

Maryland Affiliate for
Consumer Services,
Hospitality, and Tourism
Career and Technology
Education (CTE) Programs
of Study:

- American Culinary Federation
- Food and Beverage Management (ProStart)
- Hospitality and Tourism Management Program

Developed by the
Maryland State Department of
Education (MSDE)



Request for Proposals

Division of Career and College
Readiness

Maryland State Department of
Education

200 West Baltimore St.
Baltimore, Maryland 21201

Dissemination Date:

June 10, 2016

Deadline:

August 12, 2016

PROPOSAL DESCRIPTION

Name of Grant Program:	Maryland Affiliate for the Interactive Media Production Career and Technology Education (CTE) Program of Study developed by the Maryland State Department of Education (MSDE)
Authorization:	The Carl D. Perkins Career and Technical Education Improvement Act of 2006, Public Law (109-270)
Dissemination:	June 10, 2016
Deadline:	All required grant submissions must be emailed or postmarked by August 12, 2016 . See: Application Submission, page 5, for details.
Purpose:	<p>The purpose for this grant is to identify a two- or four-year Maryland public or independent college or university to act as an “Affiliate Partner” that will enter into an agreement with the Maryland State Department of Education (MSDE) to support three Career and Technology Education programs of study within the Consumer Services, Hospitality, and Tourism (CSHT) Career Cluster:</p> <ul style="list-style-type: none"> • American Culinary Federation (ACF) • Food and Beverage Management (ProStart) • Hospitality and Tourism Management Program (HTMP) <p>The Affiliate must offer associate, baccalaureate, and/or accelerated degrees in the areas of culinary arts, restaurant management, and lodging management as well as demonstrate a successful record of identifying and preparing graduating students for employment. The Affiliate, in collaboration with MSDE, will provide and/or coordinate the following activities over a three-year grant period after which the Affiliate will become self sustaining:</p> <ol style="list-style-type: none"> A. Identify content and exit standards aligned to postsecondary offerings that when successfully completed will allow students to earn transcribed credit at the postsecondary institution; B. Organize and/or provide professional development for CHST teachers; C. Identify criteria to award transcribed credit for high school students and graduate credit or continuing professional development to teachers; D. Identify members to serve on a Program Advisory Committee (PAC) and co-convene the PAC meetings biannually; and E. Contribute to the development of MSDE’s CSHT site. <p>Note: All curriculum content developed is to be marked © copyright MSDE.</p>
Required Components:	To be approved, each application must address all components of the competitive criteria specified in the RFP and scoring rubric and include all attachments/forms as designated. Due to the competitive nature of this grant, applications must meet criteria upon initial submission.
Priorities:	Priority will be given to applicants that demonstrate readiness to meet the requirements set forth in this RFP and best explain how the affiliate will be sustained after three years of grant funding.
Eligible Applicants:	Maryland public or non-profit colleges and universities that offer associate, baccalaureate degrees, and/or accelerated degrees in Culinary Arts/Management, Restaurant Management, and Lodging Management or related degree programs are eligible to apply. The grantee may hire faculty and/or adjunct faculty members from other two- and four-year colleges and local school systems as long as those

