



Career and Technical Education Capital Projects Grant Guidance

The North Dakota State Board for Career and Technical Education (Board) is accepting applications for new and expanding Career and Technology Centers and facilities.

Purpose

To provide funding as a resource for school districts to increase access to Career and Technical Education (CTE) opportunities through the establishment of additional Career and Technology Centers and facilities. The CTE programs may incorporate virtual or distance learning methods of instruction along with traditionally delivered methods. Applicants are encouraged to be visionary in scope.

Grants will be awarded through a competitive process. A grant review team, chaired by the State Director of the ND Department of Career and Technical Education (Department), will evaluate qualified applications based on established criteria. The grant review team will consist of the State Director for the ND Department of Career and Technical Education, Superintendent of the ND Department of Public Instruction, ND Department of Commerce Commissioner, Executive Director of Job Service North Dakota, Chair of the ND Workforce Development Council, Board President of the ND Council of Education Leaders, Board President of the ND School Boards Association, Board President of the ND Association of Career and Technical Education, and the Chair of Legislative Management, or their designees. The team will provide recommendations to the Board.

The funding sources of the Career and Technical Education Capital Projects Grant are the Federal Coronavirus Capital Projects Fund (CCPF) (\$68,276,228) and the Federal State Fiscal Recovery Fund (SFRF) (\$20,000,000) for a total of \$88,276,228. Applications that are considered shovel ready by the grant review team and the Board will be funded with SFRF. All other approved projects will be funded with CCPF. Only applications that were submitted prior to the original October 1, 2021 deadline will be eligible for SFRF funds.

A project is considered shovel ready if it can provide, but not limited to, the following within the application:

- 1) A completed architectural plan.
- 2) Site and ground testing, if applicable.
- 3) Preparation of bid documents.
- 4) Documentation of secured match to initiate construction.

Grant awards may range from \$500,000 to \$10,000,000. Awards must be matched 1:1. Examples of eligible match are private contributions, local public-school funds, or ESSER allocations. In-Kind match will be accepted. In-Kind match is the calculated value of personnel, property, goods, and services.

The applicable state law is included in HB1015, Sections 6 and 7, authorized by the 67th Legislative Assembly and HB1505 of the 67th Legislative Assembly Special Session. Links for HB1015 and HB1505 can be found at the end of this guidance. *The funding provided in this grant is considered one-time funding.*

The Board will determine final awards. All awards must be certified by the State Director of the North Dakota Office of Management and Budget (OMB), based on the US Department of Treasury Coronavirus Capital Projects Fund Guidance. The Federal Guidance is linked at the end of this guidance.

For a Capital Project to be an eligible use of CTE Capital Project Grant funds, it must meet all of the following criteria:

1. The Capital Project invests in capital assets designed to directly enable work, education, and health monitoring.
2. The Capital Project is designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency.
3. The Capital Project is designed to address a critical need of the community to be served by it.

Eligible Recipients

1. Eligible recipients are school districts and/or a consortium of school districts.
2. Applications must have the approval of the local governing board.

Deadlines

All applications must be submitted by December 31, 2021. Applications submitted prior to October 1, 2021 will have the opportunity to amend and resubmit, in response to the amended guidance.

Only applications submitted prior to October 1 will be considered for the SFRF funds. Any projects not approved to be funded with SFRF funds will be taken into consideration for the CCPR funds. Successful applications will be approved at the latest by March 31, 2022.

The CTE Capital Projects Grant Review Team will reserve the right to bring approval recommendations to the Board prior to March 31, 2022.

The board will approve up to \$44 million for applications that were submitted prior to October 1, 2021. Any applications submitted prior to October 1, 2021, and not approved with the initial

\$44 million, will be considered in the second round of reviews. All applications not submitted by the initial October 1, 2021 deadline, will be considered in the second round of reviews.

If funds remain, the final application deadline will be June 30, 2022. **Applications not meeting this deadline will not be accepted.** Applications will be approved/denied by September 30, 2022.

- All funds must be allocated no later than December 31, 2022.
- **All funds must be expended by December 31, 2024.**

Applicants Responsible for All Preparation Costs: Applicants are responsible for all costs associated with the preparation, submission, and presentation of the application.

