Learning that works for South Dakota
CTE™

2016 SD Workforce Education Grants

Local Education Agency (LEA) Grant Competition Guidelines

Released February 29, 2016

Small Grant Applications:

Due April 1, 2016 at 3 p.m. Central

*with Anticipated Awards Announced by May 2, 2016**

Large Grant Applications:

Due June 3, 2016 at 3 p.m. Central

*with Anticipated Awards Announced by June 20, 2016**

**Pending Legislative approval in March 2016 for authority to spend.*

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Learning that works for South Dakota CTE™

Table of Contents

Workforce Education Grant Background 3

South Dakota Administrative Rule 24:10:47 3

Chapter 24:10:47 Workforce Education Grants 4

Grant Purpose & Eligibility 4

Grant Submission Guidelines & Anticipated Award Timeline 5

Supports & Assistance Provided to Grantees 7

Eligible Partnerships 7

South Dakota's In-Demand Occupations 8

Evaluation & Budget 8

Grant Conditions 8

Application Format 9

Contacts 11

Office Hours 11

Appendix A: Application Outline 12

Application Cover Page 12

Application Overview 12

Narrative Section 1: Project Goals & Objectives 12

Narrative Section 2: Commitment & Capacity 13

Letters of Support from Partner School Districts, Postsecondary Institutions, &/or Business & Industry Partners 13

Appendix B: Budget & Budget Narrative 14

Budget Template 15

Appendix C: Grant Assurances 16

Appendix D: Scoring Rubric 20

Appendix E: State Office Notes for Grant Awards 25

Workforce Education Grant Background

In 2013, the South Dakota Legislature established the Workforce Education Grant fund through SB 235. In the first three years, the fund was earmarked to assist school districts with a limited English proficiency adjustment. After fiscal year 2016, the dollars accrued annually in the grant fund, up to $1.5 Million, are designated to provide grants for Career & Technical Education (CTE) in secondary schools.

The Workforce Education Grants provide Local Education Agencies (LEAs) in South Dakota the opportunity to make transformative change in career and technical education programs. High quality CTE programs give students the knowledge, skills and experiences to be well prepared for postsecondary education and the workforce. Partnerships among secondary education, postsecondary education, and business & industry lay the foundation for modern CTE programs. These grants will efficiently increase the number of students with access to high quality career and technical education programs in the state.

South Dakota has taken the challenge of preparing and building its skilled workforce head on. Unemployment rates are low, the business climate ripe, and meaningful, well-paying careers await individuals in multiple industries. Education that blends academics, technical skills, career exploration, and the development of soft skills can be an expressway to success following high school. Career and technical education at the middle and high school level allows students to explore career options, take technical courses to develop knowledge and skills, experience the world of work through the full-spectrum of work-based learning.

"We need to prepare our young people to live and work in the 21st Century, and we need to give them the information they need to make wise decisions about career choices and academic programs. Students need to know that if they enter a high-need field, they will find a job in South Dakota, and they will make good money in that job.

CTE is at the intersection of education and economic development. I can't overstate the importance of these programs. CTE programs are very closely aligned with our state's workforce needs from welding and machining, to healthcare and information technology, to engineering and biosciences. These programs give students experiences so they understand these aren't "dirty jobs," but opportunities to work with the latest technology hands-on…Higher education opportunities are available right here in South Dakota at our universities and technical institutes."

- Governor Dennis Daugaard, 2014 State of the State Address

South Dakota Administrative Rule 24:10:47

Per the direction given in SB 235, the SD Board of Education promulgated administrative rules to provide consistent guidelines regarding the distribution of monies from the Workforce Education Fund. The rules can be accessed at http://legis.sd.gov.

Chapter 24:10:47 Workforce Education Grants

24:10:47:01 Purpose.
24:10:47:02 Criteria for grant funds.
24:10:47:03 Eligible projects.
24:10:47:04 Preference.
24:10:47:05 Application and award period.
24:10:47:06 Review process.
24:10:47:07 Grant conditions.
24:10:47:08 Grant reporting and evaluation.
24:10:47:09 Default.

Grant Purpose & Eligibility

The Workforce Education Grants are designed to support and align secondary school CTE systems with South Dakota's postsecondary education programs and workforce needs, developing the state's talent pipeline for workforce development and economic growth. Projects must serve 7th – 12th grade students.

Eligible applicants are Local Education Agencies (LEAs) with projects designed to serve 7th – 12th grade students. The LEAs who are awarded grants will serve as fiscal agents through the completion of their projects. All applications must demonstrate commitment by all grant partners to the grant project and its sustainability following the conclusion of the grant.

