I-BEST DEVELOPMENT AND EXPANSION ALLOCATION APPLICATION

2023-26 ALLOCATION GUIDELINES

Workforce Education Department

Washington State Board for Community and Technical Colleges

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The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	April 20, 2023
Applications due in OGMS	June 1, 2023
Allocations begins	July 1, 2023
Interim reports due	July 31, 2024, 2025
Final report due	July 31, 2026

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Application Guidelines

Who May Apply

The 2023-26 Integrated Basic Education and Skills Training (I-Best) Development and Expansion Allocation is open to all 34 Washington State Community and Technical Colleges. This is a competitive application and funding will be allocated to colleges based on outlined criteria.

Purpose of Funding

The purpose of the 2023-26 I-BEST Development and Expansion Allocation is to increase I-BEST enrollments system-wide by 120 full-time equivalent students (FTES) annually over the next three years (3-yr. total 360 FTES) through development, implementation, and expansion of new and existing Professional Technical, Professional Technical Expansion, and Academic I-BEST programs in Washington State Community and Technical College System. SBCTC will award funding annually for all three years of the funding cycle (FY24 through FY26) to selected colleges. SBCTC anticipates conducting another RFA for the next three-year funding cycle (FY27 through FY30) at which time all colleges will be invited to apply again. Colleges selected for the first funding cycle must reapply if they wish to be considered to receive funding for additional I-BEST expansion.

Use of Funding

Funding is to be used for I-BEST expansion, and may include the following:

- The development, implementation, and scaling of new and existing Professional Technical, Professional Technical Expansion, and Academic I-BEST programs in Washington State Community and Technical College System.

- Increasing access to I-BEST programming for underrepresented populations in high-demand occupations or academic transfer degree pathways.

- Team teaching training and faculty planning and development.

- Development of integrated/contextualized basic skills and content area outcomes.

- Recruitment and navigational support to students.

- Faculty salary and benefits.

- Activities related to research, data collection, and effective educational practice that include diversity, equity, and inclusion strategies.

Application Process

How to Apply

- By accessing the 2023-26 I-BEST Development and Expansion Allocation application through the Online Grant Management System (OGMS)

- Your college OGMS security contact can give you permission to the allocation application.

Application Approval Criteria

This is a competitive funding process. Applications must meet the following minimum criteria to be considered:

- Targets a strategic increase in I-BEST enrollments (FTES) through development, implementation, and expansion of new and existing Professional Technical, Professional Technical Expansion, and/or Academic I-BEST programs targeting underrepresented populations

- Details a sustainability plan to maintain programming expanded or implemented under the allocation once funding has ended

- Demonstrates innovative practices that accelerates student transition and completion

- Has measurable outcomes that identify evidence/data that will be tracked and analyzed

- Details how the program understands and applies practices that advance racial equity, inclusion, and diversity

- Insures all I-BEST faculty are trained in integrated outcomes and team teaching

- Complies with fiscal guidelines

Scoring Rubric

Application questions and scoring criteria are as follows:

1A: Describe the I-BEST development, implementation, and scaling pathways to be supported with allocated funds. How will it support the implementation of the college-wide guided pathways initiative? How will the program apply practices that advance racial equity, diversity, inclusion and access for underrepresented populations? What is the area of focus, target population, and number of increased FTES to be served annually (allocations are based on $6,250/FTES)?

1B: What is the plan for sustainability of the program(s) after the three-years of allocated funds are exhausted? (40pts)

Does not meet expectations 0-20 pts	• Does not clearly describe I-BEST pathway development, implementation, or expansion and/or application is confusing and unclear • Application does not describe practices or strategies to advance racial equity, diversity, inclusion or access • No or little existing plan to train faculty and staff • Application does not provide a viable plan for sustainability • No or little evidence of college's ability to carry out the proposal
Meets expectations 21-30 pts	• Application has a plan to implement or expand approved I-BEST pathway(s) • Application identifies strategies that will advance racial equity, diversity, inclusion and access • Plan identified for training faculty and staff

	• Application has a sustainability plan • Application provides adequate evidence of organization's ability to carry out proposal
Exceeds Expectations 31-40 pts	• Application clearly describes development, implementation, and/or scaling of I-BEST approved pathway(s), outcomes integration, contextualization of basic and developmental education content, and target populations • Application provides specific practices that will advance racial equity, diversity, inclusion and access • Well-defined plan for training of faculty and staff • Application details clear plan for sustainability of programming post three-year allocation • Application provides clear evidence of organization's ability to carry out the proposal

1C: Detail the implementation timeline and the actionable items for each stage of execution for the three year duration of funding (20pts)

Does not meet expectations 0-5 pts	• Application does not identify a timeline • Timeline is not compatible with the scope of work • Actionable items do not match plan • Stages of execution are not defined
Meets expectations 6-13 pts	• Application has a timeline • Timeline is realistic for scope of work • Actionable items match the plan • Stages of execution are defined
Exceeds Expectations 14-20 pts	• Well-defined and detailed timeline • Timeline is specific and realistic for scope of work • Actionable items clearly link to the plan and are realistic • Stages of execution are detailed and well defined

1D: What data will be tracked, analyzed, and used as the basis for assessment of the project? What will be the means of tracking progress and evidence of meeting proposed FTE targets annually? (20pts)

Does not meet expectations 0-5 pts	• Data to be tracked is not identified • No evidence of analysis in the assessment • No means of collecting or tracking data
Meets expectations 6-13 pts	• Data to be tracked is identified • Minimal program analysis and assessment • Evidence that data will be collected and tracked
Exceeds Expectations 14-20 pts	• Data to be tracked is clearly identified • Clear evidence that the program has analyzed and assessed their program to determine their plan of implementation • Application has a clear plan for collection and tracking of data for assessment

Funding Information

For applications approved, funding is determined based on proposed and approved annual FTES (annual FTES x $6,250 = annual allocation). SBCTC will allocate these funds annually to approved colleges in FY24, FY25, and FY26.

If your college will use these funds as match for your BEDA Master or IELCE grant, please follow BEDA Master & IELCE Fiscal Guidelines. If your college will not use these funds as match, you just need to be sure to follow state and local college funding rules.

Reporting

Selected colleges must complete interim reports in FY24 and FY25 (see dates on page 2) detailing credits earned, credentials completed, Student Achievement Initiative points generated, number of students served and FTES generated. Final reports are due no later than July 31, 2026. All reports will be made on the provided report template and uploaded to approved applications in OGMS.

Modifications to Approved Applications

Once an application has been approved, any modifications or changes can be submitted for approval by adding an addenda to the original OGMS application and submitting it for approval. If your institution is unable to utilize the funds by the end of the grant period, please submit an addenda and notify the Policy Associate, and the Associate Director, Fiscal Management as soon as possible.

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