Funding Method: Funds will be paid on a reimbursement based on approved expenditures.

Target Implementation Date: Applications funded with SFRF will be implemented upon approval of application by the Board and completion a grant agreement. Applications funded with CCPF will be implemented upon certification of the State Director of OMB. This is because CCPF funds are not available immediately. The State is be required to submit a Grant Application and Grant Plan to the US Department of Treasury for review and approval to access CCPF funds.

Right of Rejection: The Department reserves the right to initiate follow-up discussions, including in-person meetings, with any applicants to clarify any questions of the scoring team. In addition, the Department may request supplemental documentation if the grant review team believes it is necessary for them to have additional information to adequately score applications.

Partial grant approval may be made based on amount of secured match, unallowable expenses, or available funds.

Application Format

Eligible applicants are invited to submit innovative proposals. Please prepare your application using the format described in this section and provide all requested information.

Application Narrative

1. Applications must address how the Capital Project meets all the following federal criteria:
 - a. The Capital Project invests in capital assets designed to directly enable work, education, and health monitoring.
 - b. The Capital Project is designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency.
 - c. The Capital Project is designed to address a critical need of the community to be served by it.
2. Identify location of the proposed new or expanding Area CTE Center or facility. At minimum include preliminary building or renovation* plans. Preference points will be awarded to applicants that are able to provide blueprints.

Renovation* means:

- a. Work involving upgrades to existing building space.
 - b. Work for the purpose of converting other existing building space to career and technical education space to accommodate new programs.
 - c. The purchase of new or replacement equipment necessary for meeting industry standards; or
 - d. The expansion of existing space.
3. If the construction is a new Area CTE Center, identify governance of the Center (refer to ND Century Code 15-20.2-01 for guidelines, link can be found below in this guidance.) Single district applicants do not need to complete this step, yet preference will be awarded to new Area CTE Centers.
- a. Must be governed by an Area CTE Center Board
 - b. Each member district will have one board member for every 300 students enrolled in grades 9 - 12, with a maximum of three board members from each school.
 - c. The administration of an Area CTE Center falls under the responsibilities of the Center Director, who must have a CTE Directors credential issued by the ND Department of CTE to be funded. With the multi school membership of Area CTE Centers, the Director should assist the regional needs and promotion of CTE programming.
 - d. An Area CTE Center employs its own business manager, or it may contract with a member school to act as its fiscal agent. In all cases, funding must be kept separate and identified for audit purposes.
4. Applications must illustrate how projects are enabling education, as defined by the US Department of Treasury CCPF guidance. This may be done by addressing items 5-11 as listed below. That definition is found below:

Education: Activities to acquire knowledge and/or skills, undertaken as part of a person's participation in school, an academic program, extracurricular program, social-emotional development program for students or youths, internship, or professional development program, or in another educational environment.

5. Include a needs assessment, incorporating input from participating school districts, businesses and industry, local economic development, institutions of higher education and others to determine the types of CTE programs to offer and where and how the program can be best delivered. Include local, regional, and statewide Labor Market Information data. Preference will be given for those programs that:
- a. utilize and have an emphasis on current and emerging technology.
 - b. incorporate entrepreneurial or self-employment opportunities in occupational areas.
6. Identify the CTE offerings by program name and MIS03 course numbers that are currently or will be offered.
- a. A program is a sequence of courses (see Program Approval Policy)

