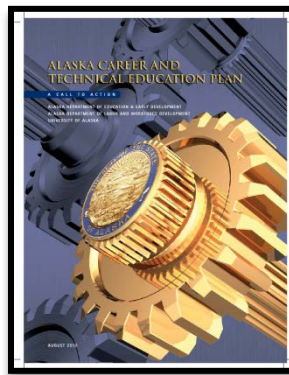


ALASKA CAREER AND TECHNICAL EDUCATION (CTE) PLAN

FY14 IMPLEMENTATION GRANT PROGRAM

Grant Period: July 1, 2013 – June 30, 2014



REQUEST FOR PROPOSALS (RFP)

Application Deadline: April 19, 2013

(Email by 4:00 PM)

State of Alaska

Department of Labor and Workforce Development/Alaska Workforce Investment Board

Issued: March 1, 2013

 **CTE™** Learning that works for Alaska

(The CTE brand logo, brand positioning theme and brand extensions are the property of NASDCTEc.)

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I. GENERAL INFORMATION

Overview and Purpose

The State of Alaska Department of Labor and Workforce Development (DOLWD) Alaska Workforce Investment Board (AWIB) anticipates receipt of FY14 state funding to support participation by local educational entities in the implementation of strategies and actions identified in the Alaska Career and Technical Education (CTE) ☼ Plan (http://www.labor.state.ak.us/awib/forms/AK_CTE_Plan_AUG2010.pdf). The plan states in part: "...Alaska must have a career and technical education system that adapts to emerging demands and opportunities, adequately prepares its residents for success in their chosen careers and provides access to training across scattered populations with vast differences in regional needs and capacities." The AWIB and its CTE Plan partners, the Alaska Department of Education & Early Development and the University of Alaska System, invite eligible applicants to take advantage of this opportunity to enhance CTE opportunities for all Alaskans.

This one-year funding (**pending legislative appropriation**) focuses on supporting elements needed for new or innovative career and technical education (CTE) programs ☼, including upgrades to CTE ☼ equipment or facilities. Successful applications will identify program partners and matching funds that will be used in implementing the project.

State Authority

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, Commissioner's approval, and appropriation of funds, awards are expected to be announced in June, 2013. **Final award will be dependent upon receipt of state funding and negotiation with individual applicants of any identified revisions to budget and/or activity.**

Issuing Agency and Contact Information

This Request for Proposals (RFP) is issued by:

State of Alaska Department of Labor and Workforce Development (DOLWD)
Alaska Workforce Investment Board (AWIB)
1016 West Sixth Avenue, Suite 401
Anchorage, Alaska 99501
Phone: (907) 269-7485 **E-mail:** CTE@alaska.gov

Eligible Applicants

The following public and non-profit entities who have a CTE program or want to develop a CTE program ☼ 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) Alaska non-profit entities partnering with a public education entity as defined in (1) and/or (2) above.

Eligible Activities

Proposed projects and activities must be aligned with the strategies outlined in the Alaska CTE Plan (http://www.labor.state.ak.us/awib/forms/AK_CTE_Plan_AUG2010.pdf). Requests for upgrades to CTE facilities and/or purchase of equipment must demonstrate a direct connection to the CTE curriculum and to industry standards.

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

Required Activities

Program activities must

- (1) include the implementation of Personal Learning and Career Plans (PLCPs) for program participants;
- (2) demonstrate a CTE curriculum that is based on current industry standards;
- (3) demonstrate how a local need that is congruent with the needs of the state in implementing the state CTE Plan will be met and may provide a lasting benefit;
- (4) be coordinated with partners, including at least one business/industry partner, as evidenced by a letter of intent from each partner that details the specific commitments and responsibilities of that partner;
- (5) address one or more of the following FY14 high priority tasks for CTE Plan implementation:
 - a) expand implementation of Personal Learning and Career Plans (PLCPs) to include parent involvement and/or staff training;
 - b) implement or expand integration of academics into CTE courses;
 - c) align CTE curriculum from one educational level to the next (i.e., secondary to postsecondary, secondary to industry, middle school to high school, postsecondary to industry, etc.);
 - d) develop and implement a model for teaching and assessing employability skills within CTE programs, including documentation of employability skills attainment;
 - e) develop and implement a work-based learning program;
 - f) implement (or expand implementation if already in use) one or more of the following components of ACT's WorkKeys® System: WorkKeys® assessments in Locating Information, Reading for Information, and Applied Mathematics; KeyTrain/Career Ready 101 software; the National Career Readiness Certificate; WorkKeys® Job Profiling; or WorkKeys® Targets for Instruction.

