



Request for Application Dual Credit 2022-2024

The Pennsylvania Department of Education (PDE) Division of Instructional Quality is pleased to issue this request for application for eligible school entities to fund the creation or expansion of dual credit programs. This document describes the requirements applicants will be expected to meet and the criteria that will be used to award funding for this competitive grant.

Eligible school entities interested in applying must first indicate their interest between **Friday, February 17, 2023**, and **Friday, February 24, 2023**, by completing the form located [here](#). The form is also available at <https://forms.office.com/g/juEvYSas85>.

Eligible school entities who indicate interest will receive access to the grant application in eGrants. The application submission window will open at 12:00 AM on **Monday, February 27, 2023**, and will close at 11:59 PM on **Friday, March 10, 2023**.

Background and Guidelines

Effective with the 2022-23 school year, Pennsylvania law ([24 P.S. § 15-1525](#)) requires school entities to enter into agreements with IHEs approved to operate in Pennsylvania to allow students to earn college-level credit prior to graduating high school. These agreements are referred to as dual credit agreements because credit is earned at both the secondary school and the IHE.

In accordance with section 1525 of the Pennsylvania School Code ([24 P.S. § 15-1525](#)) all school districts, area career and technical schools, charter schools, cyber charter schools and regional charter schools must enter into at least one agreement with an institution of higher education (IHE) approved to operate in the commonwealth that allows secondary school students to attend the IHE while the students are enrolled in the school entity. A school entity may have agreements with more than one IHE; IHEs may have agreements with more than one school entity.

To support school entities with meeting these requirements and to increase access to dual credit coursework statewide, the PDE Division of Instructional Quality will award up to \$6.5 million in state funds to eligible school entities through a competitive grant process to create or expand dual credit programs that meet the guidelines listed in this RFA.

Eligible proposals will focus on addressing the goal of the Dual Credit grant which is to create or expand equitable and innovative dual credit opportunities for all secondary school students, all students enrolled in the school entity, including students experiencing educational instability, students enrolled in career and technical education programs, low-income students, and historically underserved student groups. Specifically, consideration will be given to proposals that include (but are not limited to) any of the following:

- 1) Creation or expansion of a dual credit program whereby secondary school students receive credits at or through an IHE approved to operate in the commonwealth and wherein credits earned by secondary school students are the same as those offered to postsecondary school students enrolled an IHE.
- 2) Creation or expansion of a dual credit program whereby secondary school students may use the credits earned at an IHE toward the completion of courses required for graduation at the school entity.

- 3) Creation or expansion of a dual credit program wherein courses are offered in-person, online, or a combination of in-person and online.
- 4) Creation or expansion of a dual credit program wherein the school entity pays for the tuition, fees, supplies, and/or other costs related to the secondary school student's enrollment in courses at an IHE.
- 5) Creation or expansion of opportunities for the school entity's teachers to become appropriately credentialed by an IHE to teach or facilitate IHE courses for secondary students, including completing coursework and/or professional development as required by an IHE for credentialing.
- 6) Expansion of the number of agreements with IHEs that offer dual credit opportunities to secondary school students. Funds received through this dual credit grant may be used to offset out-of-state IHE registration and approval fees [see [approval process](#)].

For the purposes of this grant application, expansion of a dual credit program includes, but is not limited to, the following:

- 1) Increasing the number of courses offered for dual credit with an approved IHE;
- 2) Increasing the number of students participating in dual credit opportunities, including students experiencing educational instability, students enrolled in career and technical education programs, low-income students, and historically underserved student groups;
- 3) Augmenting the modality or location of course offerings, to include on-line courses, hybrid courses, courses at the school entity, or courses at the IHE.

Eligibility

For the purposes of this grant, eligible applicants are Pennsylvania school entities as defined in section 1525 of the Pennsylvania School Code ([24 P.S. § 15-1525](#)) as school districts, area career and technical schools, charter schools, cyber charter schools, or regional charter schools.

Only one proposal will be accepted from each school entity. Applicants may not apply as a consortium.

Funding

Eligible grantees may receive a total award amount up to \$75,000 for expenditures realized between August 1, 2022, and June 30, 2024. Awards are contingent upon available funding.

Funds may be expended only for purposes identified in the proposal and approved by the Division of Instructional Quality. Funds expended beyond those identified and approved will not be reimbursed.

Applicants may request up to \$75,000. The Department reserves the right not to review applications whose request exceeds \$75,000.

