

Oklahoma Department of Career and Technology Education
Perkins Reserve Fund Innovation Funding
High Growth and Emerging Technologies Grant Application 2020-2022
Due Date June 8, 2020

Each Perkins Reserve Fund Innovation 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
Budget Restrictions and Notices
Process
Budget narrative
Application Evaluation and Award
Scoring Rubric

Overview of High Growth and Emerging Technologies Grant

The Oklahoma Department of Career and Technology Education supports the development and implementation of innovative high-tech, high-wage *CareerTech* Academies, State Programs and sequence of courses that align with local, state, and global industry and emerging workforce needs. The grant proposal should embrace rigorous academic and technical learning activities. **Perkins secondary LEAs meeting the \$15,000 minimum requirement, technology centers and Post-secondary fiscal agents meeting the \$50,000.00 minimum requirement are eligible to complete a *High Growth and Emerging Technologies Application*.** Successful applicants will receive two-year innovation funding for up to \$50,000 per year.

Expectations

1. The *High Growth and Emerging Technologies Grant* learning activities should support the local, state, and global economy.
2. Evidence of a dedicated advisory team/planning committee, made up of secondary and postsecondary education, business and industry, and other partners/stakeholders.
3. Evidence of a committed academy/technical teaching team that is devoted to the particular learning activities and credentialed in their teaching field with opportunities for common curriculum planning and professional development.
4. A student recruitment and selection process that may incorporate multiple student criteria such as interest, academic performance, attendance, etc. and documentation of that process.
5. Sequence of courses and/or activities that includes rigor and relevance.
6. Innovative strategies to support all students to become independent learners by building into their learning experience opportunities to practice habits of successful learners such as study and literacy skills, time management, and cooperative learning to increase the rigor and depth of learning.
7. Innovative Curriculum and instruction that meets state and national standards, prepares students for college and work, and supports dual credit opportunities.
8. An identified student assessment process to document student learning and improve instruction (i.e. licensures, certification, SAT, ACT).
9. Clearly identified pathways into postsecondary, coordinated with higher education including postsecondary certifications, licenses, and/or degrees and documented by college/university/technology center letters of support.
10. Evidence of a student advisement process that supports Carl Perkins Programs of Study including an individual career and academic course plan that includes relevant student interest and academic assessment data, high school and post-graduate course listing that includes the 13th and 14th years and culminates in the award of a certification, licensure or degree.

Application Outline

Below outlines the sections of the Carl Perkins High Growth and Emerging Technology grant application within the CTIMS online system. For more information on CTIMS see the **Process** section below.

Project Title

Funding Level Request

Section 1: Project Overview

Section 2: Project Justification

2.1. Supporting Data

- Document the labor market demand on new and emerging career projections related to this academy/state program/sequence of courses using available data from the Oklahoma Department of Commerce, Oklahoma Employment Security Commission, Department of Labor, or other relevant resources.

2.2 Demonstration of Success

- Description of activities that are in place and support the initiative.

Section 3: Project Description

3.1. Project Goals and Objectives

- Describe innovative project goals and overall objectives of the initiative.

3.2. Target Population, Recruitment, and Placement Strategies

- Describe the recruitment/marketing strategies, and advisement/guidance strategies that will be used to support students participating in the proposed *CareerTech* state program, and relevant initiative.
- Identify the postsecondary options (certifications, licensures and degree plans) that would be possible transitions for students after successfully completing the program.

3.3. Delivery Model and Impact Projections

- Complete the table below. Provide a brief description and an estimates of the number of people impacted by each planned activity.

Planned Activities	Number Served
TOTAL/Year	

**Figure 1. Project Description*

**this chart is linked in the CTIMS application; you can also [click here to access the spreadsheet to save as an attachment in the worksheet.](#)*

3.4. Activity/Course/Curriculum Description

- Describe content and/or development.

3.5. Faculty /Staff Training and Professional Development

- Write a brief description.

