OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION

<u>COMPETITIVE TECHNOLOGY CENTER LOTTERY GRANT</u>
FY25 REQUEST FOR PROPOSAL (2024-2025)

The Oklahoma Department of Career and Technology Education requests proposals from technology centers for funding the implementation and/or upgrading of 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/professional development, must 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 will become the sole property of the local school district and will be placed on the local school district inventory. However, technology/equipment purchased with the grant must remain located at the technology center and in the specific Career Tech program to which it is awarded.

- A technology center may only apply for and receive one competitive grant per district.
- Technology centers that are eligible for the Noncompetitive Grant <u>are</u> eligible to apply for the Competitive Grant, as well.

FUNDING AVAILABLE
Total state funding allocated to this Competitive Lottery Grant RFP: $600,000.

GRANT AWARD

- Total number of proposals to be awarded: Twelve (12) grants with a maximum value $50,000 each.

GRANT PERIOD

July 1, 2024 through June 30, 2025

ELECTRONIC APPLICATION DEADLINE

Proposals must be received via e-mail at tcslotterygrants@careertech.ok.gov no later than March 1, 2024

(see "How to Apply" below).

REIMBURSEMENT DEADLINE

Paperwork must be submitted for reimbursement no later than May 1, 2024 *(see "Invoicing" below).*

CONTACT INFORMATION

General grant information and grant application information may be obtained by contacting one of the following people:

- Kim Downey, Administrative Assistant   (405) 743-6831   kim.downey@careertech.ok.gov
- Cori Gray, Director of Student Success   (405) 743-5198   cori.gray@careertech.ok.gov

Specific program questions may be directed to the following people:

- Scott Nemecek, AGED   (405) 743-5495   scott.nemecek@careertech.ok.gov
- Mark Burch, BMITE   (405) 743-5121   mark.burch@careertech.ok.gov
- Holly Hanan, FACS   (405) 743-5465   holly.hanan@careertech.ok.gov
- Lara Morris, HEALTH   (405) 743-5106   lara.morris@careertech.ok.gov
- Tonja Norwood, STEM   (405) 743-5187   tonja.norwood@careertech.ok.gov
- Renee Reed, T&I   (405) 743-5145   renee.reed@careertech.ok.gov
- Max McKnight, Director of Workforce Training   (405) 743-5573   max.mcknight@careertech.ok.gov

COMPETITIVE REVIEW PROCESS

- Proposals will be reviewed by a committee. Proposals awarded a Competitive Technology Center Lottery Grant will be notified after receiving CareerTech State Board approval on **May 16, 2024**.
- Each reviewer will complete a Reviewer's Rubric for reviewing consistency and fairness. A copy of the Reviewer's Rubric is available on the CareerTech Lottery Grant website.
- The Reviewer's Rubric allows for a maximum 40 points.
- Rubric section criteria and point allowance includes:
  - A. **Technology Description:** Clearly and thoroughly details the technology requested, and project size, scope, and goals for implementation of this technology. (6 points)
  - B. **Justification:** Clearly Identify why this technology is being requested and how it fits in the program's long-term plan. (8 points)
  - C. **Instructional Delivery:** Clearly define the mode of instructional delivery, potential to involve many students/clients in multiple age groups and demographics, and method of long-term project sustainability. (6 points)
  - D. **Student/Client Success:** Clearly describe assessments, evaluations and reporting tools that are relevant to the technology, and appropriately measure student/client success. (6 points).

E. **Budget:** Budget is itemized on the Budget Template and meets RFP requirements. (6 points maximum)
F. **Grammar and Punctuation:** Uses correct format, grammar and punctuation throughout the proposal and budget (6 points)
G. **Letter of Support and Sustainability:** Letter is included and meets RFP requirements (2 points)

PROPOSAL/GRANT CRITERIA

To review the criteria for each of these three parts of the proposal, see Competitive Review Process (*above*), as well as the Reviewer's Rubric. **There are three parts to every proposal:**

1. **Letter of Support and Sustainability:**
   A letter of commitment referencing support with sustainability must be signed by the technology center's superintendent and on the technology center's letterhead. The letter(s) should clearly address the following:
   - The superintendent knows that the applicant is applying for the grant.
   - The superintendent is committed to supporting the grant and the applicant's program in the future (beyond grant funding period).
   - The superintendent should state how the technology center will sustain the grant request beyond the initial year of implementation.