Proposed projects must meet the following criteria:

1. Build, reform or enhance an approved secondary CTE program;
2. Align to high-skill, high-demand, and high-wage careers and postsecondary education programs in South Dakota; and
3. Demonstrate the ability to complete the project.

LEAs are not expected to have previously demonstrated success in all proposed grant activities, but must exhibit assurance and capacity to achieve the project's outlined goals. In developing the application, LEAs should pay particular attention to how the vision of the project will promote modern, high quality technical education, provide students preparation for the state's high-demand career fields, produce equitable access to students of all backgrounds, efficiently invest grant funds, and build partnerships for strong career pathways. Both existing and new CTE programs are eligible to apply.

Proposed projects must fall within one *or more* of the following categories:

1. Evaluation for alignment to postsecondary education and work force demands;
2. Development of career pathways or programs of study;
3. Development of career guidance or work-based learning programs;
4. Educator training;
5. Facilities;
6. Equipment; or
7. Instructional materials.

Grant Submission Guidelines & Anticipated Award Timeline

Grants will be awarded, pending approval for authority to spend by the 2016 Legislature, in the spring and summer of 2016. Up to $1.5 Million may be available. The maximum individual grant application amount will be $300,000.

The Workforce Education Grants will be awarded through a competitive submission and review process. As such, grant teams are expected to make significant and meaningful improvements to career & technical education programs; applications should not be one-off projects for small equipment purchases, teacher training, student transportation, or similar activities.

Priority will be given to projects which demonstrate one *or more* of the following characteristics and meet the requirements outlined in SD Administrative Rule 24:10:47:

1. A project evaluating local career and technical education systems for the purposes of redesigning approved secondary CTE programs;
2. An innovative project demonstrating alignment to postsecondary education and South Dakota workforce needs and including work-based learning, dual or concurrent credit courses and any applicable CTSO;
3. A project which includes collaboration between multiple secondary schools;
4. A project demonstrating partnerships with postsecondary education and business or industry;
5. A project including industry-grade practices, equipment, and student certifications;
6. A project integrating academic content, work-readiness skills, and entrepreneurship education;
7. A project increasing access to and support for approved secondary CTE programs in rural areas;
8. A project including plans for sustainability; and
9. A project which supports the retention of highly effective teachers, career counselors, and administrators for approved secondary CTE programs.

Two rounds of applications will be accepted in early 2016. The first is largely intended for grant projects up to $50,000. Approximately 25% of the total grant dollars available (roughly $375,000) will be awarded for these initial applications. The remaining 75% of the total grant dollars available

(approximately $1,125,000) will be awarded for grant projects up to $300,000. The Workforce Education Grants are one-time awards. If additional grants are available in the future from the fund, LEAs will not be re-awarded funds to sustain the initial award.

The first round of grant applications are due April 1, 2016. Awards will be announced by May 2, 2016 if the Department of Education is given the authority to spend the funds. The second round of applications are due June 3, 2016 and will be announced by June 20, 2016 (pending approval for authority to spend). Individual grant applications may be submitted by either April 1st or June 3rd, but not for both deadlines. Incomplete or duplicate applications will not be considered. Complete applications will include a grant application (Appendix A), budget and narrative (Appendix B), and signed grant assurances (Appendix C).

Two signed, original copies of the complete grant applications must be postmarked by the grant application deadlines. *In addition,* a .pdf copy of the complete and signed grant application must be emailed to sdmylife@state.sd.us by 3 p.m. Central on the grant application deadline.

The Workforce Education Grants require a one-to-one match meaning the full amount requested from the state grant funds must be matched in an equal amount from non-state grant funds. The match may come from in-kind and/or monetary contributions by the LEA, community contributors, or business and industry partners.

Matching funds must be adequately documented (i.e., time and effort records, invoices, current fair market value, etc.), necessary and reasonable for accomplishment of the project objectives, provided for in the approved budget, and the values for the contributions of services and property must be established as they would for federal grants in accordance with the CFR Part 200 Uniform Guidance §220.306. Match may be documented only in the award period. In other words, match cannot be used for expenses incurred or gifts given before or after the approved grant project dates. If, through the review process, match is determined ineligible, applicants must either provide an alternative source of eligible match or the state grant will be reduced to equal the eligible match.

