

Funding Opportunity

Applications Due: **Monday, January 13, 2025, at 4:00 pm**

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| --- |
| FAFSA/CASFA Completion Grant (PWRCE)Pursuant to HB22-1366 |



**Program Questions:**

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**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the FAFSA/CASFA Completion Grant (PWRCE) must be submitted through** [**the online application form**](https://app.smartsheet.com/b/form/a12816080d86422c9c2e2eb21c1e4640)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**FAFSA/CASFA Completion Grant (PWRCE)**

**Applications Due: Monday, January 13, 2025, by 4:00 pm**

# Introduction

[HB22-1266](http://leg.colorado.gov/bills/hb22-1366) Established “the postsecondary, workforce, career, and education grant program in the department of education (CDE) to provide grants to local education providers to improve the training of school educators and administrators, to support students and families in developing career and education plans for after high school, and to increase the number of students for whom applications for free financial aid are completed.”

Research[[1]](#footnote-2) shows that education and training that culminates in credentials - such as industry certificates, trade school certificates, apprenticeships, associate degrees, and bachelor's degrees, among other business and industry-based experiences - are necessary to earn a living wage in Colorado. Completion of federal or state financial aid applications supports access to these career pathway options, as they are vehicles to support paying for tuition, fees, equipment, and other expenses associated with additional training beyond high school.

Understanding how to access these career-aligned resources and supports is integral to navigating training and education resources for students and families. Financial literacy education and Colorado's Individual Career and Academic Planning (ICAP) process can help families understand how to obtain federal or state financial aid to support students in pursuing additional education and career training.

Research[[2]](#footnote-3) shows that students and families who do not complete financial aid forms do so for one or more of the following reasons:

* They are unaware of the true cost of postsecondary options and are unaccustomed to searching for available resources;
* They have a false belief that grants or scholarships are unavailable based on family resources and income levels;
* Students and families often do not realize they have the required tax information necessary to complete the forms;
* They fear incurring debt for postsecondary education.

Completing federal and state financial aid applications requires support to students and their families, from K-12 college and career readiness programs, and higher education institutions for academic and workforce training.

* When Colorado students access federal dollars to pursue postsecondary education and/or a credential, they increase their earning potential and magnify the impact of state investments in higher education. It is estimated that more than $30 million in federal resources could be leveraged each year by Colorado students completing federal and state financial aid applications.
* In 2024, the Free Application for Federal Student Aid (FAFSA) will be simplified, reducing the number of questions from 100 to 30 and reducing the financial information needed through the federal "FAFSA Simplification Act";

See **Appendix A** for a list of definitions of terms associated with this grant program.

# Purpose

The department shall distribute the grant funds for the following purposes related to federal student aid (FAFSA) and state student aid (CASFA):

* Developing and distributing information to students, families, and school leaders about the FAFSA and CASFA application process and the benefits of completing each application;
* Developing and distributing information to students and families regarding the steps required to complete the FAFSA and CASFA applications;
* Organizing and hosting opportunities for students and families to meet with stakeholders who assist in completing the FAFSA and CASFA applications;
* Training school counselors and other educators on best practices to support students and families with filling out the FAFSA and CASFA applications, with an emphasis on supporting communities that have historically low completion rates of the FAFSA and applications for state student aid;
* Incorporating completion of applications for FAFSA and CASFA into individual career and academic plans (See [22-32-109](https://codes.findlaw.com/co/title-22-education/co-rev-st-sect-22-32-109.html) and [22-30.5-525);](https://codes.findlaw.com/co/title-22-education/co-rev-st-sect-22-30-5-525.html)
* Collaborating with the department of higher education's efforts (see [23-3.3-1007](https://leg.colorado.gov/sites/default/files/documents/2021A/bills/2021a_1330_rev.pdf)) to support local education providers in exploring postsecondary options; and
* Collaborating or partnering with nonprofit organizations to support local education providers and students with education and completion of student applications for FASA and CASFA.

# Eligible Applicants

Local Education Providers (LEPs) are eligible to apply for this opportunity. An eligible LEP is:

* A School District;
* A Board of Cooperative Services (BOCES);
* A Charter School authorized by a School District; or
* A Charter School authorized by the Charter School Institute.

Applications will not be accepted from individual non-charter schools and must be submitted through the district or BOCES. A charter school’s authorizer (district/CSI) will be the fiscal agent, if funded (see Charter Schools section below).

LEP’s with school(s) demonstrating high need based will receive priority consideration in the distribution of available grant funding. Priority will be given to:

* High schools with less than a 66% rate postsecondary credential attainment in high school;
* District/BOCES/charter high schools with less than 75% federal and state financial aid application completion rates;
* High schools with free and reduced-price lunch rates higher than the K-12 2022-2023 state average of 40.2%; and
* High schools located in a rural or small rural setting based on [CDE’s Rural and Small Rural Designation](https://www.cde.state.co.us/cdeedserv/cderuraldesignationlist).

 The department will provide technical assistance to any local education providers requesting support.

**Charter Schools:**

Pursuant to [C.R.S. 22-30.5-104 (11)](https://advance.lexis.com/documentpage/?pdmfid=1000516&crid=f793ddcd-a668-40c2-88c9-13152b4e624f&nodeid=AAWAAEAACAACAAE&nodepath=%2FROOT%2FAAW%2FAAWAAE%2FAAWAAEAAC%2FAAWAAEAACAAC%2FAAWAAEAACAACAAE&level=5&haschildren=&populated=false&title=22-30.5-104.+Charter+school+-+requirements+-+authority+-+rules+-+definitions.&config=014FJAAyNGJkY2Y4Zi1mNjgyLTRkN2YtYmE4OS03NTYzNzYzOTg0OGEKAFBvZENhdGFsb2d592qv2Kywlf8caKqYROP5&pddocfullpath=%2Fshared%2Fdocument%2Fstatutes-legislation%2Furn%3AcontentItem%3A65MT-X293-CGX8-0095-00008-00&ecomp=8gf59kk&prid=b437b07b-e138-4d15-acfc-74ff860597f5), a charter school may choose to apply apart from their authorizer for a competitive grant program created by a federal or state statute or program. The charter school is considered the LEP only for the purposes of applying and determining eligibility. A charter school’s authorizer will be the fiscal agent, if funded.

* A charter school that applies for a grant shall provide to its authorizing district:
	+ A copy of the grant application at the time the application is submitted to CDE; and
	+ If the charter school receives the grant moneys, a summary of the grant requirements, a summary of how the charter school is using the grant moneys, and periodic reports on the charter school’s progress in meeting the goals of the grant as stated in its application.
* If a charter school intends to apply for a grant that the school’s authorizing school district is also intending to apply for, the charter school shall seek to collaborate with the school district in the application and to submit the application jointly. If the charter school and the school district are unable to agree to collaborate in applying for the grant, the charter school may apply for the grant independently or in collaboration with other charter schools.

# Available Funds and Duration of Grant

Approximately $262,000 is available to be spent from January 1, 2025, through June 30, 2025, with funding contingent on approval of appropriations from the State Legislature. Additional grant funding for subsequent years will be contingent upon annual appropriations by the State Legislature, and upon the grantee meeting all grant, fiscal, and reporting requirements. Funded applicants for the 2024-2025 school year are not guaranteed any additional funding beyond the 2024-2025 year at this time. Funds must be expended by **June 30, 2025.** There will be no carryover of funds beyond June 30, 2025.

An expected range for funding requests is $1,500 - $15,000 per year per application ($3,000 - $30,000 over the term of the grant). The Grant Code for this funding is 3284.

# Allowable Use of Funds

A Local Education Provider that receives a grant under the program shall use the money for the following purposes:

* Developing and distributing information about financial aid for postsecondary options, including steps to complete the federal and state financial aid applications to students, families, and educators;
* Training school counselors and other educators on best practices to support students and families with filling out federal and state financial aid applications with an emphasis on supporting communities that have less than 75% completion rates on federal and state financial aid applications and free and reduced-price lunch rates higher than the 2022-2023 K-12 state average of 40.2%;
* Organizing and hosting opportunities for students and families to meet with stakeholders who assist in completing the FAFSA or applications for state student aid, which may include food; and
* Updating the local education provider's individual career and academic plan process with financial aid information and completion of the application forms.

**Note:** Funding may not be used for student stipends, hiring for district positions, travel expenses up to $125 per student, not to exceed 25% of the total funding per year, or supplanting current programming or software.

**Matching Funds:** Applicants may demonstrate the use of matching funds for grant activities. Federal funds may not be used for matching funds. The matching funds can come from state dollars, local government dollars, private dollars, or in-kind support. Matching funds may include both in-kind and cash matches. Examples of in-kind matches are salaries (staff stipends), computers, or telephones for newly hired school health professionals.

# Evaluation and Reporting

Each Education Provider that receives a grant through the FAFSA/CASFA Completion Grant is required to report, at a minimum, the following information to the Department on or before **September 1, 2025**, and on or before September 1 each year thereafter for the length of the grant. See **Appendix B** for more details on the End-of Year Program Report.

* A comparison of the number of students who completed federal and state financial aid applications for the year prior to receipt of the grant, if available, and the number of students who completed federal and state financial aid applications for each of the three years the education provider receives the grant;
* A comparison of the number of students who were awarded postsecondary credentials while in high school for the year prior to receipt of the grant, including the kind or credential received, if applicable. And the number of students who were awarded postsecondary credentials for each of the three years the education provider receives the grant; and
* Fiscal reporting required by CDE’s Grants Fiscal Management Office.

CDE will also complete a comparison of the dropout rates, and the college matriculation and remediation rates, if applicable, at the high schools served by the grant for the year prior to receipt of the grant and the three years the local education provider receives the grant. This data will be pulled by CDE through other collections. Grantees do not need to supply this data. Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through the FAFSA/CASFA Completion Grant. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Application Assistance

An application information webinar was held in October 2022 and the recording is available [CDE’s PWRCE Grant webpage](https://www.cde.state.co.us/postsecondary/financialaidfafsa). A program FAQ is also posted on this webpage.

# Review Process and Timeline

Applications will be reviewed by CDE staff to ensure they contain all required components. Applicants will be notified of final award status no later than **January 2025**

**Note:** This is a competitive process – applicants must score at least 16 points out of the 27 possible narrative points to be approved for funding. Applications that score below 16 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

Completed applications (including all required elements outlined below) must be submitted through the [online application form](https://app.smartsheet.com/b/form/a12816080d86422c9c2e2eb21c1e4640) by **Monday, January 13, 2025 by 4:00 pm**.

Within the online application, applicants will complete Part I with their applicant information and upload attachments as described in the Required Elements section below. Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your submission from the application system within 24 hours after the deadline, e-mail CompetitiveGrants@cde.state.co.us. Application materials and budget are available for download on [CDE’s PWRCE Grant webpage](https://www.cde.state.co.us/postsecondary/financialaidfafsa).

# Application Format

* The total narrative (Sections A-B) of the application cannot exceed three pages. See below for the required elements of the application. **Note:** Application narratives that exceed three pages will not be reviewed. If you need any clarification at all about what the page limit will or will not include, please reach out to the application contacts prior to submitting.
* **All narrative response pages must be standard letter size, 8-1/2” x 11”, using no smaller than 12-point font, single-spaced, with 1-inch margins, and numbered pages.**
* The Program Assurances Form must include signatures from the lead organization/fiscal agent. If grant application is approved, funding will not be awarded until all signatures are in place.

Attachments or addendums cannot be utilized to address the required elements or be factored into the scoring and are therefore discouraged.

# Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part III (pages 10-11).

|  |  |
| --- | --- |
| **Complete responses in the** **[online application form](https://app.smartsheet.com/b/form/a12816080d86422c9c2e2eb21c1e4640):** | **Part I: Applicant Information** |
| **Upload these documents in the** [**online application form**](https://app.smartsheet.com/b/form/a12816080d86422c9c2e2eb21c1e4640)**:**1. Part II: Program Assurances Form2. Application Narrative Cannot exceed three pages.3. Budget Workbook Submit in Excel format in [original CDE template](https://www.cde.state.co.us/postsecondary/financialaidfafsa). Does not count towards page limit. | **Part II: Program Assurances Form** |
| **Part II: Application Narrative**Section A: Current ProgrammingSection B: Implementation |
| **Budget Workbook** |

**FAFSA/CASFA Completion Grant (PWRCE)**

**Applications Due: Monday, January 13, 2025, by 4:00 pm**

# Part I: Applicant Information

All elements of Part I will be completed in the online application form. The online system does not save works in progress so applicants may wish to complete their information in this document and copy responses into the online application.