Section 4: Project Plan and Timeline

- Complete the table below. Provide a sequence of courses with the course title and a brief description of each course and course assessment strategies

Project Plan					
Goal:					
Objective 1.					
Course/Activities	Responsible Party	Year		Year	
		2020 (month)	2021 (month)	2021 (month)	2022 (month)
Objective 2.					
Course/Activities	Responsible Party	2020	2021	2021	2022
Objective 3.					
Course/Activities	Responsible Party	2020	2021	2021	2022

Figure 2. Project Plan

Section 5: Advisory Team/Planning Team

- Fill out the table below in your proposal and provide a brief description of the Advisory Team /Planning Team and their affiliations. Please list the team members that include representation from business/industry, workforce/economic development, and educational partners. Document each team member’s areas of expertise and the roles they play in the design and implementation.

Advisory / Planning Team		
Member	Role/Responsibility	Organization

Figure 3. Advisory Team

Section 6: Evaluation Plan, Data Collection, and Benchmark Measures

Each applicant will be required to provide a continuous improvement plan that includes data that will be used to benchmark student achievement, monitor, and revise the implementation strategies. These benchmarks will be used by ODCTE to determine progress on project goals; if progress is shown award of second year funding will proceed.

Evaluation Plan and Benchmark Measures	
Project Goal:	
Objective 1.	
Data Collection and Measures	
1.a.	
1.b.	
1.c.	
Objective 2.	
Data Collection and Measures	
2.a.	
2.b.	
2.c.	
Objective 3.	
Data Collection and Measures	
3.a.	
3.b.	
3.c.	

**Figure 4. Evaluation Plan and Measures*

**this chart is linked in the CTIMS application; you can also [click here to access the spreadsheet to save as an attachment in the worksheet.](#)*

Section 7: Marketing

- Describe the recruitment/marketing strategies, and advisement and post-secondary transitions strategies that will be used to support students.

Section 8: Industry Support

- Provide evidence of and letters showing industry support. The letters are required as attachments to the application in the CTIMS system.

Section 9: Sustainability

- Describe how the Careertech program will be supported following the second year of grant activities.

Section 10: Budget and Budget Justification

- 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 in the instruction of students must be included in this section.
- Expenses should be outlined by grant year.

Eligible Applicants

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

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

Budgeting Restrictions and Notices:

Equipment purchased with innovation grant funds will be surrendered to the ODCTE if such project no longer operates as awarded during the third year following the award.

Process

To ensure a comprehensive and expedient review, applicants must submit their application package 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 in the help section of the Information management system. You can also find them at the following link: <http://www.okcareertech.org/about/state-agency/divisions/federal-legislation-assistance/carl-perkins/ctims-resources/>
 - For help with CTIMS, contact the [Information Management Division](#) (IMD) at 405-743-5134 or email CTIMSSupport@careertech.ok.gov <https://www.okcareertech.org/about/state-agency/divisions/imd/ctims>
- **Applications are due June 8, 2020.**

Application Evaluation and Award

All Reserve Fund Grant Applications will be evaluated and awarded on a competitive basis. Applications will be reviewed and evaluated, **using a rubric**, by a team of state agency personnel. 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 an end of year report/meeting. Second year funding will be contingent on showing progress towards completing grant benchmarks set in the application process.

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:

Tonja Norwood, tonja.norwood@careertech.ok.gov 405-743-5187

Jordan Duck, Jordan.duck@careertech.ok.gov 405-743-5401

REVIEWER NAME: _____ SCORE: _____ / 205

GRANT SCORING RUBRIC – High Growth and Emerging Technologies

Using the following rubric, reviewers will assign numerical scores and prepare comments.

The review team will meet to determine consensus.

<i>Plan Criteria</i>	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
Executive Summary 10 Points	Executive summary has been well described and evaluator has overview of learning project. Funding level was requested 10-8	The executive summary has been somewhat described but weak and vague. Funding level was requested 7-4	Little or no executive summary. Funding level not requested 0-3
Project Justification 20 Points	The application clearly documents the supporting data and labor market demand or career projections related to the proposed learning activity. Oklahoma data or other relevant resources have been used in the application. Demonstration of success was well described 20-15	The application provides some evidence of labor market demand or career projections related to the proposed academy. Data has not been used to support the application. Demonstration of success was vague 14-8	Little or no evidence of labor market demand or career projections have been identified for the proposed academy. No success or supporting initiatives are in place 7-0
Project Description 25 Points	The application clearly documents the projects goals and objectives in addition to target population. Delivery model was clearly described and table was complete. Curriculum and professional development was clearly defined 25-20	The application provides some direction for projects goals and objectives in addition to target population. Delivery model provided some information and table was complete. Curriculum and professional development was not clearly defined 19-14	Limited project goals and objectives. The application does not address delivery model, target population or professional development 13-0
Project Plan and Timeline 20 Points	The project timeline was clearly defined and reasonable timeframes for goals and objectives were established. Table was completed. 20-15	The project timeline provides some direction and timeframes were reasonable. Table was complete. 14-8	Little or no timeline was established. Table was not completed. 13-0