Perkins funds used for match must meet all requirements from the U.S. Department of Education and the SD Division of Career & Technical Education. If Perkins grant funds are used as a relevant match source for the proposed grant project, the approval of those funds is not assumed in the award of a Workforce Education grant. Perkins funds will be approved through the traditional annual application process. If an applicant is a member of a Perkins consortium and seeks to use Perkins funds as a relevant match source for the proposed grant project, the consortium must be a partner in the grant application and the members of the consortium must agree that the applicant can use the designated portion of the consortium's Perkins allocation for the grant project.

Applications will be scored by a team of reviewers who represent secondary and postsecondary education, workforce development, and economic development. Reviewers may not be involved in any aspect of activities proposed in grant applications, whether at the LEA level, as part of a postsecondary partnership, or business partnership.

Supports & Assistance Provided to Grantees

LEAs who receive Workforce Education Grants will have up to 18 months to complete their projects as detailed in the application. In addition to financial resources, all awardees will receive technical assistance from the SD Department of Education's Division of Career and Technical Education (DCTE) to meet the intended outcomes of the grant project.

Examples of technical assistance, depending on the needs of the LEA and grant project, include:

- Calls or webinars with grant team members.
- On-site coaching or assistance.
- Facilitation between grant partners.
- Cross-district convenings involving applicable Workforce Education Grant projects.
- Feedback on progress reports and final project reports.

In addition to technical assistance, the DCTE team will support LEAs by sharing strategies, best practices, and lessons learned during the grant period. Grantees will be asked to participate in periodic knowledge capture activities such as site visits, surveys, and interviews. Fiscal and data monitoring will also be conducted throughout the grants' life cycles.

Eligible Partnerships

The lead grant applicant must be an official Local Education Agency (LEA) in South Dakota. All schools who participate in awarded grant projects must be accredited by the South Dakota Department of Education and in good standing. Any grant activities related to secondary Career & Technical Education (CTE) programs must be part of approved programs (or become approved programs in the process of completing the grant project). No duplicate applications will be accepted.

The lead LEA must authorize a decision maker for the duration of the grant project to serve as the project manager. The grant's project manager will coordinate and drive the work of all involved grant partners to ensure quality completion, fiscal accountability, and sustainability of the project. The grant's project manager will serve as the liaison with Department of Education's Division of Career and Technical Education (DCTE).

South Dakota's In-Demand Occupations

The South Dakota Department of Labor & Regulation's (DLR) Labor Market Information Center (LMIC) publishes labor market and wage data that can be used in supporting applications for the Workforce Education Grants. Visit http://dlr.sd.gov/lmic/default.aspx for details.

These grants are intended to support and align secondary school CTE systems with South Dakota's postsecondary education programs and workforce needs, developing the state's talent pipeline for workforce development and economic growth. Grants applications should clearly define and justify how the project will fulfill the intent of the Workforce Education Grants.

Evaluation & Budget

Applications will be scored by a team of reviewers who represent secondary and postsecondary education, workforce development, and economic development. Reviewers may not be involved in any aspect of activities proposed in grant applications, whether at the LEA level, as part of a postsecondary partnership, or business partnership.

Grant activities will be evaluated throughout the project via progress reports, on-site visits, and other contacts. A final grant report will be due within one month of the project's completion. As a condition of funding, LEAs must agree to participate fully in grant evaluation.

All grant applications must include a detailed budget request and a corresponding narrative which cover the entire length of the proposed project (provided in Appendix B). The budget must note expenditures to be made by the grant, in-kind match, and monetary match. Together, the budget request and narrative should illustrate what it will cost to implement the plan and meet the intended outcomes. The budget must list all direct costs associated with implementation of the project and propose expenses which are reasonable, allowable, and justified.

Grant Conditions

Grant applications must follow the outline provided in Appendix A. In addition, grant assurances for fiscal accountability are noted in Appendix C. Complete applications will include a grant application, budget and narrative, and signed grant assurances.

All grantees will be subject to the following conditions:

1. The amount of a grant may not exceed the actual cost of the project as proposed in the application.
2. Grants will be paid on a reimbursement basis. At least one reimbursement must be submitted each fiscal year to cover the expenditures incurred that year. Reimbursement is subject to adequate progress on the project's goals.

