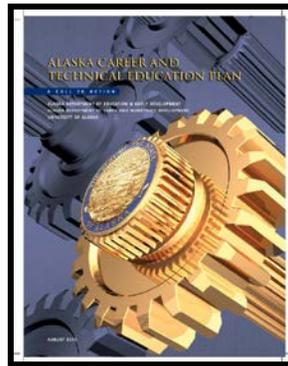


ALASKA CAREER AND TECHNICAL EDUCATION (CTE) PLAN

FY12 IMPLEMENTATION GRANT PROGRAM



APPLICATION GUIDE

PROGRAM AND APPLICATION GUIDELINES

Application Deadline: September 6, 2011
(email by 4:00 PM and postmark)

State of Alaska

Department of Labor and Workforce Development/Alaska Workforce Investment Board

Issued: July 5, 2011

Table of Contents

I. General Information

Overview	3
Issuing Agency and Contact Person.....	3
Additional Information and Assistance Available	3
Purpose and Applicability	4
Eligible Applicants	4
Eligible Applications	4
State Authority	4

II. Application Process

Solicitation Process.....	4
Solicitation Schedule.....	5
Funding Requirements	5
Application Requirements.....	6

III. Application Review and Award

Preliminary Application Screening.....	6
Application Review Committee.....	6
Application Scoring Process	6
Application Scoring Criteria	7
Project Alignment with the Alaska CTE Plan Strategies and Priorities	7
Project Implementation and Impact	8
Project Budget	8
Project Staff Experience and Qualifications.....	8
Results of Evaluation.....	9
Submittal Information	9

IV. Project Reporting

Project Reports and Timelines	9
-------------------------------------	---

I. GENERAL INFORMATION

Overview

The State of Alaska Department of Labor and Workforce Development (DOLWD) Alaska Workforce Investment Board (AWIB) has received new state funding to support participation by local educational entities in the implementation of strategies and actions identified in the Alaska Career and Technical Education Plan. The plan states: "...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, available through this competitive process, focuses on supporting elements needed for new, expanded and/or upgraded career and technical education (CTE) programs. Opportunities for projects that expand the impact of these funds through coordination with partners and leveraging of other funding sources are highlighted. These funds are not intended to support ongoing operations or projects outside of the Alaska CTE Plan. Please note that consideration will also be given to programs in areas that have documented shortages of CTE program(s).

The AWIB and its CTE Plan partners, the Alaska Department of Education & Early Development and the University of Alaska Statewide, invite eligible applicants to take advantage of this opportunity to enhance CTE opportunities for all Alaskans.

Rules for the administration of the program are outlined in Alaska State Statute, Section 23.15.580c. Grantees must encumber all expenses from this program by June 30, 2012.

Subject to application review and the Commissioners' approval, awards are expected to be announced by September 20, 2011. Final award will be dependent upon negotiation of identified revisions to budget and/or activity.

Issuing Agency and Contact Person

This Application Packet is issued by:

Mailing & Delivery Address:

State of Alaska
Department of Labor and Workforce Development (DOLWD)/ Alaska Workforce
Investment Board (AWIB)
Attention: Colette Smith, AWIB Administrative Assistant
1016 West Sixth Avenue, Suite 105
Anchorage, Alaska 99501

Phone Number: (907) 269-7485
Fax Number: (907) 269-7489
E-mail: colette.smith@alaska.gov

Additional Information and Assistance Available

Applicants should carefully review this Application Packet. Applicant comments and/or questions must be submitted in writing to colette.smith@alaska.gov. All questions and responses will be posted on the AWIB/CTE website at <http://www.labor.state.ak.us/awib/cte.htm> by August 10, 2011.

Purpose and Applicability

In accordance with and as authorized by rules outlined in Alaska State Statute, Section 23.15.580c funds will be allocated directly to eligible applicants to implement the Alaska CTE Plan.

