



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

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MEMORANDUM NO. 2011-146

TO: School District Superintendents
High School Principals
School District Career Technical Education Coordinators
School District Curriculum Coordinators

FROM: Guy Jackson, Career Technical Education Section Supervisor
Support Systems and Resources Division

DATE: November 21, 2011

SUBJECT: 2012 Career Technical Education Partnership Mini-grant Program

INFORMATION TO SHARE – TIME SENSITIVE MATERIAL

Please review the attached grant application and program guidelines for the 2012 Career Technical Education Partnership Mini-grants Program. The purpose of the program is to create innovative career technical education programs, delivery models and partnerships around architecture/construction, healthcare and manufacturing career clusters. Program funding will start January 1, 2012, and end June 30, 2012.

The submission deadline is December 2, 2011.

For more information or questions concerning the mini-grant, please contact Guy Jackson at 307-777-3655 or guy.jackson@wyo.gov.

Attachment



Career Technical Education
Demonstration Project Grant
Program
2010-2013

2012 Partnership Mini-Grants

Grant Application and
Program Guidelines

Wyoming Department of Education

Cindy Hill

Wyoming Superintendent of Public Instruction

November 2011

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OPPORTUNITY FOR HEARING

An applicant whose application is recommended for disapproval may request a hearing before the State Superintendent of Public Instruction or designee. Formal written notification requesting such a hearing must be submitted within thirty (30) calendar days of receipt of notice that the application is recommended for disapproval to:

Cindy Hill
State Superintendent of Public Instruction
Wyoming Department of Education
Hathaway Building, Second Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

Hearings will be held in accordance with the Wyoming Administrative Procedure Act, W.S. 16-3-101 through 16-3-115, and Section 425 of the General Education Provisions Act.

Cindy Hill, Superintendent of Public Instruction



**Wyoming
Department of
Education**

2300 Capitol Avenue, Hathaway Building 2nd Floor, Cheyenne WY 82002-0050
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Program Information Review

Program Purpose

The 2010-2013 Career Technical Education (CTE) Demonstration Project Grant program and its 2012 Partnership mini-grant program are based on Wyoming's Career Technical Education Strategic Plan developed in 2007 entitled, "New Directions for High School Career and Technical Education in Wyoming". The program's purpose is to continue the work started in 2008 to: (i) Prepare high school students for postsecondary options, including two (2) year and four (4) year college, apprenticeship, military and formal employment training; (ii) Connect academic and technical curriculum grounded in academic and industry standards; (iii) Provide innovation strategies for ensuring student access to career choices, as well as opportunities for work-based learning and dual enrollment in related postsecondary education courses; (iv) Support workforce, education and economic needs of Wyoming.

The awarded projects of required core partners and additional partners under this program may request the Wyoming Department of Education (WDE) for reimbursement of expenses associated with planning, development and implementation of a CTE demonstration project as a new or expansion to any existing high school CTE program in a school district.

Amounts awarded under this program shall be used for the following: 1) Curriculum development, 2) Project design costs, and 3) Fund initial purchases of equipment and supplies incurred for the demonstration project. Project proposal applications must focus on systemic development of career clusters, career pathways, career guidance, course sequencing, academic core-career technical education integration and curriculum alignment with industry standards.

The partnership mini-grants portion of the program was created to provide LEA districts that did not receive an award in the previous CTE demonstration grant program in July of 2010 an opportunity to participate.

Current CTE Demonstration Projects

Applicants must choose to partner with one of the three current CTE Demonstration projects for the purpose of collaboration and innovation. Existing CTE Demonstration projects include:

- Health Occupations Academy, Rock Springs High School and Western Wyoming Community College
Bruce Metz, Project Coordinator
- Architecture and Construction Academy, Sheridan High School and Sheridan College
Dr. Tom Sachse, Project Coordinator
- Manufacturing Cluster, Big Piney High School and Western Wyoming Community College
Kristi Hibbert, Project Coordinator

Awarded partnership mini-grants collaborating with a current CTE Demonstration project will have a separate funding stream with the Wyoming Department of Education.

