
**Alaska Department of Labor and Workforce Development
Division of Business Partnerships**

Notice of Request for Grant Applications (RGA)

Career and Technical Education Plan

State Fiscal Year 2015

**This Request for Grant Applications is dependent upon
appropriation of funds by the Alaska State Legislature**

Date of Issue: January 15, 2014

Project Timeline

July 1, 2014 to June 30, 2015

Eligible Applicants:

**Alaska public school districts; Alaska public postsecondary
educational institutions, including regional training
centers; and non-profit organizations or state agency CTE
programs partnering with a public school district or
postsecondary institution.**

**Grant applications must be submitted through EGrAMS
by 5:00 p.m., February 28, 2014**

Questions about the content of this Request for Grant Applications should be directed to:

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EGrAMS is an **E**lectronic **G**rants **A**dministration and **M**anagement **S**ystem. It can be accessed from the Alaska Department of Labor and Workforce Development website:

labor.alaska.gov/bp/egrams/home.htm

or under the DBP – EGrAMS Grant Management link in the “Services for Businesses” section on the *myAlaska* web site:

myalaska.state.ak.us/home/app

Questions about EGrAMs should be directed to:

EGrAMS Help Desk
907-465-4893
dol.dbp.egramshelpdesk@alaska.gov

Americans with Disabilities Act - Auxiliary aides and services are available upon request to individuals with disabilities. To make arrangements for auxiliary aides or services, please contact the Division of Business Partnerships at (907) 269-3576 no later than ten (10) working days prior to the application deadline. The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer/Program. All grant recipients or sub-contractors must comply with the Americans with Disabilities Act.

SECTION I: PROGRAM INFORMATION

Overview and Purpose: State funding is anticipated to support the implementation of strategies and actions identified in the Alaska Career and Technical Education (CTE) Plan (www.labor.state.ak.us/awib/forms/AK_CTE_Plan_AUG2010.pdf). The plan states in part: "...Alaska must have a career and technical education system that adapts to emerging demands and opportunities, adequately prepares its residents for success in their chosen careers and provides access to training across scattered populations with vast differences in regional needs and capacities." This one-year funding focuses on developing or enhancing high quality CTE programs, including upgrades to CTE equipment or facilities. Successful applications will identify program partners and supporting resources that will be used in implementing the project.

Projects must align with and support at least one of the following CTE Plan Strategies:

Strategy 1.0: Make transitions planned and accountable for both successful student progress and systemic cooperation.

Strategy 2.0: Align curricula at all training institutions to meet current industry standards - including academic, professional, and technical skills - from elementary through secondary to postsecondary and professional development levels.

Strategy 3.0: Identify and promote career and technical education delivery models that ensure that all Alaskans have the opportunity to attain the knowledge and skills needed for further training and careers.

Strategy 4.0: Recruit, develop, support, and retain high-quality CTE teachers and faculty.

Strategy 5.0: Maximize the use of public facilities for training.

Scope of Services Requested

Eligible Activities: All proposed activities must contribute directly to the successful implementation of the grant project and must align to the state CTE Plan. Eligible activities include but are not limited to:

- CTE program planning, including curriculum development and teacher/faculty professional development;
- enhancing or expanding CTE programs, including purchase of equipment and supplies or upgrades to labs or facilities;
- student participation in CTE programs, including reasonable travel, housing, and tuition expenses or the cost of industry certification exams;
- extra-duty contracts for current staff to implement grant activities outside their existing contractual hours (exclusive of fringe benefits); and
- contracts with qualified third-party instructors to provide CTE instruction for the program.

Program Requirements and Performance Outcomes: All proposals must meet the following requirements and demonstrate the corresponding performance outcomes using the documentation identified:

1. Personal Learning and Career Plans (PLCPs) for program participants (see <http://www.livebinders.com/play/play?id=1193391> for more information on PLCPs) must be implemented.

Performance Outcome: There is a planned PLCP process in place, including staff training. All project participants are included in the PLCP process and complete the PLCP components as noted in the application.

Documentation: Grantee will include the program PLCP template in the first quarterly report. Grantee will present evidence that participants have completed program PLCP components and a description of how the PLCP process was implemented in the final report.

2. CTE program content must be based on current industry standards.

Performance Outcome: The CTE program content is based on relevant industry standards provided by the industry advisory council.

Documentation: Grantee will include evidence of engagement of the industry advisory council in the second quarter report, and industry standards alignment with program content in the third quarter report)

3. Local needs must be congruent with the state needs in implementing the state CTE Plan, and a lasting benefit of the project must be demonstrated.