3. Grant funds must be necessary and reasonable to complete the project.
4. Documentation must be available to support all expenditures, and expenditures must be approved before the end of the grant period. LEAs are required to utilize their financial accounting system to track financial expenditures.
5. For projects involving capital expenditures, all work paid with grant funds must comply with all applicable building codes and standards.
6. Projects must be completed within 18 months following grant approval.
7. A grant project must be supported with local match resources, including monetary resources and in-kind contributions, in an amount equal to the awarded grant funds to show support for long-term sustainability of the project.
8. Grant funds may not be used for salaries and benefits, costs associated with writing the grant proposal, contractual obligations which began before the award date, purchases that become the property of any individual or organization other than the grantee, or purchases or services beyond the project outcomes or activities.
9. Any program created through grant dollars must fulfill the requirements of approved secondary CTE programs in South Dakota.
10. No more than 20% of available grant funds in any grant year may be awarded to a single grantee.

The submission of false or misleading statements, omissions, or information as part of a grant application or the failure to comply with any requirements in 24:10:47 shall be considered a default on the terms of a grant. In the event of a default, the department may require the grantee to repay the grant to the department within 30 days of a written demand from the department. The department may begin a civil action to recover any grant funds that a grantee is required to repay.

Application Format

Two rounds of applications will be accepted in 2016. The first is largely intended for grant projects up to $50,000. Approximately 25% of the total grant dollars available (roughly $375,000) will be awarded for these initial applications. The remaining 75% of the total grant dollars available (approximately $1,125,000) will be awarded for grant projects up to $300,000.

The first round of grant applications are due April 1, 2016. Awards will be announced by May 2, 2016 if the Department of Education is given the authority to spend the funds. The second round of applications are due June 3, 2016 and will be announced by June 20, 2016 (pending approval for authority to spend). Individual grant applications may be submitted by either April 1st or June 3rd, but not for both deadlines. Incomplete or duplicate applications will not be considered. Complete applications will include a grant application (Appendix A), budget and narrative (Appendix B), and signed grant assurances (Appendix C).

Two signed, original copies of the complete grant applications must be postmarked by the grant application deadlines. *In addition,* a .pdf copy of the complete and signed grant application must be emailed to sdmylife@state.sd.us by 3 p.m. Central on the grant application deadline.

The Workforce Education Grants require a one-to-one match. The match may come from in-kind and/or monetary contributions by the LEA, community contributors, or business and industry partners.

Applications must make clear what the project is, what it will accomplish, and why it is important. Applications should not include extraneous material. Succinct applications which clearly address the criteria of SD Administrative Rule 24:10:47 are expected. Complete applications are those which include:

1. Application as described in Appendix A
2. Complete budget and budget narrative as described in Appendix B
3. Complete and signed grant assurances from Appendix C

Contacts

General questions about the Workforce Education Grants can be directed to:

Tiffany Sanderson, Director	OR	Erin Larsen, Assistant Director, Secondary CTE
Division of Career & Technical Education		Division of Career & Technical Education
tiffany.sanderson@state.sd.us		erin.larsen@state.sd.us
605.773.7006		605.773.2533

The Regional Career Development Specialists on DCTE's secondary CTE staff will be happy to **discuss potential grant ideas**. Contact information, by region and content expertise, is located at http://doe.sd.gov/octe/cte.aspx.

For questions on **financial accounting** related to grant awards, contact:

Susan Woodmansey	OR	Bobbi Leiferman
Division of Finance & Management		Division of Finance & Management
susan.woodmansey@state.sd.us		bobbi.leiferman@state.sd.us
605.773.4748		605.773.5407

Office Hours

Office hours with DCTE staff will be available on the following dates and times. LEA personnel are welcome to connect at any time during the open office hours to ask questions and discuss project ideas.

Thursday, March 3, 2016 – 3:30-5 p.m. Central
Connect via Skype: https://meet.lync.com/southdakotastateof/tiffany.sanderson/PW6Z6VS9
Or Call: 1.866.410.8397, Conference Code: 7708795296

Thursday, March 10, 2016 – 11:30 a.m. – 1 p.m. Central
Connect via Skype: https://meet.lync.com/southdakotastateof/tiffany.sanderson/44GL0L58
Or Call: 1.866.410.8397, Conference Code: 7708795296

Monday, May 2, 2016 – 4 – 5 p.m. Central
Connect via Skype: https://meet.lync.com/southdakotastateof/tiffany.sanderson/29VCRKKP
Or Call: 1.866.410.8397, Conference Code: 7708795296

Wednesday, May 4, 2016 – 12:30 – 2:00 p.m. Central
Connect via Skype: https://meet.lync.com/southdakotastateof/tiffany.sanderson/SJC4TMG9
Or Call: 1.866.410.8397, Conference Code: 7708795296

Appendix A: Application Outline

The following outline is provided to develop applications. The questions below each section heading are intended to guide applicants' thinking, but should not be viewed as exhaustive or prescriptive. Page lengths provided after each narrative section are offered as suggestions, not as requirements.