2. **FY 25 TC Competitive Proposal Application:**
   Ensure the FY25 TC Competitive Proposal Application 2024-2025 form is submitted. The text fields are character limited, as specified per question. No manipulation of the proposal template is allowed (examples: font reduction, re-typed forms, and/or old forms). Sections on this include:
   A. Technology Description
   B. Justification
   C. Instructional Delivery
   D. Student/Client Success

3. **FY25 Budget Request Form:**
   Provide a budget request for the grant proposal using the FY25 TC Budget Request Form 2024-2025 (Excel worksheet); *see "Budget" section below for more guidelines.* Note that the applicant may insert more rows into this worksheet as needed before saving as a PDF for submission.

4. **Supplemental Documentation As Needed - Budget Matching Letter:**
   Proposal with matching funds in the budget must attach additional documentation to the end of the application (*EX: agreements from entities with the name of the school's or company's contact person where they state agreement to pay matching funds or shipping, handling, and/or installation funds*).

BUDGET

FY25 TC Budget Request Form 2024-2025

The budget must be submitted using the FY25 TC Budget Request Form 2024-2025 (an Excel worksheet). If additional rows are needed to complete the budget request, the applicant may insert more rows into the worksheet as needed.

To complete the Excel worksheet, fill in the following sections:
1. Type in the Proposal Title, Applicant's Name, and place an "X" next to the appropriate Grant Type and Program Area(s).
2. Enter a detailed description of each item, quantity, cost per item, as well as shipping and handling and/or installation fees.

Shipping, Handling and Installation
- The shipping, handling, and/or installation costs are included in the maximum $50,000 budget and cannot exceed 5 percent of the award amount.
  EX: $50,000 x 5% = $2,500 maximum allowable amount for shipping, handling, and installation.
- If shipping, handling, and/or installation is included in a lump sum quote from a vendor, the applicant must obtain the cost and indicate it on the budget form.
- If the technology center or another entity is covering the cost of shipping, handling, and/or installation, the applicant must attach a PDF of an e-mail or letter from the entity with contact information indicating the itemized shipping, handling and/or installation dollar amount, the name of the entity contributing the funds, and a brief agreement to pay the funds.

Matching/Contributed Funds

Technology centers may be awarded up to $50,000 and may only receive one grant per district. If the budget shows more than $50,000 total, the applicant must attach a PDF copy of the e-mail or letter from the technology center with contact information indicating the matching funds dollar amount, what entity is contributing the funds, and a brief statement of agreement to pay the matching funds.

Unallowable Expenditures
Awarded grant expenditures should supplement the applicant's program. Budget items requested cannot supplant (i.e. supersede and replace existing school purchases). For example, if state and/or local district dollars are normally spent on the curriculum, technology, or instructor training needed for the grant proposal, then lottery funds may not be used.

Examples of unallowable expenditures:
- Gift cards
- Recurring costs, such as monthly data plans, service contracts, and/or warranties
- Stipends
- Travel costs not directly associated with the instructors' training for the requested technology (EX: mileage, airfare, per diem, lodging)
- Salary supplements
- Conference registrations unrelated to the grant

- Professional Development workshops unrelated to the grant
- Consumable items for a program that already exists (*see supplanting above*)
- Marketing materials (EX: stickers, wraps, flyers, brochures, flags, and promotional items)

Travel Guidelines
State guidelines for travel must be followed. When travel is approved as a budgeted item, reimbursement will be made according to these state "allowable" guidelines:
- Mileage at state or federal rate (www.gsa.gov)
- Lodging at state or federal government rate (www.gsa.gov)
- Only coach airfare will be reimbursed

INVOICING

- Payment for awarded proposals will be on a reimbursement basis.
- Goods and/or services must be **received** no later than May 1, 2025.
- To obtain reimbursement, the following must be submitted to Joanne Dewald at joanne.dewald@careertech.ok.gov no later than May 1, 2025:
  - ➢ A request for reimbursement on school letterhead
  - ➢ Copies of paid vendor invoices with corresponding reference to the line item from the approved budget
  - ➢ OCAS Detailed Expenditure Report for Project Code 469
  - ➢ OCAS Summary Expenditure Report for Project Code 469

HOW TO APPLY

- Combine completed application into **one PDF document** and in the following order:
  1. Letter of Support and Sustainability
  2. FY25 TC Competitive Proposal Application (2024-2025)
  3. FY25 TC Budget Request Form (2024-2025)
  4. *Any supplemental letters requested in this RFP* (EX: Matching Funds letter of agreement)
- Electronically submit the PDF to tcslotterygrants@careertech.ok.gov.
- If the applicant does not receive a confirmation e-mail during the work week within 24 hours, then immediately contact Kim Downey at kim.downey@careertech.ok.gov.
- The proposal must be received via e-mail no later than March 1, 2024.
- The grant proposal and associated documents may be disqualified if the procedures identified in this Request for Proposals (RFP) are not followed.