

K12 CCL Career Launch 1.20 FTE Grant (FP 948) Application Overview

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Presented by OSPI Staff:

Career and Technical Education (CTE) and School Apportionment and Financial Services (SAFS)

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Presentation Overview

- Career Launch
- iGrant
- FP 948
- Questions

Use the chat
feature for any
questions you
may have



Career Launch Overview

- Context setting
- Career Launch endorsement
- Apportionment/grant process





CCL Career Launch 1.20 FTE Grant (FP 948) Application

- Overview of iGrants system

iGrants Overview

- Role specific accounts
- Local Education Agencies (School Districts), ESDs, and other organizations can all have accounts; grants are open only to specific accounts depending upon the funding criteria
- The funding associated with the additional .2 FTE is student enrollment based; districts will be only eligible applicant for funds, as they will report enrollment directly



Login to iGrants

[iGrants User Manual](https://eds.ospi.k12.wa.us/iGrants/docs/19-20/User%20Manuals/User%20Manual%20-%20District.pdf) (<https://eds.ospi.k12.wa.us/iGrants/docs/19-20/User%20Manuals/User%20Manual%20-%20District.pdf>)

If you do not already have an EDS account, please follow the directions on Page 4 of the [User Manual](#).

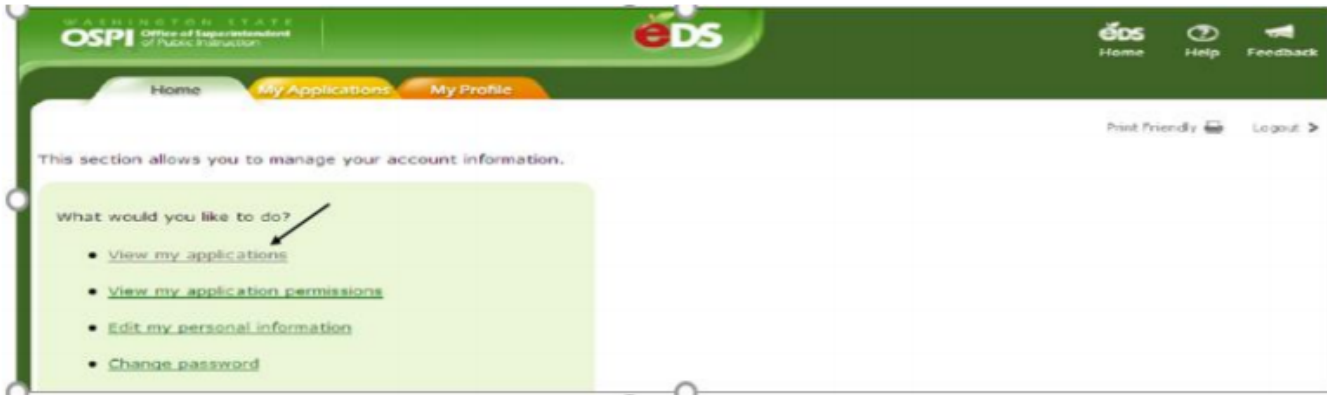
Login to iGrants (All Users)

1. From the [EDS Login screen](#), type your **Username** (your email address) and **Password** and click **Login**. The EDS home page opens. (If you've forgotten your user name or password, click on the appropriate link to navigate to another screen and follow the instructions.)