	faculty members meet the established minimum qualifications for faculty members established by the grantee's institution.
Proposal Review:	The review of proposals will be conducted as follows: 1. Grant applications will undergo a technical review upon submission to ensure completeness. 2. A review committee established by MSDE will evaluate applications using the scoring rubric. Final approval for an award will be determined by MSDE.
Award Notifications:	The successful applicant will be notified of the grant award on or before August 12, 2016. Spending authority is effective on the first day of the month that all required elements are received in approvable form, but not before August 12, 2016. A Notification of approval will be sent by mail.
Total Funds Available:	Up to \$50,000 over three years. The first year (September 1, 2016 to June 30, 2017), the applicant may apply for up to \$12,000. Note: <i>The balance of the funds may be applied to the subsequent years of the grant pending the availability of federal funds, submission of approvable work for the prior grant year and demonstrated institutional capacity to sustain the Affiliate.</i> In order to receive continued funding for the subsequent year, a year-two approved plan narrative, budget and budget narrative are required. This process is required for year three if applicable.
Grant Period:	Yearly grants, beginning September 1, 2016 to June 30, 2017, and the following state fiscal years of July 1, 2017 to June 30, 2018 and July 1, 2018 to June 30, 2019 (see above Note). The Affiliate is expected to be self-sustaining after the three-year grant period based on revenues from Summer Training Institutes and other professional development activities.
Number and Award of Grants:	One grant will be awarded based on meeting the competitive criteria with continuation for one subsequent year based on successful performance and the availability of federal funds.
Fund Use:	Costs incurred outside the grant period may not be funded through the grant award. In addition to the activities required to operate an Affiliate, Maryland has established the following requirements. Funds may be used for: Personnel expenses, including salaries and fringe benefits; or faculty stipends for instructors for the Summer Professional Development (PD) for the following three Career and Technology Education programs of study within the Consumer Services, Hospitality, and Tourism (CSHT) Career Cluster: ACF, ProStart, and HTMP (Stipends are only allowable for work performed outside the regular work day); <ul style="list-style-type: none"> • Stipends or salaries for support staff to manage all logistics for professional development to take place during the summer and school-year; • Consultant services (Consulting fees are limited to \$500 per day, plus travel expenses.) • Consultant travel expenses cannot exceed state per diem rates which are: <ul style="list-style-type: none"> ○ Mileage: \$0.54/mile ○ Breakfast: \$8 ○ Lunch: \$10 ○ Dinner: \$24 • Per diem rates also apply to anyone participating in professional development activities who claim expenses from this grant; • Instructional materials and supplies to support curriculum development,

	<p>implementation and professional development; and</p> <ul style="list-style-type: none"> • Administrative costs not to exceed 5% of the total grant, including indirect costs. <p>Funds may <u>not</u> be used for:</p> <ul style="list-style-type: none"> • 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); and • Purchase of equipment or computers for any purpose except as specified by the grant.
The General Education Provisions Act (GEPA), Section 427	Each applicant must develop and describe the steps such 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 in order to overcome barriers to equitable participation.
Certification Statements	<p>Complete the required certification forms and provide the appropriate signatures on each form. Signatures must be in blue ink:</p> <ul style="list-style-type: none"> • Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements (Appendix E). • Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion—Lower Tier Covered Transactions (Appendix F).
Reporting Requirements	<p>Grantees must submit:</p> <ul style="list-style-type: none"> • Mid-year narrative and financial reports; • Annual narrative and financial reports; and • Final evaluation report, including data, within 60 days of the grant end date.
Application Assembly	<p>Bound copies must be stapled in the upper left corner. Copies should not be bound by glue, spirals, wire clasps, or any other means.</p> <p>Proposals submitted must contain the following information and be assembled in the order indicated:</p> <ul style="list-style-type: none"> • Proposal Cover Page (Appendix A); • Signed Assurances Page (Appendix B); • Grant Application (narrative following the grant outline) • Signed MSDE Postsecondary Budget Forms (Appendix C—an Excel Spreadsheet) from September 1, 2016 to June 30, 2017); • FY 2017 Career and Technology Grant Information Survey (Appendix D); • Certification Forms (Appendices E and F); and • Two letters of support from outside sources attesting to the applicant’s capacity to develop and sustain an Affiliate.
Submission Requirements	<ul style="list-style-type: none"> • Narrative cannot exceed ten pages, excluding the forms required for submission. The narrative must use line spacing of at least 1.15, and a type size