- b. An Area CTE Center must incorporate a minimum of three occupational CTE programs.
 - c. Programs may be delivered via distance utilizing practices such as asynchronous learning, simulation, hybrid instruction including employer and community partnerships, etc.
 - d. The state CTE Department will work with applicants to assure that alternatively delivered programs meet CTE program standards.
 - e. Secondary programs must include Work-Based Learning Opportunities.
7. Identify how each CTE programs' curriculum will be delivered to member school districts, i.e., traditional delivery and/or alternative delivery systems utilizing technology and employer and community partnerships, traveling teachers, transporting students, rotating labs, etc., including postsecondary CTE programming arrangements such as dual credit or articulation. This is not applicable for single district applicants.
8. Identify secondary school districts involved in the proposal and provide contact information. Identify locations and facilities that will be receiving locations for CTE programming. There may be multiple facilities and points of delivery. The application must include letters of commitment from partner school districts. This is not applicable for single district applicants.
9. Identify how scheduling issues are being resolved relating to common calendars and synchronized class periods for member schools. Identify how consideration was given for the regional two-year campus class schedule for dual enrollment purposes. This is not applicable for single district applicants.
10. Identify how career advisement and guidance will be delivered to all learners.
11. Identify projected total high school enrollment of member schools, by district, for the 2022 - 2023 school year. Identify a five-year student enrollment projection by district. What plans are in place to increase CTE enrollment.
12. Applications must illustrate how projects are enabling work, as defined by the Federal Coronavirus Capital Projects Fund Guidance. This may include post-secondary and/or workforce training opportunities. Identify post-secondary partners involved in the proposal and provide contact information. Include the types of workforce development and training opportunities that may be provided. Identify training partners. The application should include letters of commitment from post-secondary and workforce training partners. Enabling work, as defined by the US Department of Treasury CCPF guidance, can be found below:

Work: Activities to help community members engage in employment, search for employment, and/or develop the requisite skills and knowledge to become employed (e.g., participate in career counseling programs, workforce training programs, as well as gain access to internet websites to search for and apply to jobs).

A Project is not considered to directly enable work simply because individuals are employed at the location of the completed Capital Project; rather, the asset itself must enable new and further employment opportunities beyond employment at the location of the completed Project. In addition, job creation related to project construction and operations (e.g., employment of construction workers) would not satisfy this requirement.

13. Applications must illustrate how projects are enabling health monitoring. Health Monitoring, as defined by the US Department of Treasury Coronavirus Capital Projects Funds, can be found below.

Health Monitoring: Services to monitor an individual's health, including with respect to either physical or behavioral health.

Health monitoring activities are often conducted as part of telemedicine appointments with a healthcare provider, but these activities can be conducted in a variety of other ways, such as during in-person appointments with health care providers or as part of community health screening programs.

14. Letters of support illustrating commitment of match funding, including materials, equipment and in-kind, must be included.
15. Identify sufficient future nonstate sources of funding for ongoing operating and maintenance costs if future state funds are not available.

Application Budget

1. Submit a detailed budget and line-item justification that is aligned with the project description. Please indicate who the fiscal agent for the project will be.
2. Budget is to include all related construction and/or renovation estimates. A complete application includes quotes for proposed equipment needs.

Notice of Grant Applicant Selection

After the grant committee has completed its evaluations, the Department will notify all applicants. We ask that successful applicants refrain from providing a press release until a press release can be completed by the Department.

The successful applicants are advised not to begin work, purchase materials, or enter subcontracts relating to the project until both the successful applicants and Department sign the grant agreement.

Fiscal Information

Project grant funds must be used solely for activities directly related to construction, renovation, maintenance, and equipment. Upon application approval, an annual plan will be created in the agency Budget Reimbursement Process (BRP) portal. All requests, documentation and reports will be uploaded into BRP.

Reporting Requirements

To be eligible for reimbursement, recipients must report the following on June 1st and December 1st to the Department of Career and Technical Education:

1. A list of reimbursable expenditures, including documentation (i.e., paid invoices and receipts)
2. Documentation of received match (i.e., canceled checks, statements explaining in-kind, statements explaining equipment and materials donations.)

Recipients must include the following in the June 1st report:

1. Progress report on construction, renovation and/or the securing of equipment.
2. Estimated completion date.
3. Anticipated timeline for instruction to begin.

Within 60 days of project completion or closeout of the grant, a final report must be submitted*, including the following:

1. Final list of reimbursable expenditures, including documentation (i.e., paid invoices).
2. Anticipated first day for instruction.
3. Enrollment projections or first day enrollment, by program area.

*All reports are to be submitted through the BRP portal.