Two signed, original copies of the complete grant applications must be postmarked by the grant application deadlines. *In addition,* a .pdf copy of the complete and signed grant application must be emailed to sdmylife@state.sd.us by 3 p.m. Central on the grant application deadline.

The first round of grant applications are due April 1, 2016. Awards will be announced by May 2, 2016 if the Department of Education is given the authority to spend the funds. The second round of applications are due June 3, 2016 and will be announced by June 20, 2016 (pending approval for authority to spend). Individual grant applications may be submitted by either April 1st or June 3rd, but not for both deadlines. Incomplete or duplicate applications will not be considered. Complete applications will include a grant application (Appendix A), budget and narrative (Appendix B), and signed grant assurances (Appendix C).

Application Cover Page *(1 page on school letterhead, signed by an authorized LEA representative)*

- What is the project?
- Why should this project be done at this time?
- How will the project develop the state's talent pipeline for workforce development and economic growth?

Application Overview *(1 page)*

- What is the proposed project?
- In what ways will the project better prepare students for success in college and the world of work?
- How will the project support and align secondary school CTE programs with postsecondary education programs and workforce needs?
- How will the project promote modern, high quality technical education? Provide students preparation for the state's high-demand career fields? Produce equitable access to students of all backgrounds and geographic locations? Efficiently invest grant funds? Build partnerships for strong career pathways?
- In what ways will the project make significant and meaningful change to career & technical education programs?

Narrative Section 1: Project Goals & Objectives *(1-2 pages)*

- What are the overall goals for this project, especially related to the priorities of the Workforce Education Grants?

- In what ways does this project add value to the workforce strategies of your community? Your Region? The state?
- If you could accomplish anything with this award, what would change at your school? In your community? Region? The state?
- How will you know students are more ready for postsecondary education and entry-level careers because of this award?
- How will students be more aware of and knowledgeable about in-demand careers in South Dakota?

Narrative Section 2: Commitment & Capacity *(1-2 pages)*

- What work is already underway to support this project's completion and success?
- Who will serve on the grant team and what value will they bring to the project?
- Who will serve as grant project manager? How will he/she ensure the project is successfully completed and is implemented as a collaborative effort to accomplish the grant's goals?
- What evidence do you have that warrants funding this project?
- What will this project look like in five years?
- What have you done to demonstrate commitment to the project?
- What is the proposed implementation timeline? All projects must be complete within 18 months of the grant award.
- What background information or special circumstances are important for the review team to understand? Provide supporting evidence.

Letters of Support from Partner School Districts, Postsecondary Institutions, &/or Business & Industry Partners *(1 page each on letterhead, signed by an authorized representative)*

- What school districts, businesses, organizations, postsecondary institutions, etc. will be partners on this project?
- What role will the partner play for the success of the project?
- Why is the partner interested in being part of the project?

Budget & Budget Narrative *(see Appendix B – 2-3 pages)*

Grant Assurances *(see Appendix C)*

Appendix B: Budget & Budget Narrative

Applicants must provide a budget narrative to justify the grant dollar requests being made and explain all match resources in detail, including calculations for any in-kind or monetary contributions. Based on the budget narrative, applicants must use the budget template below to summarize all direct costs and grant match sources associated with the implementation of the proposed plan.

Please note the following grant conditions:

1. The amount of a grant may not exceed the actual cost of the project as proposed in the application.
2. Grants will be paid on a reimbursement basis. At least one reimbursement must be submitted each fiscal year to cover the expenditures incurred that year. Reimbursement is subject to adequate progress on the project's goals.
3. Grant funds must be necessary and reasonable to complete the project.
4. Documentation must be available to support all expenditures, and expenditures must be approved before the end of the grant period. LEAs are required to utilize their financial accounting system to track financial expenditures.
5. For projects involving capital expenditures, all work paid with grant funds must comply with all applicable building codes and standards.
6. A grant project must be supported with local match resources, including monetary resources and in-kind contributions, in an amount equal to the awarded grant funds to show support for long-term sustainability of the project.
7. Grant funds may not be used for salaries and benefits, costs associated with writing the grant proposal, contractual obligations which began before the award date, purchases that become the property of any individual or organization other than the grantee, or purchases or services beyond the project outcomes or activities.
8. Any program created through grant dollars must fulfill the requirements of approved secondary CTE programs in South Dakota.
9. No more than 20% of available grant funds in any grant year may be awarded to a single grantee.

