California Community Colleges | DECT
Distance Education
Captioning & Transcription

DECT Application Guide 2023-28

The Distance Education Captioning and Transcription grant (DECT) serves the 116 California Community Colleges. It is a grant funded by the California Community Colleges Chancellor's Office, managed by CCC TechConnect, and is housed at Palomar College.

This document serves as a guide for completing the DECT Application in order to receive funding for caption projects.

Prior to starting the application, please note:

• The DECT Agreement for your district must be signed and on file for us to review and process applications received.
• Funding pays for qualifying caption projects only (see DECT site).
• All supporting documentation provided to us (quote, invoice, check) would need to be dated July 1, 2023 or later, as we acquired the grant July 1.

Application Notes:

• In order to fill out the application click on Continue to accept Adobe's Terms of Use.

By clicking continue, I acknowledge that I have read and agree to the Adobe Terms of Use. See our Privacy Policy for details on our privacy practices.   Continue

Options ∨

Read agreement
Clear document data
Save progress

Report Abuse
Legal Notices

• At any point, you can clear the data in the form, or save progress to return at a later time, by clicking on the down arrow next to Options in the top left corner of the page.

• Editable fields in the application are in yellow as seen in screenshots below.

DISTANCE EDUCATION CAPTIONING AND TRANSCRIPTION ("DECT") PROJECT APPLICATION FORM

PROJECT #	THIS BOX TO BE COMPLETED BY PCCD	
DISTRICT INFORMATION		
District Name	*Select...	▼
College Name	*Select...	▼
COLLEGE PROJECT COORDINATOR		
College Contact Name	*	
Job Title	*	
Email Address	*	
Telephone #	*	Fax #
COLLEGE SECONDARY CONTACT		
College Contact Name		
Job Title		
Email Address		
Telephone #		Fax #

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2
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1. Enter in district and college information.
2. Enter in the coordinator's information responsible for managing the DECT applications at the college. Often this is a DSPS or distance ed coordinator. Note: Once the required fields are completed in 1 and 2, the Submit button will be available at the bottom of the page. Do not submit until the entire application has been filled out.
3. If there is a secondary contact, you may enter their information.

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1. SUMMARY OF INFORMATION FOR SECTION(S). College shall complete the "Project Courses" sheet attached to this Exhibit A. Upon completion of Project Courses sheet, College shall fill-in the totals in the table below.

Total Number of Class Sections for Captioning		Total Enrollment of Students		Total *MINS* to be Captioned		Semester & Year	

4. Enter in a number for each field. Numbers should match the Project Courses sheet on the next page of the application.

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2. AMOUNT REQUESTED FOR THIS PROJECT

Amount for Real Time Synchronous Captioning	$	Total Amount of Funding Requested	$ 0
Amount for Off-Line Asynchronous Captioning	$		
Amount for Audio Description	$		

5. Enter in an amount for each type of captioning. If no amount is requested for that type, then enter in $0. Total amount of funding requested will auto-calculate.

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3. PAYMENT METHOD. Select one (1) of the two (2) payment methods below. Attach a copy of vendor's quote when submitting this document for approval. Ask vendor to reference "DECT" on the quote.

○ **PAYMENT METHOD A: PRE-APPROVED VENDOR.** PCCD Pays Pre-Approved Vendor Directly. Upon completion of Services, College shall submit Pre-Approved Vendor's invoice, initialed by College, to PCCD for payment.

SELECT A PRE-APPROVED VENDOR:

○ **PAYMENT METHOD B: REIMBURSEMENT.** Institution Pays Non Pre-Approved Vendor and, College is reimbursed by PCCD. Upon completion of Services and College's payment to Non Pre-Approved Vendor, College must submit to PCCD the following items to request reimbursement: (1) copy of Non Pre-approved Vendor's invoice with College's initial and (2) copy of College's payment check to Non Pre-Approved Vendor.

