Human Development Institute

August 2021

Comprehensive Transition and Postsecondary (CTP) Programs

Planning Grants

I.   Summary

The Human Development Institute (HDI) at the University of Kentucky is the statewide technical assistance center (TAC) for the Kentucky Supported Higher Education Partnership (KSHEP). KSHEP is a network of Kentucky IHEs offering inclusive higher education programs for students with intellectual and developmental disabilities, such as Comprehensive Transition and Postsecondary Programs.

HDI is inviting applications from Institutions of Higher Education (IHE) for a 12-month planning grant to support IHEs in developing a plan to establish and sustain a CTP program for students with intellectual disabilities (ID).

II.   Background

According to the most recent data available, 18% of Kentucky students with disabilities *(across disability categories)* were enrolled at a college or university in the year following their exit from high school. Only 6% of Kentucky students with ID were enrolled at a college or university in the year following their exit from high school (*Kentucky Post-School Outcomes Center Youth-One-Year-Out Survey, 2020).* Thus, students with ID are conspicuously underrepresented in higher education in Kentucky.

Comprehensive Transition and Postsecondary (CTP) Programs were created by the Higher Education Opportunity Act (2008) and support students with ID who want to attend a college or university. CTPs include academic and social integration, individualized person-centered planning, and preparation for success in life and in competitive integrated employment.

Students enrolled in an approved CTP are eligible for Federal and state financial assistance – even if they do not have a standard high school diploma and are not pursuing a typical degree. Financial assistance may include non-loan, need-based Federal Student Aid such as the Pell Grant, Supplemental Education Opportunity Grant (if applicable), Work-Study, and Kentucky Educational Excellence Scholarship (KEES) program funding *($500/ semester for enrollment in at least six hours in an academic term; $250/ semester for enrollment in less than six hours in an academic term).*

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IHEs wishing to establish a CTP must apply to the Office of Federal Student Aid (FSA) at the United States Department of Education (ED). The establishment of an approved CTP enables IHEs to:

- Provide access to financial aid for students with ID;
- Receive recognition as an approved CTP on the ED website; and
- Promote equitable access and success for a population of students conspicuously underrepresented in higher education.

III.   Number and Amount of Awards

Number of Awards: 5

Award Amount: $20,000 *(one-time awards)*

Five (5) applications will be funded with a one-time award of $20,000 to support IHEs in developing a plan to establish and sustain a CTP program for students with ID.

The University of Kentucky Human Development Institute will fund:

- Up to 3 applications from colleges within the Kentucky Community and Technical College System (KCTCS); and
- Up to 2 applications from other Kentucky IHEs.

NOTE: *If fewer than the established number of applications in one of the categories above are chosen for funding, HDI may fund additional applications in the other category.*

IV.   Application Due Date

Application Due Date: Applications must be submitted by 11:59 p.m. (EDT) on September 3, 2021.

V.   Submission Instructions

Applications must be no longer than ten (10) pages, double-spaced, and using either Arial or Times New Roman size 12 font. *The page limitation <u>does not include</u> letters of support.*

Interested IHEs must submit a completed application [here](#).

VI. <u>Eligible Applicants</u>

Entities eligible to submit application in response to this invitation are IHEs in Kentucky, as defined in KRS 164.001. Applications from entities not recognized as a Kentucky IHE will not be reviewed.

VII. <u>Informational Webinar</u>

The statewide TAC at HDI will provide an informational webinar for interested applicants on **August 13, 2021 at 2:00 p.m. ET/ 1:00 p.m. CT**.

If interested, please follow this link to **register** for the informational webinar.

VIII. <u>Application Requirements</u>

Comprehensive Plan

The application must clearly describe how, by the end of the 12-month planning period, the applicant, if awarded, will develop a comprehensive plan to establish and sustain a CTP that can be immediately acted upon *and/or* clearly sets forth the prerequisites to implementation:

<u>NOTE</u>: *The process of developing the comprehensive plan does not require that the funded applicant must, by the end of the 12-month planning process, formally submit an application to the U.S. Department of Education for approval to establish a CTP, though they may.*

At a minimum, the application must address the following:

1. ***Engagement of the IHE Community and Other Stakeholders***: The application must describe how the applicant intends to engage relevant and diverse IHE leadership/ staff and other stakeholders in developing the Comprehensive Plan. This could include increasing the awareness of specific IHE leadership/ staff related to CTPs. This could include forming an advisory

   group, establishing a work group, or both. The applicant should consider the appropriate level of engagement of diverse members of the IHE community and other stakeholders from at least the following:

   - Special education program staff
   - Vocational Rehabilitation program staff
   - Office of financial aid

- Office of admissions

- Office of student services
- Office of the Provost
- Disability Services/ Resource Center
- Representation from student body
- Representation from parents/ families of students with ID
- Students with ID

2. ***College/ University Staffing***: The application must include a list of prospective college/ university staff, and their roles, who will work on the grant during the reporting period, including, as applicable, anticipated FTE.

3. ***Institutional support***: The application must include an explanation of the level of anticipated support from the college/ university in terms of implementation of the project, if funded, and the notion of establishing a CTP on its campus.

4. ***How the planning process will be completed***: The application must provide relevant and sufficient detail regarding how the Comprehensive Plan process will be conducted within the 12-month reporting period (e.g. forming a team, conducting a SWOT analysis, community conversation/ forums, the inclusion of families and students, use of readiness tools, etc.)