The State of Alaska Department of Labor and Workforce Development (DOLWD) Alaska Workforce Investment Board (AWIB) has funding to support local educational entities' implementation of specific strategies and actions identified in the Alaska Career and Technical Education Plan. These funds are not intended to support ongoing operations. Successful applications will identify matching funds that will be used in implementing the project.

Eligible Applicants

The following public and non-profit entities are eligible to submit an application under this solicitation:

- (1) Alaska school districts;
- (2) Non-profit education entities partnering with public education entities; or
- (3) Alaska postsecondary educational institutions, including Regional Training Centers (RTCs) – [RTCs website http://www.labor.state.ak.us/awib/cte_programs.htm].

Eligible Applications

To be eligible for a grant under this program, proposed projects and activities must plan to implement one or more of the Alaska CTE Plan's six strategies:

1. Make transitions planned and accountable for both successful student progress and systemic cooperation
 2. 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
 3. 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
 4. Recruit, develop, support, and retain high-quality CTE teachers and faculty
 5. Maximize the use of public facilities for training
 6. Establish and maintain sustainable funding mechanisms for a successful CTE system for youth and adults
- ❖ The Alaska Career and Technical Education Plan may be downloaded from <http://www.labor.state.ak.us/awib/cte.htm>

State Authority

- ✓ Alaska State Statute, Section 23.15.580c.

II. The APPLICATION PROCESS

Solicitation Process

This application guide describes the funding priorities, application requirements, procedures and schedule for submitting a funding application from the Alaska CTE Plan FY12 Implementation Grant Program. Public notice of the solicitation will be published on the Alaska Online Public Notice System.

The application form is posted in Microsoft Word format on DOLWD/AWIB's website, <http://www.labor.state.ak.us/awib/cte.htm>. You may request a hard copy version of the application packet by contacting Colette Smith at (907) 269-7485 or email: colette.smith@alaska.gov.

Solicitation Schedule

Application packet issued.....July 5, 2011
Pre-Application conference calls.....July 25 & August 8, 3-4:00 pm
1-888-354-0094,
Conference ID: 9195355#
Responses to applicant questions posted.....August 10, 2011
Application Due (verified by email and postmark).**September 6, 2011 at 4:00 PM**
Application screening for completeness.....September 7, 2011
Application review.....September 8-9, 2011
Application negotiation and approval.....September 12-19, 2011
Notice of Intent to Award.....September 20, 2011

Funding Requirements

Funding Available – DOLWD/AWIB may make a total of \$525,000 available in grant funds under this solicitation.

Maximum Amount - DOLWD/AWIB may make individual grants under this program in an amount not to exceed:

- \$20,000 for Program Development
- \$40,000 for Equipment/Materials

Disallowed Costs - This source of grant funds shall not be used to pay for salaries or administrative costs including indirect expenses.

Matching Requirement - Grants will be required to identify matching funds that support the proposed activity.

- 1) The source of the match must **not** be federal in origin;
- 2) the match must be directly related and integral to completion of the project;
- 3) the use of the match funds must occur after the signing of the grant agreement, but before the end date of the project; and
- 4) the project match may be in the form of funds, e.g. the high school vocational education factor set out in AS14.17.420(a)(3) or the Vocational Technical Education Program (VTEP), or in-kind assignments of:
 - a. personnel;
 - b. equipment;
 - c. professional or administrative services; and/or
 - d. instructional supplies.

Cost Reimbursable Grants - Grants awarded under the Alaska CTE Plan FY12 Implementation Grant Program are cost reimbursable grants. Funds expended on a project prior to the execution of a grant agreement will not be reimbursed. Reimbursement payments will occur upon completion of the tasks or project and submission of reimbursement request(s) for actual costs. No advance payments will occur.

