

Grants to Strengthen and Develop Career and Technical Education Programs of Study (CTEPS) serving Alaska Middle and High School Students

**Request for Grant Applications for Implementation January 30, 2024 through June 30, 2024**

Applications must be received no later than 5:00 PM, Friday, January 12, 2024   
at the Alaska Department of Education of Education & Early Development

E-mail complete applications to [brad.billings@alaska.gov](mailto:brad.billings@alaska.gov)

**Program Contact:**

Brad Billings

(907) 465-8720

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# GRANT PURPOSE

This program will provide Career and Technical Education (CTE) grants to school districts to develop or expand CTE programs and work-based learning opportunities for students. CTE programs have been linked to increased student engagement, improved academic performance, and increased high school graduation rates. Students who participate in CTE as concentrators are also more likely to graduate from high school than non-CTE concentrators.

These grants will provide students with the opportunity to engage in hands-on learning experiences that connect classroom learning to real-world application in high-demand career fields. Grants can be used to develop and enhance CTE Programs of Study (CTEPS), procure equipment or supplies, and provide necessary training to educators.  Grant activities must be linked to existing or developing CTEPS. Grant recipients are encouraged to partner with local industries, tribal entities, and higher education institutions to develop programs that meet the needs of the local and regional workforce. By aligning their programs with regional needs, CTE programs can help students develop the skills they need to succeed in high-demand careers and contribute to their local economies.

# GENERAL INFORMATION

## Funds:

DEED expects to make from eight to twenty awards until available funds (of at least $500,000) are expended. Awards can range from $20,000 to $75,000. Unfunded applications will be ranked in order of scoring and may be awarded as additional funds come available.

Upon award, funds will be available from January 30, 2024 through June 30, 2024. Grant funds must be spent by June 30, 2024.

These grants are awarded from one-time state funds earmarked for CTE incentive grants in the FY24 state budget. As state funds, any grant funds awarded but not spent by June 30, 2024 (end of state fiscal year) will be returned. There is no option for carry-over of unused funds.

## Design/Intent:

Grants are intended to allow recipients to strengthen existing CTEPS and/or develop new CTEPS that will serve grades 7-12 students during the 2024-2025 school year. The implementation window for these grants is just five months ending June 30, 2024. Grant recipients are not necessarily required to directly serve students with grant resources during the 2023-2024 school year. However, the expectation is that these resources will strengthen CTEPS that will be directly serving students during the 2024-2025 school year and beyond.

## Eligible Applicants:

Organizations eligible to apply for these grants include Alaska school districts directly serving grade 7-12 students through established Career and Technical Education Programs of Study (CTEPS).

A CTEPS is defined as a sequence of courses, aligned to technical, core content, employability, and cultural standards, in a single career cluster area. Courses may be foundational, but at least one course should be covering technical skills. The CTEPS should align with postsecondary education or training of some kind, offer recognized postsecondary credentials, and integrate work-based learning whenever possible.

## Submission/Award Timeline:

| Date | Event |
| --- | --- |
| December 8, 2023 | Request for Applications released |
| January 12, 2024 | **Applications due to DEED** |
| January 19, 2024 | Intended grants awards announced |
| January 19-29, 2024 | Period of appeal of the selection/award process |
| January 30, 2024 | Final grants awarded |
| June 30, 2024 | **Grant end date** |
| July 1, 2024 | Unused funds forfeit to DEED |
| August 15, 2024 | Fiscal Requests for Reimbursement and Final narrative report due to DEED |

# APPLICATION REQUIREMENTS

Applicants must submit the following items as part of a complete application as a single Adobe PDF file with Excel budget document attached:

1. **Cover Page**
2. **Need Statement** – one page
3. **Proposed Actions** – one page
4. **Planned Sustainability** – one page
5. Standard DEED **Budget and Narrative form**

## Cover Page:

Complete and attach the template provided on page 7 of this RFA document as the first page of the grant application.

