

**TECHNOLOGY IMPLEMENTATION/UPGRADES FOR TECHNOLOGY CENTERS
REQUEST FOR PROPOSAL
FY20 (2019-2020)**

Agency Issuing Request for Proposal

The Oklahoma Department of Career and Technology Education requests proposals for funding to implement and/or upgrade instructional and training technology for the purpose of (1) innovative “cutting edge” hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) instructor training.

All proposed expenditures, including instructor training/professional development, must be related directly to the approved proposal. Curriculum materials purchased should support the technology requested in the proposal and could include digitally delivered curriculum and assessments. The request should not supplant current curriculum expenditures.

For the purpose of this grant request, technology refers to any use of innovative processes, equipment and software that will enhance and/or advance instructional techniques or an advanced interactive learning environment to provide for the needs of the students and clients of the district, including business and industry.

Any and all technology equipment purchased with these funds become the sole property of the local school district and will be placed on the local school district inventory. However, technology/equipment must be located in the Careertech program to which it is awarded.

Eligible Applicants

- Technology Centers may be awarded up to \$150,000; a school may only receive one grant per district.
- Additional funds of up to \$250,000 may be awarded if the grant is a Statewide Initiative Grant.

Funding Available

Approximate amount: \$2.25 million.

Grant Award

- Award amount of up to \$150,000 per individual district.
- Award amount of up to \$250,000 for statewide initiative.

Grant Period

July 1, 2019 through June 30, 2020

Electronic Application Deadline

Proposals must be received via e-mail no later than **March 1, 2019** (*see E-mail Submission Steps below*).

Reimbursement Deadline

All paperwork must be submitted for reimbursement no later than June 30, 2020 (*see Review Procedures and Purchases below*).

Contact Information

Angela Jones, angela.jones@careertech.ok.gov	(405) 743-5195
Justin Lockwood, Deputy State Director justin.lockwood@careertech.ok.gov	(405) 743-5410
Gina Hubbard, Educational Partnerships & Customized Services gina.hubbard@careertech.ok.gov	(405) 743-5167
Cara Pattison, Regional Coordinator cara.pattison@careertech.ok.gov	(405) 664-3679

Specific program questions may be directed to the following people:

- Terri Hollarn, Family & Consumer Sciences (405) 743-5465
terri.hollarn@careertech.ok.gov
- Jeff Huffman, Trade & Industrial Education (405) 743-5145
jeff.huffman@careertech.ok.gov
- Tonja Norwood, Science, Technology, Engineering and Mathematics (405) 743-5187
tonja.norwood@careertech.ok.gov
- Carrie DeMuth, Business, Marketing & IT Education (405) 743-5121
carrie.demuth@careertech.ok.gov
- Lara Morris, Health Careers (405) 743-5106
lara.morris@careertech.ok.gov

Review Procedure and Purchases

- Proposals will be reviewed by a committee. Notification to schools of awarded Lottery Grant funds will be announced no later than May 17, 2019.
- Letters of support for a statewide grant proposal will be averaged for one score in part G of the rubric.
- Purchases must be made and invoiced between July 1, 2019 and April 30, 2020.
- Grant reimbursement information/invoices must be received by ODCTE no later than June 30, 2020.
- Submit invoices and supporting documentation to Donna Taffs at donna.taffs@careertech.ok.gov
- The invoice must be submitted on school letterhead for the reimbursement amount.
- The invoices submitted must reference the line item from the budget.

Proposal/Grant Criteria

Submissions should be grammatically correct, properly punctuated, and formatted.

1. Letter of Support and Sustainability:

A letter of commitment referencing support with sustainability must be signed by the superintendent and on technology center letterhead. Each district named in a Statewide Grant application must submit a Letter of Support and Sustainability. The letter should clearly address the following:

- The superintendent knows that the applicant is applying for the grant.
- The superintendent is committed to supporting the grant and the applicant's program.
- The superintendent should state how the technology center will sustain the grant request beyond the initial year of implementation.

2. Proposal Submission:

The applicant must ensure he or she is using the FY20 (2019-2020) Proposal form. The text fields are limited as specified per question. No manipulation of the proposal template is allowed (examples: font reduction, re-typed forms, and/or old forms).

- A. Technology Description: Describe the technology requested and the goals for implementation (6 points).
- B. Justification: Describe why you are requesting this technology and how it fits in your long-term plan (8 points).
- C. Instructional Delivery: Describe how this technology will impact students/clients (6 points).
- D. Student/Client Success: Describe how you will evaluate and measure/document student/client success (6 points).

Note: If applying for a Statewide Initiative Grant, please address the questions in the rubric from that perspective.

3. Budget Request:

Provide a budget request for the grant proposal using the Budget Request Form (Excel worksheet); *see Budget section below for more details.* Note that the applicant MAY insert more rows into this worksheet as needed.

Budget

The budget must be submitted using the Budget Request Form (an Excel worksheet). If additional rows are needed to complete the budget request, the applicant may insert more rows into the worksheet as needed.

To complete the Excel worksheet, fill in the following sections:

1. School name, district name and teacher/coordinator names.
2. Detailed description of each item, quantity, cost per item, and net cost per item.

The combined costs of all installation and shipping cannot exceed 5 percent of the award amount.

The total amount awarded cannot exceed the grant amount of \$150,000.

Awarded grant expenditures should supplement the applicant's program. Budget items requested cannot supplant (i.e. supersede and replace existing school purchases). For example, if state and/or local district dollars are normally spent on the curriculum, technology, or instructor training needed for the grant proposal, then lottery funds may not be used.

Examples of unallowable expenditures:

- Gift cards
- Recurring costs such as monthly data plans, service contracts, and/or warranties
- Stipends
- Travel costs not directly associated with the instructors' training for the requested technology (examples: mileage, airfare, per diem, lodging)
- Salary supplements
- Conference registrations unrelated to the grant
- Professional Development workshops unrelated to the grant
- Consumable items for a program that already exists (*see supplanting above*)

State guidelines for travel must be followed. When travel is approved as a budgeted item, reimbursement will be made according to these state guidelines:

- Allowable:
 - a) Mileage at state or federal rate (gsa.gov).
 - b) Lodging at state or federal government rate (gsa.gov).
 - c) Only coach airfare will be reimbursed.

E-mail Submission Steps

Combine into ONE PDF DOCUMENT and in this order:

1. Letter(s) of Support and Sustainability signed by the school superintendent and on technology center letterhead
2. Proposal Submission
3. Budget Request Form

Electronically submit to tcslotterygrants@careertech.ok.gov

NOTES:

- Grant applicants will receive a confirmation email within 24 hours. If the applicant does not receive a confirmation e-mail, please contact Angela Jones at (405) 743-5195 or angela.jones@careertech.ok.gov immediately.
- The proposal must be received no later than **March 1, 2019**. Late applications will not be accepted.
- The grant proposal and associated documents will be disqualified if the procedures of the Request for Proposal (RFP) are not followed.