**Kansas Board of Regents**

**Innovative Technology Grant**

K.S.A. 72-4467 established the Kansas Technology Innovation and Internship program to provide:

“Start-up support for innovative technical courses or programs in emerging technologies, manufacturing or areas of skill shortages; …”

**Purpose**:

The Kansas Board of Regents (KBOR) announces the availability of approximately **$200,000** in **Innovative Technology Grants** to be awarded to Community and Technical colleges as a cost-reimbursement grant through a competitive process. The opportunity is afforded through the Kansas Technology and Internship Grant bill. Grants are awarded for innovative technical courses or programs in emerging technologies or areas of skill shortages. The targeted programs for this fund are high growth, high wage and highly skilled occupations with higher than average job vacancy rates or projected growth rates. Successful applications will include a strong partnership and alignment with industry.

**Match:** A one dollar to one dollar match must be provided by the college from private business monies that are specifically dedicated to the program; the match may be financial or in-kind. Preference will be given to proposals providing a higher match. A letter of support from the business MUST be included with the application. **See list of items to be submitted at end of award notice!**

**Key Dates**: Closing date for receipt of applications is **October 1, 2018, with awards to be made prior to November 1, 2018.**  Funds for the grant awards must be expended prior to **April 30, 2019. Final grant reports are due May 30, 2019.**

Application forms follow in this document or are available on line at [www.ksbor.org](http://www.ksbor.org) or by email request.

Submit applications to: Vera Brown at vbrown@ksbor.org

**I. Background Information**

***A. Brief summary of training/capacity needs***

Proposals will be developed in partnership with a private sector company (or group of **sector** companies) demonstrating an emerging technology, unmet need for specific job skills or other industry needs not currently addressed. The expected outcome is a skilled, trained workforce for Kansas employers and increased private sector employment by providing support for new technical programs and/or expanding capacity of existing technical programs to address specific workforce needs and skill mismatches (e.g., Industrial Maintenance Technicians, Computer Numeric Control operators, Information Technicians, or others). Training delivery models include traditional programs, short courses, on-line and blended learning or other combinations. Successful proposals will likely include industry-endorsed certificates and multiple entry/exit points supporting a career pathway.

***B. Critical Elements of State Innovative Technology Grants***

KBOR expects that Innovative Technology grant proposals will contain the following elements:

 1. Private business must provide financial or in-kind support, or any combination thereof, to the career technical education institution equaling 100% of the amount of the grant. The match must be documented in letter from the business and verified at completion of grant;

 2. The technical course or program must be new to Kansas or be an existing program with a new, innovative component or new delivery format;

 3. The technical course or program must relate to a business or industry located in the service area of the career technical institution;

 4. The technical course or program must relate to emerging technologies, advanced manufacturing or documented areas of skill shortages; and

 5. The proposal must include a sustainability plan for continuing the program beyond grant funds, a detailed budget and budget narrative, as well as documentation and explanation of the business/industry match.

Proposal applications are limited to **10 pages,** including the cover page; supporting documentation limited to **3 pages.** Pages exceeding these limits will not be reviewed.

**II. Award Information**

***A. Award Amount***

KBOR anticipates awarding $200,000 for projects in this round of funding. However, KBOR reserves the right, based on the type, number, and quality submissions, to: (1) fund applications at either a lower or higher amount; (2) fund a smaller or larger number of projects; (3) award a smaller amount than requested; and/or (4) not award all available funds.

***B. Period of Performance***

The period of Innovative Technology grant performance will be from the date of the grant award to April 30, 2019. This performance period shall include all necessary implementation and start-up activities, participant follow-up for performance outcomes, and grant closeout activities.

***C. Required Matching Resources***

A one to one match must be provided by private business/industry and be specifically dedicated to this project. The match may be financial or in-kind; additional in-kind contributions from the college or industry partner are encouraged.

