



California  
Community  
Colleges

California Virtual Campus –  
Online Education Initiative

# IMPROVING ONLINE CTE PATHWAYS Grant Application Webinar

Justin Schultz  
*Director, Planning & Grants Administration*

April 02, 2019

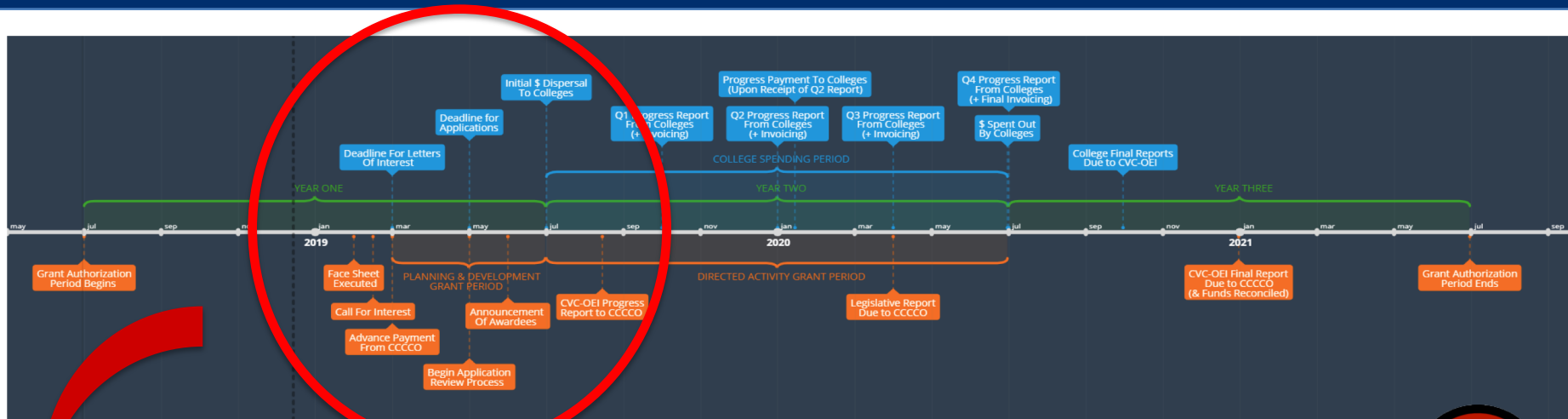
# AGENDA & REMINDERS

- *Grant Application & Next Steps*
- *Review of Template Documents*
- *General Q&A Session*

NOTE: This webinar will be recorded and posted to the *Improving Online CTE Pathways* website.

**If you have a question,  
please type it into the chat.**

# GRANT TIMELINE



February 14, 2019

Call for Letters of Intent & Release of RFA

March 15, 2019

Deadline for Submission of Letters of Intent

March 2019 – May 2019

Colleges Draft Grant Applications/Plans (**Phase One**)

May 01, 2019

Deadline for Submission of Applications/Plans

May 01 – 31, 2019

Review of Applications; Selection of Awardees

June 01 – 30, 2019

Notification of Grant Awardees

July 01, 2019

College Spending Authorization Period Begins (**Phase Two**)

YOU  
ARE  
HERE

# GRANT WEBSITE

<https://cvc.edu/pathwaysgrant/>



California Virtual Campus  
*Brought to you by the Online Education Initiative*

[Students](#)

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[Home](#) → Improving Online CTE Pathways

## Improving Online CTE Pathways

### Background

With an open access mission, the California Community Colleges are positioned to support our diverse population to increase wages and improve social mobility in a rapidly changing economy. In addition to the formation of a new online community college, the California legislature and governor have provided **funding to support existing California Community Colleges in accelerating innovative online learning opportunities** leading to increased employ-ability and upward mobility for working Californians.

The Budget Act of 2018 (SB840) and trailer bill (SB843) appropriate one-time funds of \$35 million to the Online Education Initiative (through Foothill – De Anza Community College District as grantee and fiscal agent) to develop online programs and courses that do either of the following:

→ Improving Online CTE Pathways

→ [Grant Timeline](#)

→ [Letter of Intent](#)

→ [Grant Application](#)

→ [Upcoming Events](#)

→ [Updates & FAQs](#)

[References](#)

# GRANT APPLICATION - OVERVIEW

## Maximum of 18 Pages

(Minimum Arial 11-Point, Single-Spaced, 1-Inch Margins)

1	Institutional Support Sheet	1 Page
2	Table of Contents	1 Page
3	Project Summary	2 Pages
4	Project Preparation	4 Pages
5	Project Implementation	6 Pages
6	Project Conclusion & Continuation	3 Pages
7	Appendix – Grant Budget Table	1 Page

Application Cover Page & Letters of Support from Industry Partners May Be Included  
(and will NOT count against the overall page count)

# ADDITIONAL APPLICATION DOCUMENTS

## [Request for Applications](#) (PDF)

- Last Revised March 27, 2019
- Revisions focused on application structure and format.
- All revisions are noted in **red** text.



### Request for Applications

Improving Online CTE Pathways  
Grant Program

NOTE: All revisions (as of March 27, 2019) are noted in red text.

February 14, 2019  
Revised March 27, 2019  
Revised March 27, 2019

## [Grant Budget Table Template](#) (XLS)

- Use this template for budget planning.
- Includes proposed expenditure categories.
- Formulas built-in to track budget totals.

