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# **College Preparation Intervention Program (CPIP)**

## **Technical Assistance Meeting**

**March 9, 2015**

**March 10, 2015**



# MHEC CPIP Grant

- A program funded by the State
- Supports eligible middle school sites
- Provides matching funds for the federal Maryland Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)
- Supports Maryland's college access and completion goals as defined in Maryland Ready, the State's 2013-2017 State Plan for Postsecondary Education and the College and Career Readiness and College Completion Act of 2013.



# Authorization

## *Annotated Code of Maryland, Education Article, § § 11-701-705*

### § 11-701. Established

- In cooperation with the State's public and non-public institutions of postsecondary education, the Council of Maryland's K-16 Partnership, the Maryland State Department of Education, and the local school systems, the commission shall establish and administer a College Preparation Intervention Program. (1999, ch. 515, § 1.)



# Purpose

§ 11-702.

The purpose of the College Preparation Intervention Program is to raise the level of academic preparedness of economically and environmentally disadvantaged students to enable them to attend and succeed in college.

The College Preparation Intervention Program (CPIP) is a State grant program which supports Maryland's college access and completion goals as defined in Maryland Ready, the State's 2013-2017 State Plan for Postsecondary Education, Maryland GEAR UP and the College and Career Readiness and College Completion Act of 2013.



# Eligible Applicants

## Accredited Maryland IHE

- Public & Private Institutions
- Two- and four-year Colleges and Universities

## IHE-led Partnership

- Businesses and Non-profit Organizations

*If you, as a project director for other MHEC grant projects, have overdue reports, the application for this program may be considered ineligible.*

# CPIP Partners

- CPIP partners may serve one or more of the eligible LEA and/or middle school site
- More than one CPIP partner may serve an eligible LEA and/or middle school site





## CPIP Service Sites

### Middle Schools in the following School Districts

Baltimore City (*GEAR UP*)

Dorchester County (*GEAR UP*)

Kent County

Prince George's County

Wicomico County (*GEAR UP*)



# CPIP LEA Selection Criteria



1. Feeder middle schools have  $\geq 44.4\%$  or more of students eligible for Free and Reduced Meals Program (FARMS); **AND**
2. FARM students scores on two or more MSAs are:  $\leq 38.9\%$  on 8<sup>th</sup> gr. mathematics,  $\leq 63.4\%$  on 8<sup>th</sup> gr. Reading and  $\leq 50.4\%$  on 8<sup>th</sup> gr. science; **AND**
3. College remediation course rates of High School grads by place of residence is  $\geq 54.4\%$ ; **AND**
4. HS graduation and bachelor's schools have FARMS students performing at proficiency levels degree attainment rates for persons age 25+ are  $\leq 30\%$



# Project Period

**June 12, 2015 – June 30, 2016**

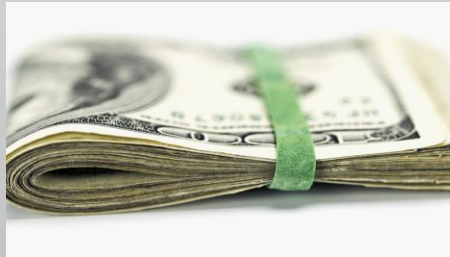
Projects may run for a shorter period of time.



# Award Amount

Up to **\$150,000** for GEAR UP cohort schools depending on project scope

Size of the award is based on the number of students, teachers, or parents served and the comprehensiveness of the project





# CPIP Project Match Requirement

- Grantees are required to provide a matching contribution equal to at least 1/4 or 25% of the total direct funds requested
- This non-federal match may be met with cash and/or in-kind contributions and ***cannot be waived***
- Documentation of matching contributions must contain adequate source documentation for the claimed cost share, provide clear valuation of in-kind matching, and provide support of cost sharing (federal regulations)
- If the applicant institution does not include a matching contribution equal to at least 1/4 or 25% of the total direct project funds requested, the application will be considered ineligible for funding





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# **CPIP/GEAR UP** **Goals**

1. Improve GEAR UP students' performance in mathematics and English/ language arts to facilitate high school graduation and college matriculation, in alignment with the **Common Core Curriculum**,
2. Improve the teaching of mathematics and English/ language arts in GEAR UP schools to enhance academic achievement of students,



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## **CPIP/GEAR UP** **Goals**

3. To improve preparedness for college by having students demonstrate a greater awareness of college admissions requirements and opportunities as measured through annual surveys or pre/post assessments
  4. To have parents/guardians be able to demonstrate knowledge of requirements for high school graduation, postsecondary options and acquiring financial aid for their student through annual surveys.
- 
-



# CPIP/GEAR UP Goals

6. Students will demonstrate an increase in their academic performance and preparation for postsecondary education through pre/post assessments.



