

Request for Application: Ohio Career Technical Education Equipment Grant Program



IN PARTNERSHIP WITH THE
GOVERNOR'S OFFICE OF WORKFORCE
TRANSFORMATION AND THE OHIO
FACILITIES CONSTRUCTION
COMMISSION



**Department of
Education &
Workforce**

Table of Contents

Request for Application: Ohio Career Technical Education Equipment Grant Program3

INTRODUCTION.....3

LEGISLATION AND GUIDANCE3

ELIGIBLE APPLICANTS3

GENERAL INFORMATION4

USE OF FUNDS5

PARTICIPATION, EVALUATION AND REPORTING6

GENERAL MANAGEMENT.....7

TECHNICAL ASSISTANCE.....8

REVIEW PROCESS8

APPLICATION SUBMISSION9

BUDGET NARRATIVE 11

Appendix A 12

Ohio Career Technical Education Equipment Grant Program Application 12

Appendix B 16

Grant Specific Assurances 16

Appendix C 17

Ohio Career Technical Education Equipment Grant Program Application Scoring Rubric 17

Appendix D24

Budget Worksheet.....24

Appendix E27

Grant Activities Report.....27

REQUEST FOR APPLICATION: OHIO CAREER TECHNICAL EDUCATION EQUIPMENT GRANT PROGRAM

INTRODUCTION

The purpose of the Ohio Career Technical Education Equipment Grant Program is to award competitive grants to schools to establish or expand CTE programs, with priority for programs that support careers on [Ohio's Top Jobs List](#) and establish or expand credentialing programs from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list. Expansion of CTE and credentialing programs typically require investments in program and curricular materials, equipment and administrative costs. To help ensure schools are able to provide students with high-level instruction and training, Ohio has set aside funds to support implementation of Equipment for Ohio's Top Jobs.

LEGISLATION AND GUIDANCE

Future Forward Ohio, the state's plan to help students recover from the impact of the COVID-19 pandemic, emphasizes preparing students for future success by helping students rediscover their "why" for learning and more smoothly transition to their next stage through career and college connections. To support this career-focused approach, Governor Mike DeWine and Lieutenant Governor Jon Husted implemented the Ohio Career Technical Education Equipment Grant Program.

Ohio Career Technical Education Equipment Grant Program

The Equipment for Ohio's Top Jobs program promotes the expansion of CTE and credentialing programs in Ohio. The Ohio Career Technical Education Equipment Grant Program identifies programs eligible for an equipment, instructional materials, facilities and operational costs grant.

These incentive dollars are paid to a school or school district as awarded. With the support of the Ohio Legislature in House Bill 33, \$100 million has been set aside for the biennium budget for this grant.

ELIGIBLE APPLICANTS

Ohio schools must plan to offer a qualifying CTE program that supports a career on Ohio's Top Jobs List or a qualifying credential program from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list to be eligible to apply. For the purposes of this Request for Applications, eligible applicants are defined as city, local and exempted village school districts, community schools, Science, Technology, Engineering and Mathematics schools and joint vocational school districts.

- Priority is given to applicants with less than 10% of the student body reported as CTE concentrators. A CTE concentrator is a student who has completed at least two CTE courses in a single approved career pathway or program of study.

- Priority is given to applicants proposing programs in priority industry areas, such as advanced manufacturing and telecommunications.

GENERAL INFORMATION

Application and Funding Timeline

The Ohio Career Technical Education Equipment Grant Program application window opens Nov. 3, 2023 and closes Dec. 15, 2023 at 11:59 p.m. Grantees will be notified by Jan. 26, 2024.

The Ohio Career Technical Education Equipment Grant Program second application window opens March 1, 2024 and closes April 12, 2024 at 11:59 p.m. Grantees will be notified by TBD.

Expenditures must be incurred by Sept. 30, 2027. If awarded funds are not used by Sept. 30, 2027, the Ohio Department of Education and Workforce reserves the right to request the grantee return the balance of awarded funds.