The Workforce Education Grants require a one-to-one match meaning the full amount requested from the state grant funds must be matched in an equal amount from non-state grant funds. The match may come from in-kind and/or monetary contributions by the LEA, community contributors, or business and industry partners.

Matching funds must be adequately documented (i.e., time and effort records, invoices, current fair market value, etc.), necessary and reasonable for accomplishment of the project objectives, provided for in the approved budget, and the values for the contributions of services and property must be established as they would for federal grants in accordance with the CFR Part 200 Uniform Guidance

§220.306. Match may be documented only in the award period. In other words, match cannot be used for expenses incurred or gifts given before or after the approved grant project dates. If, through the review process, match is determined ineligible, applicants must either provide an alternative source of eligible match or the state grant will be reduced to equal the eligible match.

Perkins funds used for match must meet all requirements from the U.S. Department of Education and the SD Division of Career & Technical Education. If Perkins grant funds are used as a relevant match source for the proposed grant project, the approval of those funds is not assumed in the award of a Workforce Education grant. Perkins funds will be approved through the traditional annual application process. If an applicant is a member of a Perkins consortium and seeks to use Perkins funds as a relevant match source for the proposed grant project, the consortium must be a partner in the grant application and the members of the consortium must agree that the applicant can use the designated portion of the consortium's Perkins allocation for the grant project.

The Workforce Education Grants are one-time awards. If additional grants are available in the future from the workforce education fund, LEAs will not be re-awarded grants to sustain the initial award.

All grant revenues must be coded to 3129 (restricted state grants).

Budget Template

Budget Category	Grant Funds Requested	In-Kind Match Secured	Monetary Match Secured
Salaries & Benefits	N/A		
Purchased Services *Including educator training and facilities*			
Travel			
Equipment – Non-capitalized			
Equipment - Capitalized			
Materials & Supplies *Including instructional materials, design, printing, and promotion*			
Other Project Costs *Specify*			
Administrative Costs, *not to exceed 2% of the project total*	N/A		
TOTALS	$	$	$
Total Grant Costs *Requested grant funds + in-kind contributions + monetary contributions*	$		

Appendix C: Grant Assurances

ASSURANCES AND CERTIFICATION STATEMENT: The below named applicant assures the South Dakota Department of Education that this project will be administered in compliance with the assurances contained in this application, with state laws and regulations applicable to the use of these funds, that the information contained in this application is accurate and complete, and that the board of the above named applicant has authorized me as its representative to file this application.

Lead LEA Applicant/Fiscal Agent:_____

Grant Project Manager: _____

Name *Title*

_____

Email *Phone Number*

Authorized Representative:_____

Printed Name *Title*

_____

Signature *Date*

The LEA certifies to the South Dakota Department of Education that, by accepting awarded state grant dollars from the Workforce Education fund:

1. All requirements outlined in South Dakota Administrative Rule 24:10:47 will be upheld.
2. The grant condition and default rules outlined in South Dakota Administrative Rule 24:10:47 are understood and will be fulfilled.
3. Fiscal control and accounting procedures will be established and maintained as set forth in state regulations in order to ensure proper disbursement of and accounting for the intended purposes.
4. Documents related to the grant will be retained for five years following the completion of the grant.
5. The LEA will submit required progress reports, a final report, participation and program effectiveness data, and financial reimbursements as agreed upon with the Division of Career & Technical Education.
6. The LEA will maintain such records, provide such information, and afford such access to the records as the South Dakota Department of Education may reasonably require to carry out the department's duties.