Application Requirements

In order to be considered for funding, an application must be submitted by an eligible entity as described on page 4 of this guide. The application must follow the application format provided by the AWIB for the Alaska CTE Plan Implementation Grant Program. The application must include:

- 1) a descriptive project narrative that responds to all required questions; and
- 2) a detailed budget identifying the associated costs of the project, the matching contributions and the additional financing sources that will support the project.

Size and formatting requirements:

- 1) Page limit is 10 pages, not including the cover page, the certification page or optional appendices. (Additional pages and appendices are informational only for reviewers, and will not be used in scoring the applications.)
- 2) Document must be formatted using Arial size 11 font, 1” margins, and single-spaced paragraphs with double space between paragraphs.

III. Application Review and Award

Preliminary Application Screening

DOLWD/AWIB will conduct a preliminary screening of each application submitted to ensure it meets the application requirements listed under Section II of this guide. Once DOLWD/AWIB determines that the application meets the requirements, the application will be accepted, and forwarded for review, scoring and ranking by the Application Review Committee. Applications that are determined to be incomplete will not be considered for funding.

Application Review Committee

The Application Review Committee will consist of the lead CTE staff from each Alaska CTE Plan entity (Department of Education & Early Development (DEED), Department of Labor and Workforce Development (DOLWD), and University of Alaska Statewide (UA). The recommendations from the Application Review Committee will be submitted to the Commissioner of Education & Early Development and the Commissioner of Labor and Workforce Development for review and final approval.

Application Scoring Process

Each application will be screened for completeness of the application by AWIB staff prior to detailed review and scoring. All applications that contain all required sections and are received prior to the deadline for submission will be reviewed and scored by the Application Review Committee.

Each member of the Application Review Committee shall use the published criteria to individually score project applications based on a total of 100 points. The Application Review Committee members will independently review and score each application, and then conference to clarify understanding, develop a ranked list of applications and any additional recommendations for consideration to improvement of the project(s).

Applications will be ranked based on the Committee’s scoring and submitted for approval to the Commissioners of DOLWD and DEED. The Commissioners’ decision to approve or disapprove the Committee’s recommendations will not be subject to protest or reconsideration.

Application Scoring Criteria

The following criteria will be used to score project applications for a maximum total of 100 points:

Project Alignment with the Alaska CTE Plan Strategies and Priorities *(Maximum Score: 40 points)*

The major focus of this competitive grant is to support local projects that are aligned with the Alaska CTE Plan Strategies and Priorities. There are four areas that each project must address. The four areas are:

- A. develop and implement at least one of the six Alaska CTE Plan strategies;
- B. address one of the high priority tasks identified by the Alaska Career and Technical Education Plan Action Committee;
- C. meet a demonstrated need which will provide a lasting benefit; and
- D. provides evidence the proposed project is coordinated with partners supporting CTE programs.

Each application must provide a narrative identifying the strategic importance of the proposed project within the local CTE program(s). The application will illustrate how the project addresses each of the four areas identified above.

Higher scores will be given in this category to applications that address *each* of the four elements listed below:

- A. Proposed project develops and implements at least one of the following six Alaska CTE Plan strategies:
 1. Make transitions planned and accountable for both successful student progress and systemic cooperation.
 2. 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.
 3. 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.
 4. Recruit, develop, support, and retain high-quality CTE teachers and faculty.
 5. Maximize the use of public facilities for training.
 6. Establish and maintain sustainable funding mechanisms for a successful CTE system for youth and adults.
- B. Proposed project implements at least one high priority listed below that has been identified by the Alaska Career and Technical Education Plan Action Committee:
 - a. Implement PLCP's (Personal Learning and Career Plans) in all levels (e.g., elementary, middle school, high school, adult, and postsecondary).
 - b. Provide career guidance information to students, families, and/or school district and postsecondary staff, and (e.g., delivery methods, professional development, train-the-trainer, pilot projects).

