Career Technical Education
Perkins Reserve Fund Application
FY 2023

Purpose of Reserve Grants

Reserve Fund grants are awarded to eligible recipients, on a competitive basis, to support special projects focused on development, improvement and/or expansion of CTE programs to address regional or statewide workforce development needs in high-skill, high-wage, or in-demand occupations in critical or emerging industries.

Eligible Recipients

Institutions eligible for a postsecondary Reserve Fund grant award must currently offer Perkins approved CTE programs in:

1) rural areas;
2) areas with high percentages of CTE concentrators or CTE participants;
3) areas with high numbers of CTE concentrators or CTE participants; or
4) areas with disparities or gaps in performance as described in section 113(b) (3)(C)(ii)(II)

Award Period

This Reserve Fund grant award(s) is for the period of **October 17, 2022** through **June 30, 2023.** All activities and expenditures must occur within the grant period. Funds will be drawn down on a reimbursement basis. Final drawdown deadline is **June 20, 2023**.

The focus of the FY23 grant is to address the needs of special populations and underserved groups of students. These groups include but are not limited to English language learners; students with disabilities; racial and ethnic minorities; individuals from economically disadvantaged families; individuals preparing for non-traditional fields; single parents; out-of-workforce individuals; homeless individuals; youth who are in, or have aged out of, the foster care system; and youth with a parent who is a member of the armed forces and is on active duty.

Scope of work

Purchase of classroom tools and resources (equipment, technology, textbooks, multi-use personal protective equipment, etc.)

Funding Restrictions

- All Perkins grant expenditure restrictions and EDGAR rules apply
- No funding for exploration of potential new programs
- No marketing/outreach
- No salaries or stipends
- No more than three (3) programs (CIPs) can apply for classroom sets of tools or resources in one year
- Programs funded must be identified based on the institutional special population data
- No sets of tools or resources for programs located at high schools and accessible only to high school students

Timeline

September 15, 2022 @ 2:00pm CDT – RFP Webinar - optional
October 7, 2022 @ 5:00pm CDT – Applications are due
October 17, 2022 – Awards are made
March 29, 2023 @ 1:00pm CDT – Mandatory check-in call
June 20, 2023 – Final drawdown deadline
June 30, 2023 – Award period ends. All expenditures must be completed.
July 15, 2023 – Final Report is due

Optional RFP Webinar

Prospective applicants are welcome to join the RFP Webinar on September 15, 2022 @ 2:00-3:00pm CDT.

Mandatory Check-in call
Each recipient is required to participate in a check-in call on March 29, 2023 at 1:00-2:00pm CDT.

Application Process
Interested, qualified institutions must submit a proposal describing the nature and scope of the proposed project and the amount of funding requested.

Institutions must review and analyze the Core Indicators Special Population – Summary Report for academic year 2021 (found in the "Reports" tab in the KHEDS system in the "Perkins V" section; a copy is available on the Perkins Grants Site by request). Each institution will identify programmatic need based on the number of special population students for academic year 2021 and complete the application based on these data. Institutions are welcome to use additional data sources to substantiate need; however, the analysis of the Core Indicators Special Population – Summary Report is required.

Proposals for the Perkins Reserve Grant must consist of:
1. Cover sheet
2. Application
3. Budget
4. Budget narrative
5. Sample student survey and follow up procedure

Successful applications must include:
- A plan for reducing and/or eliminating student costs for students who are exploring the program of study or are members of special populations
- Accountability measures and maintenance plan for tools, equipment, and resources
- Priority rating in order of greatest need if the application includes more than one CIP on the cover page
- A sample student survey intended for the start of the courses to collect special population data
- A proposed procedure to introduce and stress the importance of the follow-up process with students and faculty in programs funded with this grant

NOTE: Performance on previously awarded Perkins grants will be considered.

Submission Requirements
A signed electronic copy of the Reserve Fund Application must be submitted to: PerkinsV@ksbor.org no later than 5:00 p.m. CDT on October 7, 2022. Proposals received after the deadline will not be considered.

Reporting Requirements
A final narrative and a final expenditure report must be submitted no later than **July 15, 2023.**

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, Board staff 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 Board staff 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. Board staff 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, Board staff 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 and drawn out of KBOR system but not expended or encumbered by **June 30, 2023** must be returned to KBOR within 15 days after of the end of the grant award period.