Applications and supporting documentation are submitted through the Department's e-grant applicant system, the Comprehensive Continuous Improvement Plan.

Total Funding Amount

Up to \$100 million is available for Ohio Career Technical Education Equipment Grant Program awards. Grant awards may be prorated based on the application's technical review score and competitive preference priorities as outlined in the Review Process section of this document.

Grantees must use funds under this grant to implement a program that will prepare students for careers on Ohio's Top Jobs List or to earn qualifying industry-recognized credentials. Grantees must provide a plan for program sustainability.

The maximum amount allowed to be awarded is \$2.5 million per application.

Statement of Grant Specific Assurances

The grantee assures the following if awarded a grant:

1. The grantee plans to offer, beginning the school year following the allocation of funds, a qualifying CTE program that supports careers on Ohio's Top Jobs List or a qualifying credential program from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list. If the grant award is accepted, the grantee agrees to prepare students for a career or to earn the qualifying credential(s) in this application.
2. The grantee will report students that enrolled in a qualifying CTE program that supports careers on Ohio's Top Jobs List or earned the qualifying credential(s) from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list requested through this grant in the Education Management Information System. If no participants are reported as enrolled or no credentials are reported as earned, the Department reserves the right to request the grantee return the full amount of awarded funds.

3. Expenditures will be incurred by Sept. 30, 2027. If awarded funds are not used by Sept. 30, 2027, the Ohio Department of Education and Workforce reserves the right to request the grantee return the balance of awarded funds.
4. The grant funds will not be used to pay for the cost of a credential exam.
5. The Department may terminate the grant award upon 30 days written notice if it is determined that the grantee, grantee staff or any individuals connected with the program have used grant funds for personal gain, performed criminal activities or broken any of the agreed upon assurances listed in the grant application. If it is determined that any grant funds have been misused, the Department reserves the right to request the grantee return the full amount of awarded funds.
6. The grantee will maintain records, including but not limited to invoices, purchase order requests, requisition orders, receipts, student and teacher credentialing certificates and related documentation of earned credentials. Grantee will provide the Ohio Department of Education and Workforce access to those records in the conduct of audits or for supporting budget documentation. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information.

USE OF FUNDS

The intent of the Ohio Career Technical Education Equipment Grant Program is to provide funding to eligible applicants to establish or expand qualifying CTE programs from Ohio's Top Jobs List and qualifying credential programs from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list. In order to develop and implement quality CTE or credentialing programs aligned to priority industry sectors, schools must invest in resources such as equipment, instructional materials, facilities and operational costs. The programs qualifying for the Ohio Career Technical Education Equipment Grant Program are intended to provide talent to fill gaps in education and the workforce.

Ohio Career Technical Education Equipment Grant Program funds may be used to purchase such materials and services as:

- Equipment
- Software
- At-home and classroom supplies necessary for training
- Operational costs
- Classroom/Lab expansion
- Curriculum and materials used for instruction
- Credential vendor services

Note: This is not an exhaustive list.

For questions, please contact the Ohio Career Technical Education Equipment Grant Program manager at cte@education.ohio.gov.

Grant funds may not be used to pay for the cost of student credential exams as schools or districts are eligible to receive reimbursement for credentials earned from the Ohio Department of Education's list of industry-recognized credentials. To receive reimbursement, schools or districts must report students as earning industry-recognized credentials in the Education Management Information System and indicate that they paid for the credential exam. Find more information on reporting [here](#) (visit sections 2.8 - Student Assessment Record and 2.8.1 - Assessment Area Codes). Additional incentive dollars also are available to schools or districts through the [Innovative Workforce Incentive Program](#) when a student earns one of the eligible credentials.

PARTICIPATION, EVALUATION AND REPORTING

The Ohio Career Technical Education Equipment Grant Program is awarded to educating entities that plan to offer or expand, beginning the school year following the allocation of funds, a qualifying CTE program that supports careers on Ohio's Top Jobs List or a qualifying credential program from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list. Grantees must meet or exceed the competitive application threshold, use funds according to the guidelines set forth in this document and comply with reporting requirements, due dates and all applicable laws and rules.