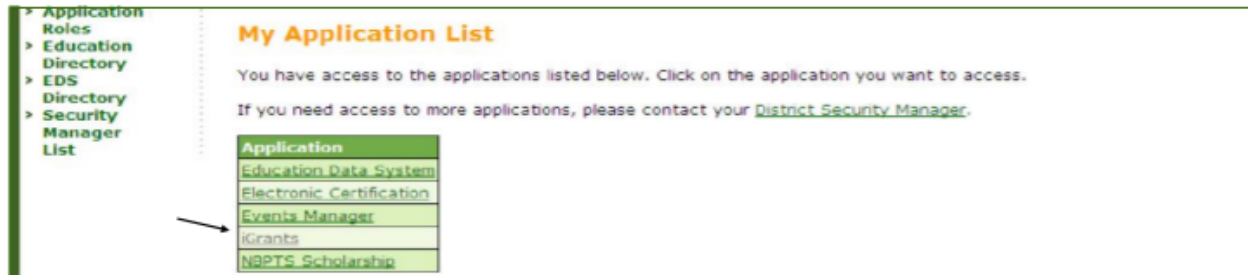
2. From the EDS home screen, click on the **View my applications** link.





3. From the My Applications screen, click on the **iGrants** link.

NOTE: Each user's **My Application List** will contain different links. If your list does not display the **iGrants** link, contact Customer Support at **(800) 725-4311, Option #1**.



4. Clicking iGrants on the My Application page displays the iGrants home page screen. Click on [Login to iGrants](#) to enter the iGrants system. (If you have already logged into the EDS system, you are not required to login again, but you must click on the link to gain access.)



Message Center

The [Message Center](#) link on the iGrants home page displays notification messages regarding form packages that are active in the iGrants system. Click on the appropriate link (**New, Current, or Archived**) to view the messages.

Topics

The iGrants home page displays links to the following **Topics**:

- Inventory of Form Packages
- Allocations
- Indirect Rates
- Carryover

Inventory of Form Packages

Clicking on the [Inventory of Form Packages](#) link displays a list of form package types.

- Use the **Select a Fiscal Year** drop-down to see form packages from prior years.
- Clicking the link for various **form package types** displays form package details and contact information.
- Clicking on the form package name will open up its **profile page**. This is not the form package itself but, rather, a page that lists various form package details.
- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the Inventory of Form Packages main page.

Search for **FP948 CCL – Career Launch**



948 CCL - Career Launch 1.20 FTE Grant Application Overview:

Profile Page

OSPI Contacts

Fiscal Period 19-20

- Profile Page
- Instructions
- District**
 - Select a Form Package
- Consortium**
 - Select a Form Package
- All Budgets
- Report Tool

Contacts

- District identifies contacts for the grant

 Contact information copied over from previous fiscal period. Please verify for accuracy.

Main Contact

Title: Career Connect Washington Program Speci

First Name: Sheri **Last Name:** Tucker, Ed. D.

Email: sheri.tucker@K12.wa.us

Confirm Email: sheri.tucker@K12.wa.us

Phone: 360-725-4968 **Fax:**

Address: Old Capitol Building

600 Washington SE

City: Olympia

State: WA **Zip Code:** 98504

Alternate Contact

First Name: Becky **Last Name:** Wallace

Email: rebecca.wallace@K12.wa.us

Confirm Email: rebecca.wallace@K12.wa.us

Phone: 360-725-6243

CEDARS Contact

First Name: Katie **Last Name:** Weaver Randall

Email: Katie.Weaver.Randall@K12.wa.us

Confirm Email: Katie.Weaver.Randall@K12.wa.us

Phone: 360-725-6356

OSPI Contacts

Program Contacts: Sheri Tucker

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- Grant funding overview
 - Extending Career Launch program learning and work opportunities before or after scheduled school day, or into the summer
- Career Launch/Apprenticeship designation
- District Assurances
- Calculation requirements



Claiming Career Launch for State Funding Requirement Reminders

- Classroom instruction is time in a classroom that is supervised by teacher and attendance is taken.
- Worksite learning must meet the requirements for Work Based Learning (WBL). The following must in place before WBL hours can begin to be claimed:
 - A completed learning plan,
 - An agreement between the district and the workplace, and
 - The student has participated in a program orientation.
- WBL can be either instructional or cooperative:
 - Instructional WBL is embedded instruction taught by a teacher. Students do not earn salary.
 - Cooperative WBL is learning that coordinated by a teacher, typically an employee/employer relationship, and can include a salary for the student.



