** Career and Technical Education**

**Perkins Reserve Fund Application**

**FY 2015**

**The Reserve Fund**

The approved Kansas State Plan for Career and Technical Education includes a CTE Reserve Fund, established to provide support for innovative CTE programs, program delivery and/or CTE program expansion to meet critical workforce development needs. Reserve funds are distributed through a competitive grant process, with the total amount available for FY 2015 at approximately **$200,000.**

**Eligible Recipients**

Institutions eligible for a postsecondary Reserve Fund grant award must currently offer Perkins approved CTE programs and meet at least one of the following criteria:

1. Be located in a rural area,

“Rural” is a non-urban area. For Kansas, urban areas are defined as those Kansas counties with a population of 150 or more persons per square mile (Douglas, Johnson, Leavenworth, Sedgwick, Shawnee and Wyandotte counties)

1. Have a high number of CTE students, or

Those institutions reporting 1000 or more students enrolled in approved CTE technical certificate and associate degree programs.

1. Have a high percentage of CTE students.

Those institutions with a percentage of students enrolled in CTE technical certificate and associate degree programs at 60% or more of the institution’s overall student population.

**Award Period**

This Reserve Fund grant award(s) is for the period **June 1, 2015** through **August 31, 2015**. All activities and expenditures must occur within the grant period. **Funds will be subject to 80% drawdown at beginning of project with the remaining 20% available once all follow up reporting is submitted.**

**Purposes for Reserve Fund 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 high demand occupations in critical or emerging industries through a sector based approach. The Reserve Fund is not for the exploration of potential new programs.

Focus areas for the FY 2015 grant awards include:

1. Projects to enhance or expand CTE programs with capacity to meet regional or statewide workforce development needs through partnerships and alternative scheduling
2. Address needs of the underserved including but not limited to English language learners, students with disabilities, racial and ethnic minorities, students interested in non-traditional occupations by gender, economically disadvantaged students and first generation students (consider partnerships with other entities).
3. Projects that demonstrate collaboration and sustainability to broaden impact of CTE programs

* Eligible institutions must be participants in the Employer Engagement Initiative. Contact KBOR for more information on participation if necessary.
* Performance on previously awarded Perkins grants will be considered.

**Application Process**

Interested, qualified institutions must submit a proposal describing the nature and scope of the proposed project and the amount of funding requested. Proposals for Reserve Fund grants should include a cover sheet, a project application, a project activities sheet, a detailed budget and budget narrative. Completed assurances forms will be requested if the proposal is funded.

**Submission Requirements**

A signed electronic copy of the Reserve Fund Proposal must be submitted to: [cbeene@ksbor.org](mailto:cbeene@ksbor.org) no later than 5:00 p.m. on **Thursday, May 29, 2015.** Proposals received after the due date will not be considered for an award.

|  |  |  |
| --- | --- | --- |
| **Documents** | **Due Date** | **Submit to** |
| Electronic copy of with all signatures of Cover Sheet, Application, Project Activities Sheet, Budget Information and contractual provisions and local assurances attachments (no hard copy required) | **5/29/15**  **5:00 p.m.** | **Connie Beene**  **cbeene@ksbor.org** |

**Reporting Requirements**

A final narrative and a final expenditure report must be submitted no later than **September 15, 2015**. The Institution’s Perkins Coordinator is responsible for verifying reported information as well as ensuring reports are submitted as required.

**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, KBOR may terminate the grant and the recipient will be required to return all unused grant funds with a complete accounting of all expenditures.

**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 KBOR 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. KBOR 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, KBOR 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 but not expended or encumbered by **September 1, 2015** must be returned to KBOR within 15 days after of the end of the grant award period.

