



GRANT INFORMATION GUIDE

Career and Technical Education (CTE) FY23 State Institutions Grant

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21211

Deadline
October 26, 2022
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Career and Technical Education (CTE) State Institution Grant provides federal Perkins funds to serve individuals in State Institutions including State correctional institutions and juvenile justice facilities. Federal law requires that the Maryland State Department of Education make 2% of its Perkins Leadership funds available to State Institutions including State correctional institutions and juvenile justice facilities to implement career and technical education.

In Maryland, funds are allocated to CTE programs in Adult Correctional Institutions and in Juvenile Service Education programs. Allocations to each institution are based on the CTE Enrollment as of July 1, 2021. The total number of students enrolled in CTE in these state institutions on July 1, 2021 was 480. Juvenile Services enrollment represents 40% (190 students) of the total and Adult Correctional Education represents 60% (290 students).

Name of Grant Program

Career and Technical Education State Institutions Grant

Purpose

The purpose of the Career and Technical Education (CTE) State Institutions Grants is to provide funds to State correctional institutions and juvenile justice facilities to implement career and technical education.

AUTHORIZATION

[Carl D. Perkins Career and Technical Education Act as Amended by the Strengthening Career and Technical Education for the 21st Century Act \(Public Law 115-225\)](#)

DISSEMINATION

This Grant Information Guide (GIG) was released on September 26, 2022.

DEADLINE

Applications are due by October 26, 2022.

GRANT PERIOD

October 1, 2022 – June 30, 2023

FUNDING AMOUNT AVAILABLE

The total amount available to support state institutions for FY23 is \$392,907.

- Juvenile Services - \$157,162 (40% of \$392,907)
- Adult Correctional Education - \$235,745 (60% of \$392,907)

ESTIMATED NUMBER OF GRANTS

Two (2)

GRANT AMOUNT

\$157,162 – Juvenile Services Education

\$235,745 – Adult Correctional Education

SUBMISSION INSTRUCTIONS

Applications must be submitted by 5:00 p.m. on October 26, 2022, via email to traci.verzi@maryland.gov. Download and complete the application in Microsoft Word, then save as a PDF. Please include all required attachments in the submission.

STATE RESPONSIBILITIES

The MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide such additional assistance when requested.

PROGRAM CONTACT

Traci Verzi
Coordinator of Finance and Legislation for Career Programs
410-767-0165
traci.verzi@maryland.gov

Eligibility

The federal Perkins law requires States to allocate 2% of Perkins leadership funds to support CTE in state institutions. In Maryland, funds are allocated to CTE programs in Adult Correctional Institutions and Juvenile Service Education programs. Allocations to each institution are based on the CTE Enrollment as of July 1, 2021.

Use of Funds

Funds may be used for:

- Consultant services (Consulting fees are limited to \$500 per day, plus travel expenses. Be sure to show the per diem rates in the application). Consultant travel expenses cannot exceed state per diem rates:
 - Mileage: \$0.585/mile
 - Breakfast: \$15
 - Lunch: \$18
 - Dinner: \$30
- Personnel expenses, including salaries and fringe benefits; or faculty stipends (Stipends are only allowable for work performed outside the regular workday. Stipends may be paid at the LEA's or community college's local rate).
- Stipends or salaries for support staff to manage registration for professional learning events.
- Instructional Materials and supplies to support resource and/or curriculum development/upgrades, implementation, and professional development.

- Registration fees to attend professional learning events;
- Travel and transportation costs associated with professional learning or with transporting CTE students to events; and
- Indirect/Administrative costs not to exceed 5% of the total grant, including indirect costs.

Funds may not be used for:

- Program maintenance at current performance levels.
- Purchase of equipment for administrative purposes.
- Furniture for classrooms or laboratories, Internet wiring or capital improvements.
- Purchase of career information delivery system site licenses.
- Travel, except as specified by the grant.
- Purchase of distance learning equipment or infrastructure.
- Tuition for teachers or students.
- Promotional items (e.g., shirts, key chains, bags, mugs).
- Purchase of equipment or computers for any purpose except as specified by the grant.