Calculating Career Launch Monthly FTE and Summer AAFTE

- FTE vs. AAFTE
- Monthly FTE for before and after school day learning is based on actual monthly hours.
 - Classroom FTE is calculated by dividing actual hours by 100.
 - Instructional WBL is calculated by dividing actual hours by 100.
 - Cooperative WBL is calculated by dividing actual hours by 200.
- Summer AAFTE is based on total actual hours during the summer.
 - Classroom AAFTE is calculated by dividing actual hours by 1,000.
 - Instructional WBL is calculated by dividing actual hours by 1,000.
 - Cooperative WBL is calculated by dividing actual hours by 2,000.



FTE and AAFTE Limitation

- No student's Career Launch monthly FTE can exceed 0.20 in any month.
- No student's Career Launch Summer AAFTE can exceed 0.20.
- For students who are enrolled in Career Launch program during the standard school year and summer, their combined monthly FTE and summer AAFTE cannot exceed 0.20 AAFTE.




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- Career Launch Program Contact Information
 - CTE Director, Principal, Educator
- File Template uploads (including due dates)
 - Career Launch FTE Monthly Report
 - Career Launch AAFTE Summer Report

Monthly FTE Report

- Used to report before and after school day Career Launch hours
- Submitted after the month is finished
- Completed reports should be emailed to becky.mclean@k12.wa.us and cc'd to sheri.tucker@k12.wa.us
- Reports received by the 5th of the month, will be processed and included in the allocation to the district's grant
- All 2019-20 Career Launch reports must be submitted by November 15, 2020



Washington Office of Superintendent of
PUBLIC INSTRUCTION
CAREER LAUNCH MONTHLY FTE REPORT
used to report Career Launch hours done before or after the school day
(See below for instructions)

School District	Career Launch Program	Month
<input type="text"/>	<input type="text"/>	<input type="text"/>
High School	CIP Code	School Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Monthly Report of Hours							
Student I.D.#	Monthly Hours			Calculated FTE			Total Monthly FTE
	Classroom	Cooperative WBL	Instructional WBL	Classroom	Cooperative WBL	Instructional WBL	
1.				-	-	-	-
2.				-	-	-	-
3.				-	-	-	-
4.				-	-	-	-
5.				-	-	-	-
6.				-	-	-	-
7.				-	-	-	-
8.				-	-	-	-
9.				-	-	-	-
10.				-	-	-	-
11.				-	-	-	-
12.				-	-	-	-
13.				-	-	-	-
14.				-	-	-	-
15.				-	-	-	-
16.				-	-	-	-
17.				-	-	-	-
18.				-	-	-	-
19.				-	-	-	-
20.				-	-	-	-
				Total FTE			-

CERTIFICATION

I hereby certify that the students' Career Launch classroom and work based hours are reported in accordance with enrollment reporting rules and instructions and that supporting student records and other pertinent documents are readily available for audit.


<input type="text"/>	<input type="text"/>
Signature of School District Superintendent or Authorized Official	Date
<input type="text"/>	<input type="text"/>
Printed Name	Contact Email

INSTRUCTIONS

- Monthly FTE Reports are completed after the month - reporting prior month's actual Career Launch hours.
- Complete the High School, School District, Career Launch Program, CIP Code, Month, and School Year fields.
- For each student, provide the student ID #, the actual number of monthly hours of classroom instruction, cooperative, and instructional work based learning (WBL). Round hours to the nearest 2nd decimal. For definition and requirements of cooperative and instructional WBL refer to the 2019-20 Enrollment Reporting Handbook - starting on page 31.
- The form will calculate the student's monthly FTE - limiting the FTE claimed for each student to no more than 0.20 in any month.
- Complete the "Certification" box, providing the authorized official's printed name, email, and date of signature.
- Print the monthly form and obtain the signature of the authorized official. No payment request will be processed without the "Certification" box completed.
- Email completed reports to Becky McLean at becky.mclean@k12.wa.us, ccing Sheri Tucker at sheri.tucker@k12.wa.us.
- Monthly FTE Reports received by the 5th of the month will be allocated to the district at the end of the month. All 2019-20 Monthly FTE Reports are due by November 15, 2020.
- Questions regarding this form should be directed to Becky McLean by phone at 360-725-6306 or by email at becky.mclean@k12.wa.us.