Allowable Activities

The CTE demonstration partnership mini-grants must also lead secondary students from all levels to the workforce, certificate, credential, or college in the career clusters of Health Science, Manufacturing or Architecture/Construction. Each project (see Eligible Applicants below) that receives a partnership mini-grant award may use the funds to carry out a broad scope of development and implementation

activities that would improve existing CTE programs or start new CTE programs that encourage improvement and innovation of CTE delivery in the state of Wyoming including the following:

- Project design activities;
- Equipment and supply purchases;
- Curriculum development and implementation;
- Career cluster/pathway development;
- Career Guidance development;
- Curriculum alignment with industry standards;
- Alignment of curriculum, instruction and assessment;
- Development and implementation of innovative secondary school-based delivery models (academies, small learning communities);
- Convergence/Integration of academic core and career technical education curriculum;
- Literacy and/or numeracy development through CTE;
- Development of high school student work-based learning opportunities;
- Development of high school dual enrollment opportunities in related postsecondary education courses;
- In-state travel;
- Out of state travel with prior WDE approval;
- Activities leading to career certification, credential or postsecondary degree;
- Activities leading to a Wyoming Career Readiness Certificate for high school students;
- Professional development for educators;
- Other activities that prepare high school students for career and college.

Disallowed Activities

- Activities not allowable under state and federal guidelines;
- Salary and benefits expenditures;
- Unapproved out-of-state travel;
- Unapproved project/budget changes.

Project Timeline

- | | |
|-------------------|---|
| • January 1, 2012 | State Funding and Monitoring Begins |
| • February, 2012 | Demonstration Project Reporting Begins |
| • June 30, 2012 | Partnership Project Ends – Final Evaluation |

Project Coordinator

A project coordinator must be assigned as the manager of the grant. This individual will serve as the primary point of contact for information dissemination and coordination with the CTE demonstration project grant program manager. The project coordinator will oversee all aspects of the grant to include budgetary accountability and compliance, ensuring the program goals are met, as well as organizing, compiling and submitting necessary reports and data in a timely and quality manner. The project coordinator shall be a staff member of the LEA school district.

Program Funds

State funds have been allocated for the 2012 CTE Demonstration Project partnership mini-grant program. State grant assistance will be limited to January 1 through June 30, 2012 with a project maximum of \$40,000. The local school district will be the designated Local Education Agency (LEA) for the purpose of handling the project finances.

Application Guidelines

Application Preparation

All proposal applications must follow established format and instructions and contain the five components listed. Carefully read the entire grant application and guidelines document before beginning to prepare an application.

All project proposal applications must:

- Follow established format and instructions;
- Contain five components-
 1. Application cover sheet (see form #1) and Table of Contents.
 2. Project narrative that describes proposed project and demonstrates:
 - partnership understanding of the needs of career technical education, economic development and workforce development in Wyoming;
 - partnership capacity to meet the program's purposes.
 3. Project implementation plan as detailed in the Implementation Plan and Focus Areas section below.
 4. Project budget proposal narrative and detailed line item yearly budgets (form #3);
 5. Appendices section.
- Have coversheet signed by the LEA school district contact, community college contact, and/or the University of Wyoming contact (if applicable) and participating business or industry partner contact;
- Have assurances sheet signed by the LEA school district superintendent, community college president and/or the University of Wyoming president (if applicable) and CEO of participating business or industry partners;
- Be written in a standard font (size 12), double spaced.

Cover Sheet and Table of Contents

Project proposal applications must complete the application coversheet (form #1) and contain a table of contents.

Assurances

Project proposal applications must have the signed assurances sheet (form #2) included in the Appendices section.