Monitoring

Ohio Career Technical Education Equipment Grant Program program administrators and other staff from the Ohio Department of Education and Workforce will monitor and provide program oversight, including technical assistance to all grant awardees.

As a condition of this grant, the Department is responsible for evaluating and monitoring grantees. Grantees will be evaluated and monitored in accomplishing the performance goals set forth below:

Goal 1: Meet or exceed the number of students, as indicated on the awardee's grant application, projected to enroll or earn credentials through this grant.

Goal 2: Meaningful business and industry partnerships have been established. Industry partners and stakeholders are engaged in planning, evaluating and executing the CTE or credential program or are providing pre-apprenticeship opportunities.

Goal 3: Work with local industry partners to create a pipeline of skilled workers to fill Ohio's Top Jobs and provide students with a fulfilling post high school path.

Goal 4: If the lead district of a Career Technical Planning District (CTPD) is the applicant, collaboration with all local education agencies (LEAs) within the CTPD must be shown. If the applicant is not the lead CTPD, collaboration with the lead CTPD must be shown.

The monitoring system reviews all grant awardees following the issuance of the official award.

Reporting

In order to evaluate the effectiveness and ensure the performance goals of the CTE or credential program have been met, the grantees will be required to submit quarterly self-assessments, interim grant activities and expenditure report by Sept. 30, 2024, and a final grant activities and expenditure report by Sept. 30, 2027. Reports will be submitted through the Department's Compliance system.

All grantees receiving funding for the Ohio Career Technical Education Equipment Grant Program will report quarterly technical and financial information to track progress throughout grant implementation. Project Cash Requests (PCRs) are required to be submitted on a quarterly basis at minimum, preferably on a monthly basis.

Continuous performance monitoring ensures implementation of program and funding are on track and any performance issues can be detected before a problem occurs. If an issue is identified early, it can be immediately addressed to minimize the impact on the program.

The Department will provide technical assistance when appropriate. If a significant issue is found that will affect the grantee's ability to meet deadlines or implementation of the program, please immediately inform the grant manager at cte@education.ohio.gov. The Department reserves the right to request revisions for clarity or ask for additional information as necessary.

GENERAL MANAGEMENT

Grant records must be maintained for three years or per the applicant's records retention policy, whichever is longer, following submission of the final grant activities and expenditure report. For student related records, refer to the applicant's records retention policy.

Conflicts of Interest

As a nonprofit or public benefit entity receiving public funds, grantees must avoid conflicts of interest when administering grants and entering into contracts for equipment and services. State law regarding conflicts of interest is very strict. It is the responsibility of the grantee to comply with the [Ohio Ethics Law, ORC Chapter 102](#), regarding conflicts of interest.

Misuse of Funds and Grant Termination

The Department may terminate the grant award upon 30 days written notice, if it is determined that the grantee, grantee staff or any individuals connected with the credential program have used grant funds for personal gain, performed criminal activities or broken any of the agreed-upon assurances provided in the Comprehensive Continuous Improvement Plan or grant specific assurances. If it is determined that any grant funds have been misused, the Ohio Department of Education and Workforce reserves the right to request the grantee return the full amount of awarded funds.

Equipment Inventory

Equipment is any tangible, nonexpendable property having a useful life of more than one year. All equipment purchased under this grant must be inventoried and such property is the property of the applicant. The applicant's inventory control policies and procedures should be aligned with Auditor of State bulletins and available upon request by the Department. The following inventory control process must be implemented:

1. The applicant must maintain an inventory of equipment purchased with grant funds until disposition takes place.
2. The inventory records must include:
 - a. description of the item;

- b. serial number or other identification number;
 - c. funding source of the item (name of funding title/grant);
 - d. name of holder of title;
 - e. acquisition date;
 - f. acquisition cost;
 - g. percentage of state participation in the cost of the item;
 - h. location of the item;
 - i. use and condition of the item; and
 - j. any ultimate disposition data including date of disposal and the sale price of the item.
3. An inventory control system and equipment maintenance procedures must be implemented.
 4. Records for equipment acquired must be maintained for three years or per the applicant's records retention policy, whichever is longer, following submission of the final activities and expenditure report. If there is an audit exception, the applicant must keep the records until all litigation, claims or audit findings have been resolved and final action taken.

