



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

September 21, 2022

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II
President Pro Tem

RE: Career and Technical Education Equipment Grants

Stephanie Bell
District III

The Alabama State Department of Education is accepting proposals from local education agencies (LEAs) for funding to advance innovative and best practices in career and technical education learning opportunities that address local workforce development needs. The deadline to submit the attached Equipment Grant application is Monday, October 17, 2022, at 5 p.m. Please send applications with supporting documentation to Dr. Jimmy Hull, Assistant State Superintendent for Career and Technical Education/Workforce Development, Alabama State Department of Education, ATTN: Ken Sealy, Education Administrator, P. O. Box 302101, Montgomery, Alabama 36130-2101.

Yvette M. Richardson, Ed.D.
District IV

If you have any questions, please contact Mr. Sealy by telephone at (334) 694-4767 or by email at ken.sealy@alsde.edu.

Tonya S. Chestnut, Ed.D.
District V

EGM:DM:KS

Cynthia McCarty, Ph.D.
District VI

Attachment

Belinda McRae
District VII

cc: City and County Chief School Financial Officers
City and County Career and Technical Administrators
City and County High School Principals
Mrs. Angela Martin
Dr. Brandon T. Payne
Dr. Jimmy Hull
Mrs. Nancy Smith
Mr. Gary Watson
Ms. Dawn Morrison
Mr. Ken Sealy

Wayne Reynolds, Ed.D.
District VIII
Vice President

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

FY22-2104

CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT
Request for Proposal - Fiscal Year (FY) 2023
Career and Technical Education Equipment Grant

School District: _____

System Code: _____

Instructions: Complete this cover sheet, the narrative questions, data page, and budget page and return on or before Monday, October 17, 2022, at 5 p.m. Mail to: Dr. Jimmy Hull, Assistant State Superintendent for Career and Technical Education/Workforce Development, ATTN: Mr. Ken Sealy, P. O. Box 302101, Montgomery, AL 36130-2101, or hand-deliver to: Mr. Ken Sealy, Education Administrator, Career and Technical Education/Workforce Development, Gordon Persons Building, 3rd Floor, Room 3146, 50 North Ripley Street, Montgomery, AL 36104. No emailed or faxed copies can be accepted. Use blue ink for signatures on all original copies.

Career and Technical Education Director			
Name:		Telephone:	
Address:		Fax:	
Email:			

Amount of Funds Requested: _____

Purpose: The Alabama State Department of Education is accepting proposals from local education agencies (LEAs) for funding to advance innovative and best practices in Career and Technical Education (CTE) learning opportunities that address local workforce development needs.

Date of the Award: Funds will be available from November 1, 2022, through July 31, 2023.

Allowable Costs: LEAs agree to use funds to purchase equipment, related materials and supplies, installation expenses, and professional learning/training expenses. Computers, laptops, Chromebooks, and peripherals are **not** allowable expenses for this grant. Funds may be expended on LEA declared CTE programs only. All requests for reimbursement are to be with the signature of the superintendent and shall not exceed the approved amount. Attached documentation should include copies of paid, itemized invoices with proof of payment. The deadline for reimbursement requests shall be August 1, 2023.

CERTIFICATION:
The attached application/budget is based on the advancement of innovative and best practices in Career and Technical Education learning opportunities that address local workforce development needs. I understand that only costs approved in this grant application will be reimbursed to the LEA.

_____ Date _____
 CTE

I have reviewed the attached application/budget. The proposed expenditures appear to be coded properly and will be incorporated into the LEA systemwide budget.

_____ Date _____
 Chief School Financial Officer

I certify that I am authorized by the governing board of the above-named school system to submit this application or amendment; that all assurances, certifications, and disclosures submitted with the Program Application and Accountability Plans for Career and Technical Education will be observed; that the program will be implemented as described; and that the governing board is responsible for complying with all state and federal requirements, including the resolution of any audit exceptions.

_____ Date _____
 Local Superintendent's Original Signature

CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT

Request for Proposal – Fiscal Year (FY) 2023 Career and Technical Education Equipment Grant

1. Preliminary Budget/Certification Page - Each LEA must complete the preliminary budget page. The grant awards shall not exceed \$50,000.00 per grant. Grant funds will be used for new equipment, tools, trainers, related materials and supplies, and/or installation expenses that supports or facilitates student learning in a Career and Technical Education pathway. Training/professional learning on purchased equipment shall also be allowable. The funding for equipment will be used to support and enhance the building of a more qualified and skilled workforce. The proposed budget shall list the planned purchases and expected costs.
2. Project Narrative:
 - A. Project Overview - Describe the purpose and need for the equipment, tools, trainers, and/or professional learning and how it will be used to prepare students with CTE classroom experiences that are relevant to the local, regional, or state workforce (limit to one page). (20 Points)
 - B. Student Impact - Describe how the equipment will impact a significant number of students in the school/center/LEA. Include the CTE program area(s) that will benefit from the equipment. (20 Points)
 - C. Equity and Access - Explain how the use of these grant funds will help create equity and access. (20 Points)
 - D. Program Competencies - Describe how the equipment aligns with program and course competencies by addressing the following design principles. (20 Points)
 - Standards based instruction
 - Experiential and hands-on learning
 - Employer engagement
 - Instructional time utilization
 - Student growth
 - E. Workforce Relevance - Provide data that supports use of the equipment for preparation and employment opportunities for in-demand occupations in the local, regional, or state workforce. (20 Points)

The estimated number of awards will be 60. The anticipated total amount to be awarded is \$3,000,000.

**Career and Technical Education Equipment Grant FY 2023
 State Funds**

**PROPOSED BUDGET
 Revenue Code= 1283**

Function	Program	Object	Description	Budget
1100	3700	411	Classroom Supplies	
1100	3700	491	Instructional Equipment	
1100	3700	492	Furniture and Fixtures	
1100	3700	543	Laboratory	
1100	3700			
1100	3700			
1100	3800	411	Classroom Supplies	
1100	3800	491	Instructional Equipment	
1100	3800	492	Furniture and Fixtures	
1100	3800	543	Laboratory	
1100	3800	589	Other Equipment	
1100	3800			
1100	3800			
1100	3800			
			Total	\$

Career and Technical Education Equipment Grant FY 2023 Scoring Rubric

1. Is the program(s) identified in the grant proposal declared by LEA and at the identified center and/or school level? _____
2. Does the Proposed Budget include a list of anticipated purchases and expected costs? _____
3. Has the Certification Page been signed by the CTE Director, CSFO, and Superintendent? _____

Affirmative answers to the above questions are required to move the application forward to readers.

Component	Requirement	4 Points	3 Points	2 Points	1 Point	0 Points	Multiplier & Score
Project Overview	<ul style="list-style-type: none"> Describes the purpose and need for the proposed purchases Explains how it will be used for instruction Details workforce relevance 						X 5
Student Impact	<ul style="list-style-type: none"> Describes how this will have a direct impact on many students Explains how the equipment will be used in the program 						X 5
Equity and Access	<ul style="list-style-type: none"> Describes how all learners can benefit Explains steps needed to ensure all learners can utilize the purchase Details how equity and access will be improved by this purchase 						X 5
Program Competencies	<ul style="list-style-type: none"> Describes how the following will be affected: <ul style="list-style-type: none"> Standards based instruction Experiential and hands-on learning Employer engagement Instructional time utilization Student growth 						X 5
Workforce Relevance	<ul style="list-style-type: none"> Provides data that supports the need of the purchase(s) for the equipment for preparation and employment opportunities for in-demand occupations in the local, regional, or state workforce 						X 5
LEA: _____					Total Score		