Program Requirements

A Career and Technical Education program must align to high-skill, high-wage, or in-demand careers; lead to earning industry-recognized and/or postsecondary credentials; and provide work-based learning experiences that require the application of academic and technical knowledge and skills in a work setting.

Planned activities for the CTE State Institutions may include new programming, professional learning for CTE instructors, purchasing of equipment and/or materials of instruction; support for students to earn industry credentials. The application must also address the outcomes to be achieved.

Application for Funding

REQUIRED COMPONENTS

APPLICATION COVER PAGE

Applications must have the Cover Page provided in the application for participation that includes a project statement. The project statement should briefly describe the program's outcome(s) and strategies (i.e., what the project will do, and how it will be accomplished). Do not exceed the 100-word limit. The Cover Page should be printed and signed by the head of the organization.

PROJECT NARRATIVE – 10 pages

The project narrative consists of the following sections. These sections, along with the budget narrative will be scored by reviewers. See the rubric on page 12 for the points assigned to each section.

- Extent of Need
- Goals, Measurable Outcomes and Milestones
- Plan of Operation, Key Personnel and Project Timeline
- Evaluation and Dissemination

EXTENT OF NEED

Please address the following in your statement of need:

- Include a brief description of the organization’s mission, vision, and goals as they relate to the project.
- Create a table that lists each CTE program of study, the number of students enrolled, the industry certification aligned to the program, and if applicable, the number of students who achieved the certification in the previous fiscal year.
- A description of the planned activities may include new programming, professional learning for CTE instructors, purchasing of equipment and/or materials of instruction; support for students to earn industry credentials.
- Outcomes to be achieved.

EVIDENCE OF IMPACT

The CTE State Institutions continuously improve CTE programs, so they maintain alignment to high-skill, high-wage, or in-demand careers; lead to earning industry-recognized and/or postsecondary credentials; and provide work-based learning experiences to prepare program completers for entry into the workforce. Applicants must describe how they are improving CTE programs based on previous performance and initiatives proven to be effective.

GOALS AND MEASURABLE OUTCOMES

Clear goals and outcomes communicate what your program hopes to achieve by the end of the grant period. Determining the program goals and outcomes is an important part of the next step of evaluating your program. Applicants must identify the overall goal(s) of the CTE FY23 State Institutions Grant. The goal(s) should address the main problem identified and address the program requirements listed above. For each goal statement, identify anticipated outcomes to be accomplished.

PLAN OF OPERATION, KEY PERSONNEL AND TIMELINE

In the Plan of Operation, provide the activities to be used to accomplish the outcomes for each goal. In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

EVALUATION AND DISSEMINATION

Provide the activities to be used to accomplish the outcomes for each goal. In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

BUDGET AND BUDGET NARRATIVE

The project's budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. See a sample budget below:

1. Salaries & wages (list separately for each position)

Line item	Calculation	Requested	Total
Project Manager, LEA staff member	\$50/hr. x 40 hrs. per week x 52 weeks	\$83,200	\$104,000
Total for Salaries & Wages:		\$83,200	\$104,000

2. Contracted Services

Line item	Calculation	Requested	Total
4 LEA Distinguished Teachers to co-develop PD session 1	\$1,500 stipends x 4 Distinguished Teachers	\$6,000	\$6,000
4 IHE Faculty members to co-develop PD session 1	\$1,500 stipends x 4 faculty members	\$6,000	\$6,000
2 LEA Distinguished Teachers to co-facilitate PD session 1	\$1,000 stipends x 2 Distinguished Teachers	\$2,000	\$2,000
20 LEA teacher participants to attend PD session 1	\$125/session x 20 participants	\$2,500	\$2,500
20 teacher candidate stipends during 21 st century practicum	\$10,000 per full year practicum x 20 candidates	\$150,000	\$200,000
Total for Contracted Services:		\$166,500	\$216,500

APPENDICES

The following appendices must be included but not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

- The [itemized budget form \(C-1-25\)](#); and
- A [signed recipient assurances page](#)

The Review Process

The review of proposals will be a three-part process:

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all pre-screen requirements will not be reviewed.
2. A review committee established by the MSDE, will evaluate applications using the scoring rubric below.
3. Notification of approval will be sent by email in October. Approved proposals may begin implementing the program as soon as the award notification letter is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

Scoring Rubric

Using the following rubric, reviewers will assign numerical scores and prepare comments.

