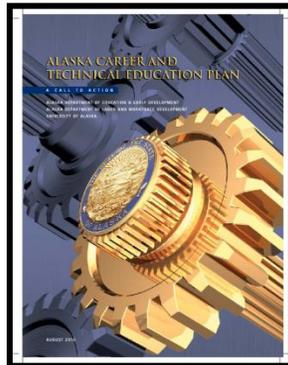


# ***ALASKA CAREER AND TECHNICAL EDUCATION (CTE) PLAN***

## ***FY13 CTE IMPLEMENTATION GRANT PROGRAM***



## ***APPLICATION GUIDE***

PROGRAM AND APPLICATION GUIDELINES

***Application Deadline: July 16, 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: May 25, 2012**

# Table of Contents

## I. General Information

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

## II. Application Process

Solicitation Process .....	5
Solicitation Schedule.....	5
Funding.....	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 Importance and Required Elements.....	7
Project Implementation and Impact .....	8
Project Budget .....	8
Project Staff Experience and Qualifications .....	9
Results of Proposal Review and Scoring.....	9
Submittal Information.....	9

## IV. Project Reporting and Fiscal Requirements

Project Reports and Timelines.....	10
Equipment Retention Requirements.....	10
Invoicing and Reimbursement.....	10

## V. Resources

Definitions.....	10
Application Scoring Rubric .....	11
Forms.....	11

★ 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<sup>★</sup>, including upgrades to CTE<sup>★</sup> 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 August 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](mailto:CTE@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 [CTE@alaska.gov](mailto: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> by June 20, 2012.

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<sup>★</sup> 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](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.

### **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 either the Alaska CTE Professional Development Conference October 29-31, 2012, in Anchorage (<http://www.actealaska.org/profdev.html>) or 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 audiconferences 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. 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](mailto:CTE@alaska.gov).

### Solicitation Schedule

Application packet issued. . . . .	May 25, 2012
Pre-Application conference call. . . . .	June 7, 2012: 3-4:00 PM 1-888-354-0094, Conference ID: 9195355#
Pre-Application conference call. . . . .	June 19, 2012: 10 – 11 AM 1-888-354-0094, Conference ID: 9195355#
Responses to applicant questions posted. . . . .	June 20, 2012
<b>Application Due</b> (verified by email <b>or</b> postmark). . . . .	<b>July 16, 2012</b>
Application screening for completeness. . . . .	July 23, 2012
Application review and approval. . . . .	July 30 – August 10, 2012
Application negotiation. . . . .	August 10 - 25, 2012
Notice of Intent to Award. . . . .	August 30, 2012

### Funding

**Funding Available** – DOLWD/AWIB may make a total of up to \$515,000 available in grant funds under this solicitation.

**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.

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**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.

**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 (see Preliminary Application Screening section above) 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

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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.

### **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<sup>☛</sup> costs or any administration costs<sup>☛</sup>. Grant funds **may be used** to pay for contractual work<sup>☛</sup>, 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.

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<sup>☛</sup> 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 July 16, 2012, to [CTE@alaska.gov](mailto: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 July 16, 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 than 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 <sup>st</sup> quarter	October 30, 2012
2 <sup>nd</sup> quarter	January 30, 2013
3 <sup>rd</sup> quarter	April 30, 2013
Final Closeout Report	July 15, 2013
<b>Last date to submit Requests for Reimbursements</b>	<b>July 15, 2013</b>

### 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 quarterly 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 Funding 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** – available by June 15, 2012, on the AWIB website at <http://www.labor.state.ak.us/awib/cte.htm>

**Grant Reporting and Budget Forms** – Forms to be used by successful grantees during the grant year will be available by June 15, 2012, on the AWIB website: <http://www.labor.state.ak.us/awib/cte.htm>

- Quarterly Report
- Final Closeout Report
- Request for Reimbursement
- Budget Revision
- Travel Report