

# HOW TO FUND GET FOCUSED STAY FOCUSED WITH K12 SWP

## Letter of Intent (LOI) Guide- Due February 15, 2019

1. Go to the regional map with eligible LEAs to make sure your LEA is listed:  
<http://doingwhatmatters.cccco.edu/StrongWorkforce/K12SWPPartnerMap.aspx>
2. Click on your region to see the list of eligible LEAs, as in [this example](#) from the Mother Lode:



The screenshot shows a webpage titled "Mother Lode" with a navigation link "« back to K12 SWP Resource Map". The main heading is "K12 Strong Workforce Program Partner Resources". Below this, it lists "Counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, and Tuolumne". There are two main sections: "California Community Colleges" and "Local Educational Agencies".

**Mother Lode**      « back to K12 SWP Resource Map

**K12 Strong Workforce Program Partner Resources**

Counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, and Tuolumne

**California Community Colleges**

- Central/Mother Lode Consortium
- Industry Sector Experts and Technical Assistance Providers
- **Community College:**
  - Columbia College

**Local Educational Agencies**

- Belleview Elementary (55723060000000)
- Big Oak Flat-Groveland Unified (55751840000000)
- Big Pine Unified (14632480000000)
- Bishop Unified (14766870000000)
- Bret Harte Union High (05615560000000)

3. Meet with your district's director of curriculum and instruction, CTE director, fiscal director and/or grant writer to discuss the LOI and application proposal. Print a copy of the Request for Application (RFA) for yourself and each district representative.  
<http://doingwhatmatters.cccco.edu/portals/6/docs/SW/K12/K12-SWP-Application-Instructions.pdf>
4. Go to the Doing What Matters Strong Workforce Program website:  
<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>

5. Click "Letter of Intent" under \$164M for K12 Local Education Agencies:

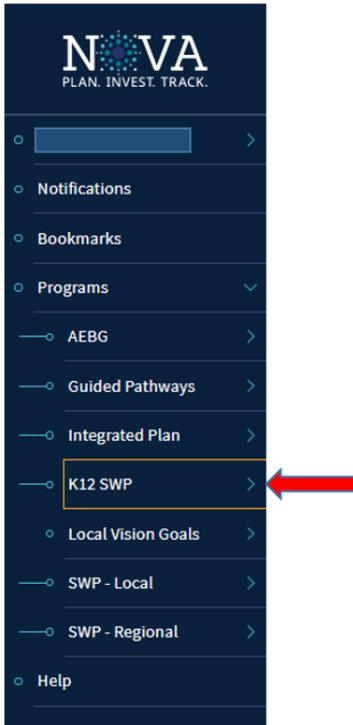
**\$164M for K12 Local Education Agencies**



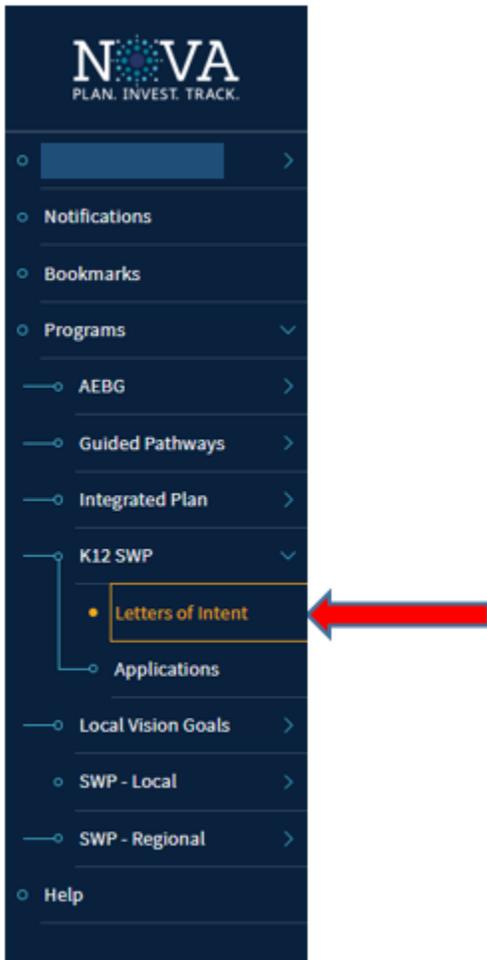
6. If you do not have a NOVA log in, follow the instructions to create an account by completing the required fields:

A light gray rectangular box containing a sign-up form. At the top center is the title 'Set-up an Account on NOVA'. Below the title is a white box with a thin border. Inside this box, the text 'Sign up' is followed by 'Complete the required fields below.' There are three input fields: 'First name', 'Last name', and 'Email'. Each field has a red vertical bar on its left side. At the bottom left of the white box is the text 'Already a NOVA user? [Click here to login.](#)' and at the bottom right is a gray button labeled 'Create Account'.

