Career Technical Education
Perkins Reserve Fund Application
Special Populations Support Grant
State Fiscal Year 2025 (Fed FY24/AY25)

Purpose of Reserve Grants
Reserve Fund grants are awarded to eligible recipients, on a competitive basis, to support special projects focused on development, improvement and/or expansion of CTE programs to address regional or statewide workforce development needs in high-skill, high-wage, or in-demand occupations in critical or emerging industries. $500,000 is available for this grant opportunity.

Eligible Recipients
Institutions eligible for a postsecondary Reserve Fund grant award must currently offer Perkins approved CTE programs in:
1) rural areas;
2) areas with high percentages of CTE concentrators or CTE participants;
3) areas with high numbers of CTE concentrators or CTE participants; or
4) areas with disparities or gaps in performance as described in section 113(b) (3)(C)(ii)(II)

Award Period
This Reserve Fund grant award(s) is for the period of **October 14, 2024** through **May 30, 2025.** All activities and expenditures must occur within the grant period. Funds will be drawn down on a reimbursement basis. Final drawdown deadline is **May 15, 2025**.

The focus of the grant is to address the needs of special populations and underserved groups of students. These groups include:
- English language learners;
- students with disabilities;
- racial and ethnic minorities;
- individuals from economically disadvantaged families;
- individuals preparing for non-traditional fields;
- single parents;
- out-of-workforce individuals;
- homeless individuals;
- youth who are in, or have aged out of, the foster care system; and
- youth with a parent who is a member of the armed forces and is on active duty.

Scope of Work
Funding activities to reduce barriers to success for students in Perkins-approved CTE programs who identify within the groups of students listed above.

Funding Restrictions
- All Perkins grant expenditure restrictions and EDGAR rules apply
- No funding for exploration of potential new programs
- No marketing/outreach
- No more than three (3) programs (CIPs) can apply for the grant in one year
- Programs funded must be identified based on the institutional special populations data
- No activities for programs located at high schools and accessible only to high school students

Timeline
August 30, 2024 @ 10:30am CDT – RFP Webinar – optional
September 23, 2024 – Applications are due to PerkinsV@ksbor.org
October 14, 2024 – Awards are made
February 24, 2025 @ 3:00pm CDT – Mandatory check-in call with Board staff
May 15, 2025 – Final drawdown deadline
May 30, 2025 – Award period ends. All expenditures must be completed.
June 17, 2025 – Final Report is due

Optional RFP Webinar
Prospective applicants are welcome to join the RFP Webinar on August 30, 2024 @ 10:30 am CDT.

Mandatory Check-in Call
Each recipient is required to participate in a check-in call with Board staff on February 24, 2025 @ 3:00 pm CDT.

Application Process
Interested, qualified institutions must submit a proposal describing the nature and scope of the proposed project and the amount of funding requested. Proposal must include the special population(s) that are being supported with this project, and what barrier(s) is being removed.

Institutions must review and analyze the Core Indicators Special Population – Summary Report for academic year 2023 (found in the "Reports" tab in the KHEDS system in the "Perkins V" section). Each institution will identify programmatic need based on the number of special population students for academic year 2023 and complete the application based on these data. Institutions are welcome to use additional data sources to substantiate need; however, the analysis of the Core Indicators Special Population – Summary Report is required.

Institutions with an identified gap(s) in any race/ethnicity or special population in the FY25 Perkins 4-Year Application, question 9, are strongly encouraged to participate to address one or more of the noted gaps.

Proposals for the Perkins Reserve Grant must consist of:
1) Cover sheet
2) Application
3) Budget
4) Budget narrative
5) Sample student survey and follow-up procedure

Successful applications must include:
- Identification of targeted student barrier(s)
- A plan for reducing and/or eliminating barriers to success for students who are members of a special population
- Accountability measures and a sustainability plan for funded activities
- Priority rating in order of greatest need (if the application includes more than one CIP code on the cover page)
- A sample student survey or instrument/method used to collect special population data
- A proposed procedure to introduce and stress the importance of the follow-up process with students and faculty in programs funded with this grant

NOTE: Performance on previously awarded Perkins grants will be considered.

Submission Requirements
A signed electronic copy of the Reserve Fund Proposal must be submitted to PerkinsV@ksbor.org no later than **September 23, 2024**. Proposals received after the due date will not be considered for an award.

Reporting Requirements
A final narrative and a final expenditure report must be submitted no later than **June 17, 2025.**

Failure to Commence Project
If the project activities described in the grant proposal have not commenced within 60 days after acceptance of the grant award, the recipient must report in writing the steps taken to initiate the project, the reason for the delay and the expected start date and submit an adjusted project timeline. If project activities have not commenced within 30 days of receipt of the report letter, Board staff may terminate the grant and the recipient will be required to return all unused grant funds with a complete accounting of all expenditures.

Right to Terminate the Grant
After a grant is awarded, any adjustments and/or modifications to the activities or budget amounts must be approved by Board staff <u>prior</u> to the change occurring. Failure to request grant changes in advance may result in the returning of funds expended without approval and/or termination of the grant. Board staff reserves the right to terminate any grant award and cease payment to the recipient for failure to comply with applicable laws, regulations, and/or terms of the grant assurances. Further, Board staff may seek reimbursement of any or all grant funds and may reclaim any equipment, durable goods and other property purchased with these grant funds if the recipient fails to perform in accordance with the terms of the grant assurances and reporting requirements.

Unused Funds
All grant funds awarded and drawn from the KBOR system but not expended or encumbered by **May 30, 2025** must be returned to KBOR within 15 days after of the end of the grant award period.