TECHNICAL ASSISTANCE

The Department will provide timely information and assistance to applicants who are interested in applying for the Ohio Career Technical Education Equipment Grant Program. Technical assistance may include frequently asked questions, videoconferencing, webinars, conference calls and in-person presentations. Applicants may request assistance throughout the application period and continue through the end of the program implementation process.

REVIEW PROCESS

The Ohio Career Technical Education Equipment Grant Program competitive review process includes technical and quality reviews of the grant application (see [Appendix A](#)) using a set scoring rubric (see [Appendix C](#)).

Technical Reviews

Ohio Department of Education and Workforce and Governor's Office of Workforce Transformation staff will conduct a technical review of each grant application for eligibility, completeness and budget submission. If an application is incomplete or insufficient, the Department may disqualify the application.

Quality Review

Each qualifying application will be evaluated by no less than three staff members. An average of the three scores from the scoring rubric will become the grant application's final score.

Allocation of Awards

After the overall reading and scoring process has been completed, the grant award amount will be determined by the number of approved applications, grant award amount requested, minimum amount needed to operate the credential program and final score. If dollars must be prorated, grants will be awarded based on budgets.

APPLICATION SUBMISSION

Applicants will complete and upload the official Ohio Career Technical Education Equipment Grant Program Application, Budget Worksheet, Budget Narrative and supporting documents into the Comprehensive Continuous Improvement Plan electronic system. Documents will not be accepted by post or electronic mail unless expressly directed by Department staff. Handwritten applications will not be accepted for consideration. For the application to be considered complete, the following documents are required:

- Official Ohio Career Technical Education Equipment Grant Program Application
- Completed Budget Worksheet with expenditure narrative
- Signed Statement of Grant Specific Assurances
- Three letters of commitment from business and industry partners describing their level of involvement in the program. These must be original, distinct, and written by the business. Each letter must reference the equipment investment and related workforce development education and training. Please include at least two (2) per targeted industry sector. If applicable, where there is an industry-sector partnership (ISP) for the targeted industry sector, it is encouraged to obtain an additional letter of support from the ISP.
 - If investments are proposed for broadband/5G, a letter of support from the Wireless Infrastructure Association (WIA) is *required* to ensure alignment with Ohio's Broadband and 5G Sector Partnership.
 - o Contact Information: Sara Lang, Senior Workforce Project Manager, WIA, Sara.Lang@wia.org
 - If investments are proposed for electric vehicles, a letter of support from the Ohio Manufacturers' Association (OMA) is *required* to ensure alignment with Ohio's Electric Vehicle Workforce Strategy.
 - o Contact Information: Ken Poland, Director, Workforce Services, Ohio Manufacturers' Association, kpoland@ohiomfg.com

Comprehensive Continuous Improvement Plan

The [Comprehensive Continuous Improvement Plan](#), often referred to as the CCIP, is a unified grants application and verification system that consists of two parts: the Planning Tool and the Funding Application. For the purposes of the Ohio Career Technical Education Equipment Grant Program competition, applicants will only use the funding application that contains the budget page, assurances and the budget upload location.

Grant applicants must have an OH|ID portal account, Information Retrieval Number and designated roles in the Ohio Educational Directory System to [access the Comprehensive Continuous Improvement Plan](#). The following technical assistance will aid the applicant in obtaining the access needed to enter the Comprehensive Continuous Improvement Plan.

If the applicant does not have an [OH|ID portal](#) account, click [here](#).

To determine the Information Retrieval Number, click [here](#). To assign roles in the Ohio Educational Directory System, click [here](#). Please make sure members of the grant application team are assigned the roles "Data Entry Funding-CCIP," "CCIP Fiscal Representative" and "CCIP Authorized Representative."