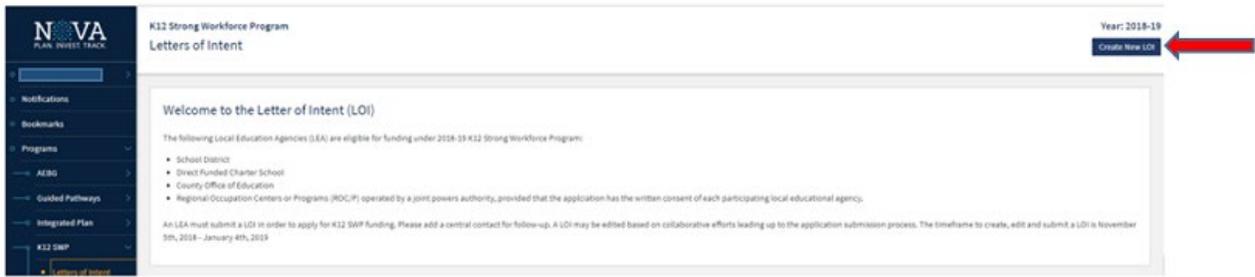
7. Click on K12 SWP:



8. Click on Letters of Intent:



9. Click on Create new LOI:



10. You will now need to fill in the following fields listed below.

PATHWAY IMPROVEMENT NAME: 100 CHARACTERS

Career Exploration and Awareness Initiative

LEAD LEA:

Your district

SCOPE OF PATHWAY IMPROVEMENT: Brief description of pathway improvement project including list of partners. 500 CHARACTERS.

The **INSERT DISTRICT NAME** proposes an across all pathways initiative for all students that will support career exploration and awareness.

PATHWAY IMPROVEMENT ESTIMATED BUDGET: This budget should reflect expenses for 30 months. Compute the curriculum and professional development needs of your staff based on the prices and links listed below. It would be recommended to include the total curriculum costs for a 4-year cohort (Career Choices textbook-\$49.95, workbook-\$11.95, and modules 1, 2, and 3 workbooks-\$26.85 per student) since this curriculum can be purchased during the 30-month funding cycle. Include only those training costs incurred during the 30-month funding cycle.

Build a 30 month budget based on the following price guidelines.

Career Choices hardcover text book: \$49.95 each

Adapted workbook and portfolio: \$11.95 (consumable to be replaced each year)

Module 1 workbook: \$8.95 (consumable to be replaced each year)

Module 2 workbook: \$8.95 (consumable to be replaced each year)

Module 3 workbook: \$8.95 (consumable to be replaced each year)

Annual access of my10yearplan.com and online teachers' lounge: \$199

Professional Development: Prices vary based on the number of days and type of training per employee. Please see the link below to determine professional development costs for your site.

Please reference the following links for estimated cost breakdowns per 100 students

<http://www.getfocusedstayfocused.org/K12-SWP-GFSF/>

<http://www.getfocusedstayfocused.org/K12-SWP-GFSF/sample%20GFSF%20pricing%20-%20100%20students.pdf>

Please reference the following link for estimated training costs

<http://www.getfocusedstayfocused.org/K12-SWP-GFSF/GFSF%20PD%20opportunities.pdf>

TARGETED INDUSTRY SECTORS: Check ALL boxes

POPULATION FOCUS: Choices are: *all students, continuation, independent study, special needs, other alt*

ALIGNMENT WITH LCAP: YES

STRATEGIES OF THE PATHWAY IMPROVEMENT: You may write multiple strategies of 5000 CHARACTERS EACH.

1. Career Exploration

All students will complete a student success course designed to explore a wide range of education and career options. Students will develop the skills and knowledge that lead to high school graduation, college readiness and completion, and the workforce. Students will create individual educational and career plans that are aligned from high school to college pathways allowing for multiple entry points between community college career pathways education, certifications, 2-year degrees, 4-year degrees, advanced degrees, and the workforce.

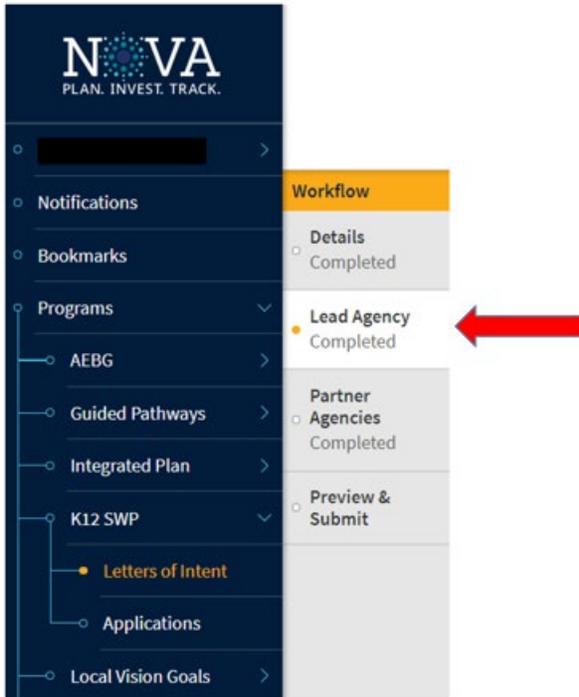
2. Career Awareness

The strategy for the Career Exploration and Awareness Initiative is to improve successful outcomes of *INSERT DISTRICT NAME* students that are enrolled in career technical education courses to complete course sequences and pathway capstone courses, enroll into the aligned course pathway at *INSERT COMMUNITY COLLEGE PARTNER*, and acquire the necessary skills, certifications, and education to be hired in the regional and local labor market of *INSERT REGION*. As students explore the fifteen career technical education industry sectors, their education and career plans ensure seamless transitions from secondary to post-secondary education, a plan for entry into an informed major or pathway aligned to in-demand occupations within local and regional industry sectors.

