



## REQUEST FOR APPLICATION

### PERKINS RESERVE FUND GRANT for INDUSTRY CERTIFICATIONS

<p style="text-align: center;">Deadline <b>4:00 PM (EDT)</b> <b>September 1, 2016</b> <i>(Applications received after 4:00 PM(EDT) will NOT be reviewed)</i></p>	<p style="text-align: center;">Issued By  <b>Kentucky Department of Education Office of Career and Technical Education</b></p>
<p style="text-align: center;"><b>Email All Questions To:</b>  Kentucky Department of Education Procurement Branch <a href="mailto:KDERFP@education.ky.gov">KDERFP@education.ky.gov</a> (Questions will only be accepted via email) Deadline: 12:00 Noon (EDT) <b>August 18, 2016</b></p>	<p style="text-align: center;"><b>Submit Applications to:</b>  <b><u>KDERFP@education.ky.gov</u></b> <i>(only electronic applications will be accepted)</i></p>
<p><b>In order for an application to be reviewed, the applicant:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Shall</b> meet the submission deadline.</li> <li><input type="checkbox"/> <b>Shall</b> include application components as described on page 3.</li> <li><input type="checkbox"/> <b>Shall</b> follow formatting requirements as described on page 3.</li> </ul>	

## **Deadline – September 1, 2016 4:00 PM (EDT)**

### **Introduction**

As authorized under the Carl D. Perkins Act of 2006, the Kentucky Department of Education, Office of Career and Technical Education is issuing a Request for Application (RFA) for Kentucky local school districts, area technology centers and postsecondary institutions to apply for a Perkins Reserve Fund Grant for Industry Certifications. The Carl D. Perkins Act of 2006 provides funds to supplement and enhance career and technical education.

### **Purpose**

The purpose of the grant is to provide funds to local school districts, area technology centers and postsecondary institutions for the purchase of industry certifications for students that are **preparatory** during the 2016-2017 school year. Industry certifications, approved by the Kentucky Workforce Innovation Board (KWIB), and on the **approved list may be funded by this grant.**

### **Eligibility**

To be eligible for a Perkins Reserve Fund Grant for Industry Certifications, a local school district, area technology center or postsecondary institution must be eligible to receive Perkins Basic Grant funds.

As specified in the Carl D. Perkins Career and Technical Education Act of 2006, the state may award grants to eligible recipients for career and technical education activities described in section 135 in -

- rural areas
- areas with high percentages of career and technical education students; and
- areas with high numbers of career and technical education students.

***Only one application per district, ATC or postsecondary institution.***

### **Funding**

The Kentucky Department of Education has approximately \$750,000 available for this grant competition. The total amount award for each grant will be no more than \$15,000. Applicants awarded the grant for industry certifications will receive funds, via reimbursement, for 2016-2017 **preparatory students.**

### **Federal Funding Accountability and Transparency Act (FFATA)**

The Federal Funding Accountability and Transparency Act of 2006 is designed to increase transparency and improve the public's access to Federal government information. FFATA requires that sub-award data is reported for all federal grants funded at \$25,000 or more. In order to comply with FFATA, any entity receiving federal funds **MUST** have a Data Universal Numbering System (DUNS) number. A DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

### **ASSURANCE REGARDING COMPLIANCE WITH GRANT PROGRAM REQUIREMENTS**

The grantee agrees to comply with all applicable requirements of all State statutes, Federal laws, executive orders, regulations, policies and award conditions governing this program. The grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Kentucky Department of Education may withhold funds otherwise due to the grantee from this grant program until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). The Department may withhold up to 100% of any payment based on any noncompliance, misappropriation of funds, monitoring finding, audit finding or pending final report.

### **Allowable Use of Funds**

Funds may be used to purchase industry certifications from the **approved** industry certifications list.

## **Unallowable Use of Funds**

***No pre-test software or supplies, used to take the test, may be purchased with the industry certification grant funds.***

## **Application Components**

The application should contain the following items presented in the order listed below. Each component should be clearly labeled within the application.

1. Application Cover Page (name of school, district, contact person, etc.)
2. Assurance Statement (signed)
3. Table of Contents with Page Numbers
4. Narrative Description of the industry certifications to be purchased (limited to 3, single-sided, double-spaced pages)
5. Timeline (1page)
6. Detailed Budget Form
7. Certifications Document (signed)

## **Formatting Requirements**

The application narrative should be organized in the order below and should use the following format:

- Double-spaced
- Letter size (8 1/2 by 11) settings
- Arial or similar 12-point font (NO narrow or condensed versions)
- 1 inch side margins and .5 inch top/bottom margins for narrative portions
- 3 page maximum for the narrative, additional pages exceeding this limit will not be reviewed
- Number pages consecutively starting with the first page of the narrative as page 1
- Do not number the application cover, the table of contents, assurances, timeline, detailed budget and narrative form and certifications document. These do not count as part of the 3 page maximum.
- Texts within charts and graphs may be 10 point Arial or similar font and single spaced
- Bullets may be single spaced and should be 12 point Arial or similar font

