



**Carl D. Perkins Act of 2006  
Career & Technical Education**

# **State Leadership Activities Teacher Professional Development Request for Applications**

Essential information guiding application for and award of this grant is contained in this Request for Applications (RFA).

**Applications are due at the  
Department of Education & Early Development  
on January 4, 2019 no later than 4:00pm**

**For additional information about this RFA or this grant contact:  
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Voice: (907) 465-6542  
FAX: (907) 465-6760**

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## Program Overview

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The Carl D. Perkins Act of 2006 (Perkins), Sec. 124 STATE LEADERSHIP, requires states to support Career & Technical Education (CTE) teacher professional development activities for district programs funded by current grants.

Permissible activities include those that—

1. Provide in-service and pre-service training in career and technical education programs—
  - a. On effective integration and use of challenging academic and CTE education provided jointly with academic teachers;
  - b. On effective teaching skills based on research that includes promising practices;
2. Are high quality, sustained, intensive, and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and are not 1-day workshops or conferences;
3. Will help teachers and personnel to improve student achievement in order to meet the State adjusted levels of performance;
4. Will support education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students to ensure that teachers and personnel—
  - a. Stay current with the needs, expectations, and methods of industry;
  - b. Can effectively develop rigorous and challenging, integrated academic and career and technical education curricula jointly with academic teachers;
  - c. Develop a higher level of academic and industry knowledge and skills in career and technical education;
  - d. Effectively use applied learning that contributes to the academic and career and technical knowledge of the student;

## Grant Focus

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The focus of this grant is to support intensive instructor **professional development opportunities in career and technical education**. The specific areas will be high-needs CTE priorities as determined by individual, Perkins receiving districts. These opportunities will provide CTE teachers the opportunity to develop pedagogical skills and/or content knowledge appropriate to their classrooms and communities while incorporating aspects of ongoing DEED initiatives. The intent of the grant is to provide professional development for teachers that will in turn beneficially affect their students in accordance with Perkins law as summarized in the Program Overview above.

## Eligibility

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The following entities are eligible to apply for this opportunity:

1. Alaskan school districts that are recipients of a current (FY19) Perkins grant;
2. Alaskan postsecondary institutions offering CTE teacher professional development in:
  - a. CTE instructional pedagogical techniques; or
  - b. CTE content-specific training.

## Project Design

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Funds available under this RFA may be used to develop original CTE professional development summer camps for Alaskan teachers, either within and/or between districts, at the end of the 2018-2019 Academic Year. All proposals must include a plan for at least five days (40 hours) of progressive professional development over the grant period. One-day or short-term workshops, meetings, or conferences do not meet Perkins statutory requirements and will not be funded. Ideally, all professional development activities sponsored will make postsecondary credit available for participating teachers.

Proposals must include:

1. A statement of:
  - a. Instructional focus (e.g. pedagogical or content specific) and/or content focus (e.g. Career Cluster);
  - b. How the proposed activities will strengthen existing Perkins CTE programs;
2. Estimated numbers of CTE teachers and students impacted;
3. A timeline of proposed events including per event and total contact hours.

## Federal Compliance Requirements (DUNS, SAM)

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In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and must also be registered with the federal System for Award Management (SAM) database, the successor to the federal Central Contractor Registration (CCR) database. DUNS numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA.

- To obtain a DUNS number, go to the [federal DNB site](http://fedgov.dnb.com/webform) (<http://fedgov.dnb.com/webform>)
- To register with the SAM database, go to the [federal SAM site](http://www.sam.gov) ([www.sam.gov](http://www.sam.gov))

Applicants are required to provide their DUNS number and certify that they are registered with the SAM database as part of the application. No award will be made to an applicant not in compliance with FFATA.

## Available Funding and Award Considerations

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### 1. Projected Total Amount Available for Awards

Approximately \$50,000 is available to fund this program in FY19. The state anticipates awarding **two grants**. Grant amounts will be based on the number and quality of applications submitted. *The state reserves the right to award a smaller or larger amount of grant funds than requested based upon available funding and the recommendations of the review panel.*

### 2. Grant Amounts

The expected grant range is from \$10,000 to \$25,000 per grant. The maximum award is **\$25,000**.