Implementation Plan and Focus Areas

Proposal narratives for a CTE Demonstration partnership mini-grant must provide an implementation plan that details how the project will address (include action steps, identified resources, timeline, responsible individual(s) and resulting evidence of success) at least three (3) focus areas from the following list:

- 1) **Leadership and Policies** – Formation of administrative policies to promote Program of Study development and implementation by local school boards and district leaderships.
- 2) **Partnerships** – Promotion of relationships among secondary and postsecondary education, business, and other community stakeholders to support rigorous Program of Study design, implementation, and maintenance.
- 3) **College and Career Readiness** – Establishment of college and career readiness standards that define what students are expected to know and be able to do to enter and advance in college, postsecondary training, or careers.
- 4) **Course Sequences** – Creation of effective Programs of Study that offer a non-duplicative sequence of secondary and postsecondary courses that ensure students are able to transition to postsecondary education or training without duplicating classes or requiring remedial coursework or preparation.
- 5) **Credit Transfer** – Development of articulation and credit transfer agreements that provide opportunities for secondary students to be awarded postsecondary credit while still enrolled in high school.
- 6) **Teaching and Learning Strategies** – Development of innovative and creative instructional approaches that enable teachers and instructors to integrate academic and technical instruction, and students to apply academic and technical learning in their Program of Study courses. Use of CTE to develop literacy and/or numeracy skills.
- 7) **Professional Development** – Availability of professional development activities that promote the sustained, intensive, and focused involvement of school and college administrators, teachers, and faculty.
- 8) **Guidance Counseling and Advisement** – Promotion and expansion of guidance counseling and academic advisement activities that help students make informed decisions about which Program of Study to pursue.
- 9) **Technical Skill Assessment** – Involvement with national, state, and/or local assessment activities that provide ongoing information about the extent to which students are attaining the necessary knowledge and skills for entry into, and advancement in, postsecondary education, training, and careers in their chosen Program of Study.
- 10) **Accountability and Evaluation Systems** – Utilization of systems and strategies to gather quantitative and qualitative data on both local Program of Study components and student outcomes to support development and implementation of rigorous Programs of Study at the local level.

Budget Proposal

Each proposal application must include a budget narrative and a detailed line item budget that contains the project total and, allocation costs and explanations for requested funds in the series 300 – Purchased services, series 400 - Supplies and materials, and series 500 – Equipment.

Appendices Section

Each proposal application must include an appendices section containing signed assurance sheet (form #2), letters of support and participation from each project member, and copies of signed secondary-postsecondary articulation agreements related to the project.

Elements for Greater Consideration

Greater consideration will be given to proposal applications that include and/or support the following elements:

- Cash or In-kind contributions from partnership members;
- Development, implementation of innovative CTE delivery models such as career academies, small learning communities;
- Non-traditional student focus;
- Other innovations that:
 - contribute to high school reform and redesign;
 - increase rigor, relevance and relationships in high schools;
 - utilize contextual/project-based learning approach;
 - develop and support highly effective teachers and school leadership;
 - create data-driven school continuous improvement models;
 - promote a school-wide culture of engagement;
 - create professional learning communities;
 - establish regional strategies that encourage collaboration between school districts and education entities.

Application Deadline and Submission

CTE Demonstration Project partnership mini-grant proposals must be submitted electronically by 5:00 p.m. on Friday, December 2, 2011 to the Wyoming Department of Education CTE Demonstration Project Grant program manager, Guy Jackson at: gjacks@educ.state.wy.us. The original application and four copies must then be mailed to the Wyoming Department of Education postmarked no later than Monday, December 5, 2011. To ensure equity for all applicants, applications not submitted in the proper format and by the established deadline will not be reviewed or considered for funding.

When mailing original application and copies, address submission to:

Guy Jackson

Wyoming Department of Education, CTE Section
2300 Capitol Ave., Hathaway Bldg., 2nd Flr.
Cheyenne, WY 82002-0050

The Wyoming Department of Education reserves the right and discretion to reject any and all proposal applications received as a result of this announcement and will do so if the proposal application does not adhere to eligibility criteria or application preparation and submission instructions.