***Failure to follow the formatting requirements will deem your application non-responsive***

## **Intent to Apply**

In order to secure an adequate number of grant reviewers, please submit an email no later than August 5, 2016 to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) if you intend to submit an application. You should include the district name/ATC name/postsecondary institution name, contact name, address, e-mail and phone number. ***This is for planning purposes only and does not obligate you to submit an application.***

## **Technical Assistance**

To assist local districts, ATCs and postsecondary institutions in preparing a quality application, the KDE will offer a technical assistance session for the purpose of application preparation. A live webinar will be held August 9, 2016 and you are encouraged to participate as this will be the only opportunity for oral questions. **Please continue to check the KDE website for further information regarding the live webinar for technical assistance.**

### **Submission of Written Questions**

**The KDE will only accept written questions via email through 12:00 Noon (EDT) on August 18, 2016.**

Questions will not be accepted after this date. Salient written questions and their responses will be posted as an addendum to the RFA on or around August 22, 2016. All questions should be submitted to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).

### **Application Deadline**

**The Kentucky Department of Education must receive, in its email inbox, the application by September 1, 2016 at 4:00 PM (EDT).** Applications received after this time and date will not be accepted. Furthermore, applications not complying with any of the technical requirements may be deemed non-responsive. Blind copies should not contain any identifying information (i.e., district name, school name, county, individual names, etc.). Applications with identifying information will be deemed non-responsive. It is the applicant's responsibility to check the [KDE Competitive Grants webpage](#) regularly for new information (including changes) regarding this solicitation. Applicants are responsible for contacting the Kentucky Department of Education confirming the receipt of their application.

### **Submission of Application**

**The Kentucky Department of Education must receive, in its email inbox, the application by September 1, 2016 at 4:00 PM (EDT).** Applications received after this time and date will not be reviewed or considered for award. Furthermore, applications not complying with any of the technical requirements may be deemed non-responsive. Blind copies should not contain any identifying information (i.e., district name, school name, county, individual names, etc.). Applications with identifying information will be deemed non-responsive. It is the applicant's responsibility to check the [KDE Competitive Grants webpage](#) regularly for new information (including changes) regarding this solicitation. Applicants are responsible for contacting the Kentucky Department of Education confirming the receipt of their application.

1. Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as ***PRF-FY17-District-School Name-Original***. (For example: Sheldon Clark High School in Martin County would save the original application as *PRF-FY17-Martin-Sheldon Clark-Original*.)
2. Scan the completed blind application in its entirety to PDF format. The blind copy should not contain identifying words or names of people, districts, counties, or schools. The cover page does not need to be scanned for the blind copy. Save the blind application as ***PRF-FY17-District-School Name-Blind***. (For example: Sheldon Clark High School in Martin County would save the blind application as *PRF-FY17-Martin-Sheldon Clark-Blind*.)
3. Email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)
  - ☐ **The date/time on the received email must be on or before 4:00 PM (EDT), September 1, 2016.**
  - ☐ **On the subject line of the email, type *PRF/name of district/name of school*.**
  - ☐ **If at all possible, send both attachments in the same email and label the original application attachment *PRF-FY17-District-School Name-Original*. (For example: Sheldon Clark High School in Martin County would save the original application as *PRF-FY17-Martin-Sheldon Clark -Original*.) and**

the other attachment ***PRF-FY17-District-School Name-Blind***. (For example: Sheldon Clark High School in Martin County would save the blind application as *PRF-FY17-Martin-Sheldon Clark -Blind*.) If necessary, the application may be sent in parts. **ALL PARTS MUST BE RECEIVED-DATE/TIME STAMPED-BY THE DEADLINE of September 1, 2016 by 4:00 PM (EDT).**

- ☐ Keep in mind that email coming in to the Kentucky Department of Education is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
- ☐ Applications not received by the deadline will not be reviewed or considered for award.
- ☐ Blind copies should not contain any identifying information (i.e., district name, school name, county, individual names, etc.). Applications with identifying information will be deemed non-responsive.

## Evaluation of Application

Independent reviewers, with knowledge of industry certifications and who have experience in or knowledge of career and technical education, will evaluate applications using the criteria established in the RFA. Recommendations will be based on independent reviewer scores. The Kentucky Department of Education also reserves the right to consider demographic and programmatic diversity as factors in the selection of qualified funded applications. Applications must meet a minimum score of 70 percent to be funded but no grant will be awarded if a **total score of 0 (zero)** is reflected in a criteria area.

## Contract Award

Applicants will receive preliminary notice of award on or around October 1, 2016. At the conclusion of the RFA process, Memorandums of Agreement (MOA) will be developed with successful local school districts and postsecondary applicants; successful ATC applicants will be directed by the KY Tech Administrative Branch around the budget and use of funds. The effective date is anticipated to be October 15, 2016 for ATCs and funds will be eligible for use from the MOA effective date through June 30, 2017. A summary report will be due to the Office of Career and Technical Education by July 30, 2017. Activities prior to the effective date of the MOA are not allowable charges.

