



FY 2022 Perkins Secondary Reserve Fund Application
Strengthening Career and Technical Education for the 21st Century
Carl D. Perkins Career and Technical Education Act

Middle School: Searching Career Opportunities through Research and Exploration (SCORE)
Grant # 06080

The Reserve Fund

The approved Kansas State Plan for Career and Technical Education (CTE) includes a Perkins Secondary Reserve Fund, established to provide support for innovative CTE programs, program delivery and/or CTE program expansion to meet critical workforce development needs. Reserve funds are distributed through a competitive grant process, with the total amount available for this reserve grant at approximately **\$22,000 per approved application**. Funds should be **expended** by **June 20, 2022**. Final drawdown of funds from KSDE should be no later than **June 30, 2022**. Applications are due by **5 p.m. on March 31, 2022**.

Eligible Recipients

Applicants eligible for a Perkins Secondary Reserve Fund grant award must currently offer at least one approved CTE pathway and the district must meet at least one of the following criteria:

- 1) Be located in a rural area. "Rural" is a non-urban area. For Kansas, urban areas are defined as those Kansas counties with a population of 150 or more persons per square mile (Douglas, Johnson, Leavenworth, Sedgwick, Shawnee and Wyandotte counties) **OR**
- 2) Have a high number of CTE students. Those districts reporting high numbers of students enrolled in approved CTE classes and associated pathways as participants and/or concentrators. **OR**
- 3) Have a high percentage of CTE students. Those districts with a percentage of students enrolled in CTE classes and associated pathways at 60% or more of the district's overall student population.

Award Period:

This Reserve Fund grant award(s) is for the period, **April 1, 2022 through June 30, 2022**. Drawdown of funds from KSDE should be by no later than **June 30, 2022** to meet the deadline.

Purposes for Reserve Fund Grants:

Reserve Fund grants must support activities in CTE that are allowable in the Strengthening Career and Technical Education for the 21st Century Act and be geared toward enhancement or expansion of CTE. (Supplies and equipment must be purchased for classroom use and be available for all students, but not the property of the student.)

Application Process

Interested, qualified applicants must **submit a proposal describing the nature and scope of the proposed project and the amount of funding requested**. Proposals for Reserve Fund grants include:

- Cover Sheet
- Project application
- Project activities Sheet
- Detailed budget
- Budget narrative (*identifying specifically how the funds will be expended*)
- Outline how the project will enhance programs supported **submission Requirements**
- Completed Assurances Forms



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Application Process Continued

An electronic copy of the Perkins Reserve Fund Proposal must be submitted to: Kathleen Mercer, ktmercer@ksde.org no later than **5:00 p.m. local time** on **March 31, 2022**. Proposals received after the due date will not be considered for an award.

Documents	Due Date	Submit to
Electronic copy of <input type="checkbox"/> Cover sheet <input type="checkbox"/> Project application <input type="checkbox"/> Project Activities Sheet <input type="checkbox"/> Detailed budget	March 31, 2022 5:00 p.m.	ktmercer@ksde.org Kathleen Mercer And cc mrichards@ksde.org
<input type="checkbox"/> Budget narrative <i>(identifying specifically how the funds will be expended)</i> <input type="checkbox"/> Outline how the project will enhance programs supported <input type="checkbox"/> Completed Assurances Forms		
Hard copy of all documents w/original signatures, contractual provisions and local assurances attachments	Upon Request	Perkins/CTE 900 SW Jackson, Suite 653 Topeka, KS 66612

Reporting Requirements

Grant recipients must provide a final narrative, a **final project activities sheet, and a final expenditure report** no later than **June 30, 2022**. The applicant's Perkins Coordinator is responsible for verifying reported information as well as ensuring the final report is submitted as required.

Failure to Commence Project

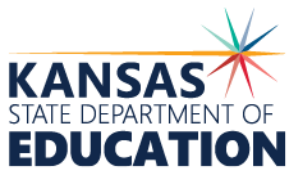
If the project activities described in the grant proposal **have not commenced within 30 days** after acceptance of the grant award, the recipient must **report in** writing the steps taken to initiate the project, the reason for the delay and the expected start date, and submit an adjusted project timeline. If project activities have not commenced within **10 days of receipt of the above letter**, KSDE may **terminate** the grant and the recipient will be required to **return all unused grant funds** with a complete accounting of all expenditures. **All funds must be expended by June 30, 2023.**

Unused Funds

All grant funds awarded but not expended by **June 30, 2023** must be **returned** to KSDE within 15 days after of the end of the grant award period.

Right to Terminate the Grant

After a grant is awarded, any adjustments and/or modifications to the activities or budget amounts must be approved by KSDE prior to the change occurring. Failure to request grant changes in advance may result in the returning of funds expended without approval and/or termination of the grant. KSDE reserves the right to terminate any grant award and cease payment to the recipient for failure to comply with applicable laws, regulations, and/or terms of the grant assurances. Further, KSDE may seek reimbursement of any or all grant funds and may reclaim any equipment, durable goods and other property purchased with these grant funds if the recipient fails to perform in accordance with the terms of the grant assurances and reporting requirements.