Budget Worksheet

Applicants must upload the Budget Worksheet (see [Appendix D](#)) into the Comprehensive Continuous Improvement Plan that includes the total sum requested for the qualifying credential program, as well as a narrative that provides an itemized list of expenditures, with cost, the applicant plans to incur using grant funds.

BUDGET NARRATIVE

Please provide a description of how the requested funds will be used in each of the categories listed in the table below. Provide an itemized list of expenditures the project expects to incur throughout the duration of the funding period.

Additionally, provide information on any matching or in-kind funds or services that will be provided in support of the program objectives.

Budget Category	Explain how the requested funds will be used to meet the objectives identified in the co-designed plan.
Instruction	
Support Services	
Governance/Admin	
Professional Development	
Family/Community	
Safety	
Facilities	
Transportation	
Nonpublic	
Indirect Cost	

Appendix A

Ohio Career Technical Education Equipment Grant Program Application

Summary of Grant Request

- 1. Provide the grant coordinator contact name, title, phone number and email address. This is the person responsible for answering grant specific questions.**

- 2. Provide the grant fiscal agent contact name, title, phone number and email address. This is the person responsible for all fiscal processes.**

- 3. Provide all completed documents electronically. No information has been handwritten.**

4. Which credential(s) from the Innovative Workforce Incentive Program list or CTE program that supports a career on the Ohio Top Jobs List does the school plan to offer under this grant?

5. Is this program currently available to students in the school? If so, does the school plan to expand the current program?

6. Is there a teacher identified for this program?

7. How many students are expected to enroll in this program or earn this credential each year?

8. What is the total grant award amount requested?

9. What is the minimum amount needed to operate this CTE or credential program?

10. How many students in the district currently qualify as CTE concentrators? How many students are projected to become CTE concentrators through implementation of this program?

11. What are the highest projected growth industries in the region and what are the emerging occupations in those industries?

12. How does the qualified CTE or credential program align to the high-skill, high-wage or in-demand industry sectors and occupations in the region? How does the program correlate to jobs listed on Ohio's Top Jobs?

13. Who are the major industry partners/stakeholders who have committed to working with students in the program? Does the lead applicant provide evidence of collaboration with the lead CTPD or all LEAs in the district?

14. How will course content be delivered (e.g., online provider, industry partner, separate course offering, integrated course offering)?

15. What professional development will teachers engage with in this program?

16. What is the CTE or credential program implementation timeline?

17. What current resources will be used to support the program?

18. What is the applicant's plan to sustain the CTE or credential program in the future?

Appendix B

Grant Specific Assurances

Statement of Grant Specific Assurances

The grantee assures the following, if awarded a grant:

1	The grantee plans to offer or expand, beginning next school year, a qualifying CTE program that supports a career on Ohio's Top Jobs List or a qualifying credential program from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list. If this grant award is accepted, the grantee agrees to prepare students for success in this qualifying program or to earn the qualifying credential(s) in this application.
2	The grantee will report students that enrolled in a qualifying CTE program that supports careers on Ohio's Top Jobs List or earned the qualifying credential(s) from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list requested through this grant in the Education Management Information System. If no credentials are reported as earned, the Department reserves the right to request the grantee return the full amount of awarded funds.
3	Expenditures will be incurred by June 30, 2027. If awarded funds are not used by Sept. 30, 2027, the balance of awarded funds must be returned to the Ohio Department of Education and Workforce.
4	The grant funds will not be used to pay for the cost of a student's credential exam.
5	The Department may terminate the grant award upon 30 days written notice if it is determined that the grantee, grantee staff or any individuals connected with the credential program have used grant funds for personal gain, performed criminal activities or broken any of the agreed-upon assurances listed in the grant application. If it is determined that any grant funds have been misused, the Department reserves the right to request the grantee return the full amount of awarded funds.
6	The grantee will maintain records, including but not limited to invoices, purchase order requests, requisition orders, receipts, student and teacher credentialing certificates and related documentation of earned credentials. Grantee will provide the Ohio Department of Education and Workforce access to those records in the conduct of audits or for supporting budget documentation. This cooperation includes access without unreasonable restrictions to its records and personnel for the purpose of obtaining relevant information.