***D. Use of Funds/Allowable Activities***

Grants to community/technical colleges are for the specific purpose of supporting innovative technical courses or programs in emerging technologies, manufacturing or areas of skill shortage. These funds focus on the development of the program, and priority consideration will be given to courses/programs supporting new initiatives in program areas that support the Kansas strategic industries (Value-added Agriculture, Advanced Manufacturing, Biosciences, Construction, Energy, Health Sciences and Professional Services) and/or have a documented regional employment need. Allowable expenditures include instructional services, technical equipment, supplies and materials, curriculum development and other related costs pre-approved by KBOR staff. Upon approval of the grant application and implementation of grant activities, an institution may request 80% of the grant funds from KBOR Finance and Administration. The remaining 20% of the award may be requested upon submittal of all completed KBOR final reports.

***E. Funding Restrictions***

Expenses not eligible, but not limited to, include indirect costs, general classroom equipment and supplies, administrative fees, new construction, travel, vehicles, food or lodging and marketing.

***F. Limitations on Cost per Participant***

Applications for funding will be reviewed to determine those programs which deliver the most efficient outcomes to provide the best return on investment for the Kansas economy. While variability on the cost per-participant is expected, applications should demonstrate that the proposed cost per student is an efficient use of grant funds. When calculating cost per participant, applicants will use only the state grant funds.

**III. Application Review Process**

The following criteria will be used to evaluate proposals for the Innovative Technology Grant:

1. **Budget Narrative**

 Clear explanation of:

* funding needs
* methodology and matching funds
* adequacy of budget and defined cash flow
* competitive return-on-investment
1. **Description of Project**
* New Technical Program/course description
* Number of trainees produced/year
* Competencies and industry credentials attained
* Describe innovative components
* Performance history and training record of college
* Economic benefit to the local community and state
1. **Action Plan**
* Employer engagement and partner contributions
* Impact on workforce development
* Current/future job market demand
* Faculty with industry credentials and experience
* Implementation and timeline
1. **Sustainability and Evaluation Plan**
* Identify adequate future funding sources
* Illustrate probability of long-term partnerships
* Explain need/future for technical program/course
* Explain how metrics/accountability measures will be collected

**IV. Award Administration Information**

***A. Award Notices***

Award notifications will be made within approximately 30 days upon receipt of the applications. Applicants not selected for award will be notified thereafter.

***B. Reporting***

Final project reports include both a final narrative and a final expenditure report. Both must be submitted prior to the institutional request of the final 20% of the grant award.

1. The final narrative report must address the following:

 • The impact of the new innovative technical course/program implemented and how it relates to the local or regional state workforce demands and the educational needs of students

 • The outcomes or results of each of the grant activities completed.

 • The institution and business/industry partner(s) must identify how the project fulfilled each of the

 expected outcomes anticipated on the application form

2. The final expenditure report form must include the actual expenditures of state funds for each approved budget item, with accompanying receipts, as well as an explanation of how the business/industry match was expended or otherwise utilized to support this project. **Final Reports due May 30, 2019.**

3. Time & Effort documentation must be submitted for any salaries funded with this grant.

Submit Reports to: Vera Brown vbrown@ksbor.org

Kansas Board of Regents

## Innovative Technology

## Competitive Grant Application

**Date of Application:**

**Community/Technical College Name:**

Address:

Federal ID Number:

**Name of Project:**

Project Address:

*(if different from address above)*

Contact Person:

Title:

Telephone Number:

FAX:

E-Mail:

**Company(s) Name:**

Address:

Contact person:

**Occupations Targeted:**

 Job Titles and number of projected students:

**Total Cost of Project:**

Amount of KBOR Funding Requested:

Cost per Student (KBOR dollars only):

Amount of Business/Industry Matching Funds:



**FOR STATE USE ONLY**

[ ]  Approved for       [ ]  Not Approved

Designated KBOR Representative Date

***Project Description***

 **I. COSTS ASSOCIATED WITH THE PROPOSAL**

 **A. Project Line Item Budget**

 *Provide a detailed line item project budget to include*:

* All projected costs and expenses by category
* Amount of funding requested from the Innovative Technology funds
* Amount of matching funds – identify sources