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Cover Sheet

USD and District Name _____ Consortium Name (if district is in a consortium) _____

Secondary Funding: I understand that if funds become unavailable, this application may be **terminated**. If satisfactory progress and documentation are not made regarding the intended outcomes of this application or if this institution fails to comply with applicable laws, regulations, assurances and/or terms of this grant this application becomes null and void and all funds **must be returned**. I further understand that **supplanting of funds is not allowed under the Carl D. Perkins Career and Technical Education Act**.

LIST CONTACT PERSONS

Responsibility	Name & Position	Telephone	Email Address
Application Completer			
Administrator			
District Clerk/ Finance Officer			

Participant Role - Suggested	Participant Name	Telephone	Email Address
Science Teacher			
Math Teacher			
English Language Arts Teacher			
CTE Teacher			
CTE Coordinator / Curriculum Leader			
Counselor			
Business/Industry/Community Member			

 Administrator's Signature

 Date

STATE USE ONLY—DO NOT WRITE BELOW THIS LINE

\$ _____ Approved Grant Award Amount

 KSDE Authorized Representative

 Date

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A. Funding

- a. Amount:
 - i. Funding for this grant is set at a maximum of \$22,000 per application.
- b. Purpose:
 - i. This grant is intended to support the creation and implementation of curriculum to provide Middle School students with an opportunity to search career opportunities through research and exploration. Outcome from this work will be shared with peers.
- c. Funding will apply toward:
 - i. Stipends for a 7-member team to complete approximately 80 hours of work time (2-3 weeks) in addition to KSDE meetings.
 - ii. Mandatory attendance at a KSDE led kick-off (TBD March-April)
 - iii. Weekly check-ins in (June)

B. Grantee Selection

- a. Must offer at least one state approved Career Pathway
- b. Must receive Perkins funding
- c. Must submit complete documentation for application and on-going through the grant period.
- d. Must agree to all presentations, reports, meetings, and professional development as required by KSDE on the individual and team levels.
- e. Special consideration will be given to submissions that target multiple pathways

C. Project/Budget Narrative

- a. Explanation/Description of the Professional Development and the Overall Proposed Uses of funds

D. Expected Measurable Outcomes/Project Deliverables (*Grant recipients will...*)

- a. Create a Framework that includes a minimum of 3 modules/units whose delivery requires approximately 10 hours in duration and focus on career exploration in a particular field
- b. Create at least three modules/units that must include:
 - i. **Academic Standards** from a minimum of **three** disciplines
 - ii. Modules/Units must be **integrated and aligned** to a locally approved CTE pathway(s).
 - iii. The **attached** Module design will be used to create framework
 - iv. Module framework will include:

<input type="checkbox"/> Learning goals	<input type="checkbox"/> Individual plan of study activities
<input type="checkbox"/> CTE competencies	<input type="checkbox"/> Daily project calendar
<input type="checkbox"/> Academic Standards	<input type="checkbox"/> Student Products that can be uploaded to
<input type="checkbox"/> Work-based learning activities	student's IPS portfolio

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- c. Provide information related to the creation and implementation of the Middle School Curriculum.
 - i. Submit a report at the end of the project that addresses anticipated and actual data implementation impact (including, but not limited to) student enrollment for each pathway
- d. Attendance at KSDE focus group, 2 times a year (December, June).
- e. Contribute to a presentation at one of the following: KSDE CTE Summer Conference, State Board of Education meeting or other as approved.

E. Partnerships and Collaboration

Completed modules will be shared and used as a state-wide model.

F. Contractual Provisions Attachment and Local Assurances/Contractual Agreements

Submit completed copies of these documents (electronic only) — typed names & dates on the electronic copies with original signatures on the hard copy (held locally if not scanned and submitted electronically) to be submitted no later than March 31, 2022



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District Name: _____ Grant Year: FY 2022
Consortium Name (if district is in a consortium)

FINAL Reserve Fund Project Activities

Line #1	Description of the Activity (Complete this section to include with the application)	Funding: \$
	Responsible Person: [Enter Name Here] Start Date: <u>May 2, 2022</u> Completion Date: <u>June 30, 2022</u>	
	Expected Result/Evaluation of the Activity (Complete this section to include with the application)	
<u>06/30/22 Final Report/Activity:</u> (Complete this section after the grant is finished) [Enter Description Here]		



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Reserve Fund Budget Sheet
 Middle School SCORE Grant # 06080
 (Complete and return with **APPLICATION**)

Budgeted Items		Number of Items	Item Amount	Total Amount
1.	Professional Development		\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total for Professional Development				
2.	Equipment/Supplies—list individually (attach a list, if necessary)		\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total for Equipment				
3.	Travel		\$	
			\$	
			\$	
			\$	
			\$	
Total for Travel				\$
4.	Other Allowable Expenditures—list separately		\$	
			\$	
			\$	
			\$	
			\$	
Total for Other Allowable Expenditures				\$
TOTAL FOR PROJECT				



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Reserve Fund Budget Sheet
Middle School SCORE Grant # **06080**
(Complete and return with **APPLICATION**)

Project/Budget Narrative:

Funding will go to cover costs associated with the program, individual professional development, and any additional allowable expenses.

