



Minnesota
STATE COLLEGES
& UNIVERSITIES

To: State Educational and Correctional Institutions
From: Dr. JoAnn Simser, System Director for Educational Grants
Date: April 20, 2009
Re: Perkins IV Funds for Institutional Grants

Minnesota State Colleges & Universities is authorized to provide, under the auspices of the Carl D. Perkins Career and Technical Education Act of 2006, correctional and/or other institutions serving the disabled with funds to support career and technical education services and activities. Currently MnSCU is requesting proposals from institutions in developing career education service and activities. This initiative has two primary goals: (1) To provide assistance to institutions which will assist persons through career and technical education services and activities that will upgrade skills and increase career opportunities toward personal economic self-sufficiency; and (2) To assist in the development of career and education services and activities which could be replicated elsewhere in the State.

Funds in the amount of **\$60,000** have been set-aside to further this programmatic objective. MnSCU anticipates making two grant awards to interested parties. This request for proposals does not obligate MnSCU to award a contract, and MnSCU reserves the right to cancel the solicitation if it is considered to be in its best interest. Any contract executed under this RFP will be dependent upon the amount of funds received from the Carl D. Perkins Federal Grant.

An ***Intent to Apply*** providing a brief description of the proposed project and collaborative efforts **must be faxed by May 15, 2009**. To apply online, go to <http://www.cte.mnscu.edu/relatedlinks/grantoppt.html>. **Applications must be postmarked by June 5, 2009. Anticipated date for sending award notices is June 17, 2009.** The grant term is effective July 1, 2009 through June 30, 2010 with an anticipated disbursement late July 2009. **Faxed or mailed proposals will NOT be accepted. Application process is ONLINE only.**

Please address all questions and inquiries to:

Eva Scates-Winston
Office of the Chancellor, MnSCU
Wells Fargo Place
30 Seventh Street East, Ste 350
Saint Paul, Minnesota 55101
(651) 297-3792
eva.scates-winston@so.mnscu.edu

Perkins IV Federal Grant: Leadership Funding for Corrections and Disabilities

Project Overview

The 2006 Career and Technical Education Act (Perkins IV) maintains much of the program improvement emphasis of the 1998 Career and Technical Education Act (Perkins III) while requiring Career and Technical Education (CTE) to have a **renewed and strengthened focus on collaborative partnerships and the development and implementation of programs of academic and technical preparation spanning secondary and postsecondary education**. **Additional information regarding the Carl A. Perkins Act and Minnesota's CTE goals can be found at on the MnSCU website at <http://www.cte.mnscu.edu/perkinsIV/index.html>.**

Four state goals have been developed as a framework to provide new direction for career and technical education in Minnesota: (1) improve and expand high school to college transitions including transitioning of adult learners; (2) examine and improve collaborative practices to support career and technical education programming; (3) effectively utilize employer, community and education partnerships; and (4) improve services to special populations¹.

The State of Minnesota has been the recipient of approximately **\$20 million dollars annually** in Federal Perkins Funds from the U.S. Department of Education funds to support career and applied technical education. Included in these funds is **\$60,000** to be made available to serve individuals in state institutions, such as state correctional institutions and institutions which serve individuals with disabilities. **These grants may be eligible for renewal for up to one (1) additional year through an annual competitive process.** The grant term will be effective beginning approximately **July 1, 2009 through June 30, 2010**.

Request for Proposals

Project Funding Summary: Approximately **\$60,000** is available for this funding phase with up to two grants awarded. Due date for proposal submission must be **postmarked by Friday, June 5, 2009**. **The request for proposals does not obligate MnSCU to award a contract, and MnSCU reserves the right to cancel the solicitation if it is considered to be in its best interest. Any contract executed under this RFP will be dependent upon the amount of funds received from the Carl D. Perkins Federal Grant.**

Eligibility:

1. Correctional Institutions (i.e. adult and/or youth facilities)
2. State Institutions serving individuals with disabilities
3. Entities providing services to individuals in State Institutions such as correctional institutions, group facilities or institutions that serve individuals with disabilities. (i.e. partnering organizations to these institutions) Those served may be incarcerated or transitioning out of correctional programs.

Required Program Emphasis: Target population to be served is youth and/or adults. Program proposal must target **one or more** of the following:

- Functional Literacy – reading, math, and writing development directly related to career and technical preparation or other activities which support adult learners in preparation for career and technical education or employment.
- Development of assessment procedures – assist participants with assessing their interests and abilities, as well as planning with career/career technical education
- Career exploration or career guidance – work sampling, job shadowing, visits to career and technical programs or industry, activities that allow participants to explore high skill, high wage, or high demand careers, or other activities that allow participants to engage in career and academic planning, such as career pathways

¹ Special populations as defined by the Perkins IV legislation: those with disabilities; English language learners/Limited English Proficiency; single parent/pregnant teen; displaced homemakers; those pursuing nontraditional training and employment

- Transitional services – assist participants with moving from incarceration or transition with individual education plans to career and technical training and/or employment (i.e. jobs outside of correctional settings), such as work readiness skills training.

Please Note : Those receiving Perkins funds may be required to provide additional materials/reports to comply with any Federal or Minnesota State requirements and submission of a proposal signifies an agreement to comply with these requirements in a timely manner.

Proposal Guidelines

Proposals should consist of three sections:

- I. **Project Title Page:** Include a descriptive project title and present the essence of your proposal.
- II. **Project Narrative and Evaluation Criteria:** Describe what it is you expect to do and who will do it.