7. The budget approved as part of the application takes into account other educational and training resources available in the area and will not unnecessarily duplicate existing equipment, technology, curriculum, or other instructional materials.
8. The LEA will keep a complete inventory throughout the project and provide it to the South Dakota Department of Education upon request.
9. The LEA will comply with all state and federal rules and regulations regarding nondiscrimination on the basis of disability, race/ethnicity, and gender/sex.
10. All students, no matter their level of academic performance or goals for postsecondary education and careers, will be encouraged to participate in the grant project.
11. Individuals who are members of special populations will be provided with equal access to recruitment, enrollment, and placement activities in the full range of career and technical education programs available to individuals who are not members or special populations, including career awareness, programs of study, work-based learning, capstone experiences, postsecondary education exploration, comprehensive school counseling, and career guidance, and shall not be discriminated against on the basis of their status as members of special populations.
12. Disadvantaged students and students of limited English proficiency have access to the full-breadth of career and technical education provided by the LEA in the most integrated setting possible.
13. Career education and planning for individuals with disabilities will be coordinated between appropriate representatives from career and technical education, special education, school counseling, vocational rehabilitation, and other applicable groups.
14. No funds made available through this grant will be used to require any secondary student to choose or pursue a specific career or educational path.
15. Funds made available through this grant will be used to support the CTE system for 7th – 12th grade students.
16. Funds made available through this grant may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to section 614(d) of the Individuals with Disabilities Education Act (IDEA) and services necessary to the requirements of 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education.
17. All programs, services, and activities covered by this application will be conducted in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the U.S. Office for Civil Rights "Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap."
18. In cases where curriculum or instructional material development is approved, copies of all materials will be sent to the Division of Career & Technical Education as part of the final report.

19. Funds expended under this grant will not be used to purchase anything which results in a direct financial benefit to any organization representing the interest of the purchasing entity or its employees or any affiliate of such an organization.
20. All partners involved in the grant project certify their facilities as drug-free workplaces as required by the Drug-Free Workplace Act of 1988.
21. All information contained in the application is accurate and complete.

Appendix D: Scoring Rubric

Applicant Name:			
Reviewer Name:			
Screening Questions	SDAR 24:10:47:02 & 24:10:47:03		
Question 1:	**Does the application meet each of the three criteria listed below? Applications that do not meet the three criteria listed below will not be reviewed.**	**Yes**	**No**
	The project builds, enhances, or reforms an approved secondary CTE program.		
	The project is in alignment with high-skill, high-demand, and high-wage careers and related postsecondary programs in South Dakota.		
	The applicant demonstrates the ability to complete the project as described in the application.		
Question 2:	**Does the application meet at least one of the criteria listed below? Applications that do not meet at least one of the criteria listed below will not be reviewed.**	**Yes**	**No**
	The project seeks to evaluate current programs for alignment to postsecondary education and work force demands.		
	The project develops career pathways or programs of study.		
	The project supports educator training related to workforce education.		
	The project supports the update of existing facilities or construction of new facilities.		
	The project supports the update of existing equipment or purchase of new equipment.		
	The project supports the update of existing instructional materials or purchase of new instructional materials.		

NOTES:

Preference Areas:	SD Administrative Rule 24:10:47:04			
		Points		
Preference 1	**Applicant may receive up to 10 points for each preference area addressed in the application.**	**0-3**	**4-7**	**8-10**
	The project implements an innovative practice and includes work-based learning, dual or concurrent credit, and an applicable Career & Technical Student Organization.	Project provides students with a single opportunity to participate in work-based learning. Enrollment in dual or concurrent credit courses and participation in a Career & Technical Student Organization is available to students, but without coordination with the students' personal learning plans.	Project provides students with repeated opportunities to participate in work-based learning, dual or concurrent credit and Career & Technical Student Organizations, but with minimal coordination with students personal learning plans.	Project provides students with multiple and varied opportunities to participate in work-based learning throughout middle and high school; Students enroll in dual or concurrent credit based on their personal learning plans; Student participation in dual or concurrent credit is non-duplicative; Students have access to one or more active Career & Technical Student Organizations and participation in these organizations in conjunction with career-related coursework.
	The project includes meaningful collaboration among multiple secondary schools.	Multiple school districts have signed letters of intent indicating support for collaboration, but the letters do not provide clarity about the unique way each school will provide support to the project or ensure student participation in the project.	School districts have signed letters of intent indicating support for collaboration and provide clarity about how each school will ensure student participation in the project, but collaboration is limited to specific CTE programs rather than full career development programs.	Students from multiple districts have expanded access to and will enroll in a collaborative CTE programs; Through collaboration, school districts take advantage of cost efficiencies and each school district's community resources and industry connections. School districts collaborate across both CTE programs and career development programs.

