

2014-2015 reVISION Process Grant Guidelines

Grant Submission

Proposals must be submitted using the Nebraska Grants Management System (GMS) at

<https://portal.education.ne.gov>

Select the blue link "Perkins Innovation Grant."

Goal/Purpose

The purpose of this RFP is to assist local school districts in completing the reVISION Career Education strategic planning process.

Working in collaboration with postsecondary education and regional workforce/economic development leaders, the reVISION process links career educators, school administrators, guidance counselors, industry professionals and community leaders. Through this process, schools will have the opportunity to analyze and transform their current career education systems to improve their ability to educate a qualified workforce that meets employers' needs. This will help ensure that high quality CE programs are in place in all Nebraska schools, and that such programs are aligned with college and career readiness standards as well as the needs of employers, industry and labor.

Specifically, the outcomes of reVISION include:

- Aligning and supporting Career Education Systems with local, regional, and/or statewide economic initiatives
- Developing Nebraska's talent pipelines for economic growth and workforce development
- Analyzing and updating current Career Education Programs of Study(s) and curricular offerings • Strengthening secondary CE programs alignment with Nebraska postsecondary education entrance expectations
- Engaging local/regional businesses in Career Education programming

Requirements

Participation in the reVISION process requires the following:

1. The completion of a virtual reVISION orientation.
2. The identification of the reVISION team. The team should consist of CE teacher(s) from each CE discipline, at least one school counselor, and at least one school administrator (building principal required). In addition, teams may consider additional team members (core academic teachers, school board members, etc.).
3. The completion of an analysis of the school's current Career Education system prior to the first regional meeting.
4. Participation in a meeting facilitated by NCE staff. Regional meetings will be held, and each reVISION grant recipient is required to attend one of the regional meetings meeting. Meetings will be held in September and October.
5. Facilitation of a community engagement meeting. Community engagement meetings should be completed by January 15, 2015.
6. Participation in a second regional meeting facilitated by NCE staff. Meetings will be held during January and February.
7. As requested, recipients will participate in a technical assistance meeting with NCE staff.

Eligible Recipients

Districts that have not completed a reVISION evaluation process are eligible to participate in this reVISION Grant opportunity.

Use of Funds

This grant is intended to assist with implementing the reVISION process in the local district. Funds may be used to reimburse substitute teachers, teacher time outside of contract time, travel, expenses associated with community engagement meeting and other expenses directly related to the reVISION process.

The maximum amount schools may apply for is \$5,000.

Application Guidelines

An application must be submitted using the Nebraska Department of Education Grants Management System.

GMS Application Procedure

- Select the **Perkins Improvement Grant**
- Select **Create Application**
- The **Overview** tab provides an explanation of the two sources of grant funds available.
- Select **Project Information** tab and complete the **Contact Information**. Ignore the **Allocation** section
- Select the **Program Information** tab and complete the requested information under the **Proposal Information**. Check all of the areas that the proposal serves. Select **reVISION** in the second check box.
- No **Supplemental Documents** are required for reVISION.
- Complete the **Needs and Baseline Data** with a description of the need to conduct reVISION.

Suggested content would be:

Our district is participating in reVISION to address the following needs:

- Align and support Career and Technical Education Systems with local, regional, and/or statewide economic initiatives
 - Develop talent pipelines for economic growth and workforce development
 - Analyze and update current Career Education Programs of Study(s) and curricular offerings
 - Strengthen secondary CTE programs alignment with Nebraska postsecondary education entrance expectations
 - Engage local/regional businesses in Career Education programming
 - Ignore the **Equipment/Capital Outlay** section
 - Select the **Goals and Needs** tab
 - Check all nine uses of funds boxes
 - Complete the narrative using the following information
- Assess current Career Education Programs: Examine current Career Guidance activities, Career Education courses and Program(s) of Study in relationship to the Nebraska Career

