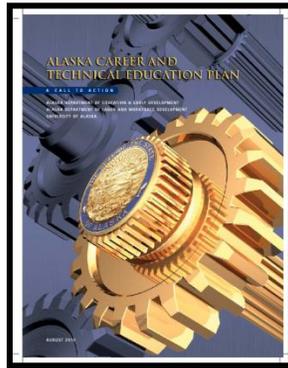


ALASKA CAREER AND TECHNICAL EDUCATION (CTE) PLAN

FY13 CTE IMPLEMENTATION GRANT PROGRAM REQUEST FOR PROPOSALS EXTENSION (RFP EXTENSION)



APPLICATION GUIDE

PROGRAM AND APPLICATION GUIDELINES

Application Deadline: October 26, 2012
(email by 4:00 PM OR postmarked on or before the date)

State of Alaska

Department of Labor and Workforce Development/Alaska Workforce Investment Board

Issued: October 2, 2012

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★ Indicates the term is defined in Section V – Definitions – beginning on page 10 of this Guide.

I. GENERAL INFORMATION

Overview and Purpose

The State of Alaska Department of Labor and Workforce Development (DOLWD) Alaska Workforce Investment Board (AWIB) has received FY13 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."

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.

This one-year funding focuses on supporting elements needed for new or innovative career and technical education (CTE) programs[★], including upgrades to CTE[★] equipment or facilities. Program activities must demonstrate 1) alignment with the Alaska CTE Plan; and 2) support of a CTE curriculum that is based on current industry standards. Proposals must identify projects that expand the impact of these grant funds through coordination with partners and leveraging of other funding sources. Successful applications will identify matching funds that will be used in implementing the project. These grant funds may not be used to maintain ongoing operations or activities, or to support projects outside of the Alaska CTE Plan.

Rules for the administration of the program are outlined in Alaska State Statute, Section 23.15.580c. In accordance with these rules, funds will be allocated directly to the successful applicants to implement the Alaska CTE Plan.

Subject to application review and the Commissioners' approval, awards are expected to be announced by November 30, 2012. Final award will be dependent upon negotiation of any identified revisions to budget and/or activity.

Issuing Agency and Contact Person

This Application Packet is issued by:

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

E-mail: CTE@alaska.gov

Additional Information and Technical Assistance Available

1. An **audio-conference** for interested applicants will be held on Thursday, October 11, 2012, at 3:00 PM. Call toll-free 1-888-354-0094, Conference ID: 9095355#.
2. **Technical assistance** is available between October 8 and October 19, 2012 by calling 907-269-7485 to set up an appointment.
3. **Applicant comments and/or questions** may be submitted to CTE@alaska.gov. All questions and responses will be posted on the AWIB/CTE website at <http://www.labor.state.ak.us/awib/cte.htm>. Please see pages 16 – 21 of this Application Guide for previous questions and answers.

[★] Indicates the term is defined in Section V – Definitions – beginning on page 10 of this Guide.

Eligible Applicants

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

- (1) Alaska school districts;
- (2) Alaska public postsecondary educational institutions, including Regional Training Centers (RTCs - see http://www.labor.state.ak.us/awib/cte_programs.htm); or
- (3) Non-profit education entities partnering with a public education entity as defined in (1) and (2) above.

Note: An entity that was notified in September 2012 that they have received an AWIB CTE grant from the initial FY13 RFP may NOT apply under this RFP Extension.

Eligible and Required Activities

To be eligible for a grant under this program, proposed projects and activities will be aligned with the Alaska CTE Plan strategies and **must:**

- (1) include the implementation of Personal Learning and Career Plans (PLCPs);
- (2) address one or more of the FY13 high priority tasks identified by the Alaska CTE Plan Action Committee;
- (3) meet a demonstrated need which will provide a lasting benefit; and
- (4) be coordinated with partners, including at least one business/industry partner.

Additionally, successful applicants must agree to:

- a) use a portion of the grant funds to support travel and attendance of one identified program staff to the winter CTE Coordinators' and Partners' Worksession (tentatively scheduled for January 29 – February 1, 2013) in Anchorage;
- b) retain any inventoried equipment  purchased with the grant funds for a minimum of three years;
- c) comply with reporting and invoicing requirements;
- d) participate in state-provided technical assistance pertaining to this grant, which may be provided via webinars or audiconference or as part of the conferences mentioned in part a) above.

