



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

March 2, 2022

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II

RE: Career and Technical Education Work-Based Learning Innovation Grants

Stephanie Bell
District III

The Alabama State Department of Education is accepting proposals from local education agencies (LEAs) for funding to advance innovative practices in career and technical education in Work-Based Learning. The deadline to submit the enclosed Work-Based Learning Innovation Grant application is Friday, April 1, 2022, at 5 p.m. Please send applications with supporting documentation to Dr. Jimmy Hull, Assistant State Superintendent for Career and Technical Education/Workforce Development, Alabama State Department of Education, ATTN: Mrs. Jennifer Burt, Education Administrator, P. O. Box 302101, Montgomery, Alabama 36130-2101.

Yvette M. Richardson, Ed.D.
District IV
Vice President

If you have any questions, please contact Mrs. Burt, by telephone at (334) 694-4763 or by email at jburt@alsde.edu.

Tonya S. Chestnut, Ed.D.
District V

EGM/JB

Cynthia McCarty, Ph.D.
District VI

Enclosure

Belinda McRae
District VII

cc: City and County Career and Technical Administrators
City and County Chief School Financial Officers
Mrs. Angela Martin
Dr. Brandon T. Payne
Dr. Jimmy Hull
Mrs. Lynn Shows
Mr. Barry Kachelhofer
Mrs. Jennifer Burt

Wayne Reynolds, Ed.D.
District VIII
President Pro Tem

FY22-2032

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT
Work-Based Learning Innovation Grant
Request for Proposal – Fiscal Year (FY) 2022
Career and Technical Education Initiative

Instructions: Complete this cover sheet, the program narrative, budget page, and return on or before Friday, April 1, 2022. Mail to: Dr. Jimmy Hull, Assistant State Superintendent of Education, Career and Technical Education/Workforce Development, ATTN: Mrs. Jennifer Burt, P. O. Box 302101, Montgomery, AL 36130-2101 or hand-deliver to: Mrs. Jennifer Burt, Education Administrator, Career and Technical Education/Workforce Development, Gordon Persons Building, 3rd Floor, Room 3146, 50 North Ripley Street, Montgomery, AL 36104. **No faxed or emailed copies will be accepted. Please use blue ink for the signatures.**

Career and Technical Education Director	
Name:	Telephone:
Address:	Fax:
Email:	

Amount of Funds: _____

Purpose: The Alabama State Department of Education is accepting proposals from local education agencies (LEAs) for funding to advance innovative best practices in Work-Based Learning opportunities to address local workforce development needs.

Date of the Award: Funds will be available from date of award letter through September 30, 2022.

Allowable Costs: LEAs agree to use funds to purchase equipment, materials and supplies, teacher stipends, student transportation, and in-state travel. All requests for reimbursement are to be submitted on LEA letterhead signed by the Superintendent or CSFO and shall not exceed \$30,000.00. Attached documentation should include copies of paid, itemized invoices with proof of payment, such as check numbers and dates paid. The deadline for reimbursement will be October 14, 2022.

CERTIFICATION:

The attached application/budget is based on the advancement of innovative best practices in Work-Based Learning opportunities to address local workforce development needs.

CTE Director

Date

I have reviewed the attached application/budget. The proposed expenditures appear to be coded properly and will be incorporated into the LEA systemwide budget.

Chief School Financial Officer

Date

I certify that I am authorized by the governing board of the above-named school system to submit this application or amendment; that all assurances, certifications, and disclosures submitted with the Program Application and Accountability Plans for Career and Technical Education will be observed; that the program will be implemented as described; and that the governing board is responsible for complying with all state and federal requirements, including the resolution of any audit exceptions.

Local Superintendent's Original Signature

Date

FOR SDE USE ONLY

APPROVED:

State Superintendent of Education

Date

CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT
Work-Based Learning Innovation Grant
FY 2022 Grant Requirements

1. Project Narrative - Each LEA must demonstrate a plan to advance innovative best practices in Work-Based Learning opportunities to address local workforce development needs. (80 Points)

Project Narrative - A. Describe how the program expansion will create equity and access by illustrating a plan to offer a program to ensure equitable representation of diverse populations, including but not limited to race, gender, socio-economic backgrounds, special populations, or students with disabilities. (20 points)

Project Narrative - B. Describe how the success of the program will be measured. (20 Points Total)

- a. Clear picture of how data will be collected. (10 points)
- b. Clear picture of how data will be used to demonstrate the degree to which outcomes are met and how student achievement is impacted. (10 points)

Project Narrative - C. Address the following Work-Based Learning Best Practices: (20 Points)

- a. Be equitable and inclusive.
- b. Be anchored in careers, standards based, grounded in experiential and hands on learning.
- c. Be integrated into the broader K-12 or P-20 career development system.
- d. Be intentional in regard to meaningful employer engagement.
- e. Be dedicated to instructional time for career development.
- f. Be communicated effectively to students and their families.
- g. Be focused on student growth.

Project Narrative - D. Provide a sustainability plan beyond the grant funds. (20 Points Total)

- a. Illustrates a plan to sustain grant activities after the grant period. (10 points)
- b. Identify sources of funds that can leverage the state and/or local funds and help to ensure the project is sustainable beyond the grant period. (10 points)

2. Preliminary Budget/Certification Page—Each LEA must complete the preliminary budget page. (20 Points Total)

The grant awards shall not exceed \$30,000.00 per grant. The grants are Cooperative Education; Program/Industry Specific; and Work-Based Learning Expansion (to include simulated workplace, CTE lab, or transition services for students with disabilities).

The estimated number of awards will be 97. Each Alabama Workforce Development Region can receive up to thirteen (13) Cooperative Education Grants; up to six (6) Program/Industry Specific Grants; and up to six (6) Work-Based Learning Expansion Grants in the amount of \$30,000.00 per grant. The anticipated total amount to be awarded is approximately \$3 million. **Please indicate grant type below by checking the appropriate box:**

- Cooperative Education Grant**
- Program/Industry Specific Grant**
- Work-Based Learning Expansion Grant**

CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT
Work-Based Learning Innovation Grant
Request for Proposal - FY 2022
Career and Technical Education Initiative

PROPOSED BUDGET (1281)

Function	Object	Description	Budget
1100	411	Student Classroom Supplies	
1100	491	Instructional Equipment (less than \$5,000 per unit)	
1100	623	Registration Fees	
1100	192	Stipends	
		Benefits	
1100	220	Retirement	
1100	230	Social Security	
1100	240	Medicare	
1100	250	Unemployment Compensation	
	382	In-State Travel and Training	
4140	161	Bus Drivers	
4140	220	Retirement	
4140	230	Social Security	
4140	240	Medicare	
4140	250	Unemployment Compensation	
		TOTAL	\$30,000.00