5. ***Partnerships***: The application must explain how the college/ university will establish or enhance relationships necessary for the successful completion/ implementation of the Comprehensive Plan with relevant and diverse stakeholders. This should include an explanation of the college's/ university's history of relationship with identified stakeholders and activities undertaken as a part of this grant to enhance those partnerships.

6. **Letters of Support/ Commitment**. The application <u>must include</u> official letters of support/ commitment from the following:

- President/ Provost of the College/ University (or designee); and
- At least two (2) other College/ University departments or programs, and/ or Board of Trustees/ Board of Regents

The applicant is strongly encouraged to <u>include</u> additional letters of support from external entities, such as:

- Local Education Agency Superintendent (or designee)
- Regional Vocational Rehabilitation Branch Manager
- Regional Community Mental Health Center Director

The applicant may include additional letters of support from relevant entities/ stakeholders.

7.   **Budget**: The application must include a justification and detailed breakdown of how the funds (if awarded) will be used by the college/ university pursuant to this grant opportunity.

IX.   <u>Additional Requirements</u> *(if awarded)*

The application must provide the following assurances. If awarded, the applicant commits to:

- Accessing technical assistance (TA) from the statewide TAC at HDI throughout the 12-month planning/ reporting period;
- Participating in monthly TA calls with the statewide TAC at HDI;
- Engaging in cohort meetings with other applicants funded through this solicitation, as convened and facilitated by the statewide TAC at HDI; and
- Reporting quarterly for the duration of the 12-month planning grant on the progress of developing its Comprehensive Plan;

X.   <u>Review Process/ Criteria</u>

Applications will be reviewed using a scaled rubric according to the components below:

Engagement of the IHE Community and Other Stakeholders - 15 points

a) list of IHE leadership/ staff (including roles) who will be engaged.

b) clear description of *how* IHE leadership/ staff will be engaged.

c) engagement efforts include the suggested members of the IHE community listed under Application Requirements.

College/ University Staffing - 15 points

a) list of IHE staff who will lead and implement this effort, including their roles.

b) description of anticipated staff FTE who will work on implementation of the project.

Institutional Support - 10 points

a) description of past and current efforts which demonstrate institutional support.

b) description of how the applicant will further enhance institutional support, if awarded.

Planning process - 30 points

a) applicant provides an anticipated monthly timeline of activities, including those of lead staff member(s).

b) the planning process reflects thorough and authentic engagement of stakeholders, including multiple means and opportunities for stakeholders to receive information and provide input.

Partnerships – 10 points

a) description of past and current partnership efforts with identified stakeholders.

b) description of how the applicant will further enhance collaboration and partnership with identified stakeholders through this award, including establishing new partnerships, as appropriate.

Letters of support/ commitment – 10 points

a) application includes all required Letters of Support;

b) application includes additional letters of support from external entities.

Budget – 5 points

The application includes a proposed budget, reflecting the effort required to carry out the planning process and other required activities.

Additional Requirements – 5 points

The application includes assurances as outlined under Additional Requirements.

XI.   Additional Information

Technical Assistance.

HDI is Kentucky's statewide technical assistance center (TAC) for supported higher education. The TAC provides customized technical assistance and direct support to IHEs to establish or enhance postsecondary programs that advance the academic success and social inclusion of students with ID.

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Technical assistance and support encompass a range of topics, including:

- Program improvement for current inclusive higher education programs, such as CTPs
- Establishment of new programs

- Individualized support to students and families
- Collaboration and coordination across systems
- Professional development
- Implementation of the principles of Universal Design in program activities, including distance education and extracurricular activities
- Development and implementation of student-centered planning
- Providing academic and social supports and services (including mentoring)
- Promoting leadership development of and by people with ID
- Delivering instruction (including course modifications and accommodations)
- Establishing or enhancing partnerships with local educational agencies, local offices of vocational rehabilitation, and employers
- Embedding the program within the IHE for ongoing sustainability

Approved Kentucky CTPs.

There are currently three approved CTPs in Kentucky and one application in process.

- [Murray State University](#)
- [Northern Kentucky University](#)
- [Bluegrass Community & Technical College](#)
- University of Kentucky (*application submitted*)

Additional Information.

- **CTP Program Brief for IHEs** (https://hdi.uky.edu/hdi_resources/kentucky-comprehensive-transition-postsecondary-programs-brief-pdf)
- **CTP Program Brief for Educators** (https://hdi.uky.edu/hdi_resources/ctp-program-brief-for-educators-pdf)
- **CTP Program Brief for Students and Families** (https://hdi.uky.edu/hdi_resources/ctp-program-brief-for-students-and-families-pdf)
- **CTP Program Brief on Federal and State Financial Assistance (in progress)**
- **CTP Programs: Key Points for Students** (https://kshep.hdiuky.org/ctp-programs-key-points-for-students/)

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- **Employment First Kentucky** (https://www.employmentfirstky.org/)
- **ThinkCollege** (https://thinkcollege.net/general-site-search?search_api_views_fulltext=ctp)

HDI's mission, *informed by the lived experience of people with disabilities, is to advance efforts that build inclusive communities, address inequities, and improve the lives of all people who experience disability across the lifespan. We achieve our mission through leadership and community partnerships across Kentucky and the Nation.*

The mission of the Kentucky Supported Higher Education Partnership (KSHEP) is *to increase higher education options, access, and success for students with intellectual and developmental disabilities across the Commonwealth.*