

**TECHNOLOGY IMPLEMENTATION/UPGRADES FOR TECHNOLOGY CENTERS  
REQUEST FOR PROPOSAL  
FY21 (2020-2021)**

**Agency Issuing Request for Proposal**

The Oklahoma Department of Career and Technology Education requests proposals from technology centers for funding the implementation and/or upgrading of 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 will become the sole property of the local school district and will be placed on the local school district inventory. However, technology/equipment purchased with the grant must remain located at the technology center and in the specific 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 technology center is the recipient of a Statewide Initiative Grant (as a primary or secondary recipient).

**Funding Available**

Approximate amount available for Technology Center Lottery Grants: **\$1.11 million.**

**Grant Award**

- Maximum award amount of up to \$150,000 per individual technology center district.
- Maximum award amount of up to \$250,000 for a Statewide Initiative Grant.

**Grant Period**

July 1, 2020 through June 30, 2021

## Electronic Application Deadline

Proposals must be received via e-mail at [tcslotterygrants@careertech.ok.gov](mailto:tcslotterygrants@careertech.ok.gov) no later than **March 2, 2020** (see *E-mail Submission Steps* below).

## Reimbursement Deadline

All paperwork must be submitted for reimbursement no later than April 30, 2021 (see *Review Procedures and Purchases* below).

## Contact Information

General grant information and grant application information may be obtained by contacting one of the following people:

- Kim Downey, Project Assistant (405) 743-6831  
[kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov)
- Justin Lockwood, Deputy State Director (405) 743-5410  
[justin.lockwood@careertech.ok.gov](mailto:justin.lockwood@careertech.ok.gov)
- Gina Hubbard, Educational Partnerships & Customized Services (405) 743-5167  
[gina.hubbard@careertech.ok.gov](mailto:gina.hubbard@careertech.ok.gov)
- Cara Pattison, Regional Coordinator (405) 664-3679  
[cara.pattison@careertech.ok.gov](mailto:cara.pattison@careertech.ok.gov)

Specific program questions may be directed to the following people:

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

## Review Procedure and Purchases

- Proposals will be reviewed by a committee. Notification to schools of awarded Technology Center Lottery Grant funds will be announced after receiving CareerTech State Board approval on May 21, 2020.
- Letters of support for each Statewide Initiative Grant proposal will be averaged into a combined score in part G of the reviewer's rubric.
- Purchases must be made and invoices submitted for reimbursement between July 1, 2020 and April 30, 2021.

- Submit invoices and supporting documentation to Donna Taffs at [donna.taffs@careertech.ok.gov](mailto:donna.taffs@careertech.ok.gov)
- All invoices must be submitted on school letterhead for the reimbursement amount.
- Each invoice submitted must reference the line item from the approved 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 technology center’s superintendent and on the technology center’s letterhead.

Each district named in a Statewide Initiative Grant must submit a Letter of Support and Sustainability signed by the superintendent on school letterhead.

The letter(s) 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 “TC Proposal Submission 2020-2021” form. The text fields are character 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 this technology is being requested and how it fits in the program’s 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 and document student and/or client success (6 points).

Note: If applying for a Statewide Initiative Grant, please address the questions in the application from that perspective, and utilize the Reviewer’s Rubric as a guide.

### 3. Budget Request:

Provide a budget request for the grant proposal using the “TC Budget Request Form 2020-2021” (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 “TC Budget Request Form 2020-2021” (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. Type in the applicant's name(s), applicant's technology center(s), title of the grant, select the program area, and select the proposal type.
2. Enter a detailed description of each item, quantity, cost per item, installation and shipping fees, and net cost per item.

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

Technology Centers may be awarded up to \$150,000, and may only receive one grant per district. Additional funds of up to \$250,000 may be awarded if the applicant also receives a (separate) Statewide Initiative Grant

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*)
- Marketing materials (wraps, flyers, brochures, flags, etc.)

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.

<b>E-mail Submission Steps</b>
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**Combine completed application into ONE PDF DOCUMENT and in this order:**

1. Letter(s) of Support and Sustainability signed by the technology center superintendent and on technology center letterhead
2. TC Proposal Submission 2020-2021
3. TC Budget Request Form 2020-2021

Electronically submit to [tslotterygrants@careertech.ok.gov](mailto:tslotterygrants@careertech.ok.gov)

**NOTES:**

- Grant applicants will receive a confirmation email within 24 hours of submitting their proposal. If the applicant does not receive a confirmation e-mail within 24 hours, please contact Kim Downey at (405) 743-6831 or [kim.downey@careertech.ok.gov](mailto:kim.downey@careertech.ok.gov) immediately.
- The proposal must be received no later than **March 2, 2020**. Late applications will not be accepted.
- The grant proposal and associated documents will be disqualified if the procedures identified in the Request for Proposal (RFP) are not followed.