# CPIP Activities



- (A) Academic Services to Middle School Students
- (B) Student and Family College and Career Preparation Services
- (C) Professional development for teachers, principals, and other staff



## Priority Areas

- Support for transition to high school, high school graduation and college entrance
- **Provide services to the most at-risk students**
- Engage students in developing a plan & non-technical skills
- Provide parents with the resources to support their children
- Involve students in activities that will make them feel welcomed and accepted in a college environment



# Content Focus of Project Activities



## **Core Standards in Math and Language Arts**

### **Math Standards**

- Earlier introduction to Algebra I and II, data analysis, statistics and applied math concepts
- Real world application in Biology

### **English/Language Arts Standards**

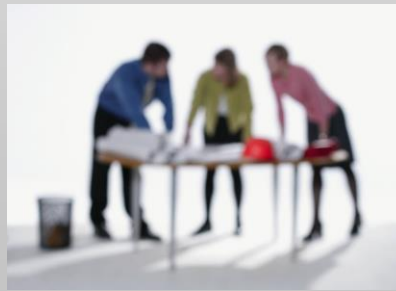
- Content literacy across all disciplines
- Reading and writing in domain specific categories (e.g. science, social studies)

### **Professional Development Needs**

- Summer 2015
- CPIP applications supporting new standards & PARCC assessments encouraged!

# Partner Planning

- **Must consult with LEA and school staff to plan**
- Cooperative planning agreements are required
- **Each partner must be involved in planning and prepared to support the project activities**
- Partner responsibilities should be clear





# MHEC Data Reporting

## Awards

- # of awards;
- avg. award;
- award range; and
- # IHEs

## Service Area

- # LEAs served;
- # high-need; and
- # schools served

## Participants

- how many, which subjects & grades;
- number of students, parents and/or teachers impacted;
- match forms
- pre-/post participant status; and
- student demographics



# Data & Reporting

## Collect data from the outset

- ➡ Project planning & adjustment
- ➡ Evaluation accuracy
- ➡ Interim & final report elements
- ➡ In-kind time and effort match monthly

## Interim & final reports

- ➡ Narrative & financial components



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# Questions?



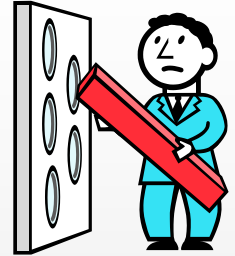
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# Preparing Your Proposal





# Fit & Focus



- Read the RFP from cover to cover.  
[www.mhec.state.md.us/grants/cpip/cpip.asp](http://www.mhec.state.md.us/grants/cpip/cpip.asp)
- Is your project a good fit for the specifics of THIS grant program?
- Does your project have a clearly expressed focus?
- Does it address the RFP requirements and priorities?



Browser address bar: <http://www.mhec.state.md.us/>

Search bar: Search

Navigation links: Problem Solver | Maryland.gov | Online Services | State Agencies | Phone Directory

# MARYLAND HIGHER EDUCATION COMMISSION

Site Map:

- Higher Education in Maryland
- Student Financial Assistance
- Career and Workforce Education
- Publications
- Press Room
- Higher Education Accomplishments
- Preparing for College
- On-line Services

Social media icons: Twitter, Facebook, RSS, YouTube

Image: Three people standing in front of a display

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### Students, Parents and Counselors

- > [Financial Aid Applications](#)
- > [Education Opportunities](#)
- > [Academic Common Market](#)
- > [Career Training](#)
- > [MD CAPS \(Student Inquiry\)](#)
- > [Advisor Tools](#)
- > [Veterans Benefits](#)
- > ["Money for College" Events](#)
- > [Student Guide to Transfer](#)
- > [Guia para estudiantes\(pdf\)](#)
- > [Colleges & Universities](#)

### Postsecondary Institutions

- > [Colleges & Universities](#)
- > [Planning & Academic Affairs](#)
- > [Education Search](#)
- > [Academic Approval Process](#)
- > [Programs Under Review](#)
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- > [MD Fire-Rescue Education](#)
- > [Career Training](#)
- > ["New Regulations" Out-of-State Online Registration](#)