	<p>of 12-point font. Charts may use single spacing and a type size of 10-point font. Required forms and letters of support do not count toward the 10 page limit;</p> <ul style="list-style-type: none"> • All copies of the proposal should be on standard (8½ x 11) size paper of regular weight and numbered according to the prescribed numbering convention; • The original coversheet, assurances page, and budget sheets must be signed in <u>BLUE</u> ink; • Applications may be scanned and submitted electronically to Jeanne-Marie Holly as long as all signatures are in BLUE ink. If sent electronically with BLUE ink, do not send hard copies; • If the ability to scan color documents is not available, the proposal may still be submitted electronically to jeanne-marie.holly@maryland.gov, but one hard copy of the <i>signature pages only</i>, signed in BLUE ink, must be mailed to the address below; and • Both the electronic copy and the hard copies must be submitted/postmarked by August 12, 2016. <p style="text-align: center;">Submit applications to: Maryland State Department of Education 200 West Baltimore Street, Third Floor Baltimore, Maryland 21201 Attention: Jeanne-Marie Holly, Program Manager Career and Technology Education Systems Branch jeanne-marie.holly@maryland.gov</p>
Technical Assistance	<p>Technical assistance and additional copies of all required reporting forms and amendment request forms may be requested from:</p> <p>Marquita Friday, CTE Lead Specialist Division of Career and College Readiness 410-767-0183 marquita.Friday@maryland.gov</p> <p>Nina Roa, CTE Specialist Division of Career and College Readiness nina.roa@maryland.gov 410-767-1904</p>

Non-discrimination Statement:

The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability, or sexual orientation in matters affecting employment or in providing access to programs. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Branch
Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201-2595
Voice: (410) 767-0426 TTY/TDD: (410) 333-6442 FAX: (410) 767-0431

MARYLAND AFFILIATE
CONSUMER SERVICES, HOSPITALITY, AND TOURISM CAREER AND TECHNOLOGY EDUCATION
(CTE) PROGRAMS OF STUDY (POS): American Culinary Federation, Food and Beverage
Management (ProStart), and Hospitality and Tourism Management Program

Applicant may apply for up to \$15,000 for Year 1 (from September 1, 2016 – June 30, 2017). ***The balance of the funds may be applied to the subsequent two years of the grant pending the availability of federal funds, submission of approvable work for the prior grant year and demonstrated institutional capacity to sustain the Affiliate.***

I. BACKGROUND: CONSUMER SERVICES, HOSPITALITY, AND TOURISM CTE PROGRAMS OF STUDY

American Culinary Federation: The Culinary Arts program partners with the American Culinary Federation (ACF) to prepare students for successful careers in the food and beverage industry. This is a two-year CTE program that educates high school students in professional cooking or professional baking. Students progress through a program that includes hands-on education in food production, while developing professionalism and proficiency in cooking, baking, cost control, nutrition, sanitation and food marketing. Students in this program gain practical experience through clinicals (school-based enterprises and/or work-based learning in the culinary industry).

The CTE program consists of two pathways (Professional Cooking and Professional Baking and Pastry). Each pathway consists of two courses with Culinary Basics serving as the foundation course to both pathways:

- Pathway I – Professional Cooking: Culinary Basics – Foundations of Professional Cooking and Professional Cooking
- Pathway II – Professional Baking: Culinary Basics – Foundations of Professional Cooking and Professional Baking and Pastry

Food and Beverage Management (ProStart): The ProStart program introduces high school students to a wide variety of careers within the restaurant, foodservice and hospitality industry. Students will study and practice professional food preparation, preparation of international cuisines, food safety and sanitation, customer service relations, accounting, cost control, marketing and an introduction to aspects of lodging management. Students will build strong culinary, business, management and workplace skills as a result of their participation in this program. The National Restaurant Association Educational Foundation (NRAEF) designed the program's industry driven curriculum.

The ProStart CTE program consists of four components that students are required to complete: 1) two, in-school courses; 2) an industry-mentored, work-based learning experience guided by the NRAEF competency checklist; 3) two, NRAEF end-of-course examinations; and 4) the National ProStart Certificate of Achievement.

Hospitality and Tourism Management Program: HTMP is a nationally recognized program that was developed by industry experts and members of the American Hotel & Lodging Association prepares students for roles in the hotel industry. The new high school curriculum introduces the hospitality and tourism industry on a global scale with a large focus on diversity. The program also focuses on developing students' managerial and leadership skills.

