

**\*\*\*New Supplemental Grant\*\*\***  
**Oklahoma Department of Career and Technology Education**  
**Carl Perkins Supplemental Grant**  
**Career Pathways and Industry Partnerships Grant**

Note: The Career Pathways supplemental grant will be available in subsequent years.

Each Carl Perkins Supplemental Grant Application is unique. Please read this document entirely and follow the instructions below. Provide all information requested in the order requested, including required narrative, table information, and supporting material(s). This document contains the following information:

Overview  
Expectations  
Application Outline  
Eligible Applicants  
Purchase of Equipment  
Process  
Application Cover Page  
Budget Section  
Application Evaluation and Award  
Scoring Rubric

**Section 1: Overview of Career Pathways and Industry Partnerships Grant**

In an ongoing effort to support Career Pathways, The Oklahoma Department of Career and Technology Education supports the development of new and enhancement of existing Career Pathways in high-skill, high-demand, or high wage occupations. Career Pathways and corresponding Programs of Study should support local, state, and global industries in meeting workforce needs while embracing rigorous academic and technical education. **Perkins LEAs meeting the \$15,000 minimum requirement or technology centers are eligible to complete a Career Pathways and Industry Partnerships Grant.** Successful applicants will receive one-year supplemental funding for up to \$50,000. Grant applicants may re-apply for a second year if funds are available. Funds must be spent by June 30, 2019.

**Expectations**

1. The Career Pathways and Industry Partnerships Grant supports professional development and learning activities that support the local, state, and global economy in developing and improving Career Pathways and industry partnerships in order to allow for a seamless transition of secondary education to postsecondary education to employment in high skill, high wage, and high demand careers.
2. Career Pathways being developed and/or enhanced are driven by labor market demand in the local workforce development areas.
3. Building and/or strengthening relationships with partners to support Career Pathways students may pursue.
4. Combines a college-ready academic core with challenging technical studies and require students to complete real-world assignments.
5. Aligns secondary, postsecondary and workplace learning through strategies like dual

enrollment and work-based learning (such as registered apprenticeships, internships, job shadowing, etc.)

6. Clearly identified pathways from secondary CTE programs that lead to postsecondary programs that lead to postsecondary certifications, licenses, and/or degrees. Career pathways will include multiple entry and exit points and provide stackable industry credentials.
7. Evidence of a dedicated advisory team/planning committee. This may include partners from secondary education, technology centers, community colleges, business and industry, local workforce boards, or other partners/stakeholders.
8. Creates and deploys guidance systems that include career information, exploration and advisement to students and clients.

## **Application Outline**

### Section 2: Plan for Implementation

1. Describe the Career Pathway(s) you plan to develop, implement, and/or enhance with the funds from this grant. Describe the goals you wish to accomplish with the funds requested.
2. Describe the current workforce needs, and describe what industry-recognized credentials, certifications, and/or degrees the Career Pathway may include.
3. Describe each of the partners that will assist you in carrying out this grant, collaboration, and the role each partner will play in implementing Career Pathways. Provide letters of support from each of the partners.
4. Describe how academics and technical education will be integrated within the Career Pathway.
5. Describe the business workforce need being addressed by the Career Pathway grant. Indicate the industry(s) and occupations being represented, how the need was determined, and the occupational skills to be addressed. Include in your description workforce data from your area in the Career Pathway(s) you plan to develop/enhance.
6. Describe how the Career Pathway(s) being developed and/or enhanced will lead to occupations that are:
  - high skill,
  - high demand, or
  - high wage
7. Describe how the development, implementation, and enhancement of Career Pathways will be sustained.

8. How will you measure the success of this grant?

#### Section 4: Budget Narrative

- All applicants will submit a budget narrative itemizing expenses for the proposed project. The budget items should be listed to show estimated cost of each line item. Each line must be detailed and specific. General expenses should be broken down into specific line items.
- Narrative on how the specific items purchased will be used must be included in this section.
- Note: Funds may be used for professional development, travel, supplies, curriculum, equipment, and any other allowable expenses necessary to carry out the intent of the grant.
- Funds must be spent according to Carl Perkins allowable expenses.

#### Section 5: Letters of Support

Letters of support are attached from one or more representatives of the following partners:

- K-12 school district
- Technology Center
- Community College/Higher Education
- Local Workforce Development Board
- Business and Industry partner(s)

#### **Eligible applicants**

Eligible applicants who successfully complete the Carl Perkins application under the current Perkins IV Act are invited to participate in the Supplemental Fund Grants process by:

- Meeting the criteria designated in the Local Application for Carl Perkins Funding,
- Meeting the criteria in the Overview section for the desired Supplemental Fund Grant,
- Successfully completing the Supplemental Fund Grant Application, and
- Documenting the human, financial, and time commitment required to meet the intent of the focused grant.

#### **Process**

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

- Applications must be submitted through the Career Tech Information Management System's grant module. The online system is located at the link below:
  - <https://ctims.okcareertech.org/CTBDSWeb/>
    - Video tutorials on how to utilize the system are located at the following link: <http://www.okcareertech.org/about/state-agency/divisions/federal-legislation-assistance/carl-perkins/ctims-resources/>

- **Applications are due November 2, 2018.**
- **CTIMS access will be available beginning October 15<sup>th</sup>, 2018.**

### **Application Evaluation and Award**

All Supplemental Grant Applications will be evaluated and awarded on a competitive basis. Applications will be reviewed and evaluated, **using a rubric**, by a review team. All reviewers' evaluations will be compiled for final scoring. If members of the evaluating team have questions or require verification regarding the application, they will notify the grant contact person to provide the requested supplemental information.

Each applicant awarded funds will participate in at least one status report during the project year and a self-evaluation report at the end.

Funds are made available on a reimbursement basis. Each applicant awarded funds will receive instructions for receiving such funds in the approval award letter.

### **Questions can be directed to:**

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