NON PRE-APPROVED VENDOR NAME: _____

Vendor Quote:

Click to ...

click here to attach vendor quote and captioning info.

6. If selecting Payment Method A, a dropdown will appear with the pre-approved vendor list. Select one and proceed with attaching the vendor's quote.

   If selecting Payment Method B, a field will appear for you to enter in the non pre-approved vendor name. Proceed with attaching the vendor's quote. Note: Once services are rendered, you must send the invoice and copy of check payment to support@cccdectgrant.org in order to receive reimbursement. If services have been rendered at the time of submitting the application, submitting an invoice is acceptable. Submit copy of check payment to check payment to support@cccdectgrant.org. Additionally, you cannot select Payment Method B to use a vendor that is on the pre-approved vendor list in Payment Method A. Instead, select Payment Method A.

   For an example of what we expect to see in a vendor quote, see attachment in our support article.

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COLLEGE (PROJECT COORDINATOR)	PALOMAR COMMUNITY COLLEGE DISTRICT
BY: _____ Signature of Authorized Representative	BY: _____ Ann Jensen, Director Business Services
Print Name _____	Date _____
Print Title _____	
Date _____	

7. Skip signature section, as there are no editable fields in this section. After the application has been submitted, and internally reviewed and approved, it will be routed for signatures. Important to note that although the document lists 'college project coordinator' as the signatory, the application will actually be routed to the district's designated signatory, as well as PCCD's designated signatory.

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PROJECT COURSES

PROJECT #	THIS BOX TO BE COMPLETED BY PCCD

Complete course information below for courses that require captioned content. Use additional Project Course sheets as necessary.
NOTE: College is solely responsible for securing any and all required written releases and written permissions when such are required.

Course Title	Anticipated Enrollment	Section / CRN Number(s)	Delivery Mode		Type of Media		Total MINS
			Select... ▼		Select... ▼		
			Select... ▼		Select... ▼		

8. Enter in complete information for courses requiring captioning. Information must match the quote.

Options for delivery mode include online, hybrid, and hyflex. If selecting Online, an additional field will show for a selection of synchronous or asynchronous.

Options for type of media include video, audio, and other. If selecting Other, an additional field will show for form filler to enter in specific information.
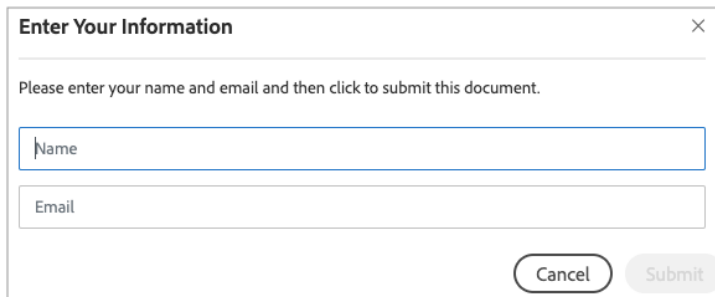
Enter in total minutes. The application will auto-calculate the grand total at the bottom right of the page.

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Do not submit if you do not trust the requesting party or if you suspect phishing or fraudulent activity

By form filling, I agree to this agreement, the Consumer Disclosure and to do business electronically with CCC DECTGrant.

Submit

9. Click Submit. After submitting, a pop up will appear asking for your name and email address.

Upon entering in your information, you will receive an email with a link to confirm your identity.

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10. The application will need to go through two steps of approval. First step is to be reviewed internally. Second step is to be routed for signatures. The screenshot above is an email confirmation that the application has completed the first step only; it has been reviewed internally. <u>This is not a confirmation that the application has been completed and finalized</u>. The application still needs to go through the next step of gathering district signatory signatures.

You will receive an email from TechConnect with next steps after you submit the application, as we will need supporting documentation in order to fully process the application and issue reimbursement.

If you do not hear from us after a week of submitting the application, feel free to follow-up by sending an email to <u>support@cccdectgrant.org</u>.