Additionally, successful applicants must agree to:

- (1) use a portion of the grant funds to support travel and attendance of one identified program staff to the Alaska CTE Professional Development Conference October 28-30, 2013, in Anchorage (<http://www.actealaska.org/professional-development-conference>);
- (2) retain any inventoried equipment ☼ purchased with the grant funds for a minimum of three years;
- (3) comply with the state's reporting and invoicing requirements as detailed in this RFP, the grant award document, and in 8 AAC 84.060, 070, and 080;
- (4) participate in state-provided technical assistance pertaining to this grant, which may be provided via webinars or audioconferences or as part of the conference mentioned in part (1) above.

Funding

Funding Available – DOLWD/AWIB anticipates making a total of up to \$600,000 available in grant funds under this solicitation. **Funding of awards is entirely dependent on legislative appropriation of FY14 funds.**

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 for

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

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

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 during the grant time period;
- 4) the project match may be in the form of funds, e.g. the middle/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 FY14 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, 2014 – All grant funds **MUST** be expended during the FY14 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.

Budget Revisions – Grantee shall 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 on forms furnished by the department.

Termination –

- 1) If conditions arise that are beyond the control of either party and that prevent the project from being successfully completed, the grantee or the state may terminate the grant agreement in whole or in part with the consent of the other. In this case, the parties shall come to a mutual agreement concerning the conditions of termination, effective date, and in the case of partial termination, the portion being terminated.
- 2) If grantee fails to comply with the terms and conditions of this grant agreement, or with the terms and conditions in grantee's original application and any approved variations thereto, or has provided false or misleading information in the original application, the department may terminate the grant in whole or in part, or pursue any other legally-available remedies. The department shall notify grantee in writing of its decision to terminate, the reason for termination, and the effective date of termination.
- 3) The failure of a grantee to document expenditure of financial resources may result in withholding payment, termination of the grant, or denial of future awards. All provisions of 8 AAC 84.060 apply.

Withdrawal of Funds – In the event that state funding is withdrawn, reduced, or limited in any way after the effective date of this grant agreement and prior to June 30, 2014, the department may terminate the grant, reduce funding, or re-negotiate subject to the new funding limitations and conditions.

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

II. APPLICATION PROCESS

Solicitation Process

This application RFP describes the funding priorities, application requirements, procedures, and schedule for submitting a funding application from the Alaska CTE Plan FY14 Implementation Grant Program. Public notice of the solicitation will be published on the Alaska Online Public Notice System.

The application form and the budget spreadsheet are posted 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 the AWIB Office at (907) 269-7485 or email: CTE@alaska.gov.

Solicitation Schedule

Application packet issued.	March 1, 2013
Pre-Application conference call.	March 8, 2013: 3:00 -4:00 PM 1-888-354-0094, Conference ID: 9195355#
Pre-Application conference call.	March 26, 2013: 10:00 – 11:00 AM 1-888-354-0094, Conference ID: 9195355#
Responses to applicant questions posted.	Ongoing
Application Due (verified by email date and time). . . .	April 19, 2013
Application review	April 20 – May 30, 2013
Notice of Intent to Award.	June 15, 2013
Grant Award Start Date.	July 1, 2013

Assistance Provided

The AWIB will host two pre-application conference calls (see details in Solicitation Schedule above) to provide prospective applicants an overview of the RFP and an opportunity to ask questions. Questions may also be submitted via email to CTE@alaska.gov. Questions and answers about the RFP will be posted on the AWIB website at <http://www.labor.state.ak.us/awib/cte.htm>.

Application Requirements

In order to be considered for funding, an application must be submitted by an eligible entity as described on page 3 of this RFP. 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;
- 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; and
- 3) a letter from each partner entity, clearly stating the partner's commitment, duties, and responsibilities related to the project.

Size and formatting requirements:

- 1) Each application is limited to 10 pages, not including the cover page, project synopsis page, PLCP checklist, budget pages, partner letters, or optional appendices.
- 2) 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 1) above.
- 3) Document must be formatted using Garamond size 12 font, 1" margins, and single-spaced paragraphs with double space between paragraphs.

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

Submittal Information

In order to be considered, each completed application must be submitted to the issuing office, DOLWD/AWIB, via email as follows:

1. **All sections of the application required by this solicitation must be submitted as email attachments by the deadline.**
2. The application narrative **MUST** be attached to the email in Microsoft Word format; the application budget **MUST** be attached to the email in Microsoft Excel format.
3. The signature page **MUST** be scanned and attached to the email in PDF format;
4. The email submission with all attachments **MUST** be submitted no later than 4:00 PM on April 19, 2013, to CTE@alaska.gov;

We strongly recommend you submit your application early. Late submissions will **not** be reviewed.

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 RFP. Applications that are determined to meet the requirements will be forwarded for review, scoring, and ranking by the Application Review Committee. Applications not meeting the requirements will not be reviewed or considered for funding.