The HTMP CTE program consists of four components that students are required to complete: 1) three, in-school courses; 2) an industry-mentored, work-based learning experience guided by the American Hotel and Lodging Educational Institute (AHLEI) competency checklist; 3) two AHLEI end-of-course examinations and 4) the Certified Hospitality & Tourism Management Professional credential.

II. MARYLAND CSHT AFFILIATE ACTIVITIES

The Maryland State Department of Education invites Maryland's colleges and universities with Consumer Services, Hospitality, and Tourism Programs to submit proposals to become the CSHT Affiliate. Currently, 18 of Maryland's 24 school systems offer at least one of the three programs, and six systems offer two programs. The overall goal of the program is to prepare students, whose interest, skills, and abilities lay in culinary arts, restaurant management, or lodging management, to be well prepared to succeed at the postsecondary level as well as in the industry. Prior to leaving high school, students are expected to acquire industry-recognized credentials such as those offered through the American Culinary Federation, the National Restaurant Education Foundation, and the American and Hotel Lodging Educational Institute. These credentials are used to measure students Technical Skill Attainment, which is a Perkins Core Indicator of Performance and reported on annually.

Maryland's CSHT Affiliate Partner will serve schools, teachers, school counselors and administrators that have joined a network of secondary schools who have adopted or who are planning to adopt one of the three CSHT CTE State Programs of Study through the following ongoing activities.

- A. In partnership with the MSDE, establish the CSHT Program Advisory Committee with representation from the Affiliate Partner, teachers, counselors, administrators, principals, parents, and business/industry (including, representatives from the following associations: Restaurant Association of Maryland, Maryland Hotel and Lodging Association, and the American Culinary Federation). Co-convene the PAC meetings biannually;
- B. Organize and/or provide professional development (PD) for CHST teachers based on the program content. PD offerings should include multiple day, face-to-face sessions in the summer and a one day session in the fall as well as potential webinars during the winter and spring. Identify criteria to award graduate credit or continuing professional development to teachers;
- C. Contribute to the ongoing development of MSDE's CHST BlackBoard site. Information on the site should include but is not limited to: instructional resources for teaches, portfolio rubrics, information regarding professional development, news from industry experts, free online resources, videos of teacher demonstrations and exemplars of graded student work using the rubrics;
- D. Identify exit standards in the form of portfolio rubrics (aligned to each CSHT program) that will guide the development and quality of students' portfolios; and
- E. Identify criteria to award transcribed credit for high school students, and collect data on the number of students who apply and receive credit.

III. APPLICATION OUTLINE

Applications should follow the outline provided below and address **Sections A - F**. The application should describe how the grantee will over a three-year period establish a CSHT program advisory committee, provide professional development to teachers, maintain ongoing communication with educators through the CSHT BlackBoard site, and provide articulated and/or transcribed credit for CSHT program completers.

A. Leadership Capacity and Sustainability	(20 Points)
<p>The applicant should describe the capacity of the institution to serve in the role of an affiliate by:</p> <ol style="list-style-type: none"> 1. Documenting how the applicant successfully transitions graduating students through post secondary education to further education and/or employment by providing current overall placement data; 2. Providing information and data of past performance that speak to its institutional capacity to complete the work described in sections B-E; and 3. Describing the demonstrated institutional capacity to sustain the Affiliate once federal funding ends after year three. 4. Submitting two (2) letters of support from outside sources attesting to the applicant’s capacity to develop and sustain an Affiliate. 	

B. Year One Activities and Timeline	(10 Points)
<p>The applicant should complete the Year One Activities Response Form, and then in Section C describe how each activity will be accomplished.</p>	

Year One Activities Response Form
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Grantees shall complete and submit this response form with the grant application. This form must be completed and returned with the grant application. Please describe your readiness level by responding to each item:

