

**Supplemental Tech Prep Funding  
to Increase CTE Student College Credit Attainment through Career Majors,  
Preparatory Services, Professional Development, Accountability or the  
Cooperative Alliance Program Application**

**AGENCY ISSUING  
REQUEST FOR  
APPLICATIONS:**

The Oklahoma Department of Career and Technology Education (ODCTE) is requesting applications for supplemental Tech Prep funding to increase CTE student college credit attainment through Tech Prep's focused strategies. Tech Prep consortia will be identifying strategies to prepare students to be successful through college and career.

**ELIGIBLE RECIPIENTS:**

Oklahoma Tech Prep Consortia

**FUNDING CONSIDERATION:**

Tech Prep consortia may qualify for supplemental funding to be expended through June 30, 2010. The consortia considered for funding will only be those who submit an application that proposes a clearly defined vision for developing and implementing strategies to increase CTE student college credit attainment through the focused strategies. Specific strategies to raise student achievement must be included with benchmarks for measuring success.

**SOURCE OF FUNDS:**

Carl Perkins Tech Prep (CFDA 84.243)

**TOTAL FUNDS  
AVAILABLE:**

Approximately \$100,000 covering 10-26 estimated awards

**BUDGET PERIOD:**

March 8, 2010, through June 30, 2010

**APPLICATION  
DEADLINE:**

Applications will be accepted beginning immediately through no later than 4:30 p.m., February 24, 2010.

**ODCTE CONTACT PERSON:**

Jeremy Zweiacker, State Tech Prep Coordinator  
Oklahoma Department of Career and Technology Education  
1500 West Seventh Avenue  
Stillwater, OK 74074-4364  
405-743-6881  
jzwei@okcareertech.org

**Purpose**

The purpose of the application is to provide supplemental Tech Prep funding for consortia that work toward the overarching goal of Tech Prep within the focused strategies. The overarching goal of Tech Prep in Oklahoma is to:

**Increase the number of Oklahoma CTE students who complete high school with college credit; pursue, and complete a postsecondary credential or an industry recognized certificate or degree; and are employed in the field in which they were prepared.**

The focused strategies include **career majors, preparatory services, professional development, accountability** and the **Cooperative Alliance Program**. Applications will propose a clearly defined vision and plan for developing and implementing strategies to raise increase CTE student college credit attainment.

The focus of this grant is to utilize local Tech Prep consortia and the comprehensive systems they have in place for additional development and implementation of focused strategies to increase CTE student college credit attainment and provide for continuous improvement. Tech Prep consortia are encouraged to increase opportunities available for Oklahoma CTE students to earn college credit in high school and the importance of growing a talent pipeline ready to embrace the global, high-tech workplace places' renewed urgency for ensuring that CTE students are both academically and technically proficient.

The current goal of Tech Prep encourages students to attain high academic knowledge and technical skills and increase their opportunities for college and careers. Consortia will be able to build upon existing programs and services currently in their communities. They will be able to serve as a catalyst for educational reform, particularly at the high school level.

### **Eligible Applicants**

All currently funded Tech Prep Consortia under the current Perkins IV Act are invited to participate in the application process by:

- meeting the criteria designated in the Tech Prep Memorandum of Understanding,
- documenting a defined vision and plan for developing and implementing strategies to increase CTE student college credit attainment,
- documenting a process for providing strategies that will focus on the overarching goal.
- documenting the human, financial, and time commitment of educational partners that includes a specific high school or high schools, a technology center, and a community college, and/or four-year university, and
- documenting the process for benchmarking success

### **Process**

To ensure a comprehensive and expedient review, applicants must submit their application package as follows:

- Submit the application electronically to Jeremy Zweiacker at [jzwei@okcareertech.org](mailto:jzwei@okcareertech.org).
- Submit a cover page with original signatures by mail.
- The complete application must be received at ODCTE offices no later than **4:30 p.m. on March 2, 2010**, and formatted as specified.
- **Facsimile (fax) or ground mail (US Post Office, UPS, FedEx, etc.) proposals will not be accepted.**

Formatting for all pages, including the cover page, narrative, and attachment(s), should be as follows:

- File must be in **Adobe PDF format** submitted as **one complete file**.
- **8.5" x 11"** document with no less than **one-inch margins**.
- No less than **10-point font** on all sections.
- A **maximum of 10 pages** including the cover page, application narratives, and supporting materials and addendums.
- **All elements** of the application must be addressed.
- All **pages should be numbered**.

### **Application Evaluation & Award**

Applications will be reviewed and evaluated, using a rubric, by a team of ODCTE personnel. All reviewers' evaluations will be compiled for final scoring. If members of the evaluating team have

questions or require verification regarding the application, you will be contacted by Jeremy Zweiacker to provide the requested supplemental information.

## **CONTENTS OF APPLICATION PACKAGE**

### **Application Cover Page**

The cover page must include the following:

- the name of the Tech Prep Consortium that is applying for the funding,
- the name and contact information of the person submitting the application on behalf of the consortium,
- the Superintendent name and signature of the submitting consortium,
- the name and contact information of the person to whom questions concerning the application should be directed.

**Note:** The cover page is to be included in the PDF file sent electronically to ODCTE. The cover page with original signatures must also be mailed to ODCTE and postmarked no later than the due date.

### **Application Narrative of Consortium Commitment**

Information in the narrative should include, but not be limited to:

- A. Identification of the projects focused in one or more of the following - career majors, preparatory services, professional development, accountability, or the Cooperative Alliance Program.
- B. The rationale for selection of the focused strategy(s)
- C. Provide a description of methods the consortium will utilize to increase CTE student college credit attainment.
- D. Provide a narrative detailing proposed professional development to focus continuous improvement to raise student performance. Professional development should be research based high-quality and sustained.

### **Application Request for Evaluation Criteria**

Provide narrative outlining specific criteria and/or performance indicators that will be utilized to evaluate progress made by the Tech Prep Consortium in increasing CTE student college credit attainment.

### **Application Budget Proposal**

Provide a **proposed budget narrative**, detailing activities and services that will be utilized to increase CTE student college credit attainment through the focused strategies. Proposed budget should be included as Addendum A of the application. **A spreadsheet and narrative should also be included.**

### **Resources**

Oklahoma Tech Prep: <http://www.okcareertech.org/techprep>

**Special Note:** *A budget will be finalized with each consortium when the applicants are selected and the number of awards is determined. Grant funds may be used for professional development, strategic planning activities, curriculum and assessment materials, and other technical assistance as needed or indicated. Research based, high quality professional development and strategies to raise student achievement are components of the Tech Centers That Work, High Schools That Work, and the Successful Practices Network initiatives.*