**Submit all application materials through the** [**online application form**](https://app.smartsheet.com/b/form/a12816080d86422c9c2e2eb21c1e4640)**.**

|  |
| --- |
| **Lead Local Education Provider (LEP) Information**For Charter School applicants, please enter your authorizing district’s or CSI’s details in the LEP/BOCES Information section.Specific school information will be captured below. |
| **LEP Name:** |  | [**Four-Digit LEP Code**](https://www.cde.state.co.us/datapipeline/org_orgcodes): |  |
| **Mailing Address:** |  |
| **Type of Education Provider**[check box below that best describes your organization or authorizer] |
| [ ]  School District [ ]  BOCES [ ]  District Charter School [ ]  CSI Charter School |
| **Region**[indicate region of Colorado this program will directly impact] |
| [ ]  Metro [ ]  Pikes Peak [ ]  North Central [ ]  Northwest[ ]  West Central [ ]  Southwest [ ]  Southeast [ ]  Northeast |
| **Requested Funding**[confirm that this amount matches your Budget Workbook] |
| **Total Requested Funding (January 1, 2025 – June 30, 2025):** | $ |
| **Does the applicant intend to provide matching funds to augment any grant money received from the program and the anticipated amount and source of those funds.** | [ ]  No [ ]  Yes - If yes, describe source and amount. |
| Authorized Representative InformationFor Charter School applicants, the Authorized Representative and Fiscal Manager will be contacts from your authorizing district/CSI. |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Program Contact Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Fiscal Manager Information** |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Recipient Schools**For each participating school, provide the following information:* School Name;
* Four-Digit School Code;
* The school’s 21-22 postsecondary credential attainment rate (while in high school); and
* The school’s 21-22 financial aid application completion rate.
 |
| School Name – 0000 – 48% – 67%;School Name – 1111 – 70% – 80%;School Name – 2222 – 54% – 70%; etc. |

# Part II: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application for the **FAFSA/CASFA Completion Grant (PWRCE)**, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | ,  | (district/BOCES/CSI) |

hereby agrees to the following assurances:

1. The grantee will annually provide the Colorado Department of Education the evaluation information required in the End-of-Year Report (**Appendix B**) of the Request for Applications.
2. The grantee will work with and provide requested data to CDE for the FAFSA/CASFA Completion Grant (PWRCE) within the time frames specified.
3. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funds will be used to supplement and not supplant any funds currently being used to provide FAFSA/CASFA Completion Grant (PWRCE) services and grant dollars will be administered by the appropriate fiscal agent.
5. Funded projects will maintain appropriate fiscal and program records and fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
6. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
7. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
8. As necessary, the grantee will update their Individual Career and Academic Plan (ICAP) process to accommodate requirements pursuant to section 22-2-136 (1), including financial aid form information, or financial literacy curriculum pursuant to section 22-2-127.

The Colorado Department of Education (CDE) may terminate a grant award upon thirty days’ notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by CDE before modifications are made to the expenditures. Contact Werner Hagemann hagemann\_w@cde.state.co.us and Cassandra Córdova cordova\_c@cde.state.co.us for any modifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Organization Board President(School Board, BOCES, Charter School) |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Organization Authorized Representative(Superintendent, Charter School Institute, BOCES Executive Director) |  | Signature |  | Date |
|  |  |  |  |  |
| Name of LEP Program Contact |  | Signature |  | Date |

**Note:** If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

# Part III: Narrative Criteria and Evaluation Rubric

Parts I-II: Application Introduction [Not Scored]

Applicant Information and Assurances

**Part III: Narrative** [27 Points]

The following criteria will be used by reviewers to evaluate the application. For the application to be recommended for funding, it must receive at least 16 points out of the 27 possible narrative points and all required elements must be addressed. An application that receives a score of zero on any required elements will not be funded without revisions.