*Suggested basic format for presenting budget information:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | ***KBOR funds*** | ***Matching funds*** | ***Total cost*** | ***Notes*** |
|  |  |  |  |  |
|  |  |  |  |  |

 **B. Project Budget Narrative**

 *Provide a detailed budget narrative that describes the following:*

* Clear explanation of funding needs
* Methodology used to determine funding needs including matching funds and in-kind donations
* Evidence that this budget is adequate with a defined cash flow. Return on Investment Analysis (Total KBOR funds/# of participants)

**II. PROPOSAL NARRATIVE**

**A. Description of Project**

 *Provide a description of the program and how it will address the workforce need*:

* How will this project meet the industry/employer training need? Why are these jobs targeted? (vacancy rate, projected growth, wages, advancement)
* How many students need to be trained per year? (evidence of hiring demand)
* How will the program be structured to meet specific requirements of industry? What innovation is included?
* If applicable, what is the past performance of the institution or related program? (include information on enrollment numbers; completion rates; demand; placement rates; and average wage of completers)
* Describe the overall economic benefit to the private sector employer, local community and state?

**B. Action Plan**

 *Provide a brief description of how the program will be implemented and a corresponding timeline:*

* Describe the communication of the college to actively engage industry/employer partner. How did the college/industry partners establish training need, credentials/competencies, and training format? Explain contributions of employers to the project including agreements for use of a employer’s space, equipment, or other resources
* Identify new faculty which will be hired and their experience in industry. List other key personnel required to support the project.
* Describe implementation plan and timeline. Include any remodel or facility renovations required for the Project.
* Describe how the college will provide flexibility in delivery of the program (on-line learning, blended, evenings, short course, weekend, company sites, etc).
* How will this project connect to the college’s Program Improvement plan, Performance Goals , KBOR’s Foresight 2020 goals and other KBOR initiatives?

## III. SUSTAINABILITY AND EVALUATION

1. **Sustainability Plan**

*Provide a description of how the Project will remain financially viable after Innovative Technology resources are fully invested. Include the following:*

* How will key industry and educational partners remain vested in the Project? What are partner roles and responsibilities?
* Identify future funding that will be generated by the Project (tuition, state aid, contract training revenue, endowments, other).
* Identify any adverse impacts the project might have on other educational institutions, the community, state of Kansas, or other key stakeholders, and how these challenges will be mitigated.

**ITEMS REQUIRED FOR GRANT SUBMISSION**

* Completed proposal
* Signed letter of support from the business partner
* Budget form, signed by business partner and institution
* Signed assurances and DA146a

**Commitments**

***Please read the following commitments and sign, where indicated, to signify your agreement to accept the terms of the Innovative Technology Grant.***

 ,is applying for the FY 2019 Innovative Technology Grant and agrees to*:*

*(Name of Institution)*

1. Complete of all Innovative Technology Grant activities.
2. Submit a final narrative report (including how the outcomes from this course/program will impact the students enrolled).
3. Submit a final expenditure form, with original signature; indicating how all funds were expended; and a copy of all invoices paid with state funds.
4. Expend all grant funds by April 30, 2019.
5. Submit all reports within 30 days after completion of the activities and no later than May 30, 2019.

**LOCAL ASSURANCES**

We, as an eligible recipient for funds under the Innovative Technology Grant, K.S.A. 72-4467, hereby grant the following assurances:

* *To administer the program, service, or activity covered in this application in accordance with all applicable statutes and regulations governing the Innovative Technology Grant, K.S.A. 72-4467, 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.*
* *Certifies by its representative’s signature hereon that neither it nor vendors used in expenditures with these 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.*
* *We will not discriminate on the basis of sex, race, color, national origin or handicap in the educational programs, services or activities being provided*.

 , agrees to fulfill the commitments listed above and assures the Kansas Board

(*Name of Institution)* of Regents its intent to comply with the assurances as outlined in this document. Further, we are willing to explain, in writing, how we intend to comply with each of these assurances.

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 the application, this application becomes null and void and all funds must be returned.

*Signature of Institution President Date*

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\_\_\_\_\_.

 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.