### About MHEC

- > [Who We Are](#)
- > [Staff Directory](#)
- > [Meetings](#)
- > [State Plan for Higher Ed](#)
- > [Office for Civil Rights Report](#)
- > [Advisory Councils](#)
- > [Interagency Initiatives](#)
- > [Base Realignment & Closure \(BRAC\)](#)

Governor Martin O'Malley  
Lt. Governor Anthony G. Brown

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**MDCAPS**  
MARYLAND COLLEGE AID PROCESSING SYSTEM

**MHEC Announcements**

[View Your 2012-13 Award Status in MD CAPS](#)

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November 14, 2011, our new address is 6 N. Liberty St., Baltimore, MD 21201 | Phone: (410) 767-3301 | Toll Free: (800) 974-0203

**Maryland Higher Education Commission**

**Office of Outreach and Grants Management**



Browser window showing the Maryland Higher Education Commission (MHEC) website. The address bar displays <http://www.mhec.state.md.us/Grants/index.asp>. The page header includes the MHEC logo and the text "HIGHER EDUCATION COMMISSION". A search bar is visible in the top right corner.

The main content area is titled "Higher Education in Maryland" and features a sidebar with a "Site Map" and a list of links:

- > About
- > Commission Members
- > Colleges & Universities
- > Institutional Grants
- > Job Openings
- > OCR Plan
- > Planning and Academic Affairs
- > Academic Approval Process
- > New Programs Under Review
- > Academic Programs
- > Distance Education
- > Advisory Councils
- > Academic Common Market
- > Statistical Information
- > Student Guide to Transfer
- > Veterans Benefits
- > Base Realignment & Closure (BRAC)
- > Other Higher Ed Links

The main content area is titled "Office of Outreach and Grants Management" and contains the following text:

The Commission administers a number of educational grant programs funded by State general funds, special funds, and federal funds. The Office of Outreach and Grants Management issues requests for applications (RFAs) for grant projects and develops programs to implement the plan for postsecondary education in Maryland. The programs are designed to address the State's economic and workforce development needs, campus reform initiatives, student preparation for postsecondary education, faculty and student diversity goals, and teacher professional development objectives. View Office of Outreach and Grants Management [staff contact information](#).

For RFAs and additional information, see individual programs:

- [College Preparation Intervention Program \(CPIP\)](#)
- [Developmental Math Course Redesign Grant Program](#)
- [Health Personnel Shortage Incentive Grant](#)
- [Improving Teacher Quality State Grant](#)
- [Maryland College Access Challenge Grant Program](#)
- [Nurse Support Program II](#)
- [One Step Away Complete College Maryland State Grant Program](#)

MHEC provides a method that allows visitors to this web site to subscribe to an RSS, "Really Simple Syndication", Feed to obtain automatic notification when Grant content is updated.

Links: [RSS](#) [Institutional Grants](#)

# Application Format

## General Format Requirements

- Typed Arial, Calibri or similar 12 Point Font
- 8 ½ by 11-inch Pages, Numbered, One-inch Margins
- **15 page max.** length for application narrative
- Budget Summaries **must be in excel** format
- 4 copies and one original of application
- **Electronic submission**



# Application Format

## Application Format and Requirements

- 1. Cover Sheet\*
- 2. Abstract\*
- 3. Table of Contents
- 4. Application Narrative
- 5. Budget\* (Summary & Narrative)
- 6. Assurances\*
- 7. Cooperative Planning Agreement\*
- 8. Project Staff Résumé or CV

*\*Use forms provided in the RFP (Appendix C)*

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## **MUST Email**

- A **word/pdf.** of the entire Proposal Application
- A **word document** of the Abstract
- An **excel** of the Budget Summary

***DEADLINE APRIL 27, 2015 NO LATER THAN 4:00 PM***



# Original Signatures Required

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## Signature Level Requirements (Blue ink preferred)

- Proposal Application *requires V.P. LEVEL OR ABOVE*
- LEA Cooperative Agreement *requires SUPERINTENDENT'S Signature*
- College/University Cooperative Agreement *requires Department Chair or Higher*
- College Statement of Assurances (**college determines level**)



# Needs Assessment [10]

## Descriptive Overview

- General school info, target audience demographics, etc.

## Demonstrates Need

- Academic preparedness, college awareness and readiness, professional development gaps, etc.
- ***Central Office and school staff input***
- ***Supports application activities***

Provide **Baseline & Outcome Data Forms** for each project school only ***after*** receiving the CPIP award - **[forms due with the interim and final reports.]**.