Summer AAFTE Report

- Used to report summer Career Launch hours
- Submitted after the summer session is finished
- Completed reports should be emailed to becky.mclean@k12.wa.us and cc'd to sheri.tucker@k12.wa.us
- All 2019-20 Career Launch reports must be submitted by November 15, 2020



**Washington Office of Superintendent of
PUBLIC INSTRUCTION**
CAREER LAUNCH SUMMER AAFTE REPORT
used to report Career Launch summer hours
(See below for instructions)

School District	Career Launch Program	School Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
High School	CIP Code	
<input type="text"/>	<input type="text"/>	

	Total Summer Hours			Calculated AAFTE			Total AAFTE
	Classroom	Cooperative WBL	Instructional WBL	Classroom	Cooperative WBL	Instructional WBL	
1.				--	--	--	--
2.				--	--	--	--
3.				--	--	--	--
4.				--	--	--	--
5.				--	--	--	--
6.				--	--	--	--
7.				--	--	--	--
8.				--	--	--	--
9.				--	--	--	--
10.				--	--	--	--
11.				--	--	--	--
12.				--	--	--	--
13.				--	--	--	--
14.				--	--	--	--
15.				--	--	--	--
16.				--	--	--	--
17.				--	--	--	--
18.				--	--	--	--
19.				--	--	--	--
20.				--	--	--	--
							Total AAFTE

CERTIFICATION

I hereby certify that the students' Career Launch classroom and work based learning summer hours are reported in accordance with enrollment reporting rules and instructions and that supporting student records and other pertinent documents are readily available for audit.

<input type="text"/>	<input type="text"/>
Signature of School District Superintendent or Authorized Official	Date
<input type="text"/>	<input type="text"/>
Printed Name	Contact Email

INSTRUCTIONS

- Summer AAFTE Reports are completed after the summer sessions are done.
- Complete the High School, School District, Career Launch Program, CIP Code, and School Year fields.
- For each student, provide the student ID #, the actual number of total summer hours of classroom instruction, cooperative, and instructional work based learning (WBL). Round hours to the nearest 2nd decimal. For definition and requirements of cooperative and instructional WBL refer to the 2019-20 Enrollment Reporting Handbook - starting on page 31.
- The form will calculate the student's summer AAFTE - limiting the AAFTE claimed for each student to no more than 0.20.
- Complete the "Certification" box, providing the authorized official's printed name, email, and date of signature.
- Print the form and obtain the signature of the authorized official. No payment request will be processed without the "Certification" box completed.
- Email completed reports to Becky McLean at becky.mclean@k12.wa.us, cc'ing Sheri Tucker at sheri.tucker@k12.wa.us.
- 2020 Summer AAFTE Reports are due by November 15, 2020.
- Questions regarding this form should be directed to Becky McLean by phone at 360-725-6306 or by email at becky.mclean@k12.wa.us.

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- Applicant Narrative for Grant
 - Brief description of CL endorsed program and how funds will be used to meet requirements of CL and support the program retaining endorsement status

Applicant Narrative for Grant

1. Is the current program approved as a CTE program?
2. Briefly describe how the funds accessed will be used to support meeting the requirements of Career Launch and will support the program retaining endorsement status.

3. Identify the course name, program code and CIP code for Career Launch Endorsed program(s).

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4139 Career Launch

Applicable Fund: (GFS)

Record revenue from OSPI supporting career connected learning opportunities and student enrollment in the Career Launch program.

