** Career and Technical Education**

 **Perkins Reserve Fund Application**

**Non-Traditional Student Participation & Completion**

 **FY 2018**

**The Reserve Fund**

The approved Kansas State Plan for Career and Technical Education includes a CTE Reserve Fund, established to provide support for innovative CTE programs, program delivery and/or CTE program expansion to meet critical workforce development needs. This Request for Proposals will target strategies to improve non-traditional student participation and completion.

**Eligible Recipients**

Institutions eligible for a postsecondary Reserve Fund grant award must currently offer Perkins approved CTE programs and meet at least one of the following criteria:

1. Be located in a rural area,

“Rural” is a non-urban area. For Kansas, urban areas are defined as those Kansas counties with a population of 150 or more persons per square mile (Douglas, Johnson, Leavenworth, Sedgwick, Shawnee and Wyandotte counties)

1. Have a high number of CTE students, or

Those institutions reporting 1000 or more students enrolled in approved CTE technical certificate and associate degree programs.

1. Have a high percentage of CTE students.

Those institutions with a percentage of students enrolled in CTE technical certificate and associate degree programs at 60% or more of the institution’s overall student population.

**Award Period**

This Reserve Fund grant award(s) is for the period **November 13, 2017** through **May 18, 2018.**  All activities and expenditures must occur within the grant period. **Funds will be subject to 80% drawdown on a reimbursement basis at the beginning of project with the remaining 20% available once all follow up reporting is submitted, which is due by June 1, 2018.**

**Purpose**

Develop and improve programs supporting participation or success of underrepresented gender groups in established and emerging professions in high-skills, high-wage Perkins approved programs.

***Focus areas for the FY 2018 Non-Traditional Student Participation & Completion Grant:***

* Identify one or two Perkins approved programs offered by your institution that are listed on the gender non-traditional career cluster and that are performing below FY16 targets for core indicators 5P1 and 5P2.

<http://www.kansasregents.org/resources/PDF/3204-0_PerkinsIVNon-Trad-CIPs_Cluster-Table-3_rev1-17-13.pdf>

* Determine root cause for low non-traditional participation and/or completion in the chosen program(s)
	+ Identify a focus group using the attached root cause resources at <https://www.napequity.org/nape-content/uploads/Root-Causes-Document.pdf>
* Participate in Skype call/face-to-face meeting with other participants to share findings and strategies. *(TBD)*
* Design and implement outreach to recruit non-traditional student participation.
* Educate faculty and staff to provide the services needed for non-traditional students to complete the chosen program.
* Work with employers/advisory board to validate employment of non-traditional students.
* Share findings, strategies and successes at the Fall 2018 Innovations in Adult & Career Technical Education conference

**Timeline:**

* Application due November 1, 2017
* Grant recipient notification November 13, 2017
* Grant concludes May 18, 2018
* Final Report due June 1, 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 Reserve Fund grants should include a cover sheet, a project application, a detailed budget and budget narrative. ***Institutions performing below institutional target and 90% of the state target for 5P1 and 5P2 are required to participate***.

**Submission Requirements**

A signed electronic copy of the Proposal must be submitted to: lleite@ksbor.org no later than 5:00 p.m. on 11/01/17. Proposals received after the due date will not be considered for an award.

|  |  |  |
| --- | --- | --- |
| **Documents** | **Due Date** | **Submit to** |
| Electronic copy of with all signatures of Cover Sheet, Application, Project Activities Sheet, Budget Information and contractual provisions and local assurances attachments (no hard copy required) | **11/01/17****5:00 p.m.** | **Laura Leite**lleite@ksbor.org |

**Reporting Requirements**

A final narrative and a final expenditure report must be submitted no later than **June 1, 2018.** The Institution’s Perkins Coordinator is responsible for verifying reported information as well as ensuring reports are submitted as required.

**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**

After 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 18, 2018** must be returned to KBOR within 15 days after of the end of the grant award period.

