

To: Institutions and organizations serving the incarcerated and/or those with disabilities  
From: Dr. Jeralyn Jargo, CTE State Director for Career & Technical Education  
Date: April 1, 2018  
Re: Funding opportunity for Institutional Grants for Serving Corrections and Disabilities

#### General Information

Under the auspices of the Carl D. Perkins Career and Technical Education Act of 2006, Minnesota State System Office is authorized to support institutions serving youth or adults in correctional facilities, organizations serving ex-offenders and institutions serving individuals with disabilities. The Perkins Act requires that up to 1% of allocated state funds must be reserved to serve these populations.

#### Purpose

Currently, Minnesota State is requesting proposals which will support two primary goals: (1) To provide assistance to institutions which will assist persons through career and technical education (CTE) 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 made available under the Perkins Act are for providing **supplemental support or seed funding** and **NOT to supplant** any current funding for programs and services. Funds are awarded on a competitive basis through an RFP process, which by the Perkins Act must be posted in the state register.

This request for proposals does not obligate the System Office to award a contract and all rights are reserved 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 federal Office of Career, Technical and Adult Education.

Applications will be accepted **ONLINE ONLY** and must be received by **May 18, 2018. No faxed or emailed applications will be accepted.** To review RFP details and apply online, refer to: <https://sites.google.com/site/correctionsrfp/>

Please submit any inquiries regarding eligibility or grant requirements to:

Eva Scates-Winston  
Minnesota State System Office  
30 Seventh Street East, Ste 350  
Saint Paul, Minnesota 55101  
(651) 201-1680  
[eva.scates-winston@minnstate.edu](mailto:eva.scates-winston@minnstate.edu)

# Perkins IV Federal Grant: Leadership Funding for Corrections and Disabilities

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## 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. The 2006 Act maintains expectations of **renewed and strengthened focus on collaborative partnerships that improve academic and technical preparation, spanning secondary and postsecondary institutions.** Additional information regarding the Carl A. Perkins Act and Minnesota's CTE goals can be found at on our CTE website at: <http://www.minnstate.edu/system/cte/>.

## Eligibility:

1. Correctional institutions or agencies (i.e. adult or youth facilities)
2. Organizations that provide direct services to individuals transitioning from correctional institutions --including group transitional facilities, community corrections, etc.-- that provide job training and/or employment services to ex-offenders.
3. State institutions or agencies providing direct services to individuals with disabilities
4. Other organizations that provide direct services to individuals with disabilities. (e.g. nonprofit, school-affiliated)

**Colleges and universities are not eligible to apply for this institutional grant.**

## Project Funding Considerations:

- **\$50,000** is available for this funding.
- Projects that awarded funds from the FY2018 funding cycle will **NOT** be considered for funding renewal for the FY19 grant term.
- Efforts to address nontraditional job training for females, for example to improve self-sufficiency
- Joint proposals for collaborative projects, such as community collaboration, are encouraged.
- An applicant may submit only ONE proposal.
- Matching or leveraged funds are **not required but highly encouraged.**

## Budgetary Limitations:

- Project management expenses associated with **direct** implementation of the proposed project are eligible for grant reimbursement. **A maximum of 5% can be allocated** to project expenses. (e.g. salaries and benefits of project manager)
- Administrative fees for grant funds management **ARE NOT** permitted by Perkins legislation (Sec. 124(d)).
- Equipment and Facilities: Funds may **NOT** be used for equipment purchases, indirect costs, or overhead expenses. (e.g. rent, utilities, office supplies and other operational expenses of the organization)

**For more information, refer to the appendix on Allowable and Prohibited Uses of Funds, located on the grant website:** <https://sites.google.com/site/correctionsrfp/>

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

- **Work Readiness Training/Functional Literacy** – services that directly relate to career and technical preparation such as job shadowing, mentoring, work experience, which support adult and/or youth learners with disabilities, for successful preparation into career training or employment. Technical reading, math or writing development specifically for job readiness and employment will be considered. Developmental education CANNOT be supported with this funding.
- **Development of assessment procedures** – assist participants with assessing their interests and abilities and planning for career/career technical education
- **Career exploration or career guidance** - such as job sampling, job shadowing, mentoring, networking with professionals in industry, and other activities that allow participants to explore high skill, high wage, or high demand careers, This could include other activities that allow participants to engage in career and academic planning, in career pathways. (High wage, high demand skills would include those that may be nontraditional, meaning males or females are underrepresented in an occupation or field of work.)
- **Transitional services** – assist participants with moving from incarceration or assistance with individual education plans, guidance and support for the purpose of career training and/or gainful employment (i.e. jobs outside of correctional settings or restricted settings)

Proposal Guidelines: Proposals should consist of the following sections:

- I. **Project Title Page:** Include a descriptive project title and present and abstract of your proposal.
- II. **Project Narrative:** Describe what it is you expect to do, who will do it and how the project will be evaluated for impact on for participant outcomes.

**BRIEF and CONCISE** background that considers the following questions:

- ✓ 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 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**

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

#### **III. Budget:**

- Each proposal must include a detailed **budget page and budget narrative** with essential components setting forth why this budget is appropriate.
- Matching funds and/or in-kind support are not required but HIGHLY ENCOURAGED. Indicate any other significant resources such as leveraged funds or other grant awards being used to support the proposed project

#### **IV. Appendices (Supplemental Materials):**

Materials may be included in Appendices **but must be held to a minimum** and should be clearly labeled **and mailed along with signature page**.

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

#### Proposal Review Process:

The grant approval process consists of a review by readers representing Minnesota State System Office staff and other state and education partners, which share common interests in workforce development, corrections and disability services, and career education. Scoring criteria are based on the Evaluation Criteria 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 accountability; (4) limits project and program costs to ***direct 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 Minnesota career and technical education goals.

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

#### Grant Reporting:

All grantees that receive funding will be required to submit **fiscal and programmatic reports** on a quarterly basis (approx. December 2018, March 2019 and final report, June 2019). The final report will be shared statewide of the project objectives and outcomes, strategies that can replicated or offered as training with the goal of ways in which this project has useful application.

#### Submitting Applications:

Applications will be accepted **ONLINE ONLY. No faxed or emailed applications will be accepted.** To apply online, go to: <https://sites.google.com/site/correctionsrfp/>

#### Important Dates:

- **Applications must be received by May 18, 2018.**
- Recipients will receive **initial notification by early July 2018.**
- The grant term is effective approximately August 1, 2018 through June 30, 2019.

Any technical questions regarding the online application can be sent to:

Jared Reise  
(651) 201-1711  
[jared.reise@minnstate.edu](mailto:jared.reise@minnstate.edu)

Any questions regarding grant eligibility or requirements can be sent to:

Eva Scates-Winston  
Minnesota State System Office  
30 Seventh Street East, Suite 350  
Saint Paul, Minnesota 55101  
(651) 201-1680  
[eva.scates-winston@minnstate.edu](mailto:eva.scates-winston@minnstate.edu)