****

**Kansas Board of Regents**

**Career and Technical Education**

**FY 18 Perkins Leadership Fund Application**

**The Leadership Fund**

With the approval of the Kansas State Plan for Career and Technical Education, Leadership Funds were established to provide support for Perkins State Plan leadership activities. These funds will be distributed through a competitive grant process that focuses funding on:

* Implementing new partnerships between academics and career technical education programs
* Implementing strategies which result in completion of degree and certificate programs
* Providing appropriate professional development to support integration of academic instructors in the CTE classroom

**Eligible Recipients**

The Community and Technical College program must be currently eligible for Carl D. Perkins funding and be delivered as college-level instruction by qualified college-level staff. Funds may not be used to supplant salaries of current faculty. However, current full time academic faculty could be utilized in the project provided their previous course load is shifted to a new full, or part-time faculty. *Contracts for instruction must be within the award period and instructional duties must not be outside scope of this project.*

**Award Period**

The *Leadership Activities* grant awards are for a period from April 14, 2017 through May 31, 2018. All activities and expenditures must occur within the grant period. **Grant** **funds may be used for salaries, curriculum materials, and professional development to fund academic instruction and support within the Perkins approved CTE classroom. Funds will be subject to 80% available for drawdown on a reimbursement basis at the beginning of the project with the remaining 20% available once all follow up reporting is submitted.**

**Purposes for Leadership Fund Grants**

The *Leadership Activities* grant focuses on integration of academic and CTE instruction, as defined in the nine Mandatory Activities that are outlined in the Perkins Program Improvement grant and the Perkins State Plan.

 Examples of possible integration and instructional partnerships:

* Utilizing a math instructor in a Pharmacology course
* Utilizing a math instructor in a construction, welding, carpentry, automotive or manufacturing course
* Utilizing a technical writing instructor to assist with writing skills in a CTE course

Examples of what funds can be spent on:

* Faculty Salaries
* Professional Development
* Stipends
* Curriculum Development and Project Development (can be above and beyond contracts for currently contracted faculty)

**RFP and Grant Timeline**

* + RFP Announcement January 13, 2017
	+ Optional Conference Call January 26, 2017
	+ Optional Conference Call January 27, 2017
	+ Grant Application Due March 31, 2017
	+ Award Notification April 14, 2017
	+ Grant Planning Period & Curriculum Development April 14, 2017 – August 31, 2017
	+ Progress Conference Call – mandatory August 31, 2017
	+ Progress Report Due September 1, 2017
	+ Grant Project Implementation September 1, 2017 – May 31, 2018
	+ Grant Period April 15, 2017 - May 31, 2018
	+ FinalGrant Report Due June 29, 2018

**Application Process**

Interested, qualified institutions must submit a proposal describing the nature and scope of the proposed project and the amount of funding requested. Proposals for the *Leadership Activities* grant must include a cover sheet, a project narrative; descriptions of all project activities; a timeline for project activities and target dates; a detailed budget and budget narrative; and completed assurances forms.

**Application assistance:** To assist with application process, two conference calls will be held to answer questions and provide further information if needed. Please call in as you are available; no RSVP needed. ***Applicant participation is optional.***

 Conference line #1-866-620-7326, Enter code 7382885249 then #

 (\*6 to mute and #6 to un-mute your line)

Schedule for calls: January 26 – 3 p.m. and January 27 - 10 a.m.

Assistance can be provided on an individual basis if you are unable to join either call by contacting Laura Leite at 785-430-4272

**Submission Requirements**

A signed electronic copy of the *Leadership Activities* proposal must be submitted to: lleite@ksbor.org no later than **Friday, March 31, 2017.** Proposals submitted prior to the established due dates will be considered; proposals submitted after the due date may be considered in a subsequent round of awards if funding is available.

|  |  |  |
| --- | --- | --- |
| **Documents** | **Due Date** | **Submit to** |
| Signed electronic copy of proposal (no hard copy reqd)  | **03-31-17** | **Laura Leite** **lleite@ksbor.org** |

**Reporting Requirements**

Documentation and examples of academic integration will be required in the final report in addition to information as to how curriculum has been modified to embed academic skills and instruction into the CTE classroom. A final narrative and final expenditure report forms must be submitted no later than June 29, 2018.