CERTIFICATION

I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.

The applicant designated below hereby applies for an Ohio Career Technical Education Equipment Grant Program for the purpose of establishing a qualifying CTE program that supports careers on Ohio's Top Jobs List or a qualifying credential program from the Governor's Office of Workforce Transformation Innovative Workforce Incentive Program list and acknowledges to all Statement of Grant Specific Assurances.

Signature of Authorized Person: _____ Date: _____

Printed Name of Authorized Person: _____

Appendix C

Ohio Career Technical Education Equipment Grant Program Application Scoring Rubric

Reviewer Name:

School or District Applicant:

Program supports a career on the Ohio Top Jobs List? Yes No

Credential is on the Innovative Workforce Incentive Program list? Yes No

Is there a teacher identified for the program? Yes No

Is this a program that currently exists in the district, school or Career-Technical Planning District? Yes No

Number of students projected to enroll or earn credentials through this program.

What is the full budget amount requested? \$

What is the minimum amount needed to operate this program? \$

Question: How many students in the district currently qualify as CTE concentrators? How many students are projected to become CTE concentrators through implementation of this program?

Review Criteria: Priority is given to applicants with less than 10% of the student body reported as CTE concentrators. A CTE concentrator is a student who has completed at least two CTE courses in a single approved career pathway or program of study.

Rating	Description	Score
Poorly Developed	At least 10% of the applicant's student body are reported as CTE concentrators.	2
Marginally Developed	9.9% - 7% of the applicant's student body are reported as CTE concentrators.	4
Adequately Developed	6.9% - 4% of the applicant's student body reported as CTE concentrators.	6
Well Developed	3.9% - 0% of the applicant's student body reported as CTE concentrators.	8

Reviewer Comments:

Question: What are the highest projected growth industries in the region and what are the emerging occupations in those industries?

Review Criteria: The program is addressing a need in the region. State and Local Labor Market Information (LMI) with current and projected employment have been provided. Input from local business and industry representatives have been referenced.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about the regional need for the program.	1
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	2
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	3
Well Developed	The response demonstrates the applicant's thorough understanding of the need for the credential via specific information. The response presents a clear and realistic picture of how the program will impact local business and industry.	4

Reviewer Comments:

Question: How does the qualified CTE or credential program align to the high skill, high wage or in-demand industry sectors and occupations in the region? How does the program correlate to jobs listed on Ohio's Top Jobs?

Review Criteria: Priority is given to applicants proposing programs in priority industry areas, such as advanced manufacturing and telecommunications. A list of high-skill, high-wage or in-demand industry sectors and occupations in the region is provided. Program alignment to current and future employment projections has been demonstrated. Links to job postings that support the need for this credential program are provided.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about the regional need for the program.	2
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas. The response briefly mentions correlation of the proposed program to a priority industry.	4

Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	6
Well Developed	The response demonstrates the applicant's thorough understanding of the need for the credential via specific information. The response presents a clear and realistic picture of how the program will impact priority industry in the area.	8
Reviewer Comments:		

Question: Who are the major industry partners/stakeholders who have committed to working with students in the program? Does the lead applicant provide evidence of collaboration with the lead CTPD or all LEAs in the district?		
Review Criteria: Three or more industry partners/stakeholders and how they will be involved in the program are listed. Pre-apprenticeship or mentorship opportunities, assisting with classroom instruction, company site visits, supplemental funding and/or other opportunities have been committed. Three letters of commitment have been provided and at least two per industry sector. If investments are proposed for broadband/5G, a letter of support from the Wireless Infrastructure Association (WIA) is provided. If investments are proposed for electric vehicles, a letter of support from the Ohio Manufacturers' Association (OMA) is provided. If the lead district of a Career Technical Planning District (CTPD) is the applicant, collaboration with all Local Education Agencies (LEAs) within the district must be shown. If the applicant is not the lead CTPD, collaboration with the lead CTPD must be shown.		
Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about the program's support from business, industry and the community.	2
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	4
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	6
Well Developed	The response demonstrates the applicant's thorough understanding of the program's connection to business, industry and the community via specific information. The response presents a clear and realistic picture of the importance of industry partners/stakeholder partnerships and their involvement in the credential program.	8
Reviewer Comments:		