The requirements are detailed under “Application Scoring Criteria” beginning on page 7 of this guide.

State Authority

Alaska State Statute, Section 23.15.580c.

II. 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 FY13 Implementation Grant Program RFP Extension. Public notice of the solicitation will be published on the Alaska Online Public Notice System.

The application form is posted in Microsoft Word format and the budget spreadsheet in Microsoft Excel 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: CTE@alaska.gov.

Solicitation Schedule

Application packet issued.	October 2, 2012
Question and Answer audio-conference.	October 11, 2012: 3-4:00 PM 1-888-354-0094, Conference ID: 9195355#
Technical Assistance Period.	October 5 – October 19, 2012 Call 907-269-7485 to schedule a Technical Assistance appointment
Application Due (verified by email or postmark).	October 26, 2012
Application screening for completeness.	October 29, 2012
Application review and approval.	November 1 – 9, 2012
Application negotiation.	November 12 – 20, 2012
Notice of Intent to Award.	November 23, 2012

Fiscal Information

Maximum Individual Award - DOLWD/AWIB may make individual grants under this program in an amount not to exceed \$60,000 to any one applicant. For each application:

- A maximum of \$30,000 may be requested for program development activities✪;
- A maximum of \$30,000 may be requested for equipment/materials/supplies✪.

Disallowed Costs - This source of grant funds may not be used to pay for regular on-going salaries or for any administrative costs including indirect expenses.

Matching Requirement✪ - Applications must 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;
- 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 FY13 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 be made.

✪ Indicates the term is defined in Section V – Definitions – beginning on page 10 of this Guide.

Grant Funds Expire June 30, 2013 – All grant funds **MUST** be expended during the FY13 fiscal year. Grantees will **not** be allowed to carry over any unused grant funds; it is each grantee’s duty to demonstrate fiscal responsibility in the expenditure of all grant funds towards the successful implementation of the approved project. The department will consider approval of reasonable and justified budget revision requests  submitted in a timely manner during the project year.

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 be submitted using the application form template and must include:

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

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.)
- B) Applicants **must use the actual application document** and begin their narrative responses in the space indicated for each question, adding additional pages where desired, not to exceed the page limit described in A above.
- C) Document must be formatted using Garamond size 12 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. Applications that are determined to meet the requirements will be forwarded for review, scoring, and ranking by the Application Review Committee. Applications deemed incomplete will not be reviewed or 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 (EED), 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

All applications that are determined to be complete 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 will 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 and 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 EED. The Commissioners’ decision to approve or disapprove the Committee’s recommendations will not be subject to protest or reconsideration.

DOLWD may negotiate with a successful applicant in order to clarify or revise the project goals and/or budget before execution of the grant.

 Indicates the term is defined in Section V – Definitions – beginning on page 10 of this Guide.

Application Scoring Criteria

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

Project Importance and Required Elements

(Maximum Score: 40 points)

The major focus of this competitive grant is to support local CTE projects that are aligned with the Alaska CTE Plan Strategies and Fy13 Priorities. (The Alaska Career and Technical Education Plan may be downloaded from <http://www.labor.state.ak.us/awib/cte.htm>.)

Each application must provide a narrative identifying the strategic importance of the proposed project within the local CTE program(s) and how the project will address each of the following four areas:

- (1) 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;
- (2) Proposed project must implement at least one priority listed below that has been identified by the Alaska Career and Technical Education Plan Action Committee:
 - a) Expand implementation of Personal Learning and Career Plans (PLCPs) in one or more of the following areas: parent involvement, staff training/professional development, use of WorkKeys and/or KeyTrain/Career Ready 101
 - b) Implement or expand integration of academics into CTE courses
 - c) Implement or expand a partnership between the applicant and business/industry
 - d) Align CTE curriculum from secondary to postsecondary and/or industry
 - e) Implement and integrate employability skills training with academic and CTE programs, including assessment and documentation of employability skills attainment
 - f) Improve CTE facilities and/or purchase equipment that is directly tied to the curriculum and to industry standards
- (3) Proposal must document the demonstrated need for the project and describe how it will provide a lasting benefit; and
- (4) Application must provide evidence (e.g., letters of support) that shows the proposed project is coordinated with partners, at least one of which is from business/industry.