Application Review and Scoring

The Application Review Committee will consist of from three to five members, the majority of whom are Alaska Workforce Investment Board members.

Applications that meet all requirements and are received prior to the deadline for submission will be reviewed and scored individually by each Application Review Committee member, using the published criteria to score each project application based on a total of 100 points. The Committee members will then conference to clarify understanding and develop a ranked list of applications and any additional recommendations for the project(s).

These recommendations will be submitted to the Commissioner of DOLWD, who will make the final determination on grant awards.

DOLWD/AWIB may (1) approve a grant award; (2) approve a grant award for a different amount than originally requested; (3) approve a grant award with modifications or special conditions; or (4) deny a grant award.


Results of Proposal Review and Scoring

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

- 1) notice of grant award, contingent upon any necessary revisions; or
- 2) notification that the project was not recommended for funding.

Appeals

An applicant who receives a notice of denial of award may file a written request for reconsideration to the Commissioner no later than 10 working days after the date of the notice. The full appeals procedure is set out in state regulation 8 AAC 84.090.

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

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 FY14 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 areas:

Program activities must

- (1) include the implementation of Personal Learning and Career Plans (PLCPs) for program participants;
- (2) demonstrate a CTE curriculum that is based on current industry standards;
- (3) demonstrate how a local need that is congruent with the needs of the state in implementing the state CTE Plan will be met and may provide a lasting benefit;
- (4) be coordinated with partners, including at least one business/industry partner, as evidenced by a letter of intent from each partner that details the specific commitments and responsibilities of that partner;
- (5) address one or more of the following FY14 high priority tasks for CTE Plan implementation:
 - a) expand implementation of Personal Learning and Career Plans (PLCPs) to include parent involvement and/or staff training;
 - b) implement or expand integration of academics into CTE courses;
 - c) align CTE curriculum from one educational level to the next (i.e., secondary to postsecondary, secondary to industry, middle school to high school, postsecondary to industry, etc.);
 - d) develop and implement a model for teaching and assessing employability skills within CTE programs, including documentation of employability skills attainment;
 - e) develop and implement a work-based learning program;
 - f) implement (or expand implementation if already in use) one or more of the following components of ACT's WorkKeys[®] System: WorkKeys[®] assessments in Locating Information, Reading for Information, and Applied Mathematics; KeyTrain/Career Ready 101 software; the National Career Readiness Certificate; WorkKeys[®] Job Profiling; or WorkKeys[®] Targets for Instruction.

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, explain how it provides a benefit beyond the grant year; and clearly demonstrate alignment with the needs of the state in implementation of the state CTE Plan;
- 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 must 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, 2014 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 FY14 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;
- C. matching funds 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. **Out-of-state travel may NOT be funded under this grant.**
 - **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.

Project Staff Experience and Qualifications

(Maximum Score: 10 points)

The application must provide documentation that demonstrates the applicant and any contractors or other 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.

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

IV. PROJECT REPORTING AND FISCAL REQUIREMENTS

Project Reports and Timelines

The Alaska CTE Plan Implementation Grant Program is a third-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 report	September 30, 2013
2 nd report	December 15, 2013
3 rd report	March 15, 2014
4 th report	May 15, 2014
Final Closeout Report	July 15, 2014
Last date to submit Requests for Reimbursements	July 15, 2014

Invoicing and Reimbursements

In order to be considered for payment, reimbursement requests **must be submitted along with the quarterly reports** (see reporting dates 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. Expenditures and reporting must also comply with the requirements under 8 AAC 84.060.

Additional fiscal information and requirements are detailed under Funding beginning on Page 4 of this RFP.

V. RESOURCES

Definitions

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 on a form supplied by the department, and approved by the AWIB Project Manager, before the funds are expended.

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.

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 or students.

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

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.

Grantee Program Contact – 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 Contact 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.

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

Indirect Costs (Administrative 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.

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

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.

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 and all required supporting documentation **must be submitted along with the report for that quarter in order to be approved for reimbursement.**

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.

Travel Report

A brief report submitted to AWIB by staff, consultants, or contractors 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. **Note: Out-of-state travel may not be funded under this grant.**

Grant Reporting and Budget Forms – Reporting and other forms to be used during the grant year will be provided to each grantee.

