



Work-Based Learning Coordinator Grant

Section I: Grant Information

A. Background

In the 68th Legislative Assembly, HB1019 provided \$1,500,000 with the intent to fund Work-Based Learning Coordinators. The source of the funds is the State General Fund.

Application Due Date: June 21, 2024

B. Purpose

The intent of the grant funding is to reimburse the costs of a Work-Based Learning Program. Allowable expenses may include the following:

1. Work-Based Learning Coordinator Salary and Fringe
2. Travel related to work-based learning employer visits
3. Travel related to work-based learning visits to school districts and agency partners
4. Travel related to work-based learning coordinator training meetings/conferences
5. Supplies utilized by the work-based learning coordinator program

C. Eligibility

Eligible recipients are school districts and area career and technology centers. Preference is to be provided to work-based learning programs serving multiple school districts. Recipients may partner with an organization to provide work-based learning programming.

D. Maximum Award

Maximum grant award is \$50,000 annually. Program approval will be for the 24-25 school year.

Note: Grant award maximum will be prorated based on percentage of contracted time for the work-based learning coordinator.

Note: The Department will take geographic distribution into consideration when approving applications.

E. Administration

The Work-Based Learning Coordinator Grant is administered by the Department of Career and Technical Education.

Send proposals to:

Dawn Ulmer, Strategic Projects Manager
ND Department of Career and Technical Education
600 E Boulevard Ave., Dept 270
Bismarck, North Dakota 58505-0610
Phone: 701-328-2259
E-mail: dulmer@nd.gov

Section II: Grant Proposals

A. Proposal Requirements

Grant proposals will be submitted by email. Proposals that fail to meet the criteria set forth in Section 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 program and includes the following elements:

1. Requirements to be an approved Work-Based Learning Program:

- a. Coordinator will complete NDCTE WBL Coordinator Training and receive approval for endorsement through ESPB ([WBLEndorsement.pdf](#)).
- b. Coordinator will attend monthly WBL Coordinator Collaboration Sessions.
- c. Coordinator or selected educational professional will manage WBL experiences through the [www.RUReady.Nd.gov](#) WBL Module (Compass).
- d. Coordinator will report impact data at the beginning and end of each year to show growth.
- e. Coordinator will document student completion of one CTE credit in a program of study prior to the WBL experience as required by Perkins V.
- f. Coordinator will document WBL experiences for students who do not have 1 CTE credit in a program area related to their work experience.
- g. Coordinator will provide recommended workplace skills training for students entering a WBL experience. Document chosen method of preparing students for the work experience. See recommendations at [CareerReadyPracticesCourse.pdf \(nd.gov\)](#).
- h. NDCTE requests that WBL Coordinator will serve multiple school districts.
- i. Coordinator will collaborate with CTE Instructors for program specific job placements when possible.
- j. Coordinator will attend advisory committee meetings with CTE instructors.
- k. Coordinator will describe how employers and students will be recognized annually.
- l. A minimum of 50% of the WBL Coordinator’s contract will be exclusive to work-based learning. (Grant will be prorated accordingly)

2. Project Impact

- a. Identify the number of students projected to participate in a work-based learning experience.
- b. Identify the number of projected employer partnerships.
- c. Identify the communities that will be impacted.

3. Budget Proposal and Narrative

Provide a narrative identifying the amount of grant funds requested and how the funds will be used.

Provide a detailed budget.

Grant Funds Requested

| Budget | Total Cost | Grant Funds |
|--------------------|------------|-------------|
| Coordinator Salary | \$ | \$ |
| Coordinator Fringe | \$ | \$ |
| Travel | \$ | \$ |
| Supplies | \$ | \$ |
| Totals | \$ | \$ |

Total Program Cost: \$ _____

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 and to ensure completeness.

1. Proposals will be rated by the Department, according to the following:

- a. Project Description (35 Points)
 - b. Project Impact (35 points)
 - c. 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: Reporting Requirements

A. Reporting Requirements

1. Project Impact

Prior to reimbursement, the grantee will submit electronically a brief narrative of project impact. Impact should include number of WBL placements and employer partnerships.

2. Expenditure Report/Request for Funds

Reimbursement requests to be submitted by **May 15, 2025**

Requests for funds must include supporting invoices and documentation for related expenses.