BRIEF Background (One and a half pages maximum):

- ✓ purpose and need for the project described, the audience served and roles and accountability of defined partners. (Partnerships should address the benefit of involvement in the project)
- ✓ alignment of work and resources to any other initiatives that connect with purpose of this project
- ✓ how this project provides valued-added services to the population served and for improving overall access and opportunity to career and technical education and related services

Work Plan – (Three pages maximum) :

- ✓ who are the participants, including the collaborative nature of the project and their level of participation
- ✓ timeline for project delivery setting forth realistic benchmarks for performance
- ✓ goals, strategies and measurable outcomes
- ✓ deliverables provided to the target population(s) **and to MnSCU**
- ✓ how the project will be evaluated (i.e. an evaluation plan)
- ✓ plan for sustaining the project beyond the grant term

III. **Supporting Documents (One page)**

- ✓ Each proposal must include a detailed budget page **and budget narrative** with essential components setting forth why this budget is appropriate. While matching funds and/or in-kind support are not required, indicate any other significant resources being used to support the proposed project
- ✓ Each proposal must include project coordinator contact information and information regarding any collaborative partners (**i.e. management plan**)

Proposal Review Process:

The grant approval process consists of a review by readers representing MnSCU administrative staff, which shares common interests in workforce development, student disability services, and career education. Scoring and grants awarded are based on the Evaluation Criteria and Proposal Scoring listed below.

Evaluation Criteria:

Criteria 1 – The extent to which the application proposes creative thinking, aligns with existing public/private partnerships (including educational institutions), evidences strategic planning and consortia commitment/involvement. **Collaboration (rather than duplication) between public/private partners is a priority for this grant.**

Criteria 2- The extent to which the proposed project is likely to improve the quality and quantity of career technical education programming which will result in providing the target population with upgraded skills and/or increased career opportunities or exposure. The proposal should provide rationale of the impact on the population to be served as well as any future direction envisioned for the project.

Criteria 3 – The extent to which the applicant’s budget (1) provides sufficient detail; (2) maximizes the use of available funds; (3) evidences commitments for match; (4) limits project and program costs to *essential activities*.

Criteria 4 –The extent to which the application is (1) complete as submitted; (2) demonstrates a set of clearly defined program objectives, consistent with program requirements; (3) proposes definitive, objective, measurable outcomes; (4) provides a feasible evaluation plan and provides a feasible timetable and (5) clearly connects to MN CTE goals.

Criteria 5 – Proposal details appropriate plans for publicizing the project and sharing its results through conferences presentations, articles, portfolio, or other means.

Other Requirements:

Limit on Proposals: An applicant may submit only one proposal. However, a partner may participate in more than one proposed project if they are not the lead organization.

Budgetary Limitations:

- Administrative Expenses: Direct administrative/project management expenses associated with operation of the proposed project are eligible for funding. **A maximum of 5% can be allocated to project expenses related to administration of the grant project. (This refers to salaries and benefits.)**
- Equipment and Facilities: Funds may **NOT** be used for equipment purchases, indirect costs, or overhead expenses.

Appendices (Supplemental Documentation): Materials may be included in Appendices **but must be held to a minimum** and should be clearly labeled and placed at the end of the proposal.

- A brief biographical sketch for each project supervisor or principal researcher
- A list of collaborators on the proposal, their roles and specific responsibilities for the project

Grant Reporting:

Progress Reports: All grantees receiving these funds will be required to submit fiscal and programmatic reports on a biannual basis (approximately January and June). Reports should be sent to the address below.

Annual (Final) Report: To share the results system-wide, an annual report [limited to five pages] and an abbreviated PowerPoint slide presentation is required of each project funded. This report will include:

- a short narrative describing the activities undertaken by the project and their relationship to proposed activities and timeline
- how goals and activities are addressing Minnesota’s goals for career and technical education
- measurable outcomes and lessons learned
- a summary budget indicating expenditures relative to the project
- outline of replication recommendations
- references to any publications or presentations/trainings resulting from the project

Submit proposals online at <http://www.cte.mnscu.edu/relatedlinks/grantoppt.html> and MAIL the original signature page to:

Eva Scates-Winston, Program Director
Office of the Chancellor
MN State Colleges & Universities
Wells Fargo Place
30 7th Street, East, Ste 350
St. Paul, MN 55101

SIGNATURE PAGE

REQUESTS FOR PROPOSALS: PERKINS LEADERSHIP FUNDING FOR SERVICES to CORRECTIONS or DISABILITIES

Project Title: _____

Funds Requested: \$ _____

Project Manager: The person responsible for managing this project.	
Name: _____	Address: _____
Title: _____	_____
Agency _____	_____
Telephone Number: _____	Fax Number _____
E-mail Address: _____	
Contact Signature: _____	

Contact Person: This should be an authorized person for the administration of the contract.	
Name: _____	Address: _____
Title: _____	_____
Agency _____	_____
Telephone Number: _____	Fax Number _____
E-mail Address: _____	
Contact Signature: _____	

Submit original signature page to:

Eva Scates-Winston
Office of the Chancellor, MnSCU
Wells Fargo Place
30 Seventh Street East, Ste 350
Saint Paul, Minnesota 55101
(651) 297-3792
eva.scates-winston@so.mnscu.edu

Date received: _____
Received by: _____
Complete?: ___Y ___N