**Scoring Definitions**

Minimally Addressed or Does Not Meet Criteria - information not provided

Met Some but Not All Identified Criteria - requires additional clarification

Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response

Met All Criteria with High Quality - clear, concise, and well thought out response

|  |
| --- |
| **Priority Considerations**CDE will verify and award points for meeting the Priority Considerations criteria. Applicants with multiple schools must have all participating schools meet the criteria for the priority points to be awarded. **Please ensure that data regarding postsecondary credential attainment rates and financial aid application completion rates are included and complete for each participating school in Part I of your application.** |
| Applicant is serving high schools with postsecondary credential attainment rates while in high school below 66%. | Applicant is serving high schools with federal and state financial aid application completion rates below 75%. | Applicant is designated as rural or small rural based on [CDE’s Rural and Small Rural Designation](https://www.cde.state.co.us/cdeedserv/cderuraldesignationlist). | Applicant has a [Free and Reduced Price Lunch rate](https://www.cde.state.co.us/cdereval/pupilcurrent) at or above the K-12 22-23 state average of 40.2%. |
| 2 | 2 | 2 | 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A: Current Programming** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the applicant’s use of current or potential programs related to Postsecondary and Workforce Readiness and the Individual Career and Academic Planning (ICAP) process. Describe the applicant’s use of district- or school-level existing and potential programming for postsecondary and workforce readiness.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe current or future partnerships with Institutions of Higher Education (IHEs) or postsecondary service providers in Colorado that the applicant has established or is committed to establishing that support and increase:
	1. The capacity and effectiveness of career counseling, and
	2. Postsecondary preparation services provided to students enrolled in or receiving education services from the education provider.
 | 0 | 1 | 3 | 5 |  |
| **Section A Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section B: Implementation** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Provide at least one, and no more than two, goals related to the plan and program activities. Utilize the [SMART](https://www.ucop.edu/local-human-resources/_files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf) goal format. Goals should be outcome-focused.
 | 0 | 1 | 3 | 5 |  |
| 1. Provide the local education provider's plan for use of the grant funds, including the extent to which the grant money will be used to support at least one of the following activities:
	1. Increase the number of students who complete federal and State financial aid applications at the local education provider's high schools served by the grant;
	2. Provide professional development for school counselors and other educators on work-based learning,
	3. Integration of postsecondary options into the Individual Career and Academic Planning (ICAP) process for students.
 | 0 | 1 | 3 | 5 |  |
| 1. Provide a detailed timeline of activities for the grant using the below table format. **Note:** The performance period is January 2025 – June 2025
 | 0 | 1 | 3 | 5 |  |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategies /Activities** | **Interim Benchmarks** | **Timeline** | **Person(s) Responsible** |
|  |  |  |  |

 |
| **Section B Total** | **/15** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section C: Budget Workbook** | **Not****Provided** | **More Information****Needed** | **Complete** | **TOTAL** |
| 1. Budget Workbook met the following criteria:
	1. Information is provided to demonstrate the expenditures are reasonable and applicant provided details on how costs were determined.
	2. Workbook is provided in the correct CDE template.
 | 0 | 1 | 2 |  |
| **Section C Total** | **/2** |

**FAFSA/CASFA Completion Grant (PWRCE)**

# Application Scoring

CDE Use Only

|  |  |  |
| --- | --- | --- |
| **Part I:** | **Application Introduction** | Not Scored |
| **Part II:** | **Narrative** |  |
|  | Section A: | Current Programing | /10 |
|  | Section B: | Implementation | /15 |
|  | Section C: | Budget Workbook | /2 |
|  |  | Subtotal: | /27 |
|  |  | Priority Considerations: | /8 |
| **Total:** | **/35** |

**GENERAL COMMENTS:** Indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

**Strengths:**

**Weaknesses:**

**Required Changes:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECOMMENDATION:** | Funded |  |  | Funded with Changes |  |  | Not Funded |  |

# Appendix A: Definition of Terms

**Colorado Application for State Financial Aid (CASFA)** – Students who do not qualify for federal aid use the Colorado Application for State Financial Aid to access state aid for education and training programs. Please see the qualifications on the [CASFA website](https://studentaid.gov/h/apply-for-aid/fafsa).

**Free Application for Federal Student Aid (FAFSA)** – Students use the Free Application for Federal Student Aid to apply for financial aid for education and training programs. Please see the [Federal Student Aid website](https://studentaid.gov/h/apply-for-aid/fafsa).