# Project Objectives & Expected Outcomes

## [15]



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Indicates a focus that is in line with CPIP/GEAR UP goals; describes what the project will accomplish and the projected result (outcome statement)

### Projected Outcome Statement

#### **S**pecific

concrete, detailed, focused

#### **M**easurable

demonstrates clear impact (considers baseline data)

#### **A**chievable

can/will be done within the project period

#### **R**ealistic

do-able given the project scope, available resources, etc.

#### **T**ime-Bound

specified deadline, defined timeline





# DATA Measures

## COMMON MEASURES FOR COLLEGE ACCESS AND SUCCESS:

Provide **Baseline & Outcome Data Forms** for each project school only ***after*** receiving the CPIP award - **[form due along with the *interim and final reports*].**

### Measuring Impact & Evaluating Effectiveness







# Goal, Objective & Outcomes

**Goals** – (3) To improve preparedness for college by having students demonstrate a greater awareness of college admissions requirements and opportunities as measured through annual surveys or pre/post assessments

**Project Objective #1**- Academic Connections with Careers Program (ACCP) will increase the Bolt middle school students knowledge of the relationships between career goals, high school courses, postsecondary education and career choices.



# **Goal, Objective & Outcomes**

**Project Objective #2-** Academic Connections with Careers Program (ACCP) will increase student knowledge of professional behaviors such as, having a strong work ethic, wearing proper attire, and having a collegial viewpoint.

**Project Objective #3-** Academic Connections with Careers Program (ACCP) participants and their families will demonstrate a greater awareness of college admissions requirements and opportunities.



# Project Objectives & Expected Outcomes

## Project Objective #1

Academic Connections with Careers Program (ACCP) will increase Bolt middle school student's knowledge of the relationships between career goals, high school courses, postsecondary education and career choices.

- a) **Expected Outcome 1.1**: At least 80% of students will increase their pretest score by 20% on or before Jan. 2016
- b) **Expected Outcome 1.2**: At least 80% of students will complete 6 of 8 required monthly journals entries by Jan. 2016
- c) **Expected Outcome 1.3**: At least 90% of the . . .



# Management Plan [15]



## ✓ Work Plan

College partners' role  
LEA school role

## ✓ Project Staff Members' Responsibilities

Note commitments to other grants (state as a % of time)

## ✓ Management Actions - Timeline (chart)

Data collection (time and effort/in-kind match), recruitment, progress meeting, & reporting

## ✓ Key Personnel and Advisory Committee Charts



## Operation Plan

Project activity execution details, focus on the how, when, where, and by whom for each activity along with participant details (number & contact hours, recruitment)

VS



## Management Plan

The % of time college key staff & partners (who, what, how & when) will be responsible for the project activities, collaborating, sharing, match, evaluation, and reporting with a clear time table.



# Plan of Operation

## (Recruitment & Retention)

### Important Element of Cooperative Planning

Ask school staff about participation rates

### Plan Required

Specific to target audience (students, parents, teachers)

Recruitment must be carefully planned and implemented rigorously - takes planning and time, more time, more planning, and then some more time



# Plan of Operation

## (Activities - Examples)

- **Individualized Academic Support:**  
remediation and enrichment opportunities, SAT & ACT, dual enrollment, summer bridge programs
- **Creative Activities:**  
lesson plans that capture students' attention and encourage continued participation, internships, Blitz weeks
- **Professional Development:**  
Common Core Math/English or Language Arts Focus
- **Information Sessions for Parents:**  
campus and college classroom visits, financial aid workshops

# Project Evaluation [20]



## Vital Component

Data collection

Developed early, not just after the fact

Developed through cooperative planning

## Systematic Project Monitoring

Evaluation of goals and objectives Should enable project director(s) to make adjustments as needed

*Evaluation should not be costly*

Provide **Baseline & Outcome Data Forms** for each project school only ***after*** receiving the CPIP award - **[forms due with interim and final reports]**.