### 3. Grant Period

Duration of this competitive grant period will be February 1, 2019 to June 30, 2019.

### 4. Grant Expenditures

There are no obligation requirements for this grant.

## **Application Review Process**

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A panel of reviewers composed of a minimum of three department staff and/or other educators will read all grants submitted and received by the deadline. Applications will be scored independently using a scoring rubric. Reviewers will then conference to clarify the accuracy of reviewers' understanding. Each reviewer will assign a rating to each of the components published in this RFA. The reviewer may, for each section, use the entire range of scores including zero. The reviewers' total scores will be averaged to determine the order by which applications will be considered for funding; funds will be awarded to the highest average scoring application(s).

Review Panelists will be asked for recommendations for improving the application and commenting on the feasibility of the budget. These comments may form the basis for adjustments negotiated to the application prior to issuance of the grant award.

## **Award Process**

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The state retains the right to refrain from making any awards if it determines that to be in its best interest. This RFA does not, by itself, obligate the state. The state reserves the right to add terms and conditions during grant negotiations. These terms and conditions will be within the scope of the RFA and will not affect the application reviews.

By January 18, 2019 the state will issue a written Notice of Intent to Award (NIA) and send copies to all applicants. The NIA will identify the application(s) selected for award. The NIA will be followed by intent to award letter with any changes recommended by the review panel.

## **Appeals Process**

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Chapter 40 of the Alaska Administrative Code governs the process of appeals. This information is available on the [Alaska State Legislature's website](http://www.legis.state.ak.us/folhome.htm) (<http://www.legis.state.ak.us/folhome.htm>).

- a) Scroll down to Alaska Information and select "The Alaska Administrative Code"
- b) Select "*Title 4 Education and Early Development*"
- c) Scroll down to and select "*Chapter 40. Review and Appeals of Actions and Decisions Regarding Funding. (4 AAC 40.010 - 4 AAC 40.050)*"

## **Assurances and Required Forms**

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Each of the assurances and forms referenced in this application must be completed. The cover page and the assurances specific to this grant must be signed by the project's fiscal agent and each member involved in the partnership.

All applicants need to take the necessary actions for this grant application to complete

- a) **Certifications Regarding Debarment and Suspension**
- b) **GEPA 427 Statement**
- c) **Private School Participation Form**

## **Continuation of Funding**

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In awarding the grant, the state expects the grantees to conduct all activities and evaluation measures as written or negotiated in the approved grant application. Failure to provide the requested performance

reports; report and evaluate on all activities as proposed; and implement the grant as written, could result in the loss of funding. Any changes to the original funded application must receive prior approval by the state.

The state reserves the rights to withhold funding, reduce funding, or terminate funding if the application is not meeting program reporting requirements, performance goals, and measures. This includes access to carry over (unexpended funds at the end of the fiscal year) funds.

After it has been awarded, the Alaska Department of Education & Early Development may terminate a grant by giving the grantee written notice of termination. In the event of termination after award, the Alaska Department of Education & Early Development shall reimburse the grantee for approved grant expenses incurred up to the notification of termination. This grant is subject to federal appropriations and may be reduced or terminated based on federal appropriated funds in any given fiscal year.

## **Timeline**

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RFA released:	November 16, 2018
Application received by DEED:	January 4, 2019
Notice of intent to award:	January 18, 2019
Appeal period ends:	February 1, 2019
Grant periods:	February 1, 2019 – June 30, 2019

## **Technical Assistance**

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DEED personnel are available to provide technical assistance and answer questions about the Carl D. Perkins program and the competitive grant application. Please contact Bjørn Wolter (907) 465-6542 or [bjorn.wolter@alaska.gov](mailto:bjorn.wolter@alaska.gov).

