



OKLAHOMA DEPARTMENT OF CAREER
AND TECHNOLOGY EDUCATION

TECHNOLOGY IMPLEMENTATION/UPGRADES FOR K-12 SCHOOLS REQUEST FOR PROPOSAL FY25 (2024-2025)

Agency Issuing Request for Proposal

The Oklahoma Department of Career and Technology Education requests proposals for funding to implement and/or upgrade 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 should 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 become the sole property of the local school district and is placed on the local school district inventory. However, technology/equipment must be located in the Careertech program to which it is awarded.

Eligible Applicants

Approved *CareerTech* programs in K-12 schools are eligible (**operating 2023-2024**). FY24 grant recipients, based on PID number, must wait one year before applying again.

Funding Available

Approximate amount: **\$2.039 million**

Grant Award

Award amount up to \$15,000.

Grant Period

July 1, 2024, through June 30, 2025

Electronic Application Deadline

Proposals must be received no later than **March 1, 2024**. Send the Letter of Commitment signed by the Superintendent, proposal and budget to cslotterygrants@careertech.ok.gov. Grant applicants will receive a confirmation during the work week by email within 24 hours. If you don't receive a confirmation email, please contact Kim Downey at 405-743-6831 or kim.downey@careertech.ok.gov.

Late applications will not be accepted.

Reimbursement Deadline

All paperwork for reimbursement must be submitted by email or postmarked no later than February 7, 2025.

Contact Information

For general questions contact:

Kim Downey, kim.downey@careertech.ok.gov

(405) 743-6831

Specific program questions may be directed to the following people:

- Scott Nemecek, Agricultural Education (405) 743-5495
scott.nemecek@careertech.ok.gov
- Holly Hanan, Family & Consumer Sciences (405) 743-5465
holly.hanan@careertech.ok.gov
- Renee Reed, Trade & Industrial Education (405) 743-5145
renee.reed@careertech.ok.gov
- Tonja Norwood, Science, Technology, Engineering and Mathematics (405) 743-5187
tonja.norwood@careertech.ok.gov
- Mark Burch, Business, Marketing & IT Education (405) 743-5121
mark.burch@careertech.ok.gov
- Lara Morris, Health Careers (405) 743-5106
lara.morris@careertech.ok.gov

Review Procedure and Purchases

Proposals will be reviewed by a committee. **Notification of Lottery Grant awards will be made no later than May 16, 2024.**

Purchases must be made and invoiced between July 1, 2024, and February 7, 2025.

Grant reimbursement information/invoices must be received by ODCTE no later than February 7, 2025.

Proposal/Grant Criteria

Proposal Form:

Please make sure you are using the current year's forms.

Program Area:

Select only one (1) program area per application; One (1) program/PID per grant allowed. FY24 grant recipients, based on PID number, must wait one year before applying again.

Click on each field for selection criteria.

The text fields are limited as specified per question. No manipulation of the template is allowed (font reduction, re-typed forms, old forms, etc.).

Proposal Submission:

- Describe your program.
- Describe how the technology requested will be aligned classroom goals.
- Describe why you are requesting this technology, the need for it in your classroom and how it fits in your long-term plan for the program.
- Describe the long-term potential of this technology and how it can improve the number of students served.
- Describe how you will evaluate and measure/document student success.

The letter of commitment referencing support and sustainability needs to be on school letterhead and signed by the Superintendent. The letter should clearly address the following:

- Superintendent knows that you are applying for the grant
- Superintendent is committed to supporting the grant and your program

- State how the school will sustain the grant request beyond the initial year of implementation

Submissions should be grammatically correct, properly punctuated and formatted.

Provide a budget using the attached template.

Budget

The budget must be submitted using the attached Excel spreadsheet AND be on the FY25 form. To complete the Excel spreadsheet just fill in the following sections:

1. School name, district name, program area.
2. Detailed description of each item, quantity, cost per item, and net cost per item.

The combined costs of installation and shipping cannot exceed 5 percent of the awarded amount. **Total amount awarded cannot exceed grant amount (\$15,000).**

If you require additional rows, simply insert more rows as needed.

Lottery Grant funds may not be used to supplant goods or services already paid for with federal or state dollars.

Disallowable expenses will be deducted from the Lottery Grant funds and/or reimbursement request.

Examples of disallowable expenses:

- Gift Cards
- Recurring costs e.g., AT&T monthly charge for iPads, service contracts, warranties, etc.
- Stipends and salary supplements
- Travel costs (mileage, airfare, per diem, lodging, etc.) not directly associated with the FY25 Lottery Grant instructor request.
- Conference registration not directly associated with the FY25 Lottery Grant instructor request.
- Professional development workshops not directly associated with the FY25 Lottery Grant request.

EMAIL Submissions

Combine into ONE DOCUMENT in pdf format:

- a) Use the current forms
- b) Letter of Commitment signed by the Superintendent
- c) Proposal
- d) Budget

One way to combine the three (3) documents is:

- a) Print the completed documents
- b) Scan all of the pages together, in order, and send to yourself
- c) This creates one pdf document of your entire application that you will submit
- d) Grant proposal must be received no later than **March 1, 2024.**
- e) Grant proposal will be disqualified if the procedures of the Request for Proposal are not followed.
- f) Electronically submit to cslotterygrants@careertech.ok.gov