Application Review Process

The WDE career technical education (CTE) team and its selected readers will review and score the proposal applications using a predetermined scoring rubric included below. Proposal applications receiving the highest scores may be partially or fully funded.

Notification of Funding Decision

All applicants will be notified of the final funding decision through email correspondence by Friday, December 30, 2011. Awarded applications will also receive an award letter from the WDE as part of their notification.

Funding and Eligibility

Eligible Applicants

Any authorized representative of a Wyoming school district, Wyoming Community College and/or the University of Wyoming may complete and submit a project proposal application. Entities eligible to apply for CTE Demonstration Project partnership mini-grants must belong to a partnership of core partners consisting of, at least, one Wyoming School District, one Wyoming community college and/or the University of Wyoming and one Wyoming industry partner from the related career cluster for the purposes of the partnership grant. Project secondary and postsecondary partners must have a signed articulation agreement related to the proposed project. The selected core school district will be the designated Local Education Agency (LEA) for the purpose of handling the project finances.

Available Funds

State funds have been allocated for the 2012 CTE Demonstration Project partnership mini-grant program. The CTE Demonstration Project partnership mini-grant program is a competitive grant program; therefore not all applicants who submit proposal applications will receive funding. Not all grant funds have to be allocated and any proposal may be partially funded.

There is no minimum funding amount. State grant assistance will be limited to one CTE Demonstration Project partnership mini-grant per applicant for funding from January 1, 2012 to June 30, 2012 with a project maximum of \$40,000. It is of extreme importance that all funds requested are **reasonable and necessary** for carrying out the goals and objectives of the grant proposal.

All awards are subject to availability of CTE Demonstration Project partnership mini-grant funds and appropriate development and implementation of programming. Any project that receives a CTE Demonstration Project partnership mini-grant may use the funds for allowable activities during the grant period beginning January 1, 2012 ending June 30, 2012. Unexpended grant funds may not be carried over to support programming after June 30, 2012. Funds from this grant program cannot be used to reimburse activities conducted before January 1, 2012 and without notification of a mini-grant award.

Funds from this grant program cannot be used for activities not related to those outlined in the Grant Application and Program Guidelines or other activities not allowable under state and federal guidelines. Disallowed grant activities or non-reporting may result in discontinuation of grant funding and may require refunding of disbursed funds. Due to the current economic and budget constraints, the 2012 CTE Demonstration Project partnership mini-grant program **will not provide any salary and/or benefit**

support from grant funds. Out-of-state travel will be limited and must be preapproved by the WDE CTE Demonstration Project Grant program manager.

Applicant projects must be able to provide services on a cost reimbursement basis. Awarded applicant projects will be reimbursed monthly based on expenditure information submitted via invoices on LEA school district letterhead. Invoices must be submitted each month by the 15th day of the month to the Wyoming Department of Education CTE Demonstration Project program manager. Reimbursements will not exceed the awarded grant funds. Invoice must include detailed information listed below under Budget. Once an invoice is received, funds will typically be provided to districts within 4-6 weeks.

Project Reporting

Reporting

The project coordinator shall email reports to the WDE CTE demonstration projects grant program manager by the end of the first full week of each month during the project period. The project coordinator is responsible for any other reporting and coordination/facilitation of project meetings as necessary. The required monthly report may consist of any Microsoft Office Suite program or Adobe PDF format. For participant's convenience, there is no required document format provided the monthly report addresses the prior month activity and expenditures. Monthly activity should include progress towards the implementation plan's focus areas, action steps, identified resources, timeline, responsible individual(s) and resulting evidence of success. Please send monthly reports and other correspondence via email to the Wyoming Department of Education CTE demonstration grants program manager, Guy Jackson at gjacks@educ.state.wy.us.

