must be followed.

Generally Accepted Accounting Principles (GAAP)

Prohibited Use of Grant Funds

Subrecipient agrees to not use any portion of the Grant Funds to any extent for any of the following:

- a) To participate in any political campaign on behalf of or in opposition to any candidate for public office or to influence the outcome of any specific public election as described in Section 4945(d)(2) of the Internal Revenue Code.
- b) For any non-charitable purposes, or
- c) For the carrying on of propaganda or attempting to influence legislation within the meaning of Internal Revenue Code Sections 501(h), 4945(d)(1) and 4945(e) and related regulations (these provisions include local, state, federal, and foreign legislation), and neither Subrecipient nor JFF has entered into any agreement, oral or written, to the contrary.

Expenditure Accounting

These funds must be kept in an account separate from all other funding sources.

Colleges must set these funds up as a cost-reimbursement/as-incurred grant and be accounted for as grant and contract (fund 145). SBCTC reimbursement for this grant must be coded to 4020120.

This grant should be set up using the following information:

- Grant Type: As Incurred/Cost Reimbursable
- Sponsor ID: FIN00107
- Project Type: 02012
- Fund: 145
- Revenue Account: 4020120
- Contract Asset Account: 1010180

When entering this grant into ctcLink, be sure to select budget items based on the types of expenses the college will have. To view ctcLink budget items/accounts and expense accounts that roll up to each budget item/account, visit the ctcLink [Project Tree](#) QRG.

To add a new activity to an existing grant in ctcLink follow the [Adding an Activity to an Active Grant](#) QRG. Use this QRG to add new funding to the grant for a new activity or to add funds in an existing activity not previously entered in ctcLink.

Monitoring

SBCTC may schedule monitoring visits during and after the grant period to evaluate the fiscal progress and performance of the program and provide technical assistance. The purpose of monitoring is to ensure regulatory and contractual compliance on the part of grant recipients. To ensure compliance with grant requirements and to ensure that financial records support program expenditure, SBCTC staff will schedule on-site visits.

Publicity and Publications

The college must submit to SBCTC all advertising and publicity matters relating to this grant in which the State of Washington or Jobs for the Future's (JFF) name, state seal or logo is mentioned or used, or language is used from which a connection with the State of Washington or JFF may, in JFF's judgment, be inferred or implied. The college shall not publish or use such advertising, and publicity matters without the prior written consent of SBCTC.

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Records Retention

Financial management systems shall reflect accurate, current, and complete disclosure of all cost expenses for grant-related activities. Grant recipients must maintain books and records, supported by source documentation that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by SBCTC or its designee for at least six years after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest. Additional information on records retention may be found in Chapter 7 of the [SBCTC Policy Manual](#).

Access to Records

JFF and its duly authorized representatives shall have the right to access and examine and otherwise audit all records, including without limitation any books, documents, or papers of Subrecipient, and of its sub-subgrantees or re-grantees, which are related to this Agreement (Records) and may make excerpts and copies thereof. Subrecipient shall permit reasonable access to its personnel for purposes of interviews and discussions related to such Records.

Termination

This grant may be terminated by the SBCTC upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient prior to termination shall at the option of the SBCTC, become the property of the SBCTC. If termination shall occur pursuant to this section, reimbursement to grant recipient shall be made based on work performed prior to the effective date of termination as mutually agreed upon by both parties. Determination of final adjustments, either payments or refunds, shall also be mutually agreed upon by both parties.

Termination for Cause

If for any reason, the grant recipient violates any terms and conditions of the JFF CTE Dual Credit – Big Blur initiative, SBCTC will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within thirty (30) days. If failure or violation is not corrected, this grant may be terminated immediately by written notice from

SBCTC.

Savings

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, SBCTC may terminate the grant under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at SBCTC's discretion under those new funding limitations and conditions.

Appendix A: How to Calculate FTE & FTEF

Why Are Accurate FTE and FTEF Calculations Necessary?

Grant expenses must be “necessary and reasonable.” You must provide some type of salary breakdown for us to determine that the budgeted cost is reasonable. The budget narrative amounts must agree with the dollar amounts entered in the salary/wages and benefits budget boxes.

What is FTE and FTEF?

FTE is full-time equivalent staff. The plural is “FTEs” (with a lower case “s”).

FTEF is full-time equivalent faculty.

How Do I Calculate Percentages of FTE and FTEF?

Total amount of funds budgeted for the staff/faculty time per position ÷ the annual full-time salary per position = total FTE per position to be funded from the grant.

Percentage of position salary allocated to the grant x the annual salary of each position = the salary budget for each position.

Example of Calculating FTE and/or FTEF:

Ex. 1) \$10,000 budgeted for a part-time office assistant/adjunct faculty ÷ \$50,000 annual full-time salary for this position at your organization = a total of .20 FTE office assistant/adjunct faculty paid from this grant.

$$\$10,000 \div \$50,000 = .20 \text{ FTE}$$

Ex 2) The grant staff/faculty salary allocation of 75% FTE is budgeted for this year. The annual salary for this position is \$60,000. The salary cost for the budget comes to \$45,000 by multiplying the estimated FTE by the annual salary for this staff/faculty position.

$$\$60,000 \times 75\% \text{ FTE} = \$45,000$$

Ex. 3) Salary allocation for grant administrator is \$80,000. The annual salary for this position is \$160,000. Annual FTE for this position is calculated by dividing \$80,000 by \$160,000. Double check by multiplying the calculated FTE by the annual salary for this administrative position.

$$\$80,000 \div \$160,000 = .50 \text{ FTE}$$

More Examples & Explanations

Acceptable Budget Narrative:

Salary Budget: \$15,000 Benefits Budget: \$3000

Narrative Description:

PT Program Assistant: .30FTE = \$15,000 salary and \$3,000 benefits. Provides CTE data entry support. The above seems reasonable for a part-time program assistant providing data entry support.

Unacceptable Budget Narrative:

Salary Budget: \$1,000 Benefits Budget: \$200

Narrative Description: Part-time program assistant to provide data entry support.

The above narrative omits the FTE, salary, or hourly wage information, and benefit amount for this position. The total for the salaries/wages, and benefits for categories showing more than one position must agree with the budgets. The narrative for each position needs to include the specific FTE, salary or hourly wage information, and benefit amount so the SBCTC can confirm that the budgets agree with the listed narrative amounts.

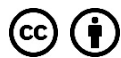
Budget Narrative Using Hourly Wage Information:

While we prefer FTE/FTEF amounts, it's also acceptable to provide an approximate number of hours and an approximate hourly pay rate in budget narratives.

Salary/Wages Budget: \$1,200 Benefits Budget: \$250

Narrative Description: Program Assistant: \$1,200 Wages for approx. 60 hrs. at \$20/hr., and Benefits \$250. Provides data entry support.

SBCTC can determine that dollar amount is reasonable and accurate.



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Washington State Board for Community and Technical Colleges