Submission

Submit by email:

cte@nd.gov

Or mail to:

Wayde Sick, State Director
Department of Career and Technical Education
600 E Boulevard Ave, Dept 270
Bismarck, ND 58505-0610

Additional Information/Resources

- [Administration | North Dakota Department of Career and Technical Education](#)
 - [ND Century Code for Area CTE Centers](#)
 - [Guidelines: Area Career and Technology Centers](#)
 - [HB 1015 – 2021-23 ND Office of Management and Budget Appropriation Bill](#)
 - [Program Approval Policy](#)
 - [ENGROSSED House Bill No. 1505 FIRST ENGROSSMENT with Senate Amendments - Sixty-seventh Legislative Assembly of North Dakota - LC Number 21.1104.08000](#)
 - [GUIDANCE FOR THE CORONAVIRUS CAPITAL PROJECTS FUND \(treasury.gov\)](#)

CAREER AND TECHNICAL EDUCATION CAPITAL PROJECTS GRANT PROJECT RANKING SHEET

NORTH DAKOTA DEPARTMENT OF CAREER AND TECHNICAL EDUCATION – cte.nd.gov 701-328-3180

Title of Project			
Grant Applicant			
Proposal Start Date		Proposal End Date	
Telephone		Email	
Mailing Address		City	State ZIP Code
Evaluator Name			Date

Application Narrative – Federal Guidance	Yes/No
Description: Does the application meet the requirements of the Federal Coronavirus Capital Projects Fund Guidance? Projects must address <u>all</u> three criteria to be eligible for funding.	
The Capital Project invests in capital assets designed to directly enable work, education, and health monitoring.	
The Capital Project is designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency.	
The Capital Project is designed to address a critical need of the community to be served by it.	

Application Narrative – Facility and Governance		Points Awarded (30 max)
Description: The application includes information concerning location and allocation of space. Partner school districts are identified and letters of intent to partner are included.		
Points	Description	
30-21	Proficient The location of the CTE facility is identified. Architectural blueprints have been completed. Space allocation is conducive to the needs of the identified program offerings. Letters of intent to partner are gathered by six or more school districts. The school districts have elected to create an area career and technology center as defined by NDCC 15-20.2-01.	
20-1	Basic The location of the CTE facility is identified. Preliminary plans were included in the application. Space allocation is not ideal for the needs of the identified program offerings, but sufficient. Letters of intent to partner are gathered by five or less school districts.	
0	Incomplete The application does not include information concerning location, space allocation or partner school districts.	

Application Narrative – Needs Assessment and Programming		Points Awarded (30 max)
Description: The application includes a needs assessment, identifying workforce needs and student interests. Program offerings identified align with the outcomes of the needs assessment.		
Points	Description	
30-21	Proficient The applicant completed a comprehensive needs assessment. Extensive stakeholder engagement is completed, including the business community, students, parents, economic development, partner schools, etc. Local, regional, and state labor market information is reviewed. Proposed program offerings align with the needs assessment.	
20-1	Basic The applicant completed a needs assessment. Stakeholder engagement is not extensive. Some proposed program offerings align with the needs assessment. Gaps may exist.	
0	Incomplete The applicant did not complete a needs assessment or program offerings do not match needs assessment.	

Application Narrative – Post-Secondary and Workforce Partners		Points Awarded (30 max)
Description: The application identifies post-secondary and workforce offerings, to be housed within the facility.		
Points	Description	
30-21	Proficient Post-secondary and workforce partners are identified and letters of intent to partner are included. Students have dual credit and early entry opportunities.	
20-1	Basic Post-secondary and workforce program offerings are identified, but partners may or may not be identified. Dual credit and early entry may or may not be defined.	
0	Incomplete The application does not include post-secondary or workforce offerings.	

Budget Proposal		Points Awarded (10 max)
Description: The application includes a detailed budget and line-item justification that is aligned with the project description. The fiscal agent is identified. Match commitments are identified.		
Points	Description	
10-6	Proficient The application budget is detailed, including line-item details. Cost estimates are included. 100% of the required match is secured.	
5-1	Basic The application budget is included. 100% of required match is identified but may or may not be fully secured.	
0	Incomplete The application budget is not complete. Match commitments are not identified.	

Scoring Summary

Application meets Federal Coronavirus Capital Projects Criteria (Yes/No)	
Application Narrative – Facility and Governance	30 points max
Application Narrative – Needs Assessment and Programming	30 points max
Application Narrative – Post-Secondary and Workforce Partners	30 points max
Budget Proposal	10 points max
Total Points Awarded	100 points max
Comments and Recommendations:	