Project Invoicing

Invoicing

The project partners must be able to provide services on a cost reimbursement basis. The project will be reimbursed monthly, based on expenditure information submitted via invoices on LEA school district invoice or letterhead. Invoices must be submitted (electronically preferred) each month by the 15th day of the month to the Wyoming Department of Education CTE demonstration project grant program manager. Reimbursements will not exceed the awarded grant funds. Invoice must contain following detailed information for expenditures in the prior month to expedite payment:

- Date
- Invoice Number
- Project ID Number (on Grant Award Letter)
- LEA Number
- Series Total in 300 Series – Purchased Services, 400 Series – Supplies and materials and 500 Series – Equipment
- Invoice Total

Once an invoice is received and approved, funds will be provided to districts within 4-6 weeks typically.

Project Changes and Evaluation

Changes

Changes to original grant proposals and budgets during the project must be submitted in writing (hardcopy and/or email) and approved by the WDE CTE demonstration project grant program manager prior to implementation or expenditure.

Evaluation

Grant activities will be monitored and evaluated during the demonstration project partnership grant period by the Wyoming Department of Education, CTE Section (and/or any of its agents or contractors) at the end of the 2012 CTE Demonstration Project partnership mini-grant program, June 30, 2012.

Evaluation will be based on (but not limited to) the project's progress towards its implementation plan goals and the department's CTE Demonstration Project assessment rubric.

Wyoming Department of Education Contact

Primary Program Contact

The primary contact for the CTE Demonstration Project Grants Program and its partnership mini-grants is:

Guy Jackson

CTE Demonstration Project Grant Program Manager and CTE Section Supervisor

Wyoming Department of Education

2300 Capitol Ave., Hathaway Bldg., 2nd Flr.

Cheyenne, WY 82002-0050

307-777-3655, 307-777-6234 (fax)

gjacks@educ.state.wy.us



In addition to regular reporting requirements (listed below), program participants are encouraged to communicate on a regular basis with the CTE demonstration project grant program manager and/or the CTE section supervisor for support and assistance. The program manager will conduct regular site visitations and/or telephone conferences during the length of the grant period or when special circumstances require.

Forms

Form #1 – Proposal application coversheet

CTE DEMONSTRATION PARTNERSHIP MINI-GRANT APPLICATION COVERSHEET 2012

APPLICANT INFORMATION

Name of Entity: _____
(Business, Industry, College, University, School District, Trade Association)

Address: _____

Phone: _____ E-mail: _____

PROJECT COORDINATOR INFORMATION

Name: _____ E-mail: _____

Cell Phone: _____ Business Phone: _____

PROJECT INFORMATION

Mini-grant Project Title: _____

Amount Requested: Year One _____ Year Two _____

Program Funding Category: _____ Existing _____ New

CORE PROJECT PARTNERS

1. School District (Required): _____

Contact: _____ Phone: _____

2. Community College (Required): _____

Contact: _____ Phone: _____

3. Business or Industry: (Required):

Contact: _____ Phone: _____

ASSURANCES

If the proposal is selected for funding as a CTE Demonstration Project partnership mini-grant, the project partners will:

1. Abide by all district, state and federal laws applicable to the proposal.
2. Comply with all project guidelines.
3. Provide documentation and evaluations as requested by the WDE Project Manager.
4. Support and assist monitoring by the WDE Project Manager.
5. Allow project staff to present at national, state or local level workshops at the request of the WDE to promote the demonstration site model.
6. Provide school and partnership facilities that appropriately accommodate the demonstration project.
7. Allow access to those outside the partnership and provide technical assistance about the project.

District Superintendent

Date

College/University President

Date

Business or Industry Representative

Date

**CTE DEMONSTRATION PROJECT BUDGET
ACCOUNTING STRUCTURE**

2012 CTE DEMONSTRATION PROJECT MINI-GRANT PROPOSAL

Budget narrative and details must be submitted with proposal.