- Quarterly Report
- Final Closeout Report
- Request for Reimbursement
- Budget Revision
- Travel Report
- Other forms as necessary


Appendices

Appendix A: Grant Application

Appendix B: Budget Worksheets

Appendix C: Scoring Guide

Appendix D: General Grant Provisions and Requirements

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

APPENDIX A:

GRANT APPLICATION

The grant application document is also available in Word format from
the AWIB CTE website

<http://www.labor.state.ak.us/awib/cte.htm>

**Alaska Career and Technical Education (CTE) Plan
FY14 Implementation Grant Program Application Form**

PROPOSAL COVER SHEET

Applicant Name:	_____
Mailing Address:	_____
City, State, Zip:	_____
Program Contact* :	_____
Telephone Number:	_____
E-mail Address:	_____
Fiscal Contact:	_____
Telephone Number	_____
E-mail Address:	_____

*The person named as Program Contact will be the main contact person for communication with AWIB, including programmatic and fiscal areas and all reporting and invoicing.

CERTIFICATION

I certify to the best of my knowledge that the information in this application is true and correct. I certify that I am legally authorized to sign and submit this application and to financially commit the applying organization to the project should it be selected for funding under the Alaska CTE Plan FY14 Implementation Grant Program. I further certify that we will comply with all applicable state and federal laws and regulations as well as all grant conditions during the implementation of this project if it is selected for funding.

_____ Date _____

Signature of Certifying Authority

Printed Name and Title of Certifying Authority

Certifying Authority Contact Information:

Name:	_____
Address:	_____
City, State, Zip:	_____
Telephone Number:	_____
Email Address:	_____

***Complete and submit this entire application packet in Word format via email
by the deadline of April 19, 2013.
This cover page with signature must be scanned and attached to the email submission.***

**Alaska Career and Technical Education (CTE) Plan
FY14 Implementation Grant Program Application Form**

**PROJECT SYNOPSIS
(MAY NOT EXCEED THIS PAGE)**

1. SUMMARY

Applicant Name: _____

Title of Proposed Project: _____

Number of Participants: _____

AWIB CTE Grant Funds Requested: \$ _____

Budget Breakdown:	Program (maximum \$30K)	\$
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	Equipment/Supplies (maximum \$30K)	\$
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	Budget Match	\$
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2. PARTNERS - List each partner organization in the table below and give a BRIEF (bullet points recommended) description of their role(s)*.

Name of Partner Organization	Role(s)
<i>Add more lines if necessary</i>	

*** Note: You must also attach a letter from each partner, detailing the specific roles and responsibilities to which they are committing.**

3. OVERVIEW - Provide a BRIEF (3-5 sentences) overview of your project.

Alaska Career and Technical Education (CTE) Plan FY14 Implementation Grant Program Application Form

Proposal Checklist for Applicant Reference

- Cover Sheet with signature (**scanned and emailed**)
- Project Synopsis Page
- Section 1: Project Abstract
- Section 2: Project Budget, including matching funds and source(s) – **emailed in Excel format**
- Section 3: PLCP Checklist
- Section 4: Project Importance and Required Elements
- Section 5: Project Implementation and Impact
- Section 6: Project Staff Experience and Qualifications
- Letter(s) of commitment from partner(s) (**scanned and emailed**)
- Submitted before the deadline – entire application emailed in Word format, with attachments as detailed above.**

Application Information

- All applications are limited to 10 pages starting with Section 4 of this application document.
- The companion document, “**FY14 CTE Implementation Grant Program Request for Proposals (RFP)**” contains complete details and instructions – you may download it from <http://labor.alaska.gov/awib/cte.htm>.
- Please read the entire RFP and this application packet carefully in order to ensure you are responding fully to each section of the application.
- We strongly recommend you submit your application early. Late submissions will **not** be reviewed.

Submission Details

In order to be considered, each completed application must be submitted to the issuing office, DOLWD/AWIB, via email to CTE@alaska.gov, as follows:

1. **All sections of the application required by this solicitation must be submitted as email attachments by the deadline:**
 - a. The entire application **MUST** be attached to the email in Microsoft Word format.
 - b. The application budget **MUST** be attached to the email in Microsoft Excel format.
 - c. The signature page **MUST** be scanned and attached to the email in PDF format.
 - d. The partner letters **MUST** be scanned and attached to the email in PDF format.
2. The email submission with all attachments **MUST** be submitted **no later than 4:00 PM on April 19, 2013**, to CTE@alaska.gov.

Alaska Career and Technical Education (CTE) Plan FY14 Implementation Grant Program Application Form

SECTION 1: Abstract (General Project Information) **(This section does NOT count towards the 10-page limit)**

Provide a brief, clear project abstract, beginning with a brief description of your organization and your current CTE programs. Include a summary of the need, impact, and proposed outcomes of the project and an overview of how it is aligned with the Alaska Career and Technical Education Plan.

Start here:

Alaska Career and Technical Education (CTE) Plan FY14 Implementation Grant Program Application Form

SECTION 2: Project Budget (Page 9 of RFP)
(This section does NOT count towards the 10-page limit)

Maximum Score: 20 points

The budget must be specific and the budget narrative must explain each amount, how it was computed, and how it is necessary to support the project. All budget items must be within the scope of the project. You must complete both the budget line item page and the budget narrative page. Save and close back to the application under the “file” menu. A separate version can be saved to your computer files by using the “Save As” function under the “file” menu. Please refer to Page 9 of the RFP for more detailed guidance on completing this section.