**Carl D. Perkins Career and Technical Education Act of 2006**

**Carl Perkins Reserve Funds FY 2015**

**Cover Sheet**

Institution Name

**Postsecondary Funding: I understand that if funds become unavailable this application may be terminated. If satisfactory progress and documentation are not made regarding the intended outcomes of this application or if this institution fails to comply with applicable laws, regulations, assurances and/or terms of this grant this application becomes null and void and all funds must be returned. I further understand that supplanting of funds is not allowed under the Carl D. Perkins Career and Technical Education Act of 2006.**

**Contact Persons for**

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsibility** | **Name & Position** | **Telephone** | **Email Address** |
| Perkins Coordinator |  |  |  |
| Project Manager |  |  |  |

**Industry/Program Area Information**

|  |  |
| --- | --- |
| **Targeted Industry:** |  |
| **Targeted Occupations:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CTE Program Area** | **Program Level** | **Current # Students** | **Proposed # Additional Students (if applicable)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Partnerships/Collaborations**

|  |  |
| --- | --- |
| **Business/Industry Partners** | **PS Institution Partners** |
|  |  |
|  |  |
|  |  |
|  |  |

President’s Signature Date

**STATE USE ONLY—DO NOT WRITE BELOW THIS LINE**

**$ Approved Grant Award Amount**

KBOR Authorized Representative Date

**Reserve Fund Application**

**A. Project Narrative**

* **Explanation/Description of the Overall Proposed Project**

(What do you want to do? What programs are involved? What are the proposed activities? What is the current enrollment and capacity in these programs? What is the expected enrollment/capacity?)

* **Importance/Need for the Project**

(Why do you want to do this? What is the potential impact of the project? What are the regional/statewide employment opportunities—industries, job titles, employment need, wages?)

* **Expected Measurable Outcomes/Project Deliverables**

(What will you measure to determine the impact/success of this project? What measurable outcomes will be documented?)

* **Project Evaluation Plan and Sustainability**

(How will you measure activities to determine if you are successful or need to make modifications to the project plan? How will the project be supported financially and programmatically after grant funding ends?)

* **Partnerships and Collaboration**

(Describe the role of partnerships with business and/or industry in your proposal as well as any collaboration and partnership with colleges or universities.)

**B. Action Plan—Project Activity Sheets** *(Duplicate as needed to accommodate project activities)*

(Explanation of the specific activities that will occur, target start and completion dates, person responsible for the activity, the anticipated goal and how will it be evaluated/measured, and the estimated amount of funding requested for the activity. These forms will be used for the final narrative report due on September 15, 2015.)

**C. Funding Requested**

Utilizing the Reserve Fund Budget sheet, provide a line item budget for anticipated project expenditures and a budget narrative explaining how costs were determined. Final Expenditure Report forms will be available on the KBOR website.

**D. Contractual Provisions Attachment and Local Assurances/Contractual Agreements**

Submit completed copies of these documents—typed names & dates on the electronic copies and original signatures on the hard copy.

**Institution Name:**

**Grant Year: FY 2015**

**Reserve Fund Project Activities**

|  |  |  |
| --- | --- | --- |
| **Line #1** | **Description of the Activity** | **Funding**  **$** |
|  | |
| **Responsibility: Start Date: Completion Date:** | |
| **Expected Result/Evaluation of the Activity** | |
| **09/15/15 Final Report:** | |
| **Line #2** | **Description of the Activity** | **Funding**  **$** |
|  | |
| **Responsibility: Start Date: Completion Date:** | |
| **Expected Result/Evaluation of the Activity** | |
| **09/15/15 Final Report:** | |

**Reserve Fund Budget Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budgeted Items** | | **Item Amount** | **Total Amounts** |
| 1 | Personnel—itemized | $ |  |
|  |  |  |  |
|  | **Total for Personnel** | | $ |
| 2. | Equipment— itemized | $ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total for Equipment** | | $ |
| 3. | Curriculum Development—itemize by program area | $ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total for Curriculum Development** | | $ |
| Other Allowable Expenditures | |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 15. |  |  |  |
|  | **Total for Other Allowable Expenditures** | | $ |
|  | **Total for Project** | | **$** |