			Projected Completion Date
1. Will the grantee work with MSDE staff to establish the CSHT Program Advisory Committee (PAC) and co-convene the first PAC meeting in the fall semester of the 2016-2017 school-year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Will the grantee work with MSDE staff to update the program proposals for the Culinary Arts (ACF), Food and Beverage Management (ProStart), and Hospitality Tourism and Management Programs to ensure alignment with the postsecondary programs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Will the grantee begin identifying exit standards that students will need to accomplish in order to earn articulated and/or transcribed credit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Will the grantee work with MSDE staff to populate content and resource material into the CSHT BlackBoard site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Will the grantee conduct a February 2017 webinar for teachers introducing the affiliate partner, the BlackBoard site, and available resources supporting teacher PD?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Will the grantee plan a 2017 Summer PD session for teachers, and be prepared to implement the PD at the agreed upon time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

C. Sustainability	(25 Points)
<p>The applicant will describe how the grantee will implement and sustain activities in Section B beyond the three year period.</p> <ol style="list-style-type: none"> 1. Describe the business/industry partnerships that currently exist and might contribute to the program advisory committee. 2. Describe efforts taken to keep postsecondary programs current with industry standards and expectations. 3. Identify potential postsecondary programs in which it is mostly likely possible to establish an alignment for the purpose of articulation and/or providing students with transcribed credit. 4. Describe applicant’s expertise in managing a BlackBoard site to serve as a professional learning community among CSHT teachers to access curriculum, share ideas, post questions, receive program updates and hear from industry professionals. 5. Describe a professional development model that includes face-to-face sessions, webinars, and opportunities for teachers to earn Continuing Professional Development credit. 	

D. Key Personnel	(10 Points)
<p>Provide a list that includes the following: names, titles and place of employment for each person working on the grant and include:</p> <ol style="list-style-type: none"> 1. Identify the Affiliate Director for the Consumer Services, Hospitality, and Tourism CTE Programs of Study. 2. Identify and provide one-page curriculum vitae for each Faculty member(s), adjunct faculty, or external consultants that will review and develop curricula and deliver institution at the summer professional development as required by the grant. 3. Identify the role of each key person within the grant. 	

E. Evaluation	(20 Points)
<p>Describe how the affiliate will operationalize an evaluation plan to ensure that the proposed program supports overall goals of the grant:</p> <ol style="list-style-type: none"> 1. Sustaining the activities of the grant after the three-year grant period ends; 2. Implementing professional development and monitoring an electronic Professional Learning Community (PLC) for CSHT teachers and administrators; 3. Developing high-quality curriculum modules and related portfolio rubrics; and 4. Offering CPD credit for CSHT teachers and transcribed credit for students. 	

F. Budget Narrative and Budget Form	(15 Points)
<p>All applicants will submit an itemized budget and a budget narrative for the first year of the grant, September 1, 2016 to June 30, 2017 (see page 3 for fund use explanation.)</p>	