**Free Application for Federal Student Aid (FAFSA) Completion Project** – Access FAFSA completion data for schools and districts on the Department of Higher Education (CDHE) website for the [FAFSA Completion Project](https://fafsa.highered.colorado.gov/Reports/Summary), or [Federal StudentAid.Gov FAFSA Completion](https://studentaid.gov/data-center/student/application-volume/fafsa-completion-high-school).

**Financial Literacy** – Includes an understanding of how to access career-aligned resources and supports, and how to help students and families understand and obtain federal and state financial aid for education and career training beyond high school.See also [CDE financial literacy webpage](https://www.cde.state.co.us/cofinancialliteracy).

**Individual Career and Academic Plan (ICAP)** – The Individual Career and Academic Plan is a multi-year process that intentionally guides students and families in the exploration of career, academic, and postsecondary opportunities. With the support of adults, students develop the awareness, knowledge, attitudes, and skills to create their own meaningful and powerful pathways to Postsecondary and Workforce Readiness (PWR). According to [HB22-1366](https://leg.colorado.gov/sites/default/files/2022a_1366_signed.pdf), local boards will also incorporate the availability and importance of completing financial aid forms and financial planning into the ICAP process. Please see [CDE’s ICAP webpage](https://www.cde.state.co.us/postsecondary/icap).

**Local Education Provider (LEP)** – Means a school district, a charter school authorized by a school district (part 1 of Article 30.5 of Title 22), a charter school authorized by the state Charter School Institute (par 5 of Article 30.5 of Title 22), or a Board of Cooperative Educational Services (BOCES) created and operating to Article 5 of Title 22 that operates one or more public schools.

**Postsecondary and Workforce Readiness, Career, and Education Grant Program (PWRCE)** – Provides grants to local education providers to improve the training of school educators and administrators, to support students and families in developing career and education plans for after high school, and to increase the number of students for whom applications for free financial aid are completed.

**Postsecondary and Workforce Readiness (PWR)** – “Colorado high school graduates demonstrate the knowledge and skills (competencies) needed to succeed in postsecondary settings and to advance in career pathways as lifelong learners and contributing citizens." (Adopted by the Colorado State Board of Education and Colorado Commission on Higher Education, Winter 2016).

**Postsecondary Credentials** – Includes industry certificates, trade school certificates, apprenticeships, associate degrees, and/or bachelor’s degrees.

# Appendix B: End of Year Report

Each local education provider that receives a grant through the program will be required to report, at a minimum, the following information to the Department on or before **September 1 each year of the grant:**

* The manner in which the grant recipient used the grant money received for each of the three years the education provider receives the grant.
* The number of students who completed federal and state financial aid applications for the year prior to receipt of the grant, if available, and the number of students who completed federal and state financial aid applications for each of the three years of the grant.
	+ For Federal completion rates, access updated information from the [FAFSA Completion Project (Colorado Department of Higher Education)](https://fafsa.highered.colorado.gov/Reports/Summary) or [StudentAid.Gov FAFSA Completion.](https://studentaid.gov/data-center/student/application-volume/fafsa-completion-high-school)
* The number of students who were awarded postsecondary credentials while in high school for the year prior to receipt of the grant, including the kind of credential received, if applicable. And the number of students who were awarded postsecondary credentials, including the kind of credential received, for each of the subsequent years of the grant.
	+ Examples include: industry certificates (district determined and/or from the [CDIP list of approved programs](https://public.tableau.com/app/profile/dhe.state/viz/2022-2023CareerDevelopmentIncentiveProgramApprovedProgramList/Story3#1**)), trade school certificates, apprenticeships, associate degrees, and/or bachelor’s degrees. The student must be awarded the credential before graduating high school.

CDE will also complete a comparison of the dropout rates, and the college matriculation and remediation rates, if applicable, at the high schools served by the grant for the year prior to receipt of the grant and the three years the local education provider receives the grant. This data will be pulled by CDE through other collections. Grantees do not need to supply this data.

An end-of-year reporting template will be available on or before February 1 on [CDE’s PWRCE Grant webpage](https://www.cde.state.co.us/postsecondary/financialaidfafsa).

1. https://cwdc.colorado.gov/resources/colorado-talent-pipeline-report [↑](#footnote-ref-2)
2. https://www.insidehighered.com/admissions/article/2021/04/12/why-students-dont-fill-out-fafsa [↑](#footnote-ref-3)