



Career Technical Education Carl D. Perkins Reserve Fund Kansas Industry and Labor Force Expansion Grant FY2023-2024

Purpose of Reserve Grants

Reserve Fund grants are awarded to eligible recipients on a competitive basis to support special projects focused on development, improvement, and/or expansion of CTE programs to address regional or statewide workforce development needs in high-skill, high-wage, or in-demand occupations in critical or emerging industries.

The focus of the Industry and Labor Force Expansion grant is to address the needs of Kansas employers by growing programs which prepare skilled workforce. Each applicant must identify a new (example: Panasonic, Scorpion, etc.) or growing Kansas employer(s) who would benefit from skilled workers in a specific occupation. Likewise, if a new Kansas employer pulls workforce from one part of the state, employers may have to replenish the workforce in another.

Scope of work

Grant funds must be used for one or more of the following activities to expand existing programs in order to support fast-growing or emerging industries in Kansas:

- Hire additional faculty and staff to increase program capacity
- Establish an additional program location, class time offering, etc.
- Update industry-standard equipment/tools/resources
- Update curriculum
- Train faculty on the latest skills and technology
- Create outreach for special populations
- Complete other allowable activities to achieve the goals of the grant

Eligible Recipients

Institutions eligible for a postsecondary Reserve Fund grant award must currently offer Perkins-approved CTE programs in:

- 1) rural areas;
- 2) areas with high percentages of CTE concentrators or CTE participants;
- 3) areas with high numbers of CTE concentrators or CTE participants; or
- 4) areas with disparities or gaps in performance as described in section 113(b)(3)(C)(ii)(II) of Perkins V.

Award Period

This Reserve Fund grant award is for the period of **January 2, 2023** through **June 30, 2024**. All activities and expenditures must occur within the grant period. Equipment must be encumbered by **June 1, 2023**. Funds will be drawn down on a reimbursement basis.

Funding Restrictions

- All Perkins grant expenditure restrictions and EDGAR rules apply
- No funding for exploration of potential new programs
- Consumable materials are unallowable
- No funding for programs located exclusively at high schools and accessible only to high school students
- Programs funded must be identified based on specific local or Kansas state industry needs as demonstrated by at least one or more sources:
 - Comprehensive local needs assessment
 - Kansas Department of Labor data
 - Local/state media
 - Information from local chamber of commerce, economic development, etc.
 - Communication with employers or program advisory committees (letters, meeting minutes, etc.)
 - Other local and state verifiable sources

Optional RFP Webinar

Prospective applicants are welcome to join the RFP Webinar on November 7, 2022 @ 2:00-3:00pm CST.

Mandatory Check-in call

Each recipient is required to participate in a check-in call on April 3, 2023 @ 2:00-3:00pm CDT.

Timeline

November 7, 2022 @ 2:00pm CST – RFP Webinar - optional

December 16, 2022 – Applications are due

January 2, 2023 – Awards are made

April 3, 2023 @ 2:00-3:00pm CDT – Mandatory check-in call

June 1, 2023 – Deadline for purchase of all equipment

Mid-June, 2024 – Final drawdown deadline

June 30, 2024 – Award period ends. All expenditures must be completed.

July 17, 2024 – Final Report is due

Application Process

Interested, qualified institutions must submit a detailed proposal describing the nature and scope of the proposed project and the budget for the funding requested by December 16, 2022 to PerkinsV@ksbor.org. Proposals must consist of:

- Cover sheet (Signed by the President)
- Application
- Contractual Provisions and Local Assurances (Signed by the President)
- Budget

Successful applications must include:

- Clear and thorough description of the project
- Evidence and explanation of local or state-wide industry demand for the occupation(s)
- Connections to the local needs assessment and the institution's Perkins 4-year application
- Proposed timeline
- Detailed budget of all expenditures
- All signatures, contractual provisions, and local assurances

NOTE: Performance on previously awarded Perkins grants will be considered.

Submission Requirements

A signed electronic copy of the Kansas Industry and Labor Force Expansion Grant proposal must be submitted to: PerkinsV@ksbor.org no later than December 16, 2022. Proposals received after the due date will not be considered for an award.

Reporting Requirements

A final narrative and a final expenditure report must be submitted no later than **July 17, 2024**.

Failure to Commence Project

If the project activities described in the grant proposal have not commenced within 60 days after acceptance of the grant award, the recipient must report in writing the steps taken to initiate the project, the reason for the delay, and the expected start date and submit an adjusted project timeline. If project activities have not commenced within 30 days of receipt of the above letter, Board staff may terminate the grant, and the recipient will be required to return all unused grant funds with a complete accounting of all expenditures.

Grant Revisions and the Right to Terminate the Grant

After a grant is awarded, any adjustments and/or modifications to the activities or budget amounts must be approved by Board staff prior to the change occurring. Failure to request grant changes in advance may result in the returning of funds expended without approval and/or termination of the grant. Board staff reserves the right to terminate any grant award and cease payment to the recipient for failure to comply with applicable laws, regulations, and/or terms of the grant assurances. Further, Board staff may seek reimbursement of any or all grant funds and may reclaim any equipment, durable goods, and other property purchased with these grant funds if the recipient fails to perform in accordance with the terms of the grant assurances and reporting requirements.

Unused Funds

All grant funds awarded and drawn out of KBOR system but not expended or encumbered by **June 30, 2024** must be returned to KBOR within 15 days after of the end of the grant award period.