39 Vocational—Other Categorical

Record expenditures for vocational education programs for secondary students funded by categorical sources that are not identified with a specific program number in the 30 series.

PROGRAM 39 – VOCATIONAL—OTHER CATEGORICAL

OBJECTS OF EXPENDITURE

ACTIVITY	Total	Debit	Credit	Cert	Class.	Employee	Supplies, Inst	Purchased	Capital	
		Transfer	Transfer	Salaries	Salaries	Benefits	Mat'ls Noncap	Services	Travel	Outlay
		(0)	(1)	(2)	(3)	(4)	(5)	(7)	(8)	(9)
21 Supervision										
22 Learning Resources										
24 Guidance and Counseling										
25 Pupil Management and Safety										
27 Teaching										
29 Payments to School Districts										
Instructional Professional										
31 Development										
32 Instructional Technology										
33 Curriculum										
TOTALS										



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- Budget Page
 - Budget narrative activity
 - Teaching, professional development, instructional technology, curriculum



BUDGET PAGE

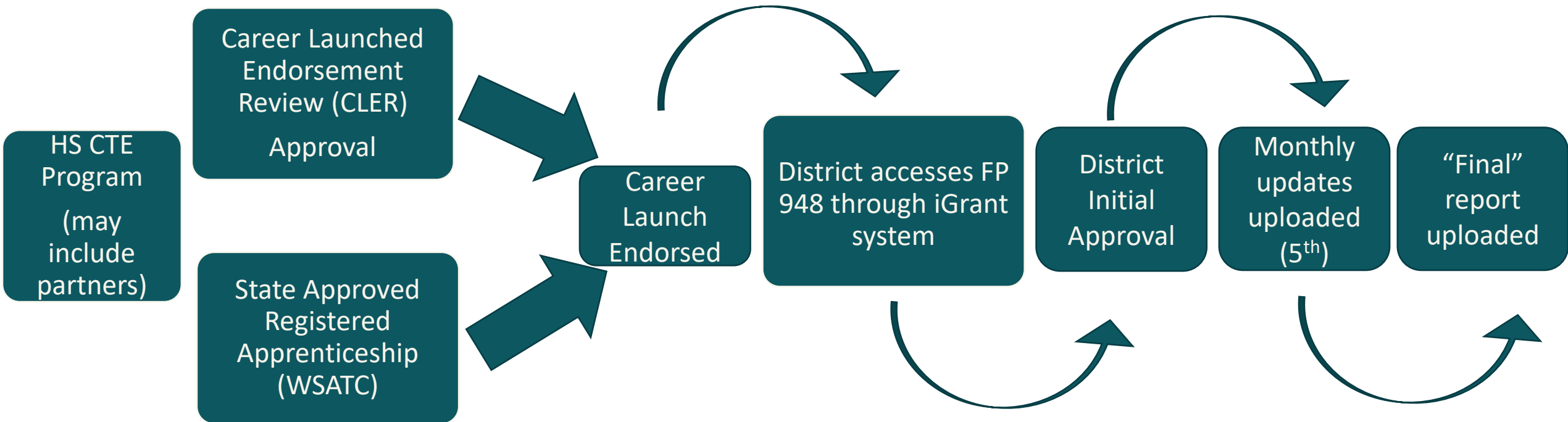
Career Launch: Districts will offer the Career Launch course to high school students. Some districts may establish partnerships to support professionals from private industry to support the learning alongside the certificated teacher.

Budget/Awards:

Budget Narrative:

Activity	Narrative	Budget
Salaries & Benefits	<input type="text"/>	<input type="text"/>
Supplies & Instructional Resources	<input type="text"/>	<input type="text"/>
Travel	<input type="text"/>	<input type="text"/>
TOTAL BUDGET		\$0

Grant Process Overview



Career Launch 1.20 FTE Funding Grant Application

Thank you

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Operations Manager

clarisse.leong@k12.wa.us

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Career Connect WA
Program Specialist

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