Type your Narrative here.

CONTRACTUAL PROVISIONS

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision: "The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the ____ day of _____, 20____.

1. Terms Herein Controlling Provisions: It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. Kansas Law and Venue: This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. Termination Due to Lack of Funding Appropriation:
 - a. If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year.
 - b. State agrees to give **written notice of termination** to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year.
 - c. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year.
 - d. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. Disclaimer of Liability: No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. Anti-Discrimination Clause: The contractor agrees:
 - a. to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116;
 - b. to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration;

CONTRACTUAL PROVISIONS CONTINUED

- c. Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations;
 - d. Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and
 - e. if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.
6. Acceptance of Contract: This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
 7. Arbitration, Damages, Warranties: Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
 8. Representative's Authority to Contract: By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
 9. Responsibility for Taxes: The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
 10. Insurance: The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
 11. Information: No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, et seq.
 12. The Eleventh Amendment: "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
 13. Campaign Contributions / Lobbying: Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

Local Assurances

We, as an eligible recipient for funds under the Carl D. Perkins Career and Technical Education, Strengthening Career and Technical Education for the 21st Century Act hereby agree to the following assurances and contractual agreements:

- To administer each program, service, or activity covered in this application in accordance with all applicable statutes and regulations governing Carl D. Perkins Career and Technical Education Act of 2006, and
- To be in compliance with Executive Order 11246; Title VI of the Civil Rights Act of 1964, as amended; Title IX Regulations; Section 504 of the Rehabilitation Act of 1973, as amended; Individuals with Disabilities Education Act and any other federal or state laws, regulations and policies which apply to the operation of the programs. The institution does not discriminate on the basis of sex, race, color, national origin or handicap in the educational programs, services or activities being provided.
- To perform grant fund accounting, auditing monitoring procedures as may be necessary to maintain records as CTE determines to ensure fiscal control, proper management and proper expenditure of grant funds. The award recipient shall maintain books, records, documents and other evidence to summarize costs in such a manner so as to identify the costs directly with the delivery of services outlined in the approved grant application. This means that at a minimum the award recipient shall keep records which segregate the grant funds from all other funds received by the award recipient, to keep its accounting for this grant project separate from the accounting of other funds and to spend and report in accordance with the approved grant project budget by program and budget line items. It is understood that this includes invoices and other financial documentation for all paid expenses; the portion of the grant project supplied by other sources of revenue; contracts for services; and other records which facilitate effective grant compliance.
- To assure all records shall be subject at all reasonable times to inspection, review, or audit by State personnel and other personnel duly authorized by KSDE. The award recipient assures that all financial records, supporting documentation, statistical records and all other records pertinent to the grant award shall be retained by the award recipient for at least five years following the end of the grant project period.
- The award recipient assures that grant funds will not be used to supplant state or local funds.
- If the activities described in the grant application have not commenced within 60 days after acceptance of the grant award, the award recipient shall report in writing the steps taken to initiate the grant project, the reasons for delay and the expected starting date. If the activities have not commenced within 30 days of receipt of the above letter, the award recipient shall submit to CTE a further statement in writing regarding the delay. Upon receipt of the second letter, KSDE may terminate the grant, and the award recipient shall return to KSDE all unused grant funds with a complete accounting of all expenditures.
- KSDE reserves the right to terminate any grant award and cease payment to the award recipient for failure to comply with applicable laws, regulations, and/or terms of the grant assurances. Further, KSDE may seek reimbursement of any or all grant funds and may reclaim durable goods purchased with these grant funds if the award recipient fails to perform in accordance with the terms of the grant assurances and reporting requirements.
- The award recipient shall return to KSDE any grant funds not expended or encumbered by the date listed in the grant application, within 15 days after the end of the grant project period.

USD and Name of District _____ *Name of Consortium (if district is a Consortium Member) Date* _____
 assures the Kansas State Department of Education of its intent to comply with the assurances and contractual agreements as outlined in this document. Further, we are willing to explain, in writing, how we intend to comply with each of these assurances and agreements.

Signature of Authorized Administrator _____ *Title* _____ *Date* _____

Printed Name of Authorized Administrator _____ *Address (Street, City, State, Zip Code)* _____

Final Reserve Fund Budget Sheet
Middle School SCORE Grant # 06080
(Complete and return with FINAL REPORT)

Budgeted Items		Number of Items	Item Amount	Total Amount
1	Professional Development		\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total for Professional Development				\$
2.	Equipment/Supplies—list separately		\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Total for Equipment				\$
3.	Travel		\$	
			\$	
			\$	
			\$	
			\$	
Total for Travel				\$
4.	Other Allowable Expenditures—list separately		\$	
			\$	
			\$	
			\$	
			\$	
Total for Other Allowable Expenditures				\$
TOTAL FOR PROJECT				\$



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Project/Budget Narrative:

DESCRIBE what actually happened, any issues or problems that were overcome. If overage expenses were experienced, share how it was covered.

Type your Narrative here.