Plan Criteria	Level 3 Meets All Criteria (35-26)	Level 2 Meets Some Criteria (25-12)	Level 1 Meets Few or No Criteria (12-0)
Extent of Need (35 Points)	The extent of need is clearly and thoroughly described; the organization's mission, vision and goals are clearly articulated.	There is a limited description of the extent of need; a description of the organization's mission, vision and goals is lacking specificity with little alignment to CTE.	The extent of need is not clearly identified.
	Level 3 (20-16)	Level 2 (15-7)	Level 1 (7-0)
Goals, Measurable Outcomes, and Milestones (20 Points)	Identifies multiple, measurable goals, outcomes and milestones and includes a clear narrative to achieve goals. Outcome statements are clear and tell how the project's target population would improve. Establishes a clear and coherent calendar of deadlines.	Lists only goals and outcomes, but not deadlines or milestones. Or milestones and deadlines are annual and don't measure progress towards the goal. Notes outcomes but is not specific to how they tie into the problem	Identifies a goal but lacks outcomes to measure progress towards the goal. The goal is vague and not measurable. Does not address the required deadlines or milestones. No milestones or targets. Or milestones and targets are vague and misaligned to the problem.

	Level 3 (20-16)	Level 2 (15-7)	Level 1 (7-0)
Plan of Operation, Key Personnel, and Project Timeline (20 Points)	A detailed plan of operation and timeline are included. Key personnel and timeline are included.	A broad plan of operation that addresses some items identified in the application is included.	The plan of operation provided does not address the items identified in the application.
	Level 3 (15-11)	Level 2 (10-6)	Level 1 (5-0)
Evaluation (15 Points)	The application clearly explains how the evaluation plan will be operationalized to ensure the overall goals are met. A clear description of incremental monitoring is included. And data that will be evaluated to determine success is included.	The explanation as to how the evaluation plan will be operationalized is vague. A vague description of incremental monitoring is included. The application does not include examples of data that will be evaluated to determine success.	The application lacks an explanation as to how the evaluation plan will be operationalized. There is no description of an incremental monitoring process. No data points are included
	Level 3 (10-6)	Level 2 (5-3)	Level 1 (2-0)
Budget Narrative (10 Points)	The budget narrative lists budget items showing how the cost of each item was calculated. If it includes other items/costs not specifically noted in the application, a detailed explanation of need is included. Budget calculations are correct.	The application includes a budget narrative. The budget narrative lists budget items showing how the cost of each item was calculated but lacks detail. Other items/costs not specifically noted in the application are included, but without a detailed explanation of need. Budget calculations are correct.	The application lacks a budget narrative or lacks detail and is not itemized. Budget contains multiple errors.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
January 15, 2023	Interim Narrative Report
July 31, 2023	Final Narrative Report
September 30, 2023	Final Financial Report

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#). Final invoices must be submitted no later than 60 days after the grant period ends.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate since age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations
Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595

410-767-0123 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

Customer Service Support Sessions

The MSDE will hold customer support sessions on September 28, 2022 and September 29, 2022. MSDE staff will be available throughout the grant writing process to provide technical assistance to applicants.

- September 28, 2022 (1:00 – 2:00)
<https://www.marylandpublicschools.org/about/Pages/DCCR/index.aspx>
- September 29, 2022 (1:00 – 2:00)
<https://www.marylandpublicschools.org/about/Pages/DCCR/index.aspx>

Grant Timeline

Date	Program Milestone
September 22, 2022	The Grant Information Guide and the application are released
September 27 & 30, 2022	The MSDE will hold a virtual customer service support session for interested applicants
October 21, 2022	Applications must be submitted by 5:00 p.m.
October 19 - 23, 2022	The MSDE Review Committee will convene and evaluate complete proposal review and notify applicants of status.
Oct. 1, 2022 -June 30, 2023	The grant period

Attachments

Application for Participation