Performance Outcome: The CTE program is aligned to one or more strategies of the state CTE Plan and provides a benefit beyond the grant year.

Documentation: Grantee will include an alignment of local program need with the Alaska CTE Plan and an explanation of the lasting benefit of the program.

4. The project must be tied to local or regional labor market needs or economic development plans.

Performance Outcome: The CTE program addresses a local or regional labor market or economic development need.

Documentation: Grantee will include evidence of local or regional labor needs related to the program using DOLWD labor data, information from local economic development organizations, or documentation by local business representatives.

5. Partners, including at least one business or industry partner, must participate in the program.

Performance Outcome: At least one project partner from business or industry is an active participant throughout the project and completes their responsibilities as described in a letter of intent.

Documentation: Grantee will include letters of intent from each partner that details the specific commitments and responsibilities of that partner. Grantee will include status updates on partner activities in each quarterly report.

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6. One or more of the following FY15 high priority tasks for CTE Plan implementation must be addressed:
- a. Implementation of PLCPs are expanded to include parent involvement or staff training.
Performance Outcome: Parents or staff are trained in the PLCP process and are actively involved in the learners' PLCPs.
Documentation: Grantee will include evidence of parent involvement or staff training in the implementation of program PLCPs in quarterly reports.
 - b. Integration of academics into CTE courses are implemented or expanded.
Performance Outcome: CTE program content is aligned to current Alaska academic standards, and instructors purposefully address those standards in the curriculum.
Documentation: Grantee will include an alignment of program curriculum content with relevant current Alaska Standards in English, Language Arts, and Math. Development of staff training and use of a model of academic integration (e.g., Math-in-CTE) must be documented.
 - c. CTE curriculum program content is aligned from one educational level to the next (i.e., secondary to postsecondary, secondary to industry, middle school to high school, postsecondary to industry, etc.).
Performance Outcome: The CTE program is aligned between levels to ensure no duplication or remediation for learners.
Documentation: Grantee will provide evidence of CTE program content alignment between educational levels, which may include
 - tech-prep or concurrent credit agreements;
 - meetings that include instructional and administrative staff representing different education levels; or
 - participant PLCPs including an integrated education plan that includes a continual course sequence through the education levels to a specific outcome such as an endorsement, certificate, or degree.
 - d. A model for teaching and assessing employability skills within CTE programs, including documentation of employability skills attainment, is developed and implemented.
Performance Outcome: A model for teaching, assessing, and documenting employability skills is developed, implemented, and evaluated. Staff is trained in the use of that model.
Documentation: Grantee will include a draft template for teaching and assessing employability skills in the second quarter report, the final model for teaching and assessing employability skills in the third quarter report, and the evaluation of the model in the final report.
 - e. A work-based learning program in a targeted career pathway, implemented as a partnership between the educational institution and the workplace, is developed and implemented.
Performance Outcome: A work-based learning program is developed that includes

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- a partnership between the educational institution and the business partners;
 - learning standards, program protocols, and learner assessments; and
 - roles of partner agencies, the learner, and parents (if at the secondary level)

Documentation: Grantee will include a draft template for work-based learning components, including letters of intent to participate by workforce partners, in the second quarter report, and will submit the final agreements, components, and assessments in the final report.

- f. One or more of the following components of ACT's WorkKeys® System is implemented (or implementation is expanded if already in use):

- WorkKeys assessments in Locating Information, Reading for Information, and Applied Mathematics;
- KeyTrain/Career Ready 101 software;
- the National Career Readiness Certificate;
- WorkKeys Job Profiling; or
- WorkKeys Targets for Instruction.

Performance Outcome: One or more components of the WorkKeys system is a planned part of the CTE program. Staff is trained in its use and participants understand the WorkKeys system and its value.

Documentation: Grantee will include documentation of which components of the WorkKeys system are being implemented or expanded, and how they are being implemented, in quarterly reports. Documentation may include, but is not limited to:

- the schedule and content of WorkKeys information provided to learners before and after WorkKeys testing;
- alignment of WorkKeys skills to local curriculum;
- evidence of WorkKeys Targets for Instruction incorporated into program delivery;
- evidence of partnership with employers in using WorkKeys scores or NCRC in hiring;
- evidence of WorkKeys Job Profile information as used in development of PLCPs; and
- evidence of WorkKeys Curriculum Profile completed by an Alaska Job Center certified WorkKeys profiler and how the results are used in the program)

Additionally, successful applicants must agree to:

1. use a portion of the grant funds to support attendance (travel, lodging, per diem, and conference registration) of one identified program staff to the Alaska CTE Professional Development Conference in Anchorage tentatively scheduled for three days during the week of October 27, 2014 (<http://www.actealaska.org/professional-development-conference>); and

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2. participate in state-provided technical assistance pertaining to this grant, which may be provided via webinars or audioconferences or as part of the conference mentioned above.