Education Model. Conduct meeting facilitated by Nebraska Career Education staff focusing on the need for bridging the gap between education and workforce development; the need for education and training a qualified workforce that meets regional industry needs; identifying local business and industries with high demand, high wage, and high skill jobs; analyzing student achievement data and Perkins performance data. Conduct a community engagement meeting to analyze the Career Education program while taking into account labor market data, high-growth industries and key business; identify potential new or revised Career Education Program(s) of Study which could be offered. Conduct second meeting facilitated by Nebraska Career Education staff to discuss results of the community engagement meeting and identify the resources needed to implement the proposed new or revised Career Education Program(s) of Study. If necessary conduct additional meeting facilitated by Nebraska Career Education staff to develop an implementation plan which describes the changes that will be made to the Career Education Program as a result of the reVISION process. Our district proposes an allocation of (indicate amount up to \$5,000.)

- Select the **Budget** tab
- Complete the **Budget Detail** section allocating the amount requested to the appropriate categories. Use the following guidelines.

Object Category 100 Salaries

Administrative expenditures are limited to 5% of the total budget and can be spent for meeting general requirements of administering the grant (records retention, financial management). Documentation of individual staff time must be kept at the local level, and detailed on the itemized printout submitted to NDE when claiming for reimbursement. Grant funds can be used to pay staff for reVISION-related activities if the time spent is documented and justification is made for determining the rate of compensation. Under no circumstance is supplanting allowable. Stipends and substitutes are paid at the local district's established rate.

Object Category 200-Benefits

These may include social security, retirement, health insurance, worker's compensation, tax-sheltered annuities, life insurance.

Object Category 300-Purchased Services

Purchased services are allowable expenses, within reason, used to meet the intent of the program, and documented at the local level. Examples may include: postage, printing, consultant services, presenter services,

Object Category 400-Supplies and Materials

Supplies and materials are allowable expenditures, within reason, used to meet the intent of the program, and documented at the local level. Examples may include: meeting expense (food is eligible only when secondary to meetings, workshops, or events that provide an activity with an educational purpose; (i.e. the meal is not the purpose of the meeting); Office supplies used specifically for reVISION purposes

Promotional items-Non-allowable

- Prizes, rewards, and/or entertainment (recreational activities) are non-allowable expenditures as per federal guidelines. Promotional items and memorabilia, including souvenirs, after school or after event activities, and clothing are generally considered to be non-allowable expenditures because they do not serve a direct educational purpose.

Object Category 500-Capital Outlay

- Not applicable

Object Category 600-Travel/Other

- Instate travel is allowable. Mileage (paid at the local district's established rate)
- The **Budget Summary** will automatically fill from the **Budget Detail** page.
- Complete the **Assurances** tab
- Select the **Submit** tab

Required Reports/Products

The Final Report must be submitted by October 15, 2015. Closeout requirements include:

1. The final report consisting of a narrative of the procedures used and results of the project
2. A template is provided in GMS for the final report.
3. The final claim including an itemized printout detailing the expenditures from the project.

Fiscal Year for Utilization of Funds

Access to the approved grant funds is made available on or after July 1 2014 through reimbursement requests using the Grants Management System (GMS) Payments. Funds must be obligated or expended by June 30, 2015. After **October 1, 2014** and the Amended Grant Award Notification for the full annual allocation becomes available online, the reimbursement claims can be made up to 75% of the grant total. The balance can be claimed upon filing of the final claim, reports, and copies of curriculum, materials, and/or implementation plan(s) by October 15, 2015.

Timeframe

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|--------------------------------|---|
| • June 11, 2014 | GMS opens for application submission |
| • July 11, 2014 | GMS closes – applications must be received by system |
| • July 25, 2014 | Grant Award Notifications forwarded |
| • July 1, 2014 – June 30, 2015 | Grant Award Year |
| • October 15, 2015 | Final report, claim and closeout materials due to NDE |

Future Funding Opportunity

Districts completing the reVISION process will be eligible for a special reVISION Innovation Grant during the 2015-16 year. This reVISION Innovation Grant may be used to implement the action plan developed for the district during the reVISION process. Districts are eligible for reVISION Innovation Grants for a period of three years.

Further Information

For more information, please contact Rich Katt (rich.katt@nebraska.gov) or Cory Epler (cory.epler@nebraska.gov).