## **Assurance of Nondiscrimination**

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The Alaska Department of Education & Early Development is an equal opportunity employer and will not discriminate in the department employment, supervision, practices, services, or educational programs on the basis of race, religion, color, national origin, age, sex, handicap, marital status, changes in marital status, pregnancy, parenthood, veteran's status, veteran's disability, or political affiliation.

## **Other Considerations**

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### **Fiscal Procedures**

All federal funds must be assigned to individual accounts that can be readily identified and verified.

All payments will be made on a reimbursement basis for expenditures incurred by the grantee. Reimbursement requests must be submitted to the department at least quarterly and be listed on a form 165d (supplied by the Department of Education) and a computer printout indicating the date of obligation, vendor name, accounting object code, and exact amount of the transaction. Form 165b may be used for reporting transactions instead of computer printouts. The final payment will not be made until after the grant activity has been concluded and the required end-of-year report has been submitted to the department. Expenditures in excess of approved budget amounts will be the responsibility of the grantee.

Eligible expenditures will be limited to those directly necessary and essential to the accomplishment of the proposed grant activity. These will customarily include personnel salaries, benefits, consultant fees, materials and supplies, travel, telephone and postage. Indirect expenses may be charged only by the fiscal agent provided the applicant has a state approved indirect cost rate. The eligibility of any disputed item shall be determined by the State Department of Education, and the sponsoring school district or agency shall be responsible for any disputed expenditure. Changes in budgets for approved grant applications shall be conditional on written approval from the department.

The authorization to encumber grant monies will expire at the scheduled conclusion of the approved grant. The final financial statement should be submitted not later than 60 days after the grant expiration date.

School district grantees are responsible for ensuring that audit and accounting procedures are in compliance with OMB Circular A133. Nonprofit agencies' and school districts' regular audit must include a separate schedule of receipts and expenditures by expense object codes for each grant.

Send reimbursement requests to Kristina Monson, Grants Manager, Alaska Department of Education & Early Development, 801 West 10<sup>th</sup> Street, Suite 200, P.O. Box 99811-0500, Juneau, AK 99801. Final payment will be withheld until all reports, including project, have been submitted.

### **Disallowable Costs**

The following are costs not allowed under OMB Circular A-87. Bad debts, contingencies, contributions and donations, entertainment costs, fines and penalties, interest and other financial costs, expenses of local governmental bodies such as school boards and city councils, undercover of costs under grant agreements, and/or application preparation costs.

Items that may be considered to be educational incentives for students or staff are assumed to be extraneous to the conduct of a federally funded program. If an applicant plans to use these federal funds for items such as t-shirts, banners, stickers, pencils, pizza parties, gift certificates, or other similar purposes, a written justification must be filed with DEED program manager and approved prior to reimbursement.

### **Subcontracts**

The Department of Education & Early Development retains the right to establish the following procedures for subcontracting within a project resulting from this RFA.

A grantee may sub-contract for services up to \$10,000 without prior approval from DEED. A copy of sub-contracts of \$10,000 or more must be sent to the DEED Program Manager.

### **Ownership of Copyright and Patents**

Ownership of any copyrights, patents, or other proprietary interests that may result from grant activities shall be governed by applicable federal regulations. The department retains the rights for no-cost use or replication of any materials, designs, or programs developed through the use of these funds.

### **News Releases and Publications**

The State of Alaska encourages agencies to publicize approval of these projects and their activities. Every local recipient of funds under this RFA must, in any publication or public announcement, clearly identify any program assisted under this title as a federally funded program under the No Child Left

Behind Act, Title II funded through a grant from the Alaska Department of Education & Early Development. All press releases concerning this project must be approved by the DEED Program Manager prior to release.

The following disclaimer must be printed on materials resulting from work supported by the grant:

*"The contents of this publication (or book, report, film, etc.) were developed with the assistance of Eligible Partnership, Title II, Part A, Subpart 3 federal funds from the Alaska Department of Education & Early Development. However, these contents do not necessarily represent the policy of the Department of Education & Early Development, nor endorsement by the Federal Government."*

Projects will compile and deliver a professional development packet to DEED at the conclusion of the grant. The professional development packet will include all the participant materials (e.g. handouts, activities, and references), instructor notes, and any other necessary components that would enable replication of all professional development sessions.

