

# North Dakota Perkins V Innovation Grant

## Section I: Grant Information

### A. Background

The Strengthening Career and Technical Education in the 21<sup>st</sup> Century Act or Perkins V was passed by the US Congress in July 2018, going into effect July 1, 2019. Within the Perkins V Act, Section 112(a)(3)(c), the State has the authority to utilize reserve funds, up to 15% of 85% of the State's allocation, to award grants to eligible recipients for career and technical education activities that meet the following criteria:

- A) Located in Rural Areas;
- B) Areas with high percentages of CTE concentrators or CTE participants;
- C) Areas with high numbers of CTE concentrators or CTE participants; and
- D) Areas with disparities or gaps in performance.

The intent of the grant is to:

- A) foster innovation through the identification and promotion of promising and proven career and technical education programs, practices, and strategies, which may include programs, practices, and strategies that prepare individuals for nontraditional fields; or
- B) promote the development, implementation, and adoption of programs of study or career pathways aligned with State-identified high-skill, high-wage, or in-demand occupations or industries.

Funding for the North Dakota Perkins V Innovation Grant is determined by the annual federal Perkins allocation and the North Dakota State Board for Career and Technical Education.

Grant awards are not to exceed \$50,000 and are based on availability of funds and number of submitted applications.

**Application Due Date: October 30, 2020**

### B. Purpose

The purpose of the North Dakota Perkins V Innovation grants is to expand access, improve quality, and to spur innovation in our Career and Technical Education Programs.

Proposed programs must align with the findings of the comprehensive local needs assessment.

Sample Project Criteria:

1. *The proposed CTE program prepares students of high skill, high wage, or in-demand occupations.*
2. *The proposed CTE program would serve Perkins special populations and other underserved students.*

### C. Eligibility

All Perkins Eligible recipients are eligible to apply.

## **D. Administration**

The Perkins V Innovation Grant is administered by the North Dakota Department of Career and Technical Education. References to ‘department’ throughout the guide mean the North Dakota Department of Career and Technical Education.

Send proposals to:

Mark Wagner  
ND Department of Career and Technical Education  
600 E Boulevard Ave., Dept 270  
Bismarck, North Dakota 58505-0610  
Phone: 701-328-2711  
E-mail: cte@nd.gov

## **Section II: Grant Proposals**

### **A. Proposal Requirements**

Grant proposals should follow the format shown in Section B, Proposal Format (below). Proposals that fail to meet the criteria set in Part B will not be rated until clarification or additional information is sufficient for the proposal rating process.

### **B. Proposal Format**

Ensure a concise proposal that clearly explains the project, training demand, and population served.

Proposal elements must include the following:

#### **1. Describe the project in general, the training involved, and demand:**

- a. Identify businesses or industries that provide employment in high skill, high wage, or in demand occupations in the applicant’s region. Explain how the demand was determined.
  - Utilizing the Workforce Development Council’s In-Demand Occupation list
  - Utilizing the Regional and County Job Opening Resource
  - A letter from the respective advisory board confirming the need
  - Letters of support from area employers
- b. Indicate how the program will have an emphasis on serving special population students.
- c. Explain how and where the program will be provided.
- d. Explain the need for this project, such as to upgrade an existing program to align with new technology; to meet an unmet or under-met employer demand; to provide employer recognized certification that previously did not exist; to develop dual credit opportunities; or serve special population or underserved students.
- e. Demonstrate business and industry involvement in the determination of need for the training.
- f. Identify partnership efforts that coordinate education.

## 2. Project Impact

Show project responsiveness to workforce demand:

- a. Identify the number of students projected to be enrolled for the first two full years of the resulting courses/programs
- b. Identify the projected start date.
- c. Identify the courses to be delivered.
- d. Explain accessibility to education such as expanded/non-traditional locations, hours, and delivery methods.

## 3. Budget Proposal

The budget section will include a narrative and a budget breakout.

**NOTE:** Projects will require at least one dollar of matching funding for each five dollars of Perkins funding requested.

**NOTE:** Match should be identified in the proposal. In some instances, match may not be fully obtained at the time the proposal is made. This is allowable, however in that instance, once match is identified, it must be approved by the Department and the grant agreement will be modified to describe the match.

**NOTE:** Funds under the North Dakota Perkins V Innovation Grant may not be used to supplant funding for current programs and current operations.

**NOTE:** Grant funds may only be applied to equipment, curriculum development, student recruitment costs, and instructor training as shown in the budget breakdown format show below.

Budget Narrative:

- a. Identify total project cost, grant funds requested, match obtained, match pending
- b. Provide a description of the match (equipment donations or discounts, in-kind activities, cash donations) and the private sector entities supplying the match
- c. Describe how the match and match provider relate to the proposed training
- d. Explain any fund-leveraging and activities beyond match

Budget Breakdown:

The budget breakdown will be formatted as shown below.

