

*“Strengthening Career & Technical
Education for the 21st Century Act”*

Recruitment & Retention Grant

FY23 Application



Program Description

Name of Grant Program:	Utah Career & Technical Education Recruitment & Retention Grant
Authorization:	Strengthening Career & Technical Education for the 21 st Century Act (Perkins V)
Dissemination Date:	Annually July 1st
Application Deadline:	Variable, applications will be accepted throughout the school year depending on funding availability.
Purpose:	To support the recruitment, retention, and training of teachers, faculty, administrators, specialized instructional support personnel, and paraprofessionals by providing high-quality, comprehensive professional development or leadership development programs. Providing staff with opportunities to advance knowledge, skills, and understanding of all aspects of industry, including the latest workplace equipment, technologies, standards, and credentials. Professional development may also support individualized academic and technical education instructional approaches, including the integration of academic and career and technical education. Helping to ensure student access to qualified instructors by recruiting new staff, improving teacher retention rates, and decreasing staff shortages.
Target Populations:	<ul style="list-style-type: none">• Secondary and Post-Secondary teachers, instructors, faculty, administrators, paraprofessionals• Region projects that foster innovation through promising and proven CTE programs, practices, and strategies.
Technical Assistance:	For technical assistance, please contact: <ul style="list-style-type: none">• Wendi Morton, CTE Coordinator Wendi.Morton@schools.utah.gov• Libby Giles, CTE Compliance Specialist Libby.Giles@schools.utah.gov
Eligible Applicants:	Region grants are targeted to eligible recipients as defined in Section 131 and 132 of the Perkins Act. Eligible applicants must qualify under requirements outlined in Section 112 of Perkins V. Final approval for awards will be determined by USBE. USBE reserves the right to take geographic distribution, demonstrated project readiness, and availability of funds when making decisions.
Range of Grant Awards:	Ranges based on project, projected outcome, and available funds.
Length of Grants:	Length of grant is determined on a per project basis.

Fund may not be used for:

- Advertising, Marketing, and Promotion.
- Promotional items and memorabilia, including models, gifts, and souvenirs.
- Costs of advertising, marketing, and public relations to promote the institution or student groups.
- Costs of selling and marketing products or services of the institution.
- Equipment
- Salaries or expenses for school board or administrative staff
- Housing and personal living expenses.
- Cost of institution furnished automobiles that relates to personal use by employees.
- Non CTE instructors/staff.
- Lobbying (attempting to influence the outcome of elections or legislation).
- Membership/Membership dues in any civic or community organization, country club or social organization.
- Costs incurred prior to the effective date of the award.
- Goods or services for personal use.
- Alcoholic Beverages.
- Alumni Activities.
- Bad debts, including losses (whether actual or
 - estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs.
- Commencements, graduation ceremonies, convocations.
- Costs for defense and prosecution of criminal or civil proceedings, claims, appeals and patent infringement.
- Donations and contributions.
- Entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
- Fines and penalties resulting from violations of, or failure of the institution to comply with, Federal, State, and Local or Foreign laws and regulations.
- Fund raising and investment costs.
 - Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.
 - Costs of investment counsel and staff, and similar expenses incurred to enhance income from investments.
- Scholarships and student aid costs.
- Costs incurred for intramural activities, student publications, student clubs, and other student activities (excluding Career Technical Student Organizations-CTSO).
- Unused facilities or unused capacity or partially used facilities.

Submission Requirements and Information:

- Applications should be submitted via email to Libby Giles at Libby.Giles@schools.utah.gov
- FTE Count for impacted Secondary and Post-Secondary, split out FTE for administrative positions/district staff and teachers/instructors. Also identify split between secondary and postsecondary.
- Any additional documentation supporting a proposal may be attached and submitted with the final application
- Proposal must describe the geographic region it serves and include counties and schools impacted.
- Proposal must identify grade level(s) to that will be impacted.
- Proposals must identify CTE program that will be impacted.
- Incomplete applications will not be considered for funding.
- Applications received after due date and time will only be considered for funding if funds are still available.