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

- A. are clearly aligned with the Alaska CTE Plan;
- B. provide a detailed narrative plan for implementation of PLCPs and complete the PLCP checklist;
- C. demonstrate the program is new or innovative;
- D. describe thoroughly the plan(s) for implementation of one or more of the priority items;
- E. identify the need for the project and explain how it provides a benefit beyond the grant year;
- F. demonstrate that the CTE curriculum is based on current industry standards; and
- G. provide documentation of partner coordination, including business/industry.

Project Implementation and Impact

(Maximum Score: 30 points)

Each application must describe the project management plan and identify the projected impact on the learners. The impact needs to be measurable and important to preparing youth and/or adults for careers and further education and/or training.

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

- A. clearly define the objectives, methods, anticipated results, and impact appropriate to the project;
- B. demonstrate how the project objectives will be successfully met during the project year ending June 30, 2013 and within the proposed budget;
- C. include a mechanism to evaluate project success in meeting goals and objectives;
- D. demonstrate the ability to sustain or manage the project beyond the initial funding period to support the achieved project objectives; and
- E. demonstrate the shared use of public facilities.

Project Budget

(Maximum Score: 20 points)

The budget must be specific and the budget narrative must explain each amount and how it was computed. Please note that CTE FY13 Implementation Grant funds are **not** allowed to pay for regular, ongoing personnel or salary[⊛] costs or any administration costs[⊛]. Grant funds **may be used** to pay for contractual work[⊛], including contracts with staff for work outside their normal contract time and duties. Copies of any contracts must be submitted to DOLWD/AWIB as part of the grant reporting requirements.

There is no minimum amount or percentage of match required; however, the match must clearly support the project and be integral to its success.

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

- A. a budget that is detailed and clearly necessary to meet project objectives;
- B. project cost estimates that are explained and justified; and
- C. matching funds either in dollars or in-kind services or other resources (must NOT be from federal sources).
- D. The following level of detail for each budget category:
 - **Travel:** Include the traveler(s), purpose, duration and destination of travel that is necessary for the success of this project.
 - **Contractual:** Identify contractual costs and activities. Provide cost estimates from potential contractors. Explain how the contractual costs support the project. You will be required to submit copies of signed contracts as part of your grant reporting.
 - **Equipment/Materials/Supplies:** Identify the equipment/materials/supplies to be purchased. Include cost estimates from suppliers. Explain how the purchase supports the project.
 - **Other Costs:** Identify other costs that do not fit into above categories. Provide information on how the cost estimate was derived. Explain how the costs are necessary to support the project.

[⊛] Indicates the term is defined in Section V – Definitions – beginning on page 10 of this Guide.

The application must 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 and their tasks and qualifications in implementing the project.

Higher scores will be given to applications that:

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

Results of Proposal Review and Scoring

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

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

Submittal Information

In order to be considered, each completed application must be **submitted** to the issuing office, DOLWD/AWIB, in **either of two ways**:

1. Via e-mail (preferred): **All sections of the application required by this solicitation**, including scanned signature pages with the appropriate signatures and the electronic budget spreadsheet document, submitted via an emailed attachment no later than 4:00 PM on October 26, 2012, to CTE@alaska.gov;

OR

2. Via United States Postal Service (USPS) or other verifiable delivery service: **All sections of the application required by this solicitation**, including signature pages with the appropriate signatures and hard copies of the budget spreadsheet pages, **postmarked** on or before October 26, 2012, submitted to:

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

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

IV. PROJECT REPORTING AND FISCAL REQUIREMENTS

Project Reports and Timelines

The Alaska CTE Plan Implementation Grant Program is a second-year program funded by the state. Timely and accurate reporting of each project's essential elements is an important accountability element of this grant program. Narrative and fiscal progress reports are required, using forms supplied by the department.