## Perkins Reserve Fund Grant For Industry Certifications Evaluation Criteria

The narrative description should be written in the chronological order in which the criteria are written below. Parts 1-5 should be limited to 10 single-sided, double-spaced pages and have side and top margins of one inch. The Detailed Budget & Narrative Form and timeline are not included in the 10-page limit. **The only additional attachments/supplemental materials allowable is employer letters of support.**

Criteria	Maximum Points
<b>Part 1: Support</b>	<b>25 points</b>
<b>This section shows the level of support from at least one employer for the pathway.</b>	
1.1 What is the local impact of the industry certification for the students?	
1.2 What is the employer(s) doing for support?	



School Name: \_\_\_\_\_ School Name: \_\_\_\_\_

I assure the attached application has been reviewed and approved for implementation by all stakeholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the Perkins Reserve Fund grant. Failure to do so could impact future funding.

\_\_\_\_\_  
Superintendent or Postsecondary Authorized

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My commission expires

Notary seal

### Perkins Reserve Fund Grant

Detailed Budget Form

2016-2017

\_\_\_\_\_  
Name of Applicant

**Instructions:** Use this form to provide a detailed, itemized explanation of expenditures for the Reserve Fund Grant. Successful approval of budget is pending further review by the Kentucky Department of Education.

Name of Certification	Number of Certifications	Cost per Certification	Total Cost

<b>GRAND TOTAL</b>			

## **Assurances for Reserve Fund Grant for Industry Certifications**

1. The applicant must have a Data Universal Numbering System (DUNS) number.
2. Make reports to the KDE and the US Secretary of Education as may be necessary to enable such agency and the US Secretary of Education to perform their duties and maintain such records provide such information and afford access to the records as the KDE and the Secretary may find necessary to carry out their responsibilities.
3. Comply with the following acts of Congress:
  - a. Single Audit Act of 1984
  - b. Civil Rights Act of 1964
  - c. Gun-Free Schools Act of 1994
  - d. Americans with Disabilities Act 1990
  - e. Pro-Children's Act of 1994
4. Comply with the Stevens Amendment.
5. Comply with the Debarment, Suspension, and Other Responsibility Matters Regulation (34 CFR 85.110).
6. Not utilize any federal funds to lobby Congress or any federal agency.
7. Abide by and remain current on collection of and reporting of data.
8. Abide by and remain current on rules and regulations governing allowable and unallowable uses of funds.



**Signature and Title**

**Date**

\_\_\_\_\_

\_\_\_\_\_

## **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 the 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 (Nonprocurement) 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 82, for persons entering into a grant or cooperative agreement over \$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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of 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 subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients 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, Sections 85.105 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,

(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;

forgery, bribery, falsification or destruction of records, making false statements, 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; and

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

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### **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, Section 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:

(e) 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 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:

(f) Taking one of the following actions, within 30 calendar days of 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:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. 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)

Check [ ] if there are 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 at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 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 connection any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, 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.

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

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

## RFA Scoring Rubric

Section	Point Range	Excellent – Very Good	Good - Fair	Poor - Inadequate
1) Support	0-25	Support is well written and explains how the local employer(s) will support the industry certification.  <b>Points: 25-18</b>	Sufficient explanation on how employer(s) will support the industry certifications. Can be understood.  <b>Points: 17-8</b>	Does not clearly explain how local employers will support the industry certifications; or is missing altogether. Difficult to comprehend. <b>Points: 7-0</b>
2) Sectors	0-25	Details regarding sectors that the industry certifications will be aligned to. It is clear if it is a regional or state sector. <b>Points: 25-18</b>	Details regarding sectors that clearly define if it is a regional or state sector. <b>Points: 17-8</b>	The description the sectors are vague or incomplete. <b>Points: 7-0</b>
3) Past History	0-10	Data is provided on the number of industry certifications previously given and passed. Data is easy to read and understand  <b>Points: 10-7</b>	The data is provided but not clear as to the number of industry certifications given and/or passed.  <b>Points: 6-4</b>	The data is vague or missing.  <b>Points: 3-0</b>
4) Types of Industry Certifications	0-20	The industry certification(s) to be given and the criteria for choosing student to take them was provided and was clear and easy to understand.  <b>Points: 20-14</b>	The industry certification(s) to be given and the criteria for choosing student to take them was provided but not clear and easily understood.  <b>Points: 13-7</b>	Section does not really address the industry certifications or the criteria for choosing students to take them or is vague.  <b>Points: 6-0</b>
5) Pathways	0-15	Thoroughly describes the alignment of the industry certification to the pathway. Courses are approved for the pathway.  <b>Points 15-10</b>	Pathways are provided but not clearly defined.  <b>Points: 9-5</b>	Provides no description of the pathway of it is very vague.  <b>Points: 4-0</b>

6) Budget (Detailed Budget and Narrative Form)	0-5	List of expected expenditures are detailed and itemized for each category. Includes clear explanations of line item costs. Amounts are reasonable. Points 5-4	Budget partially delineates expected expenditures. Includes clear explanations of line item costs. Amounts are reasonable. Points 3-2	Budget is missing explanations of line items. The explanations of line item costs is vague or lacking. Points 1-0
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