Scoring Rubric

Plan Criteria	Level 3 Meets All Criteria	Level 2 Meets Some Criteria	Level 1 Meets Few or No Criteria
A. Leadership Capacity and Sustainability <p style="text-align: center;">20 Points</p>	<p>The proposal clearly and fully demonstrates the institution of higher education's (IHE's) ability to successfully transition graduating students to work and/or further education. Data points and letters of recommendation included indicate strong intuitional capacity to complete the work described and sustain the affiliate.</p> <p style="text-align: center;">20-15</p>	<p>The proposal partially describes the IHE's ability to successfully transition graduating students to work and/or further education, and establish and sustain an affiliate. Data points and letters of recommendation included indicate mediocre intuitional capacity to complete the work described and sustain the affiliate.</p> <p style="text-align: center;">14-6</p>	<p>The proposal provides weak support for the IHE's ability to successfully transition graduating students to work and/or further education, establish and sustain an affiliate. Data points and letters of recommendation included indicate weak intuitional capacity to complete the work described and sustain the affiliate</p> <p style="text-align: center;">5-0</p>
B. Year One Activities and Timeline <p style="text-align: center;">10 Points</p>	<p>The proposal indicates that the grantee has a high level of readiness to complete the Year One Activities. Specific dates of completion are listed.</p> <p style="text-align: center;">10-8</p>	<p>The proposal indicates that the grantee has a mediocre level of readiness to complete the Year One Activities. Some specific dates of completion are listed.</p> <p style="text-align: center;">7-5</p>	<p>The proposal indicates that the grantee has a low level of readiness to complete the Year One Activities. Few specific dates of completion are listed.</p> <p style="text-align: center;">4-0</p>
C. Sustainability <p style="text-align: center;">25 Points</p>	<p>The application provides clear and specific details for the implementation of the grant activities.</p> <p style="text-align: center;">25-17</p>	<p>The application provides some specific details for the implementation of the grant activities.</p> <p style="text-align: center;">16-9</p>	<p>The application provides few specific details for the implementation of the grant activities.</p> <p style="text-align: center;">8-0</p>
D. Key Personnel <p style="text-align: center;">10 Points</p>	<p>An affiliate director is clearly identified. Other key personnel are identified and the proposal includes a one-page curriculum vitae for each person. Roles and responsibilities of key people are clearly stated.</p> <p style="text-align: center;">10-8</p>	<p>An affiliate director is named, but not clearly identified. Other key personnel are identified and the proposal does not include a one-page curriculum vitae for each person. Roles and responsibilities of key people may or may not be identified.</p> <p style="text-align: center;">7-5</p>	<p>An affiliate director is not named or not clearly identified. Other key personnel are not identified and the proposal does not include a one-page curriculum vitae for each person. Roles and responsibilities of key people are not identified.</p> <p style="text-align: center;">4-0</p>
F. Evaluation <p style="text-align: center;">20 Points</p>	<p>The evaluation plan provides specific details that describe how the affiliate will operationalize the grant activities and evaluate its effectiveness to support the overall goals of the grant. The evaluation plan includes realistic qualitative and quantitative measures.</p> <p style="text-align: center;">20-15</p>	<p>The evaluation plan provided is vague and generally describes how the affiliate will operationalize the grant activities and evaluate its effectiveness to support the overall goals of the grant.</p> <p style="text-align: center;">14-6</p>	<p>The evaluation plan provides little or no description of how the affiliate will operationalize the grant activities and evaluate its effectiveness to support the overall goals of the grant.</p> <p style="text-align: center;">5-0</p>
F. Budget and Budget Narrative <p style="text-align: center;">15 Points</p>	<p>An itemized budget and budget narrative are submitted for the proposed project. The budget is reasonable and cost effective. The itemized budget and budget narrative is aligned with grant activities and totaled correctly. MSDE budget forms are included as part of the proposal.</p> <p style="text-align: center;">15-12</p>	<p>A budget narrative provides a general explanation of expenses. The budget and narrative are not clear. The budget and budget narrative is somewhat aligned with grant activities. MSDE budget forms are included.</p> <p style="text-align: center;">11-6</p>	<p>The budget is not itemized or the budget narrative is not included. The narrative does not provide an explanation of expenses. The budget is not reasonable or cost effective. The budget and budget narratives do not align with grant activities. MSDE budget forms are not included.</p> <p style="text-align: center;">5-0</p>

APPENDICES

- A. Proposal Cover Page
- B. Assurances Page
- C. Postsecondary budget form
- D. FY 2017 Career and Technology Grant Information Survey
- E. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-free Workplace Requirements
- F. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions
- G. CSHT CTE Program Proposals: Culinary Arts (ACF), Food and Beverage Management (ProStart), and the Hospitality and Tourism Management Program.
- H. Features of the MSDE CSHT Blackboard Site

APPENDIX A
PROPOSAL COVER PAGE

DIVISION OF CAREER AND COLLEGE READINESS
MARYLAND STATE DEPARTMENT OF EDUCATION
200 West Baltimore Street
Baltimore, Maryland 21201

This agreement is between the Division of Career and College Readiness, Maryland State Department of Education and the following eligible recipient:

Institution/Agency Name: _____
Institution/Agency Address: _____
_____ Institution/Agency Code: _____
Program/Project Title: _____ CIP Code: _____
Starting Date: _____ Ending Date: _____
Name of Program/Project Director: _____ Phone: _____
Address: _____