Time Period	Due Date
1 st progress report	January 30, 2013
2 nd progress report	April 30, 2013
Final Closeout Report	July 15, 2013
Last date to submit Requests for Reimbursements	July 15, 2013

Equipment Retention Requirements

Any inventoried equipment that is approved and purchased with these grant funds must be retained by the applicant for a period of at least three years from the end of the project (i.e., until June 30, 2016). During that time it may not be sold, given away, surplus, or otherwise disposed of without prior approval from the department.

Invoicing and Reimbursements

In order to be considered for payment, reimbursement requests **must be submitted along with the progress reports** (see Project Reports and Timelines above) on forms supplied by the department, and must be accompanied by documentation of the expenditure such as invoices, delivery receipts, copy of contract, travel receipts, travel reports[☆], etc.

Additional fiscal information and requirements are detailed under **Fiscal Information** beginning on Page 5 of this Guide.

V. RESOURCES

Definitions

Career and Technical Education (CTE)

An organized education program that provides not only career development skills but also academic and technical skill competencies that prepare a learner for the next step in his/her career path, whether that is further training, education, or a job.

Budget Revision

Request by the grantee to modify a portion of the approved budget, required if the change is more than 10% of the original budget amount for that item. A Budget Revision request must be submitted to the AWIB Program Manager on a form supplied by the department before the funds are expended.

Contractual

Budget category for services rendered in fulfillment of a specific contract; for example, a consultant who provides technical assistance; a teacher who develops curriculum after normal school contractual hours; an industry expert who trains CTE instructors.

Program Development Activities and Costs – (may be a maximum of \$30,000 per application)

Expenses for activities that relate to development or upgrading of a CTE program, NOT including physical items. Program development costs may include contractual services, curriculum development, travel for training or other grant-related purposes, audio or video-conference fees, training fees, online subscriptions to testing or training, professional development, conference fees, extra-duty contracts, etc.

[☆] Indicates the term is defined in Section V – Definitions – beginning on page 10 of this Guide.

Equipment, Material, Supplies – (may be a maximum of \$30,000 per application)

In general, any physical item that is purchased in support of the program, including shop-type equipment, computers and peripherals, textbooks or other print resources, software, paper, safety gear, etc. This category could also include facility upgrades. For purposes of this grant, “equipment” is considered any item that is officially inventoried, and grantees must agree to keep and properly maintain it for at least three years from the end of the grant. Note that ALL purchases must be within the approved scope of the project.

Travel Report

A brief report submitted to AWIB by staff whose travel was supported by these grant funds. The grantee’s Program Manager submits the Travel Report along with the Request for Reimbursement for the travel expenses.

Request for Reimbursement (Reimbursement Request)

The actual invoicing or billing from a grantee to the AWIB, using a form supplied by the AWIB. Grant funds are not considered “spent” until the AWIB Project Manager approves the Reimbursement Request and the AWIB’s fiscal office issues a reimbursement check to the grantee. Reimbursement Requests along with the supporting documentation **must be submitted within 30 days following the end of each quarter in order to be approved for reimbursement.**

Grantee Program Manager – designated on the cover of the Application Form

The person designated by the grantee to be the main point of contact for ALL grant-related communication from the AWIB office. The Grantee Program Manager is responsible for gathering all information, both fiscal and programmatic, and submitting the required information to the AWIB. This includes budget revision requests, reports, reimbursement requests and invoices, travel reports, etc.

Salary or Personnel

Regular, ongoing pay that a staff member receives for the duties he/she is regularly assigned and that take place during the regularly-scheduled work-day. CTE Implementation Grant funding may NOT be used for any regular salary expenses.

Administrative Costs/Indirect Costs

These include any costs associated with administering the grant funds, such as partial salary for a program manager or fiscal staff, indirect expenses such as utilities and facilities, etc. CTE Implementation Grant funding may NOT be used for any administrative or indirect expenses.