Funds must be used in accordance with the criteria identified in section 1525 of the Pennsylvania School Code ([24 P.S. § 15-1525](#)) and fulfill the requirements of the guidelines set forth in this request for application.

Funding is not guaranteed. All grants are competitive and reviewed based on meeting the application requirements, statutory priorities, and scoring rubrics.

Eligible Expenses

Due to limited funding, only items directly related to eligible programs and activities covered in this request for application will be funded by the Dual Credit grant. Grant funds paid to the school entity may not be used for direct salaries or fringe benefits. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.

Review Process

Applications will be reviewed on a competitive basis by a team selected by the Division of Instructional Quality. Applications will be reviewed for:

- 1) **Alignment** of goals and objectives in the proposal to the Dual Credit grant;
- 2) **Clarity** of narrative describing programming for which funding will be used, including details of how the proposed program will positively impact the school entity's students and the school entity's plans for executing the proposed goals/objectives;
- 3) **Expansion** of dual credit opportunities for all students enrolled in the school entity, including students experiencing educational instability, students enrolled in career and technical education programs, low-income students and historically underserved student groups;
- 4) **Correlation** of detailed budget information with the goals and objectives of the proposal;
- 5) **Viability** of expected outcomes and alignment to program creation or expansion; and
- 6) **Accuracy** of the information submitted.

Applications that do not include all the required information as stated on the application will not be considered for funding. All qualifying applications will be reviewed and scored based on a rubric. Each application will be scored twice by unique grant evaluators.

Scoring

Grant submission will be scored based on the degree to which the proposed creation or expansion of a dual credit program meets an expressed school entity need and is both equitable and innovative. The application will provide the applicant an opportunity to share relevant demographic details about the LEA, to describe the current dual credit program options, and to offer details about the form and function of the proposed program.

The following criteria will be evaluated to rank and score applications:

- 1) **Goals and Objectives** (15 points) – Goals and objectives of the program are clearly stated and explain how funding will increase equitable access to dual credit coursework for all students, including underrepresented student groups.
- 2) **Proposal Narrative** (40 points) – The proposal includes a detailed description of the program, fully addressing each component of the grant application.
- 3) **Budget Information** (25 points) – Budget information is aligned to the program's

goals and is accurate and itemized using a per-unit cost and total expenditure.

- 4) **Expected Program Outcomes and Assessment** (20 points) – Outcomes are stated in measurable terms, including baseline information, and expected improvement, and there is a clear plan for assessing the impact of the program being funded through the grant.

Award and Disbursement of Funds

Grant awards are projected to be announced in March 2023. Grantees will subsequently be required to sign a grant agreement with the Division of Instructional Quality. Expenditures to be reimbursed under the grant will be retroactive to August 1, 2022. All grant funds must be expended by June 30, 2024.

The PDE Division of Instructional Quality will seek repayment of funds if it determines that funds were not utilized for the original stated and approved purpose. All unused grant funds must be returned to the Division of Instructional Quality with the final report.

Program Reporting and Evaluation

The PDE Division of Instructional Quality may at any time visit and/or contact grantees to review grant progress and ensure compliance with the grant terms. Grantees are expected to participate in any Pennsylvania Department of Education grant evaluation research, including staff interviews/surveys and student surveys.

Upon completion of the grant, grantees will be required to submit a final report on forms supplied by the Division of Instructional Quality. In addition to a fiscal report, grantees will also be required to indicate the number of students who participated in the dual credit coursework, disaggregated by student group. Final reports and correlating invoices/receipts must be submitted no later than July 30, 2024.

Program Changes

All requests for changes to the approved grants and budget must be submitted to and approved by the PDE Division of Instructional Quality in writing no later than June 30, 2023. The Division of Instructional Quality must approve any program changes, or the grant will be rescinded.

Technical Assistance

Contact the Division of Instructional Quality at RA-EDInstructionalQuality@pa.gov for technical assistance or with questions related to the grant application.

eGrants questions should be addressed to ra-eGrantshelp@pa.gov. Please ensure that staffing changes are communicated in order to maintain access to the eGrants system.

Interested applicants must first submit the [online Letter of Interest form](#) between February 17, 2023, and February 24, 2023, to apply. Then, applications will be accepted in eGrants beginning February 27, 2023, and ending March 10, 2023. Submissions received after **March 10, 2023**, at 11:59 PM will not be considered.