Question: How will course content be delivered (e.g., online provider, industry partner, separate course offering, integrated course offering)?

Review Criteria: The narrative provides an innovative approach to work-based learning. Instruction includes a combination of classroom, online and hands-on training.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about viability of the program or the applicant's capacity to implement.	1
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	2
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	3
Well Developed	The response demonstrates the applicant's thorough understanding of the need for and innovative approach to work-based learning via specific information. The response presents a clear and realistic picture of how the program will incorporate a combination of classroom, online and hands-on training.	4

Reviewer Comments:

Question: What professional development will teachers engage with in this program?

Review Criteria: Training is valuable and necessary to provide quality instruction and training to students. If the instructor has already received special training, credentials or qualifications are listed.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about viability of the teacher's ability or qualification to provide instruction.	1
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	2
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	3

Well Developed	The response demonstrates the applicant's thorough understanding of the need for professional development or credentialed instructor via specific information. The response presents a clear and realistic picture of how the instructor will receive professional development or credentialing. If applicable, the instructor's credentials or qualifications are listed.	4
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Reviewer Comments:

Question: What is the program implementation timeline?

Review Criteria: Timeline includes such items as when students will be recruited, identification of or hiring of any new instructor(s), professional development for instructor(s) and equipping the facility.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about viability of the program or the applicant's capacity to implement.	1
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	2
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	3
Well Developed	The response demonstrates the applicant's thorough understanding of the implementation timeline via specific information. The response presents a clear and realistic picture of how the program will be implemented from student recruitment, identification of existing or new instructor(s), professional development for instructor(s) and equipping the facility.	4

Reviewer Comments:

Question: What current resources will be used to support the program?

Review Criteria: The applicant has identified current resources such as teacher(s), funding, curricular materials, equipment, facilities/labs, credentialed instructor(s) and other personnel.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about viability of the program or the applicant's capacity to implement.	1

Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	2
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	3
Well Developed	The response demonstrates the applicant's thorough understanding of the current resources that will be dedicated to implementing the program via specific information. The response presents a clear and realistic picture of how the applicant will provide current resources such as teacher(s), funding, curricular materials, equipment, facilities/labs, credentialed instructor(s) and other personnel.	4
Reviewer Comments:		

Question: What is the plan to sustain the program in the future?

Review Criteria: The applicant has developed a feasible plan for implementing student opportunities beyond the grant funding period and has either developed strategies for using Perkins funds, committed resources or both.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about viability of the plan for sustaining the program beyond the grant funding period.	1
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	2
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	3
Well Developed	The response demonstrates the applicant's thorough plan for sustaining the credential program beyond the grant funding period via specific information. The response presents a clear and realistic picture of the strategies for continuing the program into the future including details of funding source(s) and resources.	4

Reviewer Comments:

Question: Do the elements of the proposed budget all support the objectives of the program?

Review Criteria: The applicant has developed a clear and comprehensive budget to support the implementation and operations of the proposed program. Budget items that do not directly support the project are unallowable and will be communicated to the applicant upon award, as applicable.

