

Program and Project Support  
Certificate Courses for High School Students and Adults  
Release Date: May 30, 2024  
Proposal Submission Window: May 31, 2024– June 7, 2024

I. Background

Section 381.410 of House Bill 33 of the 135<sup>th</sup> General Assembly appropriated \$300,000 in fiscal years 2024 and 2025 to award competitive grants to state institutions of higher education, in collaboration with community centers, summer camps, or chartered nonpublic schools, to provide certificate courses for high school students and adults. If the institution's application is selected by ODHE, then the institution will enter into an award agreement that governs the use of funds.

II. Eligibility

State institutions of higher education as defined by section 3345.011 of the Ohio Revised Codes in collaboration with community centers, summer camps or chartered nonpublic schools are eligible to apply.

III. Application criteria

Applications are required to address the following competitive criteria in a proposal:

1. Description of planned collaboration with community centers, summer camps, or chartered nonpublic schools to provide certificate courses for high school students and adults. (10 points)
2. Description including length of time of an existing partnership providing certificate courses in collaboration with community centers, summer camps or chartered nonpublic schools. (10 points)
  - a. Include the number of high school students and adults currently enrolled in certificate courses, if applicable.
  - b. Number students completing certificate courses in past two years, list courses and numbers of students.
  - c. Preference will be given to institutions that have already formed such partnerships.
3. Recruitment plan specific to both high school students and adults for the offered certificate courses. (10)
  - a. The number of students expected to enroll during the award period.
4. Program management plan, including roles and responsibilities of key personnel. (5 points)
5. List of certificates to be provided and description of how each specific certificate(s) will help advance a student or adult's career or educational plans. (5 points)
6. Number of students to be served over the course of the grant period/with the requested funding. (5 points)
7. Budget narrative, describing the reasonableness of costs, planned expenditures in alignment with submitted workbook, and relationship to described certificate courses. (3 points)

8. Project timeline with monthly description of planned activities to expend funding. (2 points)

IV. Anticipated Awards

The total of all awards under the program will not exceed \$600,000 which is the total funding available. The Chancellor is not obligated to expend all funds set aside for this initiative; an institution may request up to \$150,000. An institution's total expenditures may occur throughout the award.

V. Eligible Expenses and Project Term

Awards under the grant program are to be expended for costs related to providing the certificate courses in collaboration with community centers, summer camps or chartered nonpublic schools. Eligible costs could include and are not limited to faculty, supplies, scholarships, and transportation; indirect costs related to the program are not an eligible expense.

The program award period will last until June 30, 2025.

VI. Application Contact

Any questions or concerns regarding this application should be sent via e-mail to [workforcerlf@highered.ohio.gov](mailto:workforcerlf@highered.ohio.gov) by June 3, 2024. Answers to these questions will be posted at <https://highered.ohio.gov/educators/grant-resources/grants-rfps> by June 5, 2024.

VII. Application Review Process and Timeline

Applicants are responsible for the submission of applications within the time frame set by the Chancellor. Applications become property of the Chancellor and are subject to public record laws of the state.

Accepted applications will be evaluated using competitive criteria. After considering the recommendations of reviewers, the Chancellor shall make the final determination regarding which applications will receive funding.

The Chancellor may revise the schedule and any changes will be communicated to the applicants. Information regarding the program will be posted at: <https://highered.ohio.gov/educators/grant-resources/grants-rfps>

VIII. Application Submission

Once an institution completes an application, it may be submitted as one electronic PDF file and Excel workbook to <https://rfp.ohiohighered.org/>.

Legal Notices:

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement amendment with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to reissue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The State reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

Funding decisions are final. Applicants will be notified of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State's knowledge, the information provided is accurate.

However, the State does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

All information submitted in response to this RFA become property of ODHE and is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act, as defined in Section 149.43 of the Ohio Revised Code: All Lead Respondents are strongly discouraged from including in a application any information that the Lead Applicant considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code. The institution or business asserting trade secret bears the responsibility to take formal action if necessary and defend such assertion. Otherwise, public records laws may require disclosure.