<p>Advisory Team</p> <p>20 Points</p>	<p>The proposed Advisory Team has been identified with their affiliations. A broad representation has been proposed including employers, workforce development reps, economic development personnel, and educators. Each team member role has been identified.</p> <p>20-15</p>	<p>The proposed Advisory Team has been identified with their affiliations. The proposed team does not include all of the identified stakeholders. Team member roles have been identified.</p> <p>14-8</p>	<p>The proposed Advisory Team has been identified, but is lacking suggested stakeholders. Team roles have not been identified.</p> <p>7-0</p>
<p>Evaluation Plan and Measures</p> <p>20 Points</p>	<p>Evaluation Plan and Measures have been identified. Benchmarks have been created to document success of activities. Improvement Plan is described. Table was complete.</p> <p>20-15</p>	<p>The application provides some evidence of evaluation and measures. Benchmarks have been created but vague. Improvement plan is described. Table was complete.</p> <p>14-8</p>	<p>Little or no evaluation plan and measures were described. Table was not complete.</p> <p>7-0</p>
<p>Marketing</p> <p>20 Points</p>	<p>Specific recruitment and marketing strategies are document that will target interested groups of students. Targeted guidance and advisement strategies will be used to support students participating in the academy.</p> <p>20-15</p>	<p>Recruitment and marketing is mentioned with vague strategies and no targets for specific student groups. Guidance and advisement strategies are limited without ongoing student support.</p> <p>14-8</p>	<p>Limited recruitment and marketing strategies identified and the academy proposal does not include specific guidance and advisement strategies.</p> <p>7-0</p>
<p>Industry Support</p>	<p>The application list specific representatives of local industry, specific instances showing industry or industries support for the submitted project goals. The application describes how industry associations are active in support of the project.</p> <p>Application has multiple letters of support from</p>	<p>The application list members of local industry but not specific representatives. Industry support appears to be supportive but not actively engaged.</p> <p>Application has at least one letter of support attached from an associated industry or industry representative.</p>	<p>Industry support appears weak or absent.</p> <p>Application has no attached letter of support or an attached letter from an industry un-related to project goals/outcomes</p>

	industries related to project outcomes.		
10 Points	10-8	7-4	0-3
Sustainability	Sustainability has been adequately addressed and describes how the continuation of career academy, career major or relevant activities will continue concluding the grant's funding period.	Not Applicable	Sustainability was not adequately addressed.
15 Points	15-8		7-0
Budget Narrative and Budget form	The budget narrative itemizes expenses in detail and provides calculations. The budget is reasonable and cost effective. Budget and budget narrative are aligned.	Not applicable	The budget narrative does not provide an explanation of expenses. The budget is not reasonable or cost effective. Budget and budget narrative are not aligned.
20 Points	20-10		10-0
Innovative Idea(s)/ Strategies 25 pts	Application presents new innovative strategies or goals. Incorporates new infrastructure and resources towards achievement of desired outcomes. Supports a culture of continuous improvement and experimentation aligned to organizational strategies and operations. 25-17	Application presents new innovative strategies or goals mixed with standard practices. Does incorporate new infrastructure and resources towards achievement of desired outcomes. 16-8	Application presents some new innovative strategies or goals mixed with standard practices. May incorporate new infrastructure and resources towards achievement of desired outcomes. 7-0
Repeat Applicant -15pts	Applicant submitted same grant submission requesting similar or the same project funding from preceding grant award years and was selected for funding in that/those preceding grant year(s).	Applicant submitted similar grant submission requesting some similar project funding and some different project funding than preceding grant award years. Applicant was selected for funding in	Applicant submitted grant submission in preceding grant award year. Projects are different and/or complementary but not the same.

	-15 to -12 pts	that/those preceding grant years.	-6 to 0 pts
		-11 to -6 pts	
TOTAL (205 pts possible)			