Double click on the icon below to activate a MS Excel Workbook and enter your budget information. (You may also download the spreadsheet separately from the AWIB CTE website at <http://labor.alaska.gov/awib/cte.htm>.)



\$FY14 AWIB CTE
grant budget spreads

Alaska Career and Technical Education (CTE) Plan FY14 Implementation Grant Program Application Form

SECTION 3: PLCP Checklist - (Must complete Column B below)

Column A: Alaska's Recommended PLCP Components	Column B Indicate with an X each item to be included in your participants' PLCPs
Personal Development	
Personal information	
Interest inventory	
Personal skills inventory	
Personality assessments	
Learning style assessments	
Volunteer activities	
Awards or recognitions	
Activities, clubs, other groups, CTSOs	
Personal goals	
Rate employability skills ("soft skills" or "professional skills" - e.g., punctuality, dress, hygiene, etc.)	
Academic Development	
Academic goals	
4 + 2 Plan or Program of Study	
Transcript	
Graduation requirements	
Statewide test results	
Plan for support services/interventions as necessary	
Tech prep and/or dual credit courses planned and completed	
Postsecondary exploration results	
Postsecondary entrance or placement tests	
Postsecondary search and applications	
Financial aid/scholarship information	
Career Exploration and Development	
Career goals (short and long term)	
Career clusters information	
Career exploration and comparison	
Labor market information	
Work experience, including internships, job shadows, etc.	
Technical skill attainment/training	
Certifications, endorsements, or credentials earned	
Resume	
Cover letter	
Job application	
Letters of reference	
Employment history	
Mentors, networking, etc.	
Additional components to be included in PLCPs if applicable	

**Alaska Career and Technical Education (CTE) Plan
FY14 Implementation Grant Program Application Form**

THE 10-PAGE LIMIT BEGINS HERE

SECTION 4: Project Importance and Required Elements (Page 8 of RFP)

Maximum Score: 40 points

Provide a narrative identifying the **importance** of the proposed project to the local CTE program and its students **and** how it addresses **each of the required elements** shown below:

- (1) implementation of Personal Learning and Career Plans (PLCPs) for program participants;
- (2) a CTE curriculum that is based on current industry standards;
- (3) description of how the local need that is congruent with the needs of the state in implementing the state CTE Plan will be met and may provide a lasting benefit;
- (4) coordination with partners, including at least one business/industry partner; and
- (5) implement one or more FY14 high priority tasks for CTE Plan implementation (Page 8 of RFP)

Narrative start here:

**Alaska Career and Technical Education (CTE) Plan
FY14 Implementation Grant Program Application Form**

SECTION 5: Project Implementation and Impact (Page 9 of RFP)

Maximum Score: 30 points

Describe the project management plan and identify the projected impact of the project on the students. The project’s objectives, methods, and anticipated results should be clearly defined and appropriate to the project. **Include a narrative explanation** of the management plan and how the impact is measurable and important to preparing youth and adults for careers and further education and/or training. **Complete the table below** to summarize your project objectives and timelines.

Objectives and Timeline Summary (add lines as necessary; use of bullet points is encouraged)

Objective	Timeline	Responsible Staff	Activities to meet Objectives

Narrative start here:

**Alaska Career and Technical Education (CTE) Plan
FY14 Implementation Grant Program Application Form**

SECTION 6 Project Staff Experience and Qualifications (Page 9 of the RFP)

Maximum Score: 10 points

Provide documentation that demonstrates that 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.

Narrative start here:

APPENDIX B:

BUDGET WORKSHEETS

The budget spreadsheet is also available in Excel format from the AWIB
CTE website

<http://www.labor.state.ak.us/awib/cte.htm>

APPENDIX B

Alaska Career and Technical Education (CTE) Plan FY14 Implementation Grant Budget (must be submitted in Excel format)

Narrative Description of CTE Implementation Grant Program Budget FY14

Grantee: _____

Project Title: _____

Item Number	Budget Amount	Category (Travel, Contractual, Supplies, Equipment, or Other)	Narrative Description Please include a COMPLETE description of each line item.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

CTE Implementation Grant Program Budget FY14			
Grantee: _____			
Project Title: _____			
	Budget Amount		
Category	CTE Grant Amount	Match or In-kind Amount	Total Budget
Travel			
Contractual			
Supplies			
Equipment			
Other			
Totals			
GRAND TOTAL			
A BUDGET REVISION REQUEST IS REQUIRED IF BUDGET ITEMS ARE CHANGED. A narrative explanation is required for ALL budget revisions.			