Application Scoring Rubric begins on page 12 of this document – also available on the AWIB CTE website at <http://www.labor.state.ak.us/awib/cte.htm>

Frequently Asked Questions begins on page 16 of this document – also available on the AWIB CTE website at <http://www.labor.state.ak.us/awib/cte.htm>

**Alaska Career and Technical Education Plan
FY13 Competitive Grant Program Application Review Scoring Guide**

Project Importance and Required Elements (Maximum possible = 40 points)

The major focus of this competitive grant is to support local CTE projects that are aligned with the Alaska CTE Plan Strategies and Fy13 Priorities. (The Alaska Career and Technical Education Plan may be downloaded from <http://www.labor.state.ak.us/awib/cte.htm>). Each application must provide a narrative identifying the strategic importance of the proposed project within the local CTE program(s) and how the project will address each of the following four areas:

- (1) 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;
- (2) Proposed project must implement at least one priority listed below that has been identified by the Alaska Career and Technical Education Plan Action Committee:
 - a) Expand implementation of Personal Learning and Career Plans (PLCPs) in one or more of the following areas: parent involvement, staff training/professional development, use of WorkKeys and/or KeyTrain/Career Ready 101
 - b) Implement or expand integration of academics into CTE courses
 - c) Implement or expand a partnership between the applicant and business/industry
 - d) Align CTE curriculum from secondary to postsecondary and/or industry
 - e) Implement and integrate employability skills training with academic and CTE programs, including assessment and documentation of employability skills attainment
 - f) Improve CTE facilities and/or purchase equipment that is directly tied to the curriculum and to industry standards
- (3) Proposal must document the demonstrated need for the project and describe how it will provide a lasting benefit; and
- (4) Application must provide evidence (e.g., letters of support) that shows the proposed project is coordinated with partners, at least one of which is from business/industry.

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

- A. are clearly aligned with the Alaska CTE Plan;
- B. provide a detailed narrative plan for implementation of PLCPs and complete the PLCP checklist;
- C. demonstrate the program is new or innovative;
- D. describe thoroughly the plan(s) for implementation of one or more of the priority items;
- E. identify the need for the project and explain how it provides a benefit beyond the grant year;
- F. demonstrate that the CTE curriculum is based on current industry standards; and
- G. provide documentation of partner coordination, including business/industry.

40 Points Maximum (Reviewers may assign a score anywhere in the range of 0 to 40.)

40 Points	25 points	5 Points
<p>All elements are clearly and specifically addressed:</p> <ul style="list-style-type: none"> • Project is clearly aligned with CTE Plan. • PLCP Implementation plan is detailed and clear. Components on PLCP checklist are realistic based on the narrative. • Project is clearly new or innovative. • Project clearly implements at least one of the high priority items. • Program need and lasting benefit are specifically identified and described. • Application provides a clear description of how the CTE curriculum is based on current industry standards. • Partner involvement is documented and shows shared responsibilities for project. 	<p>Some elements are unclear, such as:</p> <ul style="list-style-type: none"> • Alignment with the CTE Plan is not clear. • PLCP implementation plan is vague. • Project does not appear to be new or innovative. • Implementation of at least one high priority item is not specifically described. • Program need and lasting benefit are vague. • CTE curriculum based on industry standards is assured or mentioned, but no details are given. • Partner involvement is stated but lacks detail. 	<p>Several elements are missing or are vague.</p>

Each application must describe the project management plan and identify the projected impact on the learners. The impact needs to be measurable and important to preparing youth and/or adults for careers and further education and/or training.

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

- A. clearly define the objectives, methods, anticipated results, and impact appropriate to the project;
- B. demonstrate how the project objectives will be successfully met during the project year ending June 30, 2013 and within the proposed budget;
- C. include a mechanism to evaluate project success in meeting goals and objectives;
- D. demonstrate the ability to sustain or manage the project beyond the initial funding period to support the achieved project objectives; and
- E. demonstrate the shared use of public facilities.

The completed “Objectives and Timeline Summary” table must be included.