Rating	Description	Score
Poorly Developed	The response is significantly incomplete, missing required information or otherwise raises substantial concerns about viability of the plan for sustaining the program beyond the grant funding period.	1
Marginally Developed	The response meets some of the established criteria but contains substantial gaps in other areas.	2
Adequately Developed	The response meets the established criteria, but it requires additional information, explanation or detail in one or more areas.	3
Well Developed	The response demonstrates the applicant's thorough plan for sustaining the credential program beyond the grant funding period via specific information. The response presents a clear and realistic picture of the strategies for continuing the program into the future including details of funding source(s) and resources.	4
Reviewer Comments:		

Appendix D

Budget Worksheet

Ohio Career Technical Education Equipment Grant Program

Applicant Name:

Applicant IRN:

Applicants must upload the Budget Worksheet into the Comprehensive Continuous Improvement Plan that includes the total sum requested for the qualifying CTE or credential program as well as a narrative that provides an itemized list of expenditures, with cost, the applicant plans to incur using grant funds.

Proposed Budget (submitted with grant application)		Retirement Fringe Benefits 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Instruction							\$ -
Support Services							\$ -
Governance/Admin							\$ -
Prof Development							\$ -
Family/Community							\$ -

Safety							\$ -
Facilities							\$ -
Transportation							\$ -
Nonpublic							\$ -
Indirect Cost							\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

The final expenditure report is the final Budget Worksheet and narrative listing expenditures. The narrative will include property inventory of all equipment and non-consumable goods, with cost, purchased using Ohio Career Technical Education Equipment Grant Program funds. The ending balance as of Sept. 30, 2027, shall be provided with one of the following documents attached for each expenditure: canceled check, receipt or bank statement. Documents will be uploaded into Ohio Department of Education and Workforce compliance system.

Final Expenditure Report (submitted with interim activities report)		Retirement Fringe Benefits 200	Purchased Services 400	Supplies 500	Capital Outlay 600	Other 800	Total
Instruction							\$ -
Support Services							\$ -
Governance/Admin							\$ -

Prof Development							\$ -
Family/Community							\$ -
Safety							\$ -
Facilities							\$ -
Transportation							\$ -
Nonpublic							\$ -
Indirect Cost							\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Appendix E

Grant Activities Report

In order to evaluate the effectiveness and ensure the performance goals of the program have been met, grantees are required to submit interim (due Sept. 30, 2024) and final grant activities reports (due Sept. 30, 2027). Reports will be submitted through the Department's Compliance system. The Department reserves the right to reject the report and request revisions for clarity or ask for additional information to be provided. The grant activities report will contain a summary of activities and training, a narrative detailing the status of (interim report) each performance goal or how the program has accomplished (final report) each performance goal.

Goal 1: Meet or exceed the number of students, as indicated on the awardee's grant application, projected to enroll in or earn credentials through this program.

Goal 2: Meaningful business and industry partnerships have been established. Industry partners and stakeholders are engaged in planning, evaluating and executing the CTE or credential program or are providing pre-apprenticeship opportunities.

Goal 3: Work with local industry partners to create a pipeline of skilled workers to fill Ohio's Top Jobs and provide students with a fulfilling post high school path.

Goal 4: If the lead district of a Career Technical Planning District (CTPD) is the applicant, collaboration with all local education agencies (LEAs) within the CTPD must be shown. If the applicant is not the lead CTPD, collaboration with the lead CTPD must be shown.

Date Submitted:

Check one: Interim Report Final Report

Grantee Name:

Grantee Information Retrieval Number:

Grant Coordinator Name:

Grant Coordinator Phone and Email:

Name of Credential(s) Funded:

Narrative Report

1. How many students are currently enrolled in the program?
2. How many students are projected to enroll in the program next year?
3. How many students have taken the WebXam or credential exam(s)?

4. How many students have passed the WebXam or credential exam(s)?
5. Are you on track to have the grant award funds fully expended by Sept. 30, 2027?
6. Provide a list of business, industry or other stakeholders and describe activities they have provided or been involved in during the program. What future activities are planned?
7. Provide a list and description of significant or innovative activities or training provided to students via classroom, online or hands-on experiences.
8. Describe any significant unanticipated challenges or activities that were not completed and any emerging issues.
9. Is there any additional information relevant to the grant that has not been requested?
10. Please provide any suggestions on how to improve the process for applying, implementing and/or reporting for the Ohio Career Technical Education Equipment Grant Program.