APPENDIX C:

SCORING GUIDE

FY14 AWIB CTE Implementation 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 FY14 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), how the project is aligned with the CTE Plan and how it will address each of the following 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) Proposal must demonstrate a CTE curriculum that is based on current industry standards;
- (3) Proposal must document how the local need that is congruent with the needs of the state in implementing the state CTE Plan will be met and may provide a lasting benefit;
- (4) Project must be coordinated with partners, including at least one business/industry partner, as evidenced by a letter of intent from each partner that details the specific commitments and responsibilities of that partner.
- (5) Proposed project must implement at least one priority listed below:
 - a) expand implementation of Personal Learning and Career Plans (PLCPs) to include parent involvement and/or staff training;
 - b) implement or expand integration of academics into CTE courses;
 - c) align CTE curriculum from one educational level to the next (i.e., secondary to postsecondary, secondary to industry, middle school to high school, postsecondary to industry, etc.);
 - d) develop and implement a model for teaching and assessing employability skills within CTE programs, including documentation of employability skills attainment;
 - e) develop and implement a work-based learning program;
 - f) implement (or expand implementation if already in use) one or more of the following components of ACT's WorkKeys[®] System: WorkKeys[®] assessments in Locating Information, Reading for Information, and Applied Mathematics; KeyTrain/Career Ready 101 software; the National Career Readiness Certificate; WorkKeys[®] Job Profiling; or WorkKeys[®] Targets for Instruction.

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. describe how the local need that is congruent with the needs of the state in implementing the state CTE Plan will be met and may provide a lasting benefit;
- 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 40 to 0.)

40 Points	25 points	5 Points
<p>All elements are addressed; description of each element is detailed and clear.</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. • Detailed implementation plan for at least one of the high priority items. • Program need, lasting benefit, and alignment with state needs in implementing the state CTE Plan 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>All elements are addressed; description on some elements is unclear or lacks detail.</p> <p>For example -</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 described in detail. • Program need and lasting benefit are not described. • CTE curriculum based on industry standards is assured or mentioned, but no details are given. • Partner involvement is stated but lacks detail. 	<ul style="list-style-type: none"> • Not all elements are addressed. • Many elements are unclear or lack detail.

Project Implementation and Impact**(Maximum possible = 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, 2014 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 30 to 0.)

30 Points	15 points	3 Points
<p>All elements are addressed; description of each element is detailed and clear.</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>All elements are addressed; description on some elements is unclear or lacks detail.</p> <p>For example -</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. 	<ul style="list-style-type: none"> • Not all elements are addressed. • Many elements are unclear or lack detail.

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 FY14 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 Excel format.

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

20 Points	10 points	2 Points
<p>All elements are addressed; description of each element is detailed and clear.</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>All elements are addressed; description on some elements is unclear or lacks detail.</p> <p>For example -</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. 	<ul style="list-style-type: none"> • Budget narrative, summary, or both are missing. • Little supporting detail is provided.

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.

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

10 Points	5 points	1 Point
<p>All elements are addressed; description of each element is detailed and clear.</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>All elements are addressed; description on some elements is unclear or lacks detail.</p> <p>For example -</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. 	<ul style="list-style-type: none"> • Not all elements are addressed. • Many elements are unclear or lack detail.

APPENDIX D:

GENERAL GRANT PROVISIONS AND REQUIREMENTS

FY14 AWIB CTE Implementation Grant Program General Grant Provisions and Requirements

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Overview and Purpose

The State of Alaska Department of Labor and Workforce Development (DOLWD) Alaska Workforce Investment Board (AWIB) anticipates receipt of FY14 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 (http://www.labor.state.ak.us/awib/forms/AK_CTE_Plan_AUG2010.pdf). The plan states in part: "...Alaska must have a career and technical education system that adapts to emerging demands and opportunities, adequately prepares its residents for success in their chosen careers and provides access to training across scattered populations with vast differences in regional needs and capacities."

This one-year funding, **pending legislative appropriation**, focuses on supporting elements needed for new or innovative career and technical education (CTE) programs, including upgrades to CTE equipment or facilities.

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.

Grant Provisions

Article 1. Eligible Activities

Proposed projects and activities must be aligned with the strategies outlined in the Alaska CTE Plan (http://www.labor.state.ak.us/awib/forms/AK_CTE_Plan_AUG2010.pdf). Requests for upgrades to CTE facilities and/or purchase of equipment must demonstrate a direct connection to the CTE curriculum and to industry standards.