<u>SERIES</u>	<u>COST</u>	<u>EXPLANATION</u>
300 Purchased Services	_____	_____
400 Supplies & Materials	_____	_____
500 Equipment	_____	_____
TOTAL	_____	

Scoring Rubric for CTE Demonstration Project Partnership Mini-grant

School District: _____

Reader: _____

Total Points Given: _____

1) Cover Page and Assurances				
Points for this item: ___ x 1 = ___ (0-3 pts)	3 pts All items complete on the cover page. Assurances signed.			0 pts One or more items are not completed.
2) Project Narrative				
Points for this item: ___ x 6 = ___ (0-18 pts)	3 pts The statement thoroughly outlines the partnership and how it will create, implement and sustain the project.	2 pts The statement generally outlines the partnership and how it will create, implement and sustain the project.	1 pt The statement vaguely outlines the partnership.	0 pts The statement is incomplete in its explanation of the partnership.
3) Prepare Students for Postsecondary				
Points for this item: ___ x 6 = ___ (0-18 pts)	3 pts The explanation details use of individualized learning plans, career guidance, career cluster guides, and internships for preparation of students for post-secondary.	2 pts The explanation provides a general overview of student preparation for post-secondary.	1 pt The explanation provides a sparse overview of student preparation for post-secondary.	0 pts The explanation does not provide a clear overview of student preparation for post-secondary.

4) Integration of Curriculum and Industry Standards				
Points for this item: ___ x 8 = ___ (0-24 pts)	3 pts A plan for integration of CTE and (more than one) academic course and implementation of industry standards within these courses are specifically outlined.	2 pts A plan for integration of a CTE and academic course and implementation of industry standards within this course is specifically outlined.	1 pt A plan for integration of a CTE and academic course and implementation of industry standards within this course is vaguely outlined.	0 pts A plan for integration and implementation submitted and was poorly outlined.
5) Guaranteed Career Guidance				
Points for this item: ___ x 6 = ___ (0-18 pts)	3 pts Narrative specifically outlines strategies to deliver career guidance to students on a continual basis from 8 th grade through the system.	2 pts Narrative generally outlines strategies to deliver career guidance to students on a regular basis from 8 th grade through the system.	1 pt Narrative vaguely outlines strategies for delivery of career guidance.	0 pts Narrative does not address strategies for delivery of career guidance.
6) Support of Workforce and Economy				
Points for this item: ___ x 8 = ___ (0-24 pts)	3 pts The narrative identifies workforce, economic, and cluster targets for the project.	2 pts The narrative identifies a workforce, economic, and cluster target for the project.	1 pt The narrative identifies vague targets for the project.	0 pts The narrative is incomplete in its explanation of project targets.

7) Budget Accounting Structure				
Points for this item: ___ x 9 = ___ (0-27 pts)	3 pts Project budget was legally and specifically outlined on the required forms for the identified years. The forms were error free.	2 pts Project budget was legally and generally outlined on the required forms for the identified years. Minimal errors were identified.	1 pt Project budget was outlined on the required forms for the identified years. Several errors were identified.	0 pts The supplied project budget was not outlined as expected and major errors were identified.
8) Additional Points for Partnership Development				
Points for this item: ___ x 10 = ___ (0-30 pts)	3 pts The partnership has added three (3) additional partners to the project.	2 pts The partnership has added two (2) additional partners to the project.	1 pt The partnership has added one (1) additional partner to the project.	0 pts The partnership has added no additional partners.
9) Additional Points from Elements for Greater Consideration				
Points for this item: ___ x 10 = ___ (0-30 pts)	3 pts The partnership has added 9-11 elements for greater consideration.	2 pts The partnership has added 5-8 elements for greater consideration.	1 pt The partnership has added 1-4 elements for greater consideration.	0 pts The partnership has added no elements for greater consideration.