**Total Project Cost: \$\_\_\_\_\_**

### Grant Funds Requested

<b>Equipment Breakout</b>	<b>Cost</b>
Equipment Item	\$
Equipment Item	\$
<b>Curriculum Development</b>	<b>\$</b>
<b>Student Recruitment Costs</b>	<b>\$</b>

<b>Instructor Training Breakout</b>	
Training Item	\$
Training Item	\$
<b>Total Funds Requested</b>	<b>\$</b>

**Match Description**

<b>Equipment Breakout</b>	<b>Match Value</b>
Equipment Item – donation or discount	\$
Equipment Item – donation or discount	\$
<b>In-Kind Services Breakout</b>	
In-kind description	\$
In-kind description	\$
<b>Cash – Business Providing Donation</b>	<b>\$</b>
<b>Total Match</b>	<b>\$</b>

**Section III: Proposal Review and Approval**

**A. Proposal Review and Rating**

Review and rating of proposals are conducted by the Department. The department will work with designated individuals to clarify proposals, verify match requirement, and to ensure completeness.

1. Proposals will be rated by the department, according to the following:
  - a) Department can verify the program meets high wage, high skill, in-demand occupation requirements.
  - b) Project Description (35 Points)
  - c) Project Impact (35 points)
  - d) Budget Proposal (30 points)
 Total Points = 100

**B. Grant Approval**

When the State Director approves grant requests, the department will notify the eligible recipient of the award.

The Department will officially notify the grantee of the award by contacting the respective local administrator. The notification will include:

1. Amount awarded
2. Request that the local administrator name an authorized agent as the contact with the department on the specific grant

## Section IV: Annual Plan

### A. Annual Plan Development

Upon approval of a grant proposal, the department will develop an annual plan.

The budget breakout section of the grant proposal will be inserted into the Budget Reimbursement Process (BRP).

### B. Match Requirements

#### 1. General Match Requirements

- a) Cash, equipment, supplies, and/or in-kind may be used as match North Dakota Perkins V Innovation Grant.
- b) All match contributions must be properly valued by the donator, clearly identifiable from the eligible recipients records, and have adequate supporting documentation.
- c) Match must be from the private sector.
- d) Match must be approved by the Department and must be directly related to the approved project.
- e) Project records must include documentation to demonstrate that match was used to support acquisition or provision of the approved grant project.
- f) All match used to support grant reimbursement must be match used solely for this project during the grant agreement period.

#### 2. Cash Match

- a) All cash match reported must be supported by documentation of the day the cash was received and the related accounting records that show the cash was used for the project.
- b) Cash match must be applied to the project and must be spent within the grant agreement dates of the project.

#### 3. Equipment/Supplies Donation or Discount Match

- a) All equipment and supplies donation or discount match must be appropriately documented and valued at the time of use for the project.
- b) Match from equipment or supplies donation or discount must include documentation to support valuation of the donated/discounted item(s). The match contributor must describe the item(s), state the value, and explain how the value was determined. The match contributor must sign and date the document containing this information. **Note:** If the match contributor is unwilling to provide this information, the requestor will contact the Department for assistance in determining an alternate method.
- c) Donation of equipment or supplies received more than 12 months prior to use for the project must be revalued at the time it is applied as match to the project.

Note: Educational discount is an approved match, but the Department discourages using this as a form of match.

#### 4. In-Kind Match

- a) In-kind match is defined as temporary use of equipment, space or personal services. **Reminder: Match must come from the private sector; space and other resources of the institution will not qualify.**
- b) Documentation of in-kind match must include a description of the process for determining the value of the services.
- c) If in-kind personal service is provided on a fixed contract amount, the documentation must include the services to be provided, the name of individual(s) providing the services and the time period in which the services are to be provided.
- d) If the in-kind personal service is provided based on an hourly amount, the documentation must include a description of the services provided, the name of individual(s) providing the in-kind personal services, the hourly rate for the service, and a time sheet with a hourly log reflecting the time services were provided.
- e) In-kind space must be valued at market rate for the area. Documentation must include the methodology for determining the rate and proof of rates for the market.

#### C. Reporting Requirements

##### 1. Progress Narrative

**By the 30<sup>th</sup> day following the end of each quarter for all quarters within the annual plan period**, the grantee will submit electronically a brief narrative of implementation progress and basic demographic information, which will include: number of students enrolled per course/program and completion numbers to date. Narratives will be sent via email to: [cte@nd.gov](mailto:cte@nd.gov) . **The subject line must read: Perkins V Innovation Grant**

##### 3. Expenditure Report/Request for Funds

Reimbursement requests will be submitted by the **30<sup>th</sup> day following the end of each quarter of the annual plan period**. Request for funds will include a clear description and valuation of match received to date.

Request for Funds will be completed in BRP.

When no expenses have been incurred, resulting in no request for reimbursement, the eligible recipient will send an email message indicating such. A brief summary status report on the progress of the project must be included.

Requests for funds must include invoices to support proof of match spent, documentation that match item was received, or in-kind applied, to support the amount being requested. This will ensure expenditures and match are being applied and tracked accurately, mitigating audit exception and reducing grantee and administrator monitoring workload.

Requests for funds must include supporting invoices for related expenses.