Article 2. Required Activities

Program activities must

- (1) include the implementation of Personal Learning and Career Plans (PLCPs) for program participants;
- (2) demonstrate a CTE curriculum that is based on current industry standards;
- (3) demonstrate how a local need that is congruent with the needs of the state in implementing the state CTE Plan will be met and may provide a lasting benefit;
- (4) be coordinated with partners, including at least one business/industry partner, as evidenced by a letter of intent from each partner that details the specific commitments and responsibilities of that partner;
- (5) address one or more of the following FY14 high priority tasks for CTE Plan implementation:
 - a) expand implementation of Personal Learning and Career Plans (PLCPs) to include parent involvement and/or staff training;
 - b) implement or expand integration of academics into CTE courses;
 - c) align CTE curriculum from one educational level to the next (i.e., secondary to postsecondary, secondary to industry, middle school to high school, postsecondary to industry, etc.);
 - d) develop and implement a model for teaching and assessing employability skills within CTE programs, including documentation of employability skills attainment;
 - e) develop and implement a work-based learning program;
 - f) implement (or expand implementation if already in use) one or more of the following components of ACT's WorkKeys® System: WorkKeys® assessments in Locating Information, Reading for Information, and Applied Mathematics; KeyTrain/Career Ready 101 software; the National Career Readiness Certificate; WorkKeys® Job Profiling; or WorkKeys® Targets for Instruction.

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 Alaska CTE Professional Development Conference October 28-30, 2013, in Anchorage (<http://www.actealaska.org/professional-development-conference>);
- b) retain any inventoried equipment purchased with the grant funds for a minimum of three years;
- c) comply with the state's reporting and invoicing requirements as set forth in the RFP and in 8 AAC 84.060 and 070.
- d) participate in state-provided technical assistance pertaining to this grant, which may be provided via webinars or audioconferences or as part of the conference mentioned in part a) above.

A grant award may be used only for expenditures that are necessary and reasonable for the completion of grant activities in accordance with AS 23.15.580 (c), 8 AAC 84.010 - 8 AAC 84.090, and the grant agreement and budget.

Article 3. Disallowed Costs

This source of grant funds may not be used for

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

Article 4. 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 during the grant time period;
- 4) the project match may be in the form of funds, e.g. the middle/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.

Article 5. Reports

Grantee shall furnish the department with the required reports, including the end-of-year closeout report, in accordance with Attachment E to this agreement.

Article 6. Cost Reimbursement

Grants awarded under the FY14 Alaska CTE Plan Implementation Grant Program are cost reimbursable grants. In order to be considered for payment, reimbursement requests must be submitted in accordance with the reimbursement and reporting sections of this agreement and with the requirements set forth in 8 AAC 84.060.

Article 7. Expiration of Grant Funds

All grant funds **must** be expended during the FY14 fiscal year (i.e. before June 30, 2014). Grantees may **not** carry over any unused grant funds.

Article 8. Budget Revisions

Grantee shall 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 accordance with the RFP and the instructions in this grant agreement.

Article 9. Equipment Retention

Any inventoried equipment that is approved and purchased with these grant funds must be retained by the applicant for a period of at least three years from the end of the project (i.e., until June 30, 2017). During that time it may not be sold, given away, surplus, or otherwise disposed of without prior approval from the department.

Article 10. Accounting Procedures

Grantee shall: (1) establish a separate fund and accounting codes for receipt and disbursement of grant funds; (2) administer grant funds in accordance with this agreement; (3) provide regular periodic reporting to the department regarding grant-financed activities and disposition of grant funds; and (4) comply with the provisions of 8 AAC 84.070.

Article 11. Recordkeeping

Grantee shall maintain all appropriate records related to the grant, including (1) records used for determining an individual's eligibility to receive training or employment assistance; (2) training curricula and related materials; (3) participant attendance at the training; (4) testing materials and results; (5) any certifications or other credentials earned by participants as a result of the training; (6) all accounting records related to the receipt and expenditure of grant funds and other contributed or leveraged money; (7) all reports submitted to the department and all documents supporting how the reports were prepared; (8) any other documents that record the activities that occurred under the grant or through the use of grant funds; and (9) any documents required by this agreement.

Grantee shall ensure that any subgrantee or subcontractor funded by the grant maintains all grant-related records as detailed in (1) – (9) above. Grantee and any subgrantee or subcontractor shall maintain these grant-related records for at least three years after the date the grant is formally closed. If grantee has an unresolved audit finding, questioned costs, litigation, or grievance at the end of the three-year period, grantee shall maintain the records until the matter is fully resolved.

Grantee will comply with all provisions of 8 AAC 84.080.

Article 12. Monitoring

Grantee shall ensure that grantee's records, as well as any subgrantee's or subcontractor's records, relevant to the expenditure of grant funds are available to the department for periodic monitoring. The records must be made available for inspection no later than 24 hours after a request by the department. Grantee will comply with all provisions of 8 AAC 84.080.