### **Indemnification**

Any contractor shall indemnify, save harmless and defend the state, its officers, agents and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the contractor, subcontractor or anyone directly employed by them in the performance of this contract.

All actions or claims including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the contractor's performance of this contract, which are caused by the joint negligence of the state and the contractor, shall be apportioned on a comparative fault basis. Any such joint negligence on the part of the state must be a direct result of active involvement by the state.

### **Insurance**

During the life of this grant, any contractor shall purchase and maintain insurance with a carrier or carriers satisfactory to the Department of Administration, Division of Risk Management, covering injury to persons or property suffered by the State of Alaska or a third party, as a result of errors or omissions or operations which arise both out of and during the sub-contractor engaged in work under this grant. A 30-day prior notice to the Contracting Officer is required before cancellation, non-renewal or breach and ground for termination of the contractor's services.

### **Required Reporting**

All grantees will be required to submit a final grant report to DEED no later than July 31, 2019.

Send narrative reports digitally as a PDF file to Bjørn Wolter at [bjorn.wolter@alaska.gov](mailto:bjorn.wolter@alaska.gov).

## **Application Procedures**

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Proposals must include the following:

1. **Cover Page**
2. **Project Abstract**
3. **Project Narrative:** Not to exceed ten (10) double-spaced, numbered pages with a 12-point serif font (Times New Roman is recommended). **A timeline of events is required.**
4. **Project Budget and Narrative:** Use either DEED form 05-07-071 (school districts) or DEED form 05-07-069 (postsecondary institutions). These forms may be accessed via the [DEED forms site](https://education.alaska.gov/forms) (<https://education.alaska.gov/forms>)
5. **Certification of Assurances**
6. **Certifications Regarding Debarment and Suspension**
7. **General Education Provisions Act (GEPA) 427 Statement**
8. **Private School Participation Form**

Submit the application electronically as an e-mail attachment in PDF format. Electronic applications are due **by 4:00 p.m., Alaska Daylight Time, on January 4, 2019**. Send the e-mail with the application attached to [bjorn.wolter@alaska.gov](mailto:bjorn.wolter@alaska.gov).

## Application Cover Page

**Project Title:**

**Project Director:**

**Phone:**

**Fax:**

**Email:**

**Fiscal Agent for the Partnership:**

**Total Funds Requested for this project: \$**

### PARTNERS

**Anticipated Number of Teacher Participants:**

**Anticipated Number of Students Impacted:**

**Signature by Authorizing Official:**

*Role*

*Date*

## **Program Abstract**

**Project Title:**

**Project Director:**

**Fiscal Agent:**

In one page or less, please state the goals and objectives of the project, the major activities, the planned participants, and the anticipated outcomes.

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## Certificate of Assurances

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The Certificate of Assurances must be completed by the Chief Executive Officer of each member of the partnership applying for the No Child Left Behind Act of 2001.

I hereby provide assurances to the Alaska Department of Education & Early Development (DEED) that if the partnership receives an award under the terms of the Title II, Part A, Subpart 3 competitive partnership grant program of the No Child Left Behind Act 2001, my organization will:

1. Conduct the professional development activities as described in this proposal;
2. Provide institutional/organization funding and resources as stated in this application;
3. Comply with state requirements regarding the audit of a grant-funded program;
4. Keep all records necessary for fiscal and program auditing and give DEED, the Federal Agency, or the State Auditor access to and the right to examine all records, books, papers, or documents, related to this grant;
5. Retain all fiscal records for a period of seven years;
6. Comply with all regulations and requirements of the No Child Left Behind Act;
7. Comply with the administrative procedures and fiscal guidelines of DEED and the United States Department of Education, including submission of final performance reports;
8. Use grant funds to supplement, and not supplant, funds from non-federal sources;
9. Comply with Title IV of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the grant aided activity; and
10. Ensure equitable participation of personnel from non-public schools to the extent feasible.