At the completion of activities, the final report will document:

* **Participants/Completions.** Colleges will report the number of CTE students and course names that had academic instruction in the CTE classroom, number and content area of academic instructors providing instruction in the CTE classroom, and levels of success (e.g., course-embedded assessment, pre/post measurement, or certification verification). A chart will be provided to submit this information.
* **Sustainability.** Colleges will outline plans to sustain the project if no further funding is available, in addition to outlining changes, etc. that will be made if KBOR is able to continue funding in subsequent year(s).

**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 above letter, KBOR 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**

Once a grant is awarded, any adjustments and/or modifications to the activities or budget amounts must be approved by KBOR prior 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. KBOR 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 KBOR 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 but not expended or encumbered by May 31, 2018 must be returned to KBOR.

**Carl D. Perkins Career and Technical Education Act of 2006**

**Application for Postsecondary**

**Carl Perkins Leadership Funds**

***FY 18 Leadership Activities Grant***

Institution Name

**Postsecondary Funding: I understand that if funds become unavailable this application may be terminated. If satisfactory progress and documentation are not made regarding the intended outcomes of this application or if this institution fails to comply with applicable laws, regulations, assurances and/or terms of this grant this application becomes null and void and all funds must be returned. I further understand that supplanting of funds is not allowed under the Carl D. Perkins Career and Technical Education Act of 2006.**

**Contact Persons for**

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsibility** | **Name & Position** | **Telephone** | **Email Address** |
| Leadership Activities Application (questions/issues) |  |  |  |
| Project Manager/ Narrative Reports (for this project) |  |  |  |
| Financial Reports & Issues (for this project) |  |  |  |
| Accountability/Data Reporting (for this project) |  |  |  |

|  |  |
| --- | --- |
| **CTE Program Area (Perkins approved)** | **Program Level****(degree, certificate)**  |
|  |  |
|  |  |
|  |  |
|  |  |

Authorized Administrator Date

**STATE USE ONLY—DO NOT WRITE BELOW THIS LINE**

**$ Approved Grant Award Amount**

KBOR Authorized Representative Date

***Leadership Activities***

 **Full Application**

**A. Project Narrative**

 **Explanation/Description of the Proposed Project**

* Programs involved?
* Proposed activities?
* Expected impact on enrollment (postsecondary)?
* Current enrollment and capacity in these programs?
* What will be measured to determine the impact/success of this project (provide list of deliverables)?
* How will measurable outcomes be documented?

**B. Action Plan**

 **Project Activity**

* Explain specific activities that will occur
* List start and completion dates
* List person responsible for the activity
* Address measureable outcomes and project deliverables (listed above)

**C. Funding Requested and Budget Narrative**

 Each line item budget request, should explain:

* Project expenditures (detailed explanation of each expense)
* How estimated expenditures were calculated.

 NOTE; Leadership Activities Budget available on Web site in Excel format.

**D. Sustainability Plan**

* Describe the plan to continue the project after grant period has ended (financially and programmatically)
* Measures to determine project success or needed modifications?

**E. Contractual Provisions Attachment and Local Assurances/Contractual Agreements**

* Submit completed copies of these documents—typed names & dates on the electronic copies and original signatures on the hard copy.

|  |
| --- |
| **Leadership Activities Budget & Final Expenditures Report** |
| **4/14/17 - 5/31/18** |
| **Budgeted Item** | **Item Amount** | **Original Budget Total** | **Amount Spent/Encumbered as of 9/1/17** | **Total Amount Spent/Encumbered as of 5/31/18** |
| **Personnel - List Separately** |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| Total for Personnel | $0.00 | $0.00 | $0.00 |
|   |   |   |   |   |
| **Curriculum Development - list separately by program area** |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| Total for Curriculum Development | $0.00 | $0.00 | $0.00 |
|   |   |   |   |   |
| **Other Allowable Expenditures - List Separately** |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
| Total for Other Allowable Expenditures | $0.00 | $0.00 | $0.00 |
|   |   |   |   |   |
|   | **Total for Project** | **$0.00** | **$0.00** | **$0.00** |
|   |   |   |   |   |
|  |  |  |  |  |
|  |  |  |  |  |
| **Postsecondary funding:** *The College understands that if funds become unavailable, this application may be terminated. If satisfactory progress and documentation are not made regarding the intended outcomes of the application, this application becomes null and void and all funds must be returned. The college further recognizes that supplanting of funds is not allowed under Carl D. Perkins Career and Technical Education Act of 2006.* |
|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Return to : Laura Leite |
| Kansas Board of Regents |
| 1000 SW Jackson, Suite 520 |
| Topeka, KS 66612-1368 |
| Telephone: (785) 430-4272 |
| Email: lleite@ksbor.org |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Institution Name** | **Date** | **Signature of Preparer** |
|  |  |  |  |  |

State of Kansas

Department of Administration

DA-146a (Rev. 06-12)

**CONTRACTUAL PROVISIONS ATTACHMENT**

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

 "The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

 The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the day of \_\_\_\_\_, 20\_17\_\_\_\_.