## **Budget [15]**

The budget summary and budget narrative should clearly link all costs to the project activities

- **Show all planned project expenditures**
- **Budget should be cost effective**  
Page 12 describes evaluation of cost effectiveness
- **Indirect costs cannot exceed 8%**
- **Submit electronically in excel format**



# Budget Narrative

- The budget narrative should explain the rationale for each line item of the budget summary
- Every item in summary should have a corresponding entry in the budget narrative
- Display calculations to show how the costs were derived

# Supporting Documents



- ✓ Assurances
- ✓ Cooperative Planning Agreement
  - States responsibilities of partners
  - Signed by all partners
- ✓ Curriculum Vitae or Resume

***Blue Ink***

***Original signatures***



# Application Review Process

- ✓ Application accuracy & completeness checked
- ✓ At least four reviewers read/score
- ✓ Reviewers discuss each proposal, assign a final rating & make funding recommendations
- ✓ Funding recommendations may include revised budgets and activities
- ✓ Applicants with overdue and missing reports from prior projects noted
- ✓ Secretary makes final decision



# Timeline

## **Technical Assistance**

Monday, March 2, 2015

Thursday, March 5, 2015

## **Application Packet Due**

**April 27, 2015 (4:00 pm)**

## **Award Notification & Projects Begin**

June 12, 2015

**December 11, 2015**

Interim Report Due

**June 30, 2016**

Grant Period Ends

**September 5, 2016**

Final Report Due



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# Proposal Tips



## Needs Assessment

Weak connections, lacks detail

Missing input from LEA central office staff, principal, teachers, etc.

## Objectives and Outcomes

Not **SMART** and/or Not ambitious

Extends beyond the scope of the project

State level goals regurgitated

## Plan of Operation

Activities do not support needs assessment

No or limited recruitment plan

Missing or inconsistent information



# Pitfalls

## Management Plan

Time commitment arbitrary or does not make sense

Staffing: Under/**Overstaffed**, Unqualified, etc.

## Budget

Excessive salaries

Roles and responsibilities listed

Includes supplies and/or equipment that is not tied to an activity

## Evaluation Plan

Lacks depth; inappropriate measures

## Incomplete Cooperative Planning Agreement





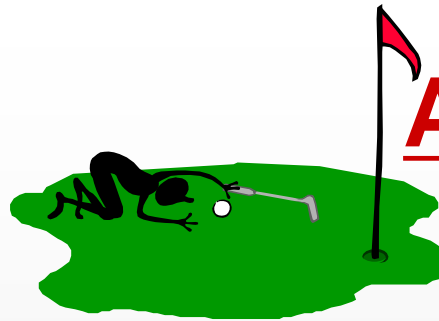
# Keys

- ❖ **Recruitment and Retention**
- ❖ **CPIP Staff/LEA Staff Relationship**
- ❖ **Transportation**





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# Alignment

- Does your application align with the professional development plans of the LEA (master plans, core standards implementations plan)?
- Does your project fit well with the school improvement plans of the schools you serve?
- Do project activities align with the Common Core Standards in Math and Language Arts?
- Does your project use research based best practices?



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# Questions?

# LEA Contacts



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## **Baltimore City Public Schools**

***Pauline D. Edwards, Director***

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200 E. North Avenue, Room 319  
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Phone: 410-396-8939

[pedwards@bcps.k12.md.us](mailto:pedwards@bcps.k12.md.us)

***April Bell, Director, College & Career Readiness***

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Baltimore, MD 21202  
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[aebell@bcps.k12.md.us](mailto:aebell@bcps.k12.md.us)

## **Dorchester County Public Schools**

***Richard Potter, College & Career Readiness Transition Specialist***

700 Glasgow Street – PO Box 619  
Cambridge, MD 21613  
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[potterr@dcpsmd.org](mailto:potterr@dcpsmd.org)

## **Kent County Public Schools**

***Dr. Virginia Newlin, Secondary Education***

5608 Boundary Avenue  
Rock Hall, MD 21661  
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[nnewlin@kent.k12.md.us](mailto:nnewlin@kent.k12.md.us)



# LEA Contacts

## **Prince George's County Public Schools**

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John Eager Howard Building  
4400 Shell Street  
Capitol Heights, MD 20743  
Phone: 301-669-6011 ext. 2304  
[edrika.hall@pgcps.org](mailto:edrika.hall@pgcps.org)

## **Wicomico County Public Schools**

***David Harner, District Coordinator, GEAR UP***

P.O. Box 1538  
Salisbury, MD 21802  
Phone: 410-677-5284  
[dharn@wcboe.org](mailto:dharn@wcboe.org)



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# **MHEC Contact Information**

**Dr. Mary Howlett-Brandon**

**Director, GEAR UP Project**

**[mary.howlett-brandon@maryland.gov](mailto:mary.howlett-brandon@maryland.gov)**

## **Maryland State Department of Education**

200 West Baltimore St. 410-767-0367

Baltimore Maryland 21201

# MHEC Contact Information



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