

*“Strengthening Career & Technical Education
for the 21st Century Act”*

Special Project Grant

FY23 Application



Program Description

Name of Grant Program:	Utah Career & Technical Education Special Project Grants
Authorization:	Strengthening Career & Technical Education for the 21 st Century Act (Perkins V)
Application Release Date:	July 1, 2022
Deadline for Receipt of Applications:	Variable, applications will be accepted throughout the school year depending on fund availability.
Range of Grant Awards:	Ranges based on project, projected outcome, and available funds.
Length of Grants:	Length of grant is determined on a per project basis.
Estimated Program Start Date:	Variable
Purpose:	To supplement the resources of local school systems in rural areas; areas with high percentages of career and technical education students; areas with high numbers of career and technical education students; and areas with disparities or gaps in performance. Section 112 (c)(1)(A)(B)(C)(D) and (2)(A)(B)
Target Populations:	<ul style="list-style-type: none">○ Rural programs & partnerships○ Areas with high percentages of CTE concentrators or CTE participants○ Areas with high numbers of CTE concentrators or CTE participants; and high disparities or gaps in performance measures described in Perkins V Section 113(b)(3)(C)(ii)(III)○ Statewide projects to address gaps in performance described in Perkins V Section 113(b)(3)(C)(ii)(III)○ Projects that focus on CTE in special population subgroups. Projects that focus on CTE in middle grades (6-8)○ Projects that foster innovation through promising and proven CTE programs, practices, and strategies○ Development, implementation, and adoption of POS aligned with State-identified high-skill, high-wage, or in-demand occupations or industries○ Occupations or industries
Eligible Applicants:	Grants are targeted to eligible recipients as defined in Section 131 and 132 of the Perkins Act. Eligible applicants must qualify under requirements outlined in Section 112 of Perkins V. Final approval for awards will be determined by USBE. USBE reserves the right to take into consideration project alignment to Perkins V requirements, geographic distribution, demonstrated project readiness, and availability of funds when making decisions.

Fund may not be used for:

- Advertising, Marketing, and Promotion
 - Promotional items and memorabilia, including models, gifts, and souvenirs
 - Costs of advertising, marketing, and public relations to promote the institution or student groups
- Alcoholic Beverages
- Alumni Activities
- Bad debts, including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs
- Commencements, graduation ceremonies, convocations.
- Cost of institution furnished automobiles that relates to personal use by employees
- Costs for defense and prosecution of criminal or civil proceedings, claims, appeals, and patent infringement.
- Donations and contributions
- Entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Fines and penalties resulting from violations of, or failure of the institution to comply with, Federal, State, and Local or Foreign laws and regulations
- Fund raising and investment costs
 - Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
 - Costs of investment counsel and staff, and similar expenses incurred to enhance income from investments
- Salaries or expenses for school board or administrative staff
- Goods or services for personal use
- Housing and personal living expenses
- Lobbying (attempting to influence the outcome of elections or legislation)
- Membership in any civic or community organization, country club or social organization
- Costs incurred prior to the effective date of the award
- Relocation costs incurred incident to recruitment of a new employee
- Scholarships and student aid costs
- Costs of selling and marketing products or services of the institution
- Costs incurred for intramural activities, student publications, student clubs, and other student activities (excluding Career Technical Student Organizations-CTSO)
- Unused facilities or unused capacity or partially used facilities
- Please utilize [federal guidance](#) and the [Local Application Guide](#) for additional information

Submission
Requirements and
Information:

- Applications should be submitted via email to Libby Giles
Libby.Giles@schools.utah.gov
- Priority will be given to complete applications received by 5:00 pm on **September 1, 2022**
- Priority will be given to rural, statewide, special populations, middle level projects, and projects that foster innovation
- Any additional documentation supporting a proposal may be attached and submitted with the final application Any partnerships or consortium must include a letter of support from each participant
- Proposal must describe the geographic region it serves and include counties and schools impacted
- Proposals should improve or reinforce performance targets
- Proposal must identify grade level(s) to be served Proposals should incorporate middle to secondary to postsecondary transitions and program alignment
- Applicants should align their career pathway programs with the skill needs identified by employers. Employers also play a critical role in providing work-place development activities and providing internships
- Incomplete applications will not be considered for funding Applications received after due date and time will only be considered for funding if funds are still available

Approved Applications:

- Applicants will be notified after their application has been reviewed for approval
- Approved applicants will be required to upload their submissions through the Utah Grants Management System portal within the time designated when you receive your awarded notification via email
- Approval of the application is conditioned upon the completion of any revision requests. The official award letter will be withheld if revisions or required documentation have not been completed in Utah Grants

Technical Assistance:

- Wendi Morton, CTE Coordinator
Wendi.Morton@schools.utah.gov
- Libby Giles, CTE Compliance Specialist
Libby.Giles@schools.utah.gov

Special Project Grant Instructions

COMPLETE APPLICATION MUST INCLUDE:

- ✓ Cover Page
- ✓ Grant Narrative
Questions I, II, III, IV
- ✓ Budget Template
- ✓ Additional
Documentation
Supporting Proposal
- ✓ Letter of support from
each participant in
consortium (if applicable)
- ✓ Itemized capital
equipment list with
quotes if applicable
- ✓ Itemized supplies and
materials list
- ✓ Signed Assurances with
correct signatures for
each line

Grant Narrative

Applications must address questions below

I. Project Description

Provide a clear and detailed description of the proposed project. Clearly state the purpose for the funding. Identify the grade level of students to be served. Identify detailed objectives of the proposed project. If appropriate, demonstrate how the proposed program leads to career pathways with linkage to existing and/or emerging programs of study to include secondary programs, postsecondary certificate programs and associate degrees.