30 Points Maximum (Reviewers may assign a score anywhere in the range of 0 to 30.)

30 Points	15 points	3 Points
<p>All elements are clearly and specifically addressed:</p> <ul style="list-style-type: none"> • Objectives, methods, results, and impact are specifically stated and support one another. • Timeline and narrative clearly demonstrate how the objectives will be met. • Table is complete and detailed. • An evaluation mechanism is clearly described. • Specific plans for project continuation are described. • A plan for shared use of public facilities is an integral part of the project. 	<p>Some elements are unclear, such as:</p> <ul style="list-style-type: none"> • Objectives, methods, results, or impact are not specific. • It is not clear from the timeline and narrative that the objectives will be met. • Table is incomplete or vague. • Evaluation mechanism is assured but details are not provided. • Plan for project continuation is not clear. • Shared use of public facilities is mentioned, but no details are provided. 	<p>Several elements are missing or are vague.</p>

The budget must be specific and the budget narrative must explain each amount and how it was computed. Please note that CTE FY13 Implementation Grant funds are **not** allowed to pay for regular, ongoing personnel or salary costs or any administration costs. Grant funds **may be used** to pay for contractual work, including contracts with staff for work outside their normal contract time and duties. There is no minimum amount or percentage of match required; however, the match must clearly support the project and be integral to its success.

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

- A. a budget that is detailed and clearly necessary to meet project objectives;
- B. project cost estimates that are explained and justified;
- C. matching funds either in dollars or in-kind services or other resources (NOT from federal sources); and
- D. the following level of detail for each budget category:
 - **Travel:** Include the traveler(s), purpose, duration, and destination of travel that is necessary for the success of this project.
 - **Contractual:** Identify contractual costs and activities. Provide cost estimates from potential contractors. Explain how the contractual costs support the project. You will be required to submit copies of signed contracts as part of your grant reporting.
 - **Equipment/Materials/Supplies:** Identify the equipment/materials/supplies to be purchased. Include cost estimates from suppliers. Explain how the purchase supports the project.
 - **Other Costs:** Identify other costs that do not fit into above categories. Provide information on how the cost estimate was derived. Explain how the costs are necessary to support the project.

The budget spreadsheet, including both the budget worksheet and the narrative worksheet, must be completed and submitted in hard copy.

20 Points Maximum (Reviewers may assign a score anywhere in the range of 0 to 20.)

20 Points	10 points	2 Points
<p>All elements are clearly and specifically addressed:</p> <ul style="list-style-type: none"> • Budget is detailed and clearly necessary to meet project objectives. • Cost estimates are explained and justified. • Description of matching funds and their source(s) are included and clearly support the project objectives. • Level of detail described in part D above is provided for each item. 	<p>Some elements are unclear, such as:</p> <ul style="list-style-type: none"> • Budget is not explained clearly or does not appear to be necessary to meet project objectives. • Budget categories are shown but costs are not broken out. • Necessity of budget items is not explained. • Travel costs are not provided or not justified. • Contractual activities are not detailed. • Costs for equipment, materials, supplies, or other items are not itemized or no explanation is given on how these purchases support the project. 	<p>Budget is vague, with little or no detail provided.</p>

The application must 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 and their tasks and qualifications in implementing the project.

Higher scores will be given to applications that:

- C. demonstrate capacity and administrative expertise of applicant and partners to successfully complete the project; and
- D. provide qualifications of key staff (for applicant and partners) who are necessary to the success of the project and specify the role of each one in implementing the project.

10 Points Maximum (Reviewers may assign a score anywhere in the range of 0 to 10.)

10 Points	5 points	1 Point
<p>All elements are clearly and specifically addressed:</p> <ul style="list-style-type: none"> • Assigned personnel position(s), FTE, and clear task descriptions are provided that are appropriate to the scope of proposed project. • Adequate grant management capacity and administrative support are clearly identified. • Staff resume(s) demonstrate CTE expertise and experience in settings appropriate to proposed project. 	<p>Some elements are unclear, such as:</p> <ul style="list-style-type: none"> • General tasks and FTE are identified – no explanation of how position will be made available to this project, or time assignments that are not congruent with the proposal. • General assurance statement of adequate capacity is provided, but not details are given. • Staff resume(s) demonstrate some experience in settings related to proposed project; CTE-specific expertise is vague. 	<p>Several elements are missing or are vague.</p>

**Alaska Career and Technical Education (CTE) Plan FY13 CTE Implementation Grant Program
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<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.

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<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.

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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.

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<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).

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<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>

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<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.