 1. **Terms Herein Controlling Provisions**: It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.

 2. **Kansas Law and Venue**: This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.

 3. **Termination Due To Lack Of Funding Appropriation**: If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the chargeshereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.

 4. **Disclaimer Of Liability**: No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).

 5. **Anti-Discrimination Clause**: The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

 Contractor agrees to comply with all applicable state and federal anti-discrimination laws.

 The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total $5,000 or less during the fiscal year of such agency.

 6. **Acceptance Of Contract**: This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.

 7. **Arbitration, Damages, Warranties**: Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.

 8. **Representative's Authority To Contract**: By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

 9. **Responsibility For Taxes**: The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

10. **Insurance**: The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.

11. **Information**: **No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.**

12. **The Eleventh Amendment**: "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

**FY 2011-2012**

**Local Assurances/Contractual Agreements**

**We, as an eligible recipient for funds under the Carl D. Perkins Career and Technical Education Act of 2006 hereby agree to the following assurances and contractual agreements:**

* To administer each program, service, or activity covered in this application in accordance with all applicable statutes and regulations governing Carl D. Perkins Career and Technical Education Act of 2006, and
* To be in compliance with Executive Order 11246; Title VI of the Civil Rights Act of 1964, as amended; Title IX Regulations; Section 504 of the rehabilitation Act of 1973, as amended; Individuals with Disabilities Education Act and any other federal or state laws, regulations and policies which apply to the operation of the programs. The institution does not discriminate on the basis of sex, race, color, national origin or handicap in the educational programs, services or activities being provided.
* To perform grant fund accounting, auditing monitoring procedures as may be necessary to maintain records as CTE determines to ensure fiscal control, proper management and proper expenditure of grant funds. The award recipient shall maintain books, records, documents and other evidence to summarize costs in such a manner so as to identify the costs directly with the delivery of services outlined in the approved grant application. This means that at a minimum the award recipient shall keep records which segregate the grant funds from all other funds received by the award recipient, to keep its accounting for this grant project separate from the accounting of other funds and to spend and report in accordance with the approved grant project budget by program and budget line items. It is understood that this includes invoices and other financial documentation for all paid expenses; the portion of the grant project supplied by other sources of revenue; contracts for services; and other records which facilitate effective grant compliance.
* To submit all progress and final reports by the designated due dates and to assure all records shall be subject at reasonable times to inspection, review, or audit by State personnel and other personnel duly authorized by CTE. The award recipient assures that all financial records, supporting documentation, statistical records and all other records pertinent to the grant award shall be retained by the award recipient for at least **five years** following the end of the grant project period.
* The award recipient assures that grant funds will not be used to supplant state or local funds.
* If the activities described in the grant application have not commenced within **60 days** after acceptance of the grant award, the award recipient shall report in writing the steps taken to initiate the grant project, the reasons for delay and the expected starting date. If the activities have not commenced within **30 days** of receipt of the above letter, the award recipient shall submit to CTE a further statement in writing regarding the delay. Upon receipt of the second letter, CTE may terminate the grant, and the award recipient shall return to CTE all unused grant funds with a complete accounting of all expenditures.
* CTE reserves the right to terminate any grant award and cease payment to the award recipient for failure to comply with applicable laws, regulations, and/or terms of the grant assurances. Further, CTE may seek reimbursement of any or all grant funds and may reclaim durable goods purchased with these grant funds if the award recipient fails to perform in accordance with the terms of the grant assurances and reporting requirements.
* The award recipient shall return to CTE any grant funds not expended or encumbered by May 31, 2017, within 15 days after the end of the grant project period.

*Name of Institution*

assures the Kansas Board of Regents of its intent to comply with the assurances and contractual agreements as outlined in this document. Further, we are willing to explain, in writing, how we intend to comply with each of these assurances and agreements.

Original Signature of Authorized Administrator Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address *(Street, City, State, Zip Code)*

Date