Applicant Eligibility: The following entities are eligible to apply for this grant:

1. Alaska public school districts;
2. Alaska public postsecondary educational institutions, including regional training centers (RTCs) – (see www.labor.state.ak.us/awib/cte_programs.htm); or
3. non-profit organizations or state agency CTE training programs partnering with at least one public education entity as defined in (1) or (2) above.

Participant Eligibility: There are no restrictions on the eligibility of participants under this grant.

Funding: Individual grants under this program may not exceed \$60,000 to any one applicant including:

- a maximum of \$30,000 for program development activities; and
- a maximum of \$30,000 for equipment, materials, and supplies.

Grant funds may not be used for

- any administrative costs including indirect expenses;
- regular on-going salaries;
- maintaining ongoing operations or activities;
- out-of-state travel; or
- projects that are not aligned with the Alaska CTE Plan.

SECTION II: GENERAL APPLICATION INFORMATION

Application: Applications will only be accepted through EGrAMS, the Alaska Department of Labor and Workforce Development, Division of Business Partnerships (hereinafter “Division”) Electronic Grants Administration and Management System. Application information shall not be treated as public information any time prior to the notices of award or denial, but is subject to public disclosure after the notices are issued. Upon receipt, all applications and their contents become property of the Division.^{AI}

Application Deadline: Only applications received by the deadline will be considered; EGrAMS will not allow submittal of applications past the submission deadline.

Cost Reimbursement Grants: Grants awarded are cost reimbursement grants; no advance payments will be made. Costs incurred by the applicant, including, but not limited to, the cost for the preparation and submission of an application, prior to the full execution of the grant agreement, are the sole responsibility of the applicant.

Budget Costs: Provide a detailed budget that reflects the anticipated costs of the project and that is reasonable and practicable. Describe each item and how it is integral to the program and necessary to meet objectives, and explain how cost estimates were arrived at. All proposed

budget items must directly contribute to the achievement of the performance outcomes identified in the proposal.

All funds must be expended prior to the end of the FY 2015 fiscal year. Unless specifically approved by the Division, incentives, promotional items and memorabilia, gifts, and souvenirs are not allowed.

Grantee Contribution: A grantee contribution includes all resources, including cash, in-kind, and leveraged, used by the applicant to support grant activity and outcomes.^{AI} Applicants are required to provide a contribution to the greatest extent feasible. Leveraged grantee contributions may include the middle or high school vocational education factor detailed in AS14.17.420(a)(3), or the Technical Vocational Education Program (TVEP). In-kind contributions may include personnel, equipment, professional or administrative services, and instructional supplies. The grantee contribution must not be federal in origin.

Grantee contributions specified in the budget require expenditure documentation and will be considered in the overall grant performance evaluation that occurs at the end of the grant period.

SECTION III: AWARD/DENIAL PROCESS

Application Review: The Division will perform an initial review of all properly submitted applications. All complete, responsive, and eligible applications will be evaluated by a review committee, which will make funding recommendations to the Division. Applicants whose applications are deemed incomplete, non-responsive, or ineligible will be notified, and those applications will not be reviewed by the review committee.

Evaluation: A review committee will evaluate applications using the evaluation criteria specified in EGrAMS. The Division will consider the results of the review committee's assessment along with other relevant criteria and information, including budgetary information, and state priorities, when making funding recommendations to the Alaska Department of Labor and Workforce Development commissioner. The Division may request additional information from applicants if it is needed to make funding recommendations. The commissioner is solely responsible for making all award or denial decisions under this solicitation.

Results of Application Review and Evaluation: Each application approved by the commissioner will be provided a written Notice of Intent to Award. Upon issuance of a Notice of Intent to Award, the application will move to grant negotiations with the Division. The Division reserves the right to revoke a Notice of Intent to Award if it is subsequently found to be in error, made on the basis of inaccurate information, or not in the best interest of the state.