		Points		
Preference 1	**Applicant may receive up to 10 points for each preference area addressed in the application.**	**0-3**	**4-7**	**8-10**
	The project includes meaningful collaboration with postsecondary education and business or industry.	Postsecondary institutions or business/industry representatives have signed letters of intent indicating support for collaboration, but the letters do not provide clarity about the unique way each partner will provide support to the project. Partners who represent high-skill, high-wage, high-demand careers are not included.	Both postsecondary and business/industry representatives have signed letter of intent indicating support for collaboration and provide clarity about how each partner will uniquely support the project. Partners represent high-skill, high-wage, high-demand careers.	The project facilitates frequent meetings between postsecondary staff, business/industry representatives and district administrators and teachers. Partnership provides for shared facilities, instructional materials, or curricula. Representatives from high-skill, high-wage, high demand careers are represented.
	The project outlines specific plans for sustainability.	Sustainability for the project is not addressed within the application or outlined plan for sustainability lacks specificity. The outlined sustainability plan does not guarantee the project will be continued beyond the grant period.	The sustainability plan identifies resources that will be used to maintain the project after the grant period, but lacks specificity. The plan does not ensure the grant will be carried out at the same level of quality described in the original application. Minimal partners have been included within the sustainability plan.	Project plan includes specific funding sources and budget items that will sustain the project after the completion of the grant period and will maintain the project at the same level of quality of higher as described in the original application. Participating school districts, postsecondary partners, and business/industry representatives have all been included within the sustainability plan.

NOTES:

		Points		
Preference 2	**Applicant may receive up to 5 points for each preference area addressed in the application.**	**0-1**	**2-3**	**4-5**
	The project evaluates local career and technical education systems for the purposes of redesigning approved secondary CTE programs.	Project is limited to a specific career cluster and does not address the implementation or re-design of a system-wide career development program. A limited number of stakeholders are involved in the project. Minimal data sources are used in the evaluation process.	The evaluation process reviews strategies for the implementation of a system-wide career education program. Limited data and stakeholder involvement is included in the process.	Project involves community members, local business representatives, and school district representatives in the evaluation process. Evaluation process uses both qualitative and quantitative data to guide decision making. The evaluation process reviews strategies for the implementation of system-wide career education program.
	The project includes industry-grade practices, equipment, and student certifications.	Project identifies practices, equipment or certifications without consultation with business/industry representatives.	Business/industry representatives are consulted to identify practices, equipment, or certifications in alignment with industry standards and needs.	Project facilitates continued communication with business/industry representatives to identify practices, equipment, or certifications in alignment with industry standards and needs, specifically in high-skill, high-wage, high-demand careers. Plans for frequent reviews are identified in order to ensure practices, equipment or certifications are still in alignment with business/industry needs.

NOTES:

		Points		
Preference 2	**Applicant may receive up to 5 points for each preference area addressed in the application.**	**0-1**	**2-3**	**4-5**
	The project integrates academic content, work-readiness skills, and entrepreneurship education.	Academic content, work-readiness skills and entrepreneurship education are not integrated into the project or are integrated in a singular CTE program.	Academic content, work-readiness skills and entrepreneurship education are integrated across all career clusters.	Academic content, work-readiness skills, and entrepreneurship education are integrated across both CTE courses and core content courses.
	The project increases access to and support for approved secondary CTE programs in rural areas. *(Rrural classification is based on U.S. Department of Education, National Center for Education Statistics, Common Core of Data (CCD), "Local Education Agency (School District) Universe Survey", 2013-14 v.1a.)*	Project increases access to rural areas through in a singular method.	Project increases access to rural areas in multiple ways, but community resources and other partners are not involved in the project.	Project increases access to rural areas through online courses, dual credit, and collaboration with other school districts, and other innovative practices. Postsecondary staff and business/industry partners are involved in providing additional access, particularly in high skill, high-wage, high demand careers.
	The project supports the retention of highly effective teachers, career counselors, and administrators for approved secondary CTE programs.	Support for teachers, career counselors, and administrators is provided through a single opportunity. Collaboration with colleagues, business/industry representatives, and postsecondary staff is not prioritized.	Project provides repeated support of teachers, career counselors and administrators, but collaboration with colleagues, business/industry partners, and postsecondary staff is not prioritized.	Project provides repeated, ongoing support of teachers, career counselors and administrators and encourages leadership development among these individuals. Collaboration with colleagues, business/industry representatives and postsecondary staff is prioritized to ensure system-wide effectiveness and continuous improvement.

TOTAL POINTS:_____

Appendix E: State Office Notes for Grant Awards

☐ **State funds approved** ☐ **State funds not approved**

Total state funds awarded: $_____

Grant award date: _____ Required completion date: _____

Progress report due dates:

Final report due date: _____

Reimbursement request due dates:

Grant evaluation data points:

Approved Grant Project Manager: _____

Lead DCTE Regional Career Development Specialist: _____

Notes:

DCTE Director: _____

Name *Date*

DCTE Administrator: _____

Name *Date*