

**Alaska Career and Technical Education (CTE) Plan FY13 CTE Implementation Grant Program
Questions and Answers for Applicants**

<i>ELIGIBILITY</i>	
1. Can a public 4-year college or university apply?	1. Eligible “postsecondary” applicants, identified on p. 4 of the Application Guide, include public four-year institutions.
2. Are private institutions eligible to apply for these funds?	2. Eligible applicants, identified on p. 4 of the Application Guide, include public school districts and postsecondary institutions, and non-profit educational entities partnering with a public education entity.
3. Are non-profit education entities eligible to apply?	3. Non-profit education entities, including Alaska Native tribal councils with an established education component, may apply if they do so under the requirements in the Application Guide, Page 4, Eligible Applicants - (3) Non-profit education entities partnering with public education entities.
4. May a non-profit education entity partner with an alternative high school in submitting a proposal?	4. A non-profit education entity may partner with a public education entity as identified in Page 4 of the Grant Guide, Eligible Applicants.
5. May an entity submit more than one proposal?	5. An entity may submit only one proposal.
6. May we submit one application as the applicant and be named as a partner on a different application?	6. Yes, but it must be clear that the applications are for two entirely different projects - and not an attempt to submit two applications for the same project.
7. Our program teaches employability skills but we do not provide any technical training. Are we eligible to apply?	7. The RFP is for entities who offer Career and Technical Education (CTE) programs. One of the elements of a CTE program is technical skill training, based on current industry standards.
8. Do participants need to be Alaska residents?	8. No, but the applying institution must be an Alaskan institution.
9. May an application include activities that relate to more than one CTE content area, e.g., both Business and Construction?	9. Yes.
10. Would an application for a program in . . . (a specific content area) . . . be considered?	10. We cannot comment on whether a specific application or activity would be considered or approved. Applications must meet all requirements as stated in the Guide and Application documents, including documentation of the need and impact of the project for your learners.
11. We received an AWIB CTE grant last year (2011/2012). May we apply again?	11. Yes.
12. We received an AWIB CTE grant in September/October 2012. May we apply again?	12. No. An entity may not receive 2 grants under this program in the same fiscal year.

**Alaska Career and Technical Education (CTE) Plan FY13 CTE Implementation Grant Program
Questions and Answers for Applicants**

<i>APPLICATION PROCESS and FORMATTING</i>	
13. May we attach additional documents to the application?	13. See Page 6 of the Guide under Application Requirements, Size and formatting requirements, (A) "Each application is limited to 10 pages, not including the cover page, certification page, PLCP checklist, budget pages, or optional appendices. (Appendices are informational only for reviewers and will not be used in scoring the applications.)"
14. Are letters of support counted in the 10-page limit on the application?	14. No.
15. Do we need to use the provided application form or may we submit a ten page narrative?	15. Applicants MUST use and complete the actual application form (except Page iii, which provides a reference checklist and the submission instructions). All other pages must be used. Applicants may NOT use their own form.
<i>OVERVIEW</i>	
16. Will there be an internal or external evaluator required as a responsibility of the applicant?	16. The applicant does not need to identify or fund a third-party evaluator with these funds. State lead staff will conduct initial reviews and an external evaluator may be contracted by the state to examine the grant projects. Each grantee's responsibility would be to cooperate with the state's evaluator. It is important that each grantee plan for accurate and timely reporting of progress within each project objective. The success of a program for possible continued investment is very important. AWIB will report on the grant outcomes to the legislature each year.
17. Please go over the scoring criteria, namely the review.	17. The total maximum amount possible is 100 points: Project Importance and Required Elements, 40 points; Project Implementation and Impact, 30 points; Project Budget, 20 points; and Project Staff Experience and Qualifications, 10 points. The scoring guide/rubric that will be used by the review panel begins on page 12 of the Implementation Guide document.

**Alaska Career and Technical Education (CTE) Plan FY13 CTE Implementation Grant Program
Questions and Answers for Applicants**

PROJECT IMPORTANCE & REQUIRED ELEMENTS	
18. Where can the Alaska CTE Plan priorities be found (referenced on Page 4 of the Guide under Eligible and Required Activities, “(2) address one or more of the FY13 high priority tasks identified by the Alaska CTE Plan Action Committee ;”)?	18. They are listed on Page 7 of the Guide, #2 a) through f).
19. How do we handle PLCPs for students that may have come from another state or institution that did not use PLCPs?	19. Applicants will need to provide their plan for PLCP implementation. See Page 7 of the Guide, (1), states that "proposed project must include a plan for implementation of Personal Learning and Career Plans (PLCPs), including a checklist showing the minimum components of a PLCP that all participants will complete; . . ."
20. Our proposal is for a brand new program, which will involve development of curriculum and perhaps purchase of equipment to put the program into place. We may not be ready to serve any students during the project year; therefore, no students will actually have PLCPs. How do we address the PLCP requirement in our application?	20. All applicants must provide their plan for implementation of PLCPs, as explained on Page 7 of the Guide and on Page 1 of the Application.
21. Page 7 of the Guide (1) mentions the "minimum components" of a PLCP. Must ALL items on the PLCP checklist (Page vi of the Application) be checked? If not, are there a minimum number of items that must be checked?	21. All proposals must include a plan for implementation of PLCPs. The checklist on Page vi of the application shows a complete list of the recommended components for an Alaska PLCP; applicants must indicate which of those components will be included in their participants' PLCPs. This may or may not include all items listed.
22. Where may we find other information and resources about Alaska PLCPs?	22. The AWIB CTE website at http://www.labor.state.ak.us/awib/cte.htm and the EED CTE website at http://www.eed.state.ak.us/tls/cte/ both contain links with PLCP resources.