Level(s) (check appropriate) ___ Secondary ___ Postsecondary ___ Other (specify) _____
Estimated Annual Cost of Program/Project Federal (P.L. 109-270) \$ _____
(Should agree with Proposed Budget) State/Local \$ _____
Other \$ _____
TOTAL \$ _____

Local Perkins Plan Application Reference (If applicable) _____
Type of Proposal/Project (check one) ___ New ___ Revised ___ Amendment
Signature of CTE Local Director (Secondary) _____
Signature of Career & Technology Perkins Plan Contact (Postsecondary) _____
Signature of Other Recipient (Not Secondary/Postsecondary) _____

DCCR USE ONLY

FUNDING SOURCE (check)
Title I – PERKINS IV
Part B - State Leadership Activities OTHER
___ Professional Development ___ State
___ Curriculum Development ___ Other (Specify) _____
___ Performance Standards
___ Other

Part C - Secondary & Postsecondary CTE Programs
___ Secondary
___ Postsecondary

APPROVED FUNDS	-	Federal	_____	Control No.	_____
		State	_____	Source of Funds FY	_____
		TOTAL AMOUNT	_____	Approved for FY	_____
				CIP/CTE Activity No.	_____

Signature, Assistant State Superintendent, Career and College Readiness Date

APPENDIX B
RECIPIENT ASSURANCES

By receiving funds under this grant award, I hereby agree, as grantee, to comply with the following terms and conditions:

1. Programs and projects funded in total or in part through this grant shall operate in compliance with State and federal statutes and regulations, including but not limited to the 1964 Civil Rights Act and amendments, the Code of Federal Regulations (CFR) 34, the Elementary and Secondary Education Act, Education Department General Administrative Regulations (EDGAR), the General Education Provisions Act (GEPA) and the Americans with Disabilities Act (ADA). Vendors, subgrantees, and/or consultants; including officers and employees shall comply with the Family Educational Rights and Privacy Act at all times (20 U.S.C. §1232g).
2. Grantee shall assure that its facilities are accessible to individuals with disabilities as required by the ADA and applicable regulations. The grantee shall not discriminate against individuals with disabilities in the provision of its services and programs unless to do so would be an undue burden or result in fundamental alteration in the program as those terms are used in the ADA and its implementing regulation. The State reserves the right to inspect the grantee's facilities at any time to determine if the grantee is in compliance with ADA. The grantee shall bear sole responsibility for assuring that its programs conforms for the section 501c. of the ADA (42 USC 12201) as a bona fide benefit plan. The grantee shall indemnify and hold the State harmless in any administrative proceeding or action brought pursuant to the ADA for all damages, attorneys' fees, litigation expenses and costs, if such action or proceeding arises from the acts of grantee, grantee's employees, agents or subgrantees.
3. By accepting federal funds, the recipients certify that they have complied with Federal Executive Order 12549, Debarment and Suspension set forth in 2 CFR §180, and that, a signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form has been filed with Maryland State Department of Education Project Monitor.
4. Grantee shall establish and maintain fiscal control, fund accounting procedures by fund, as set forth in 2 CFR §200 and in applicable statute and regulation. By accepting federal funds, the recipient agrees that the amount of the grant award is contingent upon the receipt of federal funds. Grantee shall retain all records of its financial transactions and accounts relating to this grant for a period of five years, or longer if required by federal regulation. Such records shall be made available for inspection and audit by authorized representatives of MSDE.
5. Entities expending federal funds of \$750,000 or more in a single fiscal year, must have an annual financial and compliance audit in accordance with 2 CFR Subpart F 200.500 et. seq.
6. The Maryland State Department of Education (MSDE) may, as it deems necessary, supervise, evaluate and provide guidance and direction to grantee in the conduct of activities performed under this grant. However, MSDE's failure to supervise, evaluate or provide guidance and direction shall not relieve grantee of any liability for failure to comply with the terms of the grant award.
7. Grantee shall adhere to MSDE reporting requirements, including the submission of all required reports. Failure to submit complete, accurate, and timely progress and final reports may result in the withholding of subsequent grant payments until such time as the reports are filed.
8. Grantee must receive prior written approval from the MSDE Program Monitor before implementing any programmatic changes with respect to the purposes for which the grant was awarded. Unless a division implements a stricter policy, grantee must receive prior written approval from the MSDE Program Monitor for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, *whichever is greater*. Grantee must support the request with the reason for the requested change. Budget realignments must be submitted at least 45 days prior to the end of the grant period.
9. Requests for grant extension, when allowed, must be submitted at least 45 days prior to the end of the grant period.
10. Grantee shall insure that programs and projects that offer web-based or technology band instructional products or programs which are funded in total or in part through this grant will operate in compliance with Section 508 of the Federal Rehabilitation Act of 1973 as amended and Section 7-910 of the Education Article, Annotated Code of Maryland.
11. Grantee shall repay any funds that have been determined through the federal or State audit process to have been misspent, misapplied, or otherwise not properly accounted for, and further agrees to pay any collection fees that may subsequently be imposed by the federal and/or State government. The repayment may be made by an offset to funds that are otherwise due the grantee.

