

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, 2019  
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, community organizations serving ex-offenders and organizations serving individuals with disabilities. The Perkins Act requires that up to 1% of allocated state funds must be reserved to serve these populations to support efforts in work readiness, career education and job training.

#### Purpose

Currently, Minnesota State is requesting proposals which will support our two primary goals: (1) Provide support that assists persons in career and technical education (CTE) services and job preparation, which improve work-readiness and job skills leading to economic stability; (2) To assist in the development of CTE related services that help improve the successful transition of individuals in to employment and/or continuing technical education.

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 Minnesota State to award a contract. 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 20, 2019. 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 education and career 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/aboutus/index.html>.

### Eligibility:

This grant program serves adults or youth who are incarcerated, those on probation and individuals transitioning out incarceration in less than three years). Services to individuals with criminal backgrounds in general, are NOT eligible for these funds.

1. Correctional institutions or agencies including community corrections that serve adults or youth who are incarcerated or have transitioned out of incarceration;
2. Community organizations that provide direct services to individuals transitioning from correctional institutions –such as group transitional facilities, workforce centers, community-based programs, etc.– that provide job training and/or employment services to ex-offenders.
3. State institutions or agencies and community organizations that provide direct services to youth or adults with disabilities
4. Other organizations that provide direct services to individuals with disabilities. (e.g. nonprofit, school-affiliated, ABE-serving organizations)

**Secondary schools, colleges and universities are not eligible to apply for this institutional grant.**

### Project Funding Considerations:

- Up to **\$50,000** is available for this funding.-Grants awarded are typically \$5,000 to \$25,000.
- Efforts to address nontraditional job training for females and/or males
- Joint proposals for collaborative projects, such as community or education partnerships.
- 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)
- Support Services and Wages: Youth or adult stipends/wages, fees, tuition or any other individual expenditures for tools and equipment are NOT supported under this grant. (OCTAE Regulatory Guidance, D.27, 2007)

**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** – services that directly relate to career exploration such as job shadowing, mentoring, work experience, and career planning, which support adult and/or youth learners with disabilities for successful preparation into career training, further education or employment.
- **Career exploration or career guidance** - such as job sampling, job shadowing, mentoring, and other experiential activities that allow participants to have hands-on exploration in high skill, high wage, or in-demand careers options. This could include other activities that allow participants to engage in career and academic planning of career pathways. (High wage, high-skill, in-demand skills would include those that may be nontraditional, meaning males or females are underrepresented in an occupation or field of work.)
- **Transitional services** – (1) assist participants with moving from incarceration or assistance with individual education plans, which can include academic guidance (e.g. credit for prior learning, articulation of industry certifications) and (2) support for career training and/or gainful employment (i.e. jobs outside of correctional 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:

- ✓ proposed number of participants served
- ✓ purpose and need for the project described, the audience served; roles and accountability of defined partners and the benefit of partner 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** (provides detail about the project administration and program participation)

- ✓ describe the participants (i.e. demographics and population served, etc.)
- ✓ goals, strategies and measurable [participant] outcomes, including benefits received upon completion (i.e. job placement, skills certifications, etc.)
- ✓ benefits (impact) of participation by audience served (e.g. certifications, job placement, etc.)
- ✓ narrative for how ALL relevant funds will be used during the project
- ✓ timeline for project delivery setting forth realistic benchmarks for performance
- ✓ deliverables provided to Minnesota State System Office and others, where applicable
- ✓ how the project administration AND participation will be evaluated (i.e. evaluation plan)
- ✓ plan for sustaining the project beyond the grant term

III. **Budget:**

- ✓ each proposal must include the amount requested and a detailed **budget with narrative** explaining essential components
- ✓ indicate capacity to manage funds awarded
- ✓ indicate any other significant resources such as leveraged, matching or other grant funds 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 or education partners, which share common interests in workforce development, corrections, 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 thoughtful, **intentional planning**; aligns with related public/private partnerships (including educational institutions), evidence of **strategic direction** and collaborative 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 for participants, 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) evidence of commitments for accountability; (4) limits project and program costs to **direct essential activities**; and (5) **does not supplant** existing funds used.

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 and sustainability plan** and provides a feasible timetable and (5) clearly connects to goals for this grant.

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, March and final report, June). Grantees will be encouraged to present findings with the intent of sharing practices with educators in career and technical education.

#### 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 20, 2019.**
- Recipients will receive **initial notification by mid-July 2019.**
- The **grant term** is effective approximately **September 2019 through June 2020.**

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)