- c. Implement and integrate employability skill proficiencies with academic and CTE programs (employers and business continue to request that Alaska’s high school graduates demonstrate strong employability skills).
 - d. Revise and develop Career and Technical Education curriculum to include rigorous academic and technical content that meets the Alaska Performance Scholarship criteria.
 - e. Introduce, implement, or expand Career and Technical Student Organizations (CTSOs) as an integral instructional component of CTE programs.
 - f. Develop school-to-postsecondary or registered apprenticeship programs.
 - g. Improve CTE facilities and/or purchase equipment to meet industry standards;
- C. Proposed project meets a demonstrated need and will provide a lasting benefit; and
- D. Application provides evidence that proposed project is coordinated with partner’s support of CTE programs (e.g. provide letters of support).

Project Implementation and Impact *(Maximum Score: 25 points)*

Each application must describe its project management plan and identify the projected impact of the project on the students. The impact needs to be measurable and important to preparing youth and adults for careers and further education and/or training. Please note that consideration will also be given to programs in areas that have documented shortages of CTE program(s).

Higher scores will be given in this category to applications that:

- A. clearly define the objectives, methods, and anticipated results appropriate to the project;
- B. demonstrate how the project objectives will be successfully met within the specified timeframe, September 20, 2011 to June 30, 2012, and budget;
- C. include a mechanism to evaluate project success in meeting goals and objectives; and
- D. demonstrate the ability to sustain or manage the project beyond the initial funding period to support the achieved project objectives.

Project Budget *(Maximum Score: 25 points)*

The budget must be specific and the budget narrative must explain each amount and how it was computed. Please note that CTE FY12 Implementation Grant funds are not allowed to pay for Personnel and Administration costs. Please indicate matching funds that will cover these expenses if they are part of the project.

Higher scores will be given in this category to applications that include:

- A. A budget that is clearly necessary to meet project objectives; and
- B. project cost estimates that are explained and justified.

Project Staff Experience and Qualifications *(Maximum Score: 10 points)*

Provide documentation that demonstrates the applicant and any partners have the capacity and administrative expertise to successfully complete the project. Provide documentation that identifies staff, staff(s) tasks and qualifications in implementing the project.

Higher scores will be given to applications that the applicant and any partners:

- A. demonstrate capacity and administrative expertise to successfully complete the project; and
- B. provide qualifications of key staff who are necessary to the success of the project and the role of each one in implementing the project.

Results of Evaluation

DOLWD/AWIB will contact each applicant’s contact person following the Commissioners’ approval with either:

- 1) a Notice of Grant Award and recommended funding amount, or
- 2) notification their project is not recommended for funding.

Submittal Information

Each completed application must be **submitted in two parts** to the issuing office, DOLWD/AWIB, in order to be considered.

1. Via e-mail: All sections of the application required by this solicitation must be submitted via an emailed attachment by 4:00 PM on September 6, 2011, to colette.smith@alaska.gov, and
2. Via USPS or verifiable delivery service: The original cover page and certification page that have been signed by the applicant’s highest elected official or other authorized certifying officer, and **postmarked** by September 6, 2011.

It is strongly recommended that applications be submitted early and use a method than can verify the date and time of submission if necessary. Late submissions will not be considered for award.

Applications must be submitted to the following address:

State of Alaska
 Department of Labor and Workforce Development/Alaska Workforce Investment Board
 Attn: Colette Smith, AWIB Administrative Assistant
 1016 West Sixth Avenue, Suite 105
 Anchorage, Alaska 99501

IV. Project Reporting

Project Reports and Timelines

The Alaska CTE Plan Implementation Grant Program is a new program with a new source of funds. Timely and accurate reporting of each project’s essential elements is an important accountability element of this grant program. Reporting requirements will be negotiated with each grantee within the context of the Alaska CTE Plan.

- 1) A one-page initial start-up narrative report will be required by December 15, 2011.
- 2) Narrative and fiscal progress reports will be required on a quarterly basis:

Time Period	Due Date
September – December	January 15, 2012
January – March	April 15, 2012
April – June	July 15, 2012