Appendix - Grant Budget Table		
College:		
Division:		
Grant Program:	Improving Online CTE Pathways	
Project Title:		
Fiscal Year:	July 1, 2019 - June 30, 2020	
BUDGET CATEGORY	AMOUNT	
<strong>STAFFING &amp; PERSONNEL</strong>		
Executive Salaries	\$	-
Executive Benefits	\$	-
Subtotal	\$	-
<strong>SUPPLIES &amp; MATERIALS</strong>		
Supplies & Materials	\$	-
Subtotal	\$	-
<strong>OTHER OPERATING EXPENSES &amp; SERVICES</strong>		
Technical & Professional Services	\$	-
Travel & Meetings	\$	-
Software Licensing	\$	-
Advertising & Marketing	\$	-

# SUBMISSION REMINDERS

Applications are to be submitted electronically (as a PDF) alongside complete Planning & Development Reimbursement invoices and other required documentation.

<https://cvc.edu/pathwaysgrant/grant-application/>

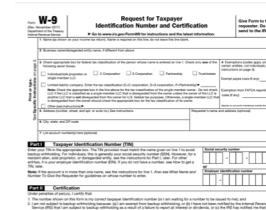
Applications (and invoices) must be submitted no later than May 01, 2019 at 5:00 PM PST.

Grant Application Template (DOC) will be shared out shortly!

# REIMBURSEMENT DOCUMENTS

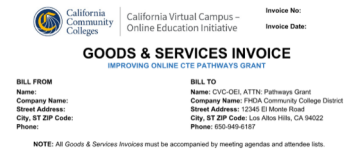
## W9 Form (PDF)

- Required for Processing All Reimbursements

A standard IRS W-9 form titled "Request for Taxpayer Identification Number and Certification". It includes fields for the taxpayer's name, address, and tax identification number, along with checkboxes for various filing statuses and a section for the preparer's information.

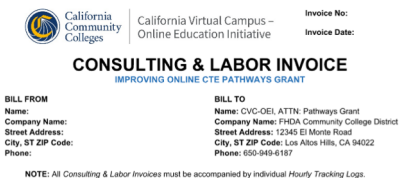
## Goods & Services Invoice (DOC)

- Use for materials, travel, and other meeting expenses.
- Must include agendas, attendee lists, and receipts.

A "GOODS & SERVICES INVOICE" form from California Community Colleges. It includes fields for "BILL FROM" (Name, Company Name, Street Address, City, ST ZIP Code, Phone) and "BILL TO" (Name, Company Name, Street Address, City, ST ZIP Code, Phone). It also has fields for "Invoice No." and "Invoice Date". A note at the bottom states: "NOTE: All Goods & Services Invoices must be accompanied by meeting agendas and attendee lists."

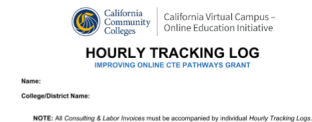
## Consulting & Labor Invoice (DOC)

- Use for consulting fees, release time, and/or stipends.
- Must be accompanied by the Hourly Tracking Log.

A "CONSULTING & LABOR INVOICE" form from California Community Colleges. It includes fields for "BILL FROM" (Name, Company Name, Street Address, City, ST ZIP Code, Phone) and "BILL TO" (Name, Company Name, Street Address, City, ST ZIP Code, Phone). It also has fields for "Invoice No." and "Invoice Date". A note at the bottom states: "NOTE: All Consulting & Labor Invoices must be accompanied by individual Hourly Tracking Logs."

## Hourly Tracking Log (DOC)

- Each paid individual must track tasks completed.

An "HOURLY TRACKING LOG" form from California Community Colleges. It includes fields for "Name:" and "College/District Name:". A note at the bottom states: "NOTE: All Consulting & Labor Invoices must be accompanied by individual Hourly Tracking Logs."



# REIMBURSEMENT MOU

- Email from Alex Wade ([awade@cvc.edu](mailto:awade@cvc.edu)) or Yahir Barragan ([ybarragan@cvc.edu](mailto:ybarragan@cvc.edu))
- MOU Sent to the Principal Investigator (PI)
- Separate MOUs for Each College
- Sign & Return by **Wednesday, April 17, 2019**

# OTHER GRANT ACTIVITIES

## Call for Peer Reviewers – End of March 2019

1	Faculty Representatives
2	Distance Education Coordinators
3	Instruction & Workforce Leadership (CIOs, Deans)
4	Student Services (CSSOs, Counselors)

All applications will be reviewed by at least one representative from each of the groups above. Please note that reviewers will be excluded from reviewing applications from their own colleges and/or districts

If Interested – Please Contact Justin Schultz  
Deadline is April 12, 2019

# UPCOMING EVENTS

- **Grant Office Hours # 3** – Drop-In Q&A with CVC-OEI Staff  
Friday, April 05, 2019, 10:00 AM – 11:00 AM  
<https://cccconfer.zoom.us/j/172865474>  
Call In: +1 669 900 6833 – Meeting ID: 172 865 474
- **Grant Office Hours # 4** – Drop-In Q&A with CVC-OEI Staff  
Monday, April 08, 2019, 03:00 PM – 04:00 PM  
<https://cccconfer.zoom.us/j/915374977>  
Call In: +1 669 900 6833 – Meeting ID: 915 374 977

# ADDITIONAL QUESTIONS?

**Please Contact**

Justin Schultz

*Director, Planning & Grants Administration*

[jschultz@cvc.edu](mailto:jschultz@cvc.edu)

## **Improving Online CTE Pathways**

Grant Application Webinar

April 02, 2019