I further certify that all of the facts, figures and representations made with respect to the grant application and grant award, including exhibits and attachments, are true and correct to the best of my knowledge, information, and belief.

Superintendent of Schools/Head of Grantee Agency

Date

Revised June 2015

Appendix D
FY 2017 Career and Technology Grant Information Survey

Please complete the following contact information and return to:

Mrs. Janet B. Saunders at: E-Mail: jsaunders@msde.state.md.us or Fax: 410-333-2084

Head of Grantee Agency

(Superintendent of Schools, Community College President or Head of Agency)

Name: _____
Title: _____
Agency: _____
Address: _____

City/State/Zip Code: _____
Telephone Number: _____ FAX Number: _____
E-Mail Address: _____

Grantee Project Director

(Local Director, Community College Instructional Dean or Project Director)

Name: _____
Title: _____
Agency: _____
Address: _____

City/State/Zip Code: _____
Telephone Number: _____ FAX Number: _____
E-Mail Address: _____

Grantee Finance Officer

(Budget/Finance Person in your Finance Office)

Name: _____
Title: _____
Agency: _____
DUNS# * _____
Address: _____

City/State/Zip Code & 4 (Required): _____
Telephone Number: _____ FAX Number: _____
E-Mail Address: _____

* The **Data Universal Numbering System**, abbreviated as **DUNS** or **D-U-N-S**, is a system developed and regulated by [Dun & Bradstreet](#) (D&B) that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity.

Name of completer: _____ Contact Number: _____

If you have any questions, please do not hesitate to contact Jeanne-Marie S. Holly, Program Manager, CTE Systems Branch at (410) 767-0182.

APPENDIX E
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 8s, for persons entering into a grant or cooperative agreement of \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement:
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts) and that all sub recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

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, Section 85.102 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 statement, 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; or
- B. Where the applicant is unable to certify any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 –

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:
 - (b) Establishing an on-going drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and

- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (c) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;
- (d) Taking one of the following actions, within 30 calendar days or receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted;
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (e) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraph (a), (b), (c), (d), (e), and (f).
- A. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Street Address	
City	County
State Maryland	Zip Code

Check if there are any workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented as 34 CFR Part 85, Subpart F, for grantees, as defined at 34 DFR Part 85, Section 85.605 and 85.610 -

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation during the conduct of any grant activity, I will report the convictions, to: Director, Grants and Contracts Services, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

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

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0013, 6/90 (Replaced ED 80-0008: ED Form GCS-008, (REV. 12/88); ED 80-0010, 5/90; and ED 80-0011, 5/90

APPENDIX F
Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion—Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason or changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall now knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary exclusion-Lower Tier Covered Transactions”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded for the covered transaction, unless it know that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	SIGNATURE and DATE

ED 80-0014, 9/90 (Replaced GCS-009 (REV. 12/88), which is obsolete)