**Alaska Career and Technical Education (CTE) Plan FY13 CTE Implementation Grant Program
Questions and Answers for Applicants**

<i>PROJECT IMPLEMENTATION AND IMPACT</i>	
23. What level of industry participation is necessary?	23. This will depend upon the project scope and intent. It is expected that employers will assist in ensuring that current industry standards are being incorporated in the proposed program.
24. Please elaborate on "E. demonstrate the shared use of public facilities" on Page 8 of the Guide under Project Implementation and Impact.	24. As one of the 6 CTE Plan strategies, CTE facilities are an important factor in high quality CTE programs. Applicants who show that the shared use of public facilities (e.g., a school district using a postsecondary institution's facilities or vice versa) is an integral part of their project, and who document how the sharing will be accomplished (e.g., issues of liability, insurance, scheduling, etc.), will receive higher scores on this section.
<i>BUDGET</i>	
25. Is there a hard limit of requests for either \$30,000 for Program Development or \$30,000 for Equipment/Materials?	25. The amounts listed are the maximum allowed for each type of activity. An application may combine these purposes for a maximum total amount of \$60,000 that may be awarded. An applicant must clearly identify how the funds are budgeted as designated; i.e. for Program Development or Equipment/Materials.
26. Is there a limit on line items within the overall budget?	26. There is not a maximum line item amount that may be spent for any particular budget category. Proposed expenses must fall within the maximum amount and be instrumental to the outcome of the grant. For example, a limited amount of travel may be allowed for an Equipment/Materials request where travel for training on a piece of equipment was necessary for its proper use.
27. What qualifies as Program Development and Equipment/Materials?	27. Please see the Definitions section on Page 10 – 11 of the Grant Guide.
28. Can an application include costs for training for staff in PLCP implementation?	28. Training costs are allowable under the Program Development category. See Page 10 of the Guide - Definitions - Program Development Activities and Costs
29. May we charge any indirect costs?	29. No indirect expenses may be charged to the project, including regular salaries or administrative costs. (see Guide, Page 5 and 8).

**Alaska Career and Technical Education (CTE) Plan FY13 CTE Implementation Grant Program
Questions and Answers for Applicants**

<p>30. Is there a minimum dollar amount or percentage required for the matching funds? Is this grant a full match or partial match, i.e. will more points be earned with more matches? Is a dollar for dollar match required? Is this leveraged funds or matched funds?</p>	<p>30. No minimum amount or percentage is required for the matching funds. However, a match is required to support the proposed activity, and the match will be considered in the overall scoring of the Project Budget (see Pages 5 and 8 of the Guide). The match is a measure of the applicant’s commitment to the sustainability of the program.</p>
<p>31. What type of documentation will be appropriate to show matching contributions from a corporate entity?</p>	<p>31. A letter from the corporate entity stating their contribution and their responsibilities for the proposed project will be appropriate to show matching contributions. Matching funds should also be indicated on the budget (see AK CTE Plan Implementation Guide, p.8, Project Budget).</p>
<p>32. May the match be comprised of the non-recoverable indirect costs we would normally charge to a grant?</p>	<p>32. The match must conform to the requirements shown on Page 5 of the Grant Guide – Matching Requirements.</p>
<p>33. Grants funds are not allowed to cover “regular, ongoing personnel or salary costs or any administration costs,” referenced on Page 8, but may funds be used to pay for teacher substitutes or for time that teachers spend outside their regular contract time for grant-related work?</p>	<p>33. As stated on Page 8 of the Guide, these grant funds may not be used to pay for any portion of the regular salaries of the applicant’s personnel. Grant funds may be used: 1) to pay for contractual work, including contracts with staff for work outside their normal contract time and duties; to improve the expertise or capacity of personnel, e.g., costs associated with attendance at professional development events, including costs of teacher substitutes; or 3) for contractual services to bring in outside expertise that is integral to the success of the project. For reimbursement, any contractual work will need to be documented by submitting a copy of the contract and details of the work that was performed.</p>
<p>34. How is Equipment defined?</p>	<p>34. See the Definitions section on Pages 10 - 11 of the Guide.</p>
<p>35. May grant money be used to pay tuition?</p>	<p>35. Yes, but the application budget must explain and justify project cost estimates and show that it is necessary to achieve the goals of the project, and the application must demonstrate the ability to sustain or manage the project beyond the initial funding period to support the achieved project objectives.</p>
<p>36. May funds be used for student travel?</p>	<p>36. Yes, as long as it is necessary to achieve the goals of the program.</p>
<p>37. One of the grant requirements is to budget for expenses to send a program staff person to a CTE conference in Anchorage. Our staff person lives in Anchorage, so there would not be any travel expenses. Will we be out of compliance on that requirement?</p>	<p>37. You would still be in compliance as long as you show the item in your budget and include it in your timeline and activities. If it is a zero budget amount, explain why.</p>

**Alaska Career and Technical Education (CTE) Plan FY13 CTE Implementation Grant Program
Questions and Answers for Applicants**

<i>STAFF EXPERIENCE AND QUALIFICATIONS</i>	
38. Why are resumes requested, since this grant will not pay for regular salaries?	38. As with any educational program, the success of CTE program development and implementation depends upon the expertise and capacity of its key staff. These funds are intended to improve CTE opportunities for students, K-12 through postsecondary, so the expertise or experience of project personnel is a key factor and helps demonstrate the commitment of the applicant.