3. Equity, Access and Sustainability

All students complete the student success course providing equity and access to all subgroups of students. Students that have an educational and career plan make informed educational decisions that will positively impact high school to college pathway outcomes for all subgroups of students as they matriculate to aligned pathways offered at the community college. Successful outcomes are ensured because students take ownership of their education and career plans as they acquire necessary pathway certifications, two-year degrees, four-year degrees, and graduate degrees, allowing for multiple entry points into the work force and continuing education. Students understand the fifteen career technical education industry sectors as they research occupations within each of these sectors, discover local pay rates, regional job openings, and align their education and career plans to the level of additional education and training necessary for local and regional employment. The success course is designed for sustainability as implementation and professional development and training costs can be funded through the K12 Strong Workforce Program funding. A cohort of 100 students would require an initial investment of \$5000 for textbooks. Consumable costs and seat licenses for a cohort of 100 students requires an annual investment of \$1200 in year 1, and \$900 in each of the following three years. Training and professional development costs range from \$200-\$600 per employee.

11. Click on Lead Agency

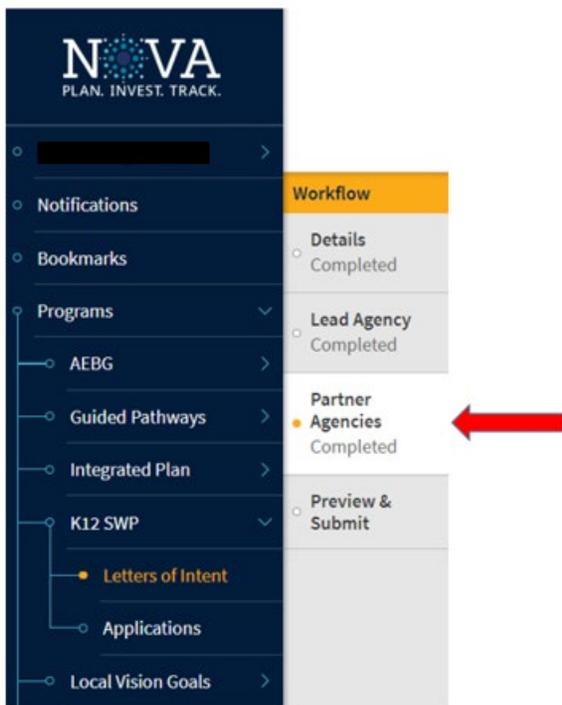


12. Choose agency type: *Charter, County Office of Education, Elementary School District, High School District, Unified School District, Regional Occupation Center/Program*

13. Choose agency name from the pull down menu

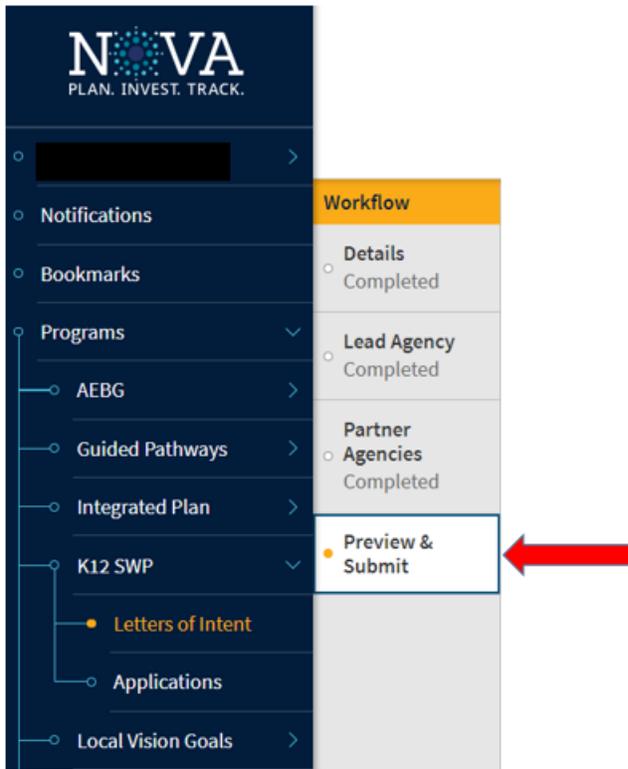
14. Under contacts add *name, role* and *email* for each district contact

15. Click on Partner Agencies



Select your agency from the existing list of Local Education Agencies in NOVA. To begin, select your *Agency Type* from the dropdown list and then select your LEA from the *Agency Name* field.

16. Click on Preview & Submit



Verify the DETAILS, LEAD AGENCY, and PARTNER AGENCIES for accuracy. Make any necessary edits, then click *SUBMIT*.