An applicant whose application is not recommended for an award will receive a written Notice of Award Denial. Applicants receiving a Notice of Award Denial have ten working days to request reconsideration.^{AI}

Grant Negotiations: The Division will negotiate the grant award amount, performance, reporting levels, and any conditions to a grant award that it determines are prudent and in the

best interest of the state. All grants awarded under this solicitation are contingent upon the appropriation of sufficient funds by the Alaska legislature. In the event that funding is withdrawn, reduced, or limited in any way after the effective date of the grant agreement, grants awarded are subject to termination, reduction, or re-negotiation subject to the new funding limitations or conditions imposed by the legislature.

Due Diligence: All grant recipients and any sub-contractors or sub-recipients receiving over \$25,000, which are not state agencies, are required to go through a multi-step due diligence process to demonstrate their suitability to receive grant funds. Applicants that fail to meet a due diligence condition will be allowed five working days to correct the deficiency or the grant award may be withdrawn.^{AI}

SECTION IV: GRANT TERMS AND RESPONSIBILITIES

Certificate of Insurance: The types of insurance coverage required are specific to the project. If an applicant is not able to provide a Certificate of Insurance certifying the minimum coverage, the applicant must provide documentation to demonstrate it will obtain the necessary insurance coverage within 30 days of receipt of award.^{AI}

Progress Reporting: Grant recipients must complete and submit progress reports in EGrAMS. Progress reports must include narrative updates on the progress of the project and statistical data related to the grant recipient meeting the goals and objectives of the project scope. Upon completion of the project, the grant recipient is required to submit a final progress report.

Equal Opportunity Responsibilities: Grant recipients must disseminate, and prominently display in a conspicuous location, the *Equal Opportunity Is the Law* notice, providing initial and continuing notice that it does not discriminate on any prohibited basis. Grant recipients will also maintain a signed copy of the *Equal Opportunity is the Law* certification form from each subcontractor or partner, and from each organization that receives services under this grant. All organizations that provide training or services for which participants must apply or register must maintain a signed copy of the *Equal Opportunity is the Law* certification form from each applicant or registrant.^{AI}

Release of Information: Success stories and photographs are critical components to the continuation of the program and can be submitted at any time, but the grant recipient must submit three success stories by the completion of the grant period. Grant recipients must keep a Photo Consent and Release form on file for each participant included in a photograph.

Financial Reporting: It is critical to the success of the program that grant funds are fully expended by the end of the award period. To ensure that budgets are on target, grant recipients are periodically required to demonstrate how their budget will be fully expended by the end of the period of performance. All supplies and equipment must be ordered no later than January 30, 2015. Grant recipients that are not meeting their planned expenditures may have their grant awards reduced.

The Division will provide electronic forms to request reimbursement of expenditures and submit quarterly program and fiscal reports. Reimbursement requests and grant contributions must be supported with clear and concise financial reports and expense documentation.^{AI}

Participant Data Collection and Reporting: Grant recipients will collect general (i.e., counts only) participant information, to include counts of participants completing Personal Learning and Career Plans. This information will be reported quarterly in a format defined by the Division.

Monitoring: Grant recipients are subject to monitoring. This will include, but is not limited to, review of grant recipient files and records to ensure adherence to the project scope, objectives, goals, training schedules, financial, and equal opportunity compliance. Monitoring may be conducted on-site, through written requests for information, or by distance-delivery.

Correspondence, Publications, and Promotional Materials: Correspondence, publications, and promotional materials for this program will include the following statement; “This program is funded in part by the Career and Technical Education Plan Grant Program through the Department of Labor and Workforce Development, Business Partnerships Division.”

Record Retention: All records related to this grant agreement shall be maintained by the Grant Recipient for a period of six (6) years following the grant closeout, or until completion of an audit and/or resolution of audit findings, or pending litigation, whichever is longer. As the Grant Recipient may not be aware of legal proceedings relative to specific grant programs, the Grant Recipient should request approval from the Grantor before disposing of any records.

Equipment Retention: Any inventoried equipment that is approved and purchased with these grant funds must be retained by the applicant for a period of at least six (6) years from the end of the grant fiscal year. During that time it may not be sold, given away, surplused, or otherwise disposed of without prior approval from the department.^{AI}

Confidentiality of Participant Information: All grant recipients, sub-recipients, or sub-contractors must keep all personally identifiable information confidential in accordance with state and federal law. Failure to maintain the confidentiality of such information may subject a grant recipient to civil or criminal liability and is grounds for termination of any grant agreement.

Certification Prior to Working with Minors: All grant recipients must certify that no employee, paid contractor, or unpaid volunteer or consultant working on any portion of the grant-funded project will have contact with minors who are part of the grant project unless the person has successfully passed a criminal background check in the same manner as required for teacher certification under AS 14.20.020 and 4 AAC 12.300.