Article 13. Legal Authority and Compliance

Grantee certifies that it possesses legal authority to accept grant funds under the State of Alaska and to execute the project described in this agreement. Grantee's relation to the department and the State of Alaska shall be at all times as an independent contractor.

Grantee certifies that all activities performed under this grant will comply with applicable Federal, State, and local laws, regulations, and policies; as well as department rules, regulations, policies, procedures, and directives.

Article 14. Indemnification

Grantee shall indemnify, save and hold harmless, and defend the department and the State of Alaska, its agents, employees, and contractors for any and all claims or actions for injuries or damages sustained by any person or property arising out of or in connection with any acts or activities authorized by this grant agreement. Grantee's duty to indemnify, save and hold harmless, and defend shall apply regardless of whether it is also alleged that the department's or the State's acts or omissions contributed to the injury.

Article 15. Certification Prior to Working with Minors

Grantee certifies that no employee, paid contractor, or unpaid volunteer or consultant working on any portion of the grant-funded project will have contact with minors who are part of the grant project unless the person has successfully passed a criminal background check in the same matter as required for teacher certification under AS 14.20.020 and 4 AAC 12.300.

Article 16. Nondiscrimination

Grantee may not discriminate against any employee, applicant for employment, applicant for services under this grant, or recipient of services under this grant because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. Grantee shall post in a conspicuous place available to employees, applicants for employment, applicants for services under this grant, or recipients of services under this grant a notice setting out the provisions of this paragraph.

Grantee shall state, in all solicitations or advertisements for employees to work on state funded projects, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, or pregnancy or parenthood.

Grantee shall include the provisions of this article in every contract or agreement related to this grant agreement, and shall require the inclusion of these provisions in every contract or agreement entered into by any of its contractors or subcontractors, so that those provisions will be binding upon each contractor or subcontractor.

Grantee shall cooperate fully with state efforts that seek to remedy unlawful discrimination, and with all other state efforts to guarantee fair employment practices under this grant, and shall promptly comply with all requests and directions from the State Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices. Full cooperation includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if requested by any official or agency of the state; permitting grantee's employees to be witnesses or complainants in any proceeding involving questions of unlawful discrimination if requested by any official or agency of the state; participating in meetings; submitting periodic reports on the equal employment aspects of present and future employment; assisting inspection of grantee's facilities; and promptly complying with all state directives considered essential by any office or agency of the state to insure compliance with all federal and state laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.

In addition to State of Alaska nondiscrimination requirements, grantees who are recognized on the Eligible Training Provider List of Alaska (ELTPL) are partners in the Alaska Job Center Network and must follow 29 Code of the Federal Regulations Part 37 with regard to additional requirements for nondiscrimination.

Article 17. Termination

1. If conditions arise that are beyond the control of either party and that prevent the project from being successfully completed, the grantee or the state may terminate the grant agreement in whole or in part with the consent of the other. In this case, the parties shall come to a mutual agreement concerning the conditions of termination, effective date, and in the case of partial termination, the portion being terminated.
2. If grantee fails to comply with the terms and conditions of this grant agreement, or with the terms and conditions in grantee's original application and any approved variations thereto, or has provided false or misleading information in the original application, the department may terminate the grant in whole or in part, or pursue any other legally-available remedies. The department shall notify grantee in writing of its decision to terminate, the reason for termination, and the effective date of termination.
3. The failure of a grantee to document expenditure of financial resources may result in withholding payment, termination of the grant, or denial of future award. All provisions of 8 AAC 84.060 apply.

Article 18. Withdrawal of Funds

In the event that state funding is withdrawn, reduced, or limited in any way after the effective date of this grant agreement and prior to June 30, 2014, the department may terminate the grant, reduce funding, or re-negotiate subject to the new funding limitations and conditions.

Article 19. Ownership of Materials

Ownership of any copyrights, patents, or other proprietary interests that may result from grant programs or activities shall be governed by applicable state statutes and regulations. The department retains the rights for no-cost use or replication of any materials, designs, or programs developed through the use of these funds.

Article 20. Publications

Publications and promotional materials for this program will include the following statement; “This program is funded in part by the FY14 CTE Implementation Grant Award Program through the Department of Labor and Workforce Development/Alaska Workforce Investment Board.”

Definitions

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 on a form supplied by the department, and approved by the AWIB Project Manager, before the funds are expended.

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.

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 or students.

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

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.

Grantee Program Contact – 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 Contact 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.

Indirect Costs (Administrative 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.

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

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.

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 and all required supporting documentation **must be submitted along with the report for that quarter in order to be approved for reimbursement.**

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.

Travel Report

A brief report submitted to AWIB by staff, consultants, or contractors 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. Out-of-state travel may NOT be funded under this grant.