II. Sustainability

Applicants must describe how new programs developed will be sustained beyond the life of the grant. Applicants must also describe how partnerships with employers and postsecondary institutions will be sustained. This sustainability planning may require securing funding or future funding commitments. If requesting funding for personnel costs, applicants must explain how these ongoing expenses will be covered. If sustainability for these costs is not addressed, these positions will not be funded.

III. Deliverables/Outcomes

Applicants must provide projections for all outcomes/deliverables relevant to measuring the success or impact of the project. The project timeline, including project start and end dates, should be clearly described.

IV. Data Driven Decision Making

Applicants must describe how local data, including data from Workforce Services, was used in the application's decision making process. Data should demonstrate an economic need, support special populations, and prepare students for high-skill, high-wage, or in demand industry sectors.

Special Project Grant Cover Page

Grant Proposal Name:

Amount Requested:

Proposed Project Start Date:

Proposed Project End Date:

LEA/College:

Primary Contact:

Email Address:

Phone Number:

Special Project Narrative

I. Project Description

II. Sustainability

Special Project Narrative

III. Deliverables/Outcomes

IV. Data Driven Decision Making

Budget Summary

The proposed budget must align and support the Comprehensive Local Needs Assessment (CLNA)

Expenditures must align with the Special Project Narrative

Enter your LEA's restricted indirect cost rate. Indirect cost rates can be found [here](#)

Please enter your proposed budget allocations into the template below

Budget Item	Uses of Funds	(1) Career Exploration and Career Guidance	(2) Integration of Academics and CTE	(3) Special Populations	(4) Work-based Learning	(5) Secondary/ Postsecondary Alignment	(6) Professional Development	(7) Use of Technology/ Eq.	(8) Administration (no more than 5%)	Totals
Salaries (100)										
Employee Benefits (200)										
Purchased Professional & Tech Services (300)										
Other purchased Services (500)										
Travel (580)										
Supplies & Materials (600)										
Property Including Equipment (700)										
Other (800)										
Indirect Cost Rate										
TOTAL EXPENDITURES										

Instructions: There are two parts to the budget planning process. For Part 1, enter your proposed budget in the template above. For each category, you will need to enter the appropriate use of funds “code” in the “uses of funds” column. The “Required Uses of Funds” can be located on pages 10-14 the [Local Application Guide](#) and required expenditures for each sub-recipient. These are represented as “R1,R2,”Etc.

Applicants can authorize capital equipment expenses by listing proposed purchases in the budget narrative, on the Proposed Capital Equipment List, or by attaching an excel spreadsheet in Utah Grants. If you choose to list the equipment in the narrative section below you must also itemize the equipment in your Utah Grants budget.

Note: If equipment is not itemized during the application process and the purchase exceeds \$5,000.00 per item, an equipment pre-authorization form MUST be completed and approved prior to the purchase of equipment.



Budget Narrative

Proposed Supplies and Materials

Note: This page is not required if you attach a spreadsheet to Utah Grants. At a minimum, attached spreadsheets must include the same information as the columns above.

**Special Project Grant
Grant Application
Assurances Fiscal Year 2023**

The grant applicant hereby assures that:

1. Applicants submitting an application to the Utah State Board of Education, certify they have read all application documents, including any revised documents and agree to comply with all applicable federal requirements as outlined in the “Strengthening Career and Technical Education for the 21st Century Act, subsequent federal requirements, state requirements, local laws, ordinances, rules and regulations, public policies herein and all others applicable.
2. To administer each program, service or activity covered in this application in accordance with all applicable statutes and regulations governing the Strengthening Career and Technical Education for the 21st Century Act.
3. No funds expended under the Act will be used to acquire any equipment (including Computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the acquiring entity or the employees of the acquiring entity, or any affiliate of such organization.
4. Certifies its’ representative’s signatures hereon that neither it nor vendors used in expenditures with Carl D. Perkins grant funds are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or state department or agency.
5. To comply with all reporting requirements in a timely manner and that the information is valid, reliable, and accurate.
6. To be in compliance with executive order 12246; Title VI of the Civil Rights Act of 1964, as amended; Title IX Regulations; Section 504 of the Rehabilitation Act of 1973, as amended; Individuals with Disabilities Education Act and any other federal or state laws, regulations, and policies which apply to the operation of the programs.
7. Will not discriminate on the basis of sex, race, color, national origin or disability the educational programs, services, or activities being provided
8. Program accounting is used by the LEA to ensure grant funds are restricted to the CTE Program.

CTE Director

Date

Fiscal Agent (if applicable)

Date

Business Administrator

Date