*This signed document is evidence and assurance that we will abide by the Special Rule component of NCLB Title II Part A (section 2132(c)) whereby no single partner in the Using Assessments to Improve Teaching and Learning Grant Program (i.e no single high need LEA, no single IHE and its division that prepares teachers and principals, no single school of arts and sciences, and no single other partner), will “use” more than 50 percent of the award for its own benefit. This provision focuses not on which partner received the funds, but on which partner directly benefits from them.*

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Partner Organization

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Name

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Title

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Signature

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Date

## Certifications Regarding Debarment and Suspension

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As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification.**

NAME OF GRANTEE

PR/AWARD NUMBER AND / OR PROJECT NAME

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

ED 80-0013

12/98

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## Non-Profit Organization Effectiveness Document

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If a non-profit organization (NPO) is part of the Eligible Partnerships Grant, then under federal regulations, each NPO must furnish the following written evidence: 1) past demonstrated effectiveness in providing professional development for teachers, paraprofessionals, and/or principals 2) financial stability as outlined below.

1. Documentation of Past Effectiveness
  - a. Name of Project
  - b. Dates of Operation
  - c. City/State of Operation
  - d. Number of Participants
  - e. One-Page Summary of Course/Workshop Content and Activities
  - f. Evidence of Project Outcomes, e.g., such as a final evaluation report of project effectiveness or documentation of improved student outcomes
2. Documentation of Financial Stability
  - a. Complete Copy of Organization's most recent independently reviewed financial statement.
  - b. Evidence of nonprofit corporate status from the Alaska Secretary of State.

I hereby provide assurances that the attached evidence accurately reflects the fiscal stability and demonstrated effectiveness of this organization.

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Organization

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Name of Chief Executive Officer

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Signature

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Date

## **General Education Provisions Act (GEPA) Statement**

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A new provision, Section 427, in the General Education Provisions Act (GEPA) applies to applicants for new grant awards under federal programs. This provision requires each application for funds to include a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. *It allows applicants discretion in developing the required description.* Examples that may help illustrate how an applicant may comply with Section 427 can be found on the [US Department of Education's website](http://www.ed.gov/fund/grant/apply/appforms/gepa427.doc) (<http://www.ed.gov/fund/grant/apply/appforms/gepa427.doc>).

The following two questions are provided to assist applicants in developing this statement:

- 1) What are the identified barriers from the six types above or others preventing access or participation in the federally-funded project based on local circumstances?
- 2) What actions are planned to overcome these identified barriers (this need not be lengthy; a clear, succinct description to address those barriers as applicable to local circumstances is anticipated)?

## Private School Participation Form

Under NCLB, districts must conduct timely and meaningful consultations with appropriate officials of private schools in order to determine what services, if any, will be provided to eligible children, families, and teachers in those schools under the Title II-A program funded by this application.

Districts must maintain a written record, signed by the private school official, of the required consultations with participating private schools. Private schools refusing participation should be asked to do so by written response. Records declining participation must be kept on file in the district office. The records must be made available to the state for monitoring purposes.

The Title IX Guidance on Equitable Services to Eligible Private School Students, Teachers, and Other Educational Personnel is located on the [U.S. Department of Education's website](http://www.ed.gov/policy/elsec/guid/equitableserviceguidance.doc) (<http://www.ed.gov/policy/elsec/guid/equitableserviceguidance.doc>).

1. Are any nonpublic schools in your district participating in federal program(s) covered by this application?

Yes       No       N/A

2. Describe how the district consulted with private school representatives during all phases of the development and design of projects covered by the application. For those schools choosing to participate, describe how the children to receive benefits were identified, how the children's needs will be identified, and what benefits will be provided.

3. If the answer to #1 is yes, list all the private schools in your district and the number of students who have been identified as eligible to benefit from projects included in this application (low-achieving students, not necessarily low-income students).

Name/Location	Willing to Participate	Total Number Enrolled K-12	# of Students Identified to Benefit	# of Teachers Identified to Benefit