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

**Carl Perkins Reserve Funds FY 2018**

**Non-Traditional Student Participation & Completion**

**Cover Sheet**

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** |
| Perkins Coordinator |  |  |  |
| Project Manager |  |  |  |

**Industry/Program Area Information**

|  |  |
| --- | --- |
| **Targeted Industry:** |  |
| **Targeted Occupations:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CTE Program Area** | **Program Level** | **Current # Students** | **Proposed # Additional Students (if applicable)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Partnerships/Collaborations**

|  |  |
| --- | --- |
| **Business/Industry Partners** | **PS Institution Partners** |
|  |  |
|  |  |
|  |  |
|  |  |

President’s Signature Date

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

**$ Approved Grant Award Amount**

KBOR Authorized Representative Date

**Reserve Fund Application**

**A. Project Narrative**

* **Explanation/Description of the Overall Proposed Project**

(What do you want to do? What programs are involved? What are the proposed activities? What is the current enrollment and capacity in these programs? What is the expected enrollment/capacity?)

* **Expected Measurable Outcomes/Project Deliverables**

(Compare retention numbers of grant year with data from two years ago, business engagement activities, etc.)

* **Project Sustainability**

(How will the project be supported financially and programmatically after grant funding ends?)

* **Partnerships and Collaboration**

(Describe the role of partnerships with business and/or industry in your proposal as well as any collaboration and partnership with colleges or universities.)

**B. Funding Requested**

 Utilizing the Reserve Fund Budget sheet, provide a line item budget for anticipated project expenditures and a budget narrative explaining how costs were determined. Final Expenditure Report forms will be available on the KBOR website.

**C.** **Budget Narrative**

(Explanation of the specific activities that will occur, target start and completion dates, person responsible for the activity, the anticipated goal and how will it be evaluated/measured, and the estimated amount of funding requested for the activity.

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

 Submit signed, completed copies of these documents.

**Reserve Fund Budget Sheet**

**(Non-Traditional)**

|  |  |  |
| --- | --- | --- |
| **Budgeted Items**  | **Item Amount** | **Total Amounts** |
| 1 | Personnel—itemized | $ |  |
|  |  |  |  |
|  | **Total for Personnel** | $ |
| 2. | Equipment— itemized | $ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total for Equipment** | $ |
| 3. | Curriculum Development—itemize by program area | $ |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **Total for Curriculum Development** | $ |
| Other Allowable Expenditures |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| 11. |  |  |  |
| 12. |  |  |  |
| 13. |  |  |  |
| 15. |  |  |  |
|  | **Total for Other Allowable Expenditures** | $ |
|  | **Total for Project** | **$** |

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.

###### **LOCAL ASSURANCES**

We, as an eligible recipient for funds under the Carl D. Perkins Career and Technical Education

Act of 2006, hereby grant the following assurances:

* *Applicants submitting an application to the Kansas Board of Regents, certify they have read all application documents including any revised documents and agree to comply with all applicable federal requirements as outlined in the Carl D. Perkins Career and Technical Education Act of 2006, subsequent federal requirements, state requirements, local laws, ordinances, rules and regulations, public policies herein and all others applicable*
* *To administer each program, service or activity covered in this application in accordance with all applicable statutes and regulations governing the Carl D. Perkins Career and Technical Education Act of 2006*
* *No funds expended under the Act will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the acquiring entity or the employees of the acquiring entity, or any affiliate of such an organization.*
* *Certifies by its representative’s signature hereon that neither it nor vendors used in expenditures with Carl D. Perkins grant funds are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or state department or agency.*
* *To comply with all reporting requirements in a timely manner and that the information reported is valid, reliable and accurate.*
* *Applicant certifies that they are not currently engaged in a boycott of Israel.*
* *To be in compliance with Executive Order 12246; 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.*

We will not discriminate on the basis of sex, race, color, national origin or disability in the educational programs, services or activities being provided.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Institution

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

Original Signature of Authorized Administrator Title

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_