Approved Applications:

- Applicants will be notified after their application has been reviewed for approval.
- Approved applicants will be required to upload their submissions through the Utah Grants Management System portal within the time designated when you receive your award notification via email.
- After receiving the award letter applicants should begin encumbering funds immediately. It is not necessary to wait until the Utah Grants Management System upload process is complete.

Recruitment & Retention Grants Grant Instructions

Complete Applications Must Include:

- Cover Page
- Grant Narrative Questions I, II, III, IV
- FTE Count for Secondary and Post-Secondary, split out
- FTE for Administrative Positions/District staff and Teachers/Instructors
- Supporting Proposal
- Budget Template
- Additional Documentation (if applicable)
- Letter of Support from each Participant in Region or Consortium Applications (if applicable)
- Signed Assurances

Grant Narrative

Applications must address questions below:

I. Project Description

Provide a clear and detailed description of the proposed project. Clearly state the purpose for the funding. Identify the staff that will be served by the project, and describe how the project will support the recruitment and or retention of staff. Identify detailed objectives of the proposed project. If appropriate, demonstrate how the proposed program leads to career pathways with linkage to existing and/or emerging programs of study to include secondary programs, post-secondary certificate programs and associate degrees.

II. Sustainability

Applicants must describe how new programs developed will be sustained beyond the life of the grant. This sustainability planning may require securing funding or future funding commitments. If requesting funding for personnel costs, applicants must explain how these ongoing expenses will be covered. If sustainability for these costs is not addressed, these positions will not be funded.

III. Deliverables/Outcomes

Applicants must provide projections for all outcomes/deliverables relevant to measuring the success or impact of the project. Include a project timeline and plan for implementation.

IV. Data Driven Decision Making

Applicants must describe how FTE and instructor/staff retention data was used in the application's decision-making process. Data should demonstrate an economic need and provide students with access to highly trained staff who can prepare students for high skill, high wage, or in-demand industry sectors.

Recruitment & Retention Grants Cover Page

Grant Proposal Name:

Amount Requested:

Proposed Project Start and End Dates:

Primary Contact:

Region:

Email Address:

Phone Number:

FTE Count for impacted Secondary and Post-Secondary:

(split out FTE for administrative positions/district staff and teachers/instructors. Also identify split between secondary and postsecondary.)

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Recruitment & Retention Narrative

I. Project Description

II. Sustainability

III. Deliverables/Outcomes

IV. Data Driven Decision Making

FY23 Recruitment & Retention Grant Proposed Budget

Please enter your proposed budget in the template below.

Budget Item	Required Uses of Funds	(1) Career Exploration and Career Guidance	(2) Integration of Academics and CTE	(3) Special Populations	(4) Work-based Learning	(5) Secondary/ Postsecondary Alignment	(6) Professional Development	(7) Use of Technology/Eq.	(8) Administration (no more than 5%)	Totals
Salaries (100)										
Employee Benefits (200)										
Purchased Professional & Tech Services (300)										
Other purchased Services (500)										
Travel (580)										
Supplies & Materials (600)										
Property Including Equipment (700)										
Other (800)										
Indirect Cost										
TOTAL EXPENDITURES										

Budget Narrative (Required):

Recruitment and Retention Grant Application Assurances Fiscal Year 2023

The grant applicant hereby assures that:

1. Applicants submitting an application to the Utah State Board of Education, certify they have read all application documents, including any revised documents and agree to comply with all applicable federal requirements as outlined in the "Strengthening Career and Technical Education for the 21st Century Act, subsequent federal requirements, state requirements, local laws, ordinances, rules and regulations, public policies herein and all others applicable.
2. To administer each program, service or activity covered in this application in accordance with all applicable statutes and regulations governing the Strengthening Career and Technical Education for the 21st Century Act.
3. No funds expended under the Act will be used to acquire any 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 organization.
4. Certifies its' representative's signatures 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.
5. To comply with all reporting requirements in a timely manner and that the information is valid, reliable, and accurate.
6. 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.
7. Will not discriminate on the basis of sex, race, color, national origin or disability the educational programs, services, or activities being provided
8. By signing this assurance, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.

CTE Director

Date

Fiscal Agent (if applicable)

Date

Business Administrator

Date