## Need Statement (25 points)

Provide a concise (no more than one page) narrative that includes existing need for:

* strengthening an existing CTEPS or developing a new CTEPS
* collaboration with local tribal, industry, or employer partners
* effective work-based learning options in existing CTEPS
* alignment of CTE opportunities with local or regional workforce needs

## Proposed Grant Actions (25 points)

Provide a concise (no more than one page) narrative that includes:

* actions/purchases that this proposal will fund to enhance a specific CTEPS
* a timeline of implementation addressing the five month implementation period
* clarification of those responsible for timely implementation

## Planned Sustainability (25 points)

Explain how the sustainability of the proposal will be ensured beyond the grant period. Provide a concise (no more than one page) narrative that includes:

* how capacity will be enhanced to serve students during the 2024-2025 school year
* specific students that will benefit from grant resources in subsequent years
* how the grantee will sustain the rigor of enhanced CTEPS after the grant
* any external funds or resources to be leveraged for the advancement of the proposal

## Budget - Standard DEED Budget/Narrative Form (25 points)

Submit a proposed budget broken out by expense type and accompanying narrative using the standard DEED [Budget/Narrative Form](https://education.alaska.gov/forms/05-07-071.xlsx) #05-07-071 completing both the budget and narrative pages.

## Additional Points (up to 10 bonus points)

In addition to the 100 points possible for each application noted above, bonus points will be awarded for applications from grantees serving rural school districts and areas.

AS.14.43.700 “Rural” means a community with a population of 7,500 or less that is not connected by road or rail to Anchorage or Fairbanks or with a population of 1,500 or less that is connected by road or rail to Anchorage or Fairbanks.  The Department of Education applies this definition to school districts if each of its communities in which a non-correspondence school is placed meets these criteria, or in the case of a boarding school, if the students who attend the school are primarily from communities that meet these criteria.

# APPLICATION REVIEW and SCORING

Applications containing the five required parts noted above and received by the January 12, 2024 deadline will be scored and ranked according to the quality of responses and proposed actions by the DEED grant review team. Final application scores will be used to rank applications in order of eligibility of funding. Grant awards will be made according to this eligibility list until available funds are expended.

# CONTACT

Please direct any questions or inquiries related to this Request for Applications to:

Brad Billings

Administrator, Career and Technical Education

Alaska Department of Education & Early Development

[brad.billings@alaska.gov](mailto:brad.billings@alaska.gov)

(907) 465-8720

# CONDITIONS of the GRANT

## Program Administration

Submittal of an application will show the applicant’s acceptance of all of the terms and conditions contained in this Request for Applications. The contents of the application will become contractually binding if a grant is awarded. Failure of the successful applicant to accept these obligations may result in cancellation of the award. All submittals become the property of the Alaska Department of Education & Early Development and are open to public inspection at all reasonable times after they are reviewed.

## Appeals Process

Formal protests will be handled according to Chapter 40, Alaska Administrative Code, Appeals of Decisions to Deny or Withhold Funding 4 AAC 40.010.

## Fiscal Procedures

Eligible expenditures ordinarily will be limited to those directly necessary and reasonable for proper and efficient performance and administration of the proposed grant activity. These customarily might include personnel salaries, benefits, consultant fees, materials and equipment, travel, administrative supplies, etc. Indirect expenses may be charged to the grant provided the applicant has an approved indirect cost rate according to Federal guidelines and will be capped at 5%. The eligibility of any disputed item shall be determined by the Department of Education & Early Development, and the sponsoring institution or agency shall be responsible for any disputed expenditure. Changes in budgets after issuance of grant awards must receive written approval from the Department prior to implementation.

Grant recipients are responsible for ensuring that audit and accounting procedures are in compliance with the appropriate state requirements.

## Cancellation

The Department of Education & Early Development reserves the right to cancel any grant awarded through this RFA for any of the following reasons:

* + 1. If the grantee demonstrates fiscal irresponsibility;
    2. If the grantee fails to perform in accordance with the conditions of this RFA;
    3. If the grantee fails to perform in accordance with the application proposal and any negotiated modifications; or
    4. If the State no longer has funds available for the project resulting from this RFA.

# Grant Application to Strengthen and Develop CTE Programs of Study serving Alaska Middle and High School Students

# COVER PAGE

District/ Institution Name:

Mailing Address:

City:

State:

Zip:

Program Contact:

Phone:

E-mail:

Fiscal Contact:

Phone:

E-mail:

Total Funding Requested:

By signing below, I certify that:

1. This application is consistent with the intent of the Request for Applications.
2. This grant will provide equitable access to program resources for participants.
3. I am authorized